

Gateway Christian School Middle School Handbook 2020-2021



Gateway Christian School:
<http://gatewayrdpsd.ab.ca>

Red Deer Public Schools: <http://rdpsd.ab.ca>

E-Mail Address: gateway.rdpsd.ab.ca

Attendance email:
heather.poettcker@rdpsd.ab.ca



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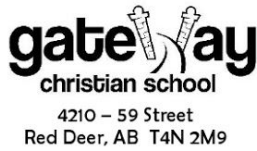
Welcome to MIDDLE SCHOOL!

On behalf of our entire community, welcome to Middle School at Gateway Christian School. This handbook will help both students and parents understand the policies and guidelines that are common to all Red Deer Public Schools and to Gateway Christian School in particular. We look forward to making deep connections with our students, and sparking their excitement for learning. Christian education is more than classes, homework, tests & projects. It also includes growing in our faith and working together for the glory of God. Ultimately, our goal is for students to grow as disciples of Christ, playing their part in His story and discovering the perfect plan He has for them.

Office Staff:	Middle School Teachers
Mrs. Lehman - principal geannette.lehman@rdpsd.ab.ca	Gr. 6: Mrs. Carruthers - heidi.carruthers@rdpsd.ab.ca Mrs. McKayla Mattheis - mckayla.mattheis@rdpsd.ab.ca Mr. Rand - chris.rand@rdpsd.ab.ca
Mr. Kooman - Vice Principal and admin rep for Gr. 6 - 12 christopher.kooman@rdpsd.ab.ca	Gr. 7: Mr. Bourne - jesse.bourne@rdpsd.ab.ca Mr. Erickson - lukas.erickson@rdpsd.ab.ca Mrs. Welch - rosemarie.welch@rdpsd.ab.ca
Mrs. Stolte - Vice Principal and admin rep for Kindergarten - Gr. 5 carolyn.stolte@rdpsd.ab.ca	Gr. 8: Mrs. Baker - leah.baker@rdpsd.ab.ca Miss Masters - jillayne.masters@rdpsd.ab.ca Mr. Dawson Strome - dawson.strome@rdpsd.ab.ca
Mrs. Cartwright - Financial Secretary aletta.cartwright@rdpsd.ab.ca	
Ms. Poettecker - High School Secretary heather.poettcker@rdpsd.ab.ca	
Mrs. McCullough - Kinder - Gr. 8 Secretary cathy.mccullough@rdpsd.ab.ca	

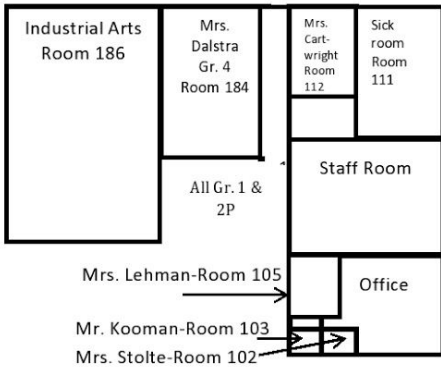
School Hours:	First bell rings:	8:30 a.m.
	Period 1:	8:36 - 9:28 a.m.
	Period 2:	9:29 - 10:21 a.m.
	Recess:	10:21 - 10:37 a.m.
	Period 3:	10:37 - 11:29 a.m.
		11:30 - 11:50 a.m. - homeroom/devotions
	Lunch Recess:	11:50 a.m. - 12:20 p.m.
	Lunch:	12:20 - 12:40 p.m.
	Period 4:	12:40 - 1:31 p.m.
	Period 5:	1:31 - 2:22 p.m.
	Period 6:	2:22 - 3:14 p.m.
	Dismissal:	3:14 p.m.

All students arriving late must stop by the office to sign in. Thank you!

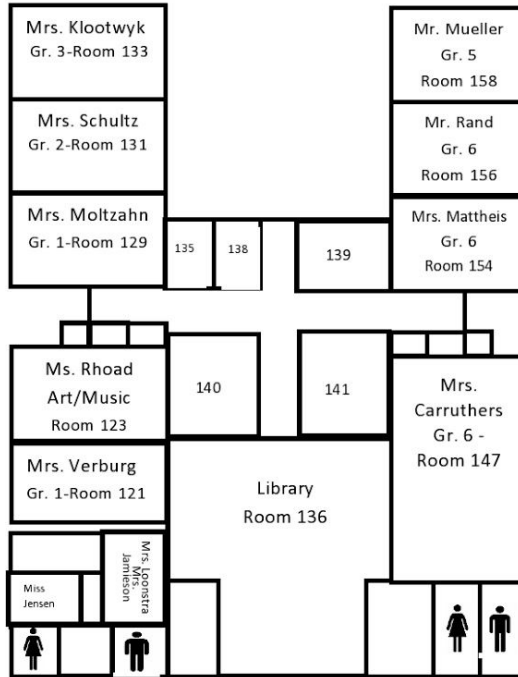
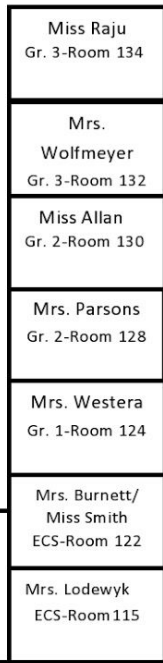


2020 - 2021
School Year

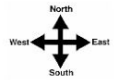
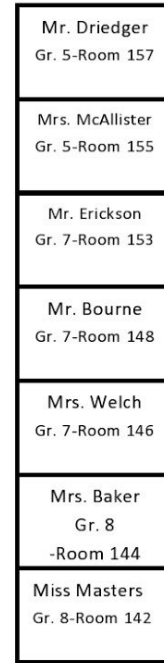
Gr. 2A & all Gr. 4



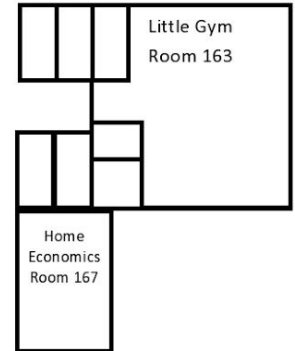
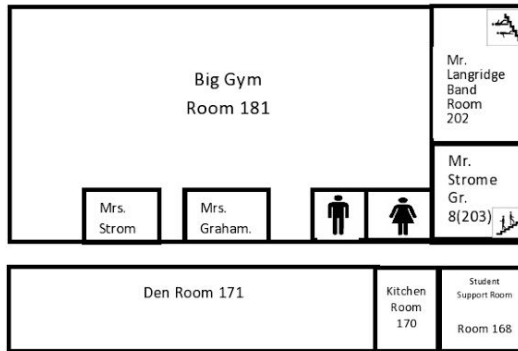
2Sc & all Gr. 3 Students



All Gr. 5 & 6R



Gr. 6C, 6M, 7B, 7E & Gr. 9-12



Kindergarten

Gr. 7W & all Gr. 8

Our vision for middle school remains the same as our elementary and high school, to provide a Christ-centered education so that students are equipped and encouraged to serve God joyfully in every area of life.

Playing our role as an Educators or Administrators in God's story at Gateway is educating for eternity. It starts with a growth mindset that drives our belief that all can succeed. Students and Staff. Success comes when we BELIEVE that we have a part in GOD'S STORY and we INVEST in ACTIONS that TARGET our growth here on Earth and Eternity. We will advance achievement by, planning for it, expecting it, reflecting on and celebrating growth, and reviewing/reframing to ensure progress. We behave in a way that recognizes our diversity, and values equity. We inspire learning and nurture hope within each other because we know that we have a collective responsibility to our goals and our story. This makes us powerful difference makers. It is in this place where we will provide a Christ centered education so that students are equipped and encouraged to serve God joyfully in every area of life.

Gateway Christian School is a Christian School because:

- of the Christian approach to relationships which focuses on mutual respect and love for each other as God's unique creations.
- its school rules and guiding principles are based on biblical guidelines meant to structure a truly liberated life in Christ's kingdom.
- our focus is on God's glory, His love and our response to those free gifts.
- we ourselves, in our various groupings as a "community under Christ" are committed to working together (parents, teachers and students) in the nurturing tasks before us.

We incorporate ten discipleship characteristics into the curriculum to help our students become:

- God Worshipers –Glorifying and praising God. Celebrating who God is, what God has done, and created.
- Idolatry-Discerners – Idols are “things” that become more important than our relationship with God.
- Earth-Keepers – God created the world and gives us the opportunity to “manage” and take care of it.
- Beauty-Creators – Helps us appreciate diversity, complexity, and the good things around us. Our creativity is a way to explore who we are as people and how we respond to God’s world.
- Justice-Seekers – The world is not as God intended it to be. Students will act as agents of change by identifying and responding to injustices.
- Creation-Enjoyers – Looking at, talking about and studying creation.
- Servant-Workers – Serving others and helping to heal brokenness. Bringing joy to other people.
- Community-Builders – Taking an active role in our community to bring people together for a deeper sense of meaning and purpose.
- Image- Reflectors – Is not something we do. It is something we are. The characteristics we admire in God can also be in us. How do we reflect this?
- Order-Discoverers – There is order and patterns in our universe. It is not just randomness. We encourage students to discover this order.

Teaching for Transformation is a way to reveal and teach Biblical themes in all our subject areas.

The truth that God is sovereign and Jesus Christ is Lord over All Things, must serve as the key teaching, the core curriculum, in every classroom. It is the model through which teachers develop learning experiences with the goal of helping students see and better understand God’s story as well as their role in it using storylines, throughlines and formational learning experiences.

Teaching for Transformation helps us:

- Teach that the Bible is the authoritative Word of God and is the standard for our beliefs and practices. We honor the Word of God as the ultimate written authority in all subjects and in all aspects of school life.
- Commit to teaching our students a biblical worldview within Alberta Learning’s Program of Studies.
- develop Godly character in both staff and students.

Our mission is to “provide Christ-centred education” and to accomplish this mission we seek to integrate our faith in everything we do at GCS. Each subject is taught from the perspective of biblical truth: God created the world, people have fallen into sin, Jesus has redeemed His people, God calls us to work towards the restoration of His world. By looking at all of our teaching/learning through the ‘glasses of Scripture,” we help each student develop a Christian view of the world.

Gateway Christian School - General Information

ACCESS TO SCHOOL BUILDING:

We value our relationships with our families, but for the month of September, it is important to note that while our school is open to students and staff, it will be very limited to the public to minimize risk as much as we can. This will include parents, guardians and any visitors to our school. We recognize there will be exceptions which will be managed on a case by case basis. In most cases, if a parent needs to speak to a teacher or administrator we will strive to do virtual meetings. If a face-to-face meeting is required, visitors will need to make an appointment ahead of time. Visitors will need to complete a health screening, utilize hand sanitizer and wear a mask upon entry as per AHS guidelines. We still encourage communication between our families and our school, it will just look different. This restriction will be re-evaluated at the end of September.

ADMINISTERING MEDICATION TO STUDENTS

If your child has a medical condition that is life threatening (e.g. food/animal allergy, diabetes, etc.) a medical alert form must be completed at the time of registration and **updated on an annual basis.**

Forms to update your child's medical information were sent home last week.

When a student must receive medication prescribed by a doctor, the administration of the medication is to be undertaken by staff only under the following conditions:

- A staff member has agreed to be of assistance and has been given appropriate instruction or training by a qualified person which may include the parent and,
- Specific authorization in writing from the parent/guardian and physician. Forms must be submitted to the school (forms for this purpose are available at the office).

If any medication is to be administered to a student, the medication will be stored in a secure place and a record will be kept including dates and times of administration, identity of the medication, the dosage, and the signed initials of the person who administered it.

Non-Prescription medication: Staff will not administer non-prescription medication such as Aspirin, Tylenol or cough medicine. These are not available at school. If a student requires any non-prescription medication, parents must provide and fill the appropriate form(s).

AFTER SCHOOL HOURS

It is expected that students will leave the school premises immediately after school, unless they are under the direct supervision of a teacher. Students will not be permitted to wait for a ride, for an extended period of time, as we do not have staff available to supervise. Students will be obliged to wait outside after 3:14 p.m.

ALLERGIES / MEDICAL CONDITIONS

Many of our students have allergies or ongoing health issues that exhibit symptoms similar to COVID-19. If symptoms change (worsen, additional symptoms, change in baseline) the individual must take the AHS's COVID-19 screening test and follow the protocol.

For students who have chronic pre-existing conditions as described above, parents are asked to update the medical section of RSVP through their Parent PowerSchool account to describe the child's typical baseline symptoms that may be confused for COVID-19. Staff will access this information through PowerSchool so that they do not continually question a student with these chronic symptoms.

ATTENDANCE

Success in school is directly related to attendance. Parents, please communicate each day your child is absent via a note, an email to Heather Poettcker (heather.poettcker@rdpsd.ab.ca) or your child's teacher, or telephone call to our office (403-346-5795). We have an answering machine to report student absences. Parents are requested to leave their child's name, his/her homeroom teacher's name, the nature of his/her illness and the date on which he/she is expected to return to school. If your child is late, please instruct them to stop by the office to sign the "LATE SIGN-IN" book. In the event that your child is absent and the school has not been notified, a phone call will be made to determine your child's whereabouts (we call parents' work numbers and all emergency contact people stated in PowerSchool. Monthly absenteeism reports are reviewed by administration. Please note we take attendance twice a day (1st thing in the morning and right after lunch), so attendance on your child's report card is recorded as half days. For example: 6 absences is 3 full days.

BULLYING

Bullying is defined as - Section 45(8) of the School Act:

- ☐ "repeated and hostile or demeaning behavior by a student where the behavior is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting."

Bullying or physical violence is NOT tolerated at Gateway Christian School. Students who are bystanders to or victims of an act of bullying, harassment, intimidation, or any other safety concerns should immediately report the incident to school staff.

BUSING

1. YELLOW BUSING SERVICE:

Parents must apply for yellow bus service each year. If you would like busing for your child, please apply ASAP.

Click [bus application](#) and email applications to cathy.mccullough@rdpsd.ab.ca

▶ No BUS FEES FOR students who live 2.4 km or more from their DESIGNATED SCHOOL **and** GATEWAY CHRISTIAN SCHOOL.

▶ \$300.00 /student/year for students living less than 2.4 km from their DESIGNATED SCHOOL AND/OR GATEWAY CHRISTIAN SCHOOL. Please do not pay for 2020-21 busing fees until September (we won't accept any credit/debit payments until September; cheques will be deposited in September (or monthly). Cheques payable to Red Deer Public Schools - GCS.

▶ Please note distances are calculated as WALKING DISTANCES NOT DRIVING.

▶ All routes will be finalized on September 20th, 2020. After that date, students will be designated to the closest stop on the established route.

****IMPORTANT**** Your son's/daughter's bus stop location and pick-up & drop-off times will be available under TRANSPORTATION on your PowerSchool Parent Portal/Account.

For contact tracing purposes, students will be assigned to a seat (with a member from the same household if possible). The seating plan will attempt to spread out the riders to the best of the ability given the limited space on the bus. Individuals must sit in the assigned seat and cannot move seats to sit with friends. Students will be directed to maintain physical distancing when loading and unloading the bus. Should a child display or bring to the driver's attention COVID-19 like symptoms when getting on the bus or while riding, the driver will have the student sit in a reserved row at the front of the bus. The driver will report the student's name and school to the Red Deer Public Schools - Transportation Department. If this occurs on the way to school, the student will be taken to a supervisor to be brought into the school's sick room for isolation and the parent notification protocol will take place by the school.

2. CITY TRANSIT BUS PASSES:

The City of Red Deer uses a Smart Ride system (this is a plastic card that is valid for the entire year). Effective August 31, 2020 [masks will be mandatory](#) on [City Transit](#). A City bylaw will be in effect at this time. Bus capacity is at the discretion of the City of Red Deer.

▶ **Students who live less than 2.4 km from their designated school or our school** will **NOT** be able to purchase their bus passes at school (passes are available at Transit Customer Service in Sorensen Station downtown, and at the City Hall cashiers, located on the main floor of City Hall).

▶ **Students who live over 2.4 km from their designated school and our school** may receive/purchase an annual transit bus pass at the office.

Please note distances are calculated as WALKING DISTANCES NOT DRIVING.

Two types of City Transit bus passes are available:

1. **Restricted Bus Pass:** School days only, no weekends or holidays – NO COST
2. **Unrestricted Bus Pass:** Students may choose to upgrade to an unrestricted bus pass for \$100/yr. payable to Red Deer Public Schools - GCS or payment can also be made online through

your powerschool parent portal. (UPGRADING MUST BE DONE WHEN YOUR APPLICATION IS SUBMITTED). Students can use an unrestricted bus pass any time City Transit operates.

- ALL upgrades and purchases must be paid in full before you receive the card.
- A replacement pass will be issued by the school for a cost of \$10.00
- Information on schedules, routes, times and lost items are available by calling Red Deer City Transit at 403-342-8225 or visit <http://www.reddeer.ca/city-services/transit/>

Bus Rules

BUS RULES In order to ensure a safe and enjoyable journey while on a bus, it is imperative that all students obey the rules as listed below.

- RIDING ON A BUS IS A PRIVILEGE NOT A RIGHT.
- IN ORDER FOR STUDENTS TO HAVE A SAFE AND PLEASANT RIDE ON THE BUS, STUDENTS MUST FOLLOW THE RULES OF CONDUCT. THE BUS IS AN EXTENSION OF THE CLASSROOM AND SCHOOL ADMIN WILL DEAL WITH MISCONDUCT.
- STUDENTS MAY BE SUSPENDED OR EXPELLED FROM RIDING THE BUS IF THEY DO NOT FOLLOW THE RULES OF CONDUCT.
- IT IS THE PRIMARY RESPONSIBILITY OF THE DRIVER TO TRANSPORT STUDENTS SAFELY TO AND FROM SCHOOL. THE DRIVERS ATTENTION MUST BE ON THE ROAD AND TRAFFIC CONDITIONS AND NOT ON STUDENT BEHAVIOR.
- VIDEO CAMERAS MAY BE USED ON BUSES FOR DISCIPLINE AND SAFETY PURPOSES ONLY.

STUDENTS RESPONSIBILITIES:

1. Follow the directions of the driver.
 2. Only quiet conversation is permitted.
 3. Students who vandalize a bus will be held responsible for the cost of repairs and may lose their riding privileges.
 4. Students are to remain seated while the bus is in motion and are not to extend any part of their body out of the windows.
 5. No eating on the bus (including candy, pop, and gum).
 6. Scuffling, fighting, harassment of other students, smoking, use of obscene language and throwing objects in and out of the bus are prohibited.
 7. Conveyance, using or under the influence of alcohol or controlled substances prohibited.
 8. The possession, use or conveyance of potentially dangerous items are prohibited.
1. Obey the driver and supervisors at all times.
 2. Only quiet conversation is permitted.
 3. Enter the school bus quietly, safely and promptly, loading the seats from the front to the rear
 4. Remain seated and face forward. Passengers may talk quietly to the person next to them. Loud noises, shouting, etc. are not allowed.
 5. Do not put, place or throw anything out a school bus window. Supervisors may grant permission to open a window for ventilation.
 6. Place all garbage in the large plastic bag upon exiting the school bus.
 7. All passengers are to remain seated until the school bus comes to a complete stop and the supervisors are finished giving instructions.
 8. Vandalism or damage to the bus (seats, interior, exterior, etc.) will not be tolerated and will be dealt with through the appropriate discipline procedures. Students responsible for vandalism/damage to the bus will be held financially responsible.

CHANGE OF PERSONAL INFORMATION (phone numbers, address, emergency contact info, etc.)

Please use the RSVP process in your powerschool parent portal account to inform the school of any changes in regard to your address, telephone numbers, or emergency contact telephone numbers, guardianship or custody status, etc. **IN AN EMERGENCY THIS INFORMATION IS VITAL!** If there is a change in custody, please send a

copy of the custody order to the office (or email it to cathy.mccullough@rdpsd.ab.ca) so we can comply with the order.

CHEATING AND PLAGIARISM

Producing work that is not your own and/or not giving appropriate credit (ie. 'citing' sources) is a serious offence. We are called to be people of integrity and honesty.

At Gateway Christian School, the act of cheating occurs when a student:

- copies or lends a homework assignment from/to another student.
- hands in the work of another student or a published author and claims it to be his own (plagiarism).
- communicates with another student verbally or nonverbally or enables another student to see answers during an exam.
- discusses exam questions with another student who has not yet written the same exam.
- looks at another student's test/exam during a test/exam.
- obtains a copy of a test prior to it being administered.
- uses notes, texts and/or written words on hands/body, during a test unless directed by a teacher to do so.
- changes answers during the marking of a test/exam.
- receives a due date extension on the basis of a lie.

Consequences in each situation will be decided by the teacher in consultation with Mr. Kooman.

CLASSROOM EXPECTATIONS & ROUTINES

- Each morning students are expected to enter the classroom with the required materials for class.
- Students are to enter the room quietly and find their assigned seat.

The environment of a classroom or teaching area must be safe and conducive to the learning of all students. While it is the responsibility of the teacher to foster a learning environment, it is the responsibility of students to contribute to a safe and positive learning environment for the sake of all our students.

Students are expected to:

- Listen and be attentive during instruction.
- Be focused and engaged while working.
- Work independently.
- Raise your hand before speaking.
- Be respectful of your peers, the learning environment and the school.
- Stay in your seat during quiet work time.
- You are expected to ask to use the washroom.
- The bell doesn't dismiss you, the teacher does.
- You are permitted to have a water bottle in the room.
- You are expected to be seated properly on your desk with your feet on the floor. Please do not sit on your desks.
- Use appropriate language please.... even this sucks, or this is stupid or using the word crap is disrespectful.
- make a serious attempt for regular attendance and punctuality.
- Attend to the lesson and apply themselves to assigned tasks
- Complete assigned homework on time

LASTLY AND MOST IMPORTANTLY:

WE ARE A CHRISTIAN SCHOOL THEREFORE WE HONOR GOD IN ALL WE DO. WE PRAY EVERYDAY. WE TAKE OUR HAT OFF DURING WORSHIP AND PRAYER. WE SUPPORT EACH OTHER AS CHRISTIANS!

NO TOLERANCE FOR:

- Disrespect of teachers/staff or your classmates
- Throwing anything (rocks, school supplies or snowballs)
- Unsafe behavior such as standing on desks or chairs

- Outbursts of major disruptions
- Unapproved cell phone use
- Leaving class early or without permission
- Behaviour that is defiant
- Behaviour that is distracting and off task
- Cheating / lying
- Harassment
- Threatening or intimidating others, including on the internet
- Prejudicial behaviour
- Obscene or profane language or gestures
- Violence / hitting / punching / fighting (promoting - planning or watching)
- theft / weapons
- Using or possessing alcohol, drugs or tobacco (including electronic smoking products - e-cigarettes).
- Possessing contraband

CLEANING & DAYTIME CARTAKING

Our school has enhanced cleaning procedures including daytime caretaking to ensure consistent cleaning throughout the day with continued deep cleaning in the evening. Our daytime caretaker follows a prescribed cleaning schedule.

CLOSED CAMPUS

Up to and including Grade 8, students are required to remain on the school property until dismissed at the end of the day. Students requiring early dismissal for special circumstances such as medical appointments, may be dismissed when a parent calls the office. When a parent comes to pick up their child to take them out for lunch, the student is still required to sign out at the office. Parents should be aware that they cannot take other students out for lunch without the other parent's permission. When leaving school during the school day, students must sign out and sign back in at the office.

CODE OF CONDUCT

It is our commitment to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students and school staff. It is important to have a balance between individual and collective rights, freedoms, and responsibilities in a school community. This code of conduct conveys our desire to publish expectations for student behavior while at school, at a school-related activity or while engaging in an activity that may have an impact on others in the school.

WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Section 12 of the Education Act is a reinforcement of our desire to see the following acceptable behaviors. Failure to comply with the code of conduct may be grounds for suspension or expulsion under the section 24.1 and 24.2 of the Act. Therefore, we encourage the compliance of the following behavior:

- Respect yourself and the rights of others in the school.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging to others in your school.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Act in ways that honours God and appropriately represents you and your school.
- Attend school regularly and punctually.

- Be ready to learn and actively engage
- Know and comply with the rules of your school.
- Cooperate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and your community.
- Settle conflicts appropriately.

The consequences of engaging in unacceptable behavior will take into account the student's age, maturity, and individual circumstances. Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. Examples would include: PBIS strategies, mentoring, restorative processes, regular check-ins with teachers or community liaison worker, etc.

We are ambassadors of Christ. Students are expected to show respect for God, teachers and staff, as well as each other. We expect behavior that glorifies God.

The staff, teachers, and administrators are committed to:

1. treat all students with dignity, acceptance and respect,
2. seek to work out conflict in the context of community and conversation,
3. provide students with a safe school and an excellent education.

COMMUNICATION

General School Communication: We use several methods to communicate information to parents:

- Directly emailing parents.
- **Facebook:** Like us on Facebook
- **Instagram:** follow us on Instagram @gateway_christian_school
- **Twitter:** follow us on Twitter @GCS_news
- **School Website:** gateway.rdpsd.ab.ca Weekly reminders are posted Monday mornings. Please take the time to check out our website. It contains a wide variety of information for parents and students. Included on the website: school calendars, staff list with biographies & email addresses, busing information, supply lists, School Education Plan and much more.
- **Powerschool - SchoolMessenger.** Parents, please ensure you have a PowerSchool parent portal account. This will allow you to check on their child's attendance, view report cards and approve field trip forms. The school also has the ability to send mass emails and place phone calls to parents using our web-based student information system "Powerschool - SchoolMessenger". Please make sure your phone numbers and email addresses are current so you receive these important messages.
- **Texting:** We also will utilize texting for important information. You can participate in this service by sending a text message of "Y" or "YES" to 978338. You will also receive district information through this service.
- Parents are also encouraged to contact teachers directly if necessary. They may do this by phoning the school at 403-346-5795 (teacher will receive the message at the end of the day), or via email. (Please note that all teachers can be reached through their school email address. Teacher addresses follow this rule: first name.last name@rdpsd.ab.ca)

All families are encouraged to like us on Facebook and follow us on Twitter and Instagram, as well as use our website as important sources of information. They are all regularly updated with many pictures and write-ups of the great things happening at Gateway.

Emergency Communication

In most emergencies your child/children will remain and be cared for at the school. In the rare event of an emergency affecting the school that warrants school closure (such as broken gas or water main, or a loss of utilities in bad weather), students and staff will be moved immediately to our school's alternate location, Lindsay Thurber Comprehensive High School / 4204 - 58 Street). Parents will be notified and a pick-up plan will be in place.

COMPUTERS

Parents are required to sign a technology use agreement, each year, which allows their children to use school technology. Forms will be kept on file at the school. Students are expected to use information and communication technology (e.g. computers) as an educational resource and in a responsible fashion. Students are subject to disciplinary action in the event of inappropriate or unacceptable use of information and communication technology.

Note: Red Deer Public School District #104 has all computers equipped with a filtering program, which is designed to block inappropriate material. As no program is perfect, it is up to each individual to use good judgment when accessing any Internet site. Students are to read carefully before clicking on a site and back out of any site that is not appropriate. Students are to tell the teacher that this has occurred. ** Any student who intentionally changes the performance of any computer in the school or attempts to access any inappropriate Internet site may be denied further use of the computers at Gateway Christian School, as determined by school administration.

Students demonstrate ethical and responsible use of technology by:

- All students must sign on to the Server with their own ID.
- keeping their District login IDs and passwords confidential
- protecting their own personal devices with passwords
- ensuring the security and safety of their own electronic devices
- ensuring the security and safety of school - owned electronic device
- using & managing devices in a lawful manner
- managing the content contained on their own personal electronic devices
- ensuring that they access acceptable materials for educational purposes
- respecting and abiding copyright laws (text, photos, music, video, etc.); and ensuring that their personal device does not disrupt the learning of others
- maintaining their own device effectively; e.g., such as having it fully charged & functional
- A teacher must approve all printing. If there is a printing problem students are to ask for help. They are asked to not print again.
- When using the Internet, students will not save without permission.
- Food and drinks are prohibited when using any computer.

CONCERN(S) A PARENT MAY HAVE

Gateway Christian School has an open communication policy. When a parent has a question or concern about a classroom issue or homework, we ask you to contact the teacher involved. If the issue is not resolved, we then ask you to talk to our Gr. 6-12 Admin Rep:

Mr. Chris Kooman, VP Email: christopher.kooman@rdpsd.ab.ca School phone number: 403-346-5795

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

1. Minor Offences:

Most offences are minor in nature and are dealt with by the teacher at the classroom level. **A key feature is that they are infrequent or occasional in nature.** Consequences may include such things as discussions, reminders, reprimands and detentions. On occasion parents may be called, particularly if a student exhibits difficulty in breaking disruptive habits.

2. Major Offences:

- Physical aggression & violence or threats of the same
- Defiance of authority
- Abusive language or gestures
- Willful damage to, or theft of property
- Continuous disruptive behavior

The following steps will occur:

Step 1 – Teacher Intervention

In some cases the offence may be dealt with immediately and completely by the supervising teacher. For example, students engaged in aggressive playground behavior may be spoken to and separated for the remainder of the recess period. Usually, in consultation with the parent, the problem will be solved immediately and will not occur again.

Step 2 – Administration Intervention:

When a teacher determines that a student should be brought to an administrator for committing an offence, the administrator will speak to the student and will help him/her develop a plan (verbal or written) for avoiding the problem in the future. Parents may be notified and will be given an explanation of the problem and the plan.

Step 3 – In-School Suspension:

When a student commits a major offence, he/she may be assigned an In-School Suspension. During an ISS a student is assigned to an area within the school, under supervision, and does not receive recesses. Parents will be notified when a student receives an In-School Suspension.

Step 4 – Out of School Suspension:

If, despite the use of the measures described above, a student continues to commit major offences, an out of school suspension may be given. During an out of school suspension, the offending student will be required to stay at home and will not be permitted to attend school. An out of school suspension will be from one to five days in length, depending on the severity of the offence and the number of previous infractions. Parents will be notified in writing when an out of school suspension is given and will also be contacted in person or by telephone. A copy of the suspension letter will also be sent to the superintendent of schools.

Please remember that, throughout the entire process, parents will be kept well informed and the student will receive all the positive support possible in order to help him/her to be successful in school.

CONTRABAND POLICY

IT IS OF CRITICAL IMPORTANCE THAT STUDENTS NOT BRING ARTICLES TO SCHOOL THAT MAY POSE A SAFETY RISK TO OTHERS OR THAT MAY OFFEND SOME INDIVIDUALS. Students must not bring these or similar items to school under any circumstances. If these items arrive at school, they will be confiscated, and consequences will be given. Possession of contraband items may result in suspension from school

The following is a list of a few items classified as contraband:

- Firearms (handguns, rifles, air rifles, pellet guns, toy guns, airsoft handguns, slingshots, water pistols or other weapons)
- Incendiary devices (ammunition, firecrackers, smoke bombs, lighters, etc.)
- Sharp objects (jack knives, etc.)
- Laser pointers
- Tobacco products (smoke or smokeless)
- Illicit drugs, drug paraphernalia, or alcohol
- Sexually explicit materials
- Energy Drinks (NOS, Monster, Red Bull, RockStar, Amp, etc.)
- Prejudicial or racial material
- Wearing apparel (hats, t-shirts, etc.) which is lewd, prejudicial, or promotes the use of drugs, alcohol or tobacco products.
- Any student who is aware that another student may have any of these articles in his/her possession is urged to quietly and privately inform a staff member so a harmful or negative situation may be avoided.

COUNSELLOR / SCHOOL LIAISON WORKER (CLW)

The Family School Liaison Program offers one-on-one counseling with students, provides support to families dealing with challenging circumstances, assists teachers in meeting student's needs, and liaises with social workers, pediatricians, and other community agencies. A request for counseling can be initiated by students, parents, or teachers.

Our school CLW is Miss Kirsten Jensen who is available to all students (and parents, if necessary). She offers assistance to students with school or personal difficulties. Referrals can be made to Miss Jensen by teachers and/or parents or a student may make a self-referral. Please feel free to contact Miss Jensen by calling the school (403-346-5795) or emailing her at kirsten.jensen@rdpsd.ab.ca.

Our school counsellor is Cara McGinnis. Mrs. McGinnis is also available as a resource, source of support & encouragement to our students and families. She offers assistance to students. Referrals can be made to the counsellor by teachers and/or parents or a student may make a self-referral. Please feel free to contact Mrs. McGinnis by calling the school (403-346-5795) or emailing her at cara.mcginis@rdpsd.ab.ca.

Miss Jensen and Mrs. McGinnis are part of our student support team that assists students as they grow academically, socially, spiritually, and emotionally.

CONFIDENTIALITY PROTOCOL

The Red Deer Public School District is subject to the requirements of the Freedom of Information and Protection of Privacy Act. This includes an obligation to safeguard the personal information of students, parents, and staff. Personal information includes, but is not limited to, details concerning individuals' addresses and phone numbers, as well as students' academic outcomes, learning needs, behavior, or home circumstances. Employees and volunteers are obliged to preserve the confidentiality of any personal information which they receive. Such confidential information shall not be disclosed, discussed, or shared with unauthorized individuals, nor used for personal gain.

CONTACTING YOUR CHILD AT SCHOOL

We ask that you please not call or text your child during school hours. Contacting students during instructional hours interferes with their learning and potentially the learning of other students (see handheld devices policy). Please make sure your son/daughter is aware of arrangements needed at lunchtime and/or after school.

Emergency situations (e.g. accident or death in the family) are handled differently. If there is an emergency, which requires that you speak with your child on the phone immediately, we ask that you share the emergency with us so that we can better support your child as they receive the information. In an emergency, we will call directly to the classroom and ask that the student come to the office.

COVID-19 PROTOCOL

Red Deer Public Schools is committed to using information from official public agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), [Alberta Education](#), the [World Health Organization](#), and finally the [AHS COVID-19 FAQ's](#).

DAILY SCREENING PRACTICES for Covid-19 Symptoms

Each day, before students come to school, we ask parents to complete the daily [Screening Checklist](#). If you answer yes to any of the questions, please follow the instructions provided at the bottom of the checklist. If your child is sick, you are required to keep them home until they have been assessed by a health care provider to exclude COVID-19. For more detailed information, visit the [2020-2021 Handbook for Students and Families](#). If a child becomes sick at school, or is showing symptoms of COVID-19, the school will follow the protocols on page 7 of the 2020-2021 Handbook for Students and Families. A new sick room has been designated for students at Gateway, where students who are feeling ill can be isolated and separated from the rest of the school population. The school will inform families if their child(ren) is experiencing symptoms, and students will remain in the sick room while they await pickup from the school. **If a parent is unable to pick up their child promptly, the school will contact the next emergency contact in their place.**

DRESS CODE

Our commitment at Gateway Christian School is to do all things in a way that is pleasing to our Lord and that will

bring honor and glory to Him (1 Cor. 10:31). We are called to be ambassadors for Christ - Image Bearers. The GCS dress code has been established to provide minimum standards of dress and appearance that will assist parents and students in choosing appropriate clothing to be worn to classes and school-sponsored functions (on or off campus). We realize that clothing styles are cultural and cultural standards are not always right or wrong. However, student attire needs to be safe, conservative, modest, neat and appropriate; contributing to a positive school atmosphere and facilitating learning rather than detracting from it.

It is expected that students dress in a style that is conducive to learning. The dress code applies to ALL school sponsored events, including sports, field trips, dances, and onsite events. Student clothing should be tasteful and appropriate for school and should not be unduly revealing. Clothing that exposes large areas of skin or exposes undergarments (such as midriff, halter tops, muscle shirts, low-rise pants, short shorts or skirts) are NOT acceptable. Students are expected to dress in a clean, neat, appropriate manner. If a student believes the outfit may be questionable, do not wear it to school.

- Footwear must be worn.
- Undergarments must not be visible.
- Shirts must cover appropriately (no low-cut necklines).
- Shorts and skirts must cover the body appropriately with typical movement.
- Students must wear non-marking shoes in school. No sock feet or bare feet allowed in the halls, classrooms or outside.

Students may not wear:

- hats (not allowed within the school building)
- clothing with offensive or inappropriate wording or images.
- clothing that promotes racism, alcohol, drugs or tobacco products or contraband.
- any gang related clothing or paraphernalia.
- dangerous or potentially dangerous jewellery.
- potentially dangerous clothing (e.g. PE. physical activities).

Cold Weather: All students must have proper clothing for going outdoors in cold weather. An indoor recess is declared at the discretion of the admin.

Helmet rule: Students arriving at school with or on bikes, skateboards, longboards, rollerblades, scooters etc. must wear a helmet. If they do not have a helmet their “wheels” will be kept in the office until they show their own helmet. This may require parent pick up their ‘wheels’ if they refuse to wear a helmet to and from the school. First violation of the helmet rule will result in the “wheels” being taken away from the student and stored in the office. The student can pick up their “wheels” from their grade administration at the end of the day. Second and subsequent violations of the helmet rule will require parent pick up from the main office.

DROP-OFF & PICK-UP PROCEDURES

To keep your children safe, parents/guardians are to remain clear of school entrances, or within their vehicle, while waiting for their children. If AHS’s protocol changes we will change our policies accordingly. Thank you for your understanding & cooperation.

Parking is available on side streets and in the gravel parking lot south of the school. Our Drop and Go Zone and Bus Zone are NO PARKING Zones.

“Drop & Go” Zone Protocol:

- Gateway has a one minute zone to drop off & pick up children on 59th street.
- One direction (west) traffic flow for the “Drop & Go” zone on 59th Street in front of the school.
- Vehicles must pull up as far forward as possible when entering the “Drop & Go” zone.
- Never double park.
- Drivers must remain in their vehicle when children get out.
- Children must exit out the right side of the vehicle to avoid unsafe parking or street traffic.
- After the student is safely out of the vehicle, you are to proceed immediately.

- No U-turns.
 - Students being dropped off outside of this zone are asked to go to the designated crosswalks.
- If AHS's protocol changes we will change our policies accordingly. Thank you for your understanding & cooperation.

EMERGENCY PARENT CONTACT INFORMATION

On occasion parents/guardians need to be contacted immediately. Please insure the following information is current in PowerSchool.

- address
- home/work/cell phone numbers
- emergency contact names & phone numbers
- doctor's name & phone number
- Alberta Health Care Number
- Allergies or other medical conditions

To update information please complete the RSVP process in PowerSchool.

It is **imperative** that an alternate emergency contact person and number be available in the event the school office is unable to locate the parents. Should your child require immediate medical attention, the school will arrange for the child to be taken to the hospital and parents will be notified as soon as possible.

EMERGENCY PROCEDURES

Procedures are practiced throughout the year to prepare your child for various emergency situations. We practice fire drills, lockdowns, hold and secure & shelter-in-place. We ask parents to familiarize themselves with our Emergency Response Plan on our website. Click: [School Emergency Program](#)

All schools within the RDPSD will be using the Hour Zero Program for Emergency Procedures.

The following descriptions will be used for the different situations that may occur during an emergency. The emergency protocols will be communicated to the staff and students through the school intercom system.

- **Lock-Down**

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

- **Hold and Secure Hold and Secure**

is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

- **Shelter-inPlace**

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

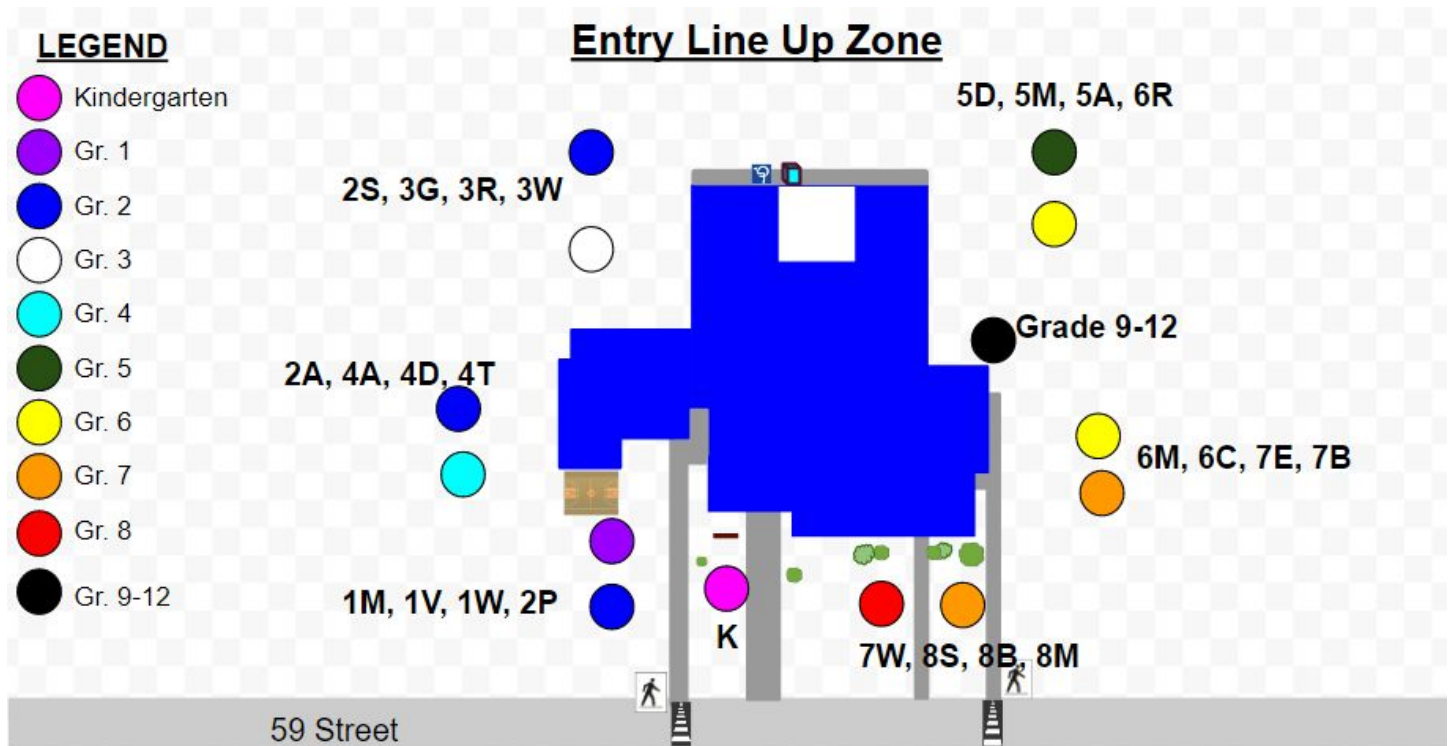
- **Evacuation**

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to our alternate location (parents will be notified).

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided.

ENTRANCES:

To minimize physical interactions, our school will be utilizing as many doors as possible and all students will be assigned an entry point. Please refer to the map below to find each class's designated entry point. During inclement weather (rain, extreme cold, etc.) our alternate arrangements will be to allow the students into the school from their designated entry point and into their first block classroom when they arrive.



Student Morning Entry Protocol

- Please put on your mask before exiting your vehicle. (Gr 4-12 mandatory, Gr K-3 Optional).
- Walk to your entry zone and line up in your marked classroom line up.
- Teachers will lead students into the building, based on the designated entry order. When students enter the school they will be asked to hand sanitize and then go directly to their class. There will be no use of lockers or coat hooks for at least the month of September. This will be reviewed as needed. Similar to the start of the school day, we will be exiting the school in an orderly manner with appropriate supervision. Parents are asked to remain in their vehicle while waiting for their child. We recommend creating a plan with your child about a common pick-up location, so they know where to find you. We will have additional staff assigned to after school supervision to support students in locating parents. Grade 4-12 students will be required to wear their masks until they enter their vehicle.

Upon entering **and** exiting our school and classrooms, students will be required to sanitize their hands. Hand sanitizer will be provided at each entrance and in each classroom.

EXTRACURRICULAR SPORTS

Red Deer Public Schools is working with Alberta Education, Alberta Health and education partners, including the Alberta School Athletics Association (ASAA), to explore possibilities for athletic activities, clubs, and events within the context of current health measures and cohort guidelines. We will update this section once more directive is provided throughout August. Please check back for more information.

When Covid-19 protocol restrictions are lifted - All students in Gr. 6-8 have the opportunity to try out for a variety of sports' teams at GCS. For some sports, both a junior and senior team are selected. We offer a variety of extracurricular sports: volleyball, basketball, hockey, badminton, track & field, & running.

Goals: skill building, positive sportsmanship, competition, commitment, & representatives of GCS.

FACEBOOK / TWITTER / INSTAGRAM (Gateway Christian School)

We encourage all parents with a Facebook account to like us and follow us on Twitter & Instagram for the latest news & events, upcoming activities and more.

FEES (School Fees)

ALTERNATIVE SCHOOL FEES: 2020/2021 school year alternative fees are set at High School (Gr. 9 – 12) \$200.00 per student per year; Gr. 1 – 8: \$300 per student per year and Kindergarten: \$200.00 per student per year. The purpose of these fees is to defray non-instructional cost incurred by advancing Christian worldview such as: Teaching for Transformation, integrating alternative outcomes within Alberta curriculum, formational learning experiences and school culture.

Please note: school fees & yellow bus fees will be added to student accounts mid-September. Student account summaries will be emailed to parents. Payment of alternative school fees may be made as a lump sum at the beginning of the school year; or by means of post-dated cheques over a ten month period. Option fees are due the beginning of each term. Payment options: cash, cheque(s), Visa, MC, Debit or online. Cheques are payable to RDPSD-GCS.

Red Deer Public Schools is pleased to offer ACORN Online Payments...the convenient safe choice!

- Secure online payment system, where and when you want; online 24 hours/7 days week
- Pay school fees for all your children within the District in one single transaction
- Eliminates need for children to carry cash and cheques to school
- User-friendly and easy to read online student accounts

Frequently Asked Questions

- What do I need to use ACORN Online?

You required a Powerschool Parent Account. Please see this short step-by-step video on how to set up a PowerSchool Parent Account and install the app on your mobile devise to pay online, and track your child's attendance and academic progress in real time (Gr. 6-12)

<https://www.youtube.com/watch?v=W1xKLWD4Sps>

- Once you have your PowerSchool Parent Account, please click Online Payment Parent Guide for instructions. (<http://www.rdpsd.ab.ca/documents/general/OnlinePaymentParentGuide.pdf>)
- Click Student &Parent PowerSchool Account to a link to your account. (<https://powerschool.rdpsd.ab.ca/public/home.html>)
- For technical support, please email onlinepayments@rdpsd.ab.ca

FIELD TRIPS (Field Experiences)

Current guidance from AHS states that field trips and activities requiring group transportation should not be scheduled. As such, field trips will be restricted to locations within walking distance of the school. Field trips beyond a reasonable walking distance will not be planned (e.g. international, out-of-province, out-of-community, across town trips). This will be reviewed each month as school continues.

If AHS's protocol changes and field trips are permitted, permission forms will be sent home prior to each field trip. It is Red Deer Public Schools' policy that permission forms must be returned to school before students are allowed to go off campus. To avoid disappointment, please ensure the permission slip is signed and returned to your child's teacher by the due date. Students who do not return their permission forms will sit in the office or be designed to another class for the duration of the trip.

FOOTWEAR POLICY

(IN RESPONSE TO COVID-19 PROTOCOL, BOOT ROOMS AND LOCKERS ARE OFF LIMITS - STUDENTS ARE TO BRING THEIR OUTDOOR FOOTWEAR TO THEIR CLASSROOM).

GATEWAY SOCIETY FOR CHRISTIAN EDUCATION (GSCE)

In 1954, the Red Deer Christian School Society was founded by a group of concerned individuals who wanted a place where their children would receive a Christ based education. The school opened its doors in 1968 to 22 grade 1-4 students. The school was run in all aspects by the society until 1999 when it became part of Red Deer Public School District. Since then, the school has become Gateway Christian School and the society has become the Red Deer Society for Christian Education. The society changed its focus from the day to day operations of the school to ensuring that the Christian aspect of the program is maintained and upheld. Until June 30, 2013, the society ran busses for day to day transportation. They promote the furtherance of Christian education through the distribution of funds from their endowment fund and sponsor staff appreciation events throughout the school year.

Their mission is to encourage and facilitate Christian education and lifelong learning in our community, and to ensure that Gateway Christian School provides an accessible, Christ centered education so that students are equipped and encouraged to serve God joyfully in every area of life.

Here is a little information on the Society:

- ▶ They are a group of Gateway parents.
- ▶ They are passionate about Christian Education and students experiencing and understanding more about God throughout their day.
- ▶ Their four priorities:
 - Community Building
 - Relationship with RDPSPD
 - Living out God's Story (TFT)
 - Fundraising and Fiscal Responsibility
- ▶ They are committed to supporting RDPSPD and Gateway Christian School.
- ▶ Their goals: Joyful Service, Spiritual Formation, Christ Centered Education, Influential Voice, and Community Involvement.

Parents are invited to become a member and attend their annual general meetings.

GRADING/ REPORT CARDS / PARENT-TEACHER INTERVIEWS

Grading Scale

A : 90 – 100% / Excellent

Outstanding level of performance (Excellent achievement of grade level objectives) Indicates that a student has done excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge gained to new situations.

B 75 – 89% / Combination of Meeting Expectations and Excellent

High level of performance (Proficient achievement of grade level objectives) Indicates that a student has done above average work, mastered almost all of the course objectives; and has applied knowledge gained to new situations.

C 60 – 74% / Meeting Expectations

Satisfactory level of performance (Acceptable achievement of grade level objectives) Indicates that a student has done average work and has mastered many of the objectives of the course.

D 50 – 59% / Combination of Meeting and Not Meeting Expectations

Needs improvement in performance (Minimal achievement of grade level objectives) Indicates that a student has done below average work and has mastered few of the objectives of the course.

E Below 50% / Not Meeting Expectations

Unsatisfactory level of performance (Experiencing serious difficulty with grade level objectives) Indicates that a student's work fell below a level of acceptance for the course and was unsatisfactory.

Progress in key concepts and work habits is reported in terms of:

Excellent

Meeting Expectations

Not Meeting Expectations

In addition to letter grades, teachers are encouraged to include written comments to provide detailed information with regard to student progress. All evaluation tools or devices are designed to effectively measure the written objectives of the course. Parents and students are encouraged to check grades and attendance in powerschool regularly.

Honor Roll: Awarded each reporting term to students who achieve a total of 6 A's: 3 being in core subjects and no mark below a B.

Report Cards

Reporting Periods & Terms

Term	Term Starts	Term Ends
One	September 1, 2020	December 9, 2020
Two	December 10, 2020	March 18, 2021
Three	March 19, 2021	June 29, 2021

Report Cards dates: December 8th, March 16th and June 29th

Good communication between parents and teachers is vital. Parents and teachers must communicate about student academic progress as well as about social and emotional issues. For all general inquiries, please contact your child's homeroom teacher; when questions arise about specific subjects or classes, please contact the appropriate teacher.

Parent/Teacher Interview dates:

- Thursday, October 8th
- Thursday, December 10th

Student led interviews are also held once a year. These conferences are invaluable experiences for students who, in an interactive format, demonstrate and share their learning through self-reflection and evaluation; all while practicing real-life skills like communication, organization and leadership. Middle school students present their conferences in their homeroom while sharing reflections on each of their core subjects.

Student Led Interview Thursday, March 18th

For a 2020-2021 monthly & yearly calendars, please go to our website at <http://gateway.rdpsd.ab.ca/Calendar.php>

GOOGLE

Each student has a school google account that allows them access to email, google classroom and a whole suite of

tools that can be used to complete assignments and projects. They can access their account anywhere there is internet. All of our school accounts are managed by our IT staff.

GYM WEAR

In response to AHS's enhanced health & safety measures, students will NOT be changing for gym.

When enhanced protocol is lifted:

Your child will need gym shoes (sneakers, tennis shoes) to participate in activities. They must have a flat bottom (no heel) and the foot must be fully covered. Sandals, crocs, clogs, dress shoes, boots and any heeled shoes are not appropriate for class. One way to always have your child prepared is to have an extra pair of gym shoes kept at school, in the classroom or kept in a backpack.

Students are expected to change into gym strip for PE indoor classes. If your child forgets, there is a clean set of gym strips they can borrow. All grades will also be participating in outside PE throughout the year. Please make sure your child wears clothing that matches our Alberta weather. Gym strip (to change) for the outdoor units is up to your child. Putting on a warm coat, hat and mitts recommended as our weather becomes colder. We will follow the schools guidelines for weather and recess.

GCS gym strip can be purchased at the office – T-Shirts \$20, Shorts \$20. Please label your son's/daughter's gym strip. Thank you!

HANDHELD DEVICES (Devices such as cell phones, tablets and iPods)

Students are only allowed to have handheld devices with them before school or after school. Students are prohibited from having their handheld devices on them during instructional time. At this time, because of Covid protocols, lockers are off-limits to students. We would suggest that students do not bring handheld devices or cell phones to school at all. If they must have them for before or after school, students should keep them safely stored in their backpacks, with the notifications off.

Electronic devices (including phones) are not available to students during the school day.

No videos or pictures taken at school may be displayed on the internet without teacher/parent permission.

Students needing to make urgent calls may ask their teacher to use the classroom phone. If parents or others need to contact students because of an emergency, they are welcome to call the school, and their child will be contacted immediately and brought out of class as required.

Students MAY use their own laptop for classes, when approved by a teacher, for instructional purposes only.

If a handheld device is confiscated by a staff member, the following consequences will occur:

1st Offence: The teacher will confiscate the handheld device. Students will then need to meet with the grade level administrator to get the handheld device back.

2nd Offence: The teacher will confiscate the handheld device and hand it off to the grade level administrator. Students will then need to meet with the grade level administrator to get the handheld device back.

2nd Offence: The teacher will confiscate the handheld device and give it to the grade level administrator. The student's parent or guardian will then have to come in and meet with the grade level administrator to get the handheld device back.

3rd and Following Offences: We will view the third offence as defiance. These will be dealt with through the discipline cycle and may include detentions, suspension, or other consequences determined by the grade level administrator or the principal. Parents will be required to pick up the device upon every subsequent offence.

HALLWAY ETIQUETTE

Students are expected to practice consideration in the halls. Basic good manners are required (i.e., making room for people to pass, no running, pushing etc.). Students are expected to walk quietly and keep noise to a minimum in the hallways during school hours. Loitering or “hanging out” in the hallways during school hours is very inconsiderate and may result in a negative consequence. Hallways are clear unless you are going to the washroom.

HOMEROOMS

Students are assigned a homeroom teacher who acts as a mentor in supporting their learning. Through homeroom, students receive critical classroom/school information. This teacher also promotes student success by acting as the main point of contact for ISP (Individual Support Plan) coordination, attendance or discipline phone calls. In the event we cannot communicate through the contact numbers given, we will also communicate through parent email addresses provided. Our homeroom teachers are available to help problem solve and provide resources to help students become independent learners.

HOT LUNCH:

Gateway Christian School’s hot lunch committee offers a weekly hot lunch program. **Please watch for more information about start date and menu options.**

Our hot lunch committee & volunteers will follow the [Alberta Health restaurant guidance posted here.](#)

All orders are placed online! It’s a quick and convenient process.

Please note: *Information is not carried over from year to year!* Parents must register each school year.

****** IMPORTANT REMINDER******

- If a student is away, the hot lunch committee does their best to have their order delivered to the office for them to pick up the next day. **However, they cannot guarantee this as mishaps do happen.**
- Once a deadline for ordering has passed, no orders will be accepted. **Please do not call the restaurant to have your child’s order added to the school order.** These orders will not be accepted. This causes a lot of complications for our volunteers who work hard at ensuring each student gets their lunch each week.
- Changes can be made to any order up until the deadline. If any order is cancelled prior to the deadline, a credit will remain on your hot lunch account and will be applied towards your next order until the end of the current school year. Unfortunately, no refunds will be issued.

We thank you for your understanding as we strive to help keep this volunteer based program running smoothly each week. As always, we are grateful for the continued support from the Gateway Community.

Once the Hot Lunch Program is set-up, here is how to get started...Go to **gateway.hotlunches.net** click on "Click Here to Register"

- Enter Access Code **GCSR**D
- Complete the rest of the registration form. (Including your email address will ensure you receive reminder emails about hot lunch order deadlines, and your child's hot lunch order for the upcoming week)
- Click the "**Register Now**" button at the bottom
- Follow the instructions to add each child in your family who attends Gateway Christian School
- Once your child(ren) are registered, click on "Orders"
- Proceed to order hot lunch for your child(ren)
- If you require any help with ordering online, please access the “help” button on the top right hand corner of the website.

The hot lunch online order system requires a small amount of setup time at the beginning as you must register each child prior to ordering hot lunch. Once the initial setup process is complete, your hot lunch orders for the

remainder of the year should be quick and simple. If you need help with placing your order, questions about the menu or dates; please use the “help” button on the website.

PayPal: We only accept hot lunch order payments through PayPal (www.paypal.com). No cheque or cash payments will be accepted at any time. Please set up a PayPal account using your credit/debit card or bank account. Recipients are then notified via an email from PayPal that they have received a payment from you. PayPal is free for you to sign up; however, the school/Hot Lunch Program is considered to be operating as a “business” in PayPal’s eyes so we will encounter fees with each transaction. To offset the costs of this, each order will be charged a 3% transaction fee. This is a very minimal fee, but allows us to be able to focus on taking the profit received from all orders and applying it towards the “Active Living” initiative that our school is working towards. Example: A \$5 order would have an additional transaction fee of \$0.15

Please Note: Should you experience any issues with your PayPal account, you must contact PayPal directly to solve the issue.

ILLNESS

Students exhibiting signs of illness will be moved to the school’s sick room for isolation. Parents/guardians will be notified immediately and advised to pick up their child. If the parent is unable to pick up their child, they must designate an emergency contact. This is a responsibility all families must adhere to.

Red Deer Public Schools is asking all families to log in to the Red Deer Student Verification Process (RSVP) to review who they have designated as emergency contacts in our student information system and update the information, if necessary. The emergency contacts need to have the ability to come and get your child from the school in the event you are unable to do so.

Information on how to access and change your child's information is shown below:

Step 1 - Parents need to have a Parent PowerSchool account. This [video](#) shows the steps on how to do this or [use this document](#) to guide you through the steps.

Step 2 - When you have a Parent PowerSchool account [this document](#) shows you how to access and change your child's information in RSVP.

● **Stay Home When Sick**

This [document](#) outlines the Alberta Government's expectations regarding students staying home when sick. Those unsure if they, or a student, should self-isolate are directed to use the Alberta [COVID-19 Self-Assessment Tool](#).

All students who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.

Students must stay home until they have been assessed by a health care provider to exclude COVID-19, or other infectious diseases.

Once your child has been assessed and has received a negative result, please bring evidence of the result to the school. The school will not keep a copy of the results but will know that it is safe for the student to return.

Students will be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.

TIP: Any Albertan 14 years or older with an Alberta Drivers license or Alberta ID can sign up for [myHealth](#). Results are typically received quicker through this format rather than waiting for the phone call from AHS.

- **Confirmed Cases of COVID-19**

If there are cases of COVID-19 identified within the school setting, the Zone Medical Officer of Health will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

In the event of an active case, AHS may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will be made by the Zone Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.

INTERNET USE

Students should be aware that the use of the internet to damage another student's reputation, to threaten or harass, is illegal and contrary to the school policy. This includes internet use at home when it is referring to other students within the school district.

MISUSES THAT DISRUPT LEARNING AND/OR CONTRAVENES SCHOOL OR DISTRICT POLICY INCLUDE BUT ARE NOT LIMITED TO:

- using audio and/or video devices to record others without permission
- using audio and/or video devices in inappropriate settings such as locker rooms and washrooms
- using an electronic device to intimidate, threaten and/or slander others; e.g., cyberbullying)
- sharing district ID's and passwords
- using devices during instructional time for non-instructional purposes such as making personal phone calls, text messaging or social networking
- using devices to cheat; e.g., assignments, tests, etc.
- 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.

ISOLATION ROOM

Gateway has a designated isolation room where students exhibiting symptoms will wait for parents/emergency contacts to pick them up.

LATE ARRIVAL OR EARLY DEPARTURE

We ask if your child is going to be late arriving to school in the morning, or needs to be excused during the day, please contact the school. When your child arrives late they need to check into the office, hand sanitize and head to their class. If your child is scheduled to be picked up early, please call the office when you arrive and we will arrange for your child to exit the front door and meet you at your vehicle.

LEARNING ASSISTANCE

Learning assistant teachers, Mrs. Lynette Loonstra and Mrs. Tracey Jamieson, along with educational assistants support students who need extra support or have learning challenges. This includes students who have academic, emotional, social or behavioral concerns. Our learning assistance team (learning assistance teachers, admin, **CLW & counsellor**) work with classroom teachers to determine the level of support a student needs and provides that support within the classroom, on an individual or small group basis.

LIBRARY (IN RESPONSE TO AHS's ENHANCED HEALTH & SAFETY MEASURES, OUR LIBRARY WILL BE CLOSED)

Our librarian is Mrs. Cathay Vaartstra (catherine.vaartstra@rdpsd.ab.ca).

LIVING IN COMMUNITY

At Gateway, it is our prayer that the Holy Spirit prevails everywhere – in our hallways, staffroom, offices, classrooms, gyms, library and on the playgrounds. We want students to take responsibility for their actions, understand how their actions affect others, and provide opportunity to repair the damage that might have occurred. Our calling is to guide each other into restored relationship with God and each other.

● Restorative Practices

We live in a fallen world and recognize that we all make mistakes and poor choices. When a student is involved in a difficult situation, staff will work with the student & their parents to find ways to get the student back on track. It is our goal to restore brokenness in our community. GCS is committed to working with restorative practices when working with parents, students & staff. It is our goal to use restorative practices whenever possible when dealing with discipline issues at GCS.

Restorative practices usually begin with 5 questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who was affected by what you have done? In what way?
- What do you think you need to do to make things right?

(Taken from the International Institute for Restorative Practices, Canada - www.iirp.org)

Consequences will be determined by the severity of the misbehavior and may include any of the following.

1. Loss of privileges: field trips, dances, extra-curricular activities, computer time.
2. In-school suspension- lunchtime, during class time, during elective-only class time.
3. A student may need to work under supervision for a defined period of time.
4. The teacher, vice-principal or principal will notify parents.
5. Out of school suspension: The principal may suspend a student from school for up to five days.
6. Expulsion: The School Board, upon recommendation from a principal, can expel a student from school.

LOCKERS (IN RESPONSE TO AHS's ENHANCED HEALTH & SAFETY MEASURES, LOCKERS WILL NOT BE AVAILABLE).

In order to reduce congestion and minimize the cleaning of high touch areas, lockers, coat hooks, and boot rooms will not be accessible. We will continue to monitor this decision throughout the fall and communicate any changes that may be made.

Once restrictions have been lifted:

Students will be issued a lockers and it's their responsibility to keep the lockers clean at all times during the school year. Students are asked to bring a lock and make sure their locker is locked at all times.

- Are assigned to every student.
- Are the property of Gateway Christian School and are subject to inspection by the administration at any time.
- Must be kept neat and clean. Regular cleanups will be scheduled, but a teacher may ask you to clean it at any time.
- Photos may be taped on the inside of the locker – if a teacher deems it to be offensive it will be removed. They **may not** use stickers, or put anything on the outside.
- Should be LOCKED at all times
- Damaging school property (your locker) is considered vandalism and will result in disciplinary action.
- Students should not bring valuable items to school and should make sure portable devices are stored in their locker.

LOST & FOUND

(IN RESPONSE TO AHS'S ENHANCED HEALTH & SAFETY MEASURES, OUR LOST & FOUND WILL NOT BE DISPLAYED IN OUR HALLWAY. Pictures of our 'Lost & Found' items will be displayed virtually for all students to view.

LUNCHTIME

Students should bring a lunch to school each day. A student who is thinking about how hungry they are is not able to concentrate on their school work and learning. If your family is facing financial difficulties and does not have food for lunches, The Mustard Seed will deliver a lunch to school every day for your child. Please let the office know if you would like to be added to the list.

Students will be eating lunch in their classrooms.

Guidelines:

- BE KIND / BE RESPECTFUL / TALK QUIETLY WITH THOSE NEAR YOU.
- BE OBEDIENT / STAY IN YOUR SEAT / CLEAN UP YOUR MESS / FOLLOW CLASSROOM EXPECTATIONS & DISPLAY APPROPRIATE CLASSROOM BEHAVIOUR
- BE GOOD STEWARDS / EAT THE LUNCH YOUR PARENTS HAVE SENT / DO NOT THROW AWAY FOOD - IF YOU DON'T WANT TO EAT IT, PLEASE TAKE IT HOME.

MASKS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Alberta Education has mandated that all staff, and students from Grades 4 to 12, will be required to wear non-medical masks on school transportation, and in all common areas in school buildings, or where physical distancing is not possible.

Masks **are not** required while students are seated facing forward in the teaching areas during instruction **if** the space allows for physical distancing to occur. We recognize some classrooms will not be able to meet the physical distancing guidelines, meaning masks **will be** required to be worn in those classrooms. Masks will also be required when close contact between students, or students and staff, is occurring. Masks should be used for the duration of this activity.

[Exemptions](#) will be made for students and staff who are unable to wear a mask due to medical or other needs.

Two reusable non-medical masks will be provided to each student on their first day of school. Parents are encouraged to discuss this with their children and if possible, begin getting them used to wearing masks (if available) before their return to school. Students will be [taught procedures for using non-medical masks](#). Parents should familiarize themselves with the [guidance on mask use](#), paying attention to the need to launder masks on a daily basis.

Non-reusable masks will also be available in schools for circumstances when the reusable masks are not available.

Individuals who are physically, psychologically or developmentally unable to wear a mask, will be excused from this health protocol. Families will work with our principal to discuss this relative to their child.

MEDICAL CONDITIONS THAT MIMIC COVID-10

We recognize that many of our students have allergies or ongoing health issues that exhibit symptoms similar to COVID-19. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home, and be tested, and can return to school once cleared.

For individuals that have chronic pre-existing conditions as described above, the school will keep a record of the typical baseline symptoms that may be confused for COVID-19 in PowerSchool, as they would with other medical conditions to try to mitigate continual questioning by school staff.

MEDICATIONS

Medications cannot be administered to students without a "Request for Administration of Medication Form" being filled out by parents. The form is available at the office and once completed is kept on file. Medications

administered under the instructions of a medical doctor must be accompanied by a written directive from that doctor indicating what medication is to be dispensed and under what conditions.

MESSAGES/ITEMS FOR STUDENTS

There are MANY requests for messages and items to be delivered to students each day. In order to cut back on the number of classroom interruptions, please make sure your child is aware of the days' arrangements before they come to school. This includes what time they are leaving for appointments or if you will be dropping off a lunch or school work for the . We don't interrupt classes to give messages, except in the event of an emergency.

MOVIE/SCREEN TIME:

Research shows a distinct connection between learning and screen time/use. Academic achievement has been shown to decline after as little as an hour of screen time a day. As learning, growth and relationship connections are critical to student achievement and success, we want to take a careful approach to screen use. Teachers are encouraged to limit the time spent during lunchen gaging in movies and/or free computer/internet use. A basic guideline would be 1 lunch period a week - saving the primary lunch time for getting lunches finished, interacting/communicating with each other, building key social skills. Teachers will be encouraged when watching video/movies/series to communicate content to families so that parents can have conversations with their child about what they have been watching.

PARENT / SCHOOL VOLUNTEERS (Due to COVID-19 restrictions, parent volunteers are not permitted at this time).

When restrictions are lifted -

In an effort to maximize the safety of your children and our students, Red Deer Public School District has implemented requirements for school volunteers. All adults who volunteer in a school or at a school-sponsored activity, and who will have opportunity to interact with students during the course of their volunteer service, will need to provide the school with a Police Information Check (formerly known as a Criminal Record Check) and two written references that confirm the suitability of the individual to serve as a school volunteer.

The following forms are available at the school office.

- School Volunteer Registration Form (for you to complete and return to the school).
- Police Information Check Request Form, including a request for a Vulnerable Sector Check (for you to complete and provide to the RCMP when requesting a Police Information Check).
- Two Volunteer Reference Forms (for you to use in obtaining references).

A police information check is valid for 5 years from the date obtained.

If you plan to volunteer at more than one school in the Red Deer Public School District, the School Volunteer Registration Form enables you to provide consent for us to share your information and documents with other schools, so that you are not required to obtain more than one set of documents.

Once all the appropriate paperwork has been handed into the office and the principal has approved the volunteer, the volunteer must:

- please sign in/out at the office each visit.
- wear a VISITOR lanyard each visit.

The staff at Gateway Christian School appreciates the willingness, talents and time that parents contribute to helping children succeed at school. Our focus in using volunteers is the children, and we make decisions which will help children in all aspects of their school life. With this focus in mind, we ask that the following be agreed to when parents volunteer in school related activities:

1. that volunteers understand that they are directly responsible to the staff member and that the staff member is the one authorised to make decisions for the individual or the whole groups so that the best learning can occur in a safe setting;
2. that information regarding any particular child, his/her progress or behaviour, must be kept in the strictest of confidence;
3. that the role of the volunteer is to enhance instruction under the direction of the staff member.

PARKING/TRAFFIC

The safety of our students, staff, parents & visitors at Gateway is imperative. As school doors open, traffic gets heavier on our streets. Therefore, we ask that families pay special attention when dropping off and picking up their children. We appreciate your cooperation with helping our traffic run safely and smoothly.

- Children crossing the road on their way to and from school can easily get distracted and step into harm's way. Slowing down and being vigilant is crucial to keeping everyone safe.
- Kids are small and easily distracted, and for drivers, this can create dangerous situations on the roads. Be vigilant and alert behind the wheel. You never know when a small child might step out from between parked cars or off a sidewalk. Your fast reflexes might be needed to prevent an accident.
- Following the posted speed limit gives drivers time to react in an appropriate fashion when faced with unexpected situations.

PICK UP & DROP OFF PLAN KEY POINTS:

Please take time to consider the map below. It clearly shows the designated areas.



DROP OFF/PICK up zones:

Pull ahead as far as possible.

Drivers must remain in the vehicle.

Students have bags with them and are ready to exit when the vehicle stops.

Students exit on the sidewalk side of the vehicle.

Drop off/Pick up should take about 1 minute.

Once your child has exited your vehicle please YIELD to oncoming traffic and merge into the flow through the traffic lane.

If you want to wait in your vehicle with your child, or accompany them to the school; you must park in the parking lot or the designated parking zone.

If your child is not waiting on the sidewalk after school, beside the pick up zone, please park in the parking lot to wait for you.

PARKING:

- Memorial Centre lot may be used.
- Designated parking lot behind the Memorial Centre & RDPSPD Facility Services is for parents & students.

- Do not leave children unattended in your vehicle.
 - GCS is an 'idle-free' zone - please turn off your vehicle when dropping off or picking up students.
 - Lock your vehicle (do not leave valuables in your vehicle).
 - Street parking is noted on the map below.
1. The back lot will be closed to traffic other than staff and WILL NOT BE SUPERVISED.
 2. Students will be supervised only in the front. Supervisors will accommodate the additional students that had been supervised in the back.
 3. All doors - including the back, will be supervised when the bell goes (8:30 a.m.)
 4. Three crosswalks as shown on the map below will be supervised.

We have supervision at the front of the school from 3:14 – 3:30 but we do not have supervision on the playgrounds. If you cannot pick up your son/daughter at 3:14 p.m., please make alternate child care arrangements. Thank you!

SAFETY CONCERNS:

- Please don't speed, block lanes of traffic, make U turns, double park, block driveways, jaywalk or use the drop-off & pick-up zones as PARKING LOTS! These actions put students at RISK! Thank you for your cooperation.
- Please do not stop in the middle of the road to let students out of your car
- Do not park in the crosswalks or block the crosswalks
- If you use the Memorial Centre to drop your children off, please be safe and walk them to the crosswalk. This parking lot will NOT be supervised.
- The alley is considered a road and would NOT be a safe place to let your children out of the car.

Please do not park right on the road corners as it impedes vision of oncoming cars and students who are crossing



What does it mean?

During the designated posted times (8:00 – 17:00) do not stop or park in the "No Parking" zones for any reason.



What does it mean?

On school days, the speed limit within a school zone is 30 km/hr. from: 8:00 a.m. to 4:30 p.m.



What does it mean?

The speed within Playground Zones is 30 km/hr. and is in effect from: 8:00 a.m. to 9:00 p.m. everyday.



What does it mean?

You cannot stop or park in the bus zone (Monday – Friday) unless you are driving a bus.

PERSONAL & SCHOOL PROPERTY

The school CANNOT and WILL NOT be held responsible for any lost, stolen or damaged items that a student brings to school. It is the responsibility of the student to keep anything they bring to school secure. Accidents happen and any damage to a student's personal property (clothing, cell phones, tablets, devices, backpacks, headphones, etc.) are NOT the responsibility of the school. At ALL times, the student is personally responsible for their own items.

Please respect all school property (classrooms, desks, equipment, textbooks, supplies, computers and technology, etc.) and treat these resources appropriately. We also ask you to look after our environment by disposing or recycling materials properly.

The sharing of personal items will not be allowed (e.g. electronic devices, writing instruments, school supplies, food, etc.).

PHYSICAL DISTANCING

Where possible, students and staff will be following the two metre physical distancing recommendations from Alberta Health Services and Alberta Education. In situations where the recommended two metre physical

distancing is not possible, the wearing of non-medical masks; extra emphasis on hand hygiene; respiratory etiquette; not participating when sick; and cleaning and disinfecting on a regular basis before and after activities are strategies that we will be employing at all schools. This is why it is extremely important that anyone showing symptoms must stay home and get tested and cleared before returning to school.

PHYSICAL EDUCATION-Gym Wear

Whenever possible, physical education will be done outside instead of inside. When classes need to be inside, activities where students can physically distance, or ones in which the activity can be altered to physically distance will be planned. Students may be asked to clean any shared equipment. Students will not be required to change for PE classes so that change room congestion can be avoided. We will be re-evaluated as the school year progresses

Appropriate clothing in cold weather includes a coat, toque, gloves and boots (if necessary). Students will be advised of outdoor units and are expected to be prepared for class with appropriate clothing.

PLAYGROUND RULES: East Playground Structure (Grades 4-12)

Expectations:

Saucer Swings

- Maximum 4 people at a time
- Don't stand on the swings
- Push only on the blue ring.
- not the chain or the bottom

Spider Web & Slide

- Don't climb on top of the red metal pillars
- Only go down the slides
- Don't climb up the slide
- Please don't stop in the slide to clog it.
- Slide feet first only

Spinner

- No hanging off near the ground
- No more than 15 kids on at a time
- Take turns – 3 minute turns

Bamboo Forest

- Don't jump off the top of the poles
- Only one person per pole

Zip Line

- Stay out of the way of the zip line
- Don't climb on top of the zip line
- Only push till the halfway point
- Take turns (Lineup on each side)
- Don't stand on the platform while others are ziplining.

POWERSCHOOL PARENT PORTAL ACCOUNT

To set up a parent account, please visit our website: gateway.rdpsd.ab.ca / Students & Parents / Parents / PowerSchool Instructions. You will need your child's Student Web ID and Student Password. Older students will know their ID & password. If your son/daughter does not, please call the office. Our secretaries would be happy to give you the information. To access PowerSchool please visit: <https://powerschool.rdpsd.ab.ca/public/>.

PUBLIC DISPLAYS OF AFFECTION

Romantic physical expressions of affection are not permitted at school or school sponsored events.

RED DEER PUBLIC SCHOOL BOARD TRUSTEES

Gateway Christian School is an alternative Christian Program under the umbrella of Red Deer Public Schools. The Red Deer Public School District No. 104 is governed by seven locally elected trustees responsible for making sure public education is of a high quality and meets local needs. The board has a responsibility to be in touch with the public's concerns, to make people aware of what the board does and why, and to give citizens every opportunity to have a say in what children learn. Our Board of Trustees are: Nicole Buchanan – Chair, Laurette Woodward- Vice Chair, Bill Christie, Dianne Macaulay, Bev Manning, Cathy Peacocke, and Bill Stuebing.

REPORT CARDS

Report Cards are a **progress report** used as a communication tool to share information about student learning with both the student and parents. Though communication about learning is continually ongoing with our students, report cards serve as a tool to communicate to parents & students about their child's learning at a specific time in the year.

The middle school report card is designed as a cumulative report card. That means that students have from September to June to demonstrate learning outcomes within the subject matter.

Report Cards dates: December 8th, March 16th and June 29th

The Student Evaluation Policy in the Alberta Guide to Education States:

The primary purpose of assessment is to improve student learning. Assessment information is also used to enhance instruction to students and assures Albertans that the education system is meeting the needs of students and achieving the outcomes of the Ministerial Order on Student Learning. The assessment of student progress in relation to the outcomes outlined in programs of study is important for the following reasons:

- The information is essential so that teachers can assist in meeting the learning needs of students.
- The information is required for reporting student progress clearly to students and parents.
- The information is used in making decisions regarding student placement.
- The information is required for the evaluation of program effectiveness and for the revision of programs to improve student learning.

SAFETY TRAINING

During the first week of school, staff taught students the new specific COVID-19 safety precautions that have been put in place since students were last in school. Age appropriate lessons on [handwashing](#) and [mask use](#) were taught.

SCHOOL COUNCIL

Alberta Education defines the School Council as a collective association of parents, teachers, Principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A School Council is a means to facilitate cooperation among all the concerned participants in the local school.

Gateway Christian School Council extends a warm welcome to all returning families and all new families. We pray your association with the school will be a blessing to your family.

School Council's Mission

- To be a forum for parents, students, and community to engage in our school
- Provide a positive and healthy exchange of information between parents and the school
- .Advocate for students and parents at Gateway

The objectives of GCS council are as follows:

- To provide advice (input) to administration on issues of importance such as: programs and directions, and budget allocations to meet student needs.
- To stimulate continuous improvement in meaningful involvement by the school community.
- To uphold the common vision for our school.
- To keep the school board informed – in cooperation with the principal – of needs to the school.
- To support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- To have FUN!

We would like to invite all parents/guardians to our virtual Annual General Meeting on Tuesday, September 22nd at 7:00 p.m. Please watch for an email providing sign-in information.

SEARCH & SEIZURE

Red Deer Public School District policy states that the following may be subject to search: students, school desks, lockers and school storage areas used by students; articles and objects belonging to, in the possession of, or used by students either on school board premises or during off-site activities including, but not limited to, backpacks, clothing, purses, suitcases, and tote bags; and district electronic information resources used by students.

SOCIAL MEDIA

Adolescence is a time of extreme emotional behaviour. The adolescent brain tends to act first and think second – that is to say, adolescents have high impulsivity. Therefore, teenagers require the adults in their world to have consistent boundaries and expectations regarding behaviour.

The same is true for teenagers and Social Media use. Using Social Media appropriately can be very challenging for adolescents. The Social Media platform (texting, Facebook, Ask, Twitter, etc.) allows students to behave impulsively, without an immediate consequence and with no adult to check their behaviour (text message content). It also facilitates students' abilities to make inflammatory comments without necessarily revealing their identities. Examples of this include posting online comments that intend to accuse, to attack or to insult other students. While hastily made and perhaps later regretted, such comments can cause great harm to others. Further, once such comments are posted, they are retained by online software, and can be used as evidence of harassment against the original poster.

Inevitably, disagreements that originate online make their way into the school environment and then become a school issue. Because schools have no jurisdiction over student disagreements occurring in the community, it is nearly impossible for school Administration to resolve disputes that have occurred during non-school hours. However, if that interaction interferes with student learning, the school Administration will get involved and will involve the parents of all student parties as quickly as possible.

Schools have limited resources to address conflicts originating via social media. Resolving online disputes that have occurred OUTSIDE of school hours and boundaries can often take hours of inside school time. This is beyond what is reasonable for school personnel. As such, we require parents' assistance in monitoring and limiting students' online access and usage of Social Media sites, in order to reduce the number of inappropriate student interactions online.

We remain committed to assisting students with their concerns regarding harassment and/or bullying, and encourage them to speak to teachers, CLW, administration or parents should they face threatening behaviour. Nevertheless, if online disputes endure, parents/Guardians and their children may be asked to resolve such external to school issues by meeting with the other families, or by involving the police.

The following sections reveals some "Fast Facts" about some of the more frequently accessed Social Media sites such as Facebook, Snapchat, Instagram, Ask, etc.

A. Minimum Age Requirement: Each of these sites stresses that no one under the age of 13 should create accounts on their sites. Additionally, each site recommends that teenagers between the ages of 13–17 have an adult assist them when reading the site's terms, conditions and policies. We ask students and parents to (a) consider whether or not a student is ready to make appropriate use of these sites and; (b) if so, that parents take time to help their children read and understand the policies stated on each site students wish to use.

B. Policy Against Online Bullying: Each site lists clear rules against the use of inappropriate content, including harassing, insulting and hurtful language. Therefore, users who choose to engage in this behaviour are deliberately contravening the terms and conditions to which they agreed upon creating accounts.

C. Liability: Each site makes it clear that any user who violates the terms of the site's usage bears the sole responsibility of doing so. This is important for students to understand because each site will provide NO support to users who face external consequences for posting inappropriate content.

D. Content Ownership: It is also important for students to understand that, once they've posted any content to these sites positive or negative it becomes the property of these sites. This means that once inappropriate content is posted, the sites have access to it and can/will share inappropriate posts with the authorities upon request.

LINKS:

<https://www.facebook.com/safety>

<https://www.facebook.com/policies/>

<https://www.snapchat.com/terms>

<https://instagram.com/about/legal/terms/>

SPARK PROGRAM

Once a week students meet in groups to "SPARK". The name SPARK comes from Dr. John Ratey's book "Spark." Dr. Ratey, of Harvard Medical School, states that "exercise is the single most powerful tool that we have to optimize the function of our brains". A variety of activities are planned which include connections to Teaching for Transformation, Literacy, Numeracy, Physical Education and Health and Life Skills. While students are "Sparking" their minds and bodies for learning, their homeroom teachers are also "sparking" as they engage in collaborative planning with a focus on embedded professional learning, improving teaching strategies that increase the success of student outcomes and aligning practice with the Alberta Program of studies. Our goal is to improve student learning and success for all.

STUDENT ACCIDENT INSURANCE

Red Deer Public Schools provides basic student accident insurance for all full-time registered students. Please check Red Deer Public School's website for more information (<http://rdpsd.ab.ca>)

STUDENT RECOGNITION

The purpose of student recognition at Gateway:

Students at Gateway Christian School will be recognized for demonstrating throughline qualities. These include being an Earth Keeper, Justice Seeker, God Worshipper, Image Reflector, Idolatry Discerner, Community Builder, CreationEnjoyer, Beauty Creator, Order Discoverer and Servant Worker. This recognition process has more focus on affirming and commending students whereby they are each recognized for exemplifying qualities of the throughline in their thoughts or actions.

At one point throughout the year, each student in each class will be recognized for demonstrating throughline qualities or growth in them.

STUDENT TECHNOLOGY EXPECTED USE AGREEMENT

Purpose: Students, staff and administrators of Red Deer Public Schools have the opportunity to access the RDPSD network to facilitate educational and professional growth objectives. The purpose of these procedures is to foster the independent use of the network, subject to compliance with procedures and standards for appropriate network behavior and communication.

Each year, in order for students to access RDPSD's network; parents must sign & agree to the Student Technology Agreement.

The following procedures apply to all users when they access any RDPSD network connection.

Property: The RDPDS network and services are the property of Red Deer Public Schools. Unauthorized use of the network and computing systems is prohibited. Access to the network and email and other on-line systems of Red Deer Public Schools is a privilege granted to users by Red Deer Public Schools and may be revoked or withheld at the discretion of Red Deer Public School District employees.

Privacy Users do not have a personal privacy right in any matter created, received, stored in or sent from the RDPDS network system. Red Deer Public School District No. 104 may at times and without prior notice, monitor and review content and web site retrieval by Users in order to ensure proper use.

Accounts and Passwords Users must obtain an authorized account and password from the Information Technology Services Department in order to access RDPDS network resources. The User should consider the account and password confidential and shall not share the account or password with any other person or leave the account open or unattended at any computer system.

Expected Use: The use of your account must be in support of education and research and consistent with the educational objectives of Red Deer Public Schools. Transmission of any material in violation of any Federal or Provincial statute or regulation is prohibited.

- Network use is restricted to only those users that have been issued an authentic username and password by the Red Deer Public Schools Information Technology Services Department.
- Downloading or transferring copyrighted material to or from any RDPDS computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.
- All unauthorized and unlicensed software is prohibited on the RDPDS network.
- Users will not engage in illegal or unethical acts, including the use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources.
- Any use of the RDPDS network for receiving or sending disrespectful, defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material or other inappropriate activities is strictly prohibited. Individuals are encouraged to report any abuse to the appropriate authorities.
- Use of E-mail and other RDPDS network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.
- Downloading or transmission of pornographic, obscene or other socially unacceptable materials is strictly prohibited.
- Network users shall not allow any other person to use their password/key or to share their account.
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- Network users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- Network users will not engage in gaining access to any resources, entities or data of others for any purpose without authorization.
- Network users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
- Network users will not engage in plagiarism of information obtained via RDPDS network.
- Network users will not engage in the breaking of confidentiality of any user, revealing personal information such as phone numbers or addresses of others, or otherwise invading the privacy of others over the network.
- Network users will not use the RDPDS network for private or business use or for political purposes.

* It is Red Deer Public Schools practice to provide full access to the following computing services and systems. A computer account, server access, network access including filtered web access, email, cloud services - Google Apps For Education, and other web 2.0 technologies.

*We will work to limit multiple students accessing the same device in a day. We are dividing devices into cohorts and/or grade levels and limiting the number of people that contact a device. Devices are cleaned after each individual's use. We recommend bringing personal devices to limit additional contacts throughout the day.

SUPERVISION

1. Before School: 8:20 - 8:36 a.m. At crosswalks, bus stops, drop & go areas & at the front of the school (no supervision on the playgrounds)
2. Morning Recess: 10:21 - 10:37 a.m. : Both playgrounds
3. Lunch Recess: 11:50 a.m. - 11:30 p.m.: Both playgrounds
4. After School: 3:14 - 3:30 p.m. At crosswalks, bus stops, drop & go areas & at the front of the school (no supervision on the playgrounds)
5. Please do not drop off you children prior to 8:20 a.m. and pick up your children no later than 3:30 p.m. as there is no adult supervision outside of these times.

TELEPHONES

If a student needs to use a telephone, they are to ask their teacher and use their classroom phone. Office telephones are not for general student use and are only available for emergencies and then only with the permission of the office staff. Please make sure all after school plans are confirmed at home before your children leave for school.

TEXTBOOKS will be provided by the school. Students are responsible for all textbooks issued to them. All books are numbered and barcoded and a record of books issued and their condition is kept by the librarians. Students will be charged for lost or damaged books.

THEFT may result in a suspension and appropriate restitution must be made.

TRAFFIC FLOW INSIDE SCHOOL

There is directional signage in halls and stairways to minimize physical interaction. Teachers have taught students about the methods being used in school to minimize risks.

VANDALISM

In addition to any other consequences, students will be expected to pay the cost of any repairs or replacement of items belonging to the school community or to others that they have damaged. If appropriate, the student may have the opportunity to make the repairs, to replace the item in question or to pay back the school in community service.

VISITORS/PARENTS/VOLUNTEERS

In order to minimize risks, volunteers and guest presenters will not be permitted until further notice. Authorized visitors include parents/guardians (with prior approval of principal or scheduled meeting), delivery personnel, Red Deer Public staff, RCMP, CARE workers, and Health Service providers (Speech and Language, Occupational Therapy, Psychology). Visitors must use the posted [Screening Checklist](#), which is posted on the front door. If a visitor answers YES to any of the questions, the individual must not be admitted into the school. We encourage communication between our families and staff, it will just look different than last year. Please email your child's teacher if you'd like to set up a virtual meeting.

VOLUNTEERING (IN RESPONSE TO AHS's ENHANCED HEALTH & SAFETY MEASURES, VISITORS WILL BE VERY LIMITED)

We value our relationships with our families, but for the month of September, it is important to note that while our buildings are open to students and staff, they will be very limited to the public to minimize risk as much as we can. This will include parents, guardians and any visitors to our schools.

Once restrictions are lifted, we will welcome back our parents/volunteers into our building. We recognize that families have different gifts and talents and we value and appreciate your help in the classroom, on field trips, coaching sports teams and the countless other ways parents/volunteers serve.

- **Protocol when guidelines permit volunteers/visitors to the classroom/school:**

All adults who volunteer in a school or at a school-sponsored activity, and who will have opportunity to interact with students during the course of their volunteer service, will need to provide the school with a Police Information Check (formerly known as a Criminal Record Check) and two written references that confirm the suitability of the individual to serve as a school volunteer.

The following forms are available at the school office.

1. School Volunteer Registration Form (for you to complete and return to the school).
2. Police Information Check Request Form, including a request for a Vulnerable Sector Check (for you to complete and provide to the RCMP when requesting Police Information Check).
3. Two Volunteer Reference Forms (for you to use in obtaining references).

A police information check is valid for 5 years from the date obtained.

If you plan to volunteer at more than one school in the Red Deer Public School District, the School Volunteer Registration Form enables you to provide consent for us to share your information and documents with other schools, so that you are not required to obtain more than one set of documents.

Once all the appropriate paperwork has been handed into the office and the principal has approved the volunteer, the volunteer must:

1. please sign in/out at the office each visit.
2. wear a VISITOR lanyard each visit.

The staff at Gateway Christian School appreciates the willingness, talents and time that parents contribute to helping children succeed at school. Our focus in using volunteers is the children, and we make decisions which will help children in all aspects of their school life. With this focus in mind, we ask that the following be agreed to when parents volunteer in school related activities:

1. that volunteers understand that they are directly responsible to the staff member and that the staff member is the one authorised to make decisions for the individual or the whole groups so that the best learning can occur in a safe setting;
2. that information regarding any particular child, his/her progress or behaviour, must be kept in the strictest of confidence;
3. that the role of the volunteer is to enhance instruction under the direction of the staff member.

Please remember it is our practice to have all visitors wear a 'visitor's tag' while in our building between the hours of 8:45 a.m. - 3:00 p.m. We cannot stress enough the importance of this practice.

This will:

- easily identify visitors, volunteers & parents in our school
- helps staff identify possible intruders in our school
- provides our school with a list of people in our building in case of an emergency.

If you are visiting, please stop by the office and pick up a visitor's tag! IT'S IMPORTANT FOR THE SAFETY OF OUR STUDENTS AND STAFF!

- **Volunteer Drivers**

If you will be driving students (excluding your child/ren) to events this school year, Red Deer Public School requires all parents to fill out a Driver's Abstract. We also require a copy of your driver's license and pink slip. Forms are available at the school office.

WASHROOMS

Washrooms will receive enhanced cleaning throughout the day. Signage illustrating washing hands and physical distancing has been posted. To reduce the number of students in a washroom at one time, washroom capacities are posted. If a washroom is at capacity students will be expected to wait, while practicing physical distancing from each other.

WATER FOUNTAINS

Water fountains remain open as per health guidelines, but we recommend that each student bring their own labeled water bottle filled from home. We have bottle filling stations at school to allow for refills. Students are not allowed to share their water bottles.

WEBSITE (Gateway Christian School's website: <http://gateway.rdpsd.ab.ca>)

Gateway maintains an active website to keep parents and students informed of the happenings around our school. Please bookmark our site and use it often to keep up-to-date.

You will find:

- Calendars: yearly, monthly & school Google/ Sports' schedules /PowerSchool access. Check the website for directions on how to set up a Parent PowerSchool account / School Policies & Programs / Upcoming events

WORSHIP/SCHOOL ASSEMBLES

In an effort to reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies, whole grade or whole school gatherings will not take place until further notice.

Although the information contained in this handbook is accurate to the best of our knowledge, it is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with the school administration if they have any questions regarding the contents of this handbook.

RDPSD Board