

St. Gabriel High School

Full Time Student Handbook



**#202 Mission Hill Plaza, North Building
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Hours:	Mondays	8:00am - 3:00pm
	Tuesdays	8:00am - 3:00pm
	Wednesdays	8:00am - 5:30pm



Thursdays	8:00am - 5:30pm
Fridays	8:00am - noon

Staff:	Principal	Mr. David Feist
	Vice Principal	Ms. Angela Gauthier
	Secretaries	Mrs. Val Franklin
		Mrs. Jennie Stoten
	Youth Coach/ Counsellor	Ms. Melissa Yanitski
	Teachers	Mrs. Julie Bedie
		Mrs. Harmony Terin
		Mr. Cody Horb
		Mr. Richard Wirth

What is the St. Gabriel High School Full-Time Program?

The full-time program is for students who take a full course load at St. Gabriel High School. St. Gabriel High School delivers a complete Alberta High School curriculum in an alternative setting and method to a regular school. In addition to an academic curriculum, this program also offers dynamic option courses including foods, photography, music, and forensic science. These programs combined with strong personal and career counselling opportunities make St. Gabriel High School an excellent Full-Time Student Program.

What is the difference between a Full-time Student and a Drop In Student?

Drop-in students have outside responsibilities such as full-time employment or their own families. They must do an intake interview with their course teacher or administrator, and are required to stay on track with the course schedule. If a drop-in student falls off track, the course teacher will contact the student and family, and if this does not successfully motivate the student to get back on track they will be referred to administration for intervention. Students who are not attending other schools, and find that the drop-in program offers too much freedom or that they have not maintained the level of responsibility required, may be given the opportunity to become a full-time student with all of the support, opportunities and expectations that follow.

How often do I have to attend to be considered a Full-Time Student?

Full-time students are expected to attend at least 18 hours per week OR until weekly goals are completed. Student attendance will be monitored by the Student Support Team and reviewed on a weekly basis.

How many credits will I earn as a Full-Time Student?

Our goal is for students to complete a minimum of 15 credits per semester.

Who makes up the Full Time Student Support Team?

A core group of staff work closely with our full-time students. This core group will consist of an administrator, teacher and Success Coach. The Student Support Team will meet weekly to discuss student progress and make recommendations and decisions to help students meet with success.

What is the Orientation Period?

Students new to St. Gabriel High School will be required to complete a 2 credit Orientation course over a 1 week period, in which full time attendance and good attitude will be expected. When the Orientation Course is complete, students will then have access to their other online courses and will be expected to adhere to the due dates in the course outline. If a student fails to complete the Orientation course within the allotted time, a meeting with an administrator will be required and entrance into the Full Time program will be re-assessed.

How many courses will I work on at once?

Full-time students generally work on two core subjects at a time. The goal is for each student to complete 2 core courses and 1 option course each semester. Full-time Students are required to meet at least the minimum requirements of the achievement (marks) policy and are encouraged to check in regularly with their teachers for any assistance.

What happens if I fall behind?

Each student enrolled in the full-time program will have their progress monitored at the weekly Full Time Student Support Team meetings. If it is determined that the student has strayed from the goals that have been set for that week, the student may have the following consequences applied:

- The student will be required to increase their attendance until caught up in their course(s).
- Removal of course access until meeting with a member of the Student Support Team
- Assigned seating
- A learning contract is made up and all parties sign off on it

What happens if a student goes “Unplugged”?

Full-Time Students may need to go “unplugged” (be away from school) at any time during the school year (this is not an option during orientation or probation).

- After the first unplugged period, students will be welcomed back after five school days or less and meet with a member of the Full Time Student Support team. The student will have assigned seating for a two-week period.
- After the second unplugged period, the student will be accepted back after five school days or less and the student and/or parent must meet with the Full Time Student Support Team to determine whether the Full-Time Student program is the correct placement for the student. The Full Time Student Support Team will decide whether the student will be accepted back for a new Probationary period.
- If a student is absent for more than five school days at any time during the school year, the student and/or parent must meet with the Full Time Student Support Team to determine whether the Full-Time Student program is the correct placement for the student. The Full Time Student Support Team will decide whether the student will be accepted back for a new Probationary period.

What if I don’t have my own computer?

A laptop or Chromebook is required to do the coursework at St. Gabe’s. Unfortunately, we do not have extra computers to lend out.

Do I have to attend seminars?

Seminars are not mandatory but it is strongly recommended that students attend, as there is a high correlation between a high level of success in the course and on the diploma exams and attending seminars. Seminars are held weekly for approximately 1.5 - 2 hrs. See your teacher for further details.

Can I be a Full-Time student and have a part-time job?

If a student is working a part time job, the recommended number of hours per week to work and still find success in school is 20 hours.

What activities are offered to Full-Time students?

Students are invited to participate in various activities (ie. Healthy Relationships group, weekly assembly, special luncheons, post secondary/career seminars, etc.). These activities are offered to every student in the school. Students are asked to be respectful and polite to all peers attending these activities as well as to staff organizing and supervising the activities.

Can I take breaks during the day?

Students may get a drink, grab a coffee, go to the washroom, eat and drink at their desks, and listen to music while they are working. Breaks should be limited to five minutes or less.

Can I smoke at St. Gabriel High School?

St. Gabriel High School is a smoke free environment. Smoking is not permitted in the building at any time. Smoking is permitted outside before school, during breaks, at noon hour and after school. Students are asked to smoke **behind** the building and use the container provided for cigarette butts.



Can I use the Internet?

Internet use is a very important tool in the everyday education of our students. We encourage our students to use the Internet for homework and projects. We expect that our students are using the Internet as well as Moodle appropriately each day.

Can I use the telephone?

There is a public telephone that students may use throughout the day. Students are expected to ask for permission to use the phone and should limit the length



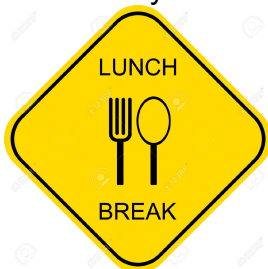
and frequency of phone calls.

Can I use my cell phone?

Students may have access to their cell phones during class time, breaks and lunch; however phones should be on “silent” and used respectfully within reasonable limits.

Can I eat my lunch at school?

Students may heat their food in the microwave in the food corner. Students are expected to keep an appropriate voice level as well as be respectful to everyone around them. It is the responsibility of students to wash the dishes that they use, and to put everything used back in the correct place.



Is there a dress code at St. Gabriel High School?

Student Dress is expected to be in good taste. This is especially relevant to T-shirts that depict alcohol/drug use, profanity, or sexual connotations and 'summer' wear that has spaghetti straps or is excessively short or low cut.

What is the code of conduct at St. Gabe's?

Acceptable conduct supports a positive learning environment. Our school wide expectations and values are consistent with our Catholic/Christian beliefs. All students are expected to treat one another in a kind, considerate manner. A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- Apply themselves to the best of their ability in all aspects of their education
- Attend school and classes regularly and punctually
- Be respectful of the thoughts, feelings and heritage of others
- Respect the rights and property of others
- Dress in a manner which reflects purpose and self-respect
- Contribute positively to a safe, caring and orderly school
- Behave in an ethical and lawful manner
- Report to a responsible adult, incidents of threats, bullying, harassment, violence or intimidation

Any unacceptable student conduct will be dealt with by the administration as quickly and effectively as possible. In most cases parents will be contacted and any consequences (if necessary) will be decided upon on an individual case.