

## Back-to-School Update

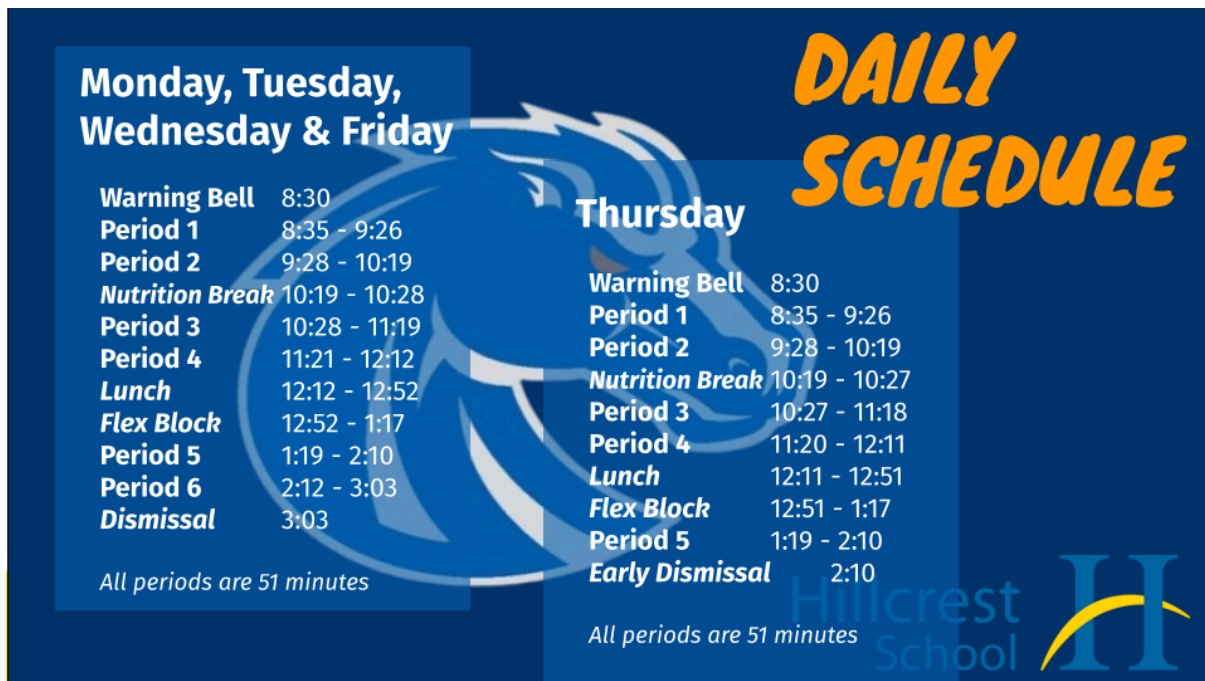
Dear Parents, Guardians and Students:

We hope you had an enjoyable summer and we are looking forward to the 2024-25 school year. We can't wait to work with you! Please note the following information:

### Hours of Operation

School doors will open 15 minutes before the warning bell.

On Monday, Tuesday, Wednesday and Friday, there are six class periods in a day (four in the morning and two in the afternoon). On Thursday, there are five class periods (four in the morning and one in the afternoon) and an early dismissal time. There are breaks between all scheduled classes.



**Monday, Tuesday, Wednesday & Friday**

- Warning Bell 8:30
- Period 1 8:35 - 9:26
- Period 2 9:28 - 10:19
- Nutrition Break 10:19 - 10:28
- Period 3 10:28 - 11:19
- Period 4 11:21 - 12:12
- Lunch 12:12 - 12:52
- Flex Block 12:52 - 1:17
- Period 5 1:19 - 2:10
- Period 6 2:12 - 3:03
- Dismissal 3:03

*All periods are 51 minutes*

**Thursday**

- Warning Bell 8:30
- Period 1 8:35 - 9:26
- Period 2 9:28 - 10:19
- Nutrition Break 10:19 - 10:27
- Period 3 10:27 - 11:18
- Period 4 11:20 - 12:11
- Lunch 12:11 - 12:51
- Flex Block 12:51 - 1:17
- Period 5 1:19 - 2:10
- Early Dismissal 2:10

*All periods are 51 minutes*

**DAILY SCHEDULE**

Hillcrest School

Students will have 20 minutes during the first half of lunch to eat after which they will spend the 20 minutes during the second half of lunch outside (weather permitting). There are microwaves available for student use throughout the school for heating lunches.

Students will be encouraged to leave the school within 20 minutes of dismissal, unless they are participating in a supervised school activity.

### Important Dates

<b>August 19</b>	School office opens to the public (9:00 am - 2:00 pm)
<b>August 29</b>	First day of classes for all students
<b>September 2</b>	Labour Day (Public Holiday - no school)
<b>September 12</b>	Meet the Staff event (5:00 - 7:00 pm)
<b>September 13</b>	School pictures taken (ID cards will be issued at a later date)
<b>September 17</b>	School Council Meeting at 6:00 p.m. (establishment meeting/AGM; more details forthcoming on SchoolZone)

## First Day of School

The first day of school for the 2024-25 year is Thursday, August 29. Student timetables will be provided and lockers will be assigned to students on this day. Please remember:

- Students must bring their own high-quality combination lock (the combination number will need to be shared with the school)
- Students are not permitted to share lockers
- Lockers are school property

Students may bring their school supplies to store in their locker on this day.

## School Supplies

Our school supply list is posted on our [website](#) and is also available on SchoolZone.

## ID Cards

Students will be issued a Hillcrest Identification Card in September. Students will use this card to check into the school if they are late and to sign out library books during the year. It is important for students to carry their ID cards at all times.

## Attendance

Consistent attendance is an important aspect of a student's commitment to learning and success in school. Students' attendance records, including lates, can be viewed on SchoolZone. Absences are communicated to parents/guardians through our daily phone-out system. Parents/guardians will receive notification from the school, including phone calls, emails and letters, if there are attendance concerns. All absences and lates are calculated and reported on the student's progress report. Regular attendance in class is one of the most important contributing factors to student learning.

Students are expected to be on time for classes, have necessary materials, and be ready to learn. Students are responsible for all class work and assignments even if their absences are unavoidable or school-generated. Parents/guardians are responsible for informing school personnel of all absences, preferably at the beginning of the absence.

To report an absence, parents/guardians should:

- use SchoolZone to report when your child will be absent from school
  - On your mobile phone or desktop computer, enter your child's absence starting a week before it occurs or up to the day they are absent. In SchoolZone, choose the *Student Profile Menu* and then *Attendance* to enter an absence.

or

- Phone or email the school at (780) 489-2516 or [hillcrest@epsb.ca](mailto:hillcrest@epsb.ca) (available 24 hours).

## Important School Documents and Forms

Early in the school year, parents/guardians will be able to access a number of documents on SchoolZone including our Student Rights and Responsibilities Handbook, School Assessment Plan, detailed fee assessment, etc. All school opening forms will be posted to SchoolZone as well; parents/guardians will be asked to complete these forms online and in a timely manner. Thanks for your assistance.

### Traffic Flow in Front of Our School

Out of an abundance of caution and safety for our students arriving at and leaving from school each day, changes to traffic flow in front of our school were introduced in June, 2024. The changes provide students with a safe loading zone for buses and parents/guardians while increasing the sightlines for pedestrians on the crosswalk.

- The east drop off area is now designated as a 'Bus Zone Only' where three of the smaller yellow buses serving our students will be directed. There is signage indicating that the Bus Zone will be in effect Monday - Friday from 7:30 - 9:00 am and from 2:00 - 4:00 pm. Thank you for refraining from driving through the east drop off area during these times.
- There is signage on the roadway showing where parents/guardians and the larger yellow bus serving our students can stop safely.



**Parents/guardians can either use the West drop-off area or can find space on the roadway between 7:30 - 9:00 am and from 2:00 - 4:00 pm when dropping off or picking up students. When using the West drop-off area, please drive forward through the loop as space becomes available to help support smooth traffic flow through this area.**

Thank you for helping us support the safety of our students and visitors to our school.

### Clubs and Teams

There are many opportunities for students to get involved in clubs and teams. Participation in clubs and in teams is open to all students. We are proud of our athletics legacy at Hillcrest School. Tryouts for some of our fall teams will start in September. Details will be posted to SchoolZone.

Please watch the announcements and our Mustang Nation News bulletin (link available on SchoolZone) for information about clubs and teams.

### Bicycles, Skateboards, Scooters, Longboards, Roller Blades, etc. - Remember to wear a helmet!

Please ensure bikes are securely locked. Bikes should not be ridden on school property. The school is not responsible for damaged or stolen bicycles. It is recommended that students use the racks provided near the front entrance.

The use of skateboards, rollerblades, scooters, or hoverboards is not permitted during the regular school day and should not be used on the tarmac (basketball court or sidewalks). Rollerblades are not to be used in the school and must be removed before entering the school. **Specialized locker units for skateboards and scooters exist near the front entrance. Skateboards and scooters are not permitted in the school under any circumstances.** Students will need to have their own lock to secure their items to the locker units.

### Getting to School: ETS Buses

If needed, visit the ETS Trip Planner at [etstrippanner.edmonton.ca](http://etstrippanner.edmonton.ca) to plan your route. Bus passes will be available for purchase online in the fall.

ETS bus riders – If your child will take transit on August 29 and 30, [you can purchase single-use tickets directly from ETS](#). September Edmonton Transit (ETS) passes purchased through the Division are valid starting September 1.

## Parental Engagement

Education is about relationships – within and outside of our classrooms. We appreciate the involvement of parents/guardians with speaking to classes, tutoring, helping out with school functions, and in many other ways. We look forward to meeting parents/guardians at our first School Council meeting on Sept 17 at 6:00 pm. More details to follow on SchoolZone.

All parents/guardians of students in Hillcrest School are welcome and encouraged to attend School Council meetings. These meetings provide opportunities to dialogue and provide the administration with input into school decisions. Please take the opportunity to be part of this dynamic group of parents/guardians who continue to make a real difference in the lives of students and staff through their support.

## Stay Informed

During the year, parents/guardians are encouraged to view SchoolZone on a regular basis in order to stay up-to-date. Our Mustang Nation News bulletin is fed through SchoolZone - a perfect way to keep parents/guardians informed about day-to-day happenings at Hillcrest School. Any questions, comments or concerns are most welcome, at any time.

You can find more information about our school by visiting:

- School website: <https://hillcrest.epsb.ca/>
- Mustang Nation News: [Click here](#) to visit Hillcrest School's source for news.

We will be emailing information to students at various times during the year. Students are encouraged to regularly check their [@share.epsb.ca](mailto:@share.epsb.ca) emails for updates.

Once school starts, SchoolZone will be **our primary tool to communicate with families.**

Parents/guardians with children who are new to the Division will receive login information in the fall. PLEASE CHECK ON A DAILY BASIS. SchoolZone provides online access to daily attendance and regular individual student reports. By accessing the site, parents will have timely access to this information helping them to be more actively involved in their student's academic success. Students have access to a valuable organizational tool to help them plan their time. As well, all users will find attendance records, news of school and Division events, achievement results, timetables, course history, fee information and access to selected online educational resources. A SchoolZone account is available to all students and parents/guardians and your username and password should be the same as last year. **Contact the office if you require login information.**

Each class will have a Google Classroom for students and parents/guardians to access. Your teacher will provide you with information to join the Google Classroom at the beginning of the course. There you will find key information for your course, upcoming assignments, and more. Ensure you join your Google Classrooms for each of your classes to stay up-to-date.

## Communications

At Hillcrest School, we believe it is important to create a strong connection between home and school. We will also communicate with students, parents/guardians and community members using a number of strategies including the following:

- Individual student reports and progress reporting
- Parent/guardian-teacher conferences
- Student and parent/guardian surveys
- Parent/guardian group meetings (e.g., School Council)
- School events (e.g., Meet-the-Staff and various public showcases)
- School newsletters
- By phone, email or in-person meetings, and more!

- If you wish to connect with the staff, please call 780-489-2516 to arrange for a meeting, an interview, or leave a message. Parents/guardians who wish to meet with the principal or assistant principal are asked to make appointments through the administrative assistants in our General Office.

All students are responsible to keep their parents/guardians informed about their academic performance and school events. Additionally, students need to take home information about school field trips and functions, review SchoolZone with parents/guardians, bring information from their parents/guardians to the school, and keep their parents/guardians informed about their courses and their work through Google Classroom.

**In the meantime...**

Enjoy the remainder of the summer. Stay safe and take care! We will see you soon!

Sincerely,  
Ms. Pina Chiarello, Principal  
and the Staff of Hillcrest School

