



## **HERITAGE HEIGHTS SCHOOL**

30 - 32156 Hwy 552 E  
Foothills, AB T1S 4Z1

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/PARENT HANDBOOK 2020 – 2021**

**GLENN GIBSON**  
Principal

**LAUREN FRANDLE**  
Vice Principal

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

## PRINCIPAL'S MESSAGE

Welcome back to Heritage Heights! As a member of our school community, you have a right to a safe, caring, welcoming school environment **everyday**. It takes all of us to make this a reality and I thank-you for doing your part, as a leader in our school, to set a high standard of conduct at all times for yourself and your peers.

Due to the global pandemic, an additional layer of responsibilities has been laid upon us to ensure proper hand hygiene and physical distancing is maintained as much as possible. It is all of our duties to ensure that we continue to be vigilant to prevent COVID from entering our building and, if it does, containing the spread. I thank-you for your diligence, patience and kind support of our new protocols around physical distancing, handwashing and mask-wearing.

If you have any questions or concerns, feel free to contact me directly or through the main office.

Glenn Gibson  
Principal  
[gibsong@fsd38.ab.ca](mailto:gibsong@fsd38.ab.ca)

## PRIORITIES

At Heritage Heights School we believe every child:

- Belongs and matters;
- Can demonstrate growth and achieve personal success;
- Is naturally curious;
- Has unique 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, responsible, independent citizens;
- That purposeful learning lasts a lifetime and promotes excellence and growth;
- 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

To begin the year, COVID protocols are in place to ensure reduced people in the building at all times. Volunteers in the building must review the [AB Health checklist](#) and not enter the building if any of these symptoms are present. In addition, all adults must have an appointment to enter the building and may make one by contacting the office or classroom teacher ahead of time. All guests to the school must sign in the main office and obtain a visitor ID badge. Heritage Heights annual volunteer authorizations will be sent home and completed each year. Volunteers must obtain a Criminal Record Check when volunteering beyond 10 hours annually. Criminal Record Checks will be kept on file for a period of 5 years. Parent request letters to obtain a Criminal Record Check may be obtained in our main office.

## 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

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

## TIMETABLE

We operate on a 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 student absences. If we have not been contacted by that time our computer system will contact parents at their home number. 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/email from their 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/emails 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.

## COMMUNICATING WITH PARENTS

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. Parents can also sign up to receive electronic REMIND messages reminding parents/students of upcoming activities in the school.

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 welcome to use this phone to call home.

## HEALTH SERVICES/ILLNESS

Any student exhibiting symptoms will be masked and isolated in the office. Parents are asked to pickup within one hour and emergency contacts will be contacted should we be unable to reach primary guardians. 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.

With reduced access to lockers, students will be asked to bring all learning materials with them to class as they will be limited in their access to these spaces during the school day.

## **BACKPACKS & PURSES**

Student backpacks and purses must be kept in lockers. In our current situation, backpacks may be required to bring all learning materials to their classroom. Please ensure your child does not carry more than is needed for a regular school day.

## **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 including family seating and other new COVID protocols
- 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. Cleaning solutions will be available to wipe surfaces before or after lunch breaks. In addition, students are not to share any food, condiments or utensils.

**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 or at the request of their classroom teacher. 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.

## LITERACY/HOME READING

At Heritage Heights we place great emphasis on literacy and reading for enjoyment. Our goal is to have every child reading at or above grade level. In order to achieve this, home reading is vital to student success and is an expectation. Did you know that reading just 1 minute every day exposes a child to 8000 words annually? By reading 20 minutes a day that total climbs to over 200,000 words every year. Students will choose 'just right' books to support reading both in the classroom and at home.

## HOMEWORK AND ASSIGNMENTS

Students are also expected to complete all assignments on time and to the best of their ability. Students will be required to complete some assignments and projects at home throughout the year. Teachers are available to support students in any way if they are having difficulty completing their work. **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. This includes self-isolation or other COVID related absences.

## 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 email newsletter. We invite all families to share in the success of our students by attending these assemblies. This year, these assemblies will be virtual and links provided for families whenever possible.

## DIGITAL CITIZENSHIP

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

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. <https://www.fsd38.ab.ca/Digital%20Citizenship.php>

## COMPUTER ACCESS & Bring Your Own Device

Heritage Heights is integrating technology into student engagement and achievement. In meeting Alberta Education's Framework of Student Learning, we are allowing opportunities for students to use their own devices to enhance their learning and develop their digital citizenship. **BYOD or Bring Your Own Device** is a policy that allows students to bring their own computing devices, such as

smartphones, laptops, e-readers, tablets, or other mobile gadgets, to school for use on the school's network.

Students will continue to have access to devices within school to support their learning. Although there is no requirement for students to bring their own devices, there are many benefits of doing so:

- Students are already familiar and comfortable using their own technology so they can focus on learning rather than on learning how to use the device.
- Students demonstrate more confidence when their device is customized for their needs.
- Students are more likely to have remembered their personal devices than textbooks or notes.
- Students are more likely to continue learning outside of school and school hours.
- Students will be more organized with all their notes and assignments all in one place.
- Students take control of ensuring that their device is working, instilling a sense of responsibility.

**Foothills School Division** allows students who BYOD to connect to the '**FSDGuest Network**' with wireless-enabled devices. Students must use their device appropriately and comply with divisional administrative procedures, [AP 140– Use of Information Technology](#) and [A.P. 144 Responsible Use of Technology](#).

As a reminder to families, students who chose to BYOD are to:

- Exemplify Digital Citizenship in all activities. This means: Maintain a positive and respectful tone when communicating on-line.
- Understand the teacher determines when and how a device will be used. Personally owned devices in the classroom are a learning tool and should only be visible during teacher-directed educational activities.
- The security of the device is the student's responsibility. The school and staff are not responsible for damaged, lost, or stolen items.
- Respect Copyright and Privacy legislation.
- Follow all expectations found in the Foothills School Division's **Technology Responsible Use Agreement**.

Students' unacceptable use of Personally Owned Devices may result in confiscation of the device and loss of privilege.

Vendor information for purchasing devices can be found at:

<https://sites.google.com/gm.fsd38.ab.ca/foothillsschooldivision/home>

Students will continue to have access to devices within school to support their learning.

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

## 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.
- **Clothing needs to be appropriate for classes where safety is an issue** such as science labs and foods class.
- **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)
- **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 wait while a parent brings a change of clothing. 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**

*Please note that there are currently no before or after-school clubs due to the pandemic situation. Should they be reintroduced the following would apply.*

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: \_\_\_\_\_