



Northern Gateway
Public Schools



Gateway Academy Whitecourt Campus



2023/2024

PROGRAM HANDBOOK

Gateway Academy 'A School For ALL Reasons'

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INTRODUCTION

Gateway Academy is Hilltop High School's Outreach program. This alternative program is designed for students that are unable to attend a traditional high school program. We offer programming for Grades 9 through 12. The program is based on Alberta Education's curriculum and students receive credit as they would in the regular program.

We offer a nurturing environment that supports not only academic development but emotional, social and intellectual growth. We also offer:

- Flexible time schedule;
- Individualized study program;
- A variety of Core and Option courses;
- Personal Support (including access to counselling with a psychologist from Canniff & Associates);
- Staff mentorship to aid in planning high school courses and school-career transitions;

The Gateway Academy Program is designed for students who:

- Are unsuccessful in the regular school setting;
- Need only a few credits to complete their high school diploma;
- Have work commitments or difficulties interfering with regular attendance;
- Are single parents who are unable to commit to a full-time program;
- May have experienced difficulties and dropped out of school;
- Have relocated mid-semester and are unable to register in regular school;
- Exhibit a desire to improve their education and career options.

We are located in downtown Whitecourt, on the corner of 51st Street and 51st Avenue (5104- 51 Ave.)

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SCHOOL STAFF

Staff members for the 2023/2024 school year are:

Maureen Kendall Contact:	Coordinator/Guidance Counsellor/Teacher (English/Options) maureen.kendall@ngps.ca
Petra Lewis Contact:	Math/Science Teacher petra.lewis@ngps.ca
Kevin Babiuk Contact:	Social/Science 14/24, Options kevin.babiuk@ngps.ca
Tammy Johnson Contact:	Administration Assistant tammy.johnson@ngps.ca

REGISTRATION INFORMATION

Gateway Academy is a fully accredited Outreach High School for students needing to complete high school courses.

- **Students interested in registering at Gateway Academy must:**
 - Be between the ages of 15 and 19 years old as of Sept 1
 - Have an intake appointment. *Please note: If the student is under 18, a parent must attend the intake meeting.*
 - Complete all the necessary registration forms (including providing a birth certificate and proof of address).
 - Supply a transcript if available.
- Gateway Academy **does not** offer Knowledge and Employability programming. **Students identified with these needs are referred to Hilltop High School.**
- All new students must complete a registration package and intake interview prior to acceptance into the program. Once the registration package is completed, the student will meet with an advisor for the initial intake meeting to discuss specific needs and goals. During the meeting, a personalized education plan will be developed. The personalized education plan will outline the courses needed and set academic goals (including having the student create a timeline for course(s) completion).

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STEPS TO REGISTER

Students wishing to register at Gateway Academy must complete a registration package available at the school. *Students currently registered with Hilltop must have approval from Hilltop administration **PRIOR** to scheduling an intake meeting.*

Students must come to the school for an intake interview, which they may schedule or attend on a drop-in basis. As well as your completed registration package, make sure you have the following information ready for your intake meeting:

- Birth Certificate or passport
- Utility Bill for legal address verification
- Legal first and last name
- Name of last school attended and contact person (Phone number if possible)
- Please note: If you have completed Grade 9 and have not been registered in a high school, a report card from Grade 9 must be provided.

Completion of the package does not guarantee acceptance into the program. Staff may require time to gather information to determine whether or not Gateway Academy can provide the appropriate education.

TRANSFER FROM HILLTOP / BLENDED PROGRAMMING

- Students must choose whether Gateway Academy **OR** Hilltop High School BEST meets their learning needs.
- Independent learning options are available at Hilltop by accessing the Vista Virtual learning option (one course per student, per semester is funded by the division).
- Students may transfer from Hilltop to Gateway at any point in the school year.
- Students attending Gateway must wait until the next semester to transfer to Hilltop.
- The last day to register for any CORE subjects at Gateway is March 13, 2024.

Gateway is..

- ✓ a flexible, independent learning opportunity for students who are struggling to be successful in a traditional learning environment.
- ✓ a safe, quiet space for students to work on their independent learning.
- ✓ an option to assist Hilltop students' programming needs for Hilltop students when a course DOES NOT FIT in their regular timetable.

Gateway is **NOT**...

- X online, guided learning.
- X a way for Hilltop students to choose/avoid teachers.
- X an easier option! Independent learning requires tenacity!

Please note: Hilltop students wishing to complete an **academic course*** that they did not pass in the traditional learning environment must take the course through Vista Virtual (online independent learning option, supported by a Vista Virtual teacher).

*Academic courses: Science 10/20/30, Biology 20/30, Chemistry 20/30, Physics 20/30, Math 10C, Math 20-2/30-2, Math 20-1/Math 30-1, English 20-1/30-1, Social 20-1/30-1).

Independent learning requires...

- ✓ the ability to set and meet personal goals/deadlines
- ✓ completion of practice work and formative assessments on modules
- ✓ mandatory attendance to complete in-class assessments
- ✓ regular check ins with your course teacher for guidance and assistance

*Blended students may be permitted on a case by case basis with approval from Hilltop administration and Gateway staff. Priority will be given to those students with identified learning needs (supported by an Individualized Learning Plan).

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ATTENDANCE/WORK POLICY

At Gateway Academy, **students are encouraged to attend a minimum of 5 hours per week.** Full-time students are encouraged to attend at least 10 hours per week. In your registration meeting, you will be invited to plan your own personal goals for each semester. Student success is directly linked to the amount of time a student spends on schoolwork. **Some core subjects require in-house assessments on a regular basis. All exams must be completed in-person.**

All students are expected to complete courses in a timely manner. Students are expected to follow the individualized completion timelines created for/with them. It is the student's responsibility to attend and hand **in a minimum one module per week per course. Completed course work is to be handed in to the subject teacher only. Multiple modules will NOT be given as it is important for students to receive feedback on completed work prior to moving on in their course. Bulk submissions of work will not be accepted.** Students who start falling behind should contact school staff as soon as possible. Several support services are available to assist students in completing their courses. If students do not turn in work, or attend, they or their parents will receive a phone call from school staff to discuss the lack of progress. If a student or parent is unable to be contacted by phone, a letter home will be sent. Student progress is reviewed quarterly (during report card time). **Students not handing in the required number of modules or who are not attending, will be placed on probation. Following an issued probationary period,** students that do not complete the required amount of work will be considered **withdrawn from the program.**

Being in regular contact (minimum once per week) with your teacher is vital to student success. Gateway Academy is a quiet working environment for students to work. Students that choose not to work will be required to leave the premises. **If a student is not working quietly and/or productively, they may be asked to leave the building for the day and are encouraged to return on their next scheduled school day.**

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COMMUNICATION

School activities are published on site in our monthly calendar and posted in the Hilltop newsletter. Additionally, Gateway Academy has a Facebook Page that includes a monthly calendar of events and frequent posts which serve as reminders for students and/or parents.

Being in regular contact with the school is vital to your child's success. Please call or send us an e-mail if you wish to discuss any matters regarding your child and/or their education at length, call or drop in to coordinate a time where we can offer you our undivided attention.

Our Social Media Spotlight:



us on Facebook: <https://www.facebook.com/ngpsgaw/> Gateway Academy-Whitecourt Campus

*You can message us on our Facebook page!

DIPLOMA REQUIREMENTS

To earn a high school diploma in the province of Alberta students must complete the following requirements determined by Alberta Education:

- A minimum of 100 credits are required by Alberta Learning
- Within this 100, you must have the following:
 - English 30-1 or 30-2
 - Social 30-1 or 30-2
 - Math 20-1 or 20-2 or 20-3
 - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20
 - Physical Education 10 (3 credits)
 - CALM (3 credits)
 - 30 level courses (10 credits in addition to Social and English)
*These 10 credits can include Work Experience 35 and Learning Strategies 35

Students will also need Optional Courses. Ten credits in any combination must be from the following:

- Career and Technology (CTS)
- Fine Arts
- Second Language (maximum 25 credits)
- Physical Education 20 and/or 30
- Locally developed and/or acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge & Employability
- Knowledge & Employability or occupational course
- Registered Apprenticeship Program

See Alberta High School Diploma Requirements by accessing the following link:

https://www.alberta.ca/graduation-requirements-credentials-and-credits.aspx?utm_source=redirector

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GRADUATION Link: <https://www.hilltophigh.ca/grad-info/graduation-information>

If you are planning to graduate during this school year, you should inform school staff **at the time of registration**. We generate a Graduation List that is monitored on an ongoing basis throughout the school year. Only students who have completed all of their requirements for graduation will be permitted to attend the ceremonies. **Gateway Academy grads participate in the Hilltop High School Graduation**. Graduation fees are payable to Hilltop and students must have all textbooks returned prior to the ceremony. Please discuss any financial concerns with Outreach staff.

Students who are taking courses at Gateway Academy, but are planning on celebrating their graduation at another high school need to be aware of the specific deadlines for course completion at their school.

STUDENT RESPONSIBILITIES

- Following guidelines and protocols regarding social distancing.
- Be considerate and respectful to others in the school.
- Make realistic goals and follow through on them.
- Use technology (including cell phones) appropriately. Limit distractions.
- Have respect for the school and other people's property.
- Ask for help when needed.
- Respect that everyone has a right to an education and that no one has the right to interfere with other students' learning.
- Maintain regular contact with your teacher.
- Contribute positively to the school with involvement in activities.
- Take pride and responsibility in the care of the building.

STAFF RESPONSIBILITIES

- Be professional, considerate and respectful towards others in the school including students, guests and staff.
- Treat students equally and fairly, according to their personal situations.
- Help students set up short and long term goals.
- Assist students with their studies and daily routines.

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- Maintain communication between home, school and students.
- Report progress, attendance, concerns and achievements.
- Be responsible for mentoring students.
- Provide assistance with the daily responsibility of maintaining a quiet and safe work environment.

SCHOOL HOURS

Monday:	8:30 am to 3:00 pm
Tuesday:	8:30 am to 3:00 pm
Wednesday:	8:30 am to 6:30 pm
Thursday:	8:30 am to 3:00 pm
Break time:	10 am - 10:15 am (Wednesdays 3:15 pm - 3:30 pm)
Lunch:	11:30 am - 12:30 pm
Friday:	No School

SCHOOL FEES

Registration fees are \$75.00 (**Payable to Hilltop High School/cash or cheque only**). This fee includes a \$32.00 Division fee, as well as a supplementary fee of \$43.00 to offset the costs of textbooks and paper modules.

Fees are due at the time of registration. *If finances are an issue, please discuss this with the coordinator during the registration meeting.*

MATERIALS

The course materials used at Gateway Academy are module based and reflect the same curricular outcomes as traditional schooling. Modules are available in print version, and some courses are available via Google classroom. Staff will discuss with you how your specific course will be delivered to you and details regarding materials and assessment will be detailed in the Course Outline . All learning materials will be available at the school. There is to be no writing in the textbooks.

Once you have completed an assignment, you will be given materials to move on to the next assignment. All parts of the module must be completed. All work will be marked onsite at

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Gateway Academy. **Please see your subject area teacher for feedback on your work after each module is completed.** Many courses have in class learning assessments that are to be completed in the classroom. All graded assignments are kept at the school. They may be returned to the student for study purposes, but must be turned in at the time of the exam.

EVALUATION

When your work is marked, it will be placed in your file and a mark recorded on your Mark Record Sheet. **Students are strongly encouraged to take the time to review marked coursework with the instructor. Marks will be routinely updated on PowerSchool.**

Most courses consist of assignment booklets, quizzes and/or in-class assessments, and a final exam. The number of assignment books varies with individual courses. Students will find the weighting for the final course mark in the course outline. Most courses and all core courses have final exams. In order to write final exams, all course work must be completed and all books and texts must be returned. All final exams must be written within two weeks of the completion of the course. Typically, the longer an exam is left, the lower the mark received. **All quizzes and exams MUST be written in person.** Staff will make every effort to return work to you within one week. However, there are certain times of the year when the marking load is heavy, and there may be a delay in the return of your work.

Completed course work is to be handed in to the subject teacher only. Multiple modules will NOT be given as it is important for students to receive feedback on completed work prior to moving on in their course. Bulk submissions of work will not be accepted.

REPORT CARDS

Students and parents are encouraged to sign up for PowerSchool at the intake meeting as report cards are only printed in June. *Parents: Your child will be given a username and password for your use as well as a username and password for your child. You are then able to review progress, and review the grades given on completed assignments.*

Our staff is available to meet with students and parents during the regular school day to discuss progress. Appointments can be made by calling the school office at 780-778-5865 or by texting the school phone @ 780-779-1193.

COMPUTER ACCESS

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Computers are available for student use and must be sanitized after every use. Computers have internet access for educational uses only. Students using computers for non-academic uses will have their privileges revoked. Social media, shopping, and gaming sites are prohibited.

BUS PASSES

Students who live more than 1.6 km away from the school are eligible for bus passes. Please complete the appropriate form in the registration package. The school will forward this form to our Division Office who will then issue a bus pass. **Please take note that the buses do not stop at Gateway Academy. Students are dropped off and get picked up at Central School, which is a couple of blocks away from Gateway Academy.**

SMOKING/VAPING POLICY

Provincial law prohibits smoking/vaping by any person under the age of 18. Provincial law also dictates that smoking/vaping cannot take place within 5 meters of any doorway or window. Students over the age of 18 attending Gateway Academy that smoke/vape should note that they need to be at least 5 meters away from any school entrance. It is the school's expectation that students do not smoke/vape around the front entrance of the building.

ZERO TOLERANCE: Please note that DRUGS & ALCOHOL are not allowed. Gateway Academy has a ZERO tolerance policy for drugs and/or alcohol and students caught in possession of or under the influence of will receive an out of school suspension.

CELL PHONE POLICY

Gateway supports the use of technology for learning and instruction and as such students are provided with chromebooks for learning purposes. Cell phones, on the other hand, do not necessarily meet the educational and learning needs of students. When cell phones are unregulated, issues include:

- Posing a risk to a students' wellness and safety
- Disrupting instruction
- Invading students' personal privacy and/or
- Compromised academic integrity

Gateway wants to protect your child's right to privacy and will implement procedures that promote a welcoming, safe, respectful, and caring environment for all (NGPS Administrative Procedure #175) and respect digital citizenship (NGPS Administrative Procedure #650).

As such, Gateway Academy has adopted a procedure as outlined below:

1. Cell phones are not to be used regularly scheduled instructional time, not even as calculators. The device must be off or on silent mode and stored out of sight. Students may use their ear buds/headphones for music, but the phone must be stored in their backpack.
2. Students may use their phones during breaks, lunch, and before and after school.
3. Cell phones are not to be used in the washrooms, the office or counseling rooms.
4. During in class assessments, quizzes and finals, cell phones must be turned in to the front desk PRIOR to writing.

Please note: Should a student violate our policy and refuse to keep their device stored away during class time, the student will have the choice to: leave their phone behind the front desk or go home for the rest of the day. A follow up meeting with the students' parent or guardian will be made encouraging appropriate phone use.

COUNSELING/COMMUNITY SERVICES

Counseling is available for high school programs, courses, post-secondary education and careers. Referrals can be made for personal counseling. Students are encouraged to have open communication with staff.

Staff at Gateway Academy is able to assist students in accessing a wide variety of services including those supporting people dealing with:

- Learning difficulty
- Personal loss/grief
- Family crisis
- Addictions
- Child welfare
- Pregnancy
- Sexual Assault
- Suicidal feelings
- Personal distress
- Depression and Anxiety
- Trouble with the law/Probations

If you feel you need to discuss issues listed above, have security in the fact that what you have to say will be held in the strictest confidence, unless it has to do with harming yourself or others. When appropriate, staff will refer you to the proper agency and be there to support you. **During your child's intake meeting, ALL parents/guardians will be given the opportunity to sign consent forms allowing your child to meet with our psychologist from Canniff and Associates in the event that extra support is wished for. There is no charge for this service. Though regular appointments cannot be guaranteed, it is encouraged that students have consent forms signed so that they are able to access support when needed.**

EMERGENCY INFORMATION

FIRE

In case of fire, students are to exit the school through one of the marked fire exits. Students and staff will muster at the north-east corner of the property (front parking lot). Once everyone is accounted for we will make our way to Central School.

MEDICAL

In the case of a medical emergency, an ambulance will be called. School staff will contact the parent or emergency contact as identified on the Registration form.

LEGAL

The school will follow the Crisis Intervention protocol set out by Northern Gateway Public School Division.

COURSES

All diploma level courses and regular core courses are available at Gateway.

A variety of option courses are available to assist students in earning their required credits.

Some courses will be offered using Vista Virtual. Vista Virtual is an online learning platform utilized by our division, in conjunction with Pembina Hills. Students are able to take one course per semester with Vista Virtual at no charge.

Other Programming: Special projects, RAP (Registered Apprenticeship), Green Certificate, Work Experience, Dual Credit and Bootcamp courses may be available. Students are encouraged to discuss their interests with Gateway staff!