



Gateway Middle School

Student Policy Handbook (Grades 5–8)

Welcome to Gateway Middle School!

We are excited to have you as part of our school community. Gateway's motto is:
"Take Care of Each Other."

This handbook explains the rules, routines, and expectations that help keep our school safe, respectful, and a great place to learn.

PLEASE READ THIS HANDBOOK WITH YOUR CHILD AND SIGN THE LAST PAGE.

Students can return the handbook back to their homeroom teacher by Friday, September

1. Attendance & Punctuality

- Be on time for school and classes every day.
- If you are sick or away, your parent/guardian must let the school know.
- If you are leaving early, a parent/guardian must speak to office staff before you leave.
- Every minute in class matters—attendance is important for your success.
- You must meet minimum attendance requirements to gain privileges such as junior dances and year end trips.

2. Respect & Behavior

- Show respect to classmates, staff, visitors, and yourself.
- Use kind words and actions. Bullying, teasing, or discrimination of any kind is not allowed.
- Take care of school property, lockers, and equipment.
- Follow staff instructions the first time they are given.

3. Technology Use

- Cell phones must be off and stored in lockers during the school day. You are not allowed to use your phone during recess and lunch breaks. A student phone is available at the office for emergency use.
- No taking pictures, videos, or posting on social media during school without permission.
- Use school technology (computers, iPads, Chromebooks) responsibly for learning only.

4. Dress Code

- Wear clothing that is clean, comfortable, and respectful.
- Clothes should be school-appropriate (no offensive language, inappropriate images, or revealing outfits).
- Hats are allowed in hallways but may need to be removed in class if asked.

- Hood must be kept down inside the school.
- Indoor shoes are required in the gym.

5. Safety & Well-Being

- Walk in the hallways—no running.
- Keep hands, feet, and objects to yourself.
- Dangerous items (weapons, replica weapons, fireworks, etc.) are not allowed.
- If you see something unsafe, tell a staff member right away.
- Lockers must stay clean and locked. The school may check lockers if safety is a concern.
- Students must use a school issued lock.
- Use assigned entrance to avoid congestion in hallways.

6. Food & Drink

- Eat food in designated classrooms.
- GMS is a closed campus. You have three options at lunchtime:
 1. Eat at school
 2. Walk home
 3. Parent/Guardian pick up
- Leaving campus at noon hour to go to restaurants/convenience stores is not allowed unless picked up and accompanied by a parent/guardian.
- Water bottles are encouraged—other drinks only at lunch or snack times.
- Energy drinks are not allowed at Gateway Middle School.
- Clean up after yourself and recycle when possible.

7. Academics

- Try your best in all classes.
- Complete homework and assignments on time.
- Ask for help when you need it—teachers want you to succeed.
- Academic honesty matters: no cheating or copying others' work.
- EDSBY will be the main communication tool with students and parents. Please make sure you can log into your account.

8. Extracurricular Activities

- Gateway Middle School offers sports, clubs, music, and more—get involved!
- If you join a team or club, commit to practices and events.
- Show good sportsmanship and represent our school with pride.

9. Consequences

- A reminder or warning.
- Restorative conversation or apology.
- Contact home.
- Loss of privileges (tech, activities, free time).
- Detention or in-school support.

- Suspension for serious incidents.
- We focus on restoring relationships and learning from mistakes, not just punishment.

10. Student Supports

- School Counsellor – for personal, social, or academic support.
- Wellness Coordinator – for personal, social, or emotional support.
- Student Support Services Teacher – for individualized program plans and academic support.
- Cultural Teachers – for guidance and Indigenous teachings.
- Teachers & Administration – always here to listen and help.
- If you ever feel unsafe, please tell a trusted adult immediately.

11. Bus Safety

- Arrive at your bus stop on time and wait safely away from the road.
- Always listen to your bus driver - they are responsible for your safety.
- Stay seated while the bus is moving.
- Keep your hands, feet, and belongings to yourself.
- Talk quietly - loud noises can distract the driver.
- Keep the aisles clear of bags and equipment.
- Prohibited items: hockey sticks, bats, firearms, replica firearms, sharp objects, skis, poles, sleds, skateboards, animals, large instruments, large bags

12. Key Reminders

- Take care of each other.
- Take care of our school.
- Take care of yourself.
- Together, we make Gateway Middle School a safe, respectful, and welcoming place to learn and grow.

13. Parent/Guardian Acknowledgement

We ask that parents/guardians review this handbook together with their child. By signing below, you acknowledge that you have read and discussed the Gateway Middle School Student Policy Handbook with your child, and that you both understand the expectations and responsibilities outlined in this document.

Parent/Guardian Name (print)

Student Name (print)

Parent/Guardian Signature

Student Signature

Date: _____

