



Hilltop High School



71 Sunset Boulevard
Whitecourt AB T7S 1N1

Kevin Bird, Superintendent
Northern Gateway Public Schools
Box 840
4816-49 Avenue
Whitecourt AB T7S 1N8

Re: Hilltop's Germany and the Alps Tour

January 6, 2025

Dear Mr. Bird;

At this time, we are requesting preliminary Board approval for Hilltop's German and the Alps Tour. Our requested dates of travel would include Spring Break 2026 (tentative dates will be based on NGPS proposed calendar). Please see the attached brochure for specific details relating to the nature of this tour.

We feel that this tour will be an excellent learning and personal growth experience for all students and teachers involved. Students will be exposed to the historical, political and cultural aspects of one of the great countries of the world. We will also be exploring, and appreciating, Germany's historical influence on the development of science as well as its influence on our collective global history. The students will also have the opportunity to appreciate the cultural significance of the Dachau Concentration Camp, the Salzburg salt mines, Neuschwanstein Castle, and Cologne Cathedral. In Liechtenstein, students will visit Ehrenberg Castle and Vaduz. In Switzerland, students will learn about the Lion Monument, the history of Lake Lucerne and the role Switzerland plays in the world.

As with any foreign travel, it also allows the students to experience new cultures and sights in a safe environment. Through travel to and exploration of the culture, history, influence, and historical governmental structures, students gain opportunities to experience the curriculum in a large (world) classroom where they can learn history, science, math, culture, and languages in diverse settings. Students will also learn what it is to be an ambassador for our school and community.



Hilltop High School



Northern Gateway
Public Schools

We thank you in advance for your support in this matter and we will be pleased to answer any questions you may have regarding our tour. If you have any questions or concerns please contact us at Hilltop High School at 778-2446 or pamela.mehl@ngps.ca.

Sincerely,

Brent Northcott
Principal

Sarah Van De Kerckhove
Assistant Principal

Pam Mehl
Lead Teacher/Trip Co-coordinator



Germany and the Alps

9 or 11 DAYS

Included in the program fee:

- Round trip airfare
- Transfers to and from the airport and hotel and between destination cities (as per program itinerary)
- Overnight in hotels with private bathrooms
- Continental breakfast daily
- Dinner daily
- Full-time services of an EF Tour Director

Not included in the program fee:

- Customary gratuities for your tour director, local guide and driver
- Porterage
- Personal Insurance
- Beverages and lunches
- Public transportation to free time activities

Overnight stays: Rothenburg (1); Munich (3); Lucerne (2); Heidelberg (1); Rhineland (2).

Sightseeing tours led by an expert: Munich.

Entrances included: Dachau Concentration Camp Memorial Site; Ehrenberg Castle; Swiss Alps Experience; Heidelberg Castle & Wine Barrel; Rhine Cruise; Haus der Geschichte; Beethoven House; Cologne Cathedral.

Optional Excursions: Salzburg & the Salt Mines.

Please note that the following is a sample timed itinerary for this EF tour with approximate addresses, activity durations, and transfer times. Exact timing may vary based on available flights, hotel location, scheduled activity bookings, traffic, etc. Your EF Tour Director is available to the group 24/7 while on tour. EF works with Group Leaders to ensure that travellers have a safe and memorable experience while on tour.

Day 1: Fly overnight to Germany

Day 2: Frankfurt | Rothenburg

Morning: Arrive in Frankfurt and meet your Tour Director at the airport

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

1:00pm: Travel by private motorcoach to Rothenburg

Continue on to Rothenburg. Situated along the Romantic Road, Rothenburg is one of a string of unspoiled medieval villages and towns between Fussen in the south and the Bavarian Alps in the North. One of the best-preserved medieval cities in Europe, Rothenburg was first mentioned in written records in 804 as a settlement north of the Tauber River.

6:30pm: Group dinner at the hotel in Rothenburg

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 3: Rothenburg | Augsburg | Munich

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Munich via central Rothenburg

10:00am: Walking tour of Rothenburg

Recall the Thirty Years War as you stroll past half-timbered homes, through twisting cobbled lanes, and along the wooden ramparts of the city's walls. Learn how a 17th-century mayor of Rothenburg saved his city by drinking a jug of wine.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

4:00pm: Arrive in Munich

Welcome to Munich! This center of culture boasts over 45 museums, 10 university buildings and two opera houses. The city is also home to the Olympic center with full facilities and more than the occasional beer-hall.

6:00pm: Group dinner at a local restaurant in Munich

7:00pm: Travel by private motorcoach to the hotel in Munich

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 4: Munich

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to central Munich

10:00am: Guided sightseeing of Munich

Munich derives from the city's German name, München (meaning 'little monk'), named because the original settlement bordered a monastery. Hop on the bus where your guided tour takes you past the Olympic Stadium, the Residenz, the Deutsches Museum, and the Alte Pinakothek art museum. Your tour concludes at Marienplatz, the city's main square and medieval heart since 1158. Here you'll see the city's famed Glockenspiel-an ornate clock complete with bells and life size figures.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

1:00pm: Walking tour of Munich

Perhaps you will pass through Marienplatz, once the center of medieval trade routes. Or, you might stop in front of the iconic Hofbräuhaus or walk through the local Viktualienmarkt, a daily food market in the heart of the city!

3:00pm: Visit the Dachau Concentration Camp Memorial Site

Head to Dachau, home of a WWII Nazi concentration camp in 1933 and liberated by Allies in 1945. Today, the old administration building houses a museum documenting the rise of Hitler and the horrors of camp life. Commemorative chapels and memorials have also been built on the site, which stands as an eternal memorial to those who endured life here until liberation by Allied forces.

6:00pm: Group dinner at a local restaurant in Munich

7:00pm: Travel by private motorcoach to the hotel in Munich

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 5: Munich

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to central Munich or Salzburg for those participating in the optional activity

10:00am: Optional Activity – Salzburg & the Salt Mines

Start your full-day excursion in the picturesque village of Berchtesgaden, where you'll take an exciting underground tour via train, boat, and wooden slides through the 450-yard old salt mines. Continue on to Salzburg for a guided tour of the city of Mozart.

**if your group does not select this optional excursion, you will have supervised exploration time with your Group Leader and Chaperones*

6:00pm: Group dinner at a local restaurant in Munich

7:00pm: Travel by private motorcoach to the hotel in Munich

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 6: Munich | Vaduz | Lucerne region

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to the Lucerne region via Vaduz

10:00am: Visit Ehrenberg Castle

12:00pm: Photo Stop at Neuschwanstein Castle

Stop to see the "Mad" King Ludwig's fairy-tale castle of Neuschwanstein, the real-life model for the Disneyworld castles. The original designs for the castle were drawn up by a stage set creator, not an architect. Take an opportunity to get pictures of this imposing structure.

1:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

5:00pm: Arrive at the hotel in the Lucerne Region

Recall the legends of folk hero William Tell (and his fortunate aim) as you overnight in the Vierwaldstättersee (Lake Lucerne) region.

6:00pm: Group dinner at the hotel in the Lucerne region

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 7: Lucerne region

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to central Lucerne

10:00am: Walking tour of Lucerne

Get to know Lucerne during your Tour Director-led walking tour. You might walk the length of the Kapellbrücke, Lucerne's medieval covered bridge, make your way to the Lion Monument, a statue carved into a rock cliff near the center of town, or stroll along serene Lake Lucerne to take in the majestic mountain views.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Swiss Alps Experience

Venture to the head of the Swiss Alps, atop one of the majestic peaks that tower over charming Lucerne. Take a boat across Lake Lucerne and ride a cog railway to the top of either Mount Pilatus (best known for its steep railway and its iconic craggy summit) or Mount Rigi (beloved for its original mountain railway and its history as a favorite spot of Mark Twain). Enjoy the splendid views of the quaint villages and fields of Switzerland as you trek along the mountain with your group. *(The Swiss mountain could be Mount Pilatus or Mount Rigi, and it could be snowy! We recommend bringing a warm jacket, hat, and scarf. There could be short periods spent outside.)*

5:00pm: Group dinner at a hotel in central Lucerne

7:00pm: Travel by private motorcoach to the hotel in Lucerne

10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 8: Lucerne Region | Freiburg | Heidelberg

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Heidelberg via Freiburg

10:00am: Supervised exploration time in Freiburg

Spend some time exploring Freiburg, a 12th-century town known for its medieval gates, surrounding vineyards, and Gothic cathedral.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

1:00pm: Continue by private motorcoach to Heidelberg

4:00pm: Walking tour of Heidelberg and visit the Heidelberg Castle and wine barrel

Become acquainted with Germany's oldest university city (the university dates back to 1386). See Heidelberg's 700-year-old Schloß (palace). From the castle's rose-colored walls and historic battlements, enjoy a stunning view of the Neckar Valley, where Homo heidelbergensis roamed 500,000 years ago. You'll also see the town's medieval streets and Marktplatz, where witches were once burned at the stake. Writers as diverse as Mark Twain (who once floated down the Neckar on a raft) and Goethe (who was inspired by the view from the Schloß) have long praised Heidelberg's enduring beauty.

6:00pm: Group dinner at the hotel in the Heidelberg

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 9: Depart for Home

4:30am: Wake-Up Call

5:30am: Breakfast at Hotel

6:30am: Transfer to the airport in Frankfurt for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.

+ For an additional cost add the following
2-day extension:

Day 9: Heidelberg | Rhineland

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Rhineland

Travel to the Rhineland region of Germany. Based around the meandering Rhine River, this region features dramatic natural landscapes and quaint villages.

10:00am: Enjoy a Rhine Cruise

Cruise down the Rhine River, past crag-top castles, narrow church spires, the Loreley, and age-old vineyards as you experience the heart of Romantic Germany.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Walking Tour of Koblenz

Join your Tour Director for an introduction to the rich, cultural atmosphere of Koblenz, a city that marks the confluence of the Rhine and Moselle Rivers. See the majestic statue of Emperor Kaiser Wilhelm I as you continue through the Deutsches Eck (German Corner), named for the knights who settled the area in the 13th century. Pass by Mutter-Beethoven-Haus, the birthplace of the mother of the famous German-born composer Ludwig van Beethoven. Continue through the Old Town of Koblenz, where you'll wind down narrow streets filled with street performers, interesting shops and inviting sidewalk cafés.

5:00pm: Travel by private motorcoach to the hotel in Rhineland

6:00pm: Group dinner at the hotel in Rhineland

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 10: Rhineland

6:00am: Wake-up call

7:00am: Breakfast at the hotel

8:00am: Travel by private motorcoach to Cologne

10:00am: Visit the Cologne Cathedral

Visit one of Germany's most moving symbols: Cologne's sublime, war-scarred Gothic cathedral (the Kölner Dom). Within the cathedral is a medieval shrine to the Three Wise Men. Completed in 1880, the cathedral was spared damage during World War II although the area surrounding the cathedral was leveled. Legend has it that Allies used the Dom as a landmark to guide their flights and could not bring themselves to destroy such an impressive construction. Enjoy panoramic views of the city from the south tower.

11:00am: Supervised exploration time in Cologne

12:00pm: Travel by private motorcoach to Bonn

1:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

3:00pm: Visit Beethoven House

Visit Beethoven-Haus, his birthplace and now a museum honoring this famous composer that holds musical instruments, manuscripts, artwork, and mementos, including the trumpets Beethoven stuck in his ears to hear better.

4:00pm: Visit the German History Museum

Stop in Bonn, to visit the modern history museum of Germany, or the Haus der Geschichte. The museum houses exhibits related to German history from 1945 to present. You will experience German history as the objects and exhibits come alive during your visit.

5:00pm: Travel by private motorcoach to the hotel in Rhineland

6:00pm: Group dinner at the hotel in Rhineland

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 11: Depart for Home

4:30am: Wake-Up Call

5:30am: Breakfast at Hotel

6:30am: Transfer to the airport in Frankfurt for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.



EDUCATIONAL
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Northern Gateway Public Schools

Occasional or Off-Site Activities Approval Form

Key Supervisor: Pamela Mehl Date: December 20th, 2024

School: Hilltop High School SECTION A

Grade(s), Class or Team: Students in grades 10-12			
Title of Activity: Germany and the Alps		Date(s) of Trip: Spring Break 2026 (11 Days)	
Location of Activity: Germany, Austria, Lichtenstein, Switzerland		Time of Departure: N/A	Time of Return: N/A
Description of Activity: Through travel to and exploration of the culture, history, influence, historical governmental structures, students gain opportunities to experience the curriculum in a large (world) classroom where they can learn history, science, math, culture, and languages in diverse settings. Students will also learn what it is to be an ambassador for our school and community.			
Educational Purpose of Trip: We feel that this will be an excellent learning and personal growth experience for all students involved. Students will be exposed to the historical, political and cultural aspects of some of the countries that influenced the development of government and culture in Canada. Students will also have the opportunity to experience places involved in some of the most turbulent times in world history.			
Method of Transportation: School Bus <input type="checkbox"/> School or Division Van <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Walking <input checked="" type="checkbox"/> Other: <input type="checkbox"/> X - Airplane/ Coach Bus/ Cruise/ Ferry Boat			
Costs to students: Transportation: \$ _____ Activity costs: \$ _____ Equipment Rental \$ _____ Other: \$ _____ Total: \$ Approx. \$5600 (insurance included - the cost is less with more students) - also included is airfare, hotels, breakfast/dinner, coach bus, tour guides, entrances to museums and other historical sites, and full-time tour director.			
Supervisor/student ratio: 1 : 6/8		Key Supervisor's Name(s): Pamela Mehl (more will be added as students enroll on trip (up to 1-5 more supervisors))	
		Supervisor Qualifications: Teacher, have run more than 10 international trips, have also been to the Italy with students before as a supervisor).	
Description of specialized clothing or equipment required: Footwear designed for walking on mixed terrain as well as rain gear.		The Risk Assessment See attached information and itinerary.	
Safety Elements/Concerns: Risks relate to walking around in a city, flying on an airplane, sightseeing tour boat and lastly, and traveling in a tour bus on the road. Classroom meeting preparation will help students with preparing them for travel so that they will be able to reduce risks as well.			
Has the Lead Teacher previewed the proposed site? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> I have been to some of the sights on this tour previously.		Activities planned for students unable to participate in the Field Trip: N/A	

Safety Assessment/ Risk Review

- Is this activity listed as a "Excluded" or "Considerable Risk" Activity as outlined in Administrative Procedure 260? Yes ☐ No ☒ N/A ☐
- The activity is suitable to the age, developmental level and physical condition of the participants. Yes ☒ No ☐ N/A ☐
- Participants have been progressively taught and coached to perform the activity properly and to avoid the dangers inherent in the activity. Yes ☒ No ☐ N/A ☐
- Day book and lesson plans indicate progressive teaching of skills. Yes ☐ No ☐ N/A ☒
- The equipment for the activity is adequate and suitably arranged. Yes ☐ No ☐ N/A ☒
- The activity is adequately supervised for the risk involved. Yes ☒ No ☐ N/A ☐
- The activity is consistent with the standards in Safety Guidelines for Physical Activity in Alberta Schools, (if applicable) and is in compliance with Northern Gateway Schools policy. Yes ☐ No ☐ N/A ☒

Approval to Proceed With Planning

Principal approval to proceed:



Date:

Dec. 20, 2021

Superintendent approval to proceed:

Date:

Superintendent Approval: (Only for trips requiring overnight or out of province travel, or special circumstances)

Student Safety and Risk Mitigation Checklist

SECTION B

Upon completion of Section B, please return this form to the Principal along with an attached itinerary.

- | | | | | | | |
|---|-----|-------------------------------------|----|--------------------------|-----|-------------------------------------|
| • Transportation organized and confirmed - See Itinerary | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Driver(s) Name(s): | | | | | | |
| 1. Volunteer Driver(s) Approved, form 418-2 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| 2. If Private Vehicles, parental consent form 418-1 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| • Itinerary (Information Package) established and sent home | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Lodging booked | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Medical facilities established | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Emergency numbers secured | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| • Costs established and collected | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| • Appropriate insurances in place | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Equipment list established | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • First aid kit | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| • Special provisions made for considerable risk activities | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| 1. Teacher credentialing and/or experience provided as required as per Section 31 Administrative Procedure 260 for outdoor pursuits OR considerable risk activities | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| • Field trip participant list created: | | | | | | |
| Student list | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Supervisor list | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| • Telephone number list created | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |

Note: A negative determination in any section of this planning guide is grounds for cancellation or postponement of the activity.

Principal Acknowledgement

I acknowledge that I have read the above, and through discussion with the Key Supervisor, indicate that, in my opinion, appropriate steps have been taken to ensure the safety of all students involved in this field trip.

Principal's Signature: _____

Date: _____

Supporting Children in NGPS: Health

February, 2025



Northern Gateway
Public Schools

Legislation and Policy

- Education Act: Requires school boards to provide a continuum of supports and services to students that are consistent with the principles of inclusive education [Section 33(1)(e)].
- Inclusive Education Policy: Alberta Education's mission to continue providing inclusive learning opportunities is evidenced in the Inclusive Education Policy in the Guide to Education: ECS to Grade 12.
- Funding Manual for School Authorities – Assurance Framework: Identifies required provincial measures and reporting requirements. A required local component within the Learning Supports Domain is that programs, services, strategies and local measures/data are used to demonstrate that all students have access to a continuum of supports and services, including specialized supports and services, consistent with the principles of inclusive education.

Principles of Inclusion

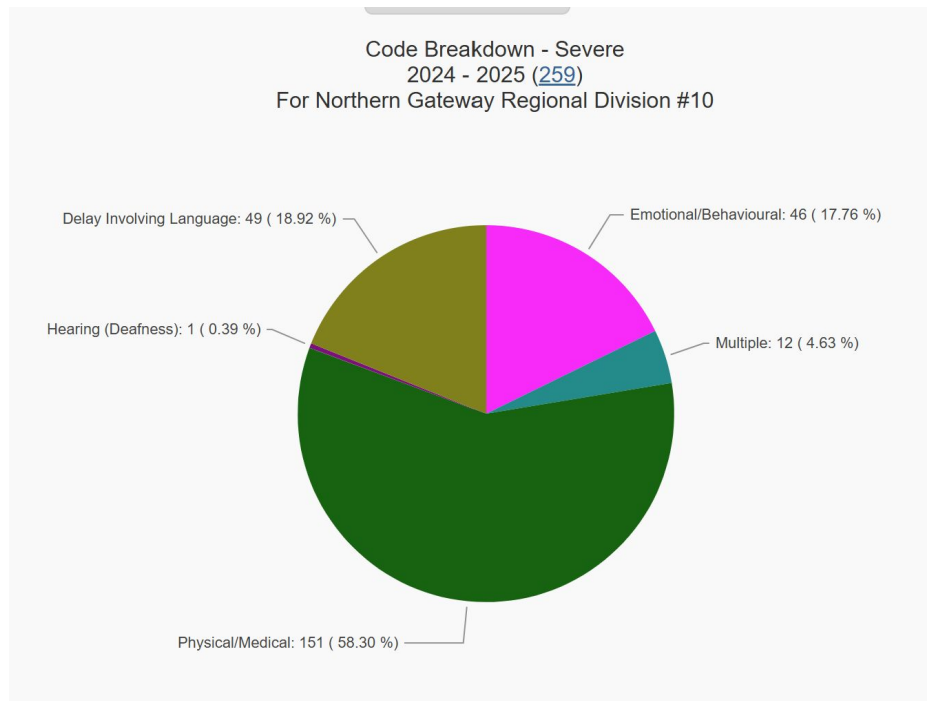
- Model, build and be knowledgeable of the 6 principles of inclusive education
 - Anticipate, value and support diversity and learner differences: Welcoming, caring, respectful and safe learning environments create a sense of belonging for all learners, their families and communities.
 - Set high expectations for all learners: Creating a culture of high expectations begins with the programs of study and meaningful and relevant learning experiences. Educators, families and caregivers presume competence of the learner and act on the belief that, with the appropriate instructional supports, every learner can be successful.
 - Understand learners' strengths and needs: Robust and meaningful data is gathered and shared at all levels of the system—by teachers, families, schools, school authorities and the ministry—to understand and respond to the strengths and needs of learners.
 - Remove barriers within learning environments: All educators work together to remove barriers within the learning environment so that all learners are successful and can participate in the school community

Principles continued

- Build Capacity: Government, school and system leaders, teachers, education professionals, families and community partners develop, strengthen and renew their understanding, skills and abilities to create and support flexible and responsive learning environments. Capacity building takes place at the individual, school, system and provincial levels.
- Collaborate for success: All education partners, including learners, school and system staff, parents, community members, post-secondary institutions, teacher preparation programs and government are committed to collaboration to support the success of all learners.

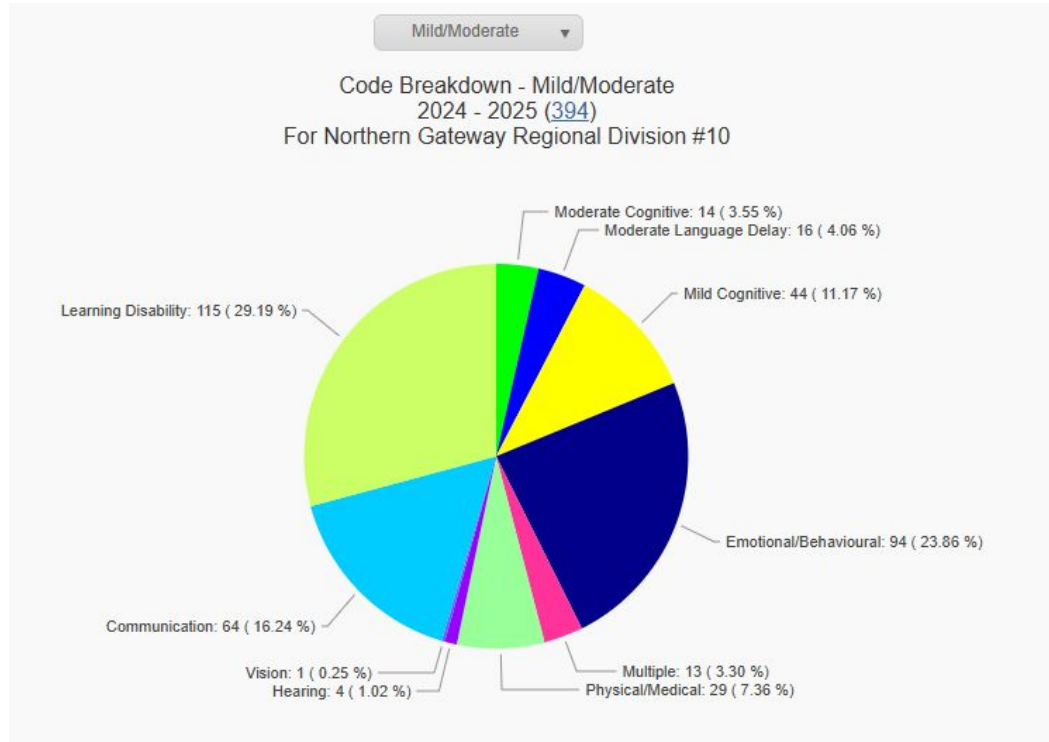


Our Severe Division Profile



- Students from ECS-gr 12
- Key section - Physical/Medical and Multiple categories (151 and 12 respectively)
- Funding for ECS - 10% of code 47

Mild Moderate Division Profile



- Code 48 - Severe in ECS
- Physical/Medical and Multiple categories (29 and 13 respectively)

Closer look at Physical and Medical

Codes 43, 44, 58 together

90 or 47%	Autism Spectrum Disorder
17 or 9%	Down Syndrome
17 or 9%	FASD w/o Sentinel Features
14 or 7%	Cerebral Palsy
Additional medical or physical diagnosis	Cancer, Childhood Apraxia of Speech, Angelman Syndrome, Tourettes, Diabetes-Type 1, Epilepsy, Selective Mutism

Services to Support Students-Consultative

SLP - Speech Language Pathologists

OT - Occupational Therapists

Psychologists

Mental Health Therapists



Services to Support Students - Direct

PT - Physical Therapists

Nurse - with Autism experience & connection to
a psychiatrist



Purpose of Low Incidence Funding

LISS Funding is intended to supplement existing Specialized Learning Support (SLS) funding provided to school boards to support the provision of a continuum of supports and services to meet the learning needs of all children and students within an inclusive learning Environment.

Direct quote from: Low Incidence Supports and Services Funding for 2024/25

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Classification: Public



Definitions for Low Incident Support and Services (LISS)

- Deaf or hard of hearing refers to learners with any degree of hearing loss that interferes with accessing auditory information.
 - Blind or visually impaired refers to learners with any degree of vision loss that interferes with accessing visual information.
- Deafblind refers to learners who have sensory challenges in both vision and hearing.
- Complex communication needs refers to learners who are unable to communicate effectively using speech alone.



Low Incidence Support and Services (LISS)

Deaf or Hard of Hearing	15
Blind or Vision Impaired	6
Deaf and Blind	0
Complex Communication Needs	76

LISS Support and Services

Deaf and Hard of Hearing Consultant

Vision Consultant

Augmentative and Alternative Communication
(AAC) - Speech Language Pathologist



Superintendent's Report

Administration Meeting January 22 (SLQS 1-7)

Third Path Learning Opportunity

Instruction

Learning Services Update

- SAP updates
- DO Professional Learning Day
- Teaching Practicum Form
- Digital Assessment Update
 - Field Testing
 - Vretta
- New Curriculum
- Education Week April 7-11
- Update on EA/TA conference
- AP 585 Records Management

Human Resource Training

Non-Negotiables Review

Calendar 2025/26 and 2027/2028

School Councils

- Council of School Councils
- Policies and Aps
- Advocacy Pamphlet

Permission Click

Honouring Spirit Reminder

Reconciliation Statement evidence collection

O Canada X2

Valleyview School Project (SLQS 1,6,)

The newest version of the floor plan is out. The website page has a construction weekly diary marking milestones from that week and future plans, a frequently asked question document, plans, and input / contact request form. With the external walls fixed we are now working on internal arrangements and that will be followed by details like millwork. Specialty teachers have been engaged on the related spaces and representatives of each age and stage are being put together to work on classroom concepts. We will also be able to now look at what opportunities there are for surplus buildings / property while keeping in mind that Bill 13 (The Real Property Governance Act) means that the province could choose to have a significant role in this aspect of the project.

Compass Leadership (SLQS 2,3,4)

There are two Compass leadership groups: Assistant Principals and Teacher Leaders. The two groups met at the end of January and we partnered with the ATA to provide the Assistant Principal group with a session called “Instructional Leadership to Optimize Student Learning and Staff Development” and the Teacher Leader group learned about “Creating a Dynamic Culture of Leading and Learning”. The two sessions were brought to us by Henry Madsen, a long-time principal with Edmonton Public Schools, who brought warmth, humour, and practicality to these important topics. We thank the Alberta Teachers’ Association for helping provide such valuable professional development.

Jordan’s Principle Funding Delays (SLQS 6)

We’ve had an update from Jordan’s Principle articulating a plan forward with more regional decision-making being reprioritized. The plan also articulated a renewed focus for school division applications on federal students.

Out-of-School Care Survey for Grasmere and Darwell Areas (SLQS 1,3,6)

Working with a local childcare provider, we have put together a survey to determine the need for out-of-school care in the south eastern portion of the Division. The survey will be open for about a month and will be widely shared, including our parents as well as the community.

Parent Assurance Survey Change (SLQS 2)

We have received notice that schools will have access to codes to give directly to parents to complete the assurance survey this year. Parents will still receive a mailed copy. The process for schools to do this has been shared directly with them by the Ministry and we are encouraging schools to make use of this option.

NGPS School Council Community of Action (SLQS 1,3,4,5,6)

We have a School Council event organized for March 10 @ 7 pm. Registration forms will be distributed to principals and school council members and the virtual link will then be emailed to participants. ASCA will provide a brief overview of their association and the connection to local councils, including a summary of program offerings.

The Virtual ASCA Spring Symposium has just been announced and will take place on April 26th. Division Office will host a gathering to participate in the symposium for those who would like to be involved with a group event.

Administrative Procedures

204 Planning Requirements for Teachers (new)

Administrative Procedure 204

Planning Requirements for Teachers

Background

In accordance with the Teacher Quality Standard, professional teachers must know how to translate curriculum and desired outcomes into reasoned, meaningful, and incrementally progressive (scaffolded) learning opportunities for students. To meet this end, teachers must engage in long and short term planning. Teachers monitor the context, their instruction, and, assess and monitor students' learning on an ongoing basis and modify their plans accordingly, both for individuals and groups of students.

The planning format is up to each individual teacher with the provision that is acceptable to their principal.

Procedures

1. The Program of Studies provides the foundations for all courses.
2. Long Range Plans
 - 2.1. Also called year or term and will provide at a minimum:
 - 2.1.1. An overview of the course content
 - 2.1.2. Instructional Strategies that may be used
 - 2.1.3. Scope and Sequence of materials to be taught
 - 2.1.4. Evaluation and assessment plans
3. Short term and Daily plans
 - 3.1. Daily plans outline the specifics about what aspect of the long term plans will be covered and map out thoughtful educational activities taking place each day.
 - 3.1.1. Each day plan will evidence:
 - 3.1.1.1. The goal / objective of each lesson
 - 3.1.1.2. Before, during and after learning structure
4. High School course outlines will provide an abbreviated version of the teacher's long range plans and major course objectives and will be available to students and parents.
5. Teacher plans must be retained for three (3) school years after the completion of the program of study articulated in the plans.

Reference: Education Act 18, 52, 53, 196, 197, 295, 222 Teaching Profession Act Ministerial Order 001/2013 Ministerial Order 016/97 Guide to Education Collective Agreement	Date Approved: December, 2024 Reviewed or Revised:
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Northern Gateway Public Schools

2027-28 Draft School Year

August

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

March

M	T	W	T	F
		1	2	5
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June

M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Instructional Days (Students)	#	183
Non-instructional Days (Teachers)	○ #	11
Total Operational Days	#	194
First and Last Day of Instruction for students	—	
Vacation/Holiday	■	
Days in Lieu of Parent Teacher Interviews	■	
Teachers' Convention	□ *	

2025-26 Calendar Feedback

Overall, the calendar as presented was viewed positively and some schools / school councils had no suggestions to present. The calendar is built on these general statements:

- Start after Labour Day when possible
- Group days off school were possible
- Have a minimum of 183 instructional days
- January professional day cannot be mid-week

The following suggestions were made:

- Move the Pro-D day from the teacher convention days to April. This was a popular suggestion and matches our previous formats and so this change was made.

- Have a November full break. This cannot be accomplished in this year within the given parameters of instructional time without significant alterations elsewhere.

- Move spring break a week earlier. This means that the break would not absorb Easter time. This change would require deleting a professional day to maintain instructional days.

- 29th of August not being an operational day. One school / school council expressed a strong dislike for this arrangement. Overall this arrangement (which was done for the first time this year) has received extensive positive reviews. We would be open to having the conversation for an individual school choosing to alter these August days within the scheduled events for that week.



Northern Gateway
Public Schools

Draft 2025-26 School Year

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
			1	2
			3	4
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
				7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Instructional Days (Students)	#	183
Non-instructional Days (Teachers)	○	# 11
Total Operational Days	#	194
First and Last Day of Instruction for students	—	
Vacation/Holiday		
Days in Lieu of Parent Teacher Interviews	■	
Teachers' Convention	□	

<u>Month</u>	<u>Instructional Days</u>	<u>Non Instructional Days</u>	<u>Operational Days</u>
August	0	3	3
September	20	0	20
October	21	1	22
November	17	1	18
December	15	0	15
January	19 92	1 6	20 98
February	17(19)	2(0)	19
March	20(18)	0(2)	20
April	17	1	19
May	18	1	19
June	19 91	1 5	20 96
TOTAL	# 183	# 11	# 194

Aug 4	- Civic Holiday
Aug 26 to 28	- Staff Planning & Development Day
Sep 1	- Labour Day
Sep 2	- First Day for Students
Sep 30	- National Day for Truth and Reconciliation
Oct 10	- Staff Planning & Development Day
Oct 13	- Thanksgiving Day
Nov 7	- Staff Planning & Development Day
Nov 10	- previous Day in Lieu of Parent Teacher Interviews
Nov 11	- Remembrance Day
Dec 22-Jan 2	- previous Christmas Break
Jan 5	- first day back for students
Jan 30	- previous Staff Planning & Development Day/Term End
*Feb 5 & 6	- Teachers' Convention (Onoway to Fox Creek)
Feb 6	- Staff Planning & Development Day (Valleyview)
Feb 16	- Family Day
*Mar 5 & 6	- Teachers' Convention (Valleyview)
Mar 6	- Staff Planning & Development Day (Onoway to Fox Creek)
Mar 30 - 3	- Spring Break
Apr 6	- Easter Monday
May 14	- Staff Planning & Development Day
May 15	- Day in Lieu of Parent Teacher Interviews
May 18	- Victoria Day
Jun 25	- Last Day for Students
Jun 26	- Staff Planning & Development Day

Community of Action EA/TA Day

NGPS: A Community of Action EA/TA Day on February 6, 2025. The day included 120 Education/Teacher Assistants from Fox Creek to Onoway coming together. The day began with a keynote speaker, Amber Hester on “ The Importance of Educational Assistants' Personal Wellness: Hearing Their Voice”. The rest of the day involved different breakout sessions the EA /TA could choose from. The main themes focused on through the breakout sessions were emotional de-escalation, trauma informed classrooms, Artificial Intelligence, Digital Citizenship, Supporting students with English as an Additional Language, Brain Smoothies and a motivational presentation entitled “It Starts with Good Morning!”.

The Teacher Assistants from Valleyview will have a similar day on March 6, 2025 hosted at Hillside Jr Sr High School. The format will be the same - keynote presentation and 3 breakout sessions.

2024/25 Course and Option Fees Division Wide (CTF JR High - Grades 8/9)

Course	Onoway Jr./Sr. High School	Hilltop Jr./Sr. High School	Hillside Jr./Sr. High School	Mayerthorpe Jr./Sr. High School	Fox Creek School	Percy Baxter School	Sangudo Community School
All Jr. courses (8/9)	All Jr. Options courses - \$20.00 per student per year/per options course		No Options Fees		No Options Fees		No Options Fees
Art		\$ 25.00		\$ 15.00		\$ 10.00	
Automotive/Mechanics		\$ 25.00					
Construction		\$ 25.00		\$ 15.00		\$ 40.00	
Cosmetology		\$ 25.00					
Fabrications/Welding		\$ 25.00					
Foods		\$ 15.00		\$ 15.00			
Photography		\$ 25.00					
Sewing				\$ 15.00			
Graphics				\$ 15.00			
3D printing		\$ 25.00		\$ 15.00			
Home Economics						\$ 45.00	
Fashion Studies							

2024/25 Course and Option Fees Division Wide (CTS SR. High - Grades 10-12)

Course	Onoway Jr./Sr. High School	Hilltop Jr./Sr. High School	Hillside Jr./Sr. High School	Mayerthorpe Jr./Sr. High School	Fox Creek School
All Sr. Courses (10-12)		All Sr. options courses - \$25.00 per student per year/per options course	No Options Fees		No Options Fees
Art	\$ 25.00			\$ 25.00	
Automotive/Mechanics	\$ 25.00				
Construction	\$ 25.00				
Cosmetology	\$ 25.00				
Fabrications/Welding	\$ 25.00			\$ 25.00	
Foods	\$ 25.00			\$ 45.00	
Photography					
Sewing					
Graphics				\$ 25.00	
3D printing					
Music	\$ 30.00				
Drama	\$ 15.00				
Communications/Technology	\$ 25.00				

Board Policy 2 – Appendix A

Board Annual and Term Work Plans

ANNUAL WORK PLAN

SEPTEMBER to JUNE

- Conduct Board Meetings (Policy 7, Section 2)
- Review Monthly Fiscal Accountability Reports (Policy 2, Section 4.6)

SEPTEMBER

- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (in Non-election Years)
- Conduct the Organizational Meeting (in Non-Election Years) (Policy 7, Section 1)
- Set the School Tours Schedule
- Review the PSBAA Fall AGM Agenda
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)
- Review the Year-end Suspension Report
- [ASBA Awards Deadline](#)

OCTOBER

- Conduct the Organizational Meeting (in Election Years)
- Conduct a Board Orientation (in Election Years)
- Review the Annual School Council Reports (Policy 2, Section 2.7)
- Review the ASBA Proposed Position Statements
- Host the Annual Employee Appreciation Evening (September/October) (Policy 2, Section 9.6)
- [ASBA Long Service Awards Deadline](#)

NOVEMBER

- Approve the Annual Education Results Report (AERR) (Policy 2, Section 1.10)
- Approve the Audited Financial Statements (Policy 2, Section 4.7)
- Conduct the School Results Review (November/December)
- Review and accept the School Operational Viability Report (Policy 15)
- Review the Annual Community Engagement Strategies (Policy 8, Section 4.2)

DECEMBER

- Approve the Borrowing By-law
- Conduct the School Results Review (November/December)
- Conduct a Governance, Strategy and Development Committee (GSD) Meeting (following School Results Review)
- Identify Goals for the Advocacy Plan (Policy 2, Section 8.2)

JANUARY

- Review the Draft School Calendars (Policy 2, Section 9.5)
- [ASBA Honouring Spirit: Indigenous Student Awards Nominations](#)

FEBRUARY

- Approve the Infrastructure Maintenance Renewal Work Plan (IMR)
- Approve the School Calendar (Policy 2, Section 9.5)
- Approve the Advocacy Plan (Policy 2, Section 8.3)
- Identify Possible Position Statements for ASBA Fall General Meeting
- Determine Need for Board Self-Evaluation/Review Previous Evaluation (Policy 7, Section 11)
- Conduct the First Finance Committee Meeting
- Contribute to the Three-Year Educational Planning Process (Policy 2, Section 1.3, 1.4)
- [ASBA Friends of Education Award Discussion](#)

MARCH

- Approve the Three-Year Capital Plan (Policy 2, Section 4.8)
- Approve All Board-Directed Fees (Policy 2, Section 4.3)
- Conduct a Governance, Strategy and Development (GSD) Committee Meeting (following school tours)
- [ASBA Edwin Parr and PSBAA Awards Deadlines](#)

APRIL

- Review the Draft Three-Year Education Plan (Policy 2, Section 1.4)

MAY

- Approve the Division Budget (Policy 2, Section 4.2)
- Approve the Three-Year Education Plan (Policy 2, Section 1.10)
- Conduct the Second Finance Committee Meeting to Discuss Provincial Budget
- Set Board Regular/Organizational Meeting Dates, Results Review Dates, and Workshop Dates
- Review the ASBA Proposed By-Law Changes and Budget
- Attend the ASBA Zone 2/3 Awards Ceremony

JUNE

- Receive the Superintendent's Annual Review of the SLQS
- Conduct a Governance, Strategy and Development (GSD) Meeting
- [ASBA Awards Discussion](#)

TERM WORK PLAN

DECEMBER – Year 3 (by December 31, 2024)

- Review and Confirm Ward Boundaries
Policy 19, Section 4: The Board shall pass a by-law to reaffirm ward and subdivision boundaries, or if necessary, adjust boundaries, within the first three years of a term of office.

AWARDS DEADLINES

Alberta School Boards Association (ASBA)

September	Community Engagement Award
September	Honourary Life Member Award
September	School Board Innovation and Excellence Award
October	Long Service Awards
February	Honouring Spirit: Indigenous Student Awards
March	Edwin Parr Teacher Award
March	Friends of Education Award
June	Zone Appreciation Award

Public School Boards' Association of Alberta

March	Advancing Association Business and Initiatives
March	Long Service Awards
March	Special Contribution to Public Education
March	Special Contribution to Public Education: Media
March	Dick Baker Legacy Award

References:	Education Act -- Sections 33, 51, 52, 53, 54, 60, 67, 139, 222
	Fiscal Planning and Transparency Act
	Local Authorities Elections Act
	Borrowing Regulation
	Disposition of Property Regulation
	Early Childhood Services Regulation
	Investment Regulation
	School Fees Regulation
	Truth and Reconciliation Commission Calls To Action