



St. Gabriel Education Centre

STUDENT HANDBOOK

Grades 7-12

OUR VISION - St. Gabriel Education Centre is dedicated to excellence in alternative education programming through faith, relationships and engagement.

OUR MISSION - St Gabriel Education Centre is a safe and caring environment where students are given the differentiated, flexible, and engaging learning opportunities that will inspire them to be successful in learning and life.

OUR PHILOSOPHY - As part of Greater St. Albert Catholic School's goal to deliver diverse learning opportunities to meet the needs of its students, St. Gabriel Education Centre provides a unique option for students in St. Albert and surrounding area to complete their high school programming. Students have the ability to attend full-time, part-time, or take individual courses while attending another school.

School Goals:

Faith - Through staff modelling of faith and living like Jesus, St. Gabes students will increase their engagement and participation in faith and service practices at school.

Learning - St. Gabriel Education Centre will provide robust and engaging learning opportunities that will improve interest and increase challenge for our students.

Hours

Monday - 8:30-3:30

Tuesday - 8:30-3:30

Wednesday - 8:30-3:30

Thursday - 8:45-5:30 (junior high until 5:00pm)

Friday - 8:30-12:00 (junior high start at 8:45)

Hours - Mrs. Tracy Delhez - Counsellor

Monday - 8:30-3:30

Thursday - 8:45-5:30

Friday - 8:45-12:00

Hours (on site) - Mrs. Julie Lamoureux - Diverse Learning Teacher

Thursday - 8:45-11:30

Staff:

Principal	Mrs. Renee Trottier
Counsellor	Mrs. Tracy Delhez
Diverse Learning	Mrs. Julie Lamoureux
Office Administrator	Mrs. Val Franklin

Teachers	Mrs. Julie Bedi
	Mrs. Harmony Terin
	Mr. Christian Pagnani
	Ms. Alex Rumbles
	Ms. Christina Doehring
	Mrs. Julie Lamoureux

Welcome to St. Gabes!

We are happy that you have chosen our school. St. Gabes is a welcoming learning community. At St. Gabes, our staff have high expectations for student learning and work individually and collaboratively to create an atmosphere which promotes student success and lifelong learning. Our programming caters to students in grades 7-12, plus adult learners. Our junior high program is fully online while our high school program is a blend of online and in-person learning. Regardless of your age or stage of education, we offer flexibility and quality teaching to meet your needs.

Our staff pride themselves on knowing each and every student and take responsibility for the learning of all students, regardless of age, class, or grade. Staff are committed to placing student needs first, fostering strong relationships, and providing enriched learning environments - all of which promotes academic success. We are confident that you will experience a rich and rewarding education at our school.

Please review the following information and policies and contact us if you have questions or concerns. You may also check out our school's website for more information or follow us on social media.

Renee Trottier, principal

Attendance:

Junior High - Students are expected to attend their seminars and meet with their teachers on a regular basis. Teachers will send home an email when a student has an unexcused absent from class. All absences must be sent to Mrs. Val Franklin at vfranklin@gsacrd.ab.ca.

High School - Students in core classes are expected to attend (in person or online) and stay up to date with their course work. Students in option classes are expected to keep on track with their course work. Student attendance is monitored by the School Learning Team each week. Teachers will keep track of attendance in PowerSchool.

Guestbook - All students and visitors to St. Gabriel Education Centre are required to sign in when they enter the school using their cell phone or digital device. There are QR Codes posted at the front office which will direct you to our Guest Book attendance monitoring site. All students and visitors are asked to sign out when you leave the building. This is very important in case of an emergency as it's our only way to know who is in the building.

Full-Time Program

High School - Our full-time program is for high school students who take a full course load at St. Gabriel Education Centre. Students should aim for 15 credits per semester to be considered a full time student. Usually the 15 credits consists of 2 core courses and one option. St. Gabes 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. Gabes an excellent school of choice.

Full-time Student vs. Drop In

High School - 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.

Secondary Registration

Students in high school are able to register as a full time or part time student at St. Gabriel Education Centre. Students can remain registered at their primary school (either within Greater St. Albert Catholic School Division or at another school division in Alberta) while taking a course or two from St. Gabes as a secondary student. This option is only open to students in high school.

Orientation

High School students who are new to St. Gabriel Education Centre are required to take an online orientation course (COMM1255) for one credit. This course will help new students navigate their courses and learn how St. Gabes works.

Textbooks

All student textbooks are signed out through the front office. Students must provide a credit card number before they will be able to sign out books. Junior high students have access to online resources. Should a junior high student require a paper copy of a textbook, please contact the school. **Replacement costs for lost or misused texts will be billed to the student or parent/guardian's credit card.**

Communication

Your teachers each have an email address, Google meet link, and the high school staff have a school phone so that you can easily contact them. They will share this information on their course home pages. You are encouraged to contact your teachers if you have questions, need assistance, have fallen behind or if you will be absent.

Students and parents are also encouraged to check PowerSchool regularly for your academic progress. Report cards are no longer printed and sent home with students.

Celebrations

Liturgies - St. Gabriel Education Centre is part of a Catholic school division. As such, we hold liturgies and celebrations throughout the year to mark the liturgical season. These celebrations are held in person at St. Gabriel Education Centre and are also broadcast via Google Meet to students who are online. Attendance is encouraged but not mandatory.

Awards - Awards ceremonies are held at the end of each semester to celebrate our students' success. High School awards are held in person at St. Gabes while the junior high awards are held online. Please see our [Awards Administrative Procedure](#) for more information about awards in GSACRD.

Graduation and Farewell - Grade 9 farewell and grade 12 graduation are held in June each year to celebrate our students' milestone achievements. Information will be sent out prior to the event.

Dress Code

Student dress is expected to be in good taste. This is especially relevant to clothing that depicts alcohol/drug use, profanity, or sexual connotations, as well as beach/summer wear that is excessively revealing. Students attending online are expected to be dressed in appropriate school attire.

Appropriate Language

St. Gabriel Education Centre is a place of learning. As a result, we have a high standard when it comes to language usage. Profanity, sexist, racist, rude, insulting, intimidating, and abusive language (whether written or spoken) will not be tolerated.

Contraband Items:

High School - Contraband items are considered unsafe and should never be brought to school. Items like alcohol, tobacco, vapes or e-cigarettes, guns, knives, throwing stars, fireworks, ammunition, pornography, illegal drugs, etc. are not permitted on school property. This includes facsimiles of the aforementioned items such as water guns, airsoft guns, Nerf guns, fake knives, etc. Contraband items will be confiscated. Should a student be found with any contraband items, stage one of the Violent Threat Risk Assessment can be put into place should administration deem it necessary and the RCMP or other outside agencies can be brought in to deal with certain situations.

Cold Weather:

Schools in GSACRD rarely close due to inclement weather. Staff will make every effort to get to school, however, depending on road and weather conditions, they may be late. Do not drop off your child without making sure the school is open. Please listen to the following stations for information about bus transportation. If the GSACRD school busses in the city of St. Albert aren't running, then staff may also be late getting to school.

AM Radio Channels: 630, 740, 790, 880, 1260

FM Radio Channels: 91.7, 92.5, 96.3, 97.3, 100.3, 103.9, 104.9

Television Stations: Global, CityTV, CTV

Every effort will be made to have local school personnel report to school in the event of inclement weather to ensure that students who show up for school are safe. PLEASE NOTE: The policy does not specify a specific temperature for the cancellation of bussing or school closures.

The junior high school students are not subject to our cold weather policy, except in the case where power or Internet service is disrupted.

School Council

School Council meets monthly online. These meetings provide the opportunity to hear about our school in detail. All parents are welcome to attend our School Council meetings. One high school student representative is required to attend. If you are interested in this position, please contact the principal.

Concerns

SGEC believes that all conflicts can be resolved with effective communication. It is important that students, parents, and staff follow procedures to ensure that everyone is given the opportunity to voice their concerns. Should students, parents, or guardians have a concern with general school activities they are to contact the school administration. If the concern is with a teacher, the following procedure is in place:

- Speak directly with the teacher. If unresolved, then:
- Approach the administrators for a meeting between all parties involved. If unresolved, then:
- The matter can then be taken to the Superintendent with a final appeal to the School Board Trustees.

Falling Behind

Each student enrolled at St. Gabes will have their progress monitored at the weekly School Learning Team (SLT) 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 School Learning Team
- A learning contract is made up and all parties sign it

Junior High students who continue to fall behind will be expected to attend individual catch up sessions at the discretion of the teacher.

High School students who continue to fall behind or who have marks that are consistently below 50%, may be removed from the course. **Adults (over 20)** will not have their tuition returned.

Students who will be away from school are expected to inform their teachers of the dates and times they will be away from school and include a plan to catch up their work.

It is recommended that full time students do not work more than 20 hours per week in order to keep up with their course work.

Seminars

Junior High - Attendance for seminars is mandatory for all junior high students. Seminars are only offered online for junior high students.

High School - With the exception of a few courses, seminars are not mandatory for high school students however, it is strongly recommended that students attend as there is a high correlation between attendance and success in the course and on the diploma exams. Seminars are approximately 1-2 hours per week. Students are able to attend seminars in person or online (with the exception of Math 15 which is mandatory in person attendance). See your teacher for details on schedules.

Smoking, Vaping, Alcohol, and Drug Use

St. Gabriel Education Centre is a smoke, vape, alcohol, and drug free environment. Smoking, vaping, drinking, or legal drug use is not permitted in the building at any time. Students must leave the division property before using any substances. Use of any of these substances on division property will result in consequences as per Section 31 of the Education Act (Student Responsibilities).

Cell Phones and Technological Devices

Junior High - Students will need their own computers with a working microphone and camera. They will also need access to the Internet for all their programming. During exams, students are expected to place their cell phones behind them where the teacher can see them on the camera. Cameras must be turned on and the student's face must be in view of the camera.

High School - Students will need to bring in their own laptop with them when they come to school. We have a few Chromebooks that we can lend to students while they're at school but they cannot be removed from the building. Cell phones should be on silent and head phones used for listening to music. No technological devices are permitted during exams. Students are expected to leave all devices, including smartwatches, at the front office.

Our school policy is based on the foundations of GSACRD's Responsible Use Agreement and FOIP policy that must be signed by all students and parent/guardians in Greater St. Albert Catholic Schools on the registration form. Our goal is to support and inform students and parents/guardians about the expectations and responsibilities that come with digital citizenship at St. Gabes

Students who demonstrate ethical and responsible use of technology:

- keep their GSACRD login IDs and passwords confidential;
- password-protect their personal devices;
- ensure the security and safety of their own electronic devices;
- ensure the security and safety of school - owned electronic devices;
- use & manage devices in a lawful manner;
- manage the content contained on their own personal electronic devices;
- ensure that they access acceptable materials for educational purposes;
- respect and abide by copyright laws (text, photos, music, video, etc.);
- ensure that their personal device does not disrupt the learning of others;
- maintain one's own device such as having it fully charged & functional.

Misuses that disrupt learning and/or contravenes school/district policy

St. Gabriel Education Centre/District policy include but are not limited to the following:

- using audio and/or video devices to record others without permission;
- using audio and/or video devices in inappropriate settings;
- using an electronic device to intimidate, threaten and/or slander others (cyberbullying);
- sharing district IDs and passwords
- using devices during instructional time for non-instructional purposes
- using devices to cheat on assignments and/or tests;
- downloading, viewing and/or sharing inappropriate and/or offensive content;
- trying to bypass district security filtering system;
- posting/sending of pictures, videos or audio recordings taken at school on any social media or personal sites.

**** St. Gabriel Education Centre is not responsible for loss or damage to student personal property****

NEW - Exam Policy for High School Students

All high school students are expected to comply with the following during exams:

- Exams must be booked in advance with your teacher so that we can ensure we have the space and have time to get your exam ready. Failure to do so may result in not being able to write your exam.
- All devices must be turned off and left at the front office. This includes phones, smartwatches, tablets, etc. Please power them down (not just silenced) to prevent disruption at the office.
- Clear bag policy - all backpacks, purses and pencil cases must be left in the hallway outside the exam room. If you need to bring a bag into the exam room, you will need to use a clear bag for your supplies.
- Hoodies, jackets and coats - students are not permitted to wear hoodies, jackets, or coats during exams. You can leave your hoodie, coat, or jacket with your backpack outside the exam room.

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. 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 were 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.

St. Gabriel Education Centre Academic Dishonesty Policy

Reference: [GSACRD Admin Procedure 365](#) - Student Assessment, Evaluation and Reporting

The primary purpose of student assessment and evaluation is to support student learning and to have all students improve their performance. The following grading practices distort achievement and are inconsistent with Greater St. Albert Catholic School's Assessment Administrative Procedure:

- extra credit or bonus points
- penalties for student work submitted late
- penalties for student absences
- an automatic permanent grade of zero when evidence is missing or as a punishment
- academic dishonesty and incomplete evidence of learning
- group marks
- homework should have little or no part in grades

Academic Dishonesty refers to student behaviour where their performance on an assessment is enhanced by accessing information that has not been permitted by the teacher.

This may include:

- possession of materials not allowed in an examination room,
- copying from another student,
- accessing assessments in advance from another student,
- using technology that is not permitted such as a phone or smartwatch,
- hiding notes in a calculator, dictionary, thesaurus, etc.
- plagiarism (representing someone else's ideas as your own)

This behaviour is not acceptable and will result in consequences that will help promote the importance of students maintaining academic integrity.

It is important to note that plagiarism is a serious violation of academic integrity. Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether it is a fellow student or a published resource writer, is guilty of plagiarism.

St. Gabriel Education Centre staff are committed to using preventative practices to reduce the frequency of possible incidents of academic dishonesty. In so doing, staff will do their best to ensure that testing materials are secured, and they are diligent in reviewing this policy with all classes and doing proper checks of materials used by students during an assessment.

Any incident of academic dishonesty will be investigated thoroughly by the classroom teacher in consultation with the administration and the school learning team.

In addition to the consequences listed below, any student who has had one incident of academic dishonesty in a school calendar year **will become ineligible** for school-based awards, scholarships, and accolades. The following consequences may be applied if a student is found guilty of academic dishonesty.

Listed below are the possible consequences of academic dishonesty:

First Offense	<ul style="list-style-type: none">• Assign an invalidated grade*• Contact parents/guardians• One day in-school suspension
Second Offense	<ul style="list-style-type: none">• Withdrawal from course• Parent/Guardians contacted

***Note:** Teachers will offer students an opportunity to replace a grade with an alternative assessment if the student has demonstrated a willingness to restore their academic integrity through diligent pursuit of their studies and compliance with classroom expectations.

Discrepancies - If there is a greater than 30% discrepancy between the marks on assignments and the marks on exams, the teacher, in collaboration with the school learning team and administration, may only use the exam marks for assessment purposes.