



**Forest Heights
School**

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2017-2018

PARENT INFORMATION HANDBOOK

Principal: Nicole Schmidt

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FOREST HEIGHTS SCHOOL

Our Motto

*"We strive for HEIGHTS of excellence in all we do."
"Wir streben nach den höchsten Leistungen in allem was wir tun."*

EDMONTON PUBLIC SCHOOLS

Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaging students, parents, staff and community.

Vision

Transforming the learners of today into the leaders of tomorrow.

Priorities 2014-2018

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Message from the Principal

Welcome to the 2017-2018 school year at Forest Heights School. This booklet is designed to assist our whole school community in having a better understanding of the day to day operation of our school. This booklet contains information you may wish to refer to from time to time. As the year goes on you can find it in "School Resources" in SchoolZone.

At Forest Heights, we will work hard to assist all students in becoming responsible, cooperative and contributing citizens. We will work to cultivate good work habits, attitudes, and social skills in order to help all students feel successful and to reach their full potential. Through our collaborative efforts, we will ensure this year is engaging, challenging, successful and safe, helping pave the way for a bright and successful future for all.

Success requires that we all work together in a cooperative, respectful manner and that we communicate our wishes and concerns to one another. We will work hard to ensure that all families are welcomed, respected, accepted and supported at Forest Heights School. You are encouraged to contact your child's teacher or the office (780-466-0312) for any needed information or to discuss any classroom concerns.

We look forward to working with you to ensure a terrific and rewarding school year.

Sincerely,

Nicole Schmidt
Principal

HOURS OF OPERATION

Kindergarten: 8:40 a.m. – 11:36 a.m.

Grades 1-6:

School yard supervision 8:25 a.m. – 8:40 a.m.
Students assemble 8:40 a.m.
Classes 8:45 a.m. – 11:47 a.m.
Lunch Hour (Gr. 1-6) 11:50 p.m. – 12:35 p.m.
Classes 12:40 p.m. – 3:30 p.m.
Thursday Dismissal 2:10 p.m.

Recesses and Breaks:

Morning recess 10:15 a.m. – 10:30 a.m.
Lunch break 11:50 a.m. – 12:35 p.m.
Afternoon recess 2:10 p.m. – 2:25 p.m.

2017-2018 District Calendar

Please refer to the on-line [District Calendar 2017-18](#) for a full list of ALL board approved holidays.

STUDENT ATTENDANCE EXPECTATIONS AND ABSENCE REASONS FOR 2017-2018

Edmonton Public Schools strongly encourages students to attend school **regularly** and **punctually** in order to enhance the likelihood of successful learning. The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if due to **sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstances**. You may access a copy of this section of the School Act from the Edmonton Public Schools website (www.epsb.ca). *Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences. If a student is chronically absent from school for "unexcused" reasons, the school may be required to refer the student to the Attendance Board.*

Absences

To ensure the safety and well-being of our students Forest Heights School operates an absentee check program. If the school has not been informed of a child's absence, a member of our office staff calls the home to inquire about the child's whereabouts. During the day, our office staff is available to receive your call to inform the school of an upcoming absence or late arrival. Outside of school hours, the school operates a recording for the convenience of parents whose children may become ill during the night. **Please assist us in maintaining an efficient absentee check program by calling the school every time your child will be absent or late arriving.**

Lates

Punctuality is crucial to ensuring continuous programming for your child and his/her classmates. It encourages respectfulness of others' rights to uninterrupted learning and begins to develop adult habits. Should your child arrive only five minutes after bell time each day, he/she would miss a total of 1000 minutes. This is equivalent to more than three full days of instruction during one school year. This time cannot be made up and the habit is difficult to break. **Please ensure your child's timely arrival at school each morning and report anticipated lates on the absentee recording.**

- *When kids miss school, they miss out. They aren't there when the teacher explains how to multiply fractions. Or they miss the first chapter of the book the class will read.*
- *When they come back, they have to work hard to catch up. Sometimes, they feel like they can't get back to where their classmates are. So they give up.*
- *A research study at Johns Hopkins University found that sixth graders who miss about one day of school a week have a 75 per cent chance of never making it to graduation.*
- *Make every effort to get your child to school every day, on time.*

SCHOOL SUPPLIES

The school provides textbooks and workbooks for students in Grades One to Six. Students supply their own pencils, erasers, pens and notebooks. Classroom teachers provide students with a list of suggested materials. Students will be charged for undue damage to, or loss of, textbooks, library books and library material.

ASSESSMENT AND PROGRESS REPORTING

Every student can learn, just not on the same day or the same way.

-George Evans

All assessment of student work is done in the service of improving student learning. When students and their families are involved in assessment processes, learning is enhanced. The focus should be on why was the mark earned? What went well? What could have been improved? What could be done differently next time? In this way assessment continues to be part of the learning process.

We are required to provide three times a year a written Progress Report judging student performance against the expectations of the Alberta Programs of Study. This is to give students and parents an idea of the progress being made. The values we hold when making these judgments are to be honest and hopeful.

Often behaviour impacts how well a student is performing, in this case the behaviour needs to be part of a conversation with the student, the family and the school.

In order to promote the participation of the students and involvement of the family in the learning process, Forest Heights has a tradition of goal setting conferences every October. This process lets us help prepare students for the future by giving them skills in setting and following through on goals. Key dates for Reporting of Student Learning:

Thursday, September 14	Meet the Teacher Night	<i>Get information regarding the goal setting conference</i>
Tuesday, Wednesday, Thursday, October 3-5	Parent-Teacher-Student Discussions (includes IPPs)	<i>Student, parent and teacher meeting for the coming year</i>
Friday, December 1	Posted on SchoolZone	<i>First Progress Report available on Schoolzone after 4:00 p.m.</i>
Friday, March 23	Posted on SchoolZone	<i>Second Progress Report available on Schoolzone after 4:00 p.m.</i>
Thursday, April 5	Celebration of Learning	<i>Students will present evidence of their learning to their parents</i>
Thursday, June 28	Posted on SchoolZone	<i>Third and final Progress Reporting period for the current school year available on Schoolzone after 4:00 p.m.</i>

Of course, the ongoing partnership of home and school is critical; please feel free to contact your child's teacher at any time if you have concerns about their learning.

FIELD TRIPS

Learning experiences that occur outside the school are an important part of the school curriculum. Parent permission and payment will be required for **each** planned excursion **several days before each outing**. Permission slips will indicate the purpose, proposed cost and other requirements for the field trip. **If payment is made by cheque, please make the cheque payable to Forest Heights School.**

Students returning from field trips will be dismissed at the regular time unless otherwise indicated on the permission slip. If field trip costs present a financial burden to families, alternative arrangements should be discussed with the teacher **prior** to the scheduled excursion. Please note that insurance is a parental responsibility on field trips, just as it is throughout the normal school day. Many of our field trips are subsidized by the Friends of Forest Heights.

LUNCH HOUR SUPERVISION

The school District has made some changes to lunch-time supervision services for the 2017-2018 school year. Families will use a standard District Lunch-time Supervision Service [Registration Form](#) to register for lunch, and may apply for an [Alternate Payment Plan Request](#) if needed.

Students who pay to take a yellow bus to their designated attendance area school (Terrace Heights students in the Regular Program) or to a special needs program are exempt from lunch fees. Schools will set lunch fees using a standard formula.

Lunch-time supervision is a service many families need. These changes should make the service easier for families, especially when it comes to understanding how schools set fees. The rules will also be consistent across all Edmonton Public Schools, so no matter which school your children attend, processes will be the same. Most importantly, these changes still give us the flexibility to create a lunch-time supervision service that works best for the needs of our school and our families.

Using the District's fee calculator as a guide, Lunch-time supervision fees for Forest Heights for the 2017-2018 school year are *per student* fee is \$200/year, payable monthly (\$20.00 per student) on the first of each month.

Students are expected to:

- co-operate with the Lunchroom Supervisors and Grade Six Helpers
- remain seated while eating

- remain on the school grounds during lunch hour

Emergency Lunches

Every once in a while a student may forget their lunch at home or have a lunch bag disaster. Prior to providing a student with an emergency lunch, attempts are made to contact a parent to see if a lunch can be brought to the school, or if not, permission to provide a student with a lunch. For a minimal cost students are provided with a noodle lunch, granola bar and a juice. A note is sent home with the student requesting payment. ***This service is for emergencies only!***

TRANSPORTATION – YELLOW BUS

Members of our school staff supervise the arrival and departure of the students who take yellow school buses. Parents are asked to call or write the school office to advise if their child will not be on the bus as regularly scheduled. Parents who plan to pick up bus students are expected to notify the school office, **otherwise the child will be sent on the bus.** Students are responsible for getting to the buses on time. Students on the bus are expected to behave in a way that is safe, organized, co-operative and kind. The bus driver must be obeyed at all times.

It is a condition of ridership that each student using bus service is in possession of a valid bus pass at all times. Please make cheques for bus passes payable to Forest Heights School. **Bus and lunch fees may be paid on the same cheque.** Bus passes will be distributed to the students before the beginning of each month.

SERVICES

Parent Communication

All school communication will be posted to SchoolZone. Please check SchoolZone on a regular basis or set up your account to receive an email when new information has been posted. If you do not have access to the internet, please contact the school in September to get a print version.

Student Volunteers

Forest Heights' students have the opportunity to support our school in a variety of ways. Some examples are:

- assisting lunchroom supervisors
- assisting in organizing the school for special activities
- assisting in the library
- assisting in the computer lab

Assemblies

Assemblies will be scheduled from time to time. The purpose of the assemblies is:

- to foster school community spirit
- to provide opportunities for students to practice appropriate audience behaviour
- to provide students with opportunities to share exemplary school projects and accomplishments

Parents & guardians are always invited to attend.

School Nurse

A school nurse who works with Capital Health is available for home visits. If you have concerns about health problems, phone the clinic at 780-408-5868.

Inclusive Learning

Edmonton Public Schools, and the Inclusive Learning unit, are pleased to share that additional programming supports are available in our school. Inclusive Learning School Team members will be visiting Forest Heights School, on a regular basis, to provide supports to staff and students. Provision of service is aligned with Alberta Education's *Setting the Direction* Framework, (June 2010) and District policy.

A team of specialists consisting of a speech/language pathologist, occupational therapist, behavior consultant, curriculum specialist (literacy and numeracy), psychologist, social worker, school-family liaison, English

language learner consultant, audiologist, physical therapist and vision specialist may be accessed by school staff to provide supports and services as priorities are identified through a school protocol and referral process. As Inclusive Learning School Service Team members visit classrooms, your child may encounter specialists as part of the day to day classroom activities or routines.

Communication with, and support of, families is important. You will be contacted by your child's teacher should targeted or specialized services be recommended, or required, for your child's success.

CLOTHING AND PERSONAL BELONGINGS

The school does not carry insurance that will cover the personal belongings of students or teachers and is not responsible for loss of or damage to any personal property. **Please mark all items of clothing and equipment with your child's name.**

Shoes

All students are expected to have a pair of **non-marking** running shoes to be worn indoors and in the gym only. These shoes are usually left in the classroom. In an effort to keep our school clean and tidy, students are expected to remove their outdoor footwear **any time** they enter the school building. Adults and visitors in our school community are expected to remove their wet or muddy footwear. Please set a good example for our students by complying with these expectations.

Electronic Devices and Cell Phones

Many of our students walk to and from school and a cell phone is an excellent safety tool. With this said, we will allow students to have cell phones at school, but they need to be turned off between 8:40 am and 3:30 pm. If students need to make a call during the day they may use a school phone. ***Cell phones cannot be used for taking pictures as this is a FOIP (privacy) issue.***

As far as other electronics, we strongly suggest they stay at home. Most of these "toys" are very expensive and the school will not be responsible for lost or stolen items. If it is too precious to lose, it's too precious to bring to school.

SCHOOL COUNCIL/FRIENDS OF FOREST HEIGHTS (Parent Groups)

School Council Meetings

All parents are welcome to attend School Council meetings. It's a great way to meet other parents and to be active in your child's school. Meeting dates vary throughout the school year. Watch SchoolZone for upcoming meetings.

School Council and Friends of Forest Heights may consist of parents, teachers, principal, staff and community representatives who work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. There are many opportunities for parents to become involved in their children's school experience. Parent involvement also enhances the educational program of our entire school community in a variety of ways.

- School Council
- Library Volunteers
- Key Communicator
- Field Trip Assistance
- Home Reading Program
- Hot Lunch
- Materials Preparation
- Special Events Support

ASSOCIATION FOR ENGLISH-GERMAN BILINGUAL EDUCATION (AEGBEE)

This Association was formed to support the German Bilingual program through fundraising and recruitment activities. The AEGBEE executive consists of elected volunteers from each of the five program schools (Forest Heights Elementary, Rideau Park Elementary, Rio Terrace Elementary, Allendale Junior High and Strathcona Composite High School). All parents/guardians who have children enrolled in the German Bilingual Program are

automatically members of the Association. AEGBEE meets several times a year. Notices are posted on SchoolZone.

EMERGENCY PLAN

In the event of an emergency, Forest Heights Staff will follow the procedures outlined in the Edmonton Public School Emergency Plan. Depending on the nature of the situation, students will be evacuated or secured safely in the building.

If the situation warrants, a parent telephone fan-out will be activated and students will be relocated to the Forest Heights Community Centre at 10150-80 Street.

STUDENT SAFETY & WELL-BEING

At Forest Heights, the following procedures are in place in an effort to promote the safety and well-being of everyone in our school community

Supervision

In accordance with Provincial and District policy, supervision is provided fifteen minutes before school commences and five minutes after dismissal. Supervision times are as follows:

8:25 a.m. – 8:40 a.m.

3:30 p.m. – 3:35 p.m. (2:10 p.m. – 2:15 p.m. on Thursdays)

We encourage students to arrive at school during these times. **Parents are reminded that it is their responsibility to arrange for supervision if their children arrive at school prior to 8:25 a.m. or remain on the playground after 3:35 p.m. (2:15 p.m. on Thursdays).** In inclement weather a sign is posted on the entry doors. Students may enter the building and sit quietly in *a designated area* until the bell rings or until supervising teachers instruct them otherwise.

Illness/Injury

Normally, students who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. **Students coming to school ill are unable to function well and pose a health risk to others in our school community.**

If a student becomes ill or is hurt while at school, we will make the student as comfortable as possible and supervise him/her until a parent or emergency contact can be reached.

If the illness/injury appears to need immediate attention and we cannot reach you, the student will be taken to the nearest hospital. A member of the school staff will accompany the student and stay with the child until the parents have been contacted. For minor injuries, such as bumps and scratches, first aid is administered at school and no contact is made with the home. For all head injuries, parents will be notified by phone.

It is important that we always have your current phone number(s), as well as, the number of an emergency contact. To assist families in the event of an accident involving their child, Voluntary Student Accident Insurance can be accessed through a life insurance company. Application forms for this insurance will be sent home with your child in September.

Medication

Students may require to take medication while at school. Regardless of the frequency or type of medication (inhaler, Epi-Pen, etc), a Medical Management Form requesting family consent as well as written directions and authorization from the doctor to administer medications is needed. Please obtain the required form from the office if your child's medical needs change at any time. All information will be kept confidential.

Nutrition

We encourage students to bring nutritious snacks, low in sugar and fat. Healthy eating habits make for a healthy body and mind. Each child will be given an opportunity to consume a healthy snack, provided from home, prior to the start of the school day. **If your child has any significant food allergies, please inform her/his teacher to avoid potential problems with snacks or treats provided at school.**

Cold Weather Policy

Recess is a necessary part of the day for elementary school students. **If a student is well enough to be at school, they are expected to go outside for recess.** Our cold weather policy is implemented based on temperature and wind chill information from Environment Canada. Children are kept indoors when the combined temperature/wind chill is -23°C or lower. Please ensure your child is dressed appropriately for the weather.

Student Safety

For the safety of all our students, please:

- Avoid using the staff parking lot to drop off or pick up your child.
- Observe the "No Parking" signs around our school when dropping off or picking up your child.
- Send your child to school when supervision is provided in the morning and afternoon (8:25 a.m. and 12:20 p.m.)
- Insist that your child use the crosswalks on the way to and from school.
- Be aware that the staff parking lot and the bicycle rack area are out-of-bounds for playing.
- Be aware that all students are expected to remain within the school grounds during school hours.
- **Pick your child up or expect her/him to leave the school grounds immediately after dismissal.**

Bicycles, Skateboards, Roller Blades and Hockey Sticks

- **By law, all students riding their bikes to school are required to wear an approved bicycle helmet.**
- To ensure everyone's safety, students are required to walk their bikes on school property.
- Bike racks are provided at the school. This area is out-of-bounds except when parking or retrieving bikes. All bikes must be locked. Please provide a good quality lock to secure your child's bicycle.
- Skateboards, roller blades/skates, or hockey sticks are not permitted on school grounds during school hours.

SUPPORTING POSITIVE BEHAVIOUR AT FOREST HEIGHTS SCHOOL

Discipline Policy

The teaching and learning of good behaviour and being respectful towards others is the responsibility of all staff members, parents, guardians, and students. To help our students develop their potential as positive, productive citizens of our community, we encourage everyone involved in the education of our students to lead by example.

Behaviour Expectations

The staff and supporters of Forest Heights expect all students to:

- Be respectful of others at all times
- Display appropriate behaviour in class and on the school playground
- Give fellow students the opportunity to learn without disruption
- Cooperate with teachers, staff, classmates and volunteers
- Complete classroom assignments.

Misbehaviour and Consequences

Forest Heights' staff believes in mentoring student behaviour by teaching responsibility and creating a caring school community. In a positive way, we attempt to help misbehaving students deal with the harm they have caused to individuals and to the school community. Our framework encourages accountability and responsibility.

If this process is unsuccessful or behaviour reoccurs, further intervention will take place as indicated in Levels and Consequences (below).

Levels and Consequences

Behaviour Incident Reports (Level 1, 2 and 3) are filled out according to the severity of the infraction.

Level 1 – infractions are *minor issues* which are recorded and handled by the *classroom teacher* as part of each individual classroom behaviour program. Incidents are running in the building, littering, unexcused late, failure to follow classroom expectations, failure to follow playground expectations, classroom disruption, uncooperative behaviour, disruptive transitions, play fighting, inappropriate use of personal equipment (skateboards, roller shoes, hats, personal electronic) and inappropriate clothing.

Level 2 – behaviours are more serious and are dealt with the following day. Students serve all breaks that day in the office with Mrs. Schmidt or one of the principal designates helping them write a plan for better choices in the future. This form must be signed by an adult and returned to school the next day. This is not a punishment place but rather a “work environment” for improving behaviour. Level 2 incidents are: cheating, lying, swearing, defiance, possession of matches/light, malicious put downs, spitting, disrespect towards others and physical aggression.

Level 3 – are very serious and are directly forwarded to Administration. Level 3 incidents are: stealing, fighting/assault, vandalism, possession of weapon, intimidation/verbal threats, harassment, verbal abuse/directed profanity, racial slurs, possession/under influence of illegal substance, unexcused absence (skipping), sexual behaviour, leaving school property without permission, non-emergency Fire Alarm/911, inappropriate internet sites, and/or print material, forgery, and inappropriate representation of school on field trips.

Positive Office Referrals

At Forest Heights School, we look hard to catch our students making positive choices and demonstrating strong character. When “caught,” students are given a Positive Office Referral (POR) which they take to the office to discuss with Mrs. Schmidt. They have the opportunity to go into a treasure chest for a small prize, receive a certificate to bring home and share with their parents, and their name goes into a draw box for the opportunity to be drawn for monthly “Cookies and Milk with the Principal.” Positive behavior is valued and appreciated at Forest Heights.

EDMONTON PUBLIC SCHOOLS - BOARD OF TRUSTEES

Ward A: Cheryl Johner

Ward B: Michelle Draper

Ward C: Orville Chubb

Ward D: Ray Martin

Ward E: Ken Gibson

Ward F: Michael Janz

Ward G – Bridget Stirling

Ward H: Nathan Ip

Ward I: Sherry Adams

SUPERINTENDENT OF SCHOOLS

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