

Gateway Christian School K - Gr. 5 Handbook 2020-2021



Gateway Christian School:

<http://gateway.rdpsd.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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Gateway Christian School

Our school's story started in 1968 with a total of 22 students in grades 1-4. Today, we serve more than 777 students, ranging in age from 5-18 years, and spanning kindergarten through grade 12. Although our school has undergone many changes throughout the years, our desire to be a uniquely Christ-centred school has not wavered. Christian education is not just about a Christian way of understanding; it's about a Christian way of living.

We believe that we are all part of a big story that started a very long time ago, which is still continuing today. The pattern within that story consistently shows creation, fall, redemption and restoration. It is God who created all things, and His story is important to understand, so that we recognize that we play a part in it. As a staff, we will provide a variety of learning opportunities where students can achieve skills, knowledge and abilities in a context that compels them to connect what they are learning to God's story.

We look forward to working with you and your family throughout the school year in order to provide a productive and safe learning environment that supports the achievement of student success and brings glory to God.

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.

Teaching for Transformation

At Gateway we believe that the special calling of the Christian school teacher is to help students to see where and how God is working. 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 Christian School Classroom. The entire creation can be understood only in relation to God. He's there - we just have to help students discover him! Our staff's job is to walk alongside them, helping them to uncover God's truth that exists everywhere in creation. Christian Education is and must be about God - knowing Him in all ways and glorifying Him in all Things. As Christian teachers in a Christian school we are in the unique and important position of guiding, nurturing and challenging students to respond to God's invitation to become Kingdom builders, to transform the world. We eagerly take on the task of nurturing a "peculiar people - a people who desire the kingdom of God" (Smith 34) and take on their life as an expression of that desire" (TfT Guidebook pg 6). Teaching for Transformation 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. Teachers use storylines, throughlines and formational learning experiences to help reveal God and invite students to be a part of His story each day.

THROUGH LINES

TfT can be summarized through the phrase: "See the Story: Live the Story" We need to recognize that we are all part of God's Story. We are part of His Grand Narrative! And we are all invited to play a role in this unfolding Story. Once we know this fact, then our next step is to figure out how to play our part in this Story. TfT provides 11 ways to think about this and we call these ways Throughlines. We can be on the lookout for Throughlines in all areas of our life: on a walk outdoors, in the media that we consume, in the science that we study, in the books that we read. But it is not enough to just talk about the Throughlines, we need to invite

students to BE the Throughlines. For example, as we learn about Community Building, we need to create opportunities to BE Community Builders. At Gateway, teachers work to provide opportunities for students to not only learn about what a certain throughline means but opportunities to practice living out these 'roles' as we play our part in God's story.

1. **Beauty-Creator:** We will create beauty that praises God and enriches our world. Creation shouts that our God loves diversity, complexity, and creativity. As image bearers of a creative God, we will glorify and praise God by creating that which is beautiful and pleasing to Him.

2. **Order-Discoverer:** We see God's fingerprints all over creation. When we read the creation account we read a story of God creating order out of chaos. There is a purpose in God's creation and we are able to discover this amazing order within creation. One of the inescapable conclusions for everyone must be "Wow! God had an amazing plan for all of this!"

3. **Justice-Seeker:** We will act as agents of restoration. The world is not as God intended it to be and we must learn to see the injustices - but it can't stop there! We need to act as agents of restoration by both identifying and responding to injustices. We must take on this responsibility and rejoice in the glimpses of the kingdom we get from this task.

4. **Idolatry-Discerner:** We need to learn to "read" a worldview by asking questions about what is being portrayed in regard to culture, values and belief systems. Through the curriculum we will be challenged to identify, understand and expose the idols of our time and times past. We want to test ideas against the Biblical story and be truth seekers and speakers.

5. **Creation-Enjoyer:** We will celebrate God's beautiful creation and give testimony to the presence of God in creation. We need to stop, look, and be amazed! We must create opportunities to see the beauty, delicacy, oddity and miracle in everyday things. Ordinary things become extraordinary when seen in a new way!

6. **Earth-Keeper:** We will respond to God's call to be stewards of all of creation. We need to reclaim and relearn how to respectfully treat the universe and all things contained in it. It is about the challenge of living lives that balance our wants and needs with those of other people, people living in other areas of the world and those still to come. This is a matter of respecting God and it is our responsibility.

7. **Faith-Nurturer:** We will understand that living in God's story means that we pursue an intimate relationship with God by reading the Bible, praying and worshipping Him. As we learn more about who God is, who we are, and his rescue plan, our relationship with him grows. As well, we are called to be faith nurturers; children of God who model a life of faith and invite others to live in God's story.

8. **Image-Reflector:** We bear the image of God in our daily lives. Being an image bearer isn't something we do, it is deeper than that. Image bearers are what we are. We reflect God's image and we learn to see God's image in others. The more Christ-like our actions are, the more clearly Christ's light shines in the dark parts of this world.

9. **God-Worshiper:** We will see that worshipping God is about celebrating who God is, what God has done and is doing, and what God has created. It is literally about standing in awe and wonder of God and His promises. We see this worship as a way of life.

10. **Servant-Worker:** We will learn to serve others by working actively to heal brokenness and bring joy and shalom. We need to look for ways to affect change, improve situations for people, build community, and meet needs. We are called to take action; using the gifts of ideas, materials, skills and awareness that God has given. Being “salt and light” means our faith needs to be expressed in our work.

11. **Community-Builder:** We will be active pursuers and builders of community, in our classrooms, in our neighborhoods, and in the global village we are a part of. We need to learn to pursue shalom - to be active and eager examples of peace-filled communities. Our school will be a community of grace where we will learn to walk and work together in peace.

PROGRAM of STUDIES

Gateway Christian School follows the Alberta curriculum in terms of topics and skills taught at each level.

“Grade-at-a-Glance” summaries are available at

<http://www.learnalberta.ca/content/mychildslearning/index.html>

► We are distinctly Christian because of our examination of these topics through our Christian worldview using the Teaching for Transformation model.

► Our work is also supported by teacher guides published by Christian Schools International and/or the Prairie Centre for Christian Education (PCCE).

LEARNALBERTA WEBSITE

www.learnalberta.ca is a resource website for teachers, students & parents. The password for Red Deer Public Schools is

Username: LA52 / Password: 3340

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. They 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 RDPSD
 - Living out God’s Story (TFT)
 - Fundraising and Fiscal Responsibility

► They are committed to supporting RDPSD 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, attend their annual general meetings and even join the board of directors.

DAILY SCHEDULE

Kindergarten – Gr. 5

First bell	8:30
Period 1	8:36 – 9:11
Period 2	9:11 – 9:46
Period 3	9:46 – 10:21
RecesS	10:21 – 10:37
Period 4	10:37 – 11:13
Period 5	11:14 – 11:50
Lunch	11:50 – 12:40
Period 6	12:40 – 1:16
Period 7	1:17 – 1:52
Period 8	1:53 – 2:28
Period 9	2:28 – 3:03
Homerom	3:03 – 3:14

STAFF

Principal: Geannette Lehman

Vice-Principal: Chris Koom

Vice-Principal: Carolyn Stolte

Kindergarten Teachers: Suzanne Burnett, Stacey Lodewyk & Madalyn Smith

Gr. 1 Teachers: Miranda Moltzahn, Laura Verburg & Jobena Westera

Gr. 2 Teachers: Rebecca Allan, Jenna Parsons & Donelda Schultz

Gr. 3 Teachers: Ger Klootwyk, Hannah Raju & Karen Wolfmeyer

Gr. 4 Teachers: Alex Dennis, Kerrie-Ann Dalstra & Abe Tuazon

Gr. 5 Teachers: Jim Driedger, Amy McAllister & Eric Mueller

PE Teacher: Carol Graham

French Teacher: Corinna Van Niejenhuis

Art/Music Teacher: Sandy Rhoad

Learning Assistant Teachers: Tracey Jamieson & Lynette Loonstra

Educational Assistants: Lois Andersen, Shelley Arthur, Savannah Bergesen, Amanda Constanza, Natalie Deschenes, Desiree Hartog, Teresa Genova, Lani Morgan, Sharla Nimchuk, Katrina Robinson, Nicole Stole & Lynnette Veuger.

Instruction Assistant / Worship Coordinator: Cherilyn Strom

Librarian: Cathy Vaartstra

Community Liaison Worker: Kirsten Jensen

Counsellor: Cara McGinnis

Practicum Placement Counsellor: Lindsay Hawrylak

OFFICE HOURS

8:00 a.m. - 4:00 p.m. ~ Monday to Friday

Financial Secretary: Aletta Cartwright / Secretaries: Heather Poettcker & Cathy McCullough

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.

ADMINISTRATION

Mrs. Geannette Lehman, Principal Email: geannette.lehman@rdpsd.ab.ca

Mr. Chris Kooman, Vice Principal Email: christopher.kooman@rdpsd.ab.ca- Grade 6 - 12 Admin Rep

Mrs. Carolyn Stolte, Vice Principal Email: carolyn.stolte@rdpsd.ab.ca- Kindergarten – Gr. 5 Admin Rep

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.

Please contact the office if you'd like a medical form sent home.

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.

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 AND ABSENCES

Parents please communicate each day your child is absent via a note, an email to Heather Poettcker (heather.poettcker@rdpsd.ab.ca), telephone call, or personal conversation with your child's teacher. We have a telephone 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 on your child's registration form or yearly verification letter). Monthly absenteeism reports are reviewed by the admin.

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: Red Deer Public School District's Charter Bus (yellow) Service

RDPSD provides bus service to students living in Red Deer only. Applications are available at the school offices. Applications must be completed annually and submitted no later than the end of the second week of June of the current year.

Busing costs:

- Application Fee: No charge if submitted before the end of the end of June / after June ~ \$20.00 / After January 31st ~ \$10.00 (no application fee for families who have just moved to Red Deer.) Bussing Fees: All payments must accompany the application at time of submission (post dated cheques are accepted – please make cheques payable to Red Deer Public Schools.
- Students living 2.4 km from both their designated school and Gateway: No Cost
- Students living less than 2.4 km from either their designated school or Gateway: \$300/student/year.

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

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 the student's grade administrator.

CHILD CARE – BEFORE/AFTER SCHOOL

The Red Deer Child Care Society offers a before and after school childcare program at Gateway Christian School. A fun, action packed day program is offered during all Professional Development Days. For students 4.5 to 12 years of age – mornings from 6:45 a.m. and after school until 6:00 p.m. Please call 403-347-7973 if you are interested or would like more information.

CLASS REQUESTS

Gateway Christian School is proud of the professionalism, caring hearts and Christ-like modeling of our carefully selected staff. In respect of their knowledge and understanding of curriculum/academic development, class demographics, learning and interest styles and needs, and personality/friendship development - teachers will be exclusively creating class lists. Gateway will not accept recommendation letters/requests for specific teachers or friendship placements. Prayerful consideration is made in this area.

Students with significant learning differences or inclusive needs that have been identified throughout the year will have classroom placements made in collaboration with the Learning Support Team. These are students that have been working with Learning Assistance Teachers, Counselor, and/or Community Liaison Worker. Thank you for your understanding.

CLEANING & DAYTIME CARETAKING

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.

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 School 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 of 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 and appropriately represents you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- 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.

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: mentoring, restorative processes, regular check-ins with teachers or community liaison worker, etc.

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.

COMMUNITY LIAISON WORKER (CLW) / SCHOOL COUNSELLOR)

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. The school CLW may act as a liaison between the home, school and outside agencies. 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 learning support team that assists students as they grow academically, socially, spiritually, and emotionally.

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.

These guidelines apply to every computer in the school.

- All students must sign on to the Server with their own ID.
- 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.

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.

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 that you talk to the teacher involved. If the issue is not resolved, we then ask you to talk to the admin rep, Thank you!

Kindergarten – Gr. 5 Admin Rep Mrs. Carolyn Stolte, VP Email: carolyn.stolte@rdpsd.ab.ca

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.

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
- Cyber bullying

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 isolated 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.

CONTACTING YOUR CHILD AT SCHOOL

We ask that you 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). Parents/Guardians are welcome to leave a message with the office staff. 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.

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.

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, fire crackers, 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.)

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.

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.

- 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 may not wear:

- clothing with offensive or inappropriate wording or images.
- hats in the school building
- 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 a parent pick up of 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.

EMERGENCY PARENT CONTACT INFORMATION

On occasion parents/guardians need to be contacted immediately. Please insure the office has current information regarding the following:

- 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

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

Emergency 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.

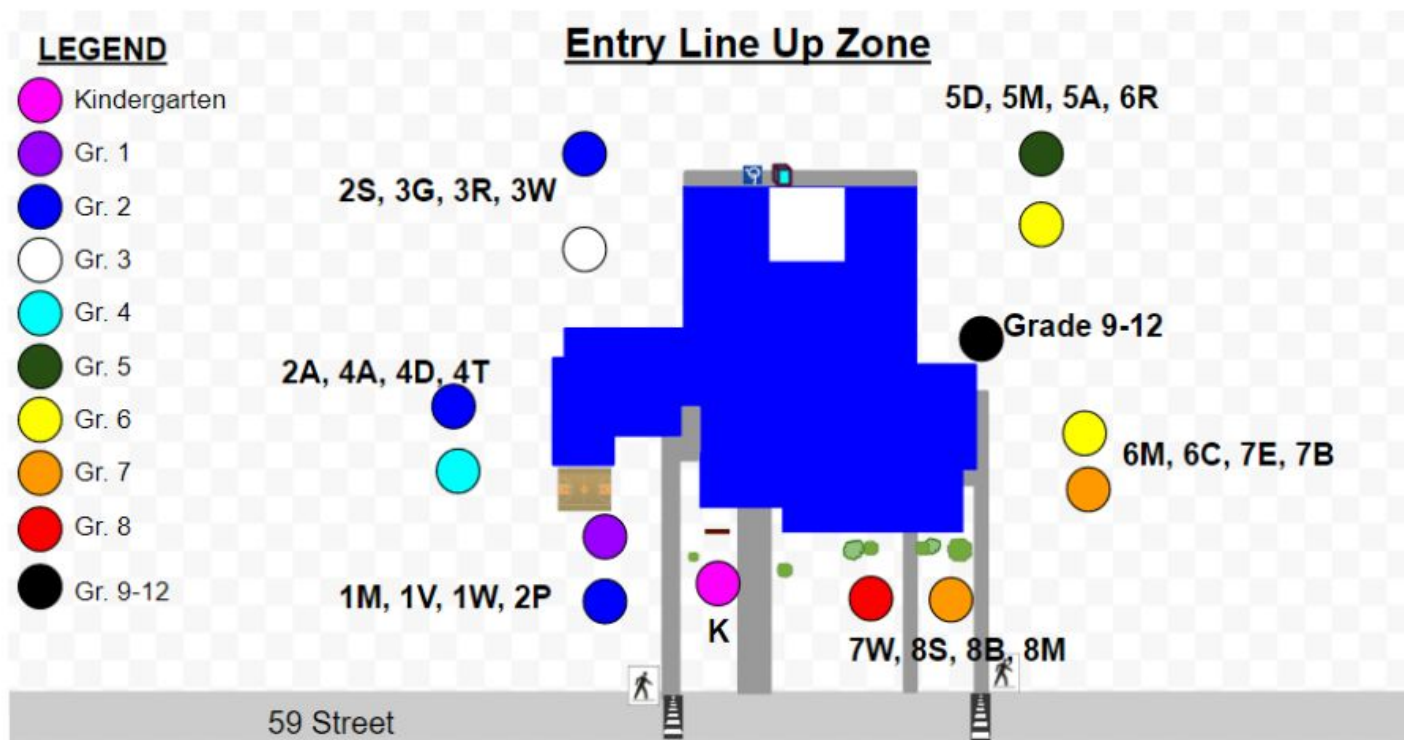
- **Evacuation**

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

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

ALTERNATIVE SCHOOL FEES:

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.

Gateway Christian School (GCS) fee structure:

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.

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. Please make cheques payable to Red Deer Public Schools - 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 device 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.

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.

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

Students in Kindergarten through grade 5 are prohibited from having handheld devices in use while at school. We recommend that they do not bring a handheld device to school. Should they bring a device to school it needs to remain off and in their locker (or backpack while lockers are not in use). Students are prohibited from having their handheld devices on them during instructional time. Handheld devices **MUST** be in their locker **UNLESS SPECIFICALLY DIRECTED BY THEIR TEACHER IN THEIR CLASSROOM**. The use of **ANY** personal devices in our school will be at the absolute discretion of our staff members at all times and our students will be asked to respect this expectation.

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

1st 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.

HOMEROOMS

Students are assigned a homeroom teacher who acts as a mentor in supporting their learning. Through homeroom, students receive various school communications. 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:

GatewayChristian School's hot lunch committee offers a weekly hot lunch program. Please watch for more information about start date and menu options.

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](#).

Students with symptoms must not attend school. Anyone that reports symptoms must stay home and seek health care advice as appropriate. Parents can call Health Link 811 or their primary health care practitioner, and fill out the AHS Online Self-Assessment tool to determine if their child should be tested. Parents can use

this flow chart that explains the expectations for students (who are not a close contact of a person with COVID-19) and are exhibiting COVID-19 like symptoms.

Parents, household members, and contacts of a student who has symptoms but is not a COVID-19 case, are not required to quarantine.

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.

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.

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 ASSISTANT TEACHERS:

Learning assistants teachers, Mrs. Lynette Loonstra and Mrs. Tracey Jamieson, along with educational assistants provide support for students who need extra support or have learning challenges. This includes students who have academic, emotional, social or behavioral concerns. Our learning support team (learning assistance teachers, admin, CLW & Counsellor) work with classroom teachers to determine the level of extra support a student needs and support will be provided 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 Spirit of the Lord prevails everywhere – in the hallways, staffroom, offices, classrooms, gyms, library and on our playgrounds. We want students to take responsibility for their actions, understand how their actions affect others, and provide opportunity to repair the harm that might have occurred. Our calling is to guide each other into a restored relationship with God and each other.

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.

LUNCH SUPERVISION

11:50 a.m. – 12:20 p.m. (outside for recess)

12:20 p.m. – 12:40 p.m. (eating lunch in their classrooms)

Students should bring lunch to school each day. No microwaves are available at this time. 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 add your child(ren) to the list.

Students will be eating lunch in their classrooms.

Guidelines:

- Be kind, respectful and 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, eating the lunch your parents have sent and not throwing food away. 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 were provided to each student on their first day of school. Students were [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.

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-19

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 day's arrangements before they come to school. This includes what time they are leaving for appointments, if you will be dropping off lunch or school work or if someone else is picking them up after school. 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 lunch 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).

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.

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.

PARKING / DROP OFF & PICK UP

Ensuring the safety of our students to and from school is a #1 priority at Gateway ChristianSchool. Whether students walk, take the bus, ride a bike or ride in a vehicle they may face many traffic hazards. Please join with us in promoting safe driving, drop off, pick up and parking practices.



- | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What does it mean?</p> <ul style="list-style-type: none"> You cannot stop or park in the bus zone (Monday – Friday) unless you are driving a bus. | <p>What does it mean?</p> <ul style="list-style-type: none"> During the designated posted times (8:00 – 17:00) do not stop or park in the “No Parking” zones for any reason. | <p>What does it mean?</p> <ul style="list-style-type: none"> The speed within Playground Zones is 30 km/hr. and is in effect from 8:00 a.m. - 9:00 p.m. each day of the week. | <p>What does it mean?</p> <ul style="list-style-type: none"> On school days, the speed limit within a school zone is 30 km/hr. from: 8:00 a.m. to 4:30 p.m. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 & RDPSD 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

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 have employed. This is why it is extremely important that anyone showing symptoms must stay home and get tested and cleared before returning to school.

PLAYGROUND RULES

1. The staff parking lot is off limits.
2. No climbing trees.
3. Students are permitted to ride bicycles to and from school; however, during school hours bicycles must remain locked to the bike stands.
4. Students are permitted to bring their own equipment to school for use at recess time with a teacher's permission; however, the school is not responsible for any damage done to these items while on school property. Crazy carpets are permitted.
5. Students are not permitted to throw stones, snowballs.
6. Rough play of any type including wrestling, chicken fights, British bulldog, play fighting, pushing, grabbing, kicking, throwing stones or snowballs, tackle football, etc., will not be tolerated.
7. If a ball goes over the fence or on the road, please advise a supervisor and they will allow you to get the ball when it is safe.
8. Students please keep off the public bike paths (which run through the playground)
9. When the bell rings to end recess, students are to quickly line up at their designated doors.

POWERSCHOOL

PowerSchool is our web-based student information system. We use PowerSchool for taking attendance, storing Junior High & High School marks and report cards, scheduling and student demographics.

► Kindergarten parents can use PS to check their child's attendance, sign/approve field trip forms & pay school fees.

► Gr. 1 - 5 parents can use PS to check their child's attendance, view report cards, sign/approve field trip forms & pay school fees.

To access PowerSchool please visit: <https://powerschool.rdpsd.ab.ca/public/>.

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..

RECESSES (MORNING & LUNCHTIME)

Generally, we do not allow students to remain inside the school because they are sick. We feel that if a child is well enough to be at school, they are well enough to spend this short amount of time outside. (Please ensure your child(ren) has the required clothing and footwear for the weather.)

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, Dianne Macaulay, Bev Manning, Cathy Peacocke, and Bill Stuebing.

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

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!

All interested parents are welcome to attend our monthly meetings.

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.

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 ASSESSMENT & OUR REPORTING SYSTEM

Gr. 1 – 8 students will receive a report card three times a year (**December 8th, March 16th & June 29th**). Kindergarten parents will receive their children's assessments/reporting at the time of their parent/teacher interviews (October 8th & December 10th) and a report card will be sent home on June 29th.

Grading Scale: Achieving / Approaching / Beginning

How will parents access their child's report card?

- Gr. 1-5 report cards will be available to parents through their PowerSchool Parent Portal Account. Kindergarten report cards will be sent home on June 29, 2021.
- Parent/Teacher Interviews: Parent-teacher interviews are an opportunity to share information between parents/guardians and the teacher. We encourage parents to attend these meetings to discuss the child's academic, spiritual, social and emotional development. Interviews will be held October 8th & December 10th
- Student-Led Conferences will be held March 18th, which will provide an opportunity for the students to share their portfolio and goals for the school year. During student-led conferences, teachers act as facilitators as students review their work and progress with their parents.

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, Creation Enjoyer, Beauty Creator, Faith Nurturer, 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 our school will be recognized for demonstrating throughline qualities or growth in them. Parents will be notified that their child is being recognized and they are welcome to join us at our scheduled recognition worship times.

STUDENT TECHNOLOGY 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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 RDPSD 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

Your child's safety is our #1 concern. Please assist us in keeping our students and your children safe.

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. - 12:20 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.

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 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.