



Principal's Message (2016 – 2017)

Welcome to a new year at Hillview School. I hope this handbook provides you with all the necessary information you will need about our school, its programming, policies, and events. Please note specifically our belief system, learning policy, instructional focus, and behaviour policies. We will continue to build on our Health and Wellness and Leadership program to provide students and staff with a safe, friendly and welcoming atmosphere to promote optimum learning and achievement. Each month a classroom will oversee a character trait or habit. We will build on these throughout the year. We will also continue to build on the assessment practices and the technology used at Hillview to help improve student engagement. If you have any questions, concerns or suggestions, please do not hesitate to call me at any time. Communication between home and school is very important to me and I value your input and feedback. Please remember to check your Schoolzone account on a regular basis.

I look forward to meeting you throughout the year. Come and visit our school often; come to see your children working, speak with the staff, and contribute to the learning process at our school. Your support is always welcome and demonstrates to your child the importance you place on their education. Our children are our future; let's do all we can to assist them in becoming productive, happy and healthy citizens for a lifetime!

Our school motto: Today, I will believe in myself, do my best and do what's right!

Mr. Duncan McColl,
Principal

THIS agenda belongs to: Name: _____ Room #: _____

I attend Hillview School. If you find this agenda, please call the school at 780-463-8108 to have it returned to the owner! Thank you!

At Hillview School we believe that . . .

- It is the right of all children to succeed.
- Each child is a unique and special individual whose needs we will strive to meet.
- Children learn best in a safe, secure, child-centred environment.
- Learning is a partnership between home, school and community.

Together We Will Build ... academic achievement, positive self-esteem, social and physical well being. At Hillview School we encourage our children to take responsibility for their own learning.

Mission Statement of Edmonton Public Schools

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

Mission Statement of Hillview School

Hillview School's vision is that all students reach their highest level of achievement and become good citizens within a safe and caring environment. This will be accomplished through the combined efforts of students, staff, parents and community members.

Hillview School's Instructional Focus

At Edmonton Public Schools we have an initiative to improve teaching and learning, which provides a framework for improving student achievement. At Hillview School our Instructional Focus is reading for meaning. Our aim is that all students will improve their reading comprehension in all subject areas through the use of best teaching and learning practices. We continue to see positive gains for our students in this area. To support this goal, we concentrate on staff professional development, and the careful selection and use of resources to support this area.

Our Learning Policy

At Hillview School children's individual differences are accommodated within the curriculum. Programming is provided to develop academic achievement and positive self-esteem so children are successful in the school setting. Our school has a strong literacy base with a focus on reading comprehension. Through our Literacy program, children maximize their individual potential. At Hillview we believe the more children read, the better readers they will become; and the more they write, the better writers they will become. Developing numeracy skills is another essential goal at Hillview School. To support the development of these skills students have opportunities throughout the year to have hands on experiences with math concepts.

What Is Special At Hillview?

Literature Based Learning

- Leveled Literacy and “Write Traits” programs utilized in the classrooms
- Our library is the heart of the school
- Daily reading time
- Reading Recovery and Leveled literacy specialist

Goal Setting

- Academic goals are based on curricular expectations
- Social/environmental goals are based on societal needs
- Is an ongoing process and assists students in being responsible for their learning

Music Specialty

- Students participate in up to 90 minutes of music each week
- Instruction by a music specialist
- Students have opportunities to use musical instruments
- Performance opportunities throughout the year
- Major field trip or extracurricular program related to music each year

Technology Instruction

- Utilizing three portable computer labs along with a variety of assistive technology (Smartboards, document cameras, Bluetooth technology, student laptops and Ipads) to support and enhance learning
- Instruction imbedded across all curricular areas

Behaviour, Leadership and Character Education Focus

- A focus on supporting students in positive decision making
- Encouraging students to make good choices around social skills
- Comprehensive character education, Leadership program and behaviour plan
- Providing leadership opportunities to enhance the citizenship skills of all students

Apple School

Hillview School is in its third year of *The Alberta Project Promoting active Living and Healthy Eating*. The four main purposes are:

- To improve healthy living habits of students.
- To increase knowledge about healthy living for parents, students, teachers and the school community.
- To apply and sustain Comprehensive School Health in school communities.
- To sustain capacity for healthy environments in school communities.

Cold Weather Policy

When it is extremely cold or raining very hard, regular recess periods will be held inside. Students will be given an in-school break and dismissed at the regular time. We use the equivalent temperature of -23°C (combined wind-chill and temperature) to determine when children should remain inside. Please ensure your child is appropriately dressed for the weather so they are comfortable when they are outside. Remember hats and sunscreen on sunny days. N.B. If children are well enough to be at school they are expected to go outside during recess.

Extra Curricular activities (student clubs)

Staff members volunteer to sponsor a variety of clubs and activities to allow students new experiences. Please check at the school to find out what is being offered. Examples of some activities include A.M.A. School Patrols, Library Club, Choir, Student Leadership Team and Intramurals. Parents are also welcome to sponsor an extracurricular activity to share their talents. Please contact the Principal for more information.

Elementary School Hours

Students Assemble: 8:38

Morning Classes: 8:43 to 11:34 with morning recess at 10:19 to 10:34

Afternoon Classes: 12:25-3:30 with afternoon recess: at 2:00-2:15

Thursday dismissal: 2:17 (no afternoon recess)

Supervision begins 15 minutes before each bell. Please do not send your child prior to that time, as supervision will not be provided. This includes lunch time. If your child goes home for lunch, he or she should not return to school until 12:15 p.m. or later. Lunch hour supervision is provided for those students paying lunch fees only.

Mornings: 8:25 – 8:38

Afternoons: 12:10 to 12:25 (for those students who do not pay to stay at school for lunch)

After School: 3:30 to 3:45

The staff will always do what they can to help children but cannot be responsible for children on the playground outside of these times. Please do not send your children to school before the listed times. At the end of the school day, students are expected to go directly home.

Early Education School Hours

Morning Classes: Tuesday – Friday (8:30- 11:30)

Afternoon Classes: Tuesday – Friday (12:30 – 3:30) with no early dismissal on Thursdays.

Attendance

Regular and punctual attendance is expected of all students and is required by the Alberta School Act. It is a vital factor in children's learning and development. Please advise the school of any medical conditions that may place your child at risk of irregular attendance. If irregular attendance or late arrival becomes a problem, families will be referred to the Attendance Board for a hearing. This board has legal authority to encourage parents to support the regular attendance of their children. If your child is going to be away please make sure you call the school and leave a message so we know your child is safe.

Medication



School Board Policy requires that a form be signed by the doctor and at least one parent indicating the dispensing procedure of required drugs for those students taking medication at school. These forms are available in the school office.

Alberta Health Services

Alberta Health Services works together with the school to provide a range of community health and support services for school age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, health information, and speech and language. If you have any concerns about your child's health please talk to the nurse at Mill Woods Public Health Centre, phone 780-413-5685 or Health link at 811

School Website (<http://hillview.epsb.ca>) and Schoolzone

The school website and Schoolzone is updated regularly with interesting websites, newsletters and dates for our school calendar. Check the sites often to keep abreast of this important information. We also include links to sites specifically aimed at parents working to support the educational needs of their children. Up-to-date minutes of school council meetings are posted monthly.

Shoes, Clothing and Personal Belongings

Children need running shoes for gym and these can be their inside shoes to leave at school. In order to ensure safety of all children, they must be wearing indoor running shoes during gym class (bare feet are not allowed). Please ensure that inside shoes have non-marking soles. Children and visitors are asked to take off outside shoes whenever they enter the building to help keep our school clean. All personal belongings should be labelled with your child's name. Boots and shoes often are identical and children have a hard time distinguishing the difference. Toys and electronic devices can be brought to school for indoor recess days at the discretion of the classroom teacher.

School Patrols

School Patrols cover the T-intersection at the front of the school during morning arrival and after school. Please respect the School Patrols as they take on an important job ensuring our students' safety. Parents need to model following the directions of the Patrols for their children to encourage them to do the same. We are in regular contact with the City Police who assist us patrolling for jay-walking, failing to stop at the intersection and illegal parking.

Bikes, Rollerblades, Scooters and Skateboards

Children are welcome to ride to school, but they must **wear a helmet** and walk them on school property. Students are to ensure their bike is securely locked. Playing around the bike racks is not allowed. We are not responsible for bikes lost, stolen, or damaged while parked at Hillview School. Students are not allowed to wear or use rollerblades, scooters or skateboards during school hours or on school property.

Digital Devices

Children are allowed to use digital devices on school property during cold weather in-door recess and during specific class activities **as directed by their teacher**. If a student has used one of these devices on the way to school, they need to ensure it is placed in their backpack for the entire day while at school. Staff at Hillview School should not see any of these devices during the day, even at recess time unless otherwise directed. Taking photos on personal devices is prohibited unless directed by the teacher. If a staff member sees a violation of these rules, the device will be confiscated and returned either at the end of the day or to the parents, depending on the situation. The school is not responsible for lost or stolen items.

Parents as Partners

Parents need to be strong partners in the education of their children. Research shows a positive relationship between the involvement of parents and the academic success of their children. We ask parents to take an active role at Hillview School in a number of ways:

- | | |
|---|----------------------------------|
| daily home-reading and home study time | learning tasks at home |
| supporting school programs and events | goal setting |
| reflecting on progress and goal setting | classroom support and assistance |
| communication – parent voice | supervising on fieldtrips |
| encouraging appropriate behaviour | Hillview School Council/HEPA |

Lunch Hour

For families who cannot make alternate arrangements, Hillview School will provide a lunch program for a fee of \$160.00 per year by September 30 or \$2.00 per child for a daily drop-in rate. Students must bring their own lunch. The district has new parent forms that must be

completed for a student to stay for lunch. These will be available with your registration package.

Parking

All parents, students, caregivers and staff must follow the basic parking/drop-off rules around the school to ensure everyone's safety. Always choose safety over convenience to ensure all our students remain safe at school. Parents picking-up or dropping off children for school or the playground are requested to park on the street. Using the parking lot is a dangerous practice and therefore **not allowed**. Students should not walk through the parking lot. Everyone should use the crosswalk at all times when crossing the street. Please do not park in the school bus zone at the front of the school. Traffic rules are enforced by the Edmonton City Police and are called upon by the school to assist with traffic enforcement.



Field Trips

Information is sent home prior to each field trip and you will be asked to sign a permission slip. It is imperative this form be signed before students are allowed to attend field trips. Student behaviour and conduct on field trips is expected to be a model of what is acceptable and expected while at school. Should a student make poor behaviour choices, they may return early from a fieldtrip with a staff member or be barred from attending future field trips. Parental involvement is encouraged and necessary on all field trips. Some field trips are not possible without sufficient supervisors or are limited to the number of supervisors that may attend. Hillview Parents Association (HPA) has once again agreed to pay for all school field trips during the school year.

Hillview School Council and Hillview Parents Association

These are the two parent organizations at Hillview School. Elections for both groups are held annually in September. The parent association plays an important and supportive role in the school operations. Meetings for both organizations are held on the second Tuesday of each month at 6:30 pm and all parents are encouraged to attend. Information is included regularly in the school newsletter. HPA is the fund-raising arm of the school council and organizes different fund raisers throughout the year, including casinos.

Absentee Check Program

We ask you to call the school at **780-463-8108** if your child is going to be absent from school. This line has an answering machine to take after-hours calls.



Reporting Student Progress

All progress reports are posted on Schoolzone. A personal password will be provided at the beginning of the school year. If you require information please contact the office.

October/November Progress Report

The first progress conference is completed with all parents and occurs mid-way from the start of the year to the November progress report being posted. This conference provides opportunities to share children's work and discuss progress. Children are welcome at these conferences. There is also an opportunity to discuss learning goals for your child.

February Celebration of Learning

In early February we host our 'Celebration of Learning' evening. Students are asked to share their work and demonstrate their learning with parents. This provides an opportunity for parents to observe their child's learning. If parents wish an individual interview, that can be arranged with the classroom teacher.

March Progress Report

In late March Progress Report number two will be posted.

In Case of Emergency

As a precautionary measure we have procedures to be carried out in the case of:

- **Fire**
- **Tornadoes**
- **Severe storms**
- **Lockdown**

In the event of a severe storm warning during the school day, students will be kept in the school building until the warning is removed or parents pick up their children. If for any reason, we are forced to evacuate the building our first source of shelter will be Greenview Elementary School, 5904-38 Avenue, 780-462-0660.

Important Dates: please refer to the School Calendar on the Hillview website

First Day of Classes: Thursday, September 1, 2016

Labour day	September 5	PD #3	March 17
Thanksgiving	October 10	Spring Break	March 25 -31
PD #1	October 21	Good Friday	Apr 14
Remembrance Day break	November 10 - 15	Easter Monday	April 17
Winter Break	December 24-January 6	PD #4	April 28
PD #2	February 6	Days in Lieu	May 22 - 24
Family Day	February 20	Victoria Day	May 23
Teachers Convention	March 2 -3		

Last day of Classes: Thursday, June 29, 2017

Hillview School Staff List

Principal	Mr. D. McColl	Admin. Assistant	Mrs. H. Carter
Assistant Principal	Della Reimer	Library	Mrs. N. Maisonneuve
Curriculum Coordinator	Lori Boomer	Cust. Assistant	Mr. R. Patiag
Head Custodian	Mrs. S. Bonner	Kindergarten EA	Mrs. S. Dunwoodie
Kindergarten	Mrs. S. Massie	Grade 5/6	Mr. H. Chang
Grade 1	Mrs. A. Patterson	Music and Grade 4/5	Miss. C. Jamieson
Grade 2	Mr. G. Joslin	Education Assistant	Mrs. H. Nor
Grade 3	Mrs. L. Campbell	Education Assistant	Ms. A. Kenyon
Grade 4/5	Mrs. W. Cummins	Education Assistant	Ms. Sangita Deshmukh

Hillview Early Education Staff List

Room 1 – Teacher (am)	Mrs. L. Boomer	SLP - Mr. C. Wilson
Room 1 Teacher (pm)		SLP - Miss C. Marr
Room 2 – Teacher	Ms. R. Lavergne	SLP - Mrs. S. Jansen
Room 3 – Teacher	Ms. M. Gerein	SLP - Miss. C. O'Dell
Room 4 – Teacher	Mrs. S. Semchuk	SLP - Ms. J. Porter
Room 7 – Teacher	Ms. T. Cooper	SLP-Assistant – Mrs. R. Kirkire
School Family Liaison	Mrs. H. Mailloux	SLP-Assistant – Mrs. C. Heuer
Educational Assistant	Ms. S. Winspear	SLP-Assistant – Miss. N. Pittman
Educational Assistant	Mrs. M. Phillips	SLP-Assistant – Mrs. N. Sobus-Jensen
Educational Assistant	Miss L. Risk	SLP-Assistant – Miss. B. Klapper
Educational Assistant	Ms. A. Thompson	Physical Therapists
Educational Assistant	Mrs. J. Gambhir	Ms. M. Stone
Educational Assistant	Ms. P. Benoit	Mrs. S Virami
Educational Assistant	Mrs. M. Licardo	Occupational Therapists
Educational Assistant	Ms. C. Weston	Mrs. V. Rajput
Educational Assistant	TBD	Mrs. L. Anderson
Educational Assistant	TBD	Miss K. Deluca

Hillview Early Education

Hillview School Early Education Program started in the fall of 2007. We offer programming for children 3.0 to 5.0 years of age who present with severe learning difficulties or special needs. Each child is provided with speech support as well as other supports necessary to assist with their development. This program is funded through Program Unit Funding (PUF) of Alberta Education. Programming is provided for a maximum of three years with students transitioning to their community school for either their Kindergarten or Grade One year.

Each classroom team works closely with parents to provide proper programming based on learning goals established in early fall. Parents play a vital role in this programming and agree to be part of 10 home visits that are completed throughout the school year. These home visits and/or family sessions at school provide parents the support and skills needed to continue to support their child beyond the school day to allow for the most beneficial growth a child can experience while in the program.

We offer a four day program, Tuesday – Friday mornings (8:30- 11:30) or afternoons (12:30 – 3:30 with no early dismissal). Mondays will be for staff collaboration, planning, professional development and home visits.

If you are interested in learning more about our Early Education Program or believe your child might qualify for this program, please contact Hillview at 780-463-8108. For complete information about our Early Education program please refer to our Early Education Parent Manual.

Newsletters

A school-wide monthly newsletter is posted on Schoolzone at the beginning of each month. As well, each classroom teacher will post a monthly newsletter outlining important information directly related to each individual classroom.

Leadership; Character Education and Discipline Policy

Acceptable behaviour is that which fosters a positive and social environment for all, while respecting the privacy and well being of each individual. Self-discipline is strongly encouraged and students are expected to accept the responsibilities for completing schoolwork and behaving in an appropriate manner. We believe that the school staff and families share the responsibility for teaching appropriate and acceptable behaviour. We have developed a comprehensive Leadership and Character Education program at Hillview School, teaching children a number of important character building traits throughout the year. It is vital that parents read and discuss this policy with their children, as it contains information in the area of student behaviour and conduct.

Edmonton Public School Board supports the endeavours of staff, student, parents, and the community to ensure positive student behaviour and conduct. In addition, the Board expects parents and students to recognize their responsibility in developing student self-discipline.

Students shall meet the expectations for student behaviour while on school property and while involved in school-sponsored or related activities. Parents play a vital role in developing student behaviour and conduct. Parents shall work with the school to resolve behavioural issues, which affect their child.

BUILDING A “BETTER YOU AND ME” THROUGH ...

**Being Proactive; Beginning With the End in Mind; Putting First Things First;
Thinking Win-Win; Seeking First to Understand, Then to be Understood;
Synergize; Sharpening the Saw**

LEADERSHIP PROGRAM:

Hillview school staff is committed to assisting children in their personal development of positive character and citizenship. At Hillview School we understand the importance of infusing a comprehensive Character Education program within the Behaviour Plan as the two go hand-in-hand in helping children become positive members of our learning community. Through this character education we teach children the expected ways to behave when in school and in their community, building “A Better You and Me” at Hillview School and beyond. In this regard, we have developed an intensive character education program for Hillview School based on the work of Stephen Covey and his book entitled, “The Leader in Me”. Beginning in September, teachers will be modelling and instructing the children in each of the seven habits of highly effective people. Our school motto will also help children remember these traits through their daily actions at school. The school motto is as follows:
“Today I will believe in myself, do my best and do what’s right”.

Students and staff of Hillview School will repeat this motto daily, directly after the singing of our national anthem, which will reiterate its importance in the lives of the children at Hillview. Other leadership habits will be introduced throughout the year as follows:

September: Respect	October: Be Proactive	November: Begin With the End in Mind
December:	January: Put First Things First	February: Think Win-Win
March: Seek First to Understand Then to be Understood	April: Synergize	May: Sharpen the Saw

Daily lessons, both planned and impromptu through teachable moments, are used to address character building in each and every classroom throughout the school. Health lessons will tie-in directly with the habits being studied. Also, morning announcements will focus on the trait of the month and examples of what these traits look like and sound like will be given. It is hoped that as traits are introduced at monthly assemblies, parents will join us for these celebrations of positive citizenship and character building. As well, please discuss things relating to character education with your children at home as we teach similar ideas at school related to character development throughout the year. This type of team approach to the development of the identified character traits will set a fine example to the children at Hillview about the importance of good citizenship for all.

Ensuring positive behaviour requires the cooperation of students, parents and staff – a teamwork approach. At Hillview School, we are committed to ensuring a safe, secure and comfortable learning environment for all members of our Hillview School family. When students are happy to come to school, accept individual differences and celebrate each other’s unique talents, we can say we have achieved our goal. Together we are strong and we thank you for your assistance with these important character-building opportunities for all Hillview children.

REWARDS:

Students can receive Super “Citizen” Tickets for good behaviour, modeling good citizenship and demonstrating kind and caring behaviour as outlined in our Leadership plan. They can earn prizes every week, as names of students “caught” demonstrating a positive character trait through their actions will be placed in a draw for a weekly prize.



BEHAVIOUR PLAN

At Hillview School we...
care about ourselves,
care about others,
and care about our school.

Our school motto, recited daily, helps us remember to be citizens of good character:
"Today I will believe in myself, do my best and do what's right!"

PHILOSOPHY: At Hillview School we believe that within our school community, individuals should feel safe, happy and supported. As an educational team of parents, community, staff, and children, we work toward creating a caring, supportive and creative learning environment that encourages responsible citizenship. By working together with the home, school and community, we will ensure students understand their rights and the rights of others and assume responsibility for their own behaviour. This is in keeping with the district budget plan identified yearly by the Board of Trustees for Edmonton Public Schools. In this plan, the Board promotes positive citizenship and character development in all schools in the district. According to the Provincial School Act, a student has certain responsibilities in the pursuit of education, including diligent studies, punctuality, respecting the rights of others, and complying with school rules. These responsibilities are incorporated into the behaviour plan at Hillview School.

GOALS of this behaviour plan:

1. Recognize and celebrate positive citizenship.
2. Identify and share behavioural expectations.
3. Address inappropriate behaviour and outline consequences.

Any behaviour that interferes with the following **RIGHTS** of every child at Hillview is unacceptable.

1. I have the right to be safe in this school.
2. I have the right to be happy in this school.
3. I have the right to learn.
4. I have the right to hear and be heard.

RESPONSIBILITIES accompany the above mentioned rights.

1. It is every student's responsibility to respect other people, their differences and their property.
2. It is every student's responsibility to follow school rules.
3. It is every student's responsibility to support the rights of others to learn.
4. It is every student's responsibility to value another's point of view and to express their own in a respectful and reasonable manner.

EXPECTATIONS:

In order to allow for a safe school environment in which student learning is of paramount importance, the following student expectations are in place:

To show respect for themselves, students will:

- Always try their best.
- Attend school regularly, be on time, and be prepared for class.
- Leave valuables at home – Hillview School is not responsible for lost or stolen items!
- Only use digital devices when given permission. This includes cell phones, i-pods, etc. Confiscation of these devices will occur if they are used on school grounds without permission. Photos are not allowed to be taken on devices unless directed by the teacher.

To show respect for others, students will:

- Not touch or threaten others in any way that may be hurtful to them.
- Communicate in a respectful way with one another, using appropriate language, i.e. not swear, name call, use rude gestures or put downs.
- Replace or reimburse others for property vandalized, lost, stolen or broken due to neglect.
- Cooperate with all staff on supervision.
- Listen to directions from all staff members, including lunchroom supervisors, teaching assistants and supply teachers.
- Discuss issues at an appropriate time and in an appropriate manner.
- Not interfere with the learning of others.
- Dress appropriately.

To show respect for our school and the school grounds, students will:

- Dispose of any trash in the garbage cans provided.
- Not deface, damage, or destroy any school or city property on the school grounds.
- Keep their desk area neat and tidy.
- Help keep their classroom a neat learning environment.
- Clean up after themselves in the lunchroom if they stay at school during lunch.
- Remove outdoor footwear and place on racks at each entrance when arriving at school.

To keep everyone safe inside our school, students will:

- Line up and enter the school in an orderly fashion when directed.
- Walk quietly and safely inside the school halls and classrooms.
- Comply with the requests of supervising staff members, including lunchroom supervisors, teaching assistants and supply teachers.
- Keep their hands and feet to themselves.
- Not throw things.
- Not bring nuts or products containing nuts to our school.
- Wear appropriate footwear in the classroom and gymnasium.

To keep everyone safe outside our school, students will:

- Go straight home when dismissed, and only return to the school with parental permission to play.
- Not throw objects that may hurt another student i.e. snowballs, rocks, sticks, etc.
- Use equipment safely and for its intended use.
- Play safely on the playground equipment i.e. no jumping off equipment taller than their height.
- Walk their bike, scooter, or skateboard on school property and wear helmets as required by law.
- Play within the school boundaries and not leave school property.
- Stop their games and playing immediately when the bell rings and return indoors.
- Remember the bike rack area is off limits.
- Wear appropriate footwear while playing in the park.

GOALS:

Our goal is to help students develop and consistently demonstrate appropriate behaviour and conduct while striving to achieve personal academic excellence. Students should understand and accept responsibility for their actions. Students must recognize that any behaviour which disrupts or distracts from a positive learning environment or which infringes on the well being or rights of others is inappropriate and unacceptable and will not be tolerated at Hillview School. It is our ultimate goal that each and every child at Hillview School feels safe and secure in the learning atmosphere while attending school and while travelling to and from school.

RECOGNITION:

Recognition of appropriate behaviour, conduct and efforts related to academic performance and social skills are the most effective way to support student growth and a commitment to personal excellence.

Hillview students will receive this positive recognition through:

Praise Phone calls home	Handshake Notes home	Super C Ticket Monthly classroom recognition	Name announced on PA Special Activities
Public Recognition	Visit to Principal		Personal satisfaction

THREE-STEP PROBLEM SOLVING RULE:

Students are encouraged and reminded to utilize the following three step rule when they encounter a problem:

1. In a polite manner, ask the person to stop doing whatever it is that is bothering or harming them.
2. Walk away if the person persists.
3. Seek adult assistance to help solve the problem.

At no time should a child attempt to solve a problem using inappropriate language or personal contact.

AT HILLVIEW SCHOOL WE KEEP OUR HANDS AND FEET TO OURSELVES!

BEHAVIOUR OFFENCES

Behaviour infractions are defined as either MINOR or MAJOR offences. All circumstances will be considered when implementing a behaviour plan and identifying consequences for an infraction.

Different circumstances considered may include:

- age and placement of the child
- cooperation by the student
- severity of offence
- patterns of misconduct
- attitude of student (is remorse being shown?)

MINOR OFFENCES:

Minor offences will be handled on the spot by the all staff members. Each staff member will remind the student of proper school expectations (redirection). The staff member will assist the child in identifying the problem, discussing more positive actions and help the student agree upon a resolution. This resolution should include restitution by making amends to any other individual involved. Examples of consequences for minor infractions will include:

- Loss of privilege or exclusion from an activity.
- Recess detention in the supervising teacher's classroom.
- Velcro-buddy at recess (walking with a supervisor while on duty).
- Time out at recess.
- Confiscation of toys or equipment for a period of time.

Examples of MINOR offences include, but are not limited to:

- not following directions
- not using an inside voice
- throwing objects, including snowballs and ice
- saying hurtful comments
- not returning to school directly after the bell
- moving about the school without permission
- being in a restricted area
- running in the hallway
- violating another person's personal space
- lying

If the negative behaviour becomes a pattern and is repeated on THREE occasions within a thirty day period, the student will be directed to the Think Tank for a series of FOUR detentions. (See Think Tank section for more detailed information)

MAJOR OFFENCES:

Major offences are behaviours that interfere with the orderly functioning of the school or threaten the safety, well-being or dignity of students or staff members. Major offences are deemed serious and immediate disciplinary action, including consequences, will be taken.

- repeat of minor offences
- using threatening words or actions
- theft
- possession of contraband or items as a weapon
- defiance of authority
- leaving school grounds without permission
- vandalism
- swearing
- pulling a false fire alarm
- bullying and/or harassment
- interfering with the orderly functioning of school

N.B. All Edmonton Public Schools have a **ZERO** tolerance policy on weapon possession in schools and as such this offense is dealt with in a very strict and severe manner.

All Think Tank detentions will only be served during the morning and afternoon recess breaks, giving student's time to be outside during the lunch hour break. Should a child be removed from the lunch hour break, they will serve that detention in the office under the supervision of the administration.

All behavioural expectations will be followed through during lunch supervision as well, with the same consequences being in place. Lunch Supervisors will utilize the same recess behaviour slips and pass along completed behaviour slips to homeroom teachers. AM/PM recess detentions will be served as consequences during the noon hour, and if need be, temporary or permanent suspension from lunchroom privileges will also be considered through consultation with the Principal, staff and parents.

Think Tank:

Parents may remember the Think Tank as "detention room". Students who are experiencing difficulty managing their behaviours are sent here for a series of TEN detentions. These detentions are served during the morning and afternoon recess breaks only, giving them the lunch hour to get some fresh air and burn off energy.

Students arrive at Think Tank and must complete a reflective Think Assignment based on the restorative justice model. This assignment will detail what they did wrong, how the other person felt as a result of their actions and what they must now do to make amends. Once the Think Assignment form is completed, it must go home and be signed by parents and returned to the school for the Principal's signature before a child will complete their Think Tank sessions.

If a child arrives on time for Think Tank and is well behaved during these sessions they will have TWO sessions removed for each SINGLE session served. This would mean for the TEN detentions they are serving, students will actually serve FIVE recess detentions. However, if they are demonstrating continued poor behaviour and receive two or more visits to the Think Tank within 30 days, they will have to serve all TEN of the assigned detentions from this point forward.

For most MAJOR behaviour infractions, parents will receive a phone call from the Principal or teacher to discuss the issue. At times, a meeting will be required to discuss the behaviour to implement a detailed plan to address the behavioural issues.

Even with this detailed behaviour plan and character education program in effect, there may be times when a child's behaviour results in the suspension or expulsion of the child. If this is the case, the parent will be notified and a letter will be sent home and placed in the child's cumulative record at school for a period of no more than three years.

BULLYING

At Hillview School we are serious when it comes to bullying. We believe that each child should come to this school free of bullying, harassment or any other behaviour that makes them feel uncomfortable, unsafe or unwelcome. With a strong focus on character education we are hopeful that every child will feel safe and welcome in our learning environment.

Bullying has become a societal issue and is not only reported at Hillview School. Any place people gather, bullying can occur. An incident of bullying lasts only 17 seconds on average and is witnessed by other people 85 % of the time. Most of the time, these witnesses, or bystanders, do nothing to help the situation; instead they turn their backs and their silence is further damaging to the victim. Because of this, bystanders to any incidence of violence or bullying at Hillview School will be treated strictly and severe consequences will result.

Throughout the school year we instruct all students what to do in case of a problem during the day. Our “Three-Step Rule” is something we instruct all children to use when faced with a difficult situation. If any student witnesses an incident involving violence or bullying behaviour they are expected to go to a nearby adult for assistance.

Bullying can take many forms. Usually, bullying is one of the following defined types:

- Physical bullying
- Emotional bullying
- Social bullying
- Verbal bullying
- Cyber bullying

Research also tells us that bullying peaks at age four, grade four and grade eight. We have also learned that in order to combat bullying there are certain things we need to equip each child with:

- One important and close friend
- One significant adult figure
- The knowledge and confidence on how to join a group

To this end we will work with all students to assist them in developing these three vital pieces to help combat bullying and reduce these occurrences at Hillview School. Staff encourage healthy friendships within our student population. Finally, we will teach children how to join a group through role plays and discussions and encourage them to practice this so they are able to build resiliency one needs to be a successful and confident person in society.

Bullying is not an isolated issue – it occurs all around us. Every school, every mall, every store and every community will see daily instances of bullying taking place. At Hillview School we believe firmly that through combined efforts of students, staff and families working together, we can reduce the incidences of bullying behaviour so that perhaps one day we can say that Hillview is a Bully-Free School! Until that time we will take what we know about bullying and teach our children and families how to react to a problematic situation to keep the students strong, safe and equipped for life!

“Where You Are NOT Alone”

