

# ÉCOLE HERITAGE PARK MIDDLE SCHOOL

“HOME OF THE HIGHLANDERS”



HERITAGE PARK MIDDLE

**Ms. L. Dickinson**  
Principal

**Mrs. D. Urano**  
Vice-Principal

**Mr. D. Chezzi**  
Vice-Principal

**Mrs. N. Ginter**  
Business Coordinator

33700 Prentis Avenue / Mission, BC V2V 7B1  
Telephone: 604.820.4587 / Fax: 604.820.4589  
Website: [hpms.mpsd.ca](http://hpms.mpsd.ca)

**School Office Hours:**  
**Monday to Friday: 8:00 am - 3:30 pm**

## Bell Schedule

| Bell Schedule         |                |
|-----------------------|----------------|
| Warning Bell          | 8:35 AM        |
| 1 <sup>st</sup> Block | 8:40-9:59 AM   |
| Transition            |                |
| 2 <sup>nd</sup> Block | 10:05-11:25 AM |
| Lunch                 | 11:25-12:05    |
| Warning Bell          |                |
| 3 <sup>rd</sup> Block | 12:10-1:30 PM  |
| Transition            |                |
| 4 <sup>th</sup> Block | 1:36-2:55 PM   |
| Dismissal             | 2:55 PM        |

## Block Rotation

| Block | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1     | A     | E     | B     | F     | C     | G     | D     | H     |
| 2     | B     | F     | C     | G     | D     | H     | A     | E     |
|       |       |       |       |       |       |       |       |       |
| 3     | C     | G     | D     | H     | A     | E     | B     | F     |
| 4     | D     | H     | A     | E     | B     | F     | C     | G     |

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# Welcome to École Heritage Park Middle School

## Dear Students,

Welcome to École Heritage Park Middle School! We are pleased to welcome all new students as well those who are returning. The start of a new school year provides you with an opportunity to use new ideas, plans, and strategies to assist in achieving your goals. As this new school year begins, we encourage you to focus on making it memorable, exciting, and filled with learning and accomplishment.

Our goal is to provide you with a safe, caring, and orderly learning environment where you will have opportunities to excel. The rest is up to you. One of the most important things you can do to be successful is to follow the S.O.L.E.S. guidelines by showing respect for Self, Others, Learning, Environment and Safety.

The staff at École Heritage Park Middle School is here to help you be the best that you can be. We look forward to supporting you in your learning this year. Make 2022 – 2023 your best year yet!

## Dear Parents/Guardians,

At École Heritage Park Middle School we value and encourage parents support of their children's learning. Here are just a few ways you can help your child be successful in school:

- Talk to your child about their day at school. Provide a time and place for homework and encourage your child to stay up to date on assignments.
- Ensure regular and punctual attendance. This is critical for student success.

We welcome and appreciate the work of parent volunteers. If you would like to help, please contact the school. Should you have any concerns about your child's school experience, please contact our staff immediately. The usual protocol for questions and concerns is to contact the classroom teacher first, then school administration, and if necessary, then the school board office. For urgent matters, please contact your child's counsellor and/or one of the administrators. We look forward to meeting and working with you to help your child have the best possible experience and achievement this year.

L. Dickinson, Principal  
D.Urano, Vice-Principal (A-K)  
D.Chezzi, Vice Principal (L-Z)

# ÉCOLE HERITAGE PARK MIDDLE SCHOOL

## MISSION, VISION AND VALUES

### MISSION

At École Heritage Park Middle School we empower all learners to strive for success.

### VISION

Our vision is a collaborative learning community where:

- Everyone feels safe, included, and valued as partners
- All learners are engaged, empowered, and motivated
- Accomplishments are celebrated

### VALUES

At École Heritage Park Middle School, we will:

- Set high standards for ourselves and our students
- Offer a wide variety of learning opportunities
- Teach and assess in a variety of ways
- Engage students in activities that encourage critical thinking, collaboration, and creativity
- Provide a nurturing and supportive learning environment
- Celebrate our diversity of learners and their learning
- Communicate openly, respectfully, and professionally with students, parents, and staff

### CORE COMPETENCIES

The core competencies along with literacy/numeracy foundations, and essential content and concepts, are at the centre of the curriculum and assessment.

Core competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need to develop to engage in deep and life-long learning. The core competencies are communication, thinking, and personal and social development. These competencies will be evaluated by the students through a guided process with their teachers. Core Competencies will be evaluated throughout the year but will appear on the year-end report card only.

For additional information, please go to the Ministry of Education website at: <https://curriculum.gov.bc.ca/competencies>.

# **ÉCOLE HERITAGE PARK MIDDLE SCHOOL CODE OF CONDUCT**

## **Purpose:**

- To maintain a safe, caring, and orderly environment for learning.
- To establish and maintain an appropriate balance among individual and collective rights, freedoms, and responsibilities.
- To clarify expectations for student behaviour while at school, while going to and from school, and while attending any school function or activity at any location.

## **Reference to the BC Human Rights Code:**

École Heritage Park Middle School promotes the values articulated in the BC Human Rights Code, respecting the rights of all individuals in accordance with the law. Discrimination is prohibited based on race, colour, ancestry, place of origin, religion, marital status, physical or mental disability, political belief, sex or sexual orientation – in respect of discriminatory publication and discrimination in accommodation, service and facility in the school environment.

## **Conduct Expectations:**

1. Treat yourself and others with RESPECT
2. Demonstrate RESPONSIBILITY
3. Ensure the SAFETY of yourself and others by making wise choices

\*These expectations are outlined further on page 8 as part of the S.O.L.E.S. section.

## **Acceptable Conduct:**

- Be respectful to yourself, others and property
- Be helpful to others by thinking and playing safe
- Report to an adult if you think someone needs help
- Think before you act
- Take pride in your accomplishments and strive for your personal best
- Avoid situations where you may be assumed to be guilty by association

## **Unacceptable Conduct:**

These behaviours are examples only and are not an all-inclusive list. Unacceptable behaviours are ones that:

- interfere with learning
- interfere with the orderly environment
- create unsafe conditions
- involve name calling or inappropriate language
- involve bullying, harassment, intimidation or defamation
- involve physical violence
- involve retaliation against a person who has reported incidents

As students' progress through maturity, we expect increasing personal responsibility and self-discipline.

**Consequences:**

Discipline will be similar to that of a kind, firm and judicious parent. The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate action.

For example:

- Responses to unacceptable conduct are pre-planned, consistent and fair.
- Disciplinary action, wherever possible, is preventative and restorative rather than merely punitive.
- Students, as often as possible will be invited to participate in the development of meaningful consequences.
- Disciplinary action will follow a progressive continuum which includes but is not limited to: verbal warnings, reflection sheets, detention, restitution, confiscation of items, behaviour-work contracts, suspension (in school and out of school) and referral to the district Discipline Review Committee.

**Notification:**

Our school personnel will advise other parties of serious breaches of the code of conduct. For example, parents of student offenders and victims, school district officials, as required by law, and others, when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.



# S.O.L.E.S.

At **École Heritage Park** our SOLES keep us grounded.

## **WE RESPECT:**

**S**elf, by accepting and valuing ourselves for who we are

**O**thers, by accepting and valuing others for who they are

**L**earning, by seeking and valuing opportunities to learn

**E**nvironment, by protecting and conserving our surroundings

**S**afety, by thinking before acting

## **SOLES behaviour includes, but is not limited to:**

1. Attending all classes and arriving prepared to participate
2. Putting effort into assigned class work and homework
3. Choosing language, behaviour and dress that shows respect for the learning environment
4. Making safe thoughtful choices
5. Seeking assistance from staff in response to threatening or unsafe situations



## **A. General Information**

### **Bell Schedule**

|                       |                     |
|-----------------------|---------------------|
| Welcome Bell          | 8:30 am             |
| START                 | 8:40 am             |
| 1 <sup>st</sup> Block | 8:40am – 9:59am     |
| 2 <sup>nd</sup> Block | 10:05am-11:25am     |
| Lunch Break           | 11:25 am - 12:05 pm |
| 3 <sup>rd</sup> Block | 12:10pm – 1:30pm    |
| 4 <sup>th</sup> Block | 1:36pm – 2:55pm     |
| DISMISSAL             | 2:55 pm             |

**Office Hours:** 8:00 AM TO 3:30 PM MONDAY TO FRIDAY

**Closed Campus:** École Heritage Park Middle School is a CLOSED CAMPUS. This means that only students who attend École Heritage Park Middle School are to be on the school grounds during the school day. **It also means that once students arrive at school, they are to remain on the school grounds for the rest of the school day, lunch included.** **Students are not permitted to cross the street to the Heritage Park Plaza at any time during school hours.**

**Visitors:** All visitors are required to report to the office upon arrival. Parents dropping off lunches, homework, planners, etc. for their child are asked to leave items at the office, and we will page your child during breaks between classes.

**Absences:** Parents or guardians are requested to call the school by **9:00 am** to report a student's absence or lateness if they are excused.

**Sign In and Out:** Any time students are late they must sign in at the office and get a late slip to give to their teacher. Students who need to leave early for an appointment, must sign out at the office and sign back in again when they return. A note or a phone call from a parent to accompany this is mandatory.

**Illness or Injury at School:** Students who feel sick or become injured at school need to inform their teacher and report to the office, where they will be advised about calling parents or guardians. Students will be sent to the medical room until such time as they either return to class or their parent/guardian arrives to take them home. For serious injuries, an ambulance will be called and parents will be contacted as soon as possible.

**Contact Information:** For unexcused absences a call will be placed with the school auto-dialer. In the event of sudden illness or injury, parents will be called. Parents are asked to provide the school with up-to-date contact information.

**Cash Free:** École Heritage Park Middle School is a cash free school. Payments can be made through School Cash to pay for field trips, student fees, yearbook, cafeteria, and Espresso Grove cards. *New this year: Point of Sale machines, accepting debit, will be available at the Cafeteria and Espresso Grove.*

**School Cafeteria & Lunch Routine:** The lunch break is 30 minutes long. Students may bring their own lunches from home, or order lunch from the cafeteria by either purchasing a cafeteria card online (\$5, \$10 or \$20 cards) or bringing a debit card (no cash). *Students should bring a lunch from home the first week of school.*

All profits go back into the school to pay for various learning resources and school programs.

**Espresso Grove – School Store:** The school store is open at lunchtime. Espresso Grove cards can be purchased online in \$5 increments, debit will also be accepted. Snacks and school merchandise are available for purchase. All profits go back into the school to pay for various learning resources and school programs.

**School Resource Centre:** The School Resource Centre is a team consisting of teachers, counsellors and a youth care worker, who help students deal with specific learning needs, and with social, emotional and behavioural issues. The Inclusionary Model integrates students into grade appropriate classes - students' individual needs are met within the classroom environment as much as possible by classroom teachers, in conjunction with support from the School Resource Team. Our counsellors and youth care worker assist students with study skills, peer mediations, and other issues.

**Athletics and Clubs:** Clubs and teams are an important part of student life at Heritage Park Middle School. The athletic teams for our school will be coached by teachers and parent volunteers. We will offer intramural programs during our lunch break, where students can play with and against their friends and meet other students. During our intramurals students can develop their skills in many sports. Our extra-curricular programs, where we play against other middle schools may include Volleyball, Basketball, Football, and Track and Field among other sports. We also hope to offer a wide range of clubs including, Library, Computers, Games, and Drag Racing Club.

**Planners:** Electronic planners are available through **the MY SCHOOL DAY APP**. The school planner has been designed to help students manage time and plan their day. All students are encouraged to keep their planner up to date throughout the year. When teachers assign homework and tests, it is expected that students record the nature of the homework or test in their planners. By recording homework and tests all students will be aware of what each teacher expects and when assignments are due.

The My School App can be downloaded from iTunes and Google Play app stores onto cell phones or tablets. The school app offers several advantages over the standard planner booklet.

**School APP:** Stay informed and up to date on school events and news by downloading the **My School Day App**. Notifications can be sent instantly from the school using the app. This way students and parents can be quickly informed and reminded of changes in schedules or coming events. The app is also customizable using colors and labelling to identify classes.

**School Fees:** Fees are to be paid online using School Cash at <https://mpsd.schoolcashionline.com>. The fees outlined below are necessary to support school programs offered to all students. (Athletic fees are *only* required if your child joins an athletic team).

**Textbook Deposit** **\$100**  
(one-time fee refundable at withdrawal upon return of all textbooks)

**Highlander Package** **\$25**  
Locker rental (lock provided) and Student ID card  
\*\*must be paid before purchasing Cafeteria Cards, Espresso Grove Cards or Yearbooks – if payment arrangements need to be made, please reach out to Administration or the Business Coordinator.

**Cafeteria Cards** Available in \$5 Denominations  
**Espresso Grove Cards** Available in \$5 Denominations

**Grade 7 Athletic Fee** **\$50**  
**Grade 8 Athletic Fee** **\$75**  
**Grade 9 Athletic Fee** **\$125**

**Football Fee** (Gr. 7 & 8) **\$250**

**Foods Workbook** **\$20**

**Woodwork** Grade 7 & 8 **\$40**  
**Woodwork** Grade 9 **\$75**  
\*\*\* Due to the significant increase in the cost of lumber, woodworking fees have also increased to cover costs.

**Yearbook** **\$50** (before Dec. 31<sup>st</sup>)  
**\$55** (after Dec. 31<sup>st</sup>)

**Parent Advisory Council:** The Parent Advisory Council (PAC) is your parent community at Heritage Park Middle. Every parent is automatically a PAC member. PAC executive members are elected at the PAC meeting in September each year. Our PAC meets once per month. See the school

website for a schedule. It is hoped that our parent community will work closely with administration and staff to support, encourage, and provide assistance to enhance the quality of education and the well-being for all students at Heritage Park Middle.

**School Communication:** While many factors affect a child's education, there is one that can be of paramount importance - communication. Frequent and open communication between parents and teachers leads to a greater understanding and appreciation of the educational process, as well as each child's participation in it. We welcome and appreciate your inquiries and visits, and encourage you to contact us when, and if, concerns or questions arise. If you have a concern, we ask that you contact your child's teacher first. If you feel your concern has not been addressed by the teacher, please contact one of the vice-principals or the principal. If you are still not satisfied, you may contact the School Board Office at 604.826.6286.

**How Can Parents Help?** Learning is not confined to the classroom. Parents are vital partners in the educational process. Some ways in which parents might help are:

- Ask your child what the best part of his or her day was. Why?
- Help your child set aside a time and place to study.
- Be supportive by offering lots of praise and encouragement.
- Limit TV watching, and promote physical activity.
- Keep in touch with the classroom teacher as to the classroom routines, expectations, projects, etc.

**Physical Activity:** At Heritage Park Middle, we encourage students to be physically active while at school. Research has indicated that:

- Physical activity has a positive effect upon children's academic achievement, academic readiness, and perceptual skills.
- Regular physical activity improves children's mental health and contributes to their growth and development.
- Physical activity is consistently related to improved self-esteem and body image.
- Adolescents who engage regularly in physical activity demonstrate lower anxiety and depression.
- The prevalence of childhood obesity is increasing - this is directly linked to a lack of physical activity.
- Participation in physical activity is positively linked to aerobic fitness, body composition, and muscular strength among school children.
- Participation in regular physical activity has a positive impact on behaviour and healthy lifestyles in youth.
- Middle school students, who are physically active, are less likely to consume alcohol, smoke, use marijuana, or engage in sexual behaviours when compared to inactive peers.

## **B. Student Responsibilities**

**Attendance, Class Assignments and Homework:** Attending regularly and putting effort into learning are the prime responsibilities for students. This includes being in class on time, with the required materials, participating in class activities and completing assignments, including homework. Middle school students should be doing anywhere from 60 to 90 minutes of homework each day. However, we need to keep in mind that students need a balance between work and play. If parents believe excessive amounts of homework are being done by their child, please contact your child's teacher.

Consequences for not attending and/or not completing assignments:

- staying in at lunch or after school to complete work
- lower grades
- parent/student/teacher conference to develop a plan for improvement.
- referral to the office
- I Reports (a special report to parents indicating that a student may be about to receive a failing grade in a particular subject unless the student completes specific assignments within a specific timeline, as outlined in the I Report.)
- failing grades
- becoming involved in at-risk behavior (during unexcused absences)

Consequences for attending regularly and completing assigned work:

- sense of personal satisfaction of having done a job well
- positive self esteem
- positive recognition from teachers, peers, parents
- positive comments and grades on report cards
- **most importantly, these students can expect to show good growth in learning and achievement**

**Copying & Plagiarism:** Students are expected to present their own work in their own words. The substitution of work copied or taken from other students or from other sources such as the Internet, and presented as their own, is not acceptable and will result in appropriate consequences.

**Computers, Computer Labs and Materials:** A high level of maturity and honesty is expected of students as they use school computers and computer labs, electronic media, and materials. Students are held accountable for computer use and for media in their area of responsibility. This includes:

- No food or drinks allowed in any computer lab.

- Students are not to use school computers without direct staff supervision, especially when using the Internet. Students must seek permission to access the Internet on every occasion.
- Internet access from the school is only for the purpose of a direct educational need. Internet access from the school is only available and is only allowed for assigned projects for courses.
- Internet access from the school is denied to any student who has not completed, with their parent or guardian, the Student Internet Access Agreement Form.
- Your computer password is private and privileged. Sharing of passwords is in violation of school policy.
- The theft or use of unauthorized or restricted access materials in the school's network servers obtained by accident or hacking, is not permitted.
- Materials involving pornography, vulgar language, racially bigoted and insulting or defamatory comments, are not permitted.
- Students are not allowed to access personal e-mail accounts through school computers.

**Lockers:** Lockers are the property of the school and the contents are subject to school supervision. It is a privilege to have a locker. It is the students' responsibility to take care of their locker and to ensure that their lock combination is kept secret. Students are not to mark up the doors of lockers. Use a magnet or fun tack to hang a poster; do not use tape or glue. Everything put on a locker must be removable and show no marks! All decorations must be in good taste! Students may not switch lockers to be closer to a friend. Students may only go to their lockers during non-instructional times. Anything that is unsafe or could be dangerous to others should never come to school and must never be put in a school locker. Locks are supplied by the school. **Only school issued locks are to be used on school lockers.** There is a \$10 charge to replace a lock.

**Classroom Behaviour:** Teachers set classroom behavior expectations. Minor infractions at the classroom level are dealt with by teachers. Major infractions are referred to the office. All classroom behavior must be consistent with our school code of conduct.

**Bathroom & Hallway Behaviour:** Behaviour and language should be suitable to an institution of learning, and reflect the S.O.L.E.S Code of Conduct (see page 8) There should be no profanity or inappropriate remarks or touching of others. Public displays of affection in the school setting are not appropriate. Play fighting is not allowed. Filming of others is absolutely not allowed.

**Behaviour and Teacher, Teaching-On-Call:** It is business as usual when a teacher is absent, and a teacher teaching-on-call is required. Students are expected to give this teacher the same courtesy and cooperation that is observed with their subject teacher.

**School Functions:** Students attending a school function, even when away from school, are expected to demonstrate responsible behaviour and to follow all school rules. School functions include dances, athletic events, field trips, and concerts.

**Dress Code:** The school District supports individual choice in clothing for students, emphasizing safety and respect. Student clothing guidelines for individual schools must be gender neutral, and stress:

1. A students' right to individual choice, safety, and respect - for self and others.
2. That clothing worn must be safe and suitable for students to participate in activities such as physical health education, science experiments, fine arts, and/or applied skills as necessary.
3. That hats, headwear, and clothing worn should demonstrate a respect for the school community and meet standards of suitability that are typical of a K-12 Educational Facility. At HPMS we ask that hats, hoodies, and sunglasses not be worn inside the school.
4. That students must not wear clothing:
  - 4.1. That compromises a safe and inclusive learning environment; Examples include: language or images that are threatening
  - 4.2. That promotes the use of tobacco, marijuana, illegal drugs, or alcohol;
  - 4.3. That advocates illegal activity;
  - 4.4. That encourages sexism, racism, homophobia, or bigotry.
  - 4.5. That includes insignias, symbols or adornments that denigrate or promote hatred of a person or persons, including, but not limited to, clothing that denigrates or promotes hate based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity and / or expression, or age;
  - 4.6. That bears direct or indirect messages or graphics referring to gang culture, sex, pornography, obscene images, weapons, or violence.
5. Other than for religious purposes, health and safety requirements, or where required to accommodate a disability, students must not wear clothing which obscures their face.

**Perfume and Cologne:** Many staff and students have **serious** allergies and sensitivities to scented products. We strive to provide a healthy and safe environment for all. Many classrooms and school areas are designated "**scent free**" and we require that those entering these areas refrain from using strong smelling perfume, cologne, deodorants or similar products.

**Bike and Scooters:** Bikes and scooters must be walked upon arrival at school and parked in the bike racks. Bike locks are recommended. Students are not permitted to be around the bike rack area during the school day. Heritage Park Middle School will not be responsible for bikes brought to school.

**Skateboards and Roller Blade Skates:** Skateboards and roller blades may not be used at school in order for the school to maintain as safe an environment as possible.

**Weapons (Real and Toy):** Weapons are not permitted at school. Costumes for special days must not include weapons or items that resemble weapons.

**Laser Pointers:** Laser Pointers are **NOT** allowed at school. Some laser pointers can damage a person's vision if pointed directly in the eye.

**Drugs and Alcohol:** School Board policy prohibits students from bringing drugs or alcohol or being under the influence of drugs or alcohol while attending school or school sponsored activities.

**Smoking:** The provincial government prohibits smoking in or on school property.

**E-Cigarettes/Vaping:** E-Cigarettes/Vapes are not permitted at school. There are serious health concerns with inhaling e-cigarette/vape chemicals. There are also concerns that e-cigarette/vape use closely resembles smoking and may encourage students to try smoking. Any vapes or vaping products found on school property will be confiscated and disposed of.

**Valuables:** Students are strongly discouraged from bringing valuables including cell phones, iPods (MP3 players), radios, expensive shoes, precious jewelry, and clothing articles to school. In particular, students should not bring large sums of money to school and should never leave money or valuables in the P.E. change rooms. If valuables are brought to school, they should be locked in the student's locker, thereby minimizing the temptation for theft. Valuable items are brought to school at the owner's risk; the school is not responsible for any loss.

**Cell Phones and Personal Electronic Devices:** Cell phones/personal electronic devices are not permitted in the classroom or bathroom under any circumstances. Cell phones & devices are to be left in the student's locker. Students need to be aware that any use of personal electronic devices must follow our code of conduct. Misuse of these devices will result in confiscation of the device. Students or guardians may be required to pick up the device at the office. As with other valuable items, **the school will not be responsible for damage or theft of these devices.**

Stay informed and up to date on school events and news by downloading the **My School Day App**, or visit our website at <https://hpms.mpsd.ca/>.