



Northern Gateway  
Public Schools

## Student/Parent Handbook 2016/2017

**HILLTOP HIGH SCHOOL**  
A great place to learn . . . and more!



71 Sunset Boulevard, Whitecourt, Alberta T7S 1N1

Telephone 780.778.2446

FAX 780.778.8818

Website: [www.hilltophigh.ca](http://www.hilltophigh.ca)

Email: [hilltop@ngps.ca](mailto:hilltop@ngps.ca)

Twitter: [@ngpssth](https://twitter.com/ngpssth)

Facebook: [www.facebook.com/hilltophighschool](http://www.facebook.com/hilltophighschool)

# TABLE OF CONTENTS

WELCOME .....	3
Vision, Mission and Motto Statement .....	3
GENERAL SCHOOL INFORMATION	
A. Attendance/Lates.....	4
B. Bell Times and 4Day Timetable Matrix.....	4
C. Communication.....	6
D. Emergency Procedures .....	6
E. Extracurricular Opportunities .....	6
F. Extracurricular Policy.....	6
G. Final Exams.....	8
H. FOIP and Media Consent .....	8
I. Friends of Hilltop School Council (FOH) .....	8
J. Grade 10, 11 and 12 Timetables .....	8
K. Graduation Policy .....	8
L. Inclement Weather .....	9
M. Medical Conditions/Dispensing of Medication .....	9
N. Scholarships .....	9
O. School Act .....	10
P. School Expectations (Dress, Cell Phones, Headwear, Lates/Attendance and Respectful Communication) .....	10 11
Q. School Map .....	11
R. Smoking, Vaping and Restricted Areas .....	12
S. Student Fees .....	12
T. Student Programs.....	12
U. Students' Important Telephone Numbers .....	13
V. Valuables .....	13

## **WELCOME**

Welcome to Hilltop High School for the 2016-2017 school year.

The purpose of this student handbook is to familiarize students and parents with Hilltop High School's educational program. Both the rights and responsibilities of students are listed in the handbook. In addition, the various programs and opportunities available at Hilltop are highlighted. A primary goal of the staff at Hilltop is to maintain open lines of communication with all students and their parents; we hope this handbook will assist that process.

This handbook is designed to be used on a daily basis; it can be beneficial in planning and can assist as a study tool. Any suggestions from students or parents that would make this handbook even more useful are welcomed. Continued cooperation between the school, students, parents and the Whitecourt community is a major reason Hilltop High School is "A great place to LEARN . . . and more!"

Sincerely,

*The Hilltop Administration*



## **VISION STATEMENT**

*Hilltop High School strives to be a community where all members conduct themselves with dignity and exhibit the highest standards of behavior as we pursue our personal best, in academics and in life.*

## **MISSION STATEMENT**

*Our mission is to support students in their academic pursuits, citizenship development, self-confidence building and visionary thinking while instilling a passion for life-long learning.*

## **MOTTO**

*"A great place to LEARN ... and more!"*

# GENERAL SCHOOL INFORMATION

## A. ATTENDANCE/LATES

The Attendance Policy at Hilltop High School is as follows:

- Regular attendance and punctuality is the responsibility of the student and his/her parent as the student is required in all classes.
- The parent or guardian is responsible for advising the school of his/her child's absences and lates by telephoning the school 780.778.2446 prior to, or on the day of the absence. Unconfirmed absences will result in the school's automated system phoning the parent or guardian that evening to advise of the absence.
- Classes missed and lates acquired because of school authorized activities will not be considered absences.
- Students who leave the school during their classes must sign out at the office prior to leaving the school grounds. A parent or guardian must sign out the student or call in for the absence to be considered excused.
- Students are not allowed to leave the school during the 5 minute break, unless the student has a spare immediately following the break.
- Students who are late but do not have a parent call are expected to serve a 15 minute detention. After, three such detentions have been acquired without being served; students will serve a half day in-school suspension.
- Students will not be admitted to class after an absence which has not been acknowledged by a parent or guardian unless an exam is being written in that block.
- Students who are late or were absent will require an admittance slip from the office unless a call is received prior to the first block bell. Admission slips are issued once the phone call is received.

Procedures will be established for students with attendance and/or late concerns. Hilltop considers this the most important issue regarding success in school and will be strictly enforcing the attendance and late policy. Check with the main office and/or our website for the complete policy.

## B. BELL TIMES & 4 DAY TIMETABLE MATRIX

9:00 A.M.	Warning Bell
9:05 A.M.	Block 1
10:11 A.M.	Break
10:15 A.M.	Block 2
11:21 A.M.	Break
11:25 A.M.	Block 3
12:31 P.M.	Lunch Break
1:11 P.M.	Warning Bell
1:15 P.M.	Block 4
2:21 P.M.	Break
2:24 P.M.	Block 5
3:30 P.M.	Dismiss

#### 4 DAY TIMETABLE MATRIX

Hilltop High School uses a modified rotating block schedule. All courses are on a 4-day rotation.

	Day 1	Day 2	Day 3	Day 4
Block 1 9:05-10:11	<b>A</b>	<b>B</b>	<b>A</b>	<b>B</b>
Block 2 10:15-11:21	<b>B</b>	<b>A</b>	<b>B</b>	<b>A</b>
Block 3 11:25-12:31	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
~ Lunch ~				
Block 4 1:15-2:21	<b>C</b>	<b>D</b>	<b>C</b>	<b>D</b>
Block 5 2:24-3:30	<b>D</b>	<b>C</b>	<b>D</b>	<b>C</b>

Please refer to the yearly calendar of designation of Day 1, Day 2, Day 3, etc., as well as other important dates (i.e. parent-teacher interviews).

#### FLEX Day Matrix

FLEX Block provides an opportunity for students to enhance their learning through one-on-one or small group tutorials. On FLEX Days, the period before lunch will be utilized for Student Tutorials. There are 20 such days scheduled for the 2016-17 school year. The FLEX Block, itself, will alternate typically between Math/Social/Other tutorials and English/Science/Other tutorials. Please see the calendar for specific dates.

	Math/Social/Other	English/Science/Other
Block 1 9:05-10:11	<b>A</b>	<b>B</b>
Block 2 10:15-11:21	<b>B</b>	<b>A</b>
Block 3 11:25-12:31	<b>FLEX</b>	<b>FLEX</b>
~Lunch~		
Block 4 1:15-2:21	<b>C</b>	<b>D</b>
Block 5 2:24-3:30	<b>D</b>	<b>C</b>

Please Note: FLEX BLOCK is mandatory for all Grade Nines. During FLEX BLOCK time, Grade Nines will have a series of information sessions, assemblies and review/ key concept building in order to help them adjust to the rigor of high school.

## **C. COMMUNICATION**

Every staff member has voice mail and email. To access voice mail, please call the school, 780.778.2446. To access email, type the firstname followed by a period then the lastname @ngps.ca (i.e.:[john.doe@ngps.ca](mailto:john.doe@ngps.ca)). The School's general mailbox is [hilltop@ngps.ca](mailto:hilltop@ngps.ca). We aim for a 24 hour turn around.

As well, we use Remind as a means of communicating various school activities and events. Feel free to sign up by texting (587)316.7407 with the message @hilltophig.

On occasion we also access a phone fan out system to relay important information. Please ensure we have an up to date phone number and email address with which to contact you.

## **D. EMERGENCY PROCEDURES**

1. Each classroom has an emergency exit map posted near the door. When the alarm rings, the class is to proceed quickly and quietly in an orderly fashion (single file) out the appropriate exit door. Students are to remain in a line outside the school until further instructions are given from the teacher.
2. Lockdown drills will be practiced during the school year to ensure student safety in case of an internal or external threat. During lockdown, students are expected to remain quiet and in the classroom until the drill is over.
3. If the alarm rings during the break, students must exit through the nearest exit and proceed outside to the teacher they had in their last block.

## **E. EXTRA-CURRICULAR OPPORTUNITIES**

Hilltop High School's motto is that it is "*A great place to LEARN . . . and more!*" The tremendous cooperation between the students, parents and staff ensures that Hilltop is a great place to learn. The dedication of staff, parent and community volunteers to the extracurricular programs allows Hilltop to proudly boast the 'more' part. An extensive and successful athletic program sponsors more than twenty school teams. We have hosted and qualified for various provincial competitions in recent years. Students are encouraged to participate in provincial and national student leadership conferences. Students have had the opportunity to participate in provincial competitions for School Reach. Field trips have taken physical education students hiking in Mt. Robson Provincial Park in B.C., Marine Biology students to Mexico and French students to Quebec. Drama students have annual productions, while art students hold annual shows. In addition, believe it or not, there is more! There is something for every student, regardless of interest. Staff members are always exploring new student interests. Get involved and enjoy!

## **F. EXTRA-CURRICULAR POLICY**

### **1. Philosophy**

Extra-curricular experiences should enhance our school's program by offering our students an opportunity for positive studentship.

### **2. Objectives**

The Hilltop High School Extra-curricular programs will:

1. provide an opportunity to develop technical skills used in each of the activities;
2. promote good sportsmanship and fair play on and off the field;
3. promote a good fundamental understanding of the rules of the competitions;
4. promote a good fundamental understanding of the basic strategies of the sport/activity;
5. promote a healthy attitude towards hard work and play during practices and games;
6. promote a healthy attitude towards team commitment;
7. promote healthy personal and social skills (i.e. self-confidence, self-esteem, cooperation, communication, self-respect).

### 3. Responsibilities

Northern Gateway Public Schools bears the ultimate responsibility for the safe operation of the extra-curricular program. Therefore, compliance with any of the School Division's guidelines is imperative. The Hilltop High School administration and staff act as the working representatives of the School Board; therefore they will share responsibility of facilitating a safe and successful extra-curricular program.

Hilltop High School will endeavor to provide the opportunity for coaches to attend National Coaching Certification Program courses. Application for financial assistance can be made at the successful completion of the program and after one season of coaching a Hilltop team or sport. Applications are to be submitted to an administrator.

### 4. Coaches Extra-Curricular Responsibilities

Coaching positions are held both by teacher and out of school volunteers. More specific coach responsibilities are provided in the coaches' handbook.

### 5. Participant Responsibilities

Every student registered at Hilltop High School for a minimum of 800 minutes per week of instruction, is under nineteen as of September of the school year and has been registered in a high school program for three years or less is eligible to participate in the extra-curricular program, providing that he/she is in good standing in the following areas

1. **ACADEMICS** - students involved in extra-curricular activities are expected to maintain acceptable work habits in their classes. Assignments and homework expectations are to be kept up to date. If it is determined, by the administration in consultation with teachers and parents, that extra-curricular participation is adversely affecting a student's performance in school, that student will be required to withdraw from the activity.
2. **ATTENDANCE** - students are expected to maintain regular attendance at school in order to be eligible for extra-curricular events.

**Students absent from school are not eligible for any extra-curricular event (such as performances, practices or games) that day unless prior arrangements have been made with the administration. If a student misses a class due to a doctor or dentist appointment, a medical note indicating the appointment time is necessary.**

3. **BEHAVIOR** - students are expected to follow the rules and expectations of the school whenever they are representing Hilltop High School. Failure to do so will result in the student being required to withdraw from the activity.

In addition, participants will be responsible for:

1. meeting the teacher's/coach's practice attendance standards (i.e. the coach must be informed prior to practice time if the player is to absent);
2. meeting the school's behavior standards; displaying respect towards teammates, teachers, coaches, opponents, officials and supervisors, in order to fulfill their role as positive ambassadors of Hilltop High School;
3. showing respect for the equipment and facilities;
4. assisting in facilitating of the competitions (i.e. act as minor officials, set up, clean up, etc.);
5. respecting and taking proper care of the school uniforms. (after the last competition the uniforms shall be handed in to the teacher/coach);
6. refraining from any illegal activities;
7. behaving appropriately either during school or while part of an extra-curricular activity, violation of this may result in disqualification of eligibility from other extra-curricular opportunities;
8. understanding that if they feel unfairly treated, they are to discuss their concerns with their teacher/coach. Administration may be present, at their request.
9. completing and honouring the contract they signed for each individual activity.

## G. FINAL EXAMS

These dates are already in the calendar of this agenda. Many are preset by Alberta Education and CANNOT be changed; therefore, please plan any holidays accordingly.

## H. FOIP AND MEDIA CONSENT

(Collection of Personal Information Notice under s. 39 of the FOIP Act)

All students are required to complete a FOIP and Media Consent form when they register.

➤ Schools use personal information to provide educational programming and a safe school environment. A student's personal information, including photographs, may be used within the school and division for school purposes (e.g. school calendar, newsletter, yearbook, etc.). If the student's personal information is going to be used for any purpose outside the school or posted on external websites, schools must obtain consent from parents/guardians. **Please Note: Consent can be revoked at any time by contacting your child's school.**

➤ Classrooms are not public places, and the school controls who has access to school property and students on school property. When schools invite spectators, family, friends, media and the general public into the school, the event becomes a public event (e.g. school concert/assembly). Anyone may take photographs/videos at a public event and the school has no control over how these images may be used. The media are expected to proceed responsibly and cooperate with schools that have invited them to participate in school events. Pictures taken by school staff, at public events, may be used for school purposes; however, these photographs may not be used for promotion of the school without obtaining parental consent.

If you have any questions or concerns or objections regarding the collection and the intended purposes, please contact the school, Phone: 780.778.2446 or the FOIP Coordinator at 4816-49 Avenue, Whitecourt, Alberta, T7S 1N8  
Phone: 780.778.2800 or Fax: 780.778.6719.

## I. FRIENDS OF HILLTOP SCHOOL COUNCIL (FOH)

The Friends of Hilltop Parent Council meets monthly and is intended to provide parents an opportunity to become involved in school activities and decision making. In addition, it provides the opportunity for parents to keep informed on recent trends and changes in education, or to raise points of concern. The initial meeting coincides with the meet the staff night in September; the remaining meetings for the year are scheduled for the third Wednesday of the month.

## J. GRADE 10, 11 AND 12 TIMETABLES

All grade 10s are required to have a full timetable (40-42 credits). Any students who drop or are removed from a course will be required to make up the lost credits. They will not be allowed to remain in the school during that time unless they attend a supervised study class. All grade 11s and 12s are encouraged to carry a full timetable; however, **no students will be allowed to have spares until they have achieved a minimum of eighty five credits and successfully completed all mandatory grade 10 classes, including CALM and HCS3000.** Students will only be allowed to fast-track core courses with permission from administration.

## K. GRADUATION POLICY

This ceremony is intended to recognize students who are able to complete twelve years of education, meeting the requirements set out by Alberta Education to receive a High School Diploma or Certificate of Completion. To be a graduand of Hilltop High School, a student must:

1. have been registered at Hilltop High School in their grade 12 year;
2. exhibit good studentship and citizenship as outlined by School and Division Policies;
3. have met the requirements for a High School Diploma or a High School Certificate of Completion. Keep in mind, because students will not have written their semester two diploma exams or their semester one diploma exam rewrites, students must have school awarded marks over 50% in these courses to determine qualifications.



This ceremony is celebrated the last Friday in June. All students who meet the graduation requirements, as well as their friends and family, will be invited to participate in this formal procedure. The Grand March occurs as a part of this formal activity.

The Hilltop High School Commencement Ceremony is sanctioned by the school, and organized by the class of graduands with assistance from and under the supervision of a staff advisor(s). As such, all activities planned in support of this ceremony are subject to approval of school administration. (Monies raised for grad activities will only be spent on activities which are approved by school administration).

The graduating class shall elect a Graduation Committee who will be charged with the overall responsibility for organizing the Commencement Ceremony.

Hilltop's Graduation Ceremony is in compliance with Northern Gateway Public School's Administrative Procedure #366.

Join the Hilltop Grad Remind site by texting (587)316.7407 with the message @hthgrad. There is a Student/Parent Grad Information Evening in the Auditorium on Sept. 28 at 7:00 pm.

#### **L. INCLEMENT WEATHER**

As you are all aware, we experience some extremes in weather. The question has been asked. "What happens when the busses do not run?" The Division will announce on XM (105 FM), The Rig (96.7 FM) and CHED (630 AM), if the busses are cancelled. At Hilltop, the school will always be open; however, we do not want to endanger anyone's life. Therefore, when all the busses do not run, we will assume that it may also be dangerous for in-town students to venture out. In this situation, all absences will be excused. Teachers will not be covering new material in class. This time will be used for review.

#### **M. MEDICAL CONDITIONS/DISPENSING OF MEDICATION**

Students with allergies or chronic medical problems must indicate on their registration form the nature of the problem. This will enable the staff to effectively deal with a medical concern should the situation arise. All information will be strictly confidential.

Staff is not to dispense prescription or non-prescription drugs to students unless authorized to do so by the school or division administration under the approved policy as outlined in the Division Handbook.

#### **N. SCHOLARSHIPS**

Graduating students are eligible for a number of scholarships, many of which are dedicated for graduating Hilltop students. Below is a summary of scholarships generally available. Complete information can be received by meeting with the school counselor who may also be able to assist in determining if further scholarships are available. Scholarships denoted with an asterisk (\*) are dedicated to Hilltop students, with the maximum values indicated in parenthesis.

\*Allan J. and Jean Millar (\$5000), Alexander Rutherford (\$2500), \*Hilltop Memorial (\$500), \*Northern Gateway Public Schools (\$1000), \*Gary Nelson Memorial (\$1000), Whitecourt Masons (\$500), Royal Canadian Legion (\$1000), Whitecourt Arts Council (\$200), Blue Ridge Lumber (\$1000), U of Alberta Leadership (variable), U of Alberta Entrance Award (variable), U of Calgary Entrance Award (variable), Friends of Whitecourt Society (Hospital Auxiliary) (\$1000), \*ANC (\$750) and ANC (\$1000), \*First Nations, Métis and Inuit (2 x \$500), \*Jonathan White Memorial (\$500), \* Wendy Calliou Heart of Gold Award (\$750), Aspen Regional Health Authority No. 11 (\$1000), Peter Trynchy (\$250).

Please note: Scholarships are added and deleted throughout the school year. Watch the student services board and monthly newsletter for upcoming deadlines and new scholarships. There will be an evening workshop for all parents/students on Wednesday, October 5<sup>th</sup> at 7:00 pm in the auditorium.

## O. SCHOOL ACT

The School Act, Statutes of Alberta, 2000, Chapter S-3, current as of October 2005, Section 12 states:

**A) Students:** A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a. *be diligent in pursuing the student's studies;*
- b. *attend school regularly and punctually;*
- c. *co-operate fully with everyone authorized by the board to provide education programs and other services;*
- d. *comply with the rules of the school;*
- e. *account to the student's teachers for the student's conduct;*
- f. *respect the rights of others.*
- g. *ensure that the students conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;*
- h. *refrain from, report and not tolerate bullying or bullying behaviour directed towards others in the school, whether or not it occurs within the school building, during the school day or by electronic means;*
- i. *positively contribute to the student's school and community.*

**B) Parents:** A parent of a student has the responsibility

- a. *to take an active role in the student's educational success, including assisting the student in complying with section A;*
- b. *to ensure that the parents conduct contributes to a welcoming, caring, respectful and safe learning environment;*
- c. *to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student;*
- d. *to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and to engage in the student's school community.*
- e. *to engage in the student's school community.*

## P. SCHOOL EXPECTATIONS

It is vital that all students, parents, staff, and community members understand that our school has a culture that is different than the culture that may exist in your own homes, businesses, in the media, and on the street. Living up to the expectations of our school culture will greatly assist in promoting a safe and caring school environment where students can learn and a consistent set of expectations is experienced by all.

### **Appropriate Dress**

**Definition:** Wearing clothing that is respectful of the learning environment.

**Expectation:** Students and staff will wear clothing that is non-revealing and does not have inappropriate slogans and/or references.

**Why?:** Revealing clothing is distracting to learning. By dressing modestly (yet still stylishly), we are creating a positive learning environment. Low hanging jeans and low cut shirts reveal undergarments that should remain covered by clothing. Shorts, skirts and dresses must be an appropriate length; use end of fingertips by sides as a guideline. Slogans must be appropriate and support a safe and caring school environment. References must be clearly positive in nature.

### **Cell Phones**

**Definition:** Any device capable of making a phone call or text messaging.

**Expectation:** Cell phones are not allowed in any examination; however, teachers have the discretion to allow cell phones in class as a learning tool if they feel it is appropriate. **Students are to abide by each teacher's individual policy.**

**Why?:** The classroom is a place for learning. Cell phones may have applications which may be useful in class, i.e. calculators, language translators and/or internet access. Phone calls and text messaging must be done outside of class time. Emergent issues can be called into the office. There is also a concern regarding cell phone cameras, therefore it becomes a privacy issue. Such items must remain out of examinations. We encourage students not to bring valuable items to school.

**Headwear**

**Definition:** Anything worn on the head that covers it.

**Expectation:** Headwear may not be worn in the school at any time prior to the bell at 3:30 pm.

**Why?:** We are trying to create a learning environment and are creating expectations and behaviors that reflect this. As staff, students and parents enter the school, we are making a transition and demonstrating our partnership in creating this positive learning environment by removing headwear. Removing headwear is a sign of respect and allows us to better see, therefore communicate with, the individuals in our school.

**Lates/Attendance**

**Definition:** Lates: coming after the usual, proper or expected time. Attendance: being in the classroom and actively learning

**Expectation:** Students are expected to arrive in class before the bell rings and attend class on a daily basis.

**Why?:** We are trying to reinforce the learning environment for students and teachers by seeing students actively getting to class and being on time. Late students disrupt the learning environment. It is very difficult for students to be successful if they do not attend class or are consistently late.

**Loitering**

**Definition:** Spending time idly; lingering without purpose.

**Expectation:** No loitering in the hallways and lunchroom. Students are to be in class. If students are on spares, they are expected to work in the library quietly, go outside or leave campus entirely. **Why?** Students who loiter in the lunchroom and/or hallways disturb the learning environment in the classrooms.

**Respectful Communication**

**Definition:** Appropriate communication between staff members, between students, between students and staff, and between students, staff and parents. Appropriate communication is the practice of non-heated conversations, positive body language, appropriate volume, tone and choice of language, as well as active listening. This also includes all electronic communications such as Facebook, Instagram, etc.

**Expectation:** Respectful communication is to be used at all times.

**Why?:** In showing respect, we are building strong relationships within our school. We are educating our students not only to be technically prepared for life, but also to be good citizens. We wish to help our students develop so they will interact appropriately in future places of learning and in the work environment. By using respectful communication, we demonstrate our partnership in creating a positive learning environment.

The underlying principle of all school expectations is one of respect: respect for all people around us and respect for the learning environment. By meeting the expectations listed above, students will be able to focus on their learning. Any specific behaviors that fall under these categories (e.g. profanity, defiance, illegal substances, physical or verbal abuse) will destroy the safe and caring atmosphere we are working hard to establish, and will be considered a major disciplinary situation. **Repeat offences of the same expectation will be viewed as defiance.**

**Q. SCHOOL MAP**



## R. SMOKING, VAPING AND RESTRICTED AREAS

Hilltop High School is a smoke/vap-free zone. It is illegal for anyone under the age of 18 years to smoke or be in possession of nicotine. Senior High students who are of legal age must be off school property. The arena parking lot, curling rink and back alley area are out of bounds for grade 9 students from 8:00 am to 4:00 pm. All Students are not allowed to leave the school building during class or during the break between classes. Cigarettes, vaporizers and any illegal paraphernalia will be confiscated and not returned.

## S. STUDENT FEES

All students will be assessed a school fee for 2016-2017. This fee contributes to the cost of instructional resources for students, as well as covering the cost of providing students with a school agenda handbook, a student identification card and school locks and lockers.

Fee Breakdown is as follows:

<b>Grade 9s</b>	\$85.00 Instructional resources
	<del>\$30.00</del> yearbook/agenda/lock & lockers
	<b>\$115.00 total</b>

<b>Grades 10 ~ 12</b>	\$110.00 Instructional resources
	<del>\$30.00</del> yearbook/agenda/lock & lockers
	<b>\$140.00 total</b>

This fee is to be paid on or before the first day of school.

Most school programs do not have a course fee, including the vocational education courses where all basic materials are provided at no charge. If a student, however, wishes to complete a major project, valued in excess of \$10, the student will be expected to pay for the materials.

When students participate in co-curricular field trips, they may be asked to contribute towards the costs of the activity and transportation.

Students participating on extra-curricular teams will be assessed a fee to assist in covering transportation, officiating, medical supplies and Colour Night costs. The fee is non-refundable. The Cats football program establishes its own fees each spring.

If there is difficulty in paying the fees assessed, parents are asked to contact the teacher or school administration to make alternative arrangements.

Please note: Northern Gateway Regional Division Administrative Procedure 507 is in place for families who may be eligible for a waiver of instructional fees. Please see the division website: [www.ngps.ca](http://www.ngps.ca).

## T. STUDENT PROGRAMS

In addition to the complete range of academic courses offered at Hilltop, junior and senior high students choose from a wide range of alternative programs, which are designed to meet individual needs. These programs include physical education, outdoor education, health, special needs/resource programs, industrial education, French, art, drama, home economics, work experience and music, as well as library and counseling services.

Cooperative education is an exciting innovative concept in vocational education; this program allows students to pursue individual interests through an off campus placement (RAP: Registered Apprenticeship Program). Through the CTS (Careers and Technology Studies) program, Hilltop offers programs in cosmetology, computer technology, fabrication studies, food services, construction technology, automotives and photography.

We are committed to providing programming, which enables each individual student to select a program to meet his/her unique needs. Parents are encouraged to discuss their child's program with the school counselor or administrative staff. Information meetings for parents with regards to course registration are held regularly. Information about course pre-requisites, promotion criteria and suggested programming for students is also available from the counselor or administration.

#### **U. STUDENTS' IMPORTANT TELEPHONE NUMBERS**

These numbers are for your information and convenience in case of an emergency.

AADAC .....	780.778.7123.....	1.866.332.2332
AIDS/HIV/STD Information .....		1.800.772.2437
Alcoholics Anonymous .....		780.778.2875
Ambulance .....		780.778.4911
Child Abuse Hot Line .....		1.800.387.5437
Children's Advocate .....		1.800.661.3446
Crime Stoppers .....		1.800.222.8477
Crisis/Suicide Line.....		1.800.232.7288
Family Community Liaison Program..		780.778.8755
Fire .....		780.778.2342
Gambling Help Line.....		1.866.332.2322
Hilltop High School.....		780.778.2446
Hilltop Storefront School.....		780.778.5865
Hospital .....		780.778.2285
Legal Aid .....		780.778.5365
Life Medical Clinic .....		780.706.7080
Associate Medical Clinic.....		780.778.2224
Mental Health.....		780.706.3281
Poacher Hot Line ....	780-778-7112 ....	1.800.642.3800
Poison Centre .....		1.800.332.1414
RCMP .....		780.778.5454
McMann Youth and Family Services...		780.778.3290
Wellspring .....	780-778-6209 ...	1.800.467.4049

#### **V. VALUABLES**

Students are advised to leave all valuables such as iPods and cell phones at home as the school is not responsible if they go missing. Each student should always lock his/her locker in both the hallway and gym change room and do not give his/her combination to anyone.