



# Highview Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

1040 Queensdale Avenue East  
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PRINCIPAL: Mr. McLean  
VICE-PRINCIPAL: Mrs. Laws  
[www.hwdsb.on.ca/highview](http://www.hwdsb.on.ca/highview)

## Dear Highview Students and Families,

Welcome to a new school year at Highview Elementary School!

We hope you had a relaxing and healthy summer. We are excited to invite our students back into our building for a wonderful year of learning. In this letter, you will find some helpful information for the start up in September. Please take the time to review it as it provides a summary of many operational procedures we will be following this year. You will also find the Elementary school calendar that outlines how the school year is set up as well as highlighting key dates of importance.

A few reminders we wanted to share with you:

### September Start-Up

Please note that the first day of school for students is **Wednesday, September 6th**. This differs from the traditional Tuesday start after Labour Day. September 5th is a PA Day. Students do not attend school on September 5th.

### Health Plan of Care Forms

If your child has what we would call a prevalent medical condition, in the past you would have developed a Plan of Care with the principal providing details about the condition and how to manage it. Please keep an eye out for the form to review your child's plan of care which will be sent home the first week of school or see attached. If there have been *no* changes, please check the box to confirm that the plan of care is the same. If there *are* changes, new forms will be sent home allowing you to update this plan of care. Please return this form as soon as possible so we can update our records.

### First Days of Kindergarten

All children new to Kindergarten and/or the school will be invited for a short visit with a caregiver on Wednesday, September 6th. We will contact families to arrange visit times and share details. **The first day of Kindergarten classes will be Thursday, September 7.**

### Student Drop-Off/Building Access.

Please do not drop off students in the parking lots or at the front of the school as this has the potential to create safety issues for pedestrians. Please find attached a map where you can find areas for drop off and pick up.

### School Bell Schedule

The School Day begins at 8:15 A.M. and ends at 2:35 P.M. Please try to have students ready on the blacktop to enter the building with their classes.



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## Lunchtime Protocols

There are 2 Nutrition Breaks each day. Break 1 is from 9:55 – 10:35 A.M. and Break 2 is from 12:15 – 12:55 P.M. Please make sure students have enough food for both breaks. The school runs a Nutrition Program that does provide snacks to all classes a few days a week, but these are only snacks, not full meals.

## Student Agendas

Distribution of agendas to students will take place during the first two weeks of school. Be sure to review the agenda for key timelines, protocols and tools to support student success at Highview.

## Student Transportation

On August 21st, a message was emailed to families eligible for student transportation to let them know the Hamilton-Wentworth Student Transportation Services (HWSTS) Parent Portal is open. Families with children starting Kindergarten this year will receive their bus stop information by mail. [Click here to read the message that was shared.](#)

Courtesy seats may be granted, if there is space on an existing bus run. They are administered through an application process. Requests for courtesy transportation must be submitted to the school, by the parent/guardian each year using the Courtesy Transportation Request Form. Requests are assessed in October, once all eligible students are assigned and operational issues are resolved.

## Elementary Remote Learning

Elementary families interested in switching between in-person and remote learning will have an opportunity to register students starting Monday, August 28th. The 2023-24 Remote Learning Registration form is now available on the Parent Portal and will close at 4 p.m. on Wednesday, September 6th. Families can complete this form if they wish to transition from in-person to remote learning or transition from remote learning back to in person. Families selecting a new learning option will be choosing this for their student for the entire 2023-24 school year. Students will begin attending their new classes when the re-organization process takes place in early October. [Click here for more information about Elementary Remote Learning.](#)



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## Public Health Protocols

At this time, public health restrictions for schools have been relaxed. Sanitizers will still be located at the entry/exit doors and students should continue to self-screen. Students can choose to wear their own mask if they wish. Based on Public Health and Board direction, a follow up communication will be shared with families should circumstances change.

## Addressing a Concern

Students and families with classroom concerns are encouraged to contact their student's classroom teacher. School-wide concerns can be addressed by the principal. Please review the attachment titled "Addressing a concern" for more information.

## Right to Disconnect

Healthy work-life boundaries, including the ability for all employees to disconnect from work after hours, is an important part of maintaining one's health and well-being. HWDSB has implemented a Right to Disconnect Procedure to support educators, administrators and other HWDSB staff. While all urgent communication will continue to be shared after hours, please note that families communicating with educators and administrators may receive a delay in response to all non-emergency inquiries received after hours.

## Additional Resources for School Readiness:

- [Back to School at HWDSB](#)
- [Starting the School Year with Wellness](#)
- [2023-24 School Year Calendars](#)
- [Registering a New Student at HWDSB](#)
- [Student Transportation Website](#)

Looking forward to an amazing year at Highview!

Mrs. Laws and Mr. McLean