

Daily Schedule

8:20 - 8:30	Homeroom
8:30 - 9:10	1 st Period
9:10 - 9:50	2 nd Period
9:50 - 10:10	Community Meeting
10:10 - 10:50	3 rd Period
10:50 - 11:30	4 th Period
11:30 - 12:10	Mentor Period
12:10 - 12:40	Lunch
12:40 - 1:20	5 th Period
1:20 - 2:00	6 th Period
2:00 - 2:40	7 th Period
2:40 - 3:20	8 th (Activity) Period (Mon, Tue, Thurs, Friday Only)

Wednesday: Dismissal is at 2:40

HILL TOP PREPARATORY SCHOOL

2017 - 2018 ACADEMIC CALENDAR

Revised 1/27/17caf

September Monday 4 Labor Day, **NO SCHOOL**, Offices Closed
 Tuesday 5 Classes Begin (8:20 am)
 Thursday 21 Holiday, **NO SCHOOL**, Offices Closed

October

November Thursday 2 End of 1st Marking Period
 Friday 3 In-Service, **NO SCHOOL**, Offices Open
 Mon-Tues 20-21 Fall Conferences, **NO SCHOOL**, Offices Open
 Wed - Fri 22-24 Holiday, **NO SCHOOL**, Offices Closed
 Monday 27 Classes Resume

December Mon-Fri 18-29 Winter Break, **NO SCHOOL**, Offices Closed

January Mon-Tues 1-2 Holiday, **NO SCHOOL**, Offices Closed
 Wed 3 Classes Resume
 Friday 12 In-Service, **NO SCHOOL**, Offices Open
 Monday 15 Holiday, **NO SCHOOL**, Offices Closed
 Wed-Fri 17-19 Midterm Exams
 Friday 19 End of 2nd Marking Period

February Friday 16 Holiday, **NO SCHOOL**, Offices Closed
 Monday 19 Holiday, **NO SCHOOL**, Offices Closed

March Monday 19 End of 3rd marking period
 Tues-Thurs 20-22 Testing/Conferences, Early Dismissal
 Friday 23 In-service, **NO SCHOOL**, Offices Open
 Mon-Fri 26-30 Spring Break, **NO SCHOOL**, Offices Closed

April Monday 2 Spring Break, **NO SCHOOL**, Offices Closed
 Tuesday 3 Classes Resume

May Friday 11 In-Service, **NO SCHOOL**, Offices Open
 Monday 28 Holiday, **NO SCHOOL**, Offices Closed
 Wed-Thurs 30-31 Final Exams

June Friday 1 Final Exams
 Tues-Fri 5-8 Spirit Week
 Monday 11 In-service, **NO SCHOOL**, Offices Open
 Wednesday 13 Ninth Grade Moving Up Ceremony
 Academic Awards Ceremony
 All School Cookout
 Last Day of School, **Early Dismissal**
 Thursday 14 Commencement (10:00 am)

NOTE: THIS CALENDAR SIMPLY REFLECTS
 HILL TOP PREP'S OPENING, CLOSING
 AND EARLY DISMISSAL DAYS. PLEASE
 VISIT OUR WEBSITE REGULARY
 THROUGHOUT THE YEAR FOR ALL
 OTHER COMMUNITY EVENTS!



HILL TOP

Preparatory School

FROM THE BUSINESS OFFICE

The issues relating to tuition, payments and/or other financial matters are private matters between the parents and the Business Office. I would ask you to consider this when communicating with Hill Top via phone, email, fax, etc. My direct contact information is below. **Also please make sure all written correspondence or envelopes are clearly marked to the attention of the Business Office.**

Board policy states all enrollment contracts and financial arrangements must be completed and in the school's Business Office before a student may attend classes or activities of the school.

Credit Card Payment

Hill Top has established an online payment system through Diamond Mind. Parents can make payments for tuition and/or any activity through their credit card, debit card or ACH direct draw from their bank. All payment information is completely secure using the highest security standards in the industry. To make a payment:

- Go to the school's website and click on the "Pay Now" tab, or enter it directly clicking here: <https://hilltopprep.diamondmindinc.com>. This takes you to the landing page of the payment portal.
- Review the introduction that provides information about the payment methods that are accepted. Then, click to enter the portal and begin making your payment.
- Complete the student or parent name information required in the first step.
- Complete the billing information and payment method section.
- Review and submit your payment.

Payment acceptance methods and any fees associated with an electronic payment are outlined in the payment portal. For more information regarding the benefits of making tuition payments online, go to <http://diamondmindinc.com/parentinfo/>. You can also find answers to commonly asked questions about online tuition payments at <http://diamondmindinc.com/parentFAQ/>.

Payments may be made for such items as lunch program, transportation, Fun Fridays, school events to name a few. Any questions should be directed to the Business Office.

Lunch

In the past, when a student forgot his or her lunch, the Business Office advanced the student a small sum of money. This year, if a child who is not participating in the school lunch program forgets their lunch, they will automatically be enrolled in the lunch program for the day and the parent will be notified of the charge.

Petty Cash

Throughout the year, our students sometimes have need of funds for various reasons. A forgotten lunch is usually the primary reason, but there are additional reasons, such as, a snack at the school store, public transportation / taxi, before or after school activities, a school trip and things of that nature. Each student must bring at the start of school **Twenty Five dollars \$25** (in small bills, **no checks please**). It will be kept locked in the Business Office and, as a student has a need, the funds will be dispensed. If a student uses all of the funds, a request will be sent home for additional funds with a note as to the uses of the funds. At the end of the year, all unused funds will be returned or held to the next year.

Financial Standing

Hill Top Preparatory School Students are considered in good financial standing when their accounts with the business office are paid in full. Students accounts not in good financial standing will be subject to not receiving report cards, transcripts, diplomas or other forms of recognition, recommendation, or comment from Hill Top. Please refer to the Parent & Student Handbook for additional information.

Thank you,

Fran Phillips
Business Manager
fphillips@hilltopprep.org
Ph - (484) 222- 2813
Fax – (484) 222-2814



June, 2017

Hill Top Parents and Students,

This year we will again be providing a MacBook Air to all Hill Top students. If they are a returning student, they will be issued the same 13" MacBook Air, power adapter, and protective case that they were provided last year. New students will be provided with the same list of equipment. All MacBooks will have updated software and the latest operating system pre-installed.

In order to ensure that our students have consistent access to technology resources for learning, we will continue our laptop damage policy again this year. All laptop damage which occurs after the student receives his/her laptop is the financial responsibility of the student's family. Laptops will be routinely checked for damage throughout the year, as deemed necessary by the Technology Department Staff. Damage will be the responsibility of the student/parents and will be billed accordingly. Accidental damage will incur a cost of \$100.00 for repairs (Safeware deductible amount).

Students/parents are responsible for buying a replacement AC adapter if theirs is lost and presenting it to the Technology Staff to be documented as a permanent replacement. The flat fee for a replacement AC adapter, provided by the school is \$100. The flat fee for a lost laptop sleeve is \$50.

In the event that a computer, adapter, or other related equipment is lost, damaged, or stolen, the student must notify the Technology Department IMMEDIATELY and fill out a damage/loss report form that must be returned to the technology department the following day. Although all Hill Top owned laptops are covered under an AppleCare warranty and the school's insurance plan, this warranty/insurance ONLY applies to damage that is considered "normal wear and tear." AppleCare and Safeware do NOT cover broken parts when the damage is a result of negligence or abuse.

This policy is in addition to the existing laptop agreement found in the Parent/Student Handbook. By signing the 2017/2018 Handbook Acknowledgement Form, you agree to both policies. Please contact the technology department if you have any questions.

Sincerely,

Technology Department