



St. Gabriel Education Centre



Student Handbook

**6 St. Vital Avenue
St. Albert, Alberta T8N 1K2**

Telephone: (780) 459-6616

Fax: (780) 459-6606

Website: <http://stgabe.gsacrd.ab>.

HOURS OF OPERATION - Office Open to Public



Mondays **8:00am - 3:00pm**
Tuesdays **8:30am - 3:00pm**
Wednesdays **8:00am - 3:00pm**
Thursdays **8:00am - 5:30p**
Fridays **8:00am - noon**

HOURS OF OPERATION - Teaching Staff

Mondays **8:30am - 3:00pm**
Tuesdays **8:00am - 3:00pm**
Wednesdays **8:30am - 3:00pm**
Thursdays **8:30am - 5:30p**
Fridays **8:30am - noon**

Principal
Administrative Assistant/Registrar
Diverse Learning Coordinator
Counselor

Mrs. Renee Trottier
Mrs. Val Franklin
Mrs. Angela Gauthier
Mrs. Tracy Delhez

Teachers

Mrs. Julie Bedie
Mrs. Harmony Terin
Mr. Dayn Scaber
Mr. Christian Pagnani

The Collaborative Response Team (CRT) is made up of an administrator, counsellor, diverse learning coordinator and one or more teachers, as applicable.

What is the St. Gabriel Education Centre Full-Time Program?

The full-time program is for students who take a full course load at St. Gabriel Education Centre. St. Gabriel Education Centre 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. These programs combined with strong personal and career counselling opportunities make St. Gabriel Education Centre 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 Collaborative Response Team (CRT) 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 Learning Team?

A core group of staff work closely with our full-time students. This core group will consist of an administrator, teacher, counsellor and Diverse Learning Coordinator. The Collaborative Response 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 Education Centre will be required to complete a 1 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 Collaborative Response 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 CRT
- A learning contract is made up and all parties sign 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 CRT. The student will have to attend school in person.
- 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 CRT 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 CRT 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.

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. A responsible use agreement is part of the registration package. Students are able to use our free division WIFI while in the centre.

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. Students can attend in person or via Google Meet. 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 or less.

What activities are offered to Full-Time students?

Students are invited to participate in various activities such as: special luncheons, celebrations and assemblies, 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 or vape at St. Gabriel Education Centre?

St. Gabriel Education Centre is a smoke/vape free environment. Smoking/vaping is not permitted in the building or on school grounds at any time. Smoking/vaping is permitted outside, off school property.

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. All devices must be “parked” at the front office before writing exams. Students who fail to comply will not be allowed to write their exams.

Can I eat my lunch at school?

Students are welcome to bring in snacks and lunch to the centre. Students are expected to keep an appropriate voice level as well as be respectful to everyone around them during their lunch time. It is the responsibility of students to clean up after themselves. Microwaves, dishes and cutlery are not available for student use. The centre provides a basket of snacks for students.

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.

Safe and Caring Code of Conduct

Sustaining a Safe and Caring Learning Environment in Greater St. Albert Catholic Schools

Rationale:

Section 33 (1d) and 33 (2) stipulates the Board's responsibility to ensure that each student and staff member within a school are provided a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Section 33 (3b) indicates that a Code of Conduct is to be annually reviewed at each school to assure that safe and caring needs are addressed throughout the Division. With recent changes to the Alberta Human Rights Code, which determines that harassment could be interpreted to be a form of discrimination, changes to our Safe and Caring Learning environments was changed in June, 2018. This means that the preamble to your locally developed codes of conduct, and the conduct expectations that you establish will need to change to reflect the expectations of the Alberta Human Rights Act, the Education Act, and other related division administrative procedures.

In school handbooks, schools will be expected to articulate procedures for addressing bullying and harassment within a Code of Conduct that addresses definitions 2.1 – 7 and guidelines 1 – 2.1 of Administrative Procedure 359: Safe and Caring Learning Environments.

All of these important considerations are addressed when your school incorporates the following text within your student handbook, whether it is online or paper format. The following text indicates everything that should be stated within your local code of conduct. Note that most of the following text will be common to all schools although there is a portion of text (see yellow highlighted instructions) where you would insert your own unique code of conduct expectations. Please follow the instructions provided.

Definitions:

1. Harassment refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or Harassment includes, but is not limited to, the following:
 - a. any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
 - b. conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the Alberta Human Rights. Any form of harassment may be caused by a single incident or a series of events.
2. Sexual Harassment includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
 - a. inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
 - b. inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
 - c. inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities ;
 - d. inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
 - e. inappropriate conversation regarding an individual's sexual behaviour;
 - f. unsolicited and/or unwanted requests to engage in sexual activity;
 - g. reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. Bullying refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

Harassment and Bullying Codes of Conduct

The school does not support Harassment and Bullying in any of its schools and/or sites or at all. To this end, the Greater St. Albert Catholic School District has implemented (and revised) the following Administrative Procedures which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

1. New Administrative Procedure – Student Discipline Framework, Administrative Procedure 350
2. Revised Harassment Administrative Procedure 460 (Employees)
3. Revised Harassment Administrative Procedure 358 (District Students)
4. Revised Safe and Caring Learning Environments Administrative Procedure 359
5. Revised Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
6. Revised Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361
7. Revised Use of Technology Administrative Procedure 140
8. Revised Social Media Administrative Procedure 149

Expectations

1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
2. No action toward another student within the school community will or intend to diminish the student's reputation within the school.
3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents, family circumstances, or gender expression, or gender identity of a student may be applicable to and assessment of.
5. No report by a student that he / or she is being "harassed" or "bullied" will be ignored by a school. The official will report the incident to the

- school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.
6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
 7. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future, and supporting the victimized Those disciplined for their involvement in bullying will be communicated what to “stop” doing, and “start” doing in order to further a safe and caring culture within the school.
 8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (District Students) and 460 (Employees).
 9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School.
 10. All actions by students that impact the safety and well-being of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (District Students).
 11. The expectation for students in all their school-related interactions that pertain to the School District is that they:
 - a. conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
 - b. be aware of and adhere to their school’s code of conduct; and
 - c. be aware that these expectations are from the school’s and district’s standards for creating a safe and caring environment .
 12. Appropriate interventions and supports will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviors in the future.

SGEC Code of Conduct Expectations

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.

This code will be reviewed for its effectiveness in meeting District expectations annually. Please note that Section 32 of the Education Act, specifies the following reminder for parents:

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- A. act as the primary guide and decision-maker with respect to the child's education,
- B. take an active role in the child's educational success, including assisting the child in complying with section 31,
- C. ensure that the child attends school regularly,
- D. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,

- E. co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- F. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- G. engage in the child's school community.

The School values your participation within our school community to support the safety, well-being, and success of all our students.