



Northern Gateway
Public Schools

Student/Parent Handbook 2022/2023

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



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WELCOME

Welcome to Hilltop High School for the 2022-2023 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. 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,

Hilltop Administration



VISION STATEMENT

Hilltop High School will:

- Be the school of choice for students, staff, families, and community.
- Ensure a safe, caring, respectful, welcoming and positive learning environment.
- Honor diversity, embrace inclusion, and encourage positive relationships.
- Provide quality education for all learners where everyone is supported.
 - Have meaningful and high expectations for all.
- Embrace vulnerability in learning and promote resilience and perseverance.
 - Provide a rich variety of extra-curricular opportunities.
 - Encourage opportunities for student voice and perspective.
- Continue to work towards our goals, embrace accountability and demonstrate professionalism as we continually grow and improve.

MISSION STATEMENT

Hilltop High School is a welcoming environment that provides high quality, relevant, and meaningful educational opportunities for all students. We strive to develop lifelong learners who respect diversity, are socially responsible, and capable global citizens.

VALUES

Respect: Listening to perspective; engage in healthy conflict; value the rights, time and safety of others.

Empathy: Be aware of other people's emotions and seek to understand each other.

Academic Learning: Seek knowledge, cultivate resilience and embrace curiosity as we create learning opportunities that are challenging and interesting while ensuring that learning is a shared responsibility.

Dedication: Solution focused and commit to personal and professional growth to help move the school forward.

Integrity: Support and follow through on what we say is important.

Connections: Learn about each other, cultivate trusting relationships, nurture growth and celebrate success as we build bridges with our community both academic and non-academic.

Resilience: Gather strategies and resources to positively overcome adversity as we continue to grow, progress, and embrace new opportunities.

Inclusion: Create a safe, caring, welcoming environment that promotes a state of harmony through encouraging, supporting, and recognizing diverse needs and all forms of success.

Acceptance: Celebrate diversity and acknowledge its importance to increase our understanding of other cultures.

MOTTO

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

GENERAL SCHOOL INFORMATION

A. ATTENDANCE/LATES

Hilltop High Attendance Policy

The Education Act states it is the responsibility of the student to attend school regularly and punctually and comply with the rules of the school.

Hilltop strongly agrees that all students need to realize the importance of attendance in school so they are prepared for their next stage in life whether it be college, work or travel; where it is an expectation that employees will be at their work site or will properly inform someone when/if they are forced to miss work or an appointment.

We are putting the responsibility on the students to attend school daily or have their parents call in when this is unable to happen. We want our students to be responsible individuals when they leave Hilltop.

In order to increase student success and make students more accountable for their actions, Hilltop has the following attendance policy:

All absences must be excused by the students' parents/guardians or teachers on the day of the absence. This means the parent or guardian must call the school, in order for the absence to be acknowledged. If there is no call or notification, then it will be considered **unexcused** and an automated call will go home. The following day, the student will be admitted to class without parent contact, but the student will receive an automatic referral for FLEX due to missed instruction time

Types of Absences:

1. Acknowledged Absence- Parent

The parent has notified the school that the student will be absent. Examples of excused absence include: medical appointments, illness, or family emergencies.

2. Excused Absence- School

The student is absent while attending a school sponsored event such as athletics or field trip. Examples include: Skills Canada, safety ticket courses, dual credit, RAP, sports, etc.

3. Unexcused Absence.

The parent has not notified the school that the student will be absent.

Absence Policy:

All unacknowledged absences will result in a nomination for FLEX. Teachers are expected to call home when there are habitual absences. School administration will call home and set up a parent meeting if absenteeism is chronic and/or negatively affecting the student's grades.

Student responsibilities for unacknowledged absences:

With the exception of extended absences due to family vacations or trips, students will be responsible for making up missed work during FLEX. Failure to attend this tutorial time will result in forfeiture of marks for any assignments, quizzes, tests, or other assessment of learning that took place during the absence and/or suspension from class until the missed work and time are made up. If students have more than five absences per class and have not made up the time, they will face administrative consequences and/or be placed on an attendance contract. Teachers will be expected to outline clear expectations and procedures for their class and include these in their course outlines.

If students are expected to make up missed work and learning time during FLEX, the classroom teacher will provide a referral to the student and the office for the next scheduled FLEX session. The teacher will provide that work for the student to complete in the FLEX session. Failure to appear at the scheduled tutorial session will result in forfeiture of any work missed. ***FLEX block is often pivotal in student success; therefore, parents cannot excuse their students from FLEX.***

Hilltop High Late Policy

The Education Act states: "It is the responsibility of the student to attend school regularly and punctually."

Hilltop strongly agrees that all students need to realize the importance of punctuality in school so they are prepared for their next stage in life whether it is college, work or travel. It is an expectation that when students finish school they are able to structure their time so they know how to be punctual.

When students arrive late to class they are not only disrupting their learning but also that of every other student in the class. Time must be taken to discuss the lateness and then more time to discuss the missed instructions. This is not fair to the students who made the effort to be on time.

In order to reduce the amount of lost time and make students more accountable for their actions and therefore more successful, Hilltop has introduced the following late policy:

Students who are less than 15 minutes late for class will be admitted to class. Once the front door is locked, students who are late will require a phone call from their parent/guardian acknowledging their late. Students will then be permitted to class. Classroom teachers may implement their own policies to make up for time missed due to lates.

Most students will not be affected by this policy, other than seeing a decrease in the amount of time tardy students interrupt their learning. This system holds the student accountable for their actions and hopefully will make them see the importance of punctuality and allow them to experience greater success.

B. BELL TIMES & TIMETABLE MATRIX

2 DAY TIMETABLE MATRIX

Hilltop High School uses a modified rotating block schedule. All courses are on a 2-day rotation.

Bell Schedule

	Day 1	Day 2
Block 1 9:00 AM - 10:22 AM	A	B
Block 2 10:26 AM - 11:48 AM	B	A
Lunch Break 11:48 AM – 12:22 PM		
Block 3 12:27 PM – 1:49 PM	C	D
Block 4 1:53 PM – 3:15 PM	D	C

Please refer to the yearly calendar for designation of Day 1, Day 2, Flex Days 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 17 such days scheduled for the 2022-23 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 9:00AM - 10:06 AM	A	B
Block 2 10:10 AM - 11:16 AM	B	A
Block 3 11:20 AM - 12:20 PM	FLEX	FLEX
Lunch Break 12:20 PM – 12:55 PM		
Block 4 12:59 PM - 2:05 PM	C	D
Block 5 2:09 PM - 3:15 PM	D	C

8:55 AM	Warning Bell
9:00 AM – 10:22 AM	Block 1
10:22 AM – 10:26 AM	Break
10:26 AM – 11:48 AM	Block 2
11:48 AM – 12:22 PM	Lunch Break
12:22 PM	Warning Bell
12:27 PM – 1:49 PM	Block 3
1:49 PM – 1:53 PM	Break
1:53 – 3:15 PM	Block 4
3:15 PM	Dismiss

Please Note: FLEX BLOCK is mandatory for all students who are nominated. During FLEX students can nominate themselves, be nominated by a teacher or be nominated by their parent.

C. COMMUNICATION

Every staff member has email. To access email, type the firstname followed by a period then the lastname @ngps.ca (i.e. john.doe@ngps.ca). The School's general mailbox is hilltop@ngps.ca. We aim for a 24 hour turn around.

Staff may be reached by telephone by calling 780.778.2446. The secretary will leave a message for the staff member to return your call as soon as they can.

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. For additional communication, you can follow us on Twitter @ngpsht or like our Facebook page @hilltophighschool.

On occasion, we also access a phone/email 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 "*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 a wide variety of 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 such as Encounters with Canada and Forum for Young Canadians. Encounters with Canada is an incredibly affordable program that allows students to pick from a variety of themes (Sports & Fitness, Medicine & Health, Vimy Ridge, National Remembrance, etc) to explore career options in our Nation's Capital, Ottawa. Students are chosen from across the nation to attend. The Forum for Young Canadians is an opportunity for Canadian youth to learn about Canada's Parliamentary Democracy while in Ottawa. Sessions for this conference include Dinner with Parliamentarians and Question Period, a personal meeting with a Senator or Member of Parliament, and special guests such as lobbyists and journalists. Finally, students can attend a variety of programs around Alberta throughout the calendar year such as SUNIA, a program that allows students to participate in a simulated United Nations Conference, discussing and debating issues facing the world. These conferences are all under \$1000 to attend and range from 5-10 days in length. Students have the opportunity to develop their critical thinking skills and show off their knowledge as they participate in School Reach. They have the opportunity to participate in provincial competitions for School Reach if they choose to do so. International field trips have taken students involved in the Hilltop Travellers Club to Ireland, Scotland, England, France, Belgium, Holland, Germany, Switzerland, Liechtenstein, Austria, Italy, and Greece. Drama students host productions every semester with dessert and a show, while art students hold annual shows to show case their skills and talents. The art show is held every spring during Parent Teacher Interviews. This evening displays the work done from grade 9- 12 art students. It is an excellent opportunity to see the talent and amazingness that is the art department here at Hilltop. The medieval club has given students great opportunities to develop skills in ancient medieval arts; these include the medieval knight style combat, sewing, cooking, painting, making games, and developing a personal coat of arms. Students in photo, computers, and cosmetology have the opportunity to show case their skills in local and provincial skills competition. In addition, unbelievably, 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 and maintain a minimum of 50% or higher in all their classes. Assignments and homework expectations are to be kept up to date. Students are expected to conduct themselves according to the school policy at all times and should have zero office referrals to represent any school team or activity. 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, dances 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. **BEHAVIOUR** - 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 be 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 the facilitation of 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.
10. Having an approved driver, drive them to and/or from games, tournaments, activities and events (students are not permitted to drive themselves to out of town games, tournaments, and/or school-sponsored activities).

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. Check the school's website for information regarding school-based final exams, Provincial Achievement Tests (PAT), and Diploma Exams.

If a student cannot complete a PAT due to illness or a family emergency, the teacher will provide an alternate final exam in its place. Diploma exams are required to be completed by students in order to fulfill the requirements to be successful in that course. For more information on school based final exams see the student course outline or Hilltop High Schools website at hilltophigh.ca or for more information on Provincial Achievement Tests and Diploma exams refer to Alberta Education website at <https://www.alberta.ca/ministry-education.aspx>.

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. Meetings for the year are scheduled for the third Wednesday of the month.

J. GRADE 10, 11 AND 12 TIMETABLES

All grade 10s and 11s are required to have a full timetable with no spares (40-42 credits). Any student who drops or is removed from a course will be required to make up the lost credits by enrolling in an alternative course or option. All grade 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 and 11 classes, including CALM and HCS3000.** Students who wish to take a course(s) independently in grade 9, 10, or 11 are expected to have a full timetable. Students will only be allowed to fast-track core courses with a minimum grade of 85% in the pre-requisite and with the permission of administration. Grade 12 students who are permitted to have a spare will be required to be in good academic standing for graduation with all work experience and or Registered Apprenticeship hours up to date and submitted. Students who are permitted a spare are allowed to remain at the school during that time and will need to attend a supervised study class or the learning commons.

K. GRADUATION POLICY

The cap and gown 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.
4. Be registered in a minimum of 15 course credits in semester 2.

Hilltop High Schools Graduation Ceremony is celebrated at the end of June, date TBA. 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 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 group by texting (587)316-7407 with the message @hthgrad22.

There will be a Student/Parent Graduation and Scholarship Information Evening on **Wednesday, September 29, 2021** 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 their website ngps.ca as well as, XM (105 FM) and Boom (96.7 FM) 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. Diploma exams and Provincial Achievement Tests will still go ahead even during inclement weather when buses are not running.

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. 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.

Please note: Scholarships are added and deleted throughout the school year. Watch the student services board, our monthly newsletter and hilltophigh.ca for upcoming deadlines and new scholarships.

O. Education Act

The Education Act, Statutes of Alberta, 2012, Chapter S-3, current as of June 2022, Section 31 states:

A) Students: A student, as a partner in education, has the responsibility to:

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

Furthermore, students are expected:

- To resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. Strategies for addressing conflict between students may include counselling, mediation, or forms of restorative practice;
- To use school and personal technology appropriately and ethically
- Ensure that they conduct themselves with academic integrity and refrain from and report all incidents of academic

misconduct including, but not limited to, cheating and plagiarizing.

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 help their students attend school regularly and to develop the skills required to meet the school's expectation;*
- e. *To work collaboratively with the school to resolve student conduct issues*
- f. *To report to the school any circumstance which may impact student safety*
- g. *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*
- h. *To engage in the student's school community*

P. SCHOOL COMMUNITY RESPONSIBILITIES

Northern Gateway Public School's Administrative Procedures 160 and 261 establishes guidelines for all behaviors and conduct within the school community including all school sponsored events. All those involved with the Division including employees, students, parents, volunteers, contractors and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. Expectations for responsible behaviour apply not only to students but also to all individuals involved in the education system – parents, guardians, volunteers, teachers and other staff members, whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to treat others with civility and with respect.

Norms for effective communication during face-to-face, email, and telephone conversations

- Respectful
- Solution-oriented
- Confidential
- Honest and Fact-Based

Q. 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 that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment.

Expectation: Students will dress appropriately for school. That is, non-revealing (modest) clothing, without inappropriate or offensive slogans and/or references. All clothing should ensure underwear remains covered.

Why?: By dressing modestly (yet still stylishly), we are creating a positive learning environment.

Cell Phones/Smart Watches

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

Expectation: Hilltop High School supports the use of technology for learning and instruction and as such students are provided with one to one chromebooks for learning purposes. Personal Electronic Devices (PEDs), on the other hand, do not necessarily meet the educational and learning needs of students. When PEDs are unregulated, issues include:

- Posing a risk to a students' wellness and safety
- Disrupting instruction
- Invading students' personal privacy and/or
- Compromised academic integrity

Hilltop wants to protect your child's right to privacy and will implement PED procedures that promote a welcoming, safe, respectful, and caring environment for all (NGPS Administrative Procedure #175) and respect digital citizenship (NGPS

Administrative Procedure #650). PEDs are smart phones, smart watches, MP3 players, Chromebooks, iPods, iPads, earbuds, etc. As such, Hilltop High School has adopted a procedure as outlined below:

1. PEDs are not to be operated during regularly scheduled instructional time. PED's should be stored in lockers. If students choose to keep devices with them, the device must be off or on silent mode and stored out of sight for the entire class. Chromebooks or laptops can be used during class time, upon teacher approval.
2. Students may use PEDs during breaks, lunch, and before and after school. PEDs are not to be used during class time (ie going to the locker).
3. PEDs are not to be used in settings such as change rooms, washrooms, the office or counseling rooms.



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HTH Parents'/Guardians' roles in the use of Personal Electronic Devices at school:

The safety and privacy of your children can only be achieved with parents, staff, and students working together as a team. Parents are asked to not contact students through their PED's during class time and understand that students can only reply to messages during their break time. In the event that a parent/ guardian needs to contact a student with a time sensitive message or due to an emergency, please call the school number at 780-778-2446

HTH Procedure for students using Personal Electronic Devices at school:

Should a student violate this policy or use the device during the class time (in any location), the following procedures will be implemented. These violations are not per teacher, but by offense:

- First offense – Phone taken away until the end of the day and held by the teacher (returned at the end of the day to the student)
- Second offense – Phone taken away until the end of the day and held by the office (returned at the end of the day to the parent/guardian)
- Third offense – not permitted to have their cell phone at school for 30 days.

Refusal to turn over the device to a teacher will result in a direct referral to the administration.

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, they are a privacy issue. Such items must remain out of examinations. We also encourage students not to bring valuable items to 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?: Regular attendance is strongly linked to student academic success and a student's sense of belonging at school. The Education Act (2022) reminds parents and students that students are expected to attend school and be punctual every day. 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: 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 quietly in the library or lunchroom, or leave campus entirely.

Why? Students who loiter in hallways disturb the learning environment in the classrooms. If students are habitually out of the class and constantly missing out on crucial instruction, it may be necessary to issue time restrictions or full restrictions of time out of class. Duration of full hallway restrictions will be determined by the classroom teacher and assessed case by case.

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. Norms for effective communication during face-to-face, email, and telephone conversations are to be:

- Respectful
- Solution-oriented
- Confidential
- Honest and Fact-Based

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 damage 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.**

Unacceptable Behaviour

Any behavior which disrupts the educational atmosphere of the school or which interferes with the rights of others to learn, to be respected or to feel safe is unacceptable. Hilltop High School policy on student behavior and conduct outlines the following:

Students are accountable for their behavior whether or not it occurs on school property or within the school day. When behavior that occurs off school property or outside of regular school hours, threatens the safety or well-being of individuals within the school community or disrupts the learning environment, school administrators may apply consequences for the behavior.

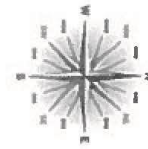
Examples of unacceptable behavior include, but are not limited to the following:

1. Behaviours that interfere with the learning of others and/or the school environment
2. Behaviours that create unsafe conditions
3. Acts of bullying, harassment, threats, or intimidation whether it be in person, indirectly, or by electronic means
4. Physical violence
5. Retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
6. Possession, use or distribution of substances restricted by federal, provincial, municipal, District or school authorities
7. Any illegal activities such as:
 - a. Possession, use or distribution of substances that inhibit the safe and learning culture at school such as tobacco and tobacco products including e-cigarettes, vapes, and any of its paraphernalia, drugs, both street and prescribed, including marijuana and any of its paraphernalia, and alcohol
 - b. Possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others
 - c. Possession, use, display or distribution of offensive messages, videos or images
 - d. Theft or possession of stolen property, including the intellectual property of staff
8. Any breach of rules and expectations established by District administrative regulations or a school-based code of conduct.
9. Failure to comply with Section 31 of the Education Act (2022).

R. SCHOOL MAP

Blank Map

Hilltop Junior Senior High School – Hilltop Junior Senior HS 1st Floor Facility Map
 71 Sunset Boulevard, Whitecourt, AB, T7S 1N1



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S. SMOKING, VAPING AND RESTRICTED AREAS

Hilltop High School and school grounds is a smoke/vape-free zone. It is illegal for anyone under the age of 18 years to smoke or be in possession of nicotine or e-cigarettes. 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. Cigarettes, vaporizers and any illegal paraphernalia will be confiscated and not returned. Students in possession or using illegal or legal substances while at school or on school grounds will be issued a multiple day out of school suspension depending on severity of the infraction. Students are not allowed to leave the school building during class or during the break between classes

Search and Seizure: According to Administrative Policy 351, school authorities have a responsibility to maintain order, discipline, and safety within the school, on school grounds, and during any school-sponsored activities. To fulfill this requirement, school officials may have reason to conduct searches of a student, his or her locker, or his or her belongings. Such a search may result in the seizure of substances, articles and/or objects. Students, their lockers and/or their property may be subject to unannounced searches as may be considered reasonable and appropriate by school officials. Searches are normally conducted on a specific student, locker or property. Random searches shall not be conducted. If suspected of wrongdoing, a student may be directed to empty his/her pockets, knapsack, purse, etc; however, physical searches of students are not to be undertaken by school personnel. If, in the opinion of the school authority, a physical search must be conducted, the police are to be contacted. Students are reminded to not share lockers, since they are responsible for their lockers and its contents.

T. STUDENT FEES

Fee Breakdown for 2022-2023 school year is as follows:

Grade 9-12	\$ 31.50 Technology Access Fee (mandatory)
	\$ 2.00 Locker/Lock fees (mandatory)
	\$ 25.00 Yearbook (optional)

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, however, there will be a \$ 25.00 CTS supply fee for specific CTS courses. If a student 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. 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.

Students are responsible for returning all borrowed items such as text books, library resources (calculators, books), sports uniforms and all extra-curricular resources. Students are expected to return all borrowed items in the same condition as they are lent. Failure to return borrowed items will result in the student's family being invoiced and being responsible for the lost costs. Failure to do so will result in the student not being allowed to borrow any school resources (text books, library resources), sporting resources (sports uniforms, materials, equipment) or extra-curricular materials or resources. 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.

U. 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, culinary arts and work experience, 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.

V. STUDENTS' IMPORTANT TELEPHONE NUMBERS

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

Addictions	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 Gateway Academy.....		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
Healthy Families, Healthy Futures.....		780.307.2444

W. VALUABLES

Students are advised to leave all valuables such as laptops 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.