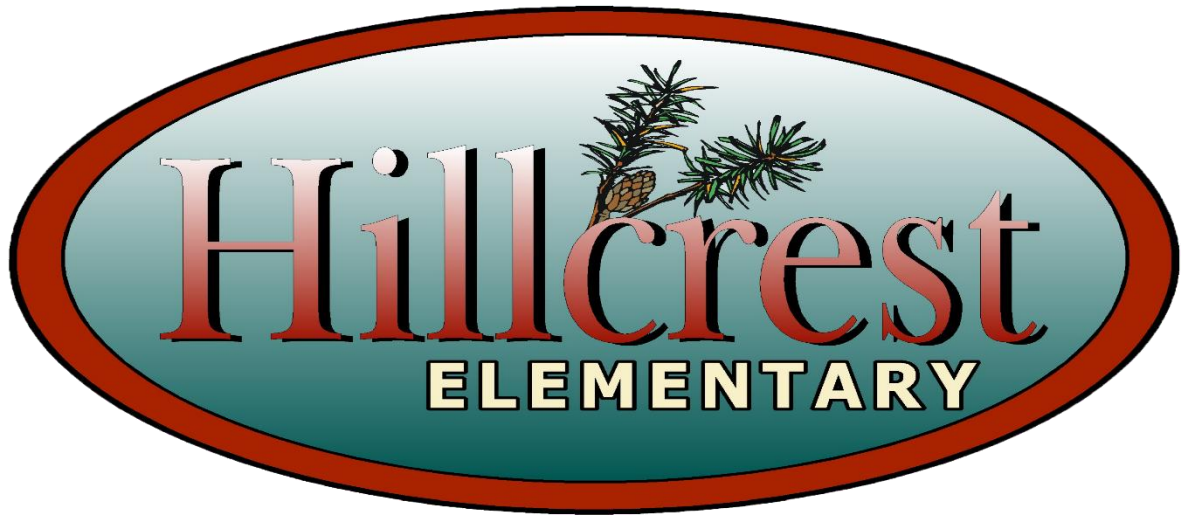




STUDENT PLANNER

Hillcrest Elementary School

1180 – 20th St SE

Salmon Arm, B.C.

V1E 2J4

Phone: 250-832-7195

Website: <https://hil.sd83.bc.ca>

Email: hil@sd83.bc.ca

This planner belongs to: _____

Home Phone: _____ Parent Cell Phone: _____

Student Email: _____@student.sd83.bc.ca

Grade: _____ Division: _____ Teacher: _____

IMPORTANT LINKS

SD83 Online Resources:
World of Information
<https://drc.sd83.bc.ca>
Username: sd83
Password: student

Office 365
<https://outlook.sd83.bc.ca/>
myBluePrint
<https://app.myblueprint.ca/>

Hillcrest Elementary
Library Resources
<https://hil.sd83.bc.ca/library>

HILLCREST CALENDAR 2025/2026

Sept 1 – Labour Day 2 – Non-Instructional Day (School Start-Up) 3 – School Begins (Early Dismissal) 29 – Pro-D Day 30 – National Day for Truth and Reconciliation	Oct 1 – Photo Day 13 – Thanksgiving 20 – Non-Instructional Day (Conference Day) 24 – Pro-D Day 30 – Photo Retakes
Nov 10 – Pro D Day 11 – Remembrance Day stat	Dec 19 – Last Day before Winter Break 22-2 – Winter Break
Jan 5 – School Re-Opens	Feb 13 – Pro-D Day 16 – Family Day
Mar 13 – Last Day before Spring Break 16-27 – Spring Break 30 – School Re-Opens	Apr 3 – Good Friday 6 – Easter Monday 20 – Pro D Day 29 – Class Photo Day
May 8 – Non-Instructional Day 18 – Victoria Day	June 25 – Last Day before Summer Break (Early Dismissal) 26 – Non-Instructional Day (Administrative Day)

HILLCREST SCHEDULE 2025/2026

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:14 (9min)					
9:45 (15min)	SHORT RECESS				
10:00 (90min)					
11:30 (20min)	LUNCH EATING TIME				
11:50 (25min)	LONG RECESS				
12:15 (115min)					
2:10	STUDENTS DISMISSED				

PRINCIPAL'S MESSAGE

Welcome to the 2025-2026 school year. Weytk! ('Hello' in the local Indigenous language, Secwepemctsin). Ms. Jodi Garries en swkwest (My name is Ms. Jodi Garries) and it is my 4th year here as Principal, and it continues to be my privilege and honour! At Hillcrest, we believe that "Everyone Belongs" and we embrace our responsibility to educate respectfully and inclusively. We strive to 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. This is a special year because it will be our last year as a K-5 school – next year we will become a K-6 school!

This Student Planner is a tool for organization and for home-school communication. Please take time to look through it carefully and have your child use it wisely. Parents, please check your child's planner daily and then sign it for return to school the next day. I look forward to working with you this school year and to making happy and positive school memories! Kukwtsétsemc! (Thank you!)

Jodi Garries – Principal
Email: jgarries@sd83.bc.ca

IMPORTANT PHONE NUMBERS

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

MISSION STATEMENT

The mission of Hillcrest Elementary School is to provide a positive educational experience for all students in a safe and comfortable environment. We encourage acceptance of differences, and empower all students to be confident, curious and caring individuals who thrive in their school and community.

We seek to provide a challenging curriculum with flexibility to meet the individual learning needs of each student. The school's programs address all aspects of human development, including aesthetic,

artistic, emotional, intellectual, physical, social development, and responsibility.

In partnership with parents, and the community, our goal is to nurture lifelong learning, essential for our future in a global society.



"Hillcrest - Where Everyone Belongs"

BELL SCHEDULE

Warning Bell	8:12
Classes Begin	8:14
Short Recess	9:45-10:00
Lunch Eating Time	11:30-11:50
Long Recess	11:50-12:15
Dismissal	2:10

SCHOOL LEARNING PLAN

Each year Hillcrest staff, parents, indigenous leaders, SD83 trustees, and district leaders work together to set specific goals and targets for student learning. Strategies are then developed and implemented to support our goals. Our intellectual goals for the 2025 - 2026 school year will remain focused on **NUMERACY** and **LITERACY**. Specific targets and strategies will be finalized and shared with our school community in September 2025.

SCHOOL FEES

Like many schools in our District, we levy annual fees per student to assist with funding...

- ❖ School Supplies
- ❖ Agenda Books
- ❖ Student Activities (ie. Skating and others)
- ❖ Cultural Performances (ie. Musical/theatrical groups)

Our ability to offer these types of programs/activities depends on the money generated by the fees collected. We very much appreciate your support and cooperation with the collection of these fees.

Please note, no child shall be denied access to a school sponsored program for financial reasons. If circumstances do not permit payment please contact the school principal.

FIELD TRIPS

Educational field trips form an important component of the instructional programs at Hillcrest. They are an exciting and different way for students to meet the learning outcomes in the curriculum. Parent volunteers, school fees, grants, district support, and PAC support all contribute to providing these incredible learning opportunities for our students. Parents who wish to volunteer for field trips should visit the office to find out more about the criminal record check and volunteer driver forms that need to be completed.

LIBRARY

Our teacher-librarian works with classes scheduled over several days each week. The library offers a variety of fictional picture books and chapter books, nonfiction books, and online resources for leisure reading and research. Students in Grades 4 and 5 are permitted to sign out three library books at a time, while students from Kindergarten to Grade 3 are permitted to borrow two books at a time. The loan period is one week. Parents are encouraged to visit the library for suggestions regarding reading materials and tips for reading aloud with their children.

INCLUSIVE EDUCATION

The Inclusive Education program intends to provide services to the school and its students through assessment, consultation, and direct instruction. The learning resource teachers collaborate with school and district staff, as well as parents, to design programs that meet the needs of students with diverse needs in one or more areas. This referral and collaboration process may include a counselor, educational psychologist, speech/language pathologist, teacher of the deaf and hard of hearing, teacher of the visually impaired, occupational therapist, or physical therapist. Specific programs are put in place to support students with academic, social, emotional and behavioral needs.

COUNSELING

Counseling services are offered to students and parents through one-on-one counseling, small group, parent consultation, and classroom sessions. This service provides counselling for prevention and crisis situations impacting a child's learning.

TECHNOLOGY

Hillcrest has a set of Chromebooks, as well as a set of iPads for whole class use. Individual classrooms have a few iPads and/or Chromebooks as well. We have a knowledgeable staff who recognize the benefits of using technology to enhance student learning, used as a tool, not a toy. In order for students to access the internet from our computers, students must be supervised by a staff member. However, students are taught and are expected to exercise responsible and respectful use of internet services at all times.

OUTDOOR LEARNING

Hillcrest takes pride in providing our students with opportunities to learn outdoors. Not only are students engaged and active during their outdoor learning time, they are also more settled and prepared to learn when returning indoors. Staff utilize our outdoor classroom, school grounds, and community trails/parks to provide these rich opportunities. Students should be reminded to come to school dressed for the weather when participating in outdoor learning.

CO-CURRICULAR ACTIVITIES

In the past the following activities have been offered at Hillcrest. These activities occur within instructional time and are mostly funded through the activity fees collected and PAC support.

Cross Country Skiing and Snowshoeing

- ❖ Hillcrest has class sets of skis and boots, as well as snowshoes
- ❖ Skiing and/or snowshoeing trips typically take place in Dec, Jan, Feb on our school grounds and at Larch Hills.

Swimming

- ❖ All students have the opportunity to have at least a “fun swim” in May-June.
- ❖ K - 5 students participate in Recreational Swims. (there has been a shortage of swim instructors, but each year we try to see if lessons can be possible – stay tuned!)

Skating

- ❖ All students have the opportunity to participate in our Skating Program, usually in Jan-Feb.
- ❖ We strive for K-3 students to receive skating instruction (dependent on availability of coaches) while students in grades 4-5 participate in recreational skates.

Gymnastics/Dance

- ❖ All students participate in Dance or Gymnastics lessons through regular PE classes, but is sometimes supplemented with special PAC funded programming.

Cross Country Running

- ❖ All students participate in School Wide Running during the month of April.
- ❖ Students also have the opportunity to compete in school and district Cross Country Races.

Track and Field

- ❖ Students in grades 4 and 5 participate in long jump, high jump, ball throw, and sprints training during their regular PE classes in May.
- ❖ Students who qualify, also have the opportunity to compete at the District Track and Field Meet in June.

Leadership

- ❖ This program offers students in grade 5 an opportunity to develop their leadership skills.
- ❖ Leadership opportunities range from crossing guard duty, morning announcements, hot lunch day delivery, and lunch hour supervision, as well as organizing and setting up school dances, spirit days, assemblies, etc.

EXTRA-CURRICULAR ACTIVITIES

These activities are offered outside of instructional time. It varies year to year based on staff skills and interests, but in the recent past the following activities have been offered at Hillcrest.

Basketball

- ❖ Takes place at lunch recess and after school.
- ❖ Available to students in Grade 5.

Intramurals

- ❖ Takes place at lunch recess.
- ❖ Typically for students in grades 3-5.
- ❖ Activities include: Floor Hockey, Handball, Dodgeball, Soccer, etc.

COMMUNICATION

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.

- ❖ **Website** – please check regularly for the most up to date information on school activities.
- ❖ **Email** – Letters and other important reminders are frequently and routinely 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 completed at the beginning of the school year.
- ❖ **Newsletters** – A paper Newsletter is sent home at the beginning of the year and when necessary throughout the year.
- ❖ **Social Media** - please follow us on Facebook.
- ❖ **Phone** - parents are encouraged to contact Hillcrest staff at any time by phone if they have a question, concern or praise.

MUSIC PROGRAM

Each student at Hillcrest participates in two 45 min sessions of music instruction per week. Students are also provided with opportunities throughout the year to showcase their talents by performing in shows such as the Winter Concert or other musical presentations.

BREAKFAST PROGRAM

Our school benefits from the involvement of Breakfast Clubs of Canada, our school district's funding through Feeding Futures, and community partners to be able to offer breakfast to students in need each morning before school starts. This is a free program and students can choose to come into the Multi-purpose room for breakfast on a drop-in basis. We are grateful to have an amazing team of parent volunteers as well as meals worker who provide this service for our students.

FRUIT AND VEGGIE PROGRAM

Twice each month, free fruit or vegetables are offered to every student to try at no cost. This is to encourage students to try new foods, support our BC farmers, and enjoy more healthy food options. If you do not want your child to participate in this program please contact your child's teacher.

REPORTING PERIODS

Teachers report on student progress with parents five times during the school year. There are three formal reports and two informal reports. Please feel free to arrange a meeting with the teacher to discuss your child's progress at any time during the school year.

Formal Reports

Students will receive three formal report cards this year. For the 2025-26 school year, Written Learning Updates (formally called Report cards) will be sent home December, March and on the last day of school: June 25, 2026.

Informal (Interim) Reports

For the 2025-26 school year, informal reports will include a Student/Teacher/Family Conference during the week of Oct 14-17 (with a day off school for daytime conferences on Oct 16), as well as

student led conferences after Spring Break. Parents are always encouraged to contact their child's teacher at any time regarding their child's progress.

PARENT ADVISORY COMMITTEE

Our education system values parents and includes them in a variety of ways. All parents and guardians are members of the Parent Advisory Committee (PAC) just by being a parent or guardian. PAC gives parents a voice in many educational processes and activities. The more parents involved, the stronger the voice when it comes to educational issues that affect children. Hillcrest's PAC has been instrumental in shaping and guiding our school. The PAC has provided our school with materials, resources, equipment, activities and programs through fund raising. All parents are encouraged to be active in the PAC and attend at least one meeting each year.

Briefly, the role of the PAC is to:

- ❖ Advise school administration and staff on parental views about school programs, policies and activities
- ❖ Communicate with parents about programs, policies, and activities
- ❖ Organize PAC activities, events and fundraisers
- ❖ Assist with the Safe Arrival Program
- ❖ Assist with the Breakfast Program
- ❖ Coordinate the Hot Lunch Program
- ❖ Hold monthly PAC meetings

If you have any questions for PAC or would like to get involved, please contact one of our PAC Executive members. Executive positions are TBA.

President:

Vice-President:

Secretary:

Treasurer:

(See Parents tab on Website for contact info)

PARENT VOLUNTEERS

Parent support is extremely important in the creation of a positive school climate. One of the most important things we can do for children is to allow them to see parents and teachers working together. This helps children realize that there is a bond between home, community and school. Parents and other caregivers who work in the school also come to better understand their child's education. Hillcrest appreciates all the help parents give in volunteering for a wide variety of activities.

District Policy

If you are planning on volunteering at school, please contact the office to complete any paperwork that may be required under district policy.

- ❖ ***Criminal Record Check*** - required for all volunteers who may have unsupervised access to students (ie. coaching, driving, some field trips etc.).
- ❖ ***Private Vehicle Use Form*** – required for all volunteers who will be driving students. A photocopy of the volunteer's driver's license, driver's abstract, vehicle registration, and insurance is also required.

The Role of the Volunteer

School volunteers serve under the direction of school staff to meet the needs of students. In the classroom, parents have a different role; they are assisting the teacher. Some children are unable to accept their parents in any role other than parent. In these cases, it may be better for the parent to volunteer in another area of the school.

Confidentiality

Confidentiality is of the utmost importance in parents' association with teachers and students. What you see and hear at school is private. When you volunteer in a classroom, you are in a unique position to have information that is not to be shared. Students you observe in the classroom or the school cannot be discussed with other parents or staff. Please always refer any questions regarding students at Hillcrest to the child's teacher or the principal.

Volunteering During School Hours

When you are volunteering at Hillcrest you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, please do not use your cell phone during these times or bring any children with you when you are volunteering during school hours. There may be special functions where siblings are invited by the teacher.

Language/Behaviour

Remember, we (teachers, staff and volunteers) are all role models for the children around us. "Little eyes" are watching, listening and learning appropriate behaviour from our actions.

Classroom Disruptions

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways can also be distracting.

Cell Phones

Student cell phones are to stay at home. If there are unique circumstances where they are required, please discuss with the principal and classroom teacher.

Discipline

Volunteers are not to discipline students for misbehaviour. Discipline is solely the responsibility of the teacher and/or principal. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace the teacher.

Students Treat Volunteers with Respect

Adults are respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the principal as soon as possible. Elementary age children are still learning appropriate behaviour and this is an opportunity to re-teach respect.

POLICIES AND PROCEDURES

Lost and Found

- ❖ Small and/or valuable items are turned in at the office.
- ❖ Clothing and footwear are put into the green lost and found box, or on the hanging rack located in the gym hallway.
- ❖ Unclaimed items are sent to the local thrift shop throughout the year. Parents are encouraged to check the lost and found anytime.

Telephone Use

- ❖ Phones are primarily used for school business.
- ❖ Students are able to use the student phone for important messages only, and not for making social arrangements.
- ❖ Students require a phone pass from a staff member before using the phone.

Cold Weather Policy

- ❖ Weather allowing, students are expected to play outside before school, at recess, and at lunch recess. As a result, it is important that students dress for the weather when coming to school.
- ❖ Only during very poor weather, will students be permitted to play appropriately inside.

Inside Shoes

Part of respecting property at Hillcrest involves taking off outdoor footwear at the door and putting on clean inside footwear. Students are asked to have a pair of inside shoes left at school at all times, and these usually serve as footwear for P.E. classes.

Attendance

Regular attendance is a vital factor in the success of students at school. If a child will be absent from school, the parent or guardian should **notify the office by telephone (250-832-7195) before 8 a.m.** Our Safe Arrival Program will attempt to contact each home where there is an unexplained student absence in the morning. Please consider making vacation plans outside of regular school days and permit your child to only miss school except in cases of illness or extraordinary circumstances. Since Covid, we have noticed a significant rise in

absenteeism unrelated to illness, and attendance is paramount to student school success, both educationally and socially.

Medication

Medication will be administered by staff only if a proper office form has been signed by a parent and physician (forms are available at the office.)

Heath Checks, no longer required but:

- ❖ Prior to coming to school, parents are expected to ensure their child is well enough to participate in school activities comfortably
- ❖ For the health and safety of all members of our community it is critical that students and staff not come to school if they may be showing signs of significant illness (flu, fever, vomiting, etc)
- ❖ Contagious disease or conditions, allergies, or serious illness must be brought to the attention of the classroom teacher and the school office.

Accident and Injury

- ❖ Emergency first aid will be administered by staff.
- ❖ Please advise the office promptly of any changes in phone numbers for home or emergency contacts. In the event of an injury or illness, the parents or the "emergency contact person" will be notified.

Head Lice

- ❖ We ask that parents inform the school if a child is observed with head lice.
- ❖ Once a child has been treated with the recommended agent or protocol, they can return to school; please check in the office for a final check before returning to class.
- ❖ Head lice is not a sign of uncleanliness, it is merely a nuisance that must be dealt with promptly so it does not continue to spread.

Dress Code

- ❖ Students, staff, and parents are expected to "Dress for Work" in a manner that is age appropriate and not distracting to others.
- ❖ Clothing should support a safe and inclusive learning environment. As a result, it may not have language or images that could be deemed offensive.

Common Language

The following expressions are often used to remind students of school wide expectations.

- ❖ “Sticks and Rocks are for Building”
- ❖ “Snow is for building and sliding”
- ❖ “If you didn’t build it, you don’t break it”
- ❖ “We are a hands-off school”

Before and After School

In the **morning** students should not arrive prior to the first supervisor going on duty at 7:50am. **Afterschool**, all students must depart the school grounds quickly and proceed directly home.

School Bus Transportation

- ❖ For safety reasons, students waiting for the bus after school must remain in the bus line located on the sidewalk next to the bike racks.
- ❖ The teacher on duty will lead students to the bus when it arrives. Students are required to follow bus guidelines. Failure to do so may result in loss of bus privileges.
- ❖ Notes are required for students who wish to ride the bus as a casual rider and MUST be approved in advance of loading the bus. These notes are to be given to the Principal or Secretary who then communicates with the transportation department who, from time to time, grant permission only if adequate seating is available.

Student Drop-Off & Pick-up

- ❖ Students can be dropped-off or picked-up using the Kiss-and-Go lane (30 seconds max) in front of the school or across the field on 10th Ave SE.
- ❖ For safety reasons, parents should always park at least three car lengths away from a cross walk.
- ❖ Students should only enter the parking lot with a parent or adult supervisor and stay to the perimeters of the lot.
- ❖ We also ask our parents and staff wait in their vehicles “idle free”. In addition to wanting to prevent further pollution, we have “Young Lungs at Work”!

Walking and Riding

- ❖ Students riding a bike, scooter, etc. must wear a helmet and “walk their wheels” across the

crosswalk and while on school property.

- ❖ Bikes are to be locked up in the bike rack located in front of the school. Scooters, skateboards, etc. may also be stored outside the classroom door (check with teacher).

Closed Campus

Upon arrival at school students must play within the schoolyard borders and behind the red gates adjacent to the parking lot. Students cannot leave school grounds during the day unless they are signed out at the office by a parent or guardian. Visitors to Hillcrest must sign in at the office upon arrival.

CODE OF CONDUCT

At Hillcrest we expect students to act in a safe, respectful and responsible manner and to treat others with politeness and consideration at all times. At all times students must display social responsibility, follow expected behaviour, and adhere to the BC Human Rights Code.

The code of conduct applies to all school related activities both on and off school property. It may also apply beyond these times when behaviour affects the safe, caring, and orderly environment of the school.

Social Responsibility

The cornerstone of Hillcrest’s behaviour policy is a strong belief in **RESPECT**. It is expected that students...

- ❖ Be respectful to self and others
- ❖ Be respectful to property
- ❖ Be responsible for their own learning and work to their full potential
- ❖ Be responsible for their own decisions and accept natural and logical consequences
- ❖ Demonstrate fair play in all activities at all times
- ❖ Show support for each others’ efforts – be inclusive of everyone

Expected Behaviour

Teachers will work with students to establish the difference between “expected” and “unexpected” behaviour during classroom activities, recess time, lunch eating time, assemblies, etc. Establishing and adhering to these expected behaviours is critical to

ensuring an optimal learning and working environment for all students.

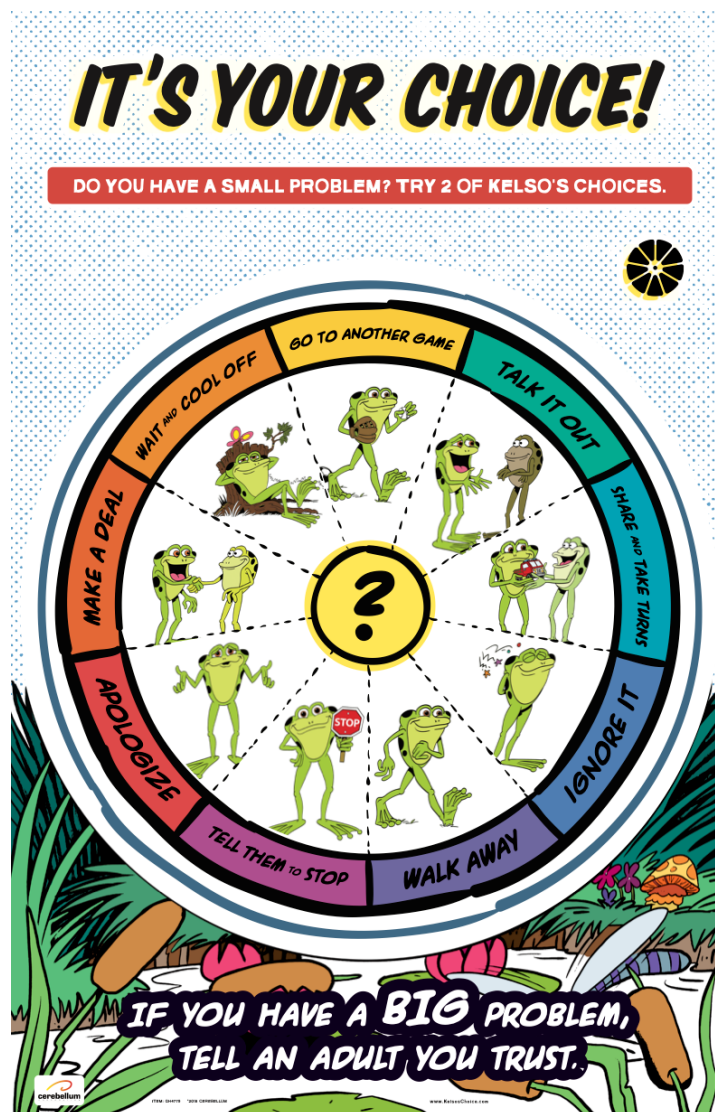
BC Human Rights Code

In addition to classroom and school expectations, students must also adhere to the BC Human Rights Code. The values expressed in the BC Human Rights

Code are foundational to our code of conduct. Behaviour or communication that discriminates based on race, ethnicity, gender, age, ability, culture, ancestry, language, religious beliefs, sexual orientation, and socioeconomic background is treated seriously.

PROBLEM SOLVING with KELSO'S CHOICE

At Hillcrest, students are taught to recognize the difference between big and small problems. Big problems (ie. Safety concerns) will require adult help, however, small problems can often be solved by students using one of the Kelso's Choice strategies outlined below. Students are encouraged to try at least two of Kelso's Choices before seeking adult help with a problem.



STUDENT DISCIPLINE PROCEDURES

Hillcrest staff members use a pro-active approach when dealing with discipline. Staff often discuss “expected” and “unexpected” behaviours with students prior to beginning a new activity. This practice has resulted in Hillcrest having an excellent reputation with regard to student behaviour in our community.

If behaviour problems do occur they are treated as either Minor or Major offences and staff will often work with students to solve the problem through a process of restitution.

Restitution

In the philosophy of restitution there is recognition that it’s OK to make a mistake. What’s important is that students take responsibility for their mistake and actively seek ways to fix the problem and/or ‘give back’ in some way. In the process of restitution, it is important that students identify the basic need (fun, freedom, love and belonging, power, or survival) they were trying to meet when the behaviour occurred. This will allow them to learn to meet their underlying need in a more positive way. The restitution process allows a student to return to the group strengthened and helps encourage students to become the person they want to be. Restitution moves beyond consequences and rewards, and encourages students to “do the right thing because it’s the right thing to do.”

Restitution does not ignore “bottom line” behaviours such as violence, direct defiance, and theft, to name a few.

Minor Offences (Poor Choices)

Minor offences are handled on the spot in the classroom, hallways, or other areas. Staff will review expectations with students and work with them to solve the problem that occurred through restitution. Problem solving may include a student conference, phone call to home, notes in the student planner, or “thinking papers/pictures”.

Major Offences (Bottom Line Behaviours)

For repetitive behaviours, or behaviours of a more serious nature, a progressive discipline cycle is implemented through the office. The Major offenses dealt with at the office level may include the following:

- ❖ Bullying (repeated in nature)
- ❖ Discrimination
- ❖ Damaging or stealing property
- ❖ Fighting (we are a “HANDS OFF” school)
- ❖ Drugs or alcohol
- ❖ Vandalism
- ❖ Dangerous behaviour (ie. throwing objects with the intent to hurt/damage or purposeful hitting)
- ❖ Repeated direct defiance of an adult
- ❖ Disrespectful or abusive language
- ❖ Repeated/chronic minor offences
- ❖ Weapons
- ❖ Theft

Consequences

When dealing with Major and Minor offences, a number of responses may be used depending on the nature and frequency of the offence.

- ❖ Warnings
- ❖ Conflict Resolution
- ❖ Natural and logical consequences
- ❖ Parents notified
- ❖ Parent/Student/Principal meeting
- ❖ Restitution
- ❖ Detention
- ❖ In-school Suspension
- ❖ Out-of-school Suspension
- ❖ Suspension pending a District Hearing

If a serious violation occurs at any time, an immediate in-school suspension or out-of-school suspension may occur.

Special Considerations

Special consideration may apply to students with diverse learning needs if these students are unable or do not comply with a code of conduct due to a disability of an intellectual, physical, sensory, emotional or behavioural nature.