



# High School Handbook 2018-2019

4210 – 59 Street  
Red Deer, AB T4N 2M9  
Phone: 403-346-5795  
Fax: 403-347-3003

**Office Hours:** 8:00 a.m. - 4:00 p.m., Monday - Friday

E-mail address: [gateway@rdpsd.ab.ca](mailto:gateway@rdpsd.ab.ca)  
GCS Homepage: <http://gateway.rdpsd.ab.ca/>

"I am the gate; whoever enters through me  
will be saved. They will come in and go out  
and find pasture." John 10:9

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## A. MISSION STATEMENT

Our mission is to provide a Christ-centered education,  
so that students are equipped and encouraged  
to serve God joyfully in every area of life.

The usefulness of any handbook is that it is a summary of the information, which often needs to be "handy". We trust that this Handbook may provide a basic overview of the general regulations and procedures related to the scope of student involvement at Gateway Christian School. It is our hope that students will grow in the following ways:

1. May you strive to increase your understanding of the way in which God created our world. May you learn of its beautiful unity and rich variety! You'll learn about plants, about animals, and your role in creation. You'll see how all parts of creation are interrelated and how each has its own unique task.
2. You are a special person, a child of the Lord, and you have a special place in the world. Be happy and joyful. Take delight in living in the restored trust relationship that God has given us in Christ. In gratitude, may your work be a response that brings delight to God. May all your living be a witness to the society around you.
3. May you become a responsible disciple of Jesus Christ. Your schooling has much to do with developing your skill, knowledge, abilities and insights so that you may live the full Christian life.
4. May your schooling be tempered with a true communion of people; your family, your friends and classmates, and your teachers. May your relationships be rooted in mutual respect.

## B. PRINCIPAL'S MESSAGE

Welcome Back! I hope that your summer was terrific. Let the questions begin!! Did you relax? What did you do? Did you go anywhere?? Ahhhh.... I love reconnecting! Let's talk about the journey you were on. Whether you went somewhere or not... I'm sure you've been on a journey. We all have. The word 'journey' has become a way of describing life. Of course, a journey is also something many of us think of more literally. We travel. We love to describe all the places we go, the things we see, and the experiences we have. We always come back with lots of pictures and animated stories.

But the word 'journey' is also a way of describing an inner process. Whether during the summer we've gone through something traumatic, or a new kind of experience I'm sure any one of us can talk about our journey of life through many situations, circumstances and relationships in our lives – changes we've experienced, losses, opportunities we've taken on, decisions we've made and then reflecting on the consequences and the learning over time.

Well, 'journey' is also a good word to describe the way the Bible tells the story of God's work in our lives. At Gateway, our deep hope is that we honor the service God has place in front of us - to play our part in God's story. In partnership with your family and your child we approach learning, discovery and growth as a journey within an integral Christian Worldview. We need to understand, connect our curriculum and deepen our relationship with Christ *within* this worldview (His Story), if we desire deep, rigorous and meaningful learning for our children. Gateway staff are is committed to this purpose and passion. Let the journey continue!!

Like had to happen as the days of summer drew to a close, your journey brought you home. It's the final step of any journey. Good or bad. Home. The place where you find consistency, family, support, understanding, unconditional love. We hope that as your sandy bare feet turn to socks and sneakers, that you feel like the summer journey ends at a September 'home'. Further, as we take the journey scenario a step ahead, Gateway staff are praying that God's story for your family finds 'home' within our walls. That we have what your child needs to grow spiritually, academically, physically and emotionally. The welcome mat is out. We begin another journey into the 2018-19 school year - together.

May God inspire us as we need to be inspired this year - parents/guardians, administration, secretaries, teachers, caretakers, instructional assistants, coaches, librarians, volunteers.... In our fears, our stress, our uncertainty, our abilities, possibilities and opportunities, God surrounds us - we're HOME. The summer journey may have ended but there is more adventure ahead. Jesus invites us into an ongoing journey within His Story. Gateway is thrilled to play our part with your family this year - deep humility and excitement lie in the knowledge of the stories are still being written... talk about ADVENTURE!

In His Service,  
Teresa Tataryn,  
Gateway Christian School Principal

## **C. Bell Times**

### **Grades 9**

Period 0	7:10 – 8:28 (LTCHS/GCS)
Period 1	8:27 – 9:40 (GCS)
Pd. 2 - Flex	9:46 – 10:31 (LTCHS or GCS)
Period 3	10:37 – 11:50 (GCS)
Pd. 4- Transition	11:50 – 12:40
Period 5	12:40 – 1:53 (LTCHS)
Period 7	2:01 – 3:14 (LTCHS)
Period 8	3:30 – 5:05 (LTCHS)

### **Grade 10-11**

Period 0	7:10 – 8:28 (LTCHS)
Period 1	8:33 – 9:46 (LTCHS)
Pd. 2-Flex	9:46 – 10:31 (LTCHS or GCS)
Period 3	10:37 – 11:50 (LTCHS)
Pd.4-Transition	11:50 – 12:40
Period 5	12:40 – 1:53 (GCS)
Period 7	2:01 – 3:14 (GCS)
Period 8	3:30 – 5:00 (GCS or LTCHS)

### **Grade 12**

Period 0	7:10 – 8:28 (LTCHS)
Period 1	8:27 – 9:40 (GCS)
Pd. 2-Flex	9:46 – 10:31 (GCS or LTCHS)
Period 3	10:37 – 11:50 (GCS)
Pd. 4-Transition	11:50 – 12:40
Period 5	12:40 – 1:53 (LTCHS)
Period 7	2:01 – 3:14 (LTCHS/GCS)
Period 8	3:30 – 5:00 (LTCHS or GCS)

## **D. Staff**

Principal	Teresa Tataryn
Vice-Principals:	Chris Kooman (HS admin)
	Carolyn Stolte
Secretaries:	Heather Poettcker
	Cathy McCullough
Financial Secretary	Aletta Cartwright

<b><i>Grade 9</i></b>	
English LA	Cathy Tilstra
Science	Graham Langridge
Social	Tyler Capton
Math	Leah Baker
<b><i>Grade 10</i></b>	
English 10-1/10-2	Tyler Capton
Science 10	Graham Langridge
Social 10-1/10-2	Tyler Capton
Math 10C	Graham Langridge
<b><i>Grade 11</i></b>	
Biology 20	Leah Baker
English 20-1/20-2	Cathy Tilstra
Math 20-1/20-2	Leah Baker
Social 20-1/20-2	Cathy Tilstra
<b><i>Grade 12</i></b>	
English 30-1/30-2	Cathy Tilstra
Math 30-1/30-2	Leah Baker
Biology 30	Graham Langridge/Carolyn Stolte
Social 30-2/30-2	Tyler Capton/Chris Kooman

## E. ADMINISTRATION

Administrators communicate with students, teachers, parents/guardians and counsellors relative to school concerns affecting students in a grade or a program. They act in a consulting role in all educational matters and assume the major responsibility for attendance and discipline.

**F. Entrance:** Main Front Entrance (South Side). These doors are always open during the school day.

## G. LEARNING RESOURCE CENTRE (Library)

The school's learning resource centre provides a wide variety of resources intended to support the school's curriculum and provide for student and staff research and recreational reading needs. The LRC also provides resources that integrate technology into the school's program of studies and help prepare students to be life-long learners in the information-based economy. **Students require a bar-code to access resources from the library.**

1. Book checkout - three weeks - renewable unless book is reserved.
2. Book limit - three at a time.
3. A **quiet** study atmosphere MUST be maintained in the library. Students may work on Distance Learning courses at any time in the library. The library is open to High School students at 8:00am to 3:30pm.
4. No eating or drinking allowed in the library.
5. The library is to be used as a reading or a resource centre. Socializing should be done elsewhere.
6. The person responsible (who has signed out on the computer) must pay for books lost or badly misused.
7. All classrooms are responsible for their own circulation.
8. Support staff must be respected and obeyed.

## STUDENT INFORMATION

### 1. ABSENT FROM SCHOOL

Regular attendance is an expectation of everyone attending Gateway. The attendance policy is found on page 13 of this handbook. **Briefly, the policy states that students absent from school must have a parent call the school (403-346-5795) prior to 8:27 a.m. on the day of the absence.** If this is not possible, please call and leave a message on the 24 hour answering service. If a parent is unable to call, the student is expected to do so. Students having to leave the school during the day must sign out at the office prior to leaving the building, and have their parent call the office as soon as possible. In addition, teachers may ask students to bring a note from their parents to class on the day following an absence. 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)

### 2. ACCIDENT INSURANCE

All students are covered at any school sponsored activity under a district policy.

### 3. ADDRESS / TELEPHONE CHANGE

Please call the school office if you have moved or changed home telephone numbers, cell phone numbers or work numbers for parents/guardians.

### 4. APPEAL PROCEDURES

Students and parents are reminded that they do have an opportunity to appeal decisions made at the school.

The procedure students should follow, either on their own or with their parents, is to:

- a) discuss the issue with the teacher involved (if applicable).
- b) discuss the issue with the high school admin rep, Chris Kooman.
- c) discuss the issue with the principal, Teresa Tataryn.
- d) contact the superintendent's office.

## **5. BUS PASSES: City Transit Bus Passes for 2018/2019 School Year**

The City of Red Deer uses a Smart Ride system. This is a plastic card that is valid for the entire year.

**Students who live less than 2.4 km from their designated school or our school** will no longer be able to purchase their bus passes at school (passes are available at the City of Red Deer Transit Department).

**Students who live over 2.4 km from their designated school and our school** may purchase an annual Transit bus pass at the office. Two types of City Transit bus passes are available.

- a. **Restricted Bus Pass:** School days only from 7am to 11pm, no weekends or holidays. (NO cost)
- b. **Unrestricted Bus Pass:** May be used at any time City Transit operates. (\$94.00 bussing upgrade fee).

Students will no longer have the option to come to the office and pay monthly – **ALL** upgrades and purchases must be paid in full **before** you receive the card. If you choose to upgrade your pass, you must submit \$94 upgrade fee. Please contact the school office to discuss payment options.

Lost or stolen cards **MUST** be reported immediately. A replacement pass will be issued by the school for a cost of \$10.00 (Replacement may take up to 24 hours). There is no refund for transit applications once a transit pass has been issued. If a student upgrades to an unrestricted pass and then withdraws from the school, they can surrender their pass and apply for a full refund for all unused months that have been paid for.

### **If you return your transit app & payment AFTER the end of September:**

1. Only applications from Eligible students (students living more than 2.4 km from designated school and school of choice) will be accepted.
2. Students will **ONLY** be able to purchase Restricted passes for \$47 per month (\$470 per year) or Unrestricted pass for \$55 per month (\$550 per year).
3. You **WILL NOT** be eligible to receive a subsidized pass (this is the free Restricted pass or the \$8/month Unrestricted pass), regardless of the distance you are from your designated school. To avoid having to pay for a pass that you could have received for free, please make sure to send in your Transit Application before the end of September.

## **6. 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).

## 7. 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 30	15
Social Studies 30	15
Mathematics	10
Science	10
C.A.L.M.	3
Physical Education 10	3
Two Gr.12 Courses in addition to Eng. & SS	10
Unspecified Credits	34
Min. Credits Required	<b>100</b>

### 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](http://myPass.alberta.ca) to request access.

## 8. 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.

## 9. 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 to 45 minutes per course per night on such things as practice, preparation, reinforcement and enrichment.

## 10. 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.

## 11. LOCKERS

Students are encouraged to purchase a lock for their lockers. Please check to ensure your locker cannot be easily opened when the lock is in place. **The school cannot assume responsibility for lost/stolen property.** Valuables may be left at the office for safekeeping. **DO NOT** give your combination to other students or share lockers. Lockers are school property and may be opened by the school administration if there is a justifiable cause.

## 12. LOST & FOUND

Small lost and found items may be claimed by identifying the item in the office. Lost & found clothing apparel, shoes, etc. are stored on the "Lost & Found" table & rack by the small gym. Please ensure that all students belongings are identified with their name. Calculators and electronic devices are particularly prone to theft.



### **13. PLAGIARISM/CHEATING**

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

#### **Consequences for Plagiarism:**

##### **First offence:**

- 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.

### **14. SCHOOL PICTURES**

All students are expected to have a photo taken for the yearbook and I.D. cards. There is NO charge for this service. Students have the option to purchase photo packages at a reasonable cost. Fall pictures are scheduled for Sept. 17<sup>th</sup>, 2018 with retakes taken November 1<sup>st</sup>. Our photography company is Lifetouch Canada Inc. (1.866.457.8212). Grad photos are scheduled for Nov 28-30, 2018.

### **15. VISITING STUDENTS outside of Gateway's student population**

High school students, who do not attend Gateway, and would like to visit during worship and/or lunchtime must:

- first meet with an admin and receive approval (this is based on availability of Mrs Tataryn, drop in requests may not be immediately met due to circumstance of the day)
- sign in/out at the office each visit
- wear a VISITOR sticker for duration of visit
- remain in the Den and front entry area of the school. Visitors are not permitted in halls of the school.

### **16. VOLUNTEERS**

Volunteers from the community are welcomed and appreciated. A wide variety of volunteer opportunities exist at Gateway. If parents or community members wish to participate, they are encouraged to contact their child's homeroom teacher.

#### **All school volunteers must:**

- submit a Police Information Check, including a Vulnerable Sector Check, and 2 reference letters (volunteer packages at the office). These checks are valid for 5 years and kept on school file for that time.
- sign in/out at the office.
- wear a VISITOR sticker

## SCHOOL POLICIES AND GUIDELINES

### A. 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 of 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 worker, etc.

### **Public Displays of Affection**

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

### **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.

**Verbal Abuse or Intimidation** 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.

**Sexual Harassment** 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 to RDPSD policy.

### **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.

### **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.

### **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 extra-curricular 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 infraction is a school detention. Third infraction is a suspension from school. Fourth infraction may result in a recommendation for expulsion. Tobacco products will be confiscated.

### **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.

### **Trespassing / Congregating**

People who are not students or employees at Gateway must comply with the prementioned visitors guidelines on page 9 (#15 & 16); RDPSD and RDCSD students outside of GCS and adult volunteers.

### **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

Students are allowed to wear hats at Gateway; except in chapel or during prayer. Staff has the final say and may ask students to remove head-wear if it is inappropriate (logo/words), covers their face or causes a distraction.

### **Exclusion from class – Discipline Policy:**

1. Students will be notified they will be asked to leave class if the behavior they are exhibiting continues.
2. If students are asked to leave class, they will sit in the office till the next class/bell.
3. The next time students misbehave inappropriately they will be asked to go to the office again and meet with the vice-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.

### **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.

### **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)

### **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
- Tobacco products (smoke or smokeless)
- Illicit drugs, drug paraphernalia, or alcohol
- Sexually explicit materials

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.

### **Special School Activities, Field Trips, Exchanges and Extra-Curricular Policy**

There will be opportunities for students to participate in special activities and field trips at Gateway. We believe that these are valuable experiences in the development of the whole student and their high school experience. When our students participate in these activities, they represent Gateway and frequently our community as well as themselves. With that in mind, we expect our students to act in an honorable manner, abiding by all rules and school expectations.

In the event that a student does not follow expected behaviors set by the supervising teacher, school and school board policies, there will be consequences for the student's actions.

Any use of alcohol or drugs, or any behavior deemed inappropriate, will result in a five day out of school suspension. In addition the offending student will be prohibited from participating in **any** extra-curricular or curricular activities for one year (365 days). The student may also be sent home (if the group is away) at the parent's expense.

## B. 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 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.
- 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.
- 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.



2018 - 2019  
High School (Gr. 9-12)

Website: <http://gateway.rdpd.ab.ca/>

August							September							October						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

  

November							December							January							February						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3						1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
							30	31																			

  

March							April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6			1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

- First day of school (Sept. 4)                      Parent/Teacher Interviews: Oct. 3 & 4 and March 28 (regular classes for students).
- Jan. 30 - last day of 1st semester / June 27 - last day of 2nd semester & GCS GRAD
- LTCHS Grad - May 31 (no classes) / GCS Grad June 27
- 1 hour early dismissal: 1:44 p.m. - December 21
- half day of classes @ GCS & LTCHS (out at noon) - April 10
- No school (holidays)                      Sept. 3 (Labour Day), Oct. 8 (Thanksgiving), Nov. 8 & 9 (Fall Break), Dec. 24 - Jan. 4 (Christmas Break),  
Jan. 1 (New Year's Day), Feb. 15-22 (Winter Break-Canada Winter Games), Feb. 18 (Family Day),  
April 19 (Good Friday), April 22 (Easter Monday), May 20 (Victoria Day).
- No school (Staff Professional Development Days)                      Aug. 29-31, Sept. 14, Oct. 5, Nov. 7, Dec. 7, Jan. 31 (Semester Break),  
Feb. 14, March 14 & 15 (ATA Teachers' Convention), March 29, April 18, May 17, June 28.

"I am the gate; whoever enters through me will be saved.  
They will come in and go out and find pasture." John 10:9

**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.