



Phone:250-832-7195 Email: hil@sd83.bc.ca Web Site: <http://www.hil.sd83.bc.ca>

Newsletter #1 Sept 6, 2019

Dear Parents,

Welcome to the 2019-20 school year! At Hillcrest Elementary School we believe that “Everyone Belongs” and we embrace our responsibility to educate respectfully and inclusively. We combine high academic expectations with caring that is deeply rooted in ensuring each individual child’s needs are met to the very best of our ability.

It has been a pleasure visiting classrooms over the past few days and watching as our students make new friends and settle into new routines. Our teachers are working hard at building safe and inclusive learning environments. We reviewed some of the topics classes have been discussing in our first assembly today. We discussed friendship and what our school motto “Where everyone belongs” means. We talked about how to be positive leaders (ie. being kind, including others, offering to help, getting involved etc.) and show that you care (ie. listening, respecting others belongings, doing your best etc.). We also discussed how these beliefs relate to some of our school rules and expectations (ie. Sticks are for building, Hands off school, etc.).

They say it takes a community to raise a child. This is so true at Hillcrest and it is what makes it such a special place. I encourage you all to talk to your child every day about what they are learning in school and take advantage of every opportunity you have to participate in school activities. I look forward to seeing many of you at our upcoming Meet the Teacher Night on Wed Sept 25.

Gord Ritchie
Principal

DATES TO LOOK AHEAD TO:

Sept

2 – Labour Day
3 – School Opens
3 – Early Dismissal @ 11:07
4 – Kindergarten Parent Tea
6 – Welcome Back Assembly
17 – Online Permission Forms Due
20 – Non-Instructional Day
23 – Photo Day
25 – Meet the Teacher Night
27 – Terry Fox Run
30 – Orange Shirt Day

Oct

8 – New Student Registration
Open (2020-2021)
14 – Thanksgiving
17 – Great Shake Out
21 – Photo Retake Day
21-24 – Interim Reports
25 – Pro-D Day (Provincial)

Nov

11 – Remembrance Day
12 – Ministry Designated Day
21 – R1 - Parent/Student/Teacher
Conferences (Early Dismissal
@ 11:24)

OUR SCHOOL GOALS FOR THE YEAR ARE...

Numeracy: “Increase student’s proficiency and confidence in critical Numeracy and Problem-Solving skills.”

Core Competencies: “Increase the ability of all members of our learning community to Notice, Name and Nurture the core competencies”

NEW BELL SCHEDULE

Hillcrest has a new bell schedule this year. The start and end times are pretty much the same, however, the recess and lunch breaks will be slightly earlier than last year. We have also made the decision to move lunch recess time before lunch eating time this year.

Bell Schedule

Warning Bell	8:08
Classes Begin	8:12
Recess	9:41-9:56
Lunch Recess Time	11:24-11:49
Lunch Eating Time	11:49-12:09
Dismissal	2:07

ATTENDANCE and the SAFE ARRIVAL PROGRAM

Regular attendance is critical to the success of students at school. If a child is going to be absent from school, parents should **notify the office by telephone (250-832-7195) before 8:00 a.m.** Our wonderful Safe Arrival Program volunteers will attempt to contact each home where there is an unexplained student absence starting at 8:30am.

MEET THE TEACHER NIGHT

All families are invited to our PAC sponsored "Meet the Teacher" event, on Wednesday September 25th, from 5:30pm to 7:00pm. Each Hillcrest student will receive a free slice of pizza and a bottle of water. Additional pizza and water for other family members may be purchased for \$2 a slice and water \$1.

This evening is an opportunity to have your child introduce you to their teacher, and also to show you their working space in their classroom. We hope to see you there!

VOLUNTEER OPPORTUNITIES

We are currently looking for volunteers in the following areas.

BREAKFAST CLUB – Duties include preparing breakfast for students in our breakfast program from approximately 7:30am-8:20am. We are currently looking for help on Tues, Thurs and Friday. Please contact Morgan Wilson (mturland@gmail.com) if you can help.

HOT LUNCH PROGRAM – Duties include helping organize and deliver hot lunches to classrooms. The Hot Lunch days are usually the last Friday of each month. Volunteers would be needed from approximately 11:20am-12:10pm. Please contact Kristy Cruikshank (jeffandkristy@hotmail.com) if you can help.

SAFE ARRIVAL PROGRAM – Duties include calling home for students who are absent without reason. Volunteers would be needed from approximately 8:25am-8:45am. Please contact Cindy Spottock (hil@sd83.bc.ca) if you can help.

BIRTHDAY CUPCAKES – Duties include baking 24-48 cupcakes at the end of the month for any students who have had birthdays that month. Please contact Gord Ritchie (gritchie@sd83.bc.ca) if you can help. If you have a preferred month please include that info as well.

PARENT VOLUNTEERS

Planning on volunteering this year as a parent driver, chaperone, breakfast program volunteer or one-to-one reader? School district policy requires anyone who may be left alone with students to complete a Police Record Check form. Parents planning on driving students must also submit documents required by the **new Private Vehicle Use Policy**.

POLICE RECORD CHECKS - Police record checks are valid for 3 years, so if you completed a Police Record Check last year it is not necessary to complete it again this year. If you have not yet completed your Police Record Check, please stop by the office to pick up the letter you need to take to the RCMP detachment in Salmon Arm. It typically takes more than two weeks for the Police Record Check to go through, so our advice would be to get it done ASAP! The RCMP charges \$25, however, the school will provide reimbursement when the original copy of the Police Record Check and receipt is submitted.

PRIVATE VEHICLE USE POLICY – Volunteer Drivers must provide the office with a copy of their driver's license, driver's abstract, vehicle registration and insurance, all current within one year. The vehicle being used must also be licensed in BC and have a minimum of \$1,000,000 liability insurance (with \$5,000,000 recommended). A Driver's Information Form for each trip must also be completed.

PARENT CONNECT and ONLINE PERMISSION FORMS

Did you know that you can access important information about your child online? Parents can check their child's attendance, previous report cards, school fees and more live through Parent Connect. To access Parent Connect, go to our school website (hil.sd83.bc.ca) and click on Parents --> Parent Connect from the drop down menu at the top of the page.

In an effort to "be green" and save you some time, our beginning of the year permission/consent forms will be completed online again this year through Parent Connect. To complete the forms, follow the instructions on the permission form information sheet attached to this newsletter. Deadline for completion is Tuesday Sept 17. Please contact the office if you have any questions or concerns.

SCHOOL FEES

Attached to this newsletter is our School Fees Letter which outlines the four different fees we will be collecting. There are a few changes to our school fees this year. The first change is that we have split our Activity Fee into an Activity Fee (\$20) and a Cultural Performance Fee (\$10). In previous years, the Cultural Performance was included as part of the Activity Fee. However, with an increase in the Cultural Performance Fee this year, we thought it was important to show it as a separate item.

We have also made the decision to keep our activity fee at \$20 and put \$5 from each Activity Fee paid directly into a class field trip account. This will help cover the increasing costs of transportation for class field trips.

The third change is that parents can now pay their school fees online through Parent Connect! To pay your fees online please log into Parent Connect and choose "Fees → Fees for Payment" from the drop-down menu at the top of the page.

COMMUNICATION and COMMERCIAL EMAIL CONSENT

Good communication between home and school is essential to providing our students with a quality educational experience. The following methods are used to keep families informed.

NEWSLETTERS – paper Newsletters will be sent home 3-4 times per year.

EMAIL – Weekly e-Newsletters and other important reminders are frequently sent home by email. As a result, parents should ensure the office has an up to date email address and that "consent to email" has been provided through the online forms.

WEBSITE – it is important to check our website (<https://hil.sd83.bc.ca>) regularly for the most up to date information on school activities.

SOCIAL MEDIA – please follow us on Facebook and Twitter by using the links on our website.

PHONE –parents are encouraged to contact Hillcrest staff at any time by phone if they have a question, concern or praise.

Note, due to new anti-spam regulations **all parents who would like to receive email communication must provide permission for Commercial Emails** to be sent through Parent Connect. Please see the Online Permission Forms document attached for more information.

PHOTO DAY

Don't forget to help your child look their best for photo day on Monday September 23rd. Retake day is Monday October 21st and Class Photos will be taken in the Spring.

TERRY FOX RUN

Our annual Terry Fox run will be taking place on Friday Sept 27th this year. This will be the 26th year Hillcrest has participated in the Terry Fox Run! Donations can be brought to school and placed in the big glass jar outside the office starting on Sept 16.

PARENT ADVISORY COUNCIL (PAC)

All Hillcrest parents are members of the Hillcrest PAC. We hope you can join us for our first meeting on Monday September 30th from 6:00pm-7:00pm in the school library. Free child minding will be provided.

Some of the topics we will be discussing include our new school goals, our annual grounds clean up in October and our annual fundraisers (ie. Hot Lunch Program, Flower Orders, Co-Op gas number etc.).

PARKING LOT – KISS and GO (30 SECONDS MAX PLEASE)

Please have your child ready to enter/exit your vehicle quickly if you are using the KISS and GO lane. The “Kiss and Go Lane” is intended to be a quick drop off and pick up area in which vehicles are not to be stopped for more than 30 seconds. We would also like to encourage parents to consider picking up their children (especially older grades) on the field side instead of using the main parking lot.

ORANGE SHIRT DAY

Orange shirt day is an opportunity for Indigenous people, local governments, schools and communities to come together in the spirit of reconciliation and hope for generations of children to come. Orange Shirt Day at Hillcrest is on Monday September 30th. If your child does not have an orange shirt, anything orange is fine (ie. an orange ribbon taped to their shirt).

REPORTING STUDENT PROGRESS TO PARENTS

Teachers will report on student progress five times during the school year according to the schedule below. There will be three formal reports and two informal reports.

Informal (Interim) Reports

Informal reports can be a written interim, a student led conference, a parent meeting, or a documented phone call. They take place in October and April, between formal reporting periods.

Oct 21-24 – Interim Report #1

Apr 20-30 – Interim Report #2

Formal Reports

The first formal report of the year is the Student/Parent/Teacher Conference in November. During this conference parents, students and teachers work as a team to identify individual learning goals for the student and develop a plan to support them with their goals. The two formal report cards that follow in February and June report on student progress in all areas, including the individual goals they set.

Nov 21 – Formal Report #1 (Goal Setting Conference)

Feb 13 – Formal Report #2 (Report Card)

June 25 – Formal Report #3 (Report Card)

Please feel free to arrange a meeting with your child’s teacher to discuss their progress at any time during the school year.

REGISTRATION FOR 2019-2020 KINDERGARTEN

Registration for students entering Kindergarten next year opens on Tuesday Oct 8th. If you know of children in the Hillcrest catchment area, who are turning 5 in 2020, please let them know.

INDOOR SHOES

Please remember to bring indoor shoes for your child so that we can keep our school clean and safe for all of our staff and students.

LOST AND FOUND

Missing a shoe, sock, hat, jacket? Don’t forget to check our Lost and Found, located in the hallway outside our gym as soon as it goes missing. All items remaining in the lost and found before a major school break (ie. Christmas, Spring Break, Summer) will be taken to a local thrift store for donation.

HILLCREST CONTACT LIST 2019-2020

TEACHING STAFF

DIV	LAST NAME	FIRST NAME	POSITION	EMAIL
1	MENZIES	Tyra	Grade 5 Teacher	tmenzies@sd83.bc.ca
2	MATUGA	Cheri	Grade 5 Teacher (Thurs & Fri)	cmatug@sd83.bc.ca
2	TYSSEN	Allie	Grade 5 Teacher	atyssen@sd83.bc.ca
3	WENTWORTH	Jodie	Grade 4 Teacher	jwentwor@sd83.bc.ca
4	GECSE	Leanne	Grade 4 Teacher	lgecse@sd83.bc.ca
5	SMITH	Morgan	Grade 3/4 Teacher	mosmith@sd83.bc.ca
6	HOUSDEN	Susan	Grade 3 Teacher	shousden@sd83.bc.ca
6	LAWSON	Sian	Grade 3 Teacher (Mon)	slawson@sd83.bc.ca
7	MATUGA	Cheri	Grade 3 Teacher (Wed)	cmatug@sd83.bc.ca
7	LARMAND	Laurelle	Grade 3 Teacher	llarmand@sd83.bc.ca
8	CORBETT	Sheila	Grade 2 Teacher	scorbett@sd83.bc.ca
9	MEERZA	Tammy	Grade 2 Teacher	tmeerza@sd83.bc.ca
10	WESSELY	Carla	Grade 1/2 Teacher	cwessely@sd83.bc.ca
11	BOYD	Loree	Grade 1 Teacher	lboyd@sd83.bc.ca
12	MORRISON	Stacy	Grade K/1 Teacher	smorriso@sd83.bc.ca
13	PORTER	Janice	Grade K Teacher	jporter@sd83.bc.ca
14	KNIPE	Sherry	Grade K Teacher	sknipe@sd83.bc.ca
	BAKER	Kristina	Deaf & Hard of Hearing Teacher	kbaker@sd83.bc.ca
	CORRIE	Devon	Literacy Intervention Teacher	dcorrie@sd83.bc.ca
	DRINOVZ	Leslie	Gifted Teacher	ldrinovz@sd83.bc.ca
	KOOB	Brenda	Music Teacher (Div 11)	bkoob@sd83.bc.ca
	KRULL	Nicole	Indigenous Education Work	nkrull@sd83.bc.ca
	MITCHELL	Sharon	Learning Resource Teacher	smitchel@sd83.bc.ca
	RASMUSON	Michelle	Counsellor	mrasmuso@sd83.bc.ca
	REED	Jennifer	Librarian	jreed@sd83.bc.ca
	RITCHIE	Gord	Principal	gritchier@sd83.bc.ca
	RITCHIE	Kara	Speech & Language Pathologist	kritchier@sd83.bc.ca
	ROBERTS	Brook	Music Teacher (Div 1-9,11,13,14)	broberts@sd83.bc.ca
	SKIBBE	Adrienne	Music Teacher (Div 10 & 12)	askibbe@sd83.bc.ca
	WATTERS	Christina	Learning Resource Teacher	cwatters@sd83.bc.ca

SUPPORT STAFF

LAST NAME	FIRST NAME	POSITION
AULT	Roni	CEA
BAKER	Sherry	CEA
CREASY	Julie	CEA
CROSS	Marie	CEA/LHS
DERBY	Victoria	CEA
GRAY	Penny	CEA/LHS
KUJAT	Leanne	CEA/LHS
REID	Deena	CEA/LHS
YATES	Amie	CEA
HANNIVAN	Dawn	Custodian
SHERWOOD	Brett	Custodian
WATERS	Meegan	Secretary
SPOTTOCK	Cindy	Secretary

PARENTS ADVISORY COUNCIL

LAST NAME	FIRST NAME	POSITION
Wilson	Morgan	President
Hamilton	Joanna	Vice-President
Burgess	Chantelle	Treasurer
		Secretary
Wright	Christy	DPAC Rep
Cruikshank	Kristy	Hot Lunch Coordinator
		Breakfast Coordinator
Cruikshank	Kristy	One-to-One Reading
		Safe Arrival Program

IMPORTANT PHONE NUMBERS

Hillcrest Elementary School	(250) 832-7195
DESC (School Board Office)	(250) 832-2157
School Transportation Office	(250) 832-9415



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**
341 Shuswap Street SW, Box 129, Salmon Arm, BC, V1E 4N2
Phone: (250) 832 2157 Fax: (250) 832 9428

STUDENT THREAT ASSESSMENT PROTOCOL: FAIR NOTICE

What behaviors initiate a student threat assessment?

A student threat assessment will be initiated when behaviors include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/MSN threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

Duty to report

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviors.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

What is a Threat Assessment Team?

Each school has a Threat Assessment Team which is multi-disciplinary. The team may include Principal, Vice-Principal, District Resource Counsellor, School Counsellor and Police.

What is the purpose of a student threat assessment?

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the threat makers' behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- To promote the emotional and physical safety of all.

What happens in a student threat assessment?

All threat making behavior by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

Can I refuse to participate in a threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment for all.

What do I do if I have witnessed firsthand a threatening act of violence on school property?

1. **Make sure you are safe.**
2. **Contact the School Principal and/or the RCMP and file a report regarding what you witnessed**
3. **The Principal will then investigate the report, depending upon the outcome, the Principal will contact the RCMP and the District Education Support Centre will determine next steps.**

Thank you for your attention to this matter.

In Support of Safe Schools,

Mrs. Carol-Ann Leidloff

Director of Instruction – Inclusive Education

School District No. 83, Salmon Arm, British Columbia