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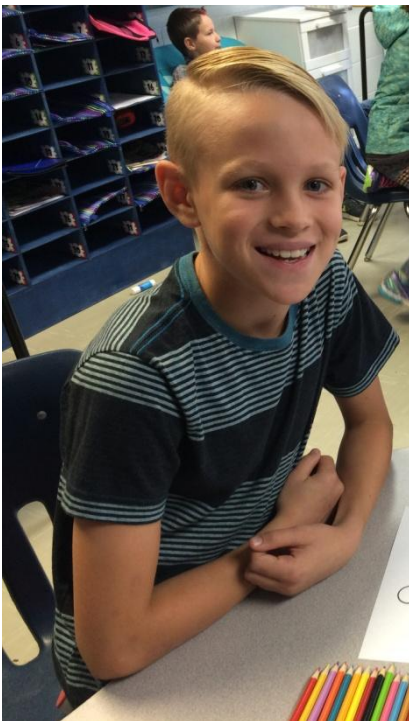
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# 2017-18

# Kindergarten - Gr. 8 H A N D B O O K



## 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 Christian schools we are in the unique and important position of guiding, nurturing and challenging students to join in, to answer 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 using storylines, throughlines and formational learning experiences.

## THROUGH LINES

Student learning will be centered on understandings called Through Lines. A Through Line is a Biblical theme that sets the focus for the topic they will be learning. The Through Lines are:

1. **Beauty-Creating:** 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-Discovering:** 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-Seeking:** 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-Discerning:** 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-Enjoying:** 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-Keeping:** 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-Nurturing:** 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-Reflecting:** 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-Worshipping:** 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-Working:** 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-Building:** 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 or the Prairie Centre for Christian Education (PCCE).

## **LEARNALBERTA WEBSITE**

[www.learnalberta.ca](http://www.learnalberta.ca) is a resource website for teachers, students & parents. The password for Red Deer Public Schools is

**Username: LA52 Password: 3340**

## **RED DEER SOCIETY FOR CHRISTIAN EDUCATION (RDSCE)**

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 guarded. Until June 30, 2013, the society ran busses for day to day transportation. They sponsor the annual Meet the Teacher/Staff Barbeque. They promote the furtherance of Christian education through the distribution of funds from their endowment fund. They have created a scholarship in memory of a former teacher. The Red Deer Society for Christian Education Scholarship in memory of Gayle Austring provides 5- \$1000 scholarships to students entering post-secondary studies. They sponsor staff appreciation events throughout the school year. They ensure that the agreement with the public school district remains as it was intended 18 years ago.

## Daily Schedule

### Kindergarten – Gr. 8

Firstbell .....	8:26
Period1.....	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
Homeroom.....	3:03 – 3:14

## OFFICE HOURS

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

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

**Visitors please sign in at the school office. Thank you!**

### ADMINISTRATION:

Mrs. Teresa Tataryn, Principal	Grade 5-8 Admin Rep	Email: teresa.tataryn@rdpsd.ab.ca
Mr. Chris Kooman, Vice Principal	Grade 9-12 Admin Rep	Email: christopher.kooman@rdpsd.ab.ca
Mrs. Carolyn Stolte, Vice Principal	Kindergarten – Gr. 4 Admin Rep	Email: carolyn.stolte@rdpsd.ab.ca

### 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 stop by the office to fill out a form or up-date last year's form.

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. Form 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.

### ATTENDANCE AND ABSENCES

Parents please communicate each day your child is absent via a note, 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 reviews by admin.

## **AWARDS**

It is with pride we recognize Gateway Christian School students. We will continue to recognize students who have achieved excellence in the areas of academics, athletics, fine arts, leadership, outstanding effort and academic improvement.

**Christian Character awards** are presented to kindergarten – Gr. 12 students at the end of each semester (January & June).

- Timothy/Tabitha – recognizes students who display Christian character.
- Jonathan/Ruth – recognizes students who display Christian qualities of friendship.
- David/Esther – recognizes students who consistently strive to put forth their best effort.

### **Gr. 6-8 students:**

- ▶ Academic Achievement Awards honours students who achieve a total of 6 A's: 3 being in core subjects and no mark below a B.
- ▶ Attendance Awards recognizes students who have achieved 100% attendance.
- ▶ Top Male/Female Athlete Award: One male and one female from each grade will be recognized for excelling in athletics.

### **Gr. 7 & 8 students:**

- ▶ Leadership Award: This award is given to a student who exemplifies quality daily classroom behavior, who works well with and willingly helps others and demonstrates leadership.
- ▶ Fine Arts Award: This award is given to a student who demonstrates outstanding artistic ability in the area of drama, music, band or art.

## **Grading Scale**

A	90 – 100%
B	75 – 89%
C	60 – 74%
D	50 – 59%
E	Below 50%

## **BUSSING:**

**1. City of Red Deer Bus Passes. To purchase/receive a City Transit Bus Pass at school, applications must be submitted by September 29, 2017.**

The City of Red Deer uses a Smart Ride system (this is a plastic card that is valid for the entire year).

▶ **Students who live less than 2.4 km from their designated school or our school** will NOT be able to purchase their bus passes at school (passes are available at the City of Red Deer Transit Department).

▶ **Students who live over 2.4 km from their designated school and our school** may receive/purchase an annual transit bus pass at the office. Two types of City Transit bus passes are available:

**a. Restricted Bus Pass:** School days only, no weekends or holidays – NO COST

**b. Unrestricted Bus Pass:** May be used any time City Transit operates. (**\$90.00 bussing upgrade fee**).

ALL upgrades and purchases must be paid in full before you receive the card. A replacement pass will be issued by the school for a cost of \$10.00

Information on schedules, routes, times and lost items are available by calling Red Deer City Transit at 403-342-8225.

## **Bus Rules**

- RIDING ON A BUS IS A PRIVILEGE NOT A RIGHT.
- IN ORDER FOR STUDENTS TO HAVE A SAFE AND PLEASANT RIDE ON THE BUS, STUDENTS MUST FOLLOW THE RULES OF CONDUCT. THE BUS IS AN EXTENSION OF THE CLASSROOM AND SCHOOL ADMIN WILL DEAL WITH MISCONDUCT.
- STUDENTS MAY BE SUSPENDED OR EXPELLED FROM RIDING THE BUS IF THEY DO NOT FOLLOW THE RULES OF CONDUCT.

- IT IS THE PRIMARY RESPONSIBILITY OF THE DRIVER TO TRANSPORT STUDENTS SAFELY TO AND FROM SCHOOL. THE DRIVERS ATTENTION MUST BE ON THE ROAD AND TRAFFIC CONDITIONS AND NOT ON STUDENT BEHAVIOR.
- VIDEO CAMERAS MAY BE USED ON BUSES FOR DISCIPLINE AND SAFETY PURPOSES ONLY.

BELOW ARE SOME OF THE STUDENTS RESPONSIBILITIES:

1. Follow the directions of the driver.
2. Only quiet conversation is permitted.
3. Students who vandalize a bus will be held responsible for the cost of repairs and may lose their riding privileges.
4. Students are to remain seated while the bus is in motion and are not to extend any part of their body out of the windows.
5. No eating on the bus (including candy, pop, and gum).
6. Scuffling, fighting, harassment of other students, smoking, use of obscene language and throwing objects in and out of the bus are prohibited.
7. Conveyance, using or under the influence of alcohol or controlled substances prohibited.
8. The possession, use or conveyance of potentially dangerous items are prohibited.

## **2. Red Deer Public School District's Charter Bus (yellow) Service (Students must live at least 1.6 km from Gateway to receive 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 31<sup>st</sup> ~ \$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 Gateway Christian School).
- 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.

## **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 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](tel:403-347-7973) if you are interested or would like more information.

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

## **COMMUNITY LAISON WORKER (CLW)**

Our school CLW is Mrs. Viki Hedlund 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 Mrs. Hedlund by teachers and/or parents or a student may make a self-referral. Please feel free to contact Mrs. Hedlund by calling the school (403-346-5795) or emailing her at [viki.hedlund@rdpsd.ab.ca](mailto:viki.hedlund@rdpsd.ab.ca).

## **COMPUTERS**

Parents are required to sign a computer 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.

## **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 (ISS):**

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 – Home Suspension:**

If, despite the use of the measures described above, a student continues to commit major offences, a home suspension may be given. During a home suspension, the offending student will be required to stay at home and will not be permitted to attend school. A home 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 a home 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 the 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, air soft 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.

## **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.
- clothing that promotes racism, alcohol, drugs or tobacco products or contraband.
- any gang related clothing or paraphernalia.
- dangerous or potentially dangerous jewellery.
- potentially dangerous clothing (e.g. PE. physical activities).

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

**Helmet rule:** Students arriving at school with or on bikes, skateboards, longboards, rollerblades, scooters etc. must wear a helmet. If they do not have a helmet their "wheels" will be kept in the office until they show their own helmet. This may require parent pick up 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.

## **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.

### **ENTRANCES:**

Students are to use the following entrances to enter and to leave the school:

- Southwest side: ECS & Gr. 1W
- West side: Grades 1D, 1J & 2P
- Northwest side: 2R, 2S Gr. 3
- Northeast side: Grades 4D, 4K & 5
- Southeast side: Grades 7B & Gr. 8
- East side: 4T, all Gr. 6 & 7W
- Main front door: Gr. 9-12

**Parents please note:** For the safety of your children and our students, the only doors that will be open to parents are the south, front doors. Please access the school through the front doors (side & back doors are for students & staff only). Thank you for your understanding & cooperation.

### **FIELD TRIPS (Field Experiences)**

Field trips provide students with fun, hands-on opportunities for learning. Permission forms will be sent home prior to each field trip. It is Red Deer Public School's policy that the 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.

### **FLEX PERIODS**

Every student learns differently and has different areas of strength and different areas of need. Flex periods are scheduled time blocks that are designed for students to get extra help from a teacher, work on assignments, work with a classmate, or work on a group project.

Gr. 6-8 students: Periods 6 & 7 on Wednesday.

Gr. 9-12 students: At GCS or LTCHS Period 2 / Monday - Friday.

### **FIRE DRILLS/LOCKDOWNS**

Teachers prepare students for the drills that are performed throughout the school year. These discussions and practices will prepare students & staff in the event of a true emergency. Evacuation maps are posted in every room. If the situation warrants an evacuation to an alternative location, students and staff will walk to Lindsay Thurber Comprehensive High School (4204 – 58<sup>th</sup> Street) where all parents will be notified.

### **GRADING:** Associated Grades and their meaning

- A = (90 – 100%) Outstanding level of performance (Excellent achievement of grade level objectives) Indicates that a student has done excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge gained to new situations.
- B = (75 – 89%) High level of performance (Proficient achievement of grade level objectives) Indicates that a student has done above average work, mastered almost all of the course objectives; and has applied knowledge gained to new situations.
- C = (60 – 74%) Satisfactory level of performance (Acceptable achievement of grade level objectives) Indicates that a student has done average work and has mastered many of the objectives of the course.
- D = (50 – 59%) Needs improvement in performance (Minimal achievement of grade level objectives) Indicates that a student has done below average work and has mastered few of the objectives of the course.

• E = (below 50%) Unsatisfactory level of performance (Experiencing serious difficulty with grade level objectives) Indicates that a student's work fell below a level of acceptance for the course and was unsatisfactory.

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

- ▶ Excellent
- ▶ Meeting Expectations
- ▶ Developing
- ▶ Not Meeting Expectations

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

**GYMWEAR**

Students (Gr. 6 – 8) are required to change into gym clothes and indoor shoes for gym classes. Students are encouraged to purchase school gym strip but may bring a t-shirt and shorts from home. GCS gym strip can be purchased at the office – T-Shirts \$15, Shorts \$15. Please label your son's/daughter's gym strip.

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

**Students are only allowed to have hand held devices with them before school, at lunch, or after school.**

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.

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

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.

**HIGH SCHOOL**

**Moving Forward with High School Flexibility and Enhancement**

We are privileged to offer an amazing high school program that is Christ centered and student focused. We are thrilled with the partner program that we have entered with Lindsay Thurber Composite High School. We are confident that together, we offer the best choice for countless programs and supports to your child's social/emotional, spiritual, physical and academic success. We are committed to providing the knowledge, skills and attributes that are necessary for your child to flourish as they serve their community within their future endeavors. Gateway graduates leave our building with their lives transformed from the inside out and enter the world as engaged thinkers, ethical citizens and with a fearless mindset. Within our plan to support these desires, our work with the High School Flexibility and Enhancement Project includes some of the following:

- Teaching for Transformation
- Flexible Learning & Environments
- Student Teacher Advisory Team
- Cross Curricular Projects
- Personalized Learning

**HOMEROOMS**

All students are assigned a homeroom teacher who acts as a mentor in supporting their learning. Through homeroom, students often receive critical information such as report cards, forms that need a parent signature and other various school communications. This teacher also promotes student success by acting as the main

point of contact for IPP (Individual Program Plan) coordination, attendance or discipline phone calls. In the event we cannot communicate through the contact numbers given, we will also communicate through any parent email addresses provided. Our homeroom teachers are available to help problem solve and provide resources to help students become independent learners.

## **HOMEWORK**

We believe that families provide the most important learning environment for children and that parents play an important role in their child(ren)'s success at school. There are many ways parents can help children extend their school learning. These include the following:

- Setting aside a regular time for homework
- Providing an undisturbed place for study
- Being available for assistance
- Giving support, encouragement, and praise to their children
- Ensuring that homework assignments are completed thoroughly and promptly

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

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. Here's how to get started...Go to [gateway.hotlunches.net](http://gateway.hotlunches.net)

- Click on "Click Here to Register"
- Enter Access Code GCSR
- 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 you have attending our school 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](http://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.

## **LOCKERS**

Students are assigned lockers and expected to keep them tidy. Photos may be taped on the inside of the locker – if a teacher deems it to be offensive it will be removed. They **may not** use stickers, or put anything on the outside. Gr. 6 – 12 students are encouraged to purchase a lock for their lockers. The school cannot assume responsibility for lost/stolen property.

Lockers:

- Are the property of Gateway Christian School and are subject to inspection by the administration at any time.
- Should not be shared – only your own personal and academic items should be in your locker!
- Must be kept neat and clean. Regular cleanups will be scheduled, but a teacher may ask you to clean it at any time.
- Damaging school property (your locker) is considered vandalism and will result in disciplinary action.
- Students should not bring valuable items to school and should make sure portable devices are stored in their locker.

### **LUNCH SUPERVISION PROGRAM**

<b>Kindergarten – Gr. 5:</b>	11:50 a.m. – 12:20 p.m. (outside for recess)
	12:20 p.m. – 12:40 p.m. (eating lunch in their classrooms)
<b>Grade 6 – 8:</b>	11:50 a.m. – 12:20 p.m. (recess: option of going to the gym, library or outside)
	12:20 p.m. – 12:40 p.m. (eating lunch in the Thunder Den)

### **NEWSLETTERS & MONTHLY CALENDARS:**

Gateway Christian School is moving to paperless newsletters & calendars. Parents have the option of accessing our news via:

- our website <http://gateway.rdpsd.ab.ca/>
- email (If you have not provided the office with your email address and would like school news emailed to you, please email Mrs. McCullough – [cathy.mccullough@rdpsd.ab.ca](mailto:cathy.mccullough@rdpsd.ab.ca)).
- If your child’s teacher is using the text reminder application “Remind” please sign up. The application allows the teacher to send out classroom & school reminders via text message.
- Sign up for the school’s office “Remind” by texting @gcsi to (587) 409-4538.
- For families without email or a computer, please stop by the office to pick up a paper version of the newsletters.

### **PARENT / SCHOOL VOLUNTEERS**

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

The following forms are available at the school office.

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

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

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

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

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

Thank you for your willingness to serve as a volunteer and for your understanding in meeting these requirements.

### **PARENT 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. RDPSD would like all drivers’ abstracts by September 15<sup>th</sup>, 2017.

## **PLAYGROUND BOUNDARIES/RULES:**

### **BOUNDARIES:**

Grades K-3 will be on the west playground and field.

Grades 4-5 will be on the east side of the school in the sports fields.

Grades 6-8 will be permitted to stay indoors during their breaks and lunchtime with access to the gymnasium, library and den. They may also access the fields on the east side of the school.

All students must stay within their respective areas and not go past the fenced boundaries. Students must also stay off of the public bike path that runs through the north side playground.

### **General 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 snowballs.
6. Rough play of any type including 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).

### **Equipment**

Please make wise choices when you are on the playground (ie. going down the slide feet first and not playing with sticks, etc.). Climbing trees and playing on top of the playground equipment.

### **Swings**

- one at a time
- no jumping off (i.e. seeing how far you can fly off the seat)
- spectators keep a safe distance
- take turns – 3 minute turns
- no sideways contact

### **Sand**

- stays in the designated area
- quick brush off before exiting the play area

### **Overhead equipment**

- one at a time on the sliders
- no climbing on to the top of the overheads
- no climbing on to the rails
- no leg wrestling

### **Slides**

- one at a time
- no climbing up the slide

## **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 – Gr. 5 parents can use PS to check their child's attendance.

► Gr. 6 – 12 parents can use PS to track attendance, marks & access report cards.

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

You will need your child's Student Web ID and Student Password. Your child will know their ID & password. Please call the office if you'd like us to give you that information.

## **PUBLIC DISPLAYS OF AFFECTION**

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

## **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) have 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. Mrs. Bev Manning is the Chair, Cathy Peacocke – Vice Chair and the following are Trustees: Mr. Bill Christie, Mr. Dick Lemke, Mrs. Dianne Macaulay, Dr. Bill Stuebing and Mr. Jim Watters.

## **SCHOOL & PERSONAL PROPERTY**

The school CANNOT and WILL NOT be responsible for any lost, stolen or damaged items that the 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 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.

## **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.

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 joint meetings with the Red Deer Society for Christian Education.**

### **Monthly joint meeting with RDSCE!**

Tuesday, September 12<sup>th</sup>

Tuesday, October 17<sup>th</sup>

Tuesday, November 21<sup>st</sup>

Tuesday, December 12<sup>th</sup> (Society Only)

Tuesday, January 23<sup>rd</sup>

Tuesday, February 27<sup>th</sup>

Tuesday, March 20<sup>th</sup>

Tuesday, April 17<sup>th</sup>

Tuesday, May 15<sup>th</sup> and

Tuesday, June 19<sup>th</sup> (Society Only)

Come out and meet other parents, stay informed and provide valuable input!

## **SCHOOL 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: 2017/2018 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.

### **OPTION FEE: (If applicable)**

Junior High Band Rental/Maintenance: \$100

### **OTHER FEES:**

Sports Teams - Hockey: \$160 / Senior Basketball & Senior Volleyball: \$65.00 (Paid at time of playing sport)

Gym Strip (strongly recommended for Grades 4 – 9) Shorts - \$ 15; T-Shirts - \$ 15

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 fee is due the beginning of each term. Payment options: cash, cheque(s), Visa, MC or Debit.

### **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.

### **SIGN IN**

Parents & guests are always welcome at GCS. All parents & guests must stop by the office to sign-in/out and wear a visitor lanyard.

All volunteers must provide the office with the following forms: School Volunteer Registration Form, Police Information Check and Two Volunteer References.

Volunteers must also:

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

Thank you for your willingness to serve as a volunteer and for your understanding in meeting these new requirements.

### **SOCIAL MEDIA**

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

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

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

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

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



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

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

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

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

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

LINKS:

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

<https://www.facebook.com/policies/>  
<https://instagram.com/about/legal/terms/>

## **STUDENT ASSESSMENT & OUR REPORTING SYSTEM**

Gr. 1 – 12 students will receive a report card three times a year (December 1<sup>st</sup>, March 16<sup>th</sup> & June 28<sup>th</sup>). Kindergarten parents will receive their children’s assessments/reporting at the time of their parent/teacher interviews (October 5<sup>th</sup> & December 7<sup>th</sup>) and a report card will be sent home on June 28<sup>th</sup>).

### **How will parents access their child’s report card?**

- ▶ A hard copy of Gr. 1-5 report cards will be sent home. (Kinders will receive a hard copy June 28<sup>th</sup>).
- ▶ Gr. 6 – 8 report cards: Parents access report cards via PowerSchool. Parents will have up-to-date online access to student assessments 24/7. Information on accessing PowerSchool will be sent home at the beginning of the school year. If any parents/students do not have access to the internet/online report cards, a paper copy can be printed out as requested. Please call the office if you would like a paper report card in any given term. All students will receive a final printed report card in June.
- ▶ Gr. 9-12 report cards: Parents access report cards via PowerSchool. Information on accessing PowerSchool will be sent home at the beginning of the school year.

**Conferences** The parent-teacher conference is an opportunity to share information between parents or guardians and the teacher. We encourage parents to attend these meetings to discuss the child’s academic, spiritual, social and emotional development. Conferences will be held **October 5<sup>th</sup> & December 7<sup>th</sup>**

Student-Led Conferences will be held **March 22<sup>nd</sup>**, 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.

## **SUPERVISION (BEFORE & AFTER SCHOOL)**

Your child’s safety is our #1 concern. Please assist us in keeping our students and your children safe. **There will be supervision in front of the school from 8:15 – 8:26 a.m. PLEASE NOTE: THERE WILL BE NO SUPERVISION ON THE PLAYGROUNDS BEFORE OR AFTER SCHOOL.** After school, there will be supervision in the front & back of the school from 3:14 – 3:30 p.m. If you, cannot pick up your child at 3:14 p.m., please make alternate child care arrangements.

## **TECHNOLOGY**

When students are in school, they are accessing RDPSD WAN (Wireless Access Network) and as a result are subject to the code of conduct associated with the use of the District WAN. The use of the wireless network, whether it be on a school computer or the student's own personal device, will leverage the student's ability to:

- access information in order to creatively and critically assess and communicate their learning.
- seek alternative viewpoints.
- personalize their learning and understanding of curriculum concepts.
- construct personal knowledge and meaning.
- organize and manipulate data.
- interact with other learners and collaborate during inquiry.

When using district technology or their own device through the WAN, the following activities are prohibited and will be addressed on an individual basis as needed:

- use of someone else's RDPSD account.
- sharing of usernames and passwords for other people to use.
- sending, posting, displaying, or using obscene language/messages or pictures or information about oneself or others.
- harassing, insulting or attacking another person or their reputation.
- viewing inappropriate websites through a proxy server or by other means.
- plagiarism of online content.
- texting or gaming during instructional time without teacher approval.
- tampering with any computer accessories, hardware or software.
- use of technology or accessing sites not approved by staff.
- trespassing in other's folders, work areas or files.
- utilizing another student's device without permission.
- taking photos of other students, teachers, or school activities/instruction without express knowledge of the teacher in charge or administration.

The following sites are prohibited from use at Gateway:

- vulgar or lewd depictions of the human body.
- any inappropriate adult content.
- sites promoting criminal activity or violent acts.
- online gambling.
- social networking sites (Facebook, Twitter, etc) unless specifically allowed by the teacher for instructional and learning/research purposes.
- sites that encourage the use of illicit or illegal substances.
- sites that advocate hatred or violence against an identifiable group.
- noneducational games, unless specifically allowed by the teacher.
- other inappropriate sites that should not be used when students have another educationally sound assignment to complete.

Our expectation is that our students will become educated and responsible digital citizens. If, however, students breach any of the above, each situation will be dealt with on an individual basis and may result in:

- restriction or loss of technology privileges.
  - restriction of use or confiscation of personal devices.
  - school based disciplinary consequences and/or
  - police intervention and/or legal action
- Lastly, it is important that parents/guardians and students remember the following as these digital devices are used to enhance educational opportunities:
- the school is not responsible for the loss, damage, or theft of student electronic devices.
  - the school is not able to provide technical support for student devices.
  - devices can only be utilized for educational purposes and need to be under the direct supervision of a teacher in an approved area of the school.
  - misuse will be determined by the staff and administration.

We view digital citizenship as a shared responsibility between students, their families and the school. We appreciate families taking time to discuss this with their children and supporting the work of the school in moving it forward.

**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
- Gateway Storyline Postings and much more.

**\*\*\*PLEASE NOTE:**

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.