



Académie Hillcrest Academy

265, rue Bladen, Laval, QC – H7W 4J8
450-688-3002

Student Identification

First name: _____ Last Name: _____

Address: _____

City: _____ Postal Code: _____

Emergency phone #s: _____

Email: _____

HILLCREST ACADEMY TEAM

Mary Lazaris

Principal
mlazaris@swlauriersb.qc.ca

Irene Tsimiklis

Vice-Principal
itsimiklis@swlauriersb.qc.ca

Dianna Giustini

School Secretary
dgiustini@swlauriersb.qc.ca

Tracey Molloy

Secretary
tmolloy@swlauriersb.qc.ca

Patricia Lyng

Daycare
plyng@swlauriersb.qc.ca

Carmela Andradi

After School Activities
haafterschool@outlook.com

Student Name: _____

Homeroom #: _____ Homeroom Teacher: _____

SCHOOL HOURS

Monday to Friday, arrival begins at **8:45 A.M.** and dismissal is at **3:35 P.M.**

Arrival	08:45 – 08:55
08:55—ALL students are expected to be in the building	
1 st Period	09:00 – 10:10
2 nd Period	10:10 – 11:10
AM Recess	11:10 – 11:25
3 rd Period	11:30 – 12:30
Lunch	12:30 – 13:30
4 th Period	13:30 – 14:30
5 th Period	14:30 – 15:30
Dismissal	15:35 – 15:45



It is important that students **arrive at school on time** daily and respect the teaching hours. Late arrivals disrupt the learning environment; these are recorded and students must report to the front office. Students will be given a late slip for any “unjustified” lates, after three late slips a detention will be served.

ARRIVAL AND DISMISSAL

Safety first! During arrival & dismissal times, students must be dropped off and picked up on the school side of CLEMENCEAU OR RENÉ COTY at the designated area for cars. Students cannot be dropped off prior to the supervised time from **8:45-8:55 A.M.** In the afternoon, the pick-up gate is open from **3:35-3:45 P.M.** During these times (8:45-9:00 / 3:35-3:45), pick-up or drop-off is **not permitted at the front office.**

For security reasons, students must not cross the street and are not permitted to walk alone to parked cars. All traffic signs and road regulations in the school zone must be respected. As well, we wish to respect the neighbours and ensure that driveways are never blocked.

Cars are NOT permitted in the bus lane from 8:35-9:30 A.M. and from 3:00-4:00 P.M. *If you do go through the bus lane when permitted, please drive **SLOWLY.*** The Laval police are vigilant and do not tolerate double parking. Please note that the school parking lot is reserved for staff members only.

IMPORTANT

PARENTS MUST AVOID MAKING DISMISSAL CHANGES.

These cause safety concerns for all students and delay bus dismissal. In urgent cases,

PARENTS MUST CONTACT THE OFFICE BEFORE NOON for any dismissal changes.

BUS TRANSPORTATION or PICK-UP: (450) 688-3002 ext. 5415

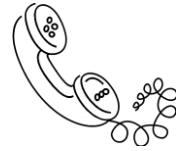
DAYCARE (450) 688-3002, ext. 3

CONTACTING THE OFFICE

Office hours are from 8:30 AM to 4:30 PM.

It is the parent's responsibility to report that their child will be **absent or late**. Please leave a message for the secretary before the beginning of class each day of your child's absence call 450-688-3002.

If you intend to **pick-up** your child during school hours, please make sure your child and the teacher are aware of it. Please send a written note to school in the morning. **Always remember to sign-in or sign-out your child in the binder at the school entrance.**



SCHOOL CLOSURES

In the event of inclement weather, for the most accurate and reliable information concerning any school closures, please consult the homepage of the school board **website** at www.swlauriersb.qc.ca, the Facebook page www.facebook.com/swlsb or call the Administrative Centre line at 450-621-5600 or 1-866-621-5600. In order to receive a text message in the event of a school closure, you may also sign up to the

REMIND app at:

http://www.swlauriersb.qc.ca/docs/parent%20info/2015_2016/Comm_email%20to%20parents_remind_october%202015.pdf

Various radio and television networks are informed but please note that we have no control over the message that is announced.

SCHOOL FEES

All school fees and daycare fees are an important source of funding that provides the materials and resources needed to offer students quality education. These payments are the responsibility of the parent and must be paid in full at the beginning of the school year. You may contact the Principal if you require a payment plan. **School fee payments** may be made by cash, cheque (payable to SWLSB), Debit, Visa, MasterCard, and, new this year **ONLINE payments**. Daycare may be paid by Cash, Cheque (payable to SWLSB) or ONLINE payments only. **NOTE: Daycare does not accept debit or credit card payments, as of yet. There is a \$5.00 fee for NSF cheques.** School fees which remain unpaid by May 15th of the current school year will be sent to a collection agency. Please note that a student's participation in field trips (including graduation) is conditional to the full payment of the school fees before the outing or graduation (please note that post-dated cheques and or agreements are not considered "payment-in-full").

STUDENT HEALTH

Hillcrest does not have a full-time nurse at the school. For the health of our school community, it is essential that sick students **remain at home**. Parents are asked to make sure that their child is well enough to come to school. Once in school, every student is to participate in all activities including outdoor recess, unless a medical note stipulates otherwise.

EMERGENCY CONTACT

The student health form with medical information must be completed by the parent for each student. Mobile and work numbers are required in order to communicate with the parents, a relative or a neighbour that can take care of the student in the event of an illness. If any contact information should change, please notify the office.

Parents will be telephoned and are expected to pick up the student that is unable to stay in school due to **illness, injury or fever**. The office phone is **not** for student use, the school secretary will phone home for any urgent matter.

For further information regarding health concerns, please contact the CSSS du Ruisseau-Papineau at 450-682-2952.

BUS TRANSPORTATION

Students within the school zone of Hillcrest Academy have transportation services. At the beginning of the year, these students will receive a pick-up and drop-off schedule from the Sir Wilfrid Laurier School Board Transportation Department.

Each student will be assigned a morning and afternoon bus stop. The morning bus stop can be different from the afternoon bus stop provided that it is the regular stop five days a week. Students are not permitted to change bus stops on alternate days, weeks or months.

Students with bus services may also attend the daycare on certain days provided that the student follows a **regular weekly schedule**. These arrangements are made prior to the beginning of the school year and the parent must provide a letter with the outlined schedule.

SCHOOL BOARD POLICY

CHANGING THE REGISTERED SCHEDULE FOR BUS SERVICE AND DAYCARE IS NOT PERMITTED.

With advance notice, any changes in the dismissal schedule can only be made twice during the school year and these can only begin after the Christmas break and the Spring break.

DISMISSAL CHANGES CAUSE SAFETY CONCERNS for all students and delay bus dismissal.

In urgent cases, **PARENTS MUST CONTACT THE OFFICE BEFORE NOON** for any changes.

Tel: 450-688-3002 ext. 5415

Students may only board their usual school bus and are not permitted to request a change of bus stop to attend another child's home. It is the parents' responsibility to write a note and make private transportation arrangements to accommodate such needs.

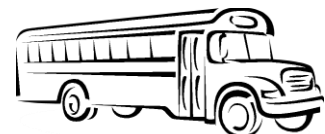
BUS SAFETY

Students must be at the bus stop 10 minutes ahead of schedule and never play in the street while waiting. They must always wait in single file for the bus to come to a complete stop before boarding or getting up from their seat to exit the bus. Students must get to their seat quickly and keep the aisle clear. They must walk a safe distance away from the bus so the bus driver can see them and check both ways to cross the street with caution; never run.

Students must respect the bus safety rules. The driver will issue **bus tickets** to students that do not exercise safe behaviour on the bus. Students with a bus ticket must report to the office to obtain permission to board the bus. Students with 3 bus tickets or more will receive a 3-5 day suspension from the bus. After 3 suspensions, your child risks being expelled from using the bus services.

BUS SAFETY RULES:

- REMAIN SEATED.
- Listen to the bus driver.
- Use a calm voice and polite language.
- Keep hands and objects to yourself, also away from windows.
- Resolve conflicts with respect.
- Keep the area clean.
- Don't eat or drink on the bus.
- Never tamper with the emergency exits.



DAYCARE

At the Hillcrest Daycare, our goal is to maintain a quality daycare service. The daycare offers arts & crafts, games, movies and outdoor activities. The daycare is open on pedagogical days and the service is available to all Hillcrest students. Reservation is needed for each individual pedagogical day. There may be additional costs for art teachers or specific animators. Please note that proper behaviour is expected from ALL students, after three warnings of misbehaviour a child will be expelled from Daycare or an After School Activity.

At the morning drop off, parents must drop off their child on the sidewalk and have them walk to the front door where a daycare staff member is waiting to greet them.

Daycare hours: Opens at 7:00 AM and closes at 6:00 PM.

Regular flat rate: Min. 3 days per week users will be charged the rate according to the Ministry

Occasional rate: \$ 11.00 /day (AM, PM or both).

Please note that fees will be charged for late pick-ups after 6:00 PM.

For registration, please contact the Daycare Technician **Patricia Lyng** at **450-688-3002 ext. 3**

SCHOOL BOARD POLICY

CHANGING THE REGISTERED SCHEDULE FOR DAYCARE AND BUS SERVICE IS NOT PERMITTED.

With advance notice, any changes in the dismissal schedule can only be made twice during the school year and these can only begin after the Christmas break and the Spring break.

DISMISSAL CHANGES CAUSE SAFETY CONCERNS for all students and delay bus dismissal.

In urgent cases, **PARENTS MUST CONTACT THE DAYCARE BEFORE NOON** for any changes.

HOMEWORK DURING DAYCARE

The daycare service offers homework support after school and provides students with an appropriate place in which to work within a set period of time (20-30 minutes—*students registered in after-school activities might miss out on the homework period*). Students without homework are required to read. Students and parents remain responsible for homework completion, follow up and agenda signatures.

AFTER-SCHOOL ACTIVITIES

Hillcrest Academy is proud to offer a wide range of after-school activities such as Greek, Hebrew, Basketball, Soccer, Floor Hockey, Cooking, Catechism, Karate, and Yoga (*list subject to change*). Parents may register their child for the activity sessions. Details regarding schedules and costs are available by visiting our school website during the registration periods.

For further information, please contact: Carmela Andradi at: haafterschool@outlook.com



REMINDER

To ensure safety, educators verify attendance of every student registered for an activity.
PARENTS MUST CONTACT THE OFFICE before NOON, when the student will NOT be attending.

Tel: 450-688-3002 ext. 5415

UNIFORM AND PERSONAL PROPERTY

The Hillcrest Academy Governing Board has mandated a **uniform policy** for all students. School uniforms increase safety, work habits, school spirit and sense of unity, while minimising socioeconomic status, non-academic distractions and morning stress. The uniform supplier is Top Marks. You may visit www.topmarks.ca for more information.

OUR UNIFORM INCLUDES:

- White or light blue polo with school crest (long/short sleeve)
- Mock neck sweater
- Navy cardigan
- Navy pants, Bermuda shorts, tunic or skirt
- White or navy socks
- Comfortable *indoor* shoes AND *outdoor* shoes



PHYSICAL EDUCATION

Students are responsible for wearing the proper P.E. uniform. For hygienic purposes, students in grades 3-6 cannot wear their **phys. Ed. clothes** for the rest of the day and are expected to bring a change of clothes (*as mentioned in the school supplies list*).

- White or light blue T-shirt with school crest
- Navy blue shorts or jogging pants
- Non-scuffing athletic *indoor* running shoes (*for safety and hygiene*)—please refer to the school supplies list for more information regarding appropriate physical education footwear.

All students require **INDOOR shoes** and **OUTDOOR shoes**. For safety, shoes must be worn with **laces** tied at all times. All students must practice and learn to tie shoe laces at home. Shoes with Velcro are highly recommended.

Students are expected to dress **appropriately for the weather**. It is recommended that students keep a clean **change of clothes** at school. Parents should ensure that ALL articles of clothing, winter wear and school items are **labeled** with the student's name. Having a school uniform means that all students have identical clothing; labels with **nametags** are essential in helping to identify items. Belongings often get misplaced and students are encouraged to look in the *lost & found* box if they have lost an item.

ITEMS NOT PERMITTED

Clothing with stripes, logos, jeans, track pants, leggings, jeggings, short skirts/shorts, low-cut tops, flip-flops, open-toe sandals, shoes with wheels, bright colored or flashing shoes, high heels/platforms, visible makeup, bright hair colour, facial piercing, long or large loop earrings, caps (indoors), leather footballs, chewing gum, toys, cell phones, cameras, MP3 players, etc.

To ensure safety and avoid loss/damage, electronic devices as well as any item viewed as unsafe or inappropriate will be confiscated by staff members.

RECESS REGULATIONS

All students will be required to go outside during the morning recess and the lunch recess. Students are expected to always dress appropriately for the **weather** and wear boots, snow pants, gloves and a hat during the cold months and slushy periods. Students must wear a pair of **outdoor shoes** to play outside. Students must:

- PLAY SAFE (rough play is NOT tolerated).
- Use respectful language and actions.
- Follow safety rules and instructions.
- Stay within the designated play area.
- Dress for the weather (outdoor shoes).
- Respect property and the environment.

Only students with a written **medical notice** explaining a serious health condition will be permitted to remain indoors. It is recommended that students keep a clean **change of clothes** at school. Students will remain indoors in the case of rain or severe weather conditions.

LUNCHTIME

Students must bring a **healthy** lunch and snacks to school. A hot meal supplied by Piccola Gioia catering service may be ordered in advance for the cost of \$5.50/meal, see monthly order forms for menu choices. For more information, you may visit www.traiteurpiccolagioia.com for ONLINE ordering. Please note that microwaves are not available.

HILLCREST ACADEMY GOOD NUTRITION STATEMENT *Approved by the Governing Board – 06/13*

Hillcrest Academy is dedicated to promoting a setting that fosters good eating habits. The staff and administration encourage all students to eat healthy foods. Please provide a **nutritional** lunch and snack for your child to enjoy: *yogurt, cheese, fruits, raw vegetables, low-fat breads, whole-grain cereals, rice cakes, dried fruits or granola*. Also, visit Health Canada Smart Snacking at <http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/using-utiliser/snacks-collations-eng.php>

NUT-FREE ENVIRONMENT

Foods containing nuts or peanuts are **NOT permitted** and lunches or snacks must not be shared. Students should not bring soft drinks, fast foods, chocolate bars, candies, chips or other sugary snacks. Sending edible treats for classmates is not permitted; this includes birthdays and special occasions.



LUNCHTIME REGULATIONS

In order to maintain a calm atmosphere for students during lunchtime, students are expected to **respect** the authority of lunch supervisors at all times. Failure in following the lunch regulations will result in disciplinary action.

- I am respectful towards all supervisors.
- I speak politely and use an indoor voice.
- I ask permission to leave the group.
- I keep my area clean.
- I follow recess rules and instructions.
- I stay in view of my supervisor at all times.

TCBY FUNDRAISING

Once a week, students can enjoy a **frozen yogurt**. Order forms are sent home and all proceeds go towards the purchase occupational therapy equipment to assist students with special needs or difficulties.

HOMEWORK

Hillcrest places emphasis on the acquisition of both English and French language skills and the development of competencies associated with other subjects. Students learn to complete assignments, meet deadlines and develop study skills. Through homework assignments, parents are provided an opportunity to be part of their child's school life and to recognize the value of home-school collaboration.

Students are responsible for their homework assignments. They are expected to **complete homework well and on time**. Students must be prepared with all the necessary materials, listen to instructions, put effort in their work, and take care of belongings/school supplies. Reading is the most essential skill necessary for school success and is an expected aspect of each student's daily homework.

HOMEWORK TIPS TO FOLLOW

- Write your homework legibly in your agenda daily.
- Pack your school bag with everything you need, and not more.
- Do your homework at the same time and place every day.
- Take out your agenda and all of your materials.
- Read in English and French every night or have someone read aloud to you.
- Remember to study, even if a test is not the next day.
- Ask for help if you don't understand something.
- Plan out when you will work on projects before they are due.
- Have a parent sign your agenda to check that everything is done.



HOMEWORK DURING DAYCARE

The daycare service offers homework support after school (20-30 minutes – please note that students registered in after school activities may miss the daycare homework period) Students and parents remain responsible for homework completion, follow up and agenda signatures.

LIBRARY

There is a great selection of books available for you to read and enjoy! All students have regularly scheduled library period. Although we do not assess fines for overdue books, all parents are asked to ensure that books are returned promptly and remain in good condition.

- Students are able to borrow books for one week.
- Books must be returned on time and may be renewed, if needed.
- A fee will be charged for lost or damaged books.



PARENT/TEACHER COMMUNICATION

September 7, 2017	Meet the teacher night
December 7, 2017	Parent/Teacher night
March 1, 2018	Parent/Teacher night
End of June	June 22, 2017



In addition to these set dates, should you have any concerns regarding your child, you may leave a message, email or set an appointment time in order to communicate with a teacher.

Working hours are from 9:00 AM to 4:00 PM during which teachers are in the presence of students and may not have access to emails or telephones. Teachers may verify messages outside of these hours and will do their best to respond within a few days at the discretion of their schedule.

Please note that in order to maintain positive, productive and collaborative exchanges between staff members and parents; we expect all communications with our staff to be done in a respectful manner. **Intimidation or verbal abuse** of any kind will not be tolerated towards staff members or school professionals, and will be reported.

FIELD TRIPS

Field trips are organised by teachers and serve to enrich the learning experience of the students. The cost of each field trip will vary and must be self-financing. Parents will be charged for the cost of the trip and the transportation required. To avoid loss, we ask that parents send **CHEQUE PAYMENTS ONLY**, payable to Hillcrest Academy or **SWLSB**.

Students may participate in an activity if signed **permission slips** are returned by the due date along with the payment. **If school fees are not paid-in-full students will not be allowed to go on field trips.** Students must be dressed appropriately for the outing and a fully disposable lunch must be provided for all-day trips.



POLICY FOR POSITIVE BEHAVIOUR AND CONDUCT

Approved by Governing Board – 04/14

The Hillcrest Academy Policy for Positive Behaviour aims to create a safe, caring and collaborative community that develops students' self-esteem, encourages academic curiosity and promotes life-long learning. This policy is based on the central belief that all students have **rights and responsibilities** (see page 15). All students have a **right** to learn in a safe and respectful environment. All students have an **obligation** to choose behaviours that do not infringe upon the rights of others.

The school-wide discipline techniques consist of **rules, routines and interventions** that are implemented by all Hillcrest staff to support positive behaviour and respond to student impropriety. Student misbehaviours may lead to the following: reflection period during recess/lunch, removal of privileges, detention, special work assignments, and/or communication with the parents. Our policy is designed to encourage positive behaviours and to help students understand when they have chosen to behave inappropriately.

Hillcrest Academy students are expected to follow this behaviour and conduct policy:

1. I arrive on time; I am punctual for classes and dismissal. *Parents must sign-in late arrivals.*
2. I am ready with all the necessary materials to complete my work, PE clothes and library books.
3. I wear my uniform and dress appropriately with proper footwear and clothing for the weather.
4. I do not bring a cell phone, electronic devices or any inappropriate item to school.
5. I am calm and walk quietly at all times when circulating in the hallways, stairs and washrooms.
6. I follow recess rules; play in designated area and line-up calmly to enter when the bell rings.
7. I respect the lunch supervisor and follow the lunchtime rules.
8. I show respect towards others and use polite language.
9. My behaviour is always safe and never careless. Aggressive acts or threats are not tolerated.
10. I respect my school environment and the property of others. I am responsible when using the school equipment and must replace any lost or broken materials.

CHARACTER BUILDING

Every month, we pick a theme and have a school wide assembly to promote the month's character trait to be developed.

LEADER BY EXAMPLE CERTIFICATES: Homeroom teachers acknowledge selected students that show an exemplary behaviour in school.

ANTI-BULLYING & ANTI-VIOLENCE PLAN (ABAV)

Approved by Governing Board – 04/14

As defined by **Law 19**, bullying can be physical, verbal or non-verbal intimidation. It is a repeated aggressive behaviour that is **persistent, intentional**, and involves an imbalance of power. If you are a victim of bullying or a witness to bullying, speak up and make your voice be heard until someone helps. **Tell a teacher, a supervisor, a parent, the administration or a trusted adult.**

The word **bullying** means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.

The word **violence** means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

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

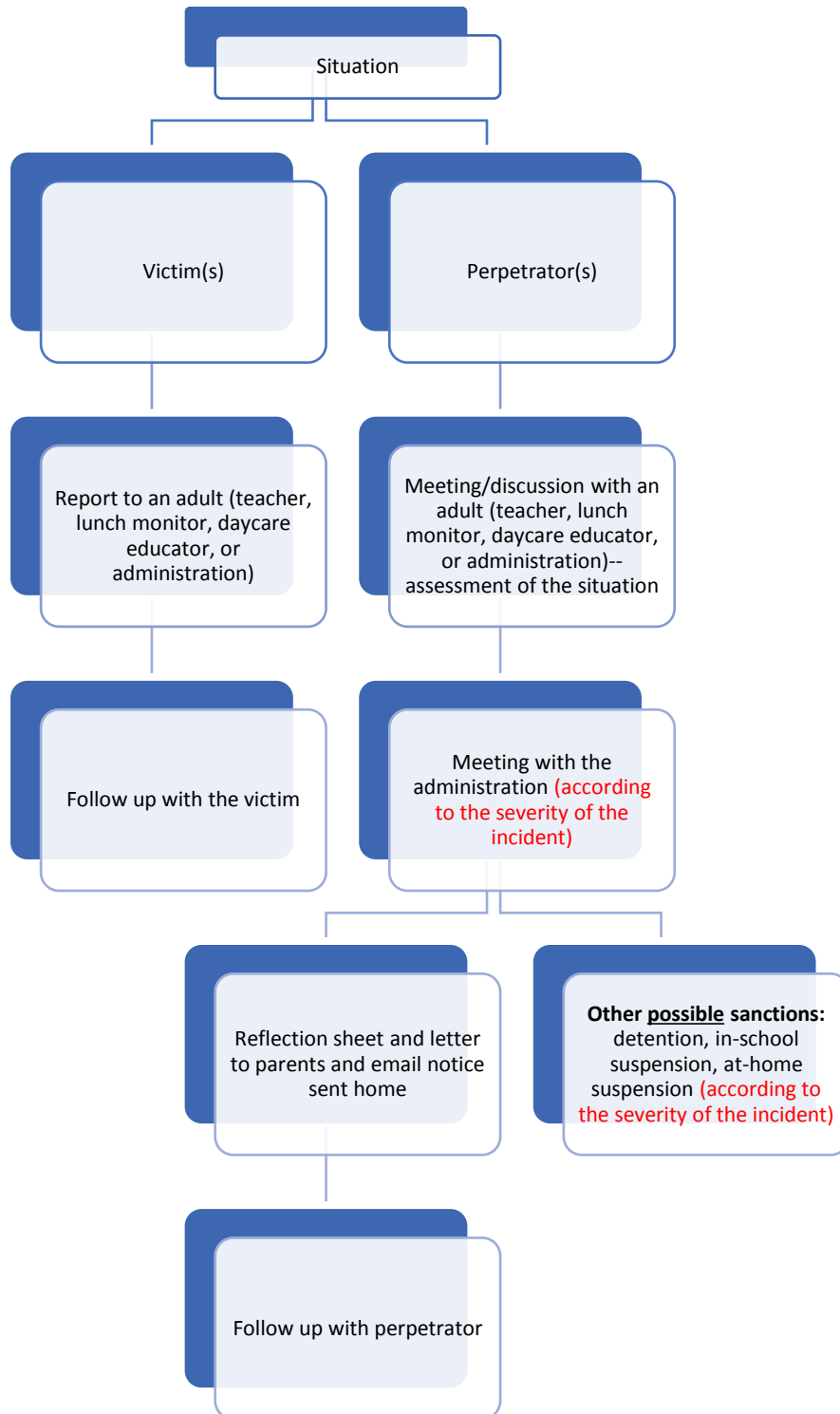
Bullying is not fighting; it is aggression with an imbalance of power and not necessarily a physical fight. A jostle, fight, insult or threat restricted to two individuals on equal power footing is not considered bullying. *These definitions are from law 19 and are not created by our school.*

The full version of our ABAV plan is posted on our website www.swlauriersb.qc.ca/schools/hillcrest.



DISCIPLINE CHART

This chart represents the path which is generally taken at Hillcrest when a discipline issue occurs; however, all situations are different and the path may be altered by the administration accordingly.



VOLUNTEERS

Hillcrest Academy greatly appreciates the support of volunteers in helping with student activities. This year, **All New Volunteers** must complete the annual *Judicial Record Declaration form* available on the school website, and bring it to their local police office for approval.



Volunteers and guests must wear a volunteer badge and are required to *sign-in/sign-out* upon arrival and departure. Volunteers are expected to stay in the area of the school or yard in which they volunteered to assist. Volunteers should refrain from discussing their child's progress with the teachers; please make an appointment, if needed.

For safety reasons, during student dismissal after any event, volunteers should wait outside at the main entrance. Notification must be made 24 hours in advance if you are changing the regular dismissal schedule of your child.

IN ALL CIRCUMSTANCES, VOLUNTEERS MUST SIGN-OUT THEIR CHILD UPON EARLY DEPARTURE IN THE BOOK PROVIDED!!

STUDENTS' RIGHTS AND RESPONSIBILITIES

AS A STUDENT, I HAVE THE RIGHT...	AS A STUDENT, I HAVE THE RESPONSIBILITY...
to an education;	to learn and to respect other people's right to learn;
to be loved and respected;	to show care and respect towards others;
to be protected from harm or neglect;	not to hurt or bully another person;
to be heard;	to listen to others;
to freedom of thought, culture and beliefs;	to respect another person's thought, culture and beliefs;
to a clean environment at home and at school;	to keep property clean and to respect the environment;
to sufficient food;	not to waste food;
to proper medical care;	to take care of my health and hygiene;
to special care for special needs;	to be the best I can be;
to relax, play and join in activities;	to include everyone in games and activities;
to make mistakes.	to learn from my mistakes.

COMPUTER POLICY AND ONLINE SAFETY

I have read the Sir Wilfrid Laurier School Board Policy on the Use of Information & Communication Technology [LINK](#) and I hereby agree to its terms.

NAME OF THE PARENT/GUARDIAN _____

SIGNATURE OF THE PARENT/GUARDIAN _____

SIGNATURE OF THE STUDENT _____

DATE _____



STUDENT AND PARENT AGREEMENT/AUTHORISATIONS

1. I authorize the teachers to take my child on a walk around the neighborhood for educational purposes. **YES** **NO**

I confirm that I understand and will respect the Hillcrest behaviour, anti-bullying and violence plan and conduct policy with my parents. As a student, I recognize my right to learn, feel safe and be respected. I also recognise my responsibility to learn; to permit others to learn and feel safe; and to treat others with respect.

Student Name: _____

Group: _____

As a parent, I will respect the school regulations and agree to support my child in respecting the Hillcrest behaviour policy so that s/he may succeed to the best of his/her ability. I understand my role and accept the responsibility to reinforce and to model the expected behaviours as described in the school's code of conduct policy.

Parent Name: _____

(Please print)

Parent signature: _____

Date: _____



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

USE OF IMAGE AND NAME (YOUTH)
AUTHORIZATION FORM

Student's name: _____	Id. Number: _____
School: _____	
Year: _____	Level: _____

The Sir Wilfrid Laurier School Board is seeking your permission to take photographs and videos of your child, namely during school or extracurricular activities, and to distribute or publish the work done by your child during these activities. With your consent, images or the work of your child could be distributed or published for promotional, educational or information purposes.

I hereby confirm being the parent/guardian of the above mentioned student and I understand that the Sir Wilfrid Laurier School Board, its employees and partners wish to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, without any compensation to me whatsoever, in the following cases:

- | |
|--|
| <ul style="list-style-type: none">• On the website, Facebook page and/or any other social media authorized by the School Board and/or the school |
| <ul style="list-style-type: none">• In the media (ex.: newspapers, television) |
| <ul style="list-style-type: none">• In the school or School Board publications (ex.: leaflets, brochures, news releases, newsletters) |
| <ul style="list-style-type: none">• For the school's internal use (ex.: bulletin board, school journal) |

I AUTHORIZE the Sir Wilfrid Laurier School Board, its employees and partners to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, without any compensation to me whatsoever, in the cases listed above:

Name of parent / guardian (please print)

Signature of parent / guardian

Date: _____

I DO NOT AUTHORIZE the Sir Wilfrid Laurier School Board, its employees and partners to take, distribute and publish images of my child (photographs or videos) and/or his or her productions (texts, drawings, work, etc.) as well as his or her name, in the cases listed above:

Name of parent / guardian (please print)

Signature of parent / guardian

Date: _____