



## **HERITAGE HEIGHTS SCHOOL**

3156 Hwy 552E, RR 1  
DeWinton, AB T0L 0X0

Telephone: 403-938-1400  
Fax: 403-938-1122

School Web Site: <http://heritageheights.fsd38.ab.ca>

Visit our website all year for our Husky Happenings, calendar updates  
and links to other Foothills School Division sites.

## **STUDENT HANDBOOK 2016 – 2017**

**JOANNE HIGGINS**  
Principal

**LAUREN FRANDLE**  
Vice Principal

**Being a Husky means being a Leader!**

## **PRINCIPAL'S MESSAGE**

On behalf of all staff, welcome to Heritage Heights School. We look forward to working with you as we continue to create our outstanding school!

I am excited about this year and our focus on being a Leader in Me School. This whole school approach teaches 21<sup>st</sup> century leadership and life skills to students and creates a culture of student empowerment. We believe that every child can be a leader. We see their potential. We believe in their greatness. This leadership approach touches all aspects of our school, our students' successes and our interaction with the greater community.

Regular communication among students, parents and staff enables us to work most effectively. I encourage all parents and guardians to refer to this agenda and to keep in contact with your teachers, as they will with you. Please do not hesitate to contact me at 403-938-1400 ext. 48102 with any questions, comments or concerns.

Joanne Higgins  
Principal  
higginsj@fsd38.ab.ca

## **PRIORITIES**

At Heritage Heights School we believe every child:

- Can achieve success at high levels
- Is a natural inquirer
- Has leadership abilities
- Is compassionate

We believe:

- Respectful relationships are at the core of all we do;
- In a safe and caring learning environment that celebrates our unique K-9 community;
- In striving for personal excellence;
- In inspiring our learners to become dynamic leaders;
- In inspiring our learners to become confident, independent individuals;
- That purposeful learning lasts a lifetime and promotes excellence;
- In teamwork and effective communication.

## **OFFICE HOURS**

The office will be open from 8:00 a.m. to 4:00 p.m. The school phone number is 403-938-1400 and the fax number is 403-938-1122. Our automated phone system allows parents to leave messages on our attendance line (ext. 1) or for our staff 24 hours a day.

## **GUEST POLICY**

All guests to the school must register in the main office and obtain permission to visit in the school.

## **DOOR OPENING TIMES**

Our entry time for students is 8:30 a.m. unless they are under the direct supervision of a teacher. We ask that students wait in the front foyer until 8:30 a.m., at which time they may go to their lockers/classroom. After 3:30 p.m., students in the school must be under the direct supervision of a staff member.

## BELL SCHEDULE

<b>Monday-Friday</b>		<b>Options (Day 2,4,6)</b>	
<b>8:30 8:40-8:45</b>	<b>Warning Bell Homeroom/O Canada</b>		
<b>8:45-9:25</b>	<b>Period 1</b>	<b>8:45-9:45</b>	<b>Option A</b>
<b>9:25-10:05</b>	<b>Period 2</b>		
<b>10:05-10:45</b>	<b>Period 3</b>	<b>9:45-10:45</b>	<b>Option B</b>
<b>10:45-11:00</b>	<b>Morning Break</b>		
<b>11:00-11:40</b>	<b>Period 4</b>		
<b>11:40-12:20</b>	<b>Period 5</b>		
<b>12:20-1:00</b>	<b>Lunch/Break (K-5) Break/Lunch (6-9)</b>		
<b>1:00-1:45</b>	<b>Period 6</b>		
<b>1:45-2:30</b>	<b>Period 7</b>		
<b>2:30-3:15</b>	<b>Period 8</b>		

## TIMETABLE

We operate on 6 day timetable with 8 periods each day. The day is posted in the main foyer of the school for students to look at when they arrive in the morning. All junior high students are provided with a copy of their timetable and are encouraged to keep one posted in their locker as well as in their binders.

## ATTENDANCE

Consistent attendance, punctuality and good work habits are essential for success. **THERE ARE NO OPTIONAL ATTENDANCE DAYS AT HERITAGE HEIGHTS SCHOOL.**

**If students are absent or will be late, parents or guardians are expected to call the school at 403-938-1400 before 8:30 am.** *Parents may leave a message on our attendance line 24 hours a day.* Please leave the full name of the student and reason for absence. It is the responsibility of parents and students to make sure all absences or lates are excused.

Please contact us prior to 8:30 a.m. for morning absences and before 1:00 p.m. for afternoon absences. If we have not been contacted by the above times in regard to a student's absence, our computer system will contact parents at their home number. If students return to school and a parent has NOT been in contact with the school, a note from a parent confirming the absence will be required. Students who are absent in the morning only, must check in at the office upon their return to school.

## LATE ARRIVAL/EARLY DEPARTURE

When students are late to school in the morning or upon returning to school after lunch, they must check in at the office. We appreciate parents calling to inform us when their children are late. The decision to excuse a late is at the discretion of the school. We do not excuse late entries that occur as a result of sleeping in or missing buses.

If a student needs to leave school prior to dismissal time, the parent or guardian needs to sign them out at the office or the student can present a note signed by the parent or guardian prior to signing out. Students may not go home during school hours unless a parent or guardian gives permission for them to do so. In order to avoid classroom disruptions we ask that parents send notes with their students requesting that they be excused as necessary. Students are reminded to check out through the office. In accordance with our school cell phone policy parents should not be texting their children during class time to remind them of or inform them of appointments.

## EXTENDED LEAVE

Any lengthy absence from classes is likely to affect progress adversely. Students who are absent from school for an extended period (i.e. family holiday) must inform the office as well as teachers. Subject teachers, in consultation with students and parents, will determine a reasonable due date for missed assignments. Students in junior high and parents may check Google Classroom for their homework assignments. Each student is encouraged to identify a homework buddy who can pick up handouts, assignments and binders from his/her teachers or locker as necessary.

## CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is essential for the office to be able to contact a parent at any time during the day. Please inform the office of a change of address, e-mail and/or telephone number as soon as the change occurs, or in advance when possible. Please ensure we have an emergency contact in the event we are unable to contact parents.

## MESSAGES

Students will not be called out of class for personal messages unless it is deemed an emergency or crisis. We will do our best to help you pass information to your son or daughter but our priority is to not interrupt classes unless it is an emergency. Again we ask for parent assistance in minimizing teaching disruptions by pre-arranging all appointments/early check-outs as described in the **LATE ARRIVAL/EARLY departure** section of this handbook.

## NEWSLETTER AND PHONE SYSTEM

Each month parents can expect electronic communication from the school. Classroom teachers will provide parents a curriculum update and celebrate learning within the classroom. During the last week of each month parents can expect an email sharing our school wide news and admin message from the office.

Our automated phone system will call home throughout the year to remind parents of important information regarding all students such as our PTS Interviews. It will also be used to notify parents of student absences.

## WEBSITE

One of our primary means of communication is through the use of our school website <http://heritageheights.fsd38.ab.ca>.

Please check the following information on our website:

- New updates: What's happening in and around the school
- Heritage Heights School Council information
- School calendar – key dates on home page
- Celebration of student activities & accomplishments
- Information, forms and letters sent home
- Reports to parents
- Fee information

## STUDENT TELEPHONE

A student telephone is located outside the office for use before school, during lunch break and after school. Students are asked to keep calls brief.

## HEALTH SERVICES/ILLNESS

The nurse's room is located in the office. Students who are ill and who are waiting for a parent or guardian to pick them up may use it on a short-term basis. If a student is ill or first aid is required, the student should report to the office.

Students who become so ill during school hours that they cannot remain in class for the balance of the day should inform their teacher and report to the office. The office staff will contact parents in order to have them pick up their child.

Students will not be permitted to leave the school without parental permission. **STUDENTS MUST NEVER LEAVE THE SCHOOL WHEN CLASSES ARE IN SESSION WITHOUT FIRST CHECKING OUT AT THE OFFICE.** Again, we ask the co-operation of our students and parents in minimizing learning disruptions and ensuring compliance with our school cell phone policy by making all contact using office phones.

## **LOCKS/LOCKERS**

Each student in grades 6-9 is assigned a hall locker. As the school is not responsible for property lost or stolen from lockers, it is very important that students not share their lock combinations with others. Valuable items should be left at home, not stored in lockers. Lockers are property of FSD and therefore only school locks may be used. Administration may enter students' lockers as necessary. All student belongings should be marked with the student's name. If locks are lost or not returned in proper working order, a \$5.00 replacement fee will be charged.

## **BACKPACKS & PURSES**

Student backpacks and purses must be kept in lockers.

## **BUS & ON-BOARD CONDUCT**

Most students at Heritage Heights live outside our walk limit and come to school by bus. Students riding the bus are responsible to the bus driver and the school staff for their behaviour. We have the same behaviour expectations for students on the bus as we do for any student in or around the school. *Safety is paramount on our buses. Bus drivers will report student misconduct to the school staff. Appropriate discipline measures will be taken and may include suspension from the bus.*

In addition, it is expected students will:

- Sit according to the driver's seating plan
- Remain seated at all times
- Be respectful of other citizens and drivers while on the bus
- Behave in a way that does NOT distract or interfere with the bus driver.

Students may not ride a bus that is not their normal bus without written permission from parents and prior approval from FSD Transportation Services. Parents must contact Transportation Services in advance if their child is asking for a friend to ride their bus.

## **LUNCHROOM/NUTRITION BREAK**

Students should bring a nutritional snack each day. Elementary students will eat their snack prior to going outside for morning recess. Junior high students will have a 15 minute break at that same time and may eat their snack in their classroom or at their locker.

All students eat lunch in their classroom. Everyone in the school can and should expect a lunch break free from disruptive behavior and other people's garbage. We expect everyone to respect the community, the building and other people. Students are responsible for cleaning up after themselves. Each classroom or area has a recycle bin for students to recycle juice boxes.

**Students are not allowed to leave the school boundaries during lunch or nutrition break.**

## **CELL PHONES, PERSONAL LISTENING DEVICES**

We believe technology in the classroom should support learning and these tools need to be used in a responsible and respectful way in accordance with FSD policy. Parents are asked not to call or text students during class time. Any emergency situations should go through the office so that the student has the support of a caring adult should it be necessary. Students may use their cell phones and personal listening devices inside our front foyer. They may use them outside the school before classes, over the lunch break, or after school. It is expected that all cell phones and personal

listening devices are turned off (not silent) once students leave our front foyer. **Responsible use of any device will be at the teacher's discretion during classes.** When students are using these devices inappropriately, the teacher may confiscate them. These items will be placed in the admin office and may be picked up at the end of the school day. If a student has to be asked repeatedly to use these items respectfully, parents may be asked to pick up them up from the office.

## **HOMEWORK AND ASSIGNMENTS**

Students will be required to complete some assignments and projects at home throughout the year. Students are also expected to complete all assignments on time and to the best of their ability. **When students are absent, they are responsible to catch up on the work missed.**

Students are encouraged to check Google Classroom regularly for classroom and homework information posted by their teachers.

## **REPORTING TO PARENTS**

To improve communication between school and our parent/guardians, teachers email classroom happenings on a regular basis (minimum is monthly). Junior high teachers also post curriculum information and assignments on Google Classroom. This online environment allows parents/guardians to check their child's assignment completion on a regular basis throughout the school year.

## **CELEBRATION ASSEMBLIES**

Student success in all areas (academic, arts and athletics) is recognized with celebration assemblies throughout the year. Our assemblies will be communicated through our newsletter and on our website. We invite all families to share in the success of our students by attending these assemblies.

## **COMPUTER ACCESS**

Computers are available, throughout the school, for student use for research and assignments. Computer use requires teacher permission and supervision. Students should save work in their personal storage folder on the Heritage Heights server. Students agree that by using the school's computer and/or internet access, whether authorized or unauthorized, students will have no right to privacy on the computers, network drives and/or internet access. By using the computers at Heritage Heights, students agree that Heritage Heights or FSD may monitor student use of the school computers and internet access. This may include examining/monitoring any or all activities a student participates in. Such activities include (but are not limited to) email, usernames, passwords, web browsing history, downloads, uploads, documents generated/accessed, voice and video transmissions. Heritage Heights School may share offending content with student's parents/guardians, law enforcement personnel, and other agencies as deemed appropriate by the school.

FSD continues to grow technology infrastructure to offer students access to some of the latest digital within a safe and respectful learning environment. Within this environment, students and their families share in the responsibility to use these tools appropriately. All parents/guardians are required to complete the FSD Responsible Use Agreement indicating their consent and understanding of this Agreement. **Consent must be returned to the school by September 22.** After this date students will not have access to our network without consent.

## **PRINTING**

Each student's resource fee includes printing of minor assignments. Major print jobs must be pre-approved by teachers.

## DIGITAL CITIZENSHIP

Digital Citizenship consists of the knowledge, skills and attitudes students need to respect and protect themselves and others in the online world.

### [Foothills School Division's 9 Elements of Digital Citizenship](#)

Opportunities for students to join the online community are more numerous and diverse than ever. With these opportunities, however, there are inherent risks.

At Foothills School Division, the safety and security of our students is paramount. We are pleased to offer links to some excellent resources to help you keep your children safe when they are online outside of school. Please check the FSD website to access these links. <http://www.fsd38.ab.ca/online-safety-resources/>

Students are able to bring in their own personal devices (laptop, tablet, iPhone, iPad, and iPod) to connect to the Internet for their school work! The privilege to use devices and networks is at the teacher's discretion and dependent on the level of responsibility shown by individual students. **Heritage Heights School is not responsible for the safety of these devices.** There is not an expectation that students must bring in or have their own device. Those students who do not have a personal device to utilize in our school will continue to have access to other learning technologies.

All parents of students in Foothills School Division must sign the FSD Responsible Use Agreement to allow their child to access to some of the latest digital tools within a safe and respectful learning environment. This agreement must be in place for all students when they enter FSD and again in grade 7.

In addition to the Responsible Use Agreement, all students who bring their own personal device to Heritage Heights must sign the Heritage Heights Acceptable Use Agreement.



## Acceptable Use Agreement for Student Owned – Appropriate Learning Devices

We are pleased to announce that students are now free to bring in their own laptops, netbooks, or iPads to use in classes at Heritage Heights.

In order to maintain the integrity of computer usage at our school, students will be required to have this permission sheet signed by a parent or legal guardian before they may use their personal device within our school. By signing this agreement, both parent(s)/guardian(s) and the student agree that:

- All items in the Foothills Network Acceptable Use Document, signed in early September, apply to student use of their device(s) at Heritage Heights. Primarily, students agree to use their device for the completion of school assignments and research, only. Internet access will be through the Foothills School Division Guest Network, which is a free wireless filtered browser. Only students using their personal device may authenticate through this network. We are not responsible for students who access the internet through their purchased data plans. The sharing of logins and passwords will result in this agreement being revoked.
- Foothills School Division, Heritage Heights, and its staff are **not liable in any way for lost, stolen, or damaged personal devices, either in or outside of the classroom or the school.** The student and his/her family agree to accept all responsibility for the device, including the maintenance, safety, and care of the device. Students are required to store their device in a safe location when not using the device. **Heritage Heights Staff, or guest staff, will not be held responsible for safely storing student personal devices.**
- Foothills School Division, Heritage Heights, and its staff **will not provide software support for student owned devices.** It is the responsibility of the student and his/her family to ensure that all software works correctly.
- File management is the sole responsibility of the student. Foothills School Division and Heritage Heights does not provide network storage for files on student personal devices. Students need to ensure that they have accessible backups of their digital work. iPad users will need to download file changes, nightly, on their home computer.
- If inappropriate use of a student owned device is discovered, the device will be taken to the school office until the end of the day. The student is free to pick up the device and this agreement will be reviewed or revoked by school administration.

Heritage Heights School is pleased to provide computer usage for its student population. The choice to bring a personal device to our school is solely up to a student and his/her family.

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Student  
I agree to follow the conditions of this Acceptable  
Use Agreement

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Parent/Guardian  
I have read the Acceptable Use Agreement  
and understand the intent of Student-Owned Appropriate  
Learning Devices

Student Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## DRESS FOR SUCCESS

The dress code is aimed at establishing and maintaining reasonable standards of dress for all school activities. **Good taste and judgment** in the selection of clothing worn to school is expected. Styles in dress and grooming become unacceptable when they are unhealthy, unsafe, offensive or distracting to others. Clothing should be clean, tidy and appropriate for an educational setting.

- **Clothing should not compromise modesty.** Clothing such as spaghetti straps, halter tops, tube tops, muscle shirts, backless tops/dresses or see-through attire should not be worn at school and clothing should not be too tight or too loose. Shirts and pants must be friends (and need to meet all the time!)
- **Clothing that exposes inappropriate areas shall not be worn.** This includes undergarments, shoulders and midriffs. Skirts, dresses and shorts need to reach at least the mid-thigh. Pants need to be pulled up so they cover undergarments.
- **Outdoor attire will be removed and kept in lockers during school hours.** This includes hats, gloves, jackets, coats.
- **Respectful use of spray cologne, perfume, body spray deodorant.** Many people are affected by allergies to these smells.
- **No accessory paraphernalia** such as chains, sunglasses, bandannas, studded bracelets, collars, etc.
- **Clothing needs to be appropriate for classes where safety is an issue** such as science and the food and fashion lab.
- **Students in grades 6-9 must change for PE.** School issued PE gear is available for purchase or suitable clothing in consultation with your PE teacher must be brought from home.
- **Obscenity and violence are not tolerated in our school; therefore, clothing and personal belongings with obscene sayings are not acceptable** such as: drug paraphernalia/sayings, violent scenes or inappropriate messages (i.e. beer logos, sexual or drug connotation, disrespectful messages)
- **Sleepwear is for sleeping and we don't encourage sleeping at school.**
- **Shoes must be worn at all times** in case of an evacuation drill. Indoor shoes must be non-marking.
- **Hats will not be worn in the school.**

*Students who do not comply with the dress code will be asked to change clothing, change into their gym strip, or be sent home in order to dress appropriately. Staff may determine which articles of clothing contravene our dress code.*

## EXPECTATIONS FOR STUDENT BEHAVIOUR

At Heritage Heights School, our expectations regarding student behaviour and our discipline procedures are outlined in our Heritage Heights School Code of Conduct. Our Code of Conduct is aligned with all expectations outlined in the Foothills School Division Administrative Procedure 350. Full wording of this and other FSD Administrative procedures are available online at <http://www.fsd38.ab.ca/administrative-procedures/>.

- We expect all individuals at Heritage Heights to treat others in the same way they like to be treated – with respect, dignity and consideration.
- All students have the right to learn and participate in school without fear for their safety and without fear of personal attacks of a verbal or physical nature. No one has the right to interfere with this. We request the assistance of parents in encouraging alternative methods for solving problems.
- We expect all students to show respect for the school building and property. This includes being responsible by cleaning up before leaving an area.

## **Heritage Heights is a Leader in Me School**

**By following the 7 Habits of Highly Effective People we will all be respectful, responsible, and feel safe and cared for in our school.**

### **Habit 1: Be Proactive – the habit of personal responsibility**

- I am free to choose and am ultimately responsible for my happiness.
- Focus on your Circle of Influence.

### **Habit 2: Begin with the End in Mind – the habit of personal vision**

- Clearly defining my vision and purpose in life will make all the difference.

### **Habit 3: Put First Things First – the habit of personal management**

- I spend time on what's most important.

### **Habit 4: Think Win-Win – the habit of mutual benefit**

- There is plenty out there for everyone, and more to spare.

### **Habit 5: Seek First to Understand, Then to be Understood – the habit of empathic communication**

- I have greater influence with others if I truly understand them first.

### **Habit 6: Synergize – the habit of creative cooperation**

- Let's come up with something that's better than what either of us has in mind.

### **Habit 7: Sharpen the Saw – the habit of daily self-renewal**

- I take time for myself every day because it gives me the ability to do everything else.

**WE BELIEVE EACH STUDENT AND STAFF MEMBER CAN CONTRIBUTE POSITIVELY TO THE CULTURE OF OUR SCHOOL BY BEING A LEADER.**

## **EXTRA-CURRICULAR ACTIVITIES**

During the school year, students may participate in a variety of extra-curricular activities. These activities occur in the form of clubs, band, intramurals and school athletic teams. These events take place before school, during lunch and after school.

Student involvement in extra-curricular activities is a great way to have fun and generate school spirit. As well, involvement in extra-curricular activities has shown to increase student success.

Students must be in good standing in order to participate in extra-curricular activities (regular attendance, completing assigned work).

## **PHYSICAL EDUCATION**

All students in grades 6-9 are required to change for physical education classes and are encouraged to wear school issued gym strip (shorts and T-shirts). Additional gym strip items may be purchased through the PE office. For safety reasons, students are required to have proper footwear, specifically running shoes that can be tied up. During class students will have use of a gym change room and are responsible for their own belongings. Valuables should not be left in the change room. It is also recommended that students use a mesh bag for their belongings.

## ACKNOWLEDGEMENT

Thank you for taking the time to review our student handbook and acknowledging your awareness of our expectations.

## HERITAGE HEIGHTS SCHOOL AGREEMENT

It is our belief that good communication and clearly defined expectations will help build a positive school culture. We can create a high performing school by working together from a set of shared values and trying our best at all times.

1. Please read the *On-line Student Handbook*, and the Heritage Heights School Code of Conduct located on our website <http://heritageheights.fsd38.ab.ca>.
2. Please inform your teacher if you do not have access to the internet and require a paper copy of the Student Handbook and Code of Conduct.
3. We ask that students, parents and their homeroom teachers sign below to indicate their understanding and commitment to our shared values. These letters of agreement will be stored for the year in the Heritage Heights main office. Thank you for supporting us in maintaining a respectful learning environment for your child.

Please sign below to indicate your understanding and commitment to our Heritage Heights School Code of Conduct and show this page to your homeroom teacher.

I will demonstrate Husky Pride by being a leader.

I will demonstrate respect for myself, others, and property.

I agree to do my best as a responsible citizen at Heritage Heights.

I will accept responsibility for my own actions and their resulting consequences.

Student Name: \_\_\_\_\_  
(Please print)

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_