

1“SOAR TO EXCELLENCE”



Student Agenda 2008 – 2009

**Hillcrest High School
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Robert Armstrong

Vice-Principals

Debra Buffett-Riddell

Jennifer Chmiel

This agenda belongs to:

Name:
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Cover designed by Aimal Hafizi

OTTAWA-CARLETON DISTRICT SCHOOL BOARD

Mission Statement:

“The Ottawa-Carleton District School Board challenges all students to achieve personal excellence in learning and responsible citizenship within a safe, equitable, diverse and caring environment”.

HILLCREST HIGH SCHOOL

Mission Statement:

With mutual respect and celebrating human diversity, Hillcrest High School strives for excellence to impact our world through leadership, knowledge, compassion and integrity.

HILLCREST HIGH SCHOOL

Principal’s Message:

The members of Hillcrest High School staff are committed to enabling you to develop your academic, athletic, and social talents. Be proud to belong to this community, show your pride by striving to be the best student that you can possibly be. Make this year memorable and productive for yourself and others whom you will influence.

Mr. Robert Armstrong
Principal

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HILLCREST STUDENT COUNCIL 2008-2009

Co-Presidents	Jaan Altosaar Irshaad Hashim
Student Trustee Advisor	Emily Voss
Secretary/Treasurer	Kelsey Kromodimoeljo
Assembly Committee	Lara Jaroudi Ruba Safieddine
Dance Committee	Chelsea McManus Pranav Mody
Publicity	Lily Barton Emily Kennedy
Special Events	Layla Hamrouni Krista Miczi
Spirit Events	Becky Gaudry Angela Munro
Grad Committee	Sydney Saikaly Nicoletta Michalopulos
Hillcrest Athletic Association	Danielle Crawford Vivianne Fortin Matt Nicol Jenna McKay

Hillcrest Hawks

Welcome everyone to a fresh and exciting year at Hillcrest High School. Only here will you receive the best of everything a school has to offer. We have competitive sports teams, a variety of clubs to spark interest, and fun and engaging spirit events for all. Newcomers will instantaneously feel welcome and will wholly enjoy the High School Experience.

Our school colours are Red, Blue, and Gold. When other high schools see these colours they tremble with fear! The opportunities at Hillcrest are as numerous as they are diverse. From teams, clubs, bands, yearbook production, peer helpers and breakfast clubs, there is always a way to get involved around the school. Our social events are to be thoroughly enjoyed by every student. We host dances, coffee houses, and assemblies to display our strong school spirit. Our talent, fashion and multicultural shows are awe-inspiring and give our students a chance to *show* us what they are made of. Our annual Cancer Drive helps define us as a school. For thirteen years Hillcrest has garnered huge sums of money for cancer research and this year will be **No Different**. However, the most important aspect of Hillcrest's collective identity is **spirit**. Everyone is accepted, everyone has fun, and every student is *proud* to be at Hillcrest.

The Senior Council (us) will do our very best (and nothing but) to make this year of high school the Best One Ever. We strongly encourage each and every student to put forth their ideas and suggestions. Together we can keep this school incomparably amazing!

2008-2009 Co-Presidents

School Year Calendar 2008-2009

September 2.....	First Day of School
September 18.....	Follow Your Child's Timetable
September 23.....	School Council
September 25.....	School and OC Transpo Photos
October 3	P. A. Day (Ministry)
October 13.....	Thanksgiving
October 23.....	Letters of Concern
October 23.....	School Photo Retake Day
October 24.....	School Dance
October 28.....	School Council
October 30.....	Parent-Teacher Interviews
October 30 – November 7	Grad Photos
November 11.....	Remembrance Day
November 13.....	Fall Awards Program
November 13.....	Report Cards
November 14	P. A. Day (Ministry)
November 25.....	School Council
December 11	Arts Night
December 22-January 2.....	Christmas Break
January 15.....	Grade 8 Parents Night
January 23.....	District Wide Exams - English
January 26-30.....	Exams
January 27.....	School Council
February 2.....	First Day of Semester 2
February 12.....	Report Cards
February 13.....	P.A. Day (Board)
February 16.....	Family Day
February 20.....	School Dance
February 24.....	School Council
March 5	Multicultural Show
March 16-20.....	March Break
March 24.....	School Council
April 1.....	Letters of Concern
April 2.....	OSSLT
April 8.....	Parent-Teacher Interviews
April 10.....	Good Friday
April 13.....	Easter Monday
April 23.....	Cancer Drive
April 24.....	Report Cards
April 28.....	School Council
May 6.....	Fashion Show
May 18.....	Victoria Day
May 21.....	Arts Night
May 22.....	School Dance

May 26.....School Council
 June 9.....Athletic Banquet
 June 16.....District Wide Exams - English
 June 17-23..... Exams
 June 26..... Commencement & Last Day

THE SCHOOL DAY

In addition to the chart below, please note that there is a common lunch period. Food services are available in the cafeteria or students can go home. There are also structured activities at lunch.

DAILY SCHEDULE

TIME	DAY 1 (Odd Days)	DAY 2 (Even Days)
9:05 - 10:20	Period 1	Period 2
10:20 - 10:25	Travel	Travel
10:25 - 11:40	Period 2	Period 1
11:40 - 12:35	Lunch	Lunch
12:35 – 1:50	Period 3	Period 4
1:50 – 1:55	Travel	Travel
1:55 – 3:10	Period 4	Period 3

ALLERGIN ALERT

A number of students at Hillcrest High School suffer from severe life-threatening food or environmental allergies. This medical condition causes a severe reaction to specific foods or environmental factors and can result in death within minutes. Foods such as nuts, peanut butter, seafood, shellfish, and dairy products; and environmental factors such as wasp or hornet stings can trigger a rapid reaction. Administration and staff at Hillcrest request your sensitivity to these medical concerns and request that students refrain from bringing such foods to school and/or from leaving remnants of such products in hallways, at lockers, on desks, etc. as this could result in a severe allergic

reaction in a sensitive student. Thank you for your understanding and co-operation.



Hillcrest High School's Character Values of Choice

Hard Working: Working hard from a sense of duty and dedication. Industriousness characterized by care and perseverance in carrying out tasks.

Integrity: Living by your highest values. Listening to your conscience, doing the right thing, and telling the truth.

Loyalty: Staying faithful and true to someone or something. Standing up for something you believe in without wavering.

Leadership: Influencing others towards the achievement of a goal. A good leader leads by example.

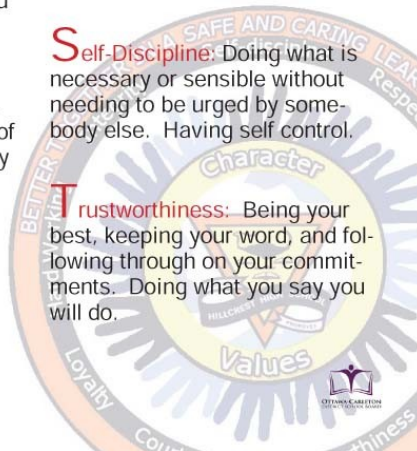
Courtesy: Being polite and having good manners. Giving others a feeling of being valued and respected

Respect: Treating oneself, others and the environment with consideration, high regard, and dignity.

Empathy: Seeking to understand others. "To walk a mile in their shoes" .

Self-Discipline: Doing what is necessary or sensible without needing to be urged by somebody else. Having self control.

Trustworthiness: Being your best, keeping your word, and following through on your commitments. Doing what you say you will do.



HILLCREST STUDENT ORGANIZATIONS

Hillcrest High School has a proud tradition of creating the opportunity for student participation in a diverse number of clubs. Participation in school clubs is a great way to make friends, get involved in school life and show your school spirit while getting in some volunteer hours. The following clubs are open to all students and staff.

AMNESTY INTERNATIONAL Are you interested in world issues and human rights? Then please join Hillcrest's chapter of Amnesty International. We meet once a week to discuss action cases, write letters on behalf of prisoners of conscience, and plan awareness and fund-raising events. New members are most welcome! See Mr. Kandar.

BREAKFAST CLUB Come visit our Breakfast Club! We offer a free nutritious breakfast to all students at Hillcrest. We are open from 8:20 AM to 8:40 AM every day. We also need helpers. You may accumulate your volunteer hours. See Mr. Dubeau.

CHRISTIAN FELLOWSHIP Join this noon-hour group to meet new friends, discuss interesting topics, pray together, support each other, and enjoy special events. See Ms. Gregorich.

DEBATING CLUB Members of the Debating Club compete in tournaments locally and provincially while having lots of fun. Improvement in oracy and argumentation skills are an added benefit!

FITNESS CLUB Join the Fitness Club and reach your physical fitness goals. We are open twice a day and offer a range of resistance training, aerobic exercise, cardio vascular exercises and nutrition advice to all members. There is a yearly membership cost of a modest 50 dollars. See Mr. Dubeau.

GIRL TALK The aim of this group is to raise awareness related to female issues, including self-image and social issues. See Ms. Wojcik.

GSA (Gay/Straight Alliance) A school-based support group for heterosexual and gay youth, focusing on establishing an atmosphere of acceptance where differences in sexual orientation and accurate information about GLBTQ issues may be discussed without fear of violence, discrimination, and harassment. See Ms. Wojcik.

HAA-HILLCREST ATHLETIC ASSOCIATION Show your love of sports while organizing intramural activities, other sporting events, and the athletic banquet. See Ms. Leblanc.

HAWKS RUNNING CLUB A friendly way to promote physical fitness, and the joy of running. See Ms. Cepella.

HELPING HANDS CLUB Helping Hands was founded to help students in the school find meaningful volunteer opportunities in the community.

Its mandate is to help students fulfill their 40 hours of community service required to graduate. See Mr. Dubeau.

HILLCREST CONCERT AND JAZZ BANDS The band provides an outlet for any of those who wish to express themselves musically. See Ms. McAteer.

HILLCREST ENVIRONMENT ACTION LEAGUE (HEAL) Join others who share your concern for the protection of our school, and our planet. See Ms. Charron and Mr. Betteridge.

JUNIOR ACHIEVERS The Junior Achievement Company Program helps students appreciate the role of business in our society. Students, with the support and guidance of volunteer consultants, will organize and operate an actual business during the first semester. See Ms. Newman.

MATH CLUB The main focus of the Math Club is to prepare students for the University of Waterloo Math Contests. Challenging problems outside the regular math curriculum are studied to provide students with an opportunity to extend their math abilities. See Mr. Richards.

MULTICULTURAL CLUB Share your unique heritage with others and learn of the wonderful diversity of our planet. See Mr. McKay.

MUSLIM PRAYER ROOM Supervised prayers take place Fridays at lunchtime. See Ms. Zebian and Mr. Kandar.

PEER MEDIATORS What is Peer Mediation? It is a process where two students who are in conflict choose to meet with two trained Peer Mediators who guide the disputants through a process where each person has an opportunity to tell their story in an atmosphere of confidentiality, and work toward finding a mutually agreeable solution to the problem. Using specialized communication skills including active listening, clarifying, summarizing, etc, the Peer Mediators guide the disputants through the mediation process until a satisfactory solution is developed. Once an agreement has been reached, it is written out, signed, and filed with one of the Teacher Co-ordinators. Students wishing mediation can pick up application forms in Student Services and then speak with Ms. Wilde (Student Services). The Vice-Principals or Principal may also initiate mediation.

PEER HELPERS A team of volunteers sees to the successful outcome of school functions such as: Parent-Teacher Interviews, Cancer Drive, Follow Your Child's Timetable. See Ms. Frame.

SAFE AND CARING SCHOOLS INITIATIVE This is a board-wide violence prevention and social and emotional education initiative designed to encourage school practices that model and support responsible, respectful and caring behaviour. See Ms. Wojcik.

SCHOOL IMPROVEMENT COMMITTEE This stands for the physical improvement of Hillcrest High School while considering the moral fibre, ethnic diversity and surrounding community of the school. This

is a chance to leave your mark on the school through artistic and creative endeavours. See Mr. Meredith.

SCHOOL NEWSPAPER “Hawk Eye” is a tool students use to inform, entertain, and exhibit various skills and interests such as: artistic, theoretic, and poetic. It includes cartoons, articles on fashion, games, stories, essays, recipes, and so much more. What makes it so wonderful is that it is written by students for students and the contents of this paper reflect interests of Hillcrest’s diverse student body. See Ms. Zebian

STUDENTS’ COUNCIL Students’ Council is an organization designed to represent the student body of Hillcrest High School. This responsibility involves contributing to the existence of an official student government at HHS. We are looking forward to another year of outstanding accomplishments. The Council is headed by two Co-Presidents who are elected in May of the preceding school year by a secret ballot with all students forming the electorate. The ideal student representative is one who is responsible, hard-working and enthusiastic.

The purposes of the Hillcrest Students' Council are as follows: to approve and co-ordinate all social, club and extra-curricular activities within the school; to promote and sponsor certain social activities for the benefit of the student body; to make recommendations to the faculty and administration on matters concerning individual students or groups of students; to promote goodwill and better understanding between the students of Hillcrest and those of other schools. See Ms. Shapiro.

STUDENTS HELPING STUDENTS This is a student group composed primarily of grade eleven and twelve students whose goal is twofold: firstly, to assist the grade nine students in their adjustment to high school through mentorship and structured group sessions and secondly, to identify issues of importance to the student body and find ways to address them. Excellent leadership experience; formal training involved. See Ms. Wilde.

THEATRE TECH CREW The Theatre Tech Crew is a dedicated group of students who operate the sound, lighting and staging equipment during events, plays, and assemblies in the school auditorium. Tech Crew members also set up audio-visual equipment for ‘Coffee Houses’ and other school functions. Tech Crew provides a great opportunity for students who may be interested in working behind the scenes in the entertainment industry. See Mr. Nenonen.

WEB CLUB Do you think you have what it takes to work on our award winning School Web page? We are always looking for new volunteers! In the mean time, check out our web page at www.hillcresthawks.com. Volunteer hours are available to participants in this club. See Mr. Olson.

CODE OF CONDUCT

This Code of Conduct has been created in conjunction with School Board Code of Conduct OCDSB Policy P.125.SCO, Safe Schools OCDSB Procedure PR.521.SCO, Bullying Prevention and Intervention OCDSB Procedure PR.659.SCO, Progressive Discipline and Promoting Positive Student Behaviour OCDSB PR. 660.SCO, and Bill 212.

STANDARDS OF BEHAVIOUR – Respect, Civility and Responsible Citizenship

All members of the school community shall:

- Ø Respect and comply with all applicable federal, provincial, and municipal laws;
- Ø Demonstrate honesty and integrity in all matters including copyright and academic acknowledgement;
- Ø Respect differences in people, their ideas and opinions;
- Ø Treat one another with dignity and respect at all times, especially when there is disagreement;
- Ø Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, or disability;
- Ø Respect the rights of others;
- Ø Show the proper care and regard for school property and the property of others;
- Ø Take appropriate measures to help those in need;
- Ø Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Ø Respect all members of the school community, especially persons in positions of authority; and
- Ø Respect the need of others to work in an environment that is conducive to learning and teaching;

All members of the school community shall not

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another

- person;
- Swear at any member of the school community;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes damage to school property or to property located on the premises of the school; nor
- Engage in plagiarism or other means of academic dishonesty.

DEFINITION: Weapons

Weapons are defined in the Criminal Code as follows:

- > Anything used or intended for use in causing death or injury to persons whether designed for such purpose or not
- > Anything used or intended for use for the purpose of threatening or intimidating any person

Weapons, for the purpose of OCDSB procedure, are also defined as anything deemed by the principal/designate to be dangerous or a threat to the safety of others. This includes restricted weapons, prohibited weapons, and items such as scissors, knives, etc. when deemed in the circumstances by the principal or designate to be a danger or a threat to the safety of others.

Police will be involved, as indicated by the police/school protocol, and appropriate consequences administered.

PHYSICAL SAFETY - Weapons

All school members must:

- Ø Not be in possession of any weapon, including but not limited to firearms
- Ø Not use any object to threaten or intimidate another person
- Ø Not cause injury to any person with an object

PHYSICAL SAFETY - Physical Aggression

All school members must:

- Ø Not inflict or encourage others to inflict bodily harm on another person
- Ø Seek staff assistance, if necessary, to resolve conflict peacefully

PHYSICAL SAFETY - Alcohol and Drugs

All school members must:

- Ø Not be in possession of, or under the influence of, or provide others with alcohol or illegal substance

DEFINITION: Lockdown

Lockdown is an emergency course of action to secure students and staff in a safe location in the event of an active threat where serious injury or death is imminent if no action is taken.

DEFINITION: Secure School

Secure School is a situation in which student safety is best achieved by “securing” the school rather than implementing a general evacuation. In such instances the principal will suspend the normal daily routine and require all students to remain in or proceed to designated areas within the school until such time it is determined that it is safe for the regular routine to resume. All exits will be locked.

DEFINITION: Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power of imbalance. Bullying may be physical, verbal, or social. It may also occur through the use of technology. Bullying issues will be addressed following the directives set out in OCDSB Policies and Procedures on Bullying Prevention and Intervention.

DEFINITION; Cyber Bullying

Cyber Bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites and other technology.

DEFINITION: Progressive Discipline

Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Where the student has special education and/or disability related needs, the interventions, supports and consequences will be consistent with the expectations for the student including those in the student’s Individual Education Plan (IEP). The implementation of progressive discipline in schools will be in accordance with OCDSB Policy P.124.SCO and Procedure PR.660.SCO.

RESPECT FOR SELF

Students are expected to be clean in person and habit, and to exercise self-discipline. Self-respect is thinking positively about yourself, taking care of yourself, taking pride in your work, and doing your best. Students demonstrate respect for self when they get enough sleep, eat well, dress appropriately for the school environment, do their homework and they stand up for what is right.

RESPECT FOR AUTHORITY

Students are expected to comply with this code of behaviour, and with the rules of their subject teachers whenever they are involved in school activities. Subject teachers will outline their expectations for students in their classes, and advise you about general school requirements. If student behaviour in any aspect of school life is inappropriate, students may be sent directly to a Vice-Principal who will determine the appropriate action.

RESPECT FOR OTHERS

Students are expected to be courteous to others. Harassment, bullying, or discrimination is not permitted at Hillcrest, or on OCDSB property, or at school or board sponsored events.

The Ottawa-Carleton District School Board has policy statements regarding harassment, bullying and discrimination, available on the Board website. Staff and students have a responsibility to report incidents of harassment to the administration. The administration team will respond to these incidents using progressive discipline procedures, which may include referral to the school mediation team; office detention(s); in-school suspension; out-of-school suspension; referral to the Ottawa Police. Depending on the severity of the incident, a critical incident report may be written for review by the Superintendent of Schools. Fighting or any form of violence will result in suspension from school.

RESPECT FOR PROPERTY

Students are expected to show respect for all school property, buildings and surroundings. Textbooks, computers, library books, desks, and lockers are specific items for which students are responsible. Each person must assume responsibility for the appearance of our school. Any student who litters or damages school property will be appropriately disciplined. Our motto with respect to litter is “Do not step over a piece of litter; dispose of it properly.” Students who lose or damage school property through careless use or abuse will be required to cover the cost of replacement or repair. The contents of a school locker are the student’s responsibility, but the locker itself belongs to the school. Students who destroy or damage school property will be required to pay the cost of replacement or repair. Incidents of major damage may result in police action and suspension

CODE OF HILLCREST STUDENT BEHAVIOUR: SCHOOL POLICIES

ACADEMIC ETHICS

Students must acknowledge in their work any reference to or use of the work of others. When being tested, students may use only those resources approved by the subject teacher. If a student participates in academic fraud (i.e. , cheating on tests, plagiarism in assignments, etc.) the student is deemed not to have met the expectations associated with that particular evaluation; and a mark of zero will be assigned. Repeated cheating will result in further disciplinary action. See Assessment, Evaluation and Reporting of Student Achievement.

ACADEMIC EXPECTATIONS

Students are expected to be diligent in their studies. Students should be prepared for every class: to have the texts, notebooks and other materials required by the teacher; to have assigned work completed on due dates and to be prepared to contribute to class discussion. Students who come to class unprepared should expect to suffer some penalty such as a detention. Students are responsible for all work missed, regardless of the reason for the absence. Persistent neglect of duty will lead to progressive disciplinary consequences. . See Assessment, Evaluation and Reporting of Student Achievement p. 27.

ATTENDANCE POLICY

Students are expected to be present and on time for all classes on their timetable, including opening exercises. Regular attendance at school is a vital part of learning. When the process and content of learning are disrupted by irregular attendance, both you and your class suffer a loss of experience that cannot be entirely replaced. Students who habitually miss class affect the evaluation process because their participation and achievement cannot be as accurately assessed.

Note that, when absent, students are responsible for all work missed, regardless of the reason for the absence.

Absences are reported daily to the home by Synrevoice. Parents are encouraged to follow-up on this information by making contact with the classroom teacher. We request the support of the home in encouraging good attendance and punctuality.

Please note that communication will take place directly with a student eighteen years of age or older, or with the parent with the student's consent.

ATTENDANCE PROCEDURES FOR STUDENTS & PARENTS:

A. Absences

Parents are asked to contact the school to report any and all student absences. This may be done by calling our automated attendance line at 733-1755 (X432).

Parents are asked to provide a written note on the day a student returns to school, if the school was not previously informed of the absence by the parent. This note is to be given to the office staff and a permit to class will be issued. The permit to class needs to be shown to all of your subject teachers and will enable your teachers to update their records.

Please note that students are required to attend all of their classes. Parents are requested not to give their permission for their son/daughter to miss a class in order to study for exams or complete summatives/ assignments, etc.

B. Lates to School

At Hillcrest High School punctuality to school is a desired outcome as lateness is disruptive to classes and interferes with the learning of others. Students will be deemed to be late for school if they arrive after the second bell at 9:05 and are not in their class when the opening ceremonies begin, or if they are not in their class when the second bell sounds after the lunch period, starting the afternoon classes.

Occasionally, lateness occurs for reasons beyond one's control. Persistent lateness, however, can be a problem and as a result Hillcrest has initiated consequences to address the behaviours leading to persistent lateness.

Students who are late for up to 30 minutes into any given class are to proceed directly to that class and will be admitted by the classroom teacher who will record the student as late. Students who are more than 30 minutes late for class are to go directly to the main office for a late slip, and then proceed immediately to class. Teachers and Vice-Principals will monitor the number of student lates and deal with the issue in an appropriate manner, including contacting the home and applying consequences.

C. Students Leaving During the Day Must:

Obtain a permit to leave from the office after producing a note or having their parent telephone prior to the time of leaving. If a student leaves without signing out it will be considered as skipping. If you are ill, report to the office to obtain a permit to leave. The office staff will attempt to contact your parent before issuing a permit to leave.

D. Skipping a Class:

If a student "skips" a class the parent will be notified by Synervoice, our automated calling system, and/or by the subject teacher. Repeated skips will involve the Vice Principal and appropriate consequences (detentions, community service, in-school sanction, out of school suspension) may apply.

Note to Parents: Please Remember That We Require a Written Note for All Student Absences. (We Want to Know When and Why Students Are Absent.)

CELL PHONES AND PAGERS

Cellular phones are to be powered off and not used during class time. They may be used prior to the beginning of classes, at lunchtime, and after school. Cell phones must be powered off as there is no application, such as text messaging, that is acceptable during the timeframe mentioned. If a student has a cell phone powered on during the times mentioned, teachers have been instructed to submit the cell phone and the student's name to the appropriate Vice-Principal. Cell phones will be returned through the Vice-Principal after contact with the student's parents or guardians. Parents wishing to contact a student may call the school and leave a message.

COMPUTER USE POLICY

An Acceptable Use of Computers and Internet/Intranet Technology Agreement Form is expected to be signed by all students, and also by the parents of students under 18. Use of computers and the Internet in OCDSB sites is strictly for educational purposes and failure to live up to the agreement will have consequences. You will be presented with an abbreviated version of the policy agreement on the form to sign. The full policy versions are available in any school office and they are also available on the Board web site:

http://www.ocdsb.ca/General_Info/Guidelines_for_Internet.htm

DANCE POLICY

Preamble: The following policy will apply to on-site school dances only. As such, it will not cover graduation dances, community dances, etc. held off-site. It is clearly understood that the Substance Abuse Policy and the Possession of Weapons Policy will be strictly enforced during all evening school dance activities.

Supervision: All school dances will include appropriate supervision as required by Board Policy including an administrator, school staff and police officers.

Admission Conditions: The following conditions apply to all student dances in school and will be communicated to all dance convenors at the start of the school term. Any exception to these conditions is to be determined in advance by school staff and administration with the approval of the School Council and the School Superintendent.

Ø Admission is to be by "advance ticket purchase" only (no tickets will be sold at the door).

Ø Admission times will be limited. Doors will be open until 9:00 p.m. with no admission after 9:30 p.m. **NOTE:** with the prior approval from the School Administration, students, for whom circumstances such as evening employment prohibit their arrival by 9:00 p.m. may be admitted at an agreed upon time.

Ø No "in and out" privileges.

Ø There will be no access to individual lockers or to the rest of the school.

Ø All students shall have access to a public phone in the school.

Ø If a student is suspected of being under the influence of alcohol or other substances or exhibiting behaviours deemed unacceptable, consequences may include:

§ if noted at the time of admission, denial of access to the dance or if noted during the dance, exclusion from the rest of the dance;

§ suspension will occur in keeping with the Drug & Alcohol Policy;

§ contacting parents for immediate pick-up;

§ other appropriate consequences which might include limited access to future dances.

Ø Respect must be shown at all times to the supervisors in charge (administrators, parents, teachers, police officers, security guards).

Ø Students are required to check their jackets, backpacks, etc. before entering the dance.

Ø After all Hillcrest students have bought a ticket, one sign-in

per Hillcrest student may be allowed. These tickets must also be purchased in advance. The student who signs in a student must escort them to the dance.

Ø All students and their guests must be prepared to show photo identification. Failure to produce photo ID may negate entry into the dance.

DRESS CODE

Students are expected to dress in a neat, clean manner with a taste appropriate to a school/business setting. Attire should reflect personal pride and respect for others. Appropriate dress is based on concerns related to health, good taste, weather conditions and type of activity. In compliance with the Government of Ontario's Code of Conduct and the Policies and Procedures of the OCDSB (Policy P.104.SCO), **the following is considered inappropriate dress:**

1. Sexually explicit or revealing dress – For example:
 - Ø *Muscle shirts.*
 - Ø *Low cut tops (halter or tube tops), tops with spaghetti straps, crop tops.*
 - Ø *Sleeveless blouses/shirts that are low-cut in the front, back or sides.*
 - Ø *Tops that do not cover the shoulders.*
 - Ø *Clothing that permits exposure of the navel; you must be able to tuck your shirt in.*
 - Ø *Low-rise jeans/pants and torn jeans/clothing that reveal undergarments.*
 - Ø *Shorts/skirts that are above the mid-thigh length.*
2. Dress with wording or graphics that is racist, sexist, profane or demeaning to another person
3. Dress with wording or graphics that advocates violence
4. Dress with wording or graphics that advocates the consumption of alcohol or illicit drugs
5. Dress that is recognized by the OCDSB Safe Schools Committee to be associated with gang membership, which include pocket chains, bracelets and/or collars with protruding metal studs, doo-rags and bandanas
6. Hats (excluding religious head wear) including baseball caps, toques, bandanas and other headgear are not to be worn in the school.

Note: Students wearing inappropriate clothing at school will be asked to change into something else, or if this is not possible, the student may be sent home. Persistent or blatant non-compliance of this policy will result in disciplinary consequences.

DRUG AND ALCOHOL POLICY

The Ottawa-Carleton District School Board, recognizing society's concerns regarding drug and alcohol abuse by young people, has developed a comprehensive drug and alcohol policy. This policy provides for intervention at three levels:

- 1) Preventive intervention is intended to discourage the use of drugs and/or alcohol by students;
- 2) Rehabilitative intervention is intended to provide assistance and support, without penalties, for students and parents who seek assistance in dealing with a drug and/or alcohol problem;
- 3) Disciplinary intervention shall occur whenever a student is found:
 - Ø Under the influence of drugs or alcohol;
 - Ø In possession of drugs or alcohol;
 - Ø Distributing drugs or alcohol to other students.

This policy is in effect in school buildings, on school grounds or on school-sponsored field trips and activities. The usual penalties for drug and alcohol infractions at school shall include suspension from school for a period up to twenty school days.

Students who come to school under the influence of alcohol or illicit drugs will be suspended from school; possession of alcohol or illicit drugs at school will result in suspension and notification of parents and/or Police, in accordance with the O.C.D.S.B. Policy on Drug/Alcohol Abuse.

ELECTRONIC EQUIPMENT

The use of electronic equipment (Walkmans, MP3 Players, etc.) is distracting to the learning environment. Also, small electronic devices are targets of theft. As a result these items should not be brought to school. Hillcrest will not and cannot assume any responsibility for any lost or stolen item.

FIELD TRIPS

While students are participating on a field trip, they are considered to be in school and the school code of behaviour applies. Students are responsible for all work missed or that was assigned while they were attending the trip. The **No Smoking** rule applies on a field trip. All consequences that apply for infractions of the school code of behaviour apply on field trips. Students must accompany the group on the field trip, and on the transportation provided by the school. Students are not to go in their own cars and they must be valid participants sanctioned by a teacher to go on any field trip.

FOOD

Many students at Hillcrest have food allergies or food sensitivities. For this reason, please do not bring food or drink to class, other than water. Exemptions will be considered for students with medical conditions requiring nourishment.

ID CARDS

Students' photographs will be taken in mid-September for the yearbook and school files. Students will be provided with Identification Cards -- they are expected to carry their ID Card with them at all times.

LASER POINTERS

For eye safety reasons, the use of laser pointers is prohibited at school. Laser pointers, brought to school, will be confiscated.

LOCKERS AND LOCKS

Every student will be assigned a locker. This locker remains the property of the school but the Principal shall respect the privacy of the student's locker except where an emergency requires that it be opened. The student is responsible for the appearance and condition of the locker and its contents. The school cannot assume responsibility for articles lost or stolen from a student's locker. The student must provide the lock for his/her locker. Only combination locks should be used; these may be purchased from the Main Office. Lockers should not be shared. For your own security, you should not divulge your combination to anyone. Should your locker combination become known, you may exchange your lock if it is in good condition with the office staff who maintain a supply of locks for this purpose. As all students have access to lockers, **overcoats, hats and backpacks** are unnecessary in the classroom and are to be left in lockers.

ROLLERBLADES AND SKATEBOARDS

For safety reasons, rollerblades and skateboards are not to be used in the school or on school property. Failure to comply may result in your property being confiscated.

SMOKING POLICY

Regional Health Department by-laws prohibit smoking in most public places. As a result, there is NO SMOKING permitted in any OCDSB building or on any OCDSB property. Failure to comply with this policy may result in a suspension from school and in a fine levied under the Ontario Tobacco Controls Act.

Reminder: The legal age for purchasing cigarettes is 19.

STUDENT FEES and THE YEARBOOK

In May of 2006 the Board passed **Procedure PR.648.SCO – School Fees** to establish procedures for the administration of school fees in the Ottawa-Carleton District School Board. Based on this procedure we at Hillcrest, with the support of School Council, request a \$35.00 voluntary school fee. This fee is used to pay for the agenda and some special events, and to subsidize student council activities, athletics, and the yearbook.

Students will be offered the opportunity to purchase a 2008– 2009 yearbook for \$15.00 early in the school year. As noted above, this cost is subsidized by student fees.

For confidential assistance with fees, please contact the appropriate vice-principal, guidance counsellor or classroom teacher. The maximum student fee for any family is \$70.00. Voluntary fees will be collected in the first few weeks of school. Receipts will be issued.

STUDENT VEHICLES

Bicycles, motorcycles and cars brought to the school must be kept locked in assigned areas. ***Student parking is allowed only in the south parking lot***; the north roadway is out of bounds. Vehicles are to be driven carefully and slowly (20 km/hr maximum) on school property. Fire lanes at the Main Entrance must be kept open during the year. The school does not accept any responsibility for the security of vehicles.

TEXTBOOKS

Textbooks are issued without charge to students. As these textbooks are public property, students using them are accountable for their condition. They are encouraged to protect them as they will be assessed the cost for any repair which is not due to "fair wear and tear". A book lost or damaged beyond repair, must be replaced. Students who lose textbooks shall take the following action:

- Ø check with the "lost and found" in the main office
- Ø if the book is lost, the student shall obtain a replacement by paying for the lost book in the main office.

UNASSIGNED PERIODS

During unassigned classes, all students are to be in the library, cafeteria or outside of the building. Students are not to loiter in halls or at their lockers during classes if they have a free period.

HEALTH & PHYSICAL EDUCATION POLICIES

The physical education programme is designed to develop

athletic skills in a variety of sports, fitness, and an appreciation of good health habits. Students are expected to wear gym shorts and/or track pants, T-shirt, gym socks and running shoes. NOTE: Do not leave valuables in the dressing rooms. Hillcrest does not assume any responsibility for lost, damaged or stolen property.

HILLCREST HIGH SCHOOL ATHLETIC PROGRAM

Only athletes who are FULL-TIME students and are in good academic standing, have good attendance, and proper Conduct of Behaviour standing may participate in the Interscholastic Program. If a student is removed from or quits a team, this student is automatically suspended from all athletic activities for one calendar year. An appeal may be submitted to the Athletic Director to forward to the Board of Appeal for review. Deadline dates for the seasons are as follows: Fall (Dec.1), Winter (April 1), Summer (June1). Check the Hawks Website for more information.

INTERSCHOLASTIC PROGRAM - ATHLETIC CODE OF CONDUCT

Members of Hillcrest's Interscholastic Program have certain responsibilities and expectations. These include:

- Ø A student's daily school work is the first priority. An acceptable academic standard must be maintained. Failure of one or more course(s) will require coach, teacher(s), administrator and parental approval for continued participation.
- Ø Athletic fees and uniform deposits are to be paid prior to the league start date.
- Ø Student athletes are role models for other students and are representatives of Hillcrest in the public. Commitment to school policy must be reflected at all times.
- Ø Course load regulations will be in effect and exceptions are always reviewed by Administration.
- Ø Attendance at all practices and games is mandatory.
- Ø Failure to comply with the above requirements will result in a review of present and future athletic eligibility by the Hillcrest High School Athletic Board of Reference.
- Ø If you are a new student to the school, it is your responsibility to apply to be eligible for interscholastic competition.

INTRAMURALS (SPORTS AT LUNCH)

Although Hillcrest is very proud of its record in interscholastic athletic competition, there is an opportunity for every student to enjoy healthy activity and keen competition in the Intramural programme. Stay tuned to announcements and watch the Athletic board to sign-up your team. Students will need their student card to participate in intramural activities.

EDUCATIONAL SERVICES AT HILLCREST

LIBRARY RESOURCE CENTRE

What can the library resource center provide for me?

- Ø Access to print resources including books, magazines, and daily newspapers.
- Ø Access to information in electronic format including on-line databases and the Internet.
- Ø A qualified Teacher-Librarian to assist with locating resources, developing research strategies, citing sources, recommending books for pleasure reading, and providing class seminars on Library Orientation, Research strategies and information evaluation.
- Ø Access to print resources from other OCDSB schools via inter-library loan.
- Ø A quiet place to study before and after school and during spares.
- Ø Access to computers for Internet and online research, word processing and working on other school projects accessible via the school's network.
- Ø A place to purchase the Essay Style Guide, pens, pencils, rulers, three-hole paper (lined, graph and plain), computer disks and bristol board.
- Ø Access to quality laser printer and photocopy services for the nominal fee.

Library Policy for Signing out Books Using the Student Id Card

Hillcrest students may have signed out a maximum of 5 items at any one time. A regular loan is two weeks but some items may be on overnight loan. The fine for late items is \$.25/item/school day to a maximum of \$10.00. If any item is lost, students are required to pay a replacement fee of \$20.00. Should the item be found later the student is refunded the replacement cost minus late charges owing.

RESOURCE ROOM/LEARNING CENTRE

The Resource Room/Learning Centre is open to all Hillcrest students. It is primarily available for students who require extra academic support. Emphasis is placed on helping students cope with subject content. Remediation techniques assist students in reading, writing and mathematics.

Students normally access the program through the Special Education Department. Referral may come from parents, teachers, counsellors, or the student.

The Resource Room is also used on a regular basis by students writing make-up tests, provincial tests (Gr. 9 Math and Gr. 10 Literacy) and university Math and Science competitions. It serves as a small computer lab and a quiet work and study room.

PSYCHOLOGICAL AND SOCIAL WORK SERVICES

A school psychologist provides services to students experiencing emotional, behavioural, or personal adjustment problems. A social worker can assist students and families when a crisis or social problem begins to hinder the student's adjustment or performance in school. A student is referred through Student Services, an administrator, teacher or quite often through a parent. Students may also seek help directly. **Note:** *OCDSB Youth Care workers are also available for short term intensive work. (Referral necessary)*

STUDENT SERVICES

Student Services is located next to the main office. Each student is assigned an individual counsellor and encouraged to meet with him/her at any time regarding a concern, difficulty, or just a question. Counsellors are available for academic, career, or personal counselling and can also help students/parents with the following:

- Ø Referral to outside agencies
- Ø Referral to the school psychologist/social worker
- Ø Referral to and co-ordination with resource support staff
- Ø Co-ordination of student concerns with school staff
- Ø Identification and follow-up of special needs students
- Ø Co-ordination of college/university applications/visits
- Ø Career counselling at each grade level
- Ø Workshops in various Counselling and Career areas.

To make an appointment with a Counsellor, students are asked to come to Student Services and fill out a Counsellor Appointment Form and deposit it in the holder labelled with the designated counsellor's name. On the following day, before the start of classes, students are requested to pick up the Appointment Form on which the counsellors will have scheduled a specific appointment time. Students will show the Appointment Form to the subject teacher and ask for permission to attend the appointment. After the appointment, the student will present the Appointment Form to the subject teacher, showing the counsellors signature and the time the appointment was completed. If a student is in need of an appointment with a counsellor for an emergency situation, he/she can come to

Student Services and ask to see a counsellor for an immediate appointment.

Hillcrest High School

Assessment, Evaluation and Reporting of Student Achievement^a

Guiding Principles

The primary purpose of assessment and evaluation is to improve student learning and the classroom program. Assessment and evaluation nurture self-esteem by providing plans for improving and enriching student performance.

Department evaluation policies for individual subjects will be given to students at the beginning of the school semester. The actual calculation and weighting of marks for any particular course is determined by the department responsible, in accordance with the requirements of Ministry guidelines and the characteristics of the course.

Students are responsible for:

- Completing the course requirements;
- Completing and submitting their own work;
- Submitting required assignments on the assigned due date;
- Producing work of the highest quality based on individual ability.

Teachers are responsible for:

- Providing a range of assessments and evaluations that will enable students to demonstrate their level of achievement;
- Monitoring the steps and processes involved in producing assignments, tests, and tasks to ensure individual accountability;
- Informing students of due dates in advance to allow sufficient time for students to complete an assignment, test or task;
- Using careful planning, with a clear emphasis on course expectations to provide opportunities for students to demonstrate learning.

^a Based on Procedure PR.584.CUR

- Giving timely feedback on assignments that enables students to improve before subsequent assessment or evaluation tasks.
- Consulting the Individual Education Plans for instructional and assessment accommodations.

Attendance and Student Achievement

- Irregular attendance hinders achievement and the development of learning skills. Parents/guardians will be contacted when issues of absenteeism arise. Parents will be asked to account for the absences.
- When students have missed or failed to complete an evaluation task, teachers will follow procedures according to OCDSB Procedure PR.584.CUR Attachment 1. (Available on the board website at http://ocdsb.ca/au_pp_main.asp)
- Expectations regarding attendance and the link to student achievement will be communicated to students and parents at the beginning of each semester.

Missed In-Class Evaluations (e.g. test, quiz, presentation, performance task, etc.)

- When students know in advance that they will be away for an evaluation (ex. Field trip, school sports, medical appointment), they are expected to make alternative arrangements with their teacher before the evaluation date.
- An unexpected but justified absence from an evaluation (e.g., illness) must be explained by a parental note or medical certificate submitted to the classroom teacher. A student's absence must be justified within two (2) days of return to school.
- Upon missing an evaluation, students are expected to communicate with the teacher immediately upon return to school in order to make arrangements with the teacher for a make-up test or an alternative task or assignment.
- Students must be prepared to complete this evaluation immediately upon their return to school (even if it is the same day). Students must note that it may not be possible to design and mark a replacement evaluation prior to the end of a

reporting period. In the meantime, teachers will use their professional judgement to estimate the degree to which students have achieved the expectations.

- At the discretion of the teacher, an “Incomplete” may be considered if expectations will be covered through other evaluations.

Missed or Incomplete Assignments

- Assignments are expected to be submitted in class on the due date. Students may submit a written request for consideration of an extension. A Hillcrest High School Recovery Contract is available from each student’s subject teacher or from the main office.
- If an assignment is submitted late without appropriate 3rd party justification, parents will be contacted and consequences may result in the assignment not being graded.
- The student who misses numerous evaluations will be referred to the vice-principal, who may call a case conference involving parents and student support staff, ask the student to work at school, serve an in-school sanction or assign a suspension with a work package.
- In most cases, work submitted after the initial assignment is marked and returned to the class is considered to be too late for evaluation, and will be awarded a zero. Students will be given an opportunity to demonstrate expectations; however, students must note that it may not be possible to produce a replacement evaluation prior to the end of a reporting period.

Academic Dishonesty

- In all classes, teachers will inform students of what constitutes academic dishonesty at the beginning of each semester. Students will be advised of the consequences of academic dishonesty and directed to the planner for further reference. See Academic Ethics and Academic Expectations, p. 16.
- Consequences will fall within the guidelines of the school code of conduct.

- Work that is plagiarized will not be included for grading purposes.
- Fraudulent work provides “zero evidence” of a student’s knowledge or skills related to the expectations being evaluated. Additional opportunities to demonstrate achievement of the defined curriculum expectations will be provided in consultation with the teacher, department head and an administrator according to a **scale of consequences**.
- A mark of “0” may be assigned if the student does not produce evidence of learning.
- Cheating on exams will result in a mark of “0”

EXAMINATIONS AND REPORTS

A summative component and a final examination is part of most course programs.

Examinations: Formal examinations are held at the end of each semester (January and June). Examinations this year will be written from January 23rd -30th and from June 16th – 23rd. Parents and students should not make plans which would involve a student being absent during these periods, since special examinations will not be set for students who are absent.

Although the examinations will be a significant factor in a student's evaluation, we cannot over-emphasize that a student's efforts and term work bear great weight in calculating the year's final standing. Students who are unable to write examinations for medical reasons must submit a medical certificate indicating the nature and duration of the illness. On the basis of this certificate, the school administration will study the student's record and progress and submit an aggregate mark where applicable. Students will not be excused from exams for family holidays or trips.

Completion of a Subject: Should a student fail a course, there are four alternatives available to compensate for such a failure:

- Ø attend a make-up course at summer school
- Ø repeat the subject at the same grade and level of difficulty
- Ø discontinue study of the subject and select an alternative (except in required subjects)
- Ø repeat the subject at a different level of difficulty

Reports: The school reports the student's progress four times a year. The dates are (Nov., Feb., April, June).

At the end of the school year, every student's record is reviewed by the school faculty, and the promotion decision is reported to the student and his/her parents on the final Report Card.

Records: Assessment of a student's programme and levels of achievement for the purposes of employment or further education are made on the basis of the transcript which is Section C of the Ontario Record System. Students also must be aware of the importance of this record and the necessity that it reflects the highest levels of achievement which they are capable of reaching.

HILLCREST HIGH SCHOOL AWARDS

JUNE AWARDS

E.W. Benoit Award

Awarded to two graduating students one female and one male who have combined good academic achievement with qualities of good citizenship and character. Two awards are provided from funds presented to the school by Mr. E.W. Benoit former English Department Head at Hillcrest High School.

B.L. Bradley Award

Awarded to a graduating student in honour of B.L. Bradley the first Principal of Hillcrest High School. The recipient of this award has made a major contribution to school life and is proceeding to post-secondary education.

Danielle Bueckert Memorial Award

Awarded to a graduating student who in addition to having high academic standing, demonstrates both artistic ability and a concern for nature and the environment.

Hillcrest High School

Alumni Award

Awarded annually to a graduating student of good academic standing who has made a significant contribution to the school and community. This award was initiated in 1986 for the 25th anniversary of the school.

Hillcrest High School

Citizenship Award

Awarded to a graduating student who has demonstrated consistent qualities such as hard work, perseverance, kindness and consideration toward their fellow students.

Hillcrest High School

Honour "H" Crest

Awarded to graduating students who have earned seven separate Honour Bars. Honour Bars are awarded for outstanding participation in school activities.

Hillcrest High School

Principal's Award

Awarded to a graduating student who has made the greatest contribution to the welfare of the school.

Hillcrest High School

School Council Award

Awarded to two graduating students. This award acknowledges contributions that extend beyond academic merit and provides recognition to the student who demonstrates an ongoing philosophy of giving in a voluntary capacity to activities that enhance the spirit of the community and school.

Hillcrest High School

School Council College Award

Awarded to two graduating students who have demonstrated a commitment toward their chosen career through thoughtful research, participation in co-operative education, job shadow or other work-related program and are planning to pursue a post-secondary college education.

Hillcrest High School

Special Recognition Awards

Awarded to graduating students who have done outstanding work in an area as yet unrecognized by other awards.

Hillcrest High School

Students' Council Award

Awarded to a graduating student who contributes most to student government and activities.

Hillcrest High School

Student Services Perseverance Award

Awarded annually to a graduating student who has demonstrated courage in adversity related to learning, perseverance in academics and leadership in school and/or community activities.

Hunt Club Dental Award

Awarded to a graduating student who is a caring, responsible student, has demonstrated strong interpersonal and leadership skills and is considered to be a contributing member of the community, school and supportive of his/her peers.

James Richardson Music Award

Presented for overall excellence in the music program.

Jennifer Robertson (Dresch) Memorial Award

Presented to a graduating student who has shown a genuine interest, natural ability, and enthusiasm in both physics and extra-curricular activities.

Jostens Award

Awarded to two graduating students, one male and one female, who have made outstanding contributions to school life.

Ken Crouch Science/Co-operative Education Award

Awarded to the graduating student who best combines interest, dedication and excellence in science and science-related co-operative education.

Stanley Labow Biological Science Award

Awarded to the graduating student who best combines academic excellence, desire to learn, and co-operation with others in the Biological Sciences.

Stanley Labow Physical Science Award

Awarded to the graduating student who best combines academic excellence, desire to learn, and co-operation with others in the Physical Sciences.

Lieutenant-Governor's Community Volunteer Award

Awarded to a graduating student for exemplary community contribution or outstanding achievement through volunteer activities.

David McGuinty Graduation Award

Awarded to a graduating student described as the most improved during his or her time in High School, as chosen by the teaching staff. The recipient has clearly demonstrated motivation, initiative and commitment to succeed and excel and has overcome hardship and persevered in the face of difficulties toward their goal of acceptance at university, college or apprentice program. This student has shown by their words and actions that they possess the qualities and characteristics we hope to instill in all our students and in our community.

Trisha Nagpal Memorial Award

Awarded to a graduating student, who in addition to having a high academic standing, also shows an appreciation for multiculturalism, including music and dance, and is active in school involvement.

Robert Nuttall/Amanda Larose

Memorial Award

Awarded to two graduating students, one male and one female, who have maintained a high scholastic standing and have contributed to extracurricular activities throughout their years at Hillcrest High School.

Ontario Principal's Council Award for

Student Leadership

Awarded to a graduating student who has demonstrated strong leadership in a number of school activities.

OSSTF District 25 Hillcrest Branch

Student Award

Awarded to two graduating students who have a good academic standing, demonstrate positive personal qualities, have contributed to school life and the community and are proceeding to post-secondary education.

Ontario Youth Apprenticeship Program

"Tools of the Trade" Bursary

"Awarded to the graduating student who participated in co-operative education and the Ontario Youth Apprenticeship Program in this school year and who is interested in pursuing a career in the skilled trades. This OYAP student has demonstrated their commitment to furthering their education and training by either continuing in the apprenticeship pathway, or by enrolling in a post secondary college program in the skilled trades field.

Spirit of Hillcrest Education Bursary

Rotary Club of Ottawa South

Awarded to two graduating students who have personified the essence of "a good student" through consistent attendance, commitment to learning, positive attitude and thoughtfulness to others. The intent of this bursary is to assist these students to realize their post-secondary ambition.

Solutions: Success for Life Award

Awarded to students who are entering the world of work, apprenticeship or college, have attained outstanding achievement in the view of their employers and co-operative education teachers in their co-op placement and have demonstrated dedication to pursuing a pathway to a career.

The Roger Taguchi Award

Awarded annually to a graduating student who has made the most outstanding contribution to the production of the yearbook. This award, donated by Jostens, is in honour of Roger Taguchi, former Science teacher at Hillcrest High School (1972-2004), who single-handedly produced the yearbook for seventeen years.

Jay Taller Memorial Award

Awarded to the graduating student deemed to be the most outstanding in mathematics courses taken at Hillcrest High School.

University of Toronto Book Award

Awarded to a graduating student who demonstrates superior academic performance, original and creative thought and exceptional achievement in a broad context.

Valedictorian

A graduating student chosen by his/her peers.

Governor General's Award

A bronze medal awarded to the student who graduates with the highest average upon graduation from a secondary school. At Hillcrest High School the average is based on the best 12 senior credits taken in the last 2 consecutive years leading up to graduation from the school.

FALL AWARDS

Gold Crest Certificate

Awarded to all students who earn 90% or higher in the best eight courses at the grades 9 and 10 level, and the best seven courses at the grade 11 level, taken in the academic year.

Hillcrest Honour Society

Awarded to all students who earn 80% or higher in the best eight courses at the grades 9 and 10 level, and the best seven courses at the grade 11 level, taken in the academic year.

SUBJECT PROFICIENCY AWARDS

Awarded to the outstanding student in each grade level in each subject area.

Arts

Visual Arts

Dramatic Arts/Horsehoe Award

Music/James Richardson Award

Bilingual

Géographie- neuvième année

Histoire- dixième année

Carrières- dixième année

Citoyenneté- dixième année

Business

Co-op

French Co-op Teachers Award

Ken Crouch Science/Co-operative

Education Award

Ontario Co-operative Education

Association Award

English

Guidance

Careers

Peer Tutoring

Health & Physical Education

Female

Male

Mathematics

Computer Science

Euclid Certificate of Distinction

Moderns

French

German

Spanish

Science

Social Science

Civics

Grade 9 Geography

Grade 10 History

Student Services

Careers

Peer Tutoring

Technological Studies (including Media Communications)

SPECIAL AWARDS

John Bethune Award

Awarded to the Grade 10 student achieving the highest over-all average.

Hillcrest High School Citizenship Award

Awarded to one student at each level who has demonstrated consistent qualities such as hard work, perseverance, kindness and consideration toward their fellow students.

Hillcrest High School School Council Award

Awarded to two undergraduate students, who have maintained satisfactory academic achievement as well as having made a significant contribution to the running of the school's extra-curricular activities or been involved in community work.

Amanda Larose Memorial Award

Awarded to a Grade 11 female student who has maintained high scholastic standing and has contributed to the extra-curricular life of Hillcrest High School.

Bill Mason Outdoor Education Award

Awarded to the student in the Outdoor Education course who has demonstrated outstanding skills development, personal growth, contribution to the class, environmental awareness, and an ability to appreciate the natural world.

Siobhan McLaren-Caux Memorial Award

Awarded to a student in each of grades 9 and 10 who has handled challenges with courage, integrity and consideration for others, while pursuing academic achievement.

Robert Nuttall Memorial Award

Awarded to a Grade 10 male student who has maintained high scholastic standing and has contributed to the extra curricular life of Hillcrest High School.

ATHLETIC BANQUET SPECIAL AWARDS

The L. F. Labrosse Award

Awarded annually to a boy in his graduating year who best combines athletic prowess, leadership within the athletic program of the school, and academic ability. This award was established in 1964 in honor of Mr. L. F. Labrosse, the first head of the physical and health department (1961-1964). Senior Male Athlete of the Year

The Ruth Coe Memorial Award

Awarded annually to the girl in her graduating year who best embodies athletic prowess, leadership and academic ability. This award was established in the spring of 1996 in the memory of Miss Ruth Coe, a physical education teacher at Hillcrest who was killed in an automobile accident in October, 1965. Senior Female Athlete of the Year

Hillcrest Junior Male Athlete of the Year

Awarded annually to the outstanding male junior athlete.

Hillcrest Junior Female Athlete of the Year

Awarded annually to the outstanding female junior athlete.

Brent Wood Memorial Award

Awarded to the graduating student who best displays sportsmanship and participation in a variety of school activities.

The Heart Award

Awarded annually to the athlete who, through efforts in one or more sports, displays the greatest ideals of sport and fair competition. This athlete exemplifies devotion, spirit strength of character and courage and plays with desire, passion and a commitment to their team.

Jim Taylor Memorial Award

Awarded annually to the individual who has made an outstanding contribution to the HAA intramural programme at Hillcrest High School.

Ulrich Hockey Award

Awarded to a dedicated team player who has made a significant contribution to the team effort through constant enthusiasm, sportsmanship and leadership. This award is presented in memory of Shawn Ulrich (1969-1989), a Hillcrest graduate (1988), avid athlete and respected defense man who is remembered for his courage and integrity. Hillcrest Hawks M.V.P.

The Geoff Hill Coaches Award

Awarded annually to a staff member at Hillcrest who through coaching exemplifies the ideals and spirit of sport and leadership. This award is presented in honor of Geoff Hill, Athletic Director and Head of Physical Education at Hillcrest from 1992-2006, and a teacher and coach in Ottawa high schools for thirty-eight years

Interscholastic Awards

Sport Medallions and/or Athletic "H" Letter, awarded upon graduation to students who have demonstrated character, leadership, and have participated in several sports throughout high school.

REMINDERS TO STUDENTS

IF

YOU ARE ABSENT, have your parent/guardian call the attendance line at the school and bring a note to the office when you return. Attendance Line 733-1755 (Box: 432) 24 hours a day.

YOU ARRIVE LATE TO CLASS, and are within 30 minutes of the start of the period, proceed directly to your class. You will be recorded as late by your teacher. If you are more than 30 minutes late, please sign in at the main office. All notes are to be filed in the main office.

YOU LEAVE SCHOOL DURING CLASS HOURS, sign out/in at the Main Office. A note must be provided by students, signed by a parent if the student is under 18 years of age.

YOU LOSE OR FIND SOMETHING VALUABLE, check in the Main Office.

YOU LOSE A TEXTBOOK, report the loss to your teacher as soon as possible. You are responsible for all texts issued to you and will be expected to pay for the replacement copy.

IF YOUR TEXT IS DAMAGED, you will be charged a \$15.00 damage fee.

YOUR LOCKER IS BROKEN INTO, report the incident to the Main Office as soon as possible. The school cannot be responsible for lost or stolen articles. Leave your valuables at home and keep your locker combination a secret.

YOU HAVE A NON-SCHEDULED PERIOD, you are to be in the library, or in the cafeteria. Loitering or wandering in the halls is not permitted.

YOU NEED TO USE A PHONE during regular class hours, use the public telephones. Office telephones are for emergency use only. Cell phones are not to be powered on or used in the school during instructional times.

THE FIRE ALARM SOUNDS, leave the building immediately. Follow your teacher's instructions and stay out of the building until you are notified to return by 3 bells. **DO NOT GO TO YOUR LOCKER.**

YOU NEED EXTRA HELP, speak to your subject teacher.

