



**HILLSIDE
COMMUNITY
SCHOOL**

HANDBOOK FOR STUDENTS AND PARENTS

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**Website: [http://www.gppsd.ab.ca/school/hillside/
Pages/default.aspx](http://www.gppsd.ab.ca/school/hillside/Pages/default.aspx)**

This agenda belongs to:

NAME _____

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CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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As Hillside Community School moves along its Professional Learning Communities journey we also wish to move towards the following vision. We believe this vision can be achieved over time and with availability of resources.

The Vision

Future citizens will be affected by the constant change because of the rapid increase in the world's body of knowledge. Members of society will need to be able to understand and evaluate information to maintain a state of wellness.

Hillside Community School will look to providing resources that help a child to become skilled at "how to learn." Through the professionalism of all Hillside teachers, current best practices in connecting with the diverse learning styles of each individual student will be used. Our teaching will become precise as opposed to prescriptive.

Attempts will be made to have all programs related to the needs of each child and supports will be put in place to ensure rigorous measures achieve the in-depth learning of essential concepts.

Better opportunities for success will be achieved because the teachers have established a caring sincere relationship with the home and child. When a child leaves Hillside Community School they will be prepared to face future educational challenges through their increased ability to cooperate, collaborate and self-assess their abilities.

Mission Statement

To encourage students in a learning community to think critically and take an active role in their learning. Our focus is on literacy, numeracy, and social responsibility and we strive to have parents actively involved in their child's learning.

Value Statements

If our students are to succeed we need to value the learning pillars of numeracy, literacy and social responsibility

- We value opportunities which allow for children to collaborate and cooperate in a learning community.
- We value rigorous and relevant programs designed to meet the needs of each individual child.
- We value the power of establishing positive relationships with our students and their home.

Belief Statements

At Hillside Community School:

We believe that major decisions should be made with input from staff school council, and parents.

We believe that while every child can learn, each child has their own unique pace of learning that must be considered in designing the programs that meet individual needs.

We believe we need to use a variety of strategies to actively engage students in learning.

We believe students need to reflect and evaluate which learning strategies work best for them.

We believe classrooms should be dynamic and student centered.

We believe classroom assessments (diagnostic, formative and summative) should involve and motivate our students, improve learning, and drive our planning.

We believe we can provide opportunities for every individual to develop their responsibilities to become a valued member of a community.

We believe it is important, within our safe and caring environment, to celebrate our achievements and our diversity

**This handbook has been reviewed and endorsed by
Hillside Community School Staff and Parent Council.**

Gerald Logan
Principal

Collin Nelson
Parent Council Chairperson

The School Day

Doors Open	8:15
First Bell	8:25
Classes Begin	8:30
Morning Recess	10:05-10:20
Lunch Break	11:48-12:10
Lunch Recess	12:10-12:25
Afternoon Bell	12:25
Classes Begin	12:30
Classes End	2:50

ECS School Day (Mon/Wed or Tue/Thur)

Class Begin	8:30
Class Ends	2:50

School doors will open at 8:15. Early access to classrooms to complete homework or to work on projects has to be arranged with the homeroom teacher. At specific times throughout the year school sports' practices may be scheduled before and after school.

Please note: there is no outside playground supervision before school or after school.

Celebration of Learning

Students share and celebrate their successes at Hillside Community School. These events help to enrich the lives of everyone involved with the children. Parents are encouraged to attend and support these events.

Monthly Assemblies—celebrating academics, improvements, attendance, community service, and accomplishments.

Learning Experiences

Author Visits
Book Fairs
Reading Buddies
Christmas Concert
Science project displays
Halloween Family Games & Dance
MAD (Multi-Activity Day)
Music festival participation
Math Contests (Grades 4-6)
Cultural Presentations
Family Literacy Week
Turn off Your TV Day
Grade 5 Year-end Campout
Grade 6 Ski Trip and activities
Christmas turkey dinner
Spring Family Barbecue & Dance

Opportunities for Student Participation

At Hillside Community School, students are encouraged to become active in school activities.

Interschool Sports

Cross Country running
Volleyball-grade 6
Newcombeball-grade 5
Basketball-grade 6
Bordenball-grade 5
Track and Field-grade 5/6
Curling grade 4-6

Intramural program

Track meet-grade 4-6
Track meet-grade K-3
Turkey Trot-K-6
Winter Play day K-6

Library helpers gr.4-6
Band, Orchestra, Choir, Orff Club
Honour Choir gr. 4-6
Recycling
Secretary helpers
School patrols
Milk monitors
Lunchroom monitors
In-School Mentors
Top Twenty Reading program

School Fees

School fees are payable during the first week of school. Those unable to make payment at that time should arrange for payment at a later date. We accept post-dated cheques.

Fees for students from Grade 1-6 are \$65.00.

An additional charge of \$5.00 for a student agenda (gr. 3-6) or Thursday envelope (gr. K-2) and a fridge magnet calendar will be collected in the classroom.

Fees for ECS students are \$50.00.

Please make all cheques payable to the Hillside Community School.

Snack Program for K-6 student. Monthly donations of \$5.00/ student or \$12.00/ family of 3 or more accepted. Envelopes will come home monthly to collect this donation.

School Supplies

Supply lists have been developed for each grade in the Grande Prairie Public School District and are posted in most stores selling school supplies or lists are available in the school office.

Newsletters

On the first and third Thursdays of each month a newsletter will be sent home with your child. The newsletter is meant to be a method of communicating information between the school and home. Information from your child's teacher may also be sent at this time.

Footwear

To assist with keeping the school clean, we would appreciate your child having a pair of shoes to be worn **ONLY** indoors. Please avoid the purchase of **BLACK SOLED** running shoes as these can mark the floors. **All people entering the school are asked to remove outdoor footwear.**

Timetable Information

On the first Monday of each month there is a 2:20 dismissal due to staff meeting.

Students are expected to leave the school building and grounds immediately following the last bell, unless they have a scheduled intramural/sports practice, or are working with their teacher. **There is no supervision on the playground after school.**

Student Absences

The only acceptable reason for leaving the school grounds during school hours (8:30-2:50) is to go home for lunch. Students leaving the grounds for any other reason require signed permission sent to the teacher or office.

For your child's safety, please call the school (532- 0743) to let us know if your child is ill, or is to be absent for some other reason. There is an answering machine to leave a message after hours.

It is expected that any student absence from school will be explained. A note signed by the parent should be sent with the child upon his/her return to school.

Dress Code

Students are expected to dress in an appropriate manner for a work environment. Clothing which has inappropriate pictures or sayings is not acceptable or references drug or alcohol use is not acceptable at Hillside Community School. This clothing does not lend itself to an elementary setting that fosters a safe and caring environment for children. Make-up does not have a place in an elementary school. Wearing make-up may deter from participation in certain activities. Children who bring these items to school may end up sharing them, which can be considered an unhealthy practice in light of the risk of spreading disease. Students are required to remove headgear upon entering the school.

Lockers

All students in Grades 1 to 6 will be assigned hallway lockers. They are not intended to be used for safe storage, but to store outdoor clothing, footwear, gym wear, and lunches. The school does not encourage students to bring valuables and precious keepsakes to school. This eliminates the need for locks on lockers. The staff will make every effort to ensure that lockers are used properly for storage and can be left unlocked. Skateboards, scooters, rollerblades, toboggans, and/or GT racers are not allowed at school as they are difficult to store in lockers.



Transfers Out

Parents should inform the school **as soon as possible** if their child is transferring out in order to facilitate completion of the necessary forms and referrals to the new school.

Administration of Medication

If your child requires a medication prescribed by a doctor please inform your child's teacher. To comply with district policy we will require written details of the medication program that your child requires. Forms allowing the school to administer medications are available in the office and must be signed by parents.

Library Services

All students will have a weekly library book exchange. Students may also exchange their library books after school. Students are expected to ensure that books borrowed will not be damaged or lost. Replacement cost will be charged for lost or damaged items. To help your child with caring for borrowed books please supply your child with a waterproof bag to carry the books in.



Lunch Hour

Lunch is from 11:48 to 12:25. If possible, students are encouraged to go home for lunch. This break for the students is often refreshing and helps them prepare for the afternoon. Students who stay for lunch are not permitted to leave school grounds unless they have parental permission in writing and are **expected** to follow lunchroom policy as outlined on the next page. For those students who stay for lunch, milk is available in white or chocolate for \$.75 or 10 tickets/\$6.

Care of School Property

Students and/or parents are responsible for payment of replacement or repairs resulting from willful damage of school property.

Lunch Room Policy

Hillside Community School offers a supervised lunch program. Students who do not go home at lunch are expected to follow the rules.

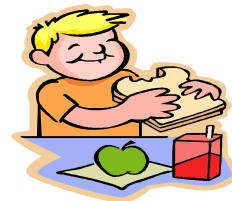
1. Sit quietly and eat your lunch. Remain seated until you are dismissed.
2. Students are responsible for the disposal of their garbage into the class garbage can.
3. Food and/or beverages are not allowed in the hallway or on the playground.

Staying for lunch at school is a privilege. Children who choose not to follow the rules will no longer be allowed to eat lunch at school.

Parents: Please note the following:

- Please do not send sharp knives or glass containers in your child's lunch.
- Please avoid sending pop or uncooked noodles for your child's snack or in their lunch.

You will be notified in writing or by telephone if your child is misbehaving during the lunch hour. Although rare, the 'staying at school' privilege has been revoked for students in the past. Parents are then asked to make alternate arrangements.



Band Program

There is a band program for Grade 5 and 6 students who are interested in playing a band instrument. The entrance point is at the Grade 5 level. A

beginning grade six student may enter the program if he/she has a music background or is willing to take private lessons to bring his/her playing up to the caliber of the rest of the Grade 6 class. Your child can rent an instrument from the Grande Prairie Public School District or purchase their own.

Please note that after October 15th a child registered in band program must remain in the program for the remainder of the school year.



String Program

A strings program will be offered at the Grade 4,5 and 6 levels. The entry level for this program is grade 4. At the grade 5 and 6 levels instruments must be rented or purchased.

Please note that after October 15th a child registered in the orchestra program must remain in the program for the remainder of the school year.



Opening Exercises

It is a long standing tradition at Hillside Community School that the students and staff sing the national anthem and recite the Lord's Prayer each morning prior to lessons. As a school we understand that in this day and age the practice of reciting the Lord's Prayer is not necessarily consistent with everyone's beliefs and values. If students are not comfortable with this, they are free to quietly stand and reflect on their individual faith or beliefs.

We would expect that each student would be kind enough to respect each person's right to their individual beliefs. Requests to be excused from opening exercises must be made by the parent in writing.

School Council

A School Council of parents, teachers, and community members provides a formal method for parents to become involved in the operation of the school. Council members provide leadership, advice or direct assistance in the administration of the school. Meetings are usually held on the second Tuesday of the month. If interested in getting involved, please contact the school office @ 532-0743.

Insurance

The school district insurance plan will cover your child while he/she is at school and during extracurricular school related activities. The Grande Prairie Public School Board also provides the option for parents to purchase additional accident insurance for your child for the current school year.

Secretary Helpers

Grade 6 students will be answering the phone during recess and lunch hour. They will be taking messages for students and staff.

Personal Property

The school cannot be held responsible for personal property of students. We request that all items of clothing be identified with your child's first and last name. Toy guns, matches, lighters or sharp knives are examples of items not allowed at our school for safety reasons. Electronic games, i-pods, MP3 players, trading cards are not allowed because of the distraction to learning and the lack of secure storage. **Cell phones** are not required at school as we have phones in all classrooms. Cell phone use during a lock down could endanger others.

Parent Involvement Program

In addition, less formal and more direct involvement is available through the parent volunteer program. Besides classroom help, volunteers can assist in clerical help, facility supervision, field trips and many other areas. **A reminder that all volunteers must sign in at the office** as this is a requirement of Workers' Compensation. Also, depending on the activity, a Criminal Record Check may be required.

Report Cards

Formal reporting of student progress will occur three times in the year: November, March and the end of June. Parent-Teacher conferences will follow the November and March report cards. Parents are encouraged to keep in contact with each their child's teacher throughout the year. Parent-teacher conferences can be arranged at any time during the school year.

Weather Policy



During cold weather conditions students should come dressed in appropriate hat, mitts, and jacket. Snow pants are also strongly recommended. We will use discretion deciding what is acceptable weather conditions to allow for an outdoor recess. Always send your child ready to spend time playing outdoors

Computer Use

Students must have permission from their teacher to go on the internet. Students may go anywhere within Hillside's website and to any 'direct links' from Hillside's website. If students would like to go to a 'secondary link', they must have permission from their teacher. Students may not enter URL's without permission. Student may use the "For Students" section for their grade and previous grades only. (For example grade four students may use the sites for grade 4, 3, 2, 1 and K. They may not go to the grade 5 and 6 sites.) Grade 4, 5, 6 may search the Internet using the 'Kids Search Tools' link provided for them in the "For Students" section. Students are never to give their last name on the Internet or to put it on any projects that will be published on the Internet. All students in grade 4, as well as any students in Grades 5 and 6 who are new to Hillside Community School will be required to sign an acknowledgement of the Acceptable Use Protocol for use of GPPSD network resources. Please go over this form with your child when it comes home in early September.

LearnAlberta.ca. User ID: _____; Password: _____



Hillside Community School Attendance Policy

The attendance policy at Hillside Community School reflects that of the Grande Prairie Public School District Board. We recognize that regular attendance is important for a child to achieve his or her full potential. Lack of regular attendance may also be an indicator of some problems in the home or at school and efforts to provide support for the child may be needed. The Board expects every child to attend regularly which means children are expected to be in school every day that the school is in operation unless the absence is considered an excused absence. Excused absences are considered to be illness, medical, optometric, dental and/or chiropractic appointments, death in the immediate family, court appearance, religious holidays and ceremonies, family emergencies and personal reasons deemed justifiable to the school.

The School Board assigns the superintendent the responsibility to administer the attendance policy but the principal of Hillside Community School is responsible to handle all initial steps in possible truancy situations at the school.

To determine if a student is developing an attendance problem at Hillside Community School attendance record keeping from the classroom is entered into a computer attendance program daily. Computer generated reports and concerns from the class room teacher will identify to the principal a potential attendance problem. If the attendance becomes a concern or issue with the teacher the initial contact will be made with the home by the teacher. This maybe by phone or in person with the date recorded when the concern was raised. If no solution is created by the home, a form letter from the teacher is sent home with copies sent to the school administration and the cumulative record.

Hillside Community School administration and school counsellors may interview the student to gain an initial insight into the problem. Additional time and support by the office, teacher, administration, counsellor, and support worker may be needed to monitor the student's attendance. At the time of parent teacher interviews, teachers may ask to include the school administration in the interview so that the school's concerns related to attendance can be expressed.

Should the parent not show for the interview, a letter from the administration will be mailed to the home with an attached record of the student's attendance. In the letter will be reasons for our concern and the procedures already taken to help solve the problem. The letter will also notify the parents of the opportunity to have an interview with the principal if they so choose.

Should the attendance problem still persist a school suspension of the student will occur. Continued further failure in attendance will result in the serving of a letter indicating a suspension of the student to the District Attendance Officer. The District Attendance Officer will also be given copies of all correspondence with the home along with important attachments such as attendance records

All documentation related to the attendance concerns will be placed in the cumulative records.

Discipline Policy

At Hillside Community School, the Province of Alberta School Act guides us in dealing with student behavior, discipline, and consequences.

We endeavor to provide "a safe and caring environment that fosters and maintains respectful and responsible behaviors." (Section 45(8) of the School Act)

Everyone is treated with dignity, respect, and consideration for their circumstances.

Student Behavior

Students must comply with Section 12 of the School Act which states:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies;
- Attend school regularly and on time;
- Co-operate fully with everyone authorized by the board to provide education programs and other services;
- Comply with the rules of the school
- Account to their teacher for their conduct;
- Respect the rights of others.

And Section 24(1)(b)

- student's behavior must not be injurious to the physical or mental well-being of others in the school.

Consequences for not following the School Act

Offenses will be handled in the following manner:

Student behavior will be tracked at the classroom and school level.

Contact will be made with parents.

Every effort will be made to work with the student to positively shape student behavior.

Parent, teacher, student, and/or administrator will meet to discuss concerns.

Suspension and expulsion may be the consequence of not following the School Act.

Student Rights and Responsibilities

You have the right to a safe place to learn.

You have the responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

You have the responsibility to respect the ideas and opinions of others.

You have the right to use school books, equipment, and materials.

You have the responsibility to take care of all school books, equipment, and materials.

You have the right to be treated fairly.

You have the responsibility to treat others fairly.

You have the right to a good education.

You have the responsibility to do your best.

Hillside Community School Staff

Mr. Logan	Principal
Mr. Humbke	Vice Principal
Mrs. Rodacker	Secretary
Mrs. Freeman	Kindergarten
Miss. Mounsey	Grade 1
Mrs. Kotash	Grade 1
Mrs. Anderson	Grade 2
Mrs. Huddlestun	Grade 2
Mrs. Connell	Grade 3
Mrs. Winterford	Grade 3
Mrs. Barrett / Mrs. Glenn	Grade 4
Mrs. Hof	Grade 4
Miss Cundict	Grade 5
Mr. Hanam	Grade 5
Mrs. Ellis	Grade 6
Mrs. Sebastian	Grade 6
Mrs. Hartman	Learning Support / Reading Recovery
Mrs. Dalliday	SBEAD Program
Ms. Stokes	Classroom Music / Learning Support
Mrs. Flanagan	Library Clerk
Mrs. Rempel	Teaching Assistant
Mrs. Garland	Teaching Assistant
Mrs. Leboutilier	Teaching Assistant
Mr. Cabie	Head Caretaker
Mr. Alpas	Caretaker
Mr. Gallagher	Band 5 and 6
Mr. McLauchlan	Orchestra 5 and 6
Mrs. McLauchlan	Orchestra 4