



Student's Name

Homeroom

Hillcrest Academy

265, rue Bladen, Laval, Qc H7W 4J8

Tania Marchitello

Principal
Ext: 5410

tmarchitello@swlauriersb.qc.ca

Christine Gosselin

Vice-Principal
Ext :5411

cgosselin@swlauriersb.qc.ca

Sandie Szaniszlo

School Secretary
Ext:5415

sszaniszlo@swlauriersb.qc.ca

Tara Dworzak

Secretary
Ext:5421

tdworzak@swlauriersb.qc.ca

Lella Georgakis

Daycare Tech
Ext:5420

sgeorgakis@swlauriersb.qc.ca

WELCOME TO HILLCREST ACADEMY ELEMENTARY SCHOOL

Our school hours are 8:55am to 3:45pm

On behalf of our school team, we would like to welcome all our new and returning families to Hillcrest Academy Elementary School for the 2024-2025 school year.

This handbook provides families with important information about who we are, how we learn, how we grow, and how we care at Hillcrest Academy. You'll find information about our mission and vision, guidelines for responsible behaviour, our dress code, and much more.

We encourage you to read this document with your child. We strongly believe that it is by working together that we can best support our learners as they discover, learn, and grow.

We encourage you to contact your child's teacher or the school should you have any questions or concerns.

We look forward to this coming school year with you and your child.

Name: _____

Homeroom Teacher: _____

SWLSB Username: _____

SWLSB Password: _____

LEARN Quebec www.learnquebec.ca Username: _____

LEARN Quebec Password: _____



Hillcrest Academy

MISSION

At Hillcrest Academy, we create a safe environment for all, where students can grow and learn in various settings allowing them to discover their potential through rigorous learning experiences.

VISION

Students are inspired to be creative and active members of our ever-changing world while applying a growth mindset to achieve personal excellence.

SCHOOL VALUES

Our Hillcrest school core values are Respect, Responsibility, Perseverance and Kindness. Our core values are encouraged and reinforced daily.

COMMUNICATION

Our team is dedicated to offering your child a safe and supportive learning environment. Teachers provide feedback to parents in a variety of ways; report cards, interviews, online platforms, email, and phone calls. Teachers will inform you of their preferred method of communication.

PARENTAL SUPPORT

Our team counts on our parent partners to cultivate a love of learning and an appreciation for the educational experience. Some ways you can support your child's school experience include:

- Ensuring your child arrives on time and ready to learn;
- Supporting your child with homework, when necessary;
- Celebrating your child's successes and working with our team through any challenges;
- Ensuring communication between home and school is conducted with respect;
- Communicating concerns with your child's teacher. If the concern persists, contacting the principal;
- Refraining from planning family vacations when school is in session.

Please note that teachers are not required to supply work for personal tutors nor to prepare work in advance for students going on vacation.

PUNCTUALITY

All students are expected to be on time for school every day. The drop off gate opens at 8:45am and is closed and locked at 8:55am as our staff must promptly return to their classrooms to welcome their students.

All students who arrive after 8:55am must be checked in at the front office on Bladen, please ensure to sign your child in. We thank you for ensuring that your child is punctual and ready to learn.

DISMISSAL

For safety reasons, any modifications to your child's regular dismissal routine must be communicated with the school secretary before 12:00pm. Parents are not permitted to take their child off the bus during dismissal. Any adult whose name does not appear on the student's identification sheet is not permitted to sign out a student without written parental permission.



Hillcrest Academy

ATTENDANCE

Students are expected to remain at home when they are sick and when they have fever.

If your child is absent, you **must** notify the office by entering the absence in Mozaik or calling and leaving a message before 8:55am.

- 450-688-3002 ext. 5421 / 5415

Students are expected to be in school for 180 days each school year. Excessive absences have a significant impact on students' academic, social, and emotional growth. Please try to schedule medical appointments outside of school hours.

It is advisable that parents verify with the school prior to booking vacation during the regular school year, especially when assessments are planned. Vacations are strongly discouraged during April, May, and June for Grades 4 and 6 as Ministry exams do not allow for absences.

Students who are absent are responsible for obtaining and completing missed work upon their return. Missed work will not be available for pick up at the office or sent home via another student unless it is a long-term absence for medical reasons.

NUT SAFE SCHOOL

Hillcrest Academy is a NUT SAFE school. For the safety of children with severe allergies, please do not send nuts, peanuts, or nut/peanut products to school. Due to allergies, holiday goody bags and birthday treats (food items) are not permitted, as well as the sharing of food or snacks. Should a staff member choose to purchase a snack for the class as a whole, all classroom allergies will be taken into consideration.

SCHOOL TELEPHONES

Students are not permitted to use the telephones at school. In the event of an emergency, parents will be contacted by a member of the school staff.

In an effort to ensure students learn organizational skills and responsibility, students will not be permitted to call home for forgotten work, projects, or clothing.

HOMEWORK

The purpose of homework is to reinforce skills taught during class or to complete work which was not finished during class time. Students are expected to complete assigned work to the best of their ability and return it on time. Parents can support their child by actively monitoring the completion of work assigned.

You can log into the LEARN website for additional tutorial help. Learn username and passwords will be provided to all students. www.learnquebec.ca



Hillcrest Academy

MEDICATION

All families will receive the *Health Form* to fill out at the beginning of the year. Please return it duly completed so that we may ensure the health and safety of all students.

To administer medication, including Tylenol or Advil, the school requires **written authorization** from the child's parent or doctor.

Students may not bring medication with them to be self-administered.

Medication must be in its original container from the pharmacy and have the pharmacy label with the child's name on it. Medication will be kept at the office to be administered by school staff. Parents are responsible for renewing the prescription of the medication when necessary and for taking back the medication once terminated.

Students with a fever are not permitted to attend school. Parents will be called to pick them up, without exception. If your child has a fever in the morning, please do not give them Tylenol/Advil and send them to school. You will be called to pick them up, without exception.

PERSONAL HEALTH

As part of the Province of Quebec's *Healthy Schools* initiative, students are encouraged to bring healthy food to school for lunch and snacks. Canned and bottled soft drinks are not permitted.

Gum is not permitted in school for safety reasons.

Money should not be carried by students in school, with the exception of fundraisers.

If students are healthy enough to attend school, it should be understood that they will go outside at recess/lunch. No indoor supervision is available.

SAFETY AND SECURITY

Students must never open any exterior door for anyone.

Cell phones, iPads, video games, and all other electronic devices are not permitted (the school and its personnel will not be held responsible for loss, damage, or theft if these items are brought to school).

Students are not permitted to bring any toys or sport equipment to school (the school and its personnel will not be held responsible for loss, damage or theft if these items are brought to school).

Students are not permitted to sell any items at school unless approved by the school team and Governing Board.

School personnel reserve the right to confiscate forbidden items. Parents will be required to pick up the items from the office.

Jewelry should be left at home. The school is not responsible for loss, damage, or theft.

Any item deemed to be a weapon is strictly forbidden. Students in possession of such items will be suspended immediately.

Parents are not permitted to use the staff parking lot. The designated bus lane must be clear of cars during arrival and dismissal.



Hillcrest Academy

VISITORS AND VOLUNTEERS

To ensure the safety of our students, only parents who have completed the *Declaration of Judicial Record* are invited to volunteer at school. This form is available on the SWLSB and Hillcrest websites and must be submitted to the school office prior to volunteering.

All visitors to our school, including parents and volunteers, must use the main entrance and report to the office immediately upon entering the building. All visitors will be asked to sign in and wear a visitor/volunteer badge.

Parents are not permitted to circulate in the school and must use the designated pick-up area if picking up their children after volunteering.

All visitors and volunteers are expected to respect confidentiality, use appropriate language, and dress appropriately for work in a school.

Individuals on school property not having anything to do with the functioning of the school will be asked to leave.

BUS SAFETY

Students are responsible for following the bus safety rules which include:

- Always staying seated;
- Keeping hands and objects away from windows;
- Always using appropriate language;
- Following the bus drivers' instructions;
- Always using respectful ways to resolve conflict.

If behaviour expectations are not followed, the bus driver will issue a bus ticket. Three bus tickets may result in a three-day suspension from the bus.

Students are never permitted to take a bus other than their own.

According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) are not permitted to take the bus. If they are not going to Daycare, they must be picked up by a parent.

Children who use the bus must have a regular routine for its use.

The SWLSB Transportation Policy can be viewed on the SWLSB website at www.swlauriersb.qc.ca.

DAYCARE

Students enrolled in Daycare are expected to follow the school rules at all times (before school, lunch, after school, on pedagogical days, and on outings).

Refusal to do so could result in a suspension from Daycare or a termination of services if the behaviour persists.

Please consult the Daycare pamphlet for more information.



Hillcrest Academy

DRESS CODE POLICY

Our Hillcrest Academy Governing Board has endorsed the continuation of a dress code by which all students must abide. Students must come to school dressed appropriately for the types of activities planned for the day. ALL clothing should be **labeled** with your child's full name. Please ensure that your child is dressed for the weather. All students go out for three recesses daily.

The uniform supplier is Top Marks. You may visit www.topmarks.ca for more information.

Tops

- Must be **plain white or light blue polo** with or without school crest;
- Colored tops or undergarments worn under white shirts cannot be visible;
- Sweaters are permitted in plain navy blue with or without school crest;
- Must be appropriate length with no midriff showing (arms up or down);
- Logos or brands should be no larger than a loonie (unless it is the school crest);
- Inappropriate language or graphics on tops or sweatshirts are not permitted.

Bottoms

- Pants, skirts, or shorts must be **navy blue**;
- Displayed logos are not permitted;
- Leggings that look like denim jeans are not permitted;
- If wearing a skirt, stockings/tights must be either plain navy blue or white. No patterns are permitted;
- Skirts and shorts must be longer than the student's arms, fully extended by their sides;
- Pants must be worn on the hips or waist, with no undergarments showing;
- If wearing leggings, the shirt must cover the student's entire front and backside.

Shoes

- **Outdoor** shoes must be appropriate for playground activity;
- **Indoor** shoes must be appropriate for school related activities, have a flat sole, and be non-marking;
- Platforms, high heels, crocks and flip flops are not permitted. Sandals are discouraged as they pose a safety risk;
- During cold months, students must wear boots until staff deems the playground safe for wearing shoes.

Hats and Accessories

- Caps and hats are for outdoor use only and must be removed when entering the building;
- Caps are recommended during the warm months to protect the students' heads and eyes from the sun;
- Bandanas are not permitted when worn as a head-covering, but may be worn as a folded hairband.

Personal Hygiene

- Deodorant or antiperspirant is encouraged for Cycle 2 & 3 students and should be applied at home. No sprays are permitted at school;
- Strong-smelling perfumes, colognes, or body sprays are discouraged;
- Make-up is strongly discouraged;
- Acrylic nails are strongly discouraged as they interfere with a child's ability to grip their pencil and can pose a safety risk in Phys Ed and outdoor play.

Physical Education

- The Phys Ed uniform includes white or light blue T-shirt with or without the school crest, navy blue shorts or jogging pants
- K4-Grade 4 students must come to school dressed for Phys. Ed class on Phys. Ed days as they will not be permitted to change;



Hillcrest Academy

DRESS CODE POLICY (CONTINUED)

- 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, for hygienic purposes;
- Students must wear APPROPRIATE running shoes (non-marking, athletic style);
- For safety reasons, watches and jewelry must be removed before Physical Education class;
- For safety reasons, fingernails should be kept short;
- Students who do not have appropriate attire may not be permitted to participate in Phys Ed class;

ARRIVAL & DISMISSAL

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 **8:45AM**. 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 **3:43-3:55PM**. 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.

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. Please note that microwaves are not available.

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. All TCBY proceeds go towards the purchase of occupational therapy equipment to assist students with sensory or regulation needs.

SCHOOL CLIMATE MATRIX

Our school matrix, based on our core values, helps students understand the behavioural expectations in the various areas of the school. These expectations constitute the roles and responsibilities of all students at Hillcrest Academy. **Please take the time to read our school matrix with your child.** A full-page version is available on page 9.

Hillcrest Academy • School Climate Matrix									
	Playground	Hallways	Restrooms	Assembly	Entry Area	Learning Spaces	Daycare	All Settings	
Respect Treat people with respect and empathy with care.	• Safety and awareness • Use verbal words • Use hand 1 words	• Use hand 1 words	• Clean others properly • Lines up with your group, but with your own line • Use hand 1 words • Use hand 4 words	• Lines up with your group, but with your own line • Follow teacher's instructions • Use hand 1 words	• Obey other practices • Follow teacher's instructions • Use hand 2 words	• Arrive and depart the classroom on time • Use hand 1 words • Use hand 2 words	• Follow teacher's instructions • Use hand 1 words • Use hand 2 words	• Follow teacher's instructions • Use hand 1 words • Use hand 2 words	• Follow teacher's instructions • Use hand 1 words • Use hand 2 words
Responsibility Take ownership of your actions and choices.	• Pick up equipment • Ask a teacher for help when needed	• Be ready, organized and on time • Walk on the right during transitions	• Wash your hands with soap and water • Close the lid after using	• Follow your teacher's instructions	• Report of trouble to a responsible person • Talk when your teacher is speaking • Follow hand instructions	• Follow classroom expectations and routines • Be on time (before and after)	• Help others in the room • Use the correct property	• Help others in the room • Use the correct property	• Help others in the room • Use the correct property
Persistence Follow to the end of the lesson, activity, or task when it is required.	• Do a team project • Do a problem-solving		• Return to class promptly	• Be attentive for the whole assembly	• Keep your desk and area clean	• Ask for help when needed • Try different strategies • Stay on task	• Do a team project • Do a problem-solving • Speak up for yourself and others	• Do a team project • Do a problem-solving • Speak up for yourself and others	• Do a team project • Do a problem-solving • Speak up for yourself and others
Kindness Take the time to understand and help others.	• Take turns with equipment • Help in others • Help to help someone when they are needed	• Be respectful of others and your space	• Tell an adult if someone needs help	• Stay in your assigned seats	• Be polite to other students • Ask for help when needed • Be respectful of others	• Be polite to other students • Ask for help when needed • Be respectful of others	• Be polite to other students • Ask for help when needed • Be respectful of others	• Be polite to other students • Ask for help when needed • Be respectful of others	• Be polite to other students • Ask for help when needed • Be respectful of others



Hillcrest Academy

RULES AND RESPONSIBILITIES

Students must respect the adults in charge, the other students, our school environment, and themselves.

Students must always use appropriate language. Vulgar language or verbal threats/insults will not be tolerated.

Students must respect school property (no vandalism, graffiti). Lost or damaged items will be charged to parents.

Students are expected to be prepared for class (books, homework, pencils, Phys Ed, clothes etc.) and make the necessary efforts to ensure their success. Plagiarism is not tolerated.

Students must refrain from any inappropriate physical contact (pushing, kicking, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds (inside or outside).

Students must walk quietly and on the right-hand side of the hallways while refraining from physical contact.

CONSEQUENCES

In partnership with parents, it is the school's responsibility to help students develop self-management and coping strategies, appropriate decision-making skills, and a sense of responsibility.

Parents' cooperation is essential in order to help the child reflect upon his/her behaviour and to find ways to improve it. Depending upon the nature, frequency, and severity of the inappropriate action, one of the following consequences may ensue:

Classroom Issues (at the discretion of the teacher)	School Management (at the discretion of administration)
<ul style="list-style-type: none"> • Teacher-Student discussion • Prompting, redirection • Reflection time, guided discussion • Reflection sheet • Restorative Practices • Parent contact • Behaviour Technician referral • Office referral 	<ul style="list-style-type: none"> • Parent contact (letter, email, telephone call) • Meeting with the parent(s) • Restorative Practices • Loss of activity privileges or non-educational trips • In-school suspension • Home suspension • Expulsion from the school (extreme cases by the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P.)

Hillcrest Academy • School Climate Matrix

	Playground	Hallways Lockers	Restrooms	Assemblies	Eating time	Learning Spaces	Daycare	All settings
Respect Treating ourselves, others and everything with care.	<ul style="list-style-type: none"> Safely use materials. Use helpful words. 	<ul style="list-style-type: none"> Use level 1 voices. 	<ul style="list-style-type: none"> Give others privacy. Keep yourself and bathroom space clean and tidy. Use level 1 voices. 	<ul style="list-style-type: none"> Listen with your ears, look with your eyes and remain seated. Use level 0 voices. 	<ul style="list-style-type: none"> Cleanup after yourselves. Follow lunch monitor's expectation. Use level 2 voices. 	<ul style="list-style-type: none"> Accept and support the differences of others. Use material wisely and appropriately. 	<ul style="list-style-type: none"> Follow educator's instructions. Use the material provided by the educator. Use level 2 voices. 	<ul style="list-style-type: none"> Follow instructions. Care for your environment and materials. Use appropriate language.
Responsibility Take ownership of your actions and choices.	<ul style="list-style-type: none"> Pick up equipment. Ask an adult for help when needed. 	<ul style="list-style-type: none"> Be ready, organized and on time. Walk on the right during transitions. 	<ul style="list-style-type: none"> Wash your hands with soap and water. Close the tap after using. 	<ul style="list-style-type: none"> Follow given instructions promptly. 	<ul style="list-style-type: none"> Dispose of trash in the appropriate container. Talk when your mouth is empty. Follow food restrictions. 	<ul style="list-style-type: none"> Follow classroom expectations and routine. Be an active listener and participant. 	<ul style="list-style-type: none"> Help clean up the space. Use the material properly. 	<ul style="list-style-type: none"> Keep hands and feet to myself. Apologize when you make a mistake. Cooperate with others.
Perseverance Believe in yourself and keep trying even when things are hard.	<ul style="list-style-type: none"> Be a team player. Be a problem solver. Speak up for yourself and others. 		<ul style="list-style-type: none"> Return to class promptly. 	<ul style="list-style-type: none"> Be attentive for the entire assembly. 	<ul style="list-style-type: none"> Keep your desk and class clean. 	<ul style="list-style-type: none"> Ask for help when needed. Try different strategies. Stay on task. 	<ul style="list-style-type: none"> Be a team player. Be a problem solver. Speak up for yourself and others. 	<ul style="list-style-type: none"> Remain on task. Consistently follow instructions. Tell the truth.
Kindness Take the time to understand and help others.	<ul style="list-style-type: none"> Take turns with equipment. Include others. Offer to help someone when they are in need. 	<ul style="list-style-type: none"> Be mindful of others and your space. 	<ul style="list-style-type: none"> Tell an adult if someone needs help. 	<ul style="list-style-type: none"> Stay in your personal bubble. 	<ul style="list-style-type: none"> Be polite towards everyone. Be open minded about other's lunches. 	<ul style="list-style-type: none"> Positively encourage others. Accept the ideas of others. Accept the differences of others. 	<ul style="list-style-type: none"> Be polite towards your educator. 	<ul style="list-style-type: none"> Be helpful whenever possible. Be considerate of others. Use kind words and actions.



Hillcrest Academy

ANTI-BULLYING AND ANTI-VIOLENCE SUMMARY PLAN

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.

Hillcrest Academy respects the rights of all members of the community. We celebrate diversity and actively protect the rights of minorities. Racist, homophobic, prejudicial or discriminatory comments/actions won't be tolerated.

The following actions can be considered bullying and/or violence if they meet the above criteria:

Physical

- Hitting, kicking, punching;
- Pushing, shoving, spitting;
- Forcing others to give their food, money, or something that belongs to them;
- Making someone do something they don't want to do.

Verbal

- Name calling;
- Teasing, insults, putdowns;
- Threatening of any kind;
- Making fun of someone because of their appearance, physical characteristics, or cultural background;
- Making fun of someone's actions.

Indirect (social and psychological)

- Excluding others from the activity or the group;
- Spreading untrue stories about others;
- Making inappropriate gestures;
- Taking, hiding, or damaging something that belongs to someone else;
- Sending mean or violent notes, emails, or text messages;
- The inappropriate use of websites, chat-sites, or cell phones.

Cyberbullying

(Involving the use of Information & Communication Technologies)

- Threats, insults, rumors;
- Identity stealing;
- Harassment, discrimination, denigration, defamation;
- Sending inappropriate messages;
- Posting fights, incidents on YouTube, or any other social media website.

This list is not exhaustive.

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

Bullying is not fighting. Bullying is aggression (imbalance of power) and not necessarily a physical fight.

A jostle, a fight, an insult or threat between individuals on equal power footing is not considered bullying.



Hillcrest Academy

ANTI-BULLYING AND ANTI-VIOLENCE SUMMARY PLAN (CONTINUED)

Strategies to Deal with Bullying and Violence

Our goal is to teach students empathy, self-awareness, self-management, responsible decision making, and relationship skills. Our ABAV plan focuses on prevention strategies and early intervention practices that develop students' abilities to identify and manage their emotions and effectively engage in conflict resolution. These measures include restorative practices, social and emotional learning, and community-building practices.

Responsibilities of staff

- To model appropriate behaviour, respecting individual differences, and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To treat seriously all reports or observed incidents of bullying or violence;
- To report incidents of bullying or violence to the principal in writing;
- To ensure that students are supervised at all times.

Responsibilities of students

- To model appropriate behaviour, respecting individual differences, and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To help someone who is being bullied or hurt;
- To refrain from bullying or hurting others;
- To inform an adult if they are being bullied or hurt or if they see someone else being bullied or hurt - both at school and on the way to and from school.

Responsibilities of parents

- To model appropriate behaviour, respecting individual differences, and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To instruct their children to tell the appropriate adult if they are bullied or hurt;
- To inform the principal if their child is being bullied or they suspect that this is happening.

Students who bully or hurt others may face one or more of the following consequences

- Meetings with administration with or without parents;
- Reflection and Restitution;
- Involvement in a mediation process;
- Involvement in social skills programs;
- Referral to the Behaviour Technician;
- Privileges may be withdrawn (e.g. exclusion from the playground or special activities);
- Sanctions outlined in the School's Discipline Policy such as detention and suspension;
- Ultimately, a student could be expelled by the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P.

Pro-Active Plan:

- In class activities and lessons;
- Small group programs and special guest speakers;
- The *Our School Survey*.

How to Report Bullying:

- Student reports to a trusted adult;
- Student's parents contact a staff member/principal.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Elementary Student User Agreement and Parent Consent

- When using school computers, I will use appropriate language and not look at or use anyone else's work without permission;
- I shall not give out personal information such as my address, telephone number, parents' work addresses or telephone numbers, credit card;
- I shall not give out the name and address of my school without permission from a staff member or teacher;
- I shall tell my teacher right away if I come across any information that is inappropriate or makes me feel uncomfortable;
- I shall never send my picture or anything else without first checking with my parents and /or teacher;
- I shall not give out my password to anyone (even my best friends);
- I shall never agree to get together with someone I "meet" on-line;
- I shall talk with my parents about the rules for going on-line;
- I understand that anyone can read messages I send and that my work on the computer is not private;
- I have read and I understood the rules and promise to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away.

Student's School: _____

Grade: _____

Student Name (please print): _____

Student Signature: _____

Date: _____ Date of Birth: _____

A complete version of the Policy is available on the School Board Web site at www.swlauriersb.qc.ca

Parent / Guardian Consent

As the parent / guardian of the above-named student, I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I grant permission for my child / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): _____

Signature of Parent / Guardian: _____

Date: _____

Parent and Student Contract

I have read the Code of Conduct, safety measures, consequences and the policies with my child.

We will respect the rules as well as the policies of Hillcrest Academy Elementary School so as to allow all students to learn and grow in a safe and healthy environment.

Student's Name: _____

Grade: _____

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

This Code of Conduct was approved by the Governing Board on _____.
