

Gateway Christian School ~ High School Handbook

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@gateway\_christian\_school



#### 2020/21 High School Staff:



Geannette Lehman ~ Gateway Christian School Principal



Chris Kooman ~ High School Vice Principal



Tyler Capton ~ English & Social



Adam Barthel ~ Math, Science & Biology



Cathy Tilstra ~ English & Social



Darren Graham ~ Math, Science & Biology



Heather Poettcker ~ High School Secretary

# ~ High School Handbook ~

#### WELCOME!!

Welcome, GURBER students! Please use this handbook as a tool to help you get you organized and answer many of the questions that you may have regarding this new school year and how it will look & work. We look forward to spending the year with you!

# **School Supplies:**

- For all classes:
  - Binder & dividers for each subject
  - Looseleaf
  - Plenty of pens & pencils & erasers
  - Highlighters (a few) & whiteout tape
  - Ruler
  - Backpack/book bag
- In addition:
  - ENGLISH/LA
    - Dictionary & thesaurus are always a great idea
  - MATH:
    - Geometry set
    - Scientific calculator It is strongly recommended that gr10-12 students purchase TI-84 calculators (as approved by AB Ed for gr12 exams)
- LOCKERS: Since you will be assigned (and encouraged to have) a locker at LTCHS, there are only "day use" lockers located in our High School suite for our gr 9-12 students to use while they are in classes at Gateway. These lockers work similar to a hotel safe, requiring a 4 digit code of the student to lock & unlock don't forget your code! To begin this 2020/21 school year, students will not be permitted use of lockers until it is deemed sanitary & safe to do so.

### **Paying School Fees:**

Gateway Christian School; with Red Deer Public Schools; is happy to offer various payment options:

- Rycor Online Payments is a convenient and secure online payment system which allows any time of day access, done through your Powerschool portal.
- Payments can be made by monthly withdrawal forms made and signed at your school office with Mrs Cartwright
- Payments can be made by debit or credit at the Gateway school office
- Post dated cheques can be made and left with Mrs Cartwright at the school office.
- Cash can be paid for immediate receipt in person at Gateway School as well.

#### **Timetable Changes**

All timetable changes (eg. changing math streams from -1 to -2) must be made with Ms Poettcker at the office. Out of grade level course requests (eg. Bio 30 in gr 11) can only be made after a conversation with Mr Kooman; High School VP. If you are requesting to take a course at LTCHS instead of the Gateway campus, this must also be done after a conversation with Mr Kooman AND your grade level VP at LTCHS. That LTCHS VP will contact Gateway to let them know the course has been approved in your timetable. If you make a change with someone at LTCHS, letting Gateway know is YOUR responsibility.

#### **Bus Passes**

If a student lives 2.4km or further from BOTH Gateway Christian School AND their designated area High School, they are eligible for a City Bus Pass; which can be personally picked up at the Gateway School office. This Bus Pass is "RESTRICTED", meaning it is valid on days school is in operation (ie. not weekends or holidays).

This bus pass may be upgraded to a "STUDENT" pass for \$100.00; meaing it has no restrictions and can be used any day of the week.

Lost or stolen passes are the responsibility of the student and need to be replaced. Replacement cost is \$10.00 per replacement time and payable at the Gateway office.

### Parking

For our High School students that drive and all visitors of Gateway Christian School, there is a gravel lot across from our Southeast playfield (adjacent to the rear of the Memorial Center building) available for daytime parking, on a first come, first served basis.

### **Daily School Schedule:**

Thursday, Sept 3, 2020 will be the first full day of classes, starting at 8:28am. This is the schedule for the rest of the week of classes:

Grades 9 & 12:		
GCS	P-1	8:28-9:57
GCS	P-3	10:05-11:28
Lunch	P-4	11:28-12:13
LTCHS	P-5	12:18-1:43
LTCHS	P-7	1:49-3:14

Grades 10&11		
LTCHS	P-1	8:33-10:02
LTCHS	P-3	10:08-11:33
Lunch	P-4	11:33-12:13
GCS	P-5	12:18-1:43
GCS	P-7	1:49-3:14

#### Entrance

- To the school East Playfield Entrance (by the tetherball poles). Students are to line up at 8:20am & 12:10pm, doors open at 8:25am & 12:15pm, for approx 5 minutes.
- To the High School Suite This entrance is preferred through the Middle School hallway (East side of the school).

# Credits

A diploma is issued by Alberta Education to those students obtaining 100 credits in prescribed programs of high school instruction.

Each course is assigned a credit value based on the number of hours of instruction. Each credit is equivalent to 25 hours of instruction.

Students achieving 40-49% in a course may repeat the course or elect to continue in an alternate course sequence.

Students who successfully complete the higher level in an alternate course sequence shall be granted credit for its prerequisite course. (i.e. 45% in Eng 10: register and pass Eng 23: receive retroactive credits for Eng 13).

# Diplomas

Students will be eligible for a high school diploma upon completion of the requirements as established by Alberta Education.

Students should acquaint themselves with the requirements for a high school diploma, and also the requirements for any post-secondary program they are considering.

Information and clarification can be received from the administration.

To earn a High School Diploma, a student must complete the following in grades 10-12:

English 3015 creditsSocial 3015 creditsMath10 creditsScience10 creditsC.A.L.M.3 creditsPE 103 creditsTwo 30 level Courses10 credits(in addition to Eng & Soc)Unspecified Credits

Minimum Credits Required 100credits

#### myPass

myPass is an Alberta Education secure self-service website for high school students to:

View and print diploma exam results statements

Order transcripts

And more

Visit myPass.alberta.ca to request access. You can see Ms Poettcker in the school office for assistance and information.

## **Absent From School**

• Regular attendance is an expectation of everyone attending Gateway Christian School.

 Students absent from school must have a guardian call the school (403-346-5795) prior to 8:27am on the day of the absence. If this is not possible, please call and leave a message on the 24 hour answering service. In the event the absence is reported by the student (or someone else), a phone call will be made to guardians to verify this information. Students coming in to school late or having to leave the school during the day must sign in/out at the office at that time. Students who arrive 35 minutes after the start of class, or leave earlier than 35 minutes before the end of class will be considered absent from class; missing the bulk of instructional time. Parents and students should read through the attendance policy since failure to meet the expectations outlined in the policy can lead to withdrawal from class.

• It is the student and parent responsibility to call LCTHS for their absence if missing classes there also (LTCHS Attendance line: 403-314-2017)

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# Alcohol, Illegal Drugs, Use of Tobacco Products

As educators, we can only advise as to the difficulties alcohol or drugs can create. However, we are able to insist that all persons associated with the school avoid the use of, or association with anyone using, drugs or alcohol during the time school is in session or during school sponsored activities. In addition, while in school, possession of any item associated with drugs is prohibited. Such items will be confiscated and turned over to the RCMP. Anyone who challenges these rules, or who is associated with those who challenge these rules, faces suspension and/or recommendation for expulsion. Persons involved with drugs or alcohol during curricular or extracurricular field trips may be withdrawn from the class/activity associated with the trip. Persons suspended for involvement with drugs or alcohol will be required to complete an AADAC sponsored counselling program as a condition of reinstatement. The use of all tobacco products is strongly discouraged. Open display of all tobacco products is prohibited and will result in confiscation. The use of any smokeless tobacco product, and the act of spitting, in school or anywhere on school grounds is prohibited.

For the purposes of this policy, the school grounds are considered to include all the fields and lanes immediately surrounding the school.

Defiance of the regulations regarding use of tobacco products will result in the following: First and second infractions are a school detention. Third infraction is a suspension from school. Fourth infraction may result in a recommendation for expulsion. Tobacco products will be confiscated.

Any student who is aware that another student may have any of these articles in his/her possession, is urged to quietly and privately inform a staff member so a harmful or negative situation may be avoided.

Due to extreme behaviours exhibited, effective June 1, 2019,

students caught vaping at any Red Deer High School will be issued:

• 1 day suspension and a fine of \$200.00 issued by the City of Red Deer for the first offense.

• 3 day suspension and a fine of \$500.00 issued by the City of Red Deer for the second offense.

• 5 day suspension and a fine of up to \$2,500 issued by the City of Red Deer for the third offense. If you have any further questions please contact one of the high school administrators.

#### **Attendance Policy**

Educational literature supports a positive correlation between regular attendance and student achievement. In addition, among society's highest expectations are dependability, promptness and notification when one is to be absent. It is a belief of Gateway that good attendance, and notifying the school when absent, is of paramount importance to the success of students. The Attendance Policy at Gateway Christian School for all students is as follows:

a) As stated in the Alberta School Act, a student shall attend all classes and "is excused from attending school on a day on which the school is open (only) if the student is unable to attend by reason of sickness or other unavoidable cause, (or) the day is recognized as a religious holiday by the religious denomination to which the student belongs."

b) The onus is on the parent/guardian to advise the school of a child's/ward's absences by telephoning the school prior to, or the morning of, the absence. If the parent/guardian is unable to contact the school on the morning of the absence, the student must do so, with a confirmation by the parent/guardian as soon as possible. There is a 24 hour answering service. In the rare circumstances where it is not possible to make telephone contact with the school on the day of an absence, the student, upon returning to school, will be required to present a written note to the office from the parent/guardian explaining the reason for absence prior to attending classes. Calls received by the student or any other person, not listed as a guardian, will be verified by the school in a phone call to the parent.

c) Teachers monitor attendance on a daily, course basis. In addition to the expectations outlined in paragraph b, teachers may request students to provide a written note from the parent/guardian explaining the reason for absence from class and keep a record of the explanations. Teachers are expected to speak with students and their parents/guardians about unacceptable attendance.
d) Classes missed because of school authorized activities (for GCS & LTCHS courses) shall not be considered absences for the purpose of this policy (verification with LTCHS staff for their courses will be done by Gateway's office staff).

e) In order to ensure that parents/guardians are aware of students' attendance in class, the following will occur: 1. There will be daily calls to parents regarding unverified absences. Report cards will indicate absences by class. Parent(s) may call our secretary to check on student attendance. 2. Excessive absenteeism will be referred to our counsellor and/or vice-principal and may result in withdrawal from course.

A decision to withdraw a student will be made by the administration with deliberation and determination on a case by case basis. A decision to withdraw a student from a course may be appealed in writing to the administration by the parent/guardian.

f) Students are expected to be on time for all classes. Failure to be in class on time disrupts the teacher and class as a whole. Being late will only be excused when the student has a note from a parent/guardian, a teacher (GCS or LTCHS) or the office. Frequent tardiness will result in a school consequence.

#### **Care of Premises**

Individuals and classes are encouraged to help keep work and common areas tidy and safe. Your input is needed and appreciated. Any damage, accidental or intentional, should be reported to the office. Persons responsible for non-intentional damage who immediately and voluntarily report the circumstances to the office will be held responsible for the cost of replacement parts, but not labour costs.

#### **Code of Conduct**

It is our commitment to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. It is important to have a balance between individual and collective rights, freedoms, and responsibilities in a school community. This code of conduct conveys our desire to publish expectations for student behavior while at school, at school-related activity or while engaging in an activity that may have an impact on others in the school. WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Section 12 of the School Act is a reinforcement of our desire to see the following acceptable behaviors. Failure to comply with the code of conduct may be grounds for suspension or expulsion under the section 24.1 and 24.2 of the Act. Therefore, we encourage the compliance of the following behavior: Respect yourself and the rights of others in the school. Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging to others in your school. Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school. Act in ways that honours and appropriately represents you and your school. Attend school regularly and punctually. Be ready to learn and actively engage in and diligently pursue your education. Know and comply with the rules of your school. Cooperate with all school staff. Be accountable for your behaviour to your teachers and other school staff. Contribute positively to your school and your community. The consequences of engaging in unacceptable behavior will take into account the student's age, maturity, and individual circumstances. Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. Examples would include: PBIS strategies, mentoring, restorative processes, regular check-ins with teachers or community liaison workers, etc.

#### **Computer Use**

Students are expected to use information and communication technology (computers) as an educational resource and in a responsible fashion (in compliance with Red Deer Public School District's "Technology Use Agreement" that parents complete each school year). Students are subject to disciplinary action in the event of inappropriate or unacceptable use.

### **Contraband Policy**

It is of critical importance that students not bring articles to school that may pose a safety risk to others or that may offend some individuals. The following is a list of a few items classified as contraband:

Firearms (handguns, rifles, air rifles, pellet guns, toy guns or other weapons). Incendiary devices (ammunition, fire crackers, smoke bombs, lighters, etc.) Sharp objects (jack knives, etc.) Laser pointers Illicit drugs, drug paraphernalia, or alcohol Sexually explicit materials Tobacco or vaping products (smoke or smokeless)

Any student who is aware that another student may have any of these articles in his/her possession, is urged to quietly and privately inform a staff member so a harmful or negative situation may be avoided.

# **Defiance of an Adult**

When a reasonable request is made by any adult at the school, a student must fulfill the request. Students must identify themselves by name when requested by any adult in the school. Students have the right, and are encouraged to discuss unreasonable requests with the administration, but outright defiance will be considered a major disciplinary situation.

### **Dress Code**

Our commitment at Gateway Christian School is to do all things in a way that is pleasing to our Lord and that will bring honor and glory to Him (1 Cor. 10:31).

We are called to be ambassadors for Christ - Image Bearers.

The GCS dress code has been established to provide minimum standards of dress and appearance that will assist parents and students in choosing appropriate clothing to be worn to classes and school-sponsored functions (on or off campus). We realize that clothing styles are cultural and cultural standards are not always right or wrong. However, student attire needs to be safe, conservative, modest, neat and appropriate; contributing to a positive school atmosphere and facilitating learning rather than detracting from it.

No dress code is able to address every possibility - the Administration will make final decisions regarding dress code compliance or questionable style. Students with inappropriate clothing will be asked to change, cover up, be provided with an alternative, or will be asked to call home for a suitable choice. We wish to assure students and parents that standards will be enforced and in these personal conversations, students will be dealt with in Christian love and fairness with concern for the individual involved. Students are asked to have no underwear showing or "beach style" attire Student attire will not have inappropriate logo/words/pictures visible Students are not allowed to wear hats at Gateway.

#### **Electronic Devices**

(i.e. Cell phones, iPods, etc.)

High School students are allowed to have electronic devices with them before school and after school and during scheduled breaks. Electronic devices can often provide an advantage as a research tool, dictionary or calculator (for example) and students may use electronic devices, including phones, in class under the direction of the teacher.

To keep these devices safe, students are encouraged to keep these devices in their locked lockers during the school day or, if they have no lock, they may leave them at the school office.

Students needing to make urgent calls may use the student phone at the office.

If parents need to contact students for urgent matters, they are welcome to call the office and staff will get in touch with students (office line: 403-346-5795)

# **Exclusion from class**

Discipline Policy is as states:

Students will be notified they will be asked to leave class if the behavior they are exhibiting continues.
 If students are asked to leave class, they will sit in the office or SSR until the next class/bell.

3. The next time students misbehave inappropriately they will be asked to go to the office and meet with the High School vice-principal or Principal. A call will be made to the parents/guardians and be notified that the next offense will be a suspension.

4. When a student is asked to leave class more than twice because of a behavior issue, the consequence may be a meeting with parents, suspension, or some other discipline.

## **Hallway Policy**

It is expected that hallways will be cleared when classes are in session. Students who do not have classes during an entire morning or afternoon should only be at school if they are working on course work (eg. Distance Learning); not socializing. In this 2020/21 school year, unfortunately, we do not have the adequate space to allow students to serve their "spare period" time at Gateway. There is the SAC at LTCHS for that purpose.

# Homework

Study and homework assignments are an important influence on student achievement because homework is an effective means of reinforcing and furthering classroom instruction and learning. Moreover, homework cultivates self-discipline and the individual's responsibility in the educational process. Time required for homework will vary according to student ability and expectations, course and type of task, and personal time management skills. However, the typical high school student might spend 15 - 45 minutes per course per night on such things as practice, preparation, reinforcement and enrichment.

# Illness & Injury

Any student who becomes ill or suffers an accident must report to the office. Every effort will be made to inform the parents/guardians that the student is coming home, being cared for, or being sent directly to a medical facility for treatment. Ambulance costs are covered by the student insurance.

#### Lost & Found

Lost & Found items will be available for display through a google drive slideshow. Let the office know if you need access to look through the belongings collected. Items with names will be returned to the students as soon as possible.

# **Physical Abuse**

Possession and/or use of a weapon Under no circumstances will physical abuse towards anyone at the school be tolerated. This includes fighting or promoting a fight among others. Similarly, under no circumstances shall any person have possession of or use a weapon or any item which is used as a weapon, while on school grounds. For effective education to occur, school must be a safe place, and those who work towards destroying that safe environment will be suspended and/or recommended for expulsion. Specifically, persons fighting, except those clearly acting in self-defence, will be suspended and may be charged with causing a disturbance in a public place. A second involvement in fighting will result in recommendation for expulsion. Cheering on a fight or encouraging a fight is also a suspendable offence.

# Plagiarism/Cheating

Plagiarism is a serious academic offence and it will not be condoned by the staff of Gateway Christian School. Consequences for Plagiarism:

<u>First offence:</u>

• The student will receive "0" on the assignment.

• A letter of discipline will be placed in the student's file.

• A school detention.

Second offence:

• The student will receive "0" on the assignment.

• A second letter of discipline will be placed in the student's file.

• An out of school suspension will be issued.

• Reinstatement to classes will occur pending a successful interview with the student and his/her parents.

# Profanity

Gateway, like any other public area, is not the place for profanity. All persons in the school must recognize the need for appropriate language.

# **Public Displays of Affection**

Romantic physical expressions of affection are NOT permitted at school or school sponsored events.

# Sexual Harassment

This is an unwanted and uninvited behavior which is illegal and intimidating. This includes inappropriate gender-related comments and conduct which are verbal, written or physical in nature. Situations will be dealt with in accordance with RDPSD policy.

# **Trespassing / Congregating**

People who are not students or employees at Gateway must comply with the aforementioned visitors guidelines; RDPSD and RDCSD students outside of GCS and adult volunteers.

# **Verbal Abuse or Intimidation**

These behaviors towards anyone at the school will not be tolerated. This includes the use of technology for harassment. Gateway is a safe place, and those who work towards destroying that safe atmosphere will be suspended and/or recommended for expulsion.

## Visitors

Gateway Christian School is a closed campus. For this 2020/21 school year, no visitors will be allowed to visit our campus.

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# **Our Commitment to Students**

In order to see all students graduate, the staff at Gateway Christian school is committed to the following areas of supervision, evaluation, and encouragement. While this may not be an exhaustive list, it addresses areas that many students face barriers.

1. <u>Attendance:</u> Gateway's high school attendance policy requires that students are in class. When students attend classes, they pass classes. While this may seem like an oversimplified equation, the truth is that when students are not in attendance, they struggle, miss assignments, get behind. Reporting attendance every class is essential.

**Commitments:** 

Teachers will follow up with students who miss classes by having work/notes/assignments ready for them when they return

Teachers will engage with students and parents to inform and address potential issues to attendance Administrators will follow up with students who miss classes by enforcing a 90% non-excused policy. When students are not attending, or miss 3 classes (without excuse) an in-school suspension will be assigned.

An Attendance Contract may be assigned.

2. <u>Communication of marks</u>: Teachers are expected to regularly update PowerSchool. Marks will be kept up to date, and students and parents are encouraged to check on them regularly. Each semester, Parent Teacher Interviews occur, which is an opportunity for parents and teachers to discuss the current standing of students.

**Commitments:** 

Students are completing assignments on time and communicating when there are barriers to punctuality and completeness

Teachers are updating PowerSchool regularly

Marks are posted a MAXIMUM of two weeks after an assignment has been collected

0% policy - Missing assignments can be excused (and therefore not affect a course mark) if students were excused from the classes that the assignments were worked on. Unexcused absences do not fall into this category. Giving students opportunities to complete assignments, even past their due dates is appropriate. In school suspensions could be assigned to help students complete these assignments.

3. <u>Failing Marks</u>: Failing marks are often a temporary situation. Students can get behind in a class. Often, students have neglected to hand things in, or keep up with assignments. Getting a student to a passing mark may be simply collecting the things that remain outstanding. Every two weeks, a 'fail list' will be printed for students in grades 9-12. This list will inform teachers and administrators of next steps for specific students.

**Commitments:** 

The office will print no fail lists every two weeks

Students are handing in incomplete work and keeping up with assignments

Teacher is meeting with students who are behind, delinquent in work

Teacher communicates status with parents - NO SURPRISES!

HS teachers to meet with admin if student is failing – discuss steps that have been taken Administrators assign in-school suspensions for students who are behind in classwork/assignments Administrators may create attendance contract for student if spotty attendance is a factor Log entries for students who are on attendance contracts, have teacher concerns, in-school suspensions.

Connection to CLW/Counsellor/Mental Health Worker if more follow-up is required.

4. <u>Failing Courses</u>: At times, even with all of the above interventions, students may fail a course. Each failed course in grade 9 has the potential to affect the future of high school success for a student. Failed courses in grades 10-12 result in the missing out of credits that should/could have been earned for the class. Even 5 credits not recovered can result in a student failing to meet the graduation requirements.

**Commitments:** 

Students must be constantly checking on their marks, and responsible for the work that they turn in, for their attendance in class, and for the work that is being done.

Are students in the right stream? While they may have met the prerequisites, it is possible that students don't have the capability to continue in a stream.

Is this the proper stream for students?

Can Gateway cater to the needs of the students?

Are the courses that are available at Gateway appropriate for the student?

If a grade 9 student fails a core class in semester 1, their schedule should be altered to retake the course in semester 2.

If a grade 10 student fails a course in semester 1, their schedule should be altered to retake the course in semester 2 in order to recoup the lost credits.

Failing a course will result in a meeting with administrators/teachers/parents. If schedules do not allow for retaking of courses, re-appraisals of the student's course path must be explored to ensure that the necessary classes are achieved and completed.

Summer School options will be explored and communicated with parents/students.

5. <u>Communication with Parents</u>: A key piece to helping students overcoming obstacles to graduation is clear, consistent, and honest communication. We are committed to communicating effectively with parents so they are able to make decisions that are in the best interest for their children.

**Commitments:** 

Teachers use Remind, Email, Newsletter, etc. to establish communication with parents Teachers pass out, post, and share clear course outlines, including a breakdown of assessment procedures and guidelines Parent teacher interviews and Case Conferences are used to effectively communicate ideas and concerns about student achievement Log entries are used when teachers: have concern for students' marks have conversations with students about said concerns have conversations with parents assign in-school suspensions

# Gateway's Fail Safe Plan for High School Students Philosophy

It is our commitment to students and families to see all students who begin high school with Gateway Christian School through to graduation. There can be obstacles for students – academic uncertainty, equity issues, family pressures, indifference, peer pressure – the list is endless. Predicting and planning for these obstacles is key.

The truth is, barriers to high school graduation turn into barriers to post-secondary options, economic freedom, mobility, and vocational freedom later in life. Intervention early in a student's academic career is essential to graduation success.

Graduating high school means succeeding academically. It also means understanding the mission and vision of Gateway Christian School: to be equipped to SERVE God joyfully in every area of life. In that light, academic success is as necessary as personal enjoyment and fulfillment, athletic accomplishments, experiences with trades and the arts, extracurricular opportunities, a sense of belonging to a supportive community, and a feeling of purpose as students take steps towards the next chapters of their lives.

PLEASE NOTE: Although the information contained in this handbook is accurate to the best of our knowledge, it is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with the school administration if they have any questions regarding the contents of this handbook.

