



## IMPORTANT

**PARENTS MUST AVOID MAKING DISMISSAL CHANGES.**

These cause safety concerns for all students and delay bus dismissal.

In urgent cases,

**PARENTS MUST CONTACT THE OFFICE BEFORE NOON** for any dismissal changes.

**BUS TRANSPORTATION or PICK-UP:** (450) 688-3002 ext. 5421 / 5415

**DAYCARE** (450) 688-3002, ext. 3

### SCHOOL HOURS

Start of School	Morning Recess	Lunch	PM Recess	Dismissal
8:55 AM	11:05 AM - 11:25 AM	12:25 PM - 1:20 PM	2:20 PM - 2:40 PM	3:45 PM

It is important that students **arrive at school on time** daily and respect the teaching hours. Late arrivals disrupt the learning environment.



## HILLCREST ACADEMY TEAM

### L'équipe de l'Académie Hillcrest

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**School Website:** [https:// hillcrestacademy.ca/](https://hillcrestacademy.ca/)

**Facebook:** <https://www.facebook.com/Hillcrest-Academy-718102084989710/>

**Class Dojo:** <https://teach.classdojo.com/#/schools/5344391f079d63f35d000261/story>

Name of the student/nom de l'élève: \_\_\_\_\_

Groupe/Group: \_\_\_\_\_

## ARRIVAL AND DISMISSAL

Safety first! Grades 1-6 are to use the **Clemenceau gate** for drop-off and pick-up. Pre-K and K students are to be dropped off at the daycare gate and picked up from the pre-kindergarten schoolyard gate on Churchill. Do not drop off students prior to the supervised time of **8:45 AM**. Please **do not** block the entrance/exit to the staff parking lot. Parents are not permitted in the bus lane, only students. In the afternoon, the pick-up gate at Clemenceau is open from **3:43-3:58 PM**.

Students are **not permitted** to be dropped off at the front office before 8:55 AM. If they need to leave early they should be signed out before 3:15 PM.

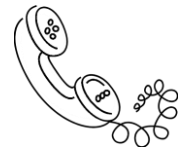
For security reasons, students must not cross the street alone and are not permitted to walk alone to parked cars. All traffic signs and road regulations in the school zone must be respected. As well, we wish to respect the neighbours and ensure that driveways are never blocked.

Cars are NOT permitted in the bus lane. The Laval police are vigilant and do not tolerate double parking. Please note that the school parking lot is reserved for staff members only.

## CONTACTING THE OFFICE

The school office is open from 8:00 AM – 4:00 PM

To contact the school, please call: **(450) 688-3002**.



*Please do not telephone the school to relay messages to your children, except in emergency situations.*

You may contact us by email. **Please remember the teacher is always your first level of communication.** He or she can be reached via your child's agenda, by email, phone or any other means established by your child's teacher.

**Students arriving after 8:55 AM must sign in at the front office accompanied by a parent.**

## ABSENCES

It is the **responsibility of the parents** to advise the school **before 9:00 AM** if their child will be late or absent. Please use Mozaik to report if your child will be absent, late or will need an early dismissal. If you are unable to access Mozaik please leave a message on the answering machine at (450) 688-3002 ext. 5421 or email the secretaries. Please make sure you **state the reason** for the child's absence so that we may keep track of potential outbreaks of the flu or any other ailments.

## EARLY DEPARTURE

Parents must advise the school if their child must leave early before 12:00 p.m. A valid reason is required. If an emergency arises, you **must call the school before noon** so that we can advise the teachers.

## STUDENT HEALTH

Parents are asked to make sure that their child is well enough to come to school (students presenting with fever or flu like symptoms should not attend). Once in school, every student is to participate in all activities including outdoor recess, unless a medical note stipulates otherwise. Parents will be contacted and are expected to pick up the student that is unable to stay in school due to **illness, injury or fever**. The office phone is **not** for student use, the school secretary will phone home for any urgent matter.

For further information regarding health concerns, please contact the CLSC du Ruisseau-Papineau at 450-682-2952.

### **We cannot administer medication without a doctor's prescription**

In order to administer prescription medication (including Tylenol or Advil) to a child we require written authorization (form will be given to the parent if needed). Medication must be in a labelled container with a prescription, indicating the child's name, name of medication and dosage, etc.

## EXTENDED ABSENCES

It is important that children attend school regularly and be on time for class throughout the school year. Extended absences are detrimental to a child's progress. Please schedule holidays during the holiday periods indicated on our school calendar. It **is not** possible for teachers to prepare a "Vacation Homework Package" as learning is built into the day-to-day activities taking place in the class.

## EMERGENCY SCHOOL CLOSURES

Once the decision is made to close schools, the school board will immediately:

- Post the list of schools/centres closed on the SWLSB website's homepage [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)
- Post the information on the SWLSB Facebook page
- Advise on the Sir Wilfrid Laurier School Board mobile app (you must download the Sir Wilfrid Laurier School Board app on the Apple Store or Google Play to receive notifications).
- *Various radio and television networks are informed but please note that we have no control over the message that is announced.*

## RECESS REGULATIONS

All students will be required to go outside during the morning and afternoon recesses and the lunch recess. Students are to always dress appropriately for the **weather** and wear boots, snow pants, gloves and a hat during the cold months and slushy periods. Students must wear a pair of **outdoor shoes** to play outside. It is recommended that all students keep a clean **change of clothes** at school. Students will remain indoors in the case of rain or severe weather conditions.

Only students with a written **medical note** explaining a serious health condition will be permitted to remain indoors.

## LUNCHTIME

Students must bring a **healthy** lunch and snacks to school. A hot meal supplied by Traiteur Scolaire Merenda may be ordered in advance for a cost. See monthly order forms for menu choices. For more information, and to place your ONLINE order you may visit [www.traiteurmerenda.com](http://www.traiteurmerenda.com) . Please note that microwaves are not available. Please be advised, fried foods are not permitted in school i.e. McDonald's fries. Lunch supervision is a service offered to the students. It is not part of the public education. **Parents must pay their lunch supervision fees** in order to have their child(ren) remain in school during the lunch hour.



## HILLCREST ACADEMY GOOD NUTRITION STATEMENT

Hillcrest Academy is dedicated to promoting a setting that fosters good eating habits. The staff and administration encourage all students to eat healthy foods. Please provide a **nutritional** lunch and snack for your child to enjoy: *yogurt, cheese, fruits, raw vegetables, low-fat breads, whole-grain cereals, rice cakes, dried fruits or granola*. Also, visit Health Canada Smart Snacking at <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/using-utiliser/snacks-collations-eng.php> . Students should not bring soft drinks, fast foods, chips, chocolate bars, candies, fruit roll-ups or other sugary snacks.

## NUT-FREE ENVIRONMENT

Foods containing **nuts or peanuts are NOT permitted** and lunches or snacks must not be shared.

## TCBY & PIZZA FUNDRAISING

Once a week, students can order and enjoy a **frozen yogurt and/or pizza**. Complete details, including the registration link, about both of these programs can be found at <https://hahsa.ca/tcbypizza>. For further information please email [fundraising@hahsa.ca](mailto:fundraising@hahsa.ca). All TCBY proceeds go towards the purchase of occupational therapy equipment to assist students with special needs or difficulties.

## **OUR UNIFORM INCLUDES:**

The Hillcrest Academy Governing Board has mandated a dress code for all students.

- White or light blue polo with or without the school crest (long/short sleeve)
- Mock neck sweater
- Navy pants, Bermuda shorts, tunic or skirt
- Comfortable **indoor shoes AND outdoor shoes** (All students must practice and learn to tie shoelaces at home. Shoes with Velcro are highly recommended)



The uniform supplier is Top Marks. You may visit [www.topmarks.ca](http://www.topmarks.ca) for more information.

Students are to dress **appropriately for the weather**. We recommend that students keep a clean **change of clothes** at school. Parents should ensure that ALL articles of clothing, winter wear and school items be **labeled** with the student's name. Having a school uniform means that all students have identical clothing; labels with **nametags** are essential in helping to identify items. Belongings often get misplaced and students are encouraged to look in the *lost & found* box if they have lost an item.

### **ITEMS NOT PERMITTED**

Clothing with stripes, logos, jeans, track pants, leggings, jeggings, short skirts/shorts, low-cut tops, flip-flops, backless sandals, shoes with wheels, high heels/platforms, visible makeup, bright hair colour, facial piercing, long or large loop earrings, leather footballs, chewing gum, toys, cell phones, cameras, MP3 players, smart watches etc.

## **PHYSICAL EDUCATION**

Students are responsible for wearing the proper P.E. uniform. For hygienic purposes, students in grades 5-6 cannot wear their **physical education clothes** for the rest of the day and are to bring a change of clothes (*as mentioned in the school supplies list*). Students in Pre-K to grade 4 MUST come to school dressed for physical education as they will not be permitted to change.

- White or light blue T-shirt with or without the school crest
- Navy blue shorts or jogging pants
- Non-scuffing athletic *indoor* running shoes (*for safety and hygiene*)—please refer to the school supplies list for more information regarding appropriate physical education footwear.

## **HOMEWORK**

Hillcrest places emphasis on the acquisition of both English and French language skills and the development of competencies associated with other subjects. Students learn to complete assignments, meet deadlines and develop study skills. Through homework assignments, parents are provided an

opportunity to be part of their child's school life and to recognize the value of home-school collaboration.

Students are responsible for their homework assignments. They are expected to **complete homework well and on time**. Reading is the most essential skill necessary for school success and is an expected aspect of each student's daily homework.

## **LIBRARY**

All students have regularly scheduled library periods.

- Students are able to borrow books for one week.
- Books must be returned **on time** and may be renewed, if needed.
- A fee will be charged for lost or damaged books.

## **BUS TRANSPORTATION**

Students within the school zone of Hillcrest Academy have transportation services. At the beginning of the year, these parents can access pick-up and drop off location and times off of the Mozaik portal. It is encouraged that **students use the school bus** to avoid extreme congestion at drop off and pick up zones.

Each student will be assigned a morning and afternoon bus stop. The morning bus stop can be different from the afternoon bus stop provided that it is the regular stop five days a week. Students are not permitted to change bus stops on alternate days, weeks or months.

Students with bus services may also attend the daycare on certain days provided that the student follows a **regular weekly schedule**. These arrangements are made prior to the beginning of the school year and the parent must provide a letter with the outlined schedule.

Students may only board their usual school bus and **cannot request a change of bus stop to attend another child's home**. It is the parents' responsibility to make private transportation arrangements to accommodate such needs.

## **BUS SAFETY**

Students must be at the bus stop 10 minutes ahead of schedule and never play in the street while waiting. Students must get to their seat quickly and keep the aisle clear. They must walk a safe distance away from the bus so the bus driver can see them and check both ways to cross the street with caution; never run.

Students must respect the bus safety rules. The driver will issue **bus tickets** to students that do not exercise safe behaviour on the bus. Students with a bus ticket must report to the office to obtain permission to board the bus. Students with 3 bus tickets or more will receive a 3-5 day suspension from the bus. After 3 suspensions, your child risks being expelled from using the bus services.

## **SCHOOL BOARD POLICY**

**CHANGING THE REGISTERED SCHEDULE FOR BUS SERVICE AND DAYCARE IS NOT PERMITTED.**

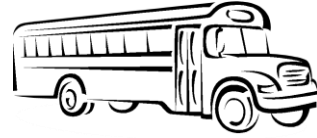
With advance notice, any changes in the dismissal schedule can only be made twice during the school year and these can only begin after the Christmas break and the Spring break.

**DISMISSAL CHANGES CAUSE SAFETY CONCERNS** for all students and delay bus dismissal.

In urgent cases,  
**PARENTS MUST CONTACT THE OFFICE BEFORE NOON** for any changes to end of day

### **BUS SAFETY RULES:**

- REMAIN SEATED.
- Listen to the bus driver.
- Use a calm voice and polite language.
- Keep hands and objects to yourself, also away from windows.
- Resolve conflicts with respect.
- Keep the area clean.
- Don't eat or drink on the bus.
- Never tamper with the emergency exits.



### **AFTER-SCHOOL ACTIVITIES**

Hillcrest Academy is proud to offer a wide range of after-school activities such as language classes, Basketball, Soccer, Floor Hockey, Cooking, Mad Science, Karate, and Yoga (*list subject to change*). Parents may register their child for the activity sessions. Complete details regarding schedules and costs are available by visiting <https://hahsa.ca/afterschool> during registration periods. For further information please email [afterschool@hahsa.ca](mailto:afterschool@hahsa.ca). All funds raised are put towards student activities.



### **REMINDERS**

To ensure safety, educators verify attendance of every student registered for an activity.  
**PARENTS MUST CONTACT THE OFFICE before NOON**, when the student will NOT be attending.

### **FIELD TRIPS**

Field trips are organised by teachers and serve to enrich the learning experience of the students. They are linked to the curriculum. The cost of each field trip will vary. Students may participate in an activity if signed **permission slips** are returned by the due date along with the payment. Students must be dressed appropriately for the outing and a fully disposable lunch must be provided for all-day trips.



### **SCHOOL FEES**

All school fees and daycare fees are an important source of funding that provides the materials and resources needed to offer students a quality education. These payments are the responsibility of the parent and must be paid in full at the beginning of the school year. You may contact the Principal if you require a payment plan. Payment of **school fees** may be made by Debit, Visa, MasterCard, or **ONLINE**. School fees which remain unpaid by May 1st of the current school year will be sent to a collection agency. Daycare fees may be paid by cash, Debit or **ONLINE**.

## DAYCARE

REGULAR SCHOOL DAY			Pedagogical/ Professional Days	Holidays Closed
Morning	Lunch	Afternoon		
7:00 AM - 8:45 AM	12:25 PM - 1:20 PM	3:45 PM - 6:00 PM	7:00 AM - 6:00 PM	

At the Hillcrest Daycare, our goal is to maintain a quality daycare service. The daycare offers arts & crafts, games, movies and outdoor activities. The daycare is open on pedagogical days and the service is available to all registered daycare Hillcrest students. Registration is needed for each individual pedagogical day. There may be additional costs for art teachers or specific animators. Please note proper behaviour is expected from ALL students, after three warnings of misbehaviour a child will be expelled from Daycare or an After-School Activity.

**Regular user** (minimum 1 days per week of regular attendance): rate according to the Ministry \$8.95/day

**Occasional rate** (sporadic): \$14.00/day (AM, PM or both)

**Pedagogical rate:** Base fee of \$15.30/day with an additional activity fee. Activity fees may vary

Please note that rates are based on government subsidies and are subject to change.

Please note that late fees will be charged for pick-ups after 6:00 PM (\$1 per minute late).

For registration, please contact the Daycare Technician at 450-688-3002 ext. 5420.

## HOMEWORK DURING DAYCARE

The daycare service offers homework support after school and provides students with an appropriate place in which to work within a set period of time (20-30 minutes—*students registered in after-school activities might miss out on the homework period*). Students without homework are required to read. Students and parents remain responsible for homework completion, follow up and agenda signatures.

## PARENT/TEACHER COMMUNICATION

September 7, 2023                      Annual General Assembly & Curriculum night

November 23, 2023                      Parent/Teacher night

March 28, 2024                              Parent/Teacher night

In addition to these set dates, should you have any concerns regarding your child, you may leave a message, email or set an appointment time in order to communicate with a teacher. Working hours are from 9:00 AM to 4:00 PM during which teachers are in the presence of students and may not have access to emails or telephones. Teachers may verify messages outside of these hours and will do their best to respond within a few days at the discretion of their schedule.

Please note that in order to maintain positive, productive and collaborative exchanges between staff members and parents; we expect all communications with our staff to be done in a respectful manner.



**Intimidation or verbal abuse** of any kind will not be tolerated towards staff members or school professionals, and will be reported.

## **VOLUNTEERS**

Hillcrest Academy greatly appreciates the support of volunteers in helping with student activities. If you would like to volunteer please visit <https://hahsa.ca/volunteering> and click on **VOLUNTEER REGISTRATION & JUDICIAL FORMS**. All volunteers are required to undergo a “Judicial Verification” or police check as well. Please download and print the Judicial Form and send it to school with your child.



Volunteers and guests must wear a volunteer badge and are required to *sign-in/sign-out* upon arrival and departure. Volunteers are expected to stay in the area of the school or yard in which they volunteered to assist. Volunteers should refrain from discussing their child’s progress with the teachers; please make an appointment, if needed.

For safety reasons, during student dismissal after any event, volunteers should wait outside at the main entrance. Notification must be made 24 hours in advance if you are changing the regular dismissal schedule of your child.

**IN ALL CIRCUMSTANCES, VOLUNTEERS MUST SIGN-OUT THEIR CHILD UPON EARLY DEPARTURE IN THE BOOK PROVIDED.**

## **POLICY FOR POSITIVE BEHAVIOUR AND CONDUCT**

The Hillcrest Academy Policy for Positive Behaviour aims to create a safe, caring and collaborative community that develops students’ self-esteem, encourages academic curiosity and promotes life-long learning. This policy is based on the central belief that all students have **rights and responsibilities** (see page 9). All students have a **right** to learn in a safe and respectful environment. All students have an **obligation** to choose behaviours that do not infringe upon the rights of others.

The school-wide discipline techniques consist of **rules, routines and interventions** that are implemented by all Hillcrest staff to support positive behaviour and respond to student impropriety. Student misbehaviours may lead to the following: reflection period, removal of privileges, detention, special work assignments, and/or communication with the parents. Our policy is designed to encourage positive behaviours and to help students understand when they have chosen to behave inappropriately. Caught being amazing is a celebration of positive behaviours exhibited by students.

### **HILLCREST ACADEMY STUDENTS ARE REQUIRED TO FOLLOW THIS BEHAVIOUR AND CONDUCT POLICY**

1. I arrive on time; I am punctual for classes and dismissal.  
*Parents must sign-in late arrivals (after 8:55 AM)*
2. I am ready with all the necessary materials to complete my work, PE clothes and library books & flute.
3. I wear my uniform and dress appropriately with proper footwear and clothing for the weather.
4. I do not bring a cell phone, electronic devices or any inappropriate item to school.
5. I am calm and walk quietly at all times when circulating in the hallways, stairs and washrooms.
6. I follow recess rules; play in designated area and line-up calmly to enter when the bell rings.
7. I respect the lunch supervisor and follow the lunchtime rules.
8. I show respect towards others and use polite language.
9. My behaviour is always safe and never careless. Aggressive acts or threats will not be tolerated.

10. I respect my school environment and the property of others. I am responsible when using the school equipment and must replace any lost or broken materials.

## ANTI-BULLYING & ANTI-VIOLENCE PLAN (ABAV)

As defined by **Law 19**, bullying can be physical, verbal or non-verbal intimidation. A repeated aggressive behaviour that is **persistent, intentional**, and involves an imbalance of power. If you are a victim of bullying or a witness to bullying, speak up and make your voice heard until someone helps. **Tell a teacher, a supervisor, a parent, the administration or a trusted adult.**

The word **bullying** means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

The word **violence** means any intentional demonstration of verbal, written, physical, psychological or sexual force, which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

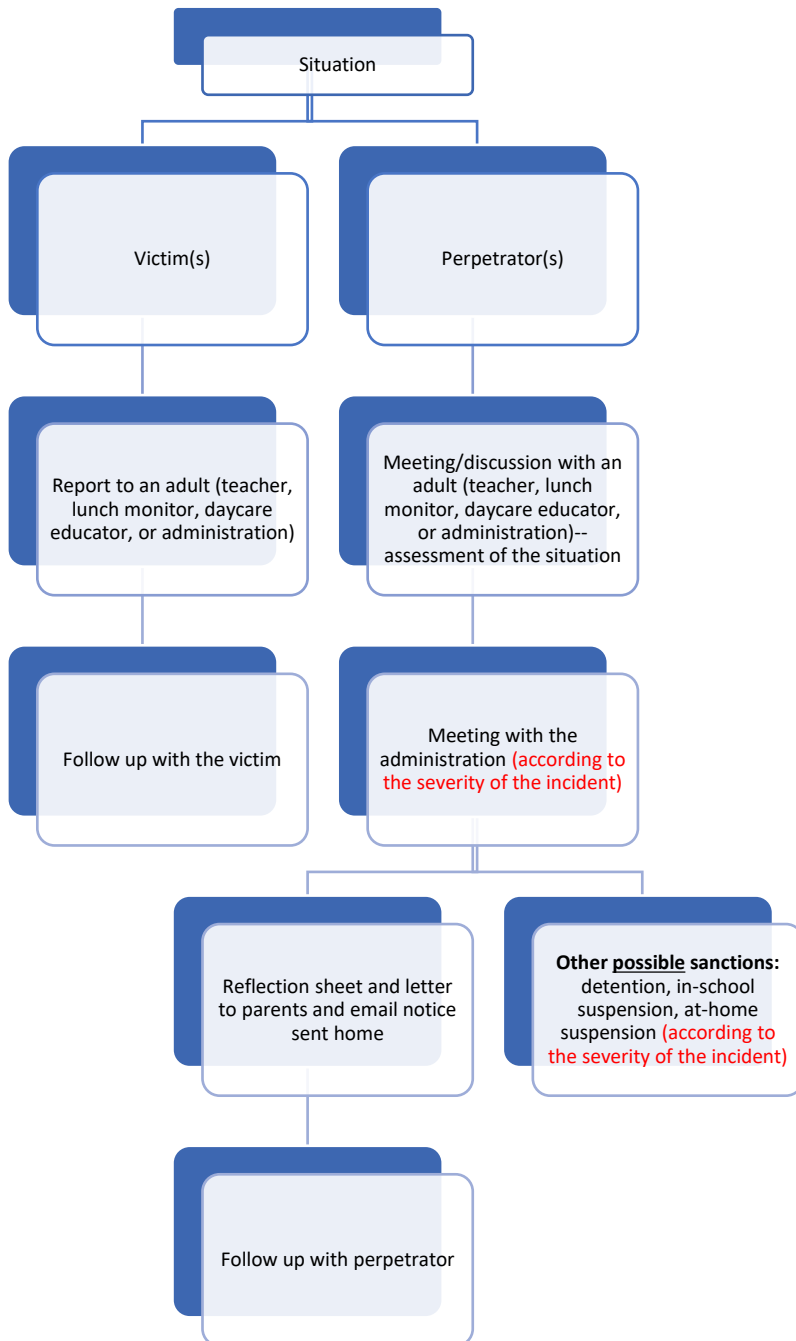
Bullying or violence are not tolerated and require intervention should they occur.

**Bullying is not fighting**; it is aggression with an imbalance of power and not necessarily a physical fight. A jostle, fight, insult or threat restricted to two individuals on equal power footing is not considered bullying. *These definitions are from Law 19 and are not created by our school.*

The full version of our ABAV plan is posted on our website [www.swlauriersb.qc.ca/schools/hillcrest](http://www.swlauriersb.qc.ca/schools/hillcrest).

## DISCIPLINE CHART

This chart represents the path that is generally taken at Hillcrest when a discipline issue occurs; however, all situations are different and the path may be altered by the administration accordingly.



STUDENTS' RIGHTS AND RESPONSIBILITIES	
AS A STUDENT, I HAVE THE RIGHT...	AS A STUDENT, I HAVE THE RESPONSIBILITY...
to an education;	to learn and to respect other people's right to learn;
to be loved and respected;	to show care and respect towards others;
to be protected from harm or neglect;	not to hurt or bully another person;
to be heard;	to listen to others;
to freedom of thought, culture and beliefs;	to respect another person's thought, culture and beliefs;
to a clean environment at home and at school;	to keep property clean and to respect the environment;
to sufficient food;	not to waste food;
to proper medical care;	to take care of my health and hygiene;
to special care for special needs;	to be the best I can be;
to relax, play and join in activities;	to include everyone in games and activities;
to make mistakes.	to learn from my mistakes.



# Académie Hillcrest Academy

## STUDENT AND PARENT AGREEMENT

I confirm that I understand and will respect the *Hillcrest Anti-Bullying and Anti-Violence (ABAV) Plan*, found on our school webpage. As a student, I recognize my right to learn, feel safe and be respected. I also recognise my responsibility to learn; to permit others to learn and feel safe; and to treat others with respect.

**Student Name:** \_\_\_\_\_

**Group:** \_\_\_\_\_

As a parent, I will respect the school regulations and agree to support my child in respecting the *Hillcrest ABAV Plan* so that s/he may succeed to the best of his/her ability. I understand my role and accept the responsibility to reinforce and to model the expected behaviours as described in the school's code of conduct policy.

**Parent Name:**

\_\_\_\_\_

*(Please print)*

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER**