



Parent/Student Handbook

Kindergarten—8th grade
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GATEWAY SCHOOL
HEAD OF SCHOOL
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Accredited by: California Association of Independent Schools (CAIS)
Western Association of Schools and Colleges (WASC)

Contents

Welcome	3	Standardized Testing.....	16
Our Mission: An Overview	4	Athletics Guidelines	16
Educational Philosophy.....	4	Accident Policy	17
History and Organization of the School .	5	Allergies.....	17
California Association of Independent Schools.....	5	Health and Medications.....	19
Standards of Community Behavior.....	5	Car Pools and Bus Service	19
Communications	6	Traffic and Safety	19
Emergency Preparedness	6	Morning and Rainy Day Procedures	20
Emergency Phone line	6	Snack and Lunch	20
Development Program.....	7	Nutrition & Lunch Guidelines	21
Tuition and Registration	7	Library.....	21
Books and Supplies	7	Computer and Internet Use.....	21
Student Class Placements	8	Student Telephone Use.....	23
Forms and Records	8	Fund Raising Activities By Students	23
Parent Directory.....	8	Clothing for School.....	23
Parent Participation in the School	9	Dress Code	23
Attendance, Dismissal and Program Participation.....	9	Halloween Costume Guidelines	24
Homework.....	11	Puddle Policy	24
After School Program.....	12	Personal Possessions	25
After School Classes & Summer Program	12	Talent Show.....	25
Gateway Parents Association	13	Lost and Found.....	26
Conflict Resolution	13	Transportation and Field Trips	26
Student Progress Reports/Evaluations ..	14	Visitors on Campus	27
and Conferences.....	14	Birthdays	27
Student and Teacher Support Team (STST).....	14	Dog Policy	27
Student Aides and Tutors.....	15	Sexual Harassment Policy	27
		Child Abuse Reporting.....	28
		Gateway Administration	29

Welcome to Gateway School!

This handbook contains important information about Gateway's history, philosophy, goals, policies, procedures and programs. The handbook begins the process of communication between school and home which is essential to your child's education. Please read the handbook carefully and keep it in a convenient place for quick reference. Feel free to call the main office at 423-0341 for any additional information you may need.

An independent school like Gateway thrives on frequent and open communication between parents, administration, faculty and students. The school welcomes input from its families. Parents are encouraged to pass along their reactions and comments about the school and its policies to the Head. In order to advance the school's mission and best serve the needs of this community, the school reserves the right to interpret rules and policies as individual situations and needs arise. Any policy changes will be communicated to parents. *If you feel that matters not included in this Handbook should be added please contact the Head of School at percy.abram@gatewaysc.org*

Our Mission: An Overview

A successful school possesses a stated mission along with a formally articulated set of values, attitudes and behaviors characteristic of the school as a whole. The mission must come from inside the school community, be established and widely disseminated. At a healthy school, this mission is shared by teachers, administrators, parents and students and it holds together every aspect of the school. The mission and statements of the school's philosophy, purpose and core values influence all decisions related to site, curriculum, community, staff, finances and governance.

GATEWAY SCHOOL MISSION STATEMENT

- To *challenge* students with a rich and engaging academic program
- To *prepare* students for future success – in school and beyond
- To *encourage* students to give their personal best
- To *develop* character and a commitment to personal, social and environmental responsibility
- To *inspire* the passion for lifelong learning

Educational Philosophy

People learn best in an environment where they are respected, trusted, and included as integral members of the community. It is vital that expectations for both the group and the individual are understood by all because, otherwise, a successful learning community cannot be built. An effective school builds upon this sense of community by creating learning where people share varied experiences that engage intellect, emotion and senses and can reflect on them together. Learning best takes place in an environment that is full of warm, welcoming and trusting relationships where it is emotionally safe to try new and challenging skills.

Learning will occur more thoroughly and quickly when the environment, expectations and experiences are developmentally appropriate for the students. To provide for effective learning the school must consider each learner's developmental readiness and learning style. Moreover, learning will be best facilitated when the learner is excited by what is being learned and the process of learning. Excitement comes from feeling that the work has meaning and that effort brings its own reward and enriches the learner's life. Similarly, providing a clear sense of purpose enables learners to see how their learning fits and to apply learned knowledge, concepts and skills in new situations. A thematic approach to learning ensures more ways to connect and reinforce new learning and enable greater retention over time.

A good school will look at learning as something far beyond traditional academics. The fundamental skills and attributes that are necessary for well-rounded academic and intellectual achievement are better nurtured in a school that puts the human being before the "needs" of the academic discipline. While academic knowledge and skills are important, so too is the development of interpersonal relationships, ethics, physical abilities, artistic skills, and aesthetic appreciation. The whole school, and the people there, must actively embody this culture of learning.

History and Organization of the School

Gateway School began in 1970 through the vision and leadership of Hannelore Herbig, the school's founder and principal from 1970 until her retirement in June of 1987. Beginning as one small kindergarten class located in Aptos, California, Gateway has grown over the years to its present size of about 250 students. The kindergarten through eighth grades and the main administrative offices have been located, since the fall of 1990, at 126 Eucalyptus Avenue (just off West Cliff Drive and across from Lighthouse Field). Gateway has a long-term lease on the school building and grounds from the Oblates of St. Joseph. Gateway is an independent, non-religious school and is not otherwise affiliated with any church.

In 1978, Gateway became a non-profit corporation. The school is governed by a Board of Trustees consisting of parents of the school, administration, teaching staff and professionals from the community. The Head of School is the chief administrator. The Board is responsible for setting school policies, long range planning and finances. The Head and teachers are responsible for setting curricular goals and standards and for determining what happens in the classrooms.

The Gateway Board of Trustees discusses and votes on budget, community relations, facilities and policy issues. Board meetings are held throughout the year (except for June, July and December) and are open to the parent community. Agendas for the next meeting and minutes of past meetings are posted in the main office. Board members welcome input from parents. There are several Board committees which meet regularly throughout the school year; parents not on the Board may serve on these committees. Those interested in committee work at the school should contact the Board President.

California Association of Independent Schools

Gateway School is a fully accredited member of CAIS. CAIS is an association of 170 independent schools throughout the state. Although each school is unique, members share a commitment to excellence and to the nurture of the physical, intellectual, moral and social development of students. All schools offer small classes, a rich curriculum and individual attention. Independent schools stress social responsibility and service to the community in their policies and programs and encourage enrollment from all segments of the community. For more information, please visit www.caisca.org.

Standards of Community Behavior

There are three overarching expectations at Gateway.

- 1) There is respect for individuals.
- 2) There is respect for the community.
- 3) There is respect for the environment.

More specific expectations include: Language used will be polite and positive; waste material will be disposed of appropriately, with an emphasis on waste avoidance and then recycling; physical activity needs to be at a level that respects everyone's safety. Where possible, standards will be worked out with student involvement. When

needed, the supervising adult will make the final decision.

Communications

Gateway places strong emphasis on communications within its community. Throughout the year Gateway publishes a number of memos and publications to share important information with parents and students. Typically, there is information posted on your child's teacher's blog. Additionally an envelope may sent home with each student, on Wednesdays which contains pertinent information including memos and homework, that could not otherwise be posted on our website, from your child's teacher.

Letters from the Head of School, GPA notices, lunch schedules and other information from the main office are posted every Wednesday in the Family News section of our website. A copy of these forms are also kept in the main office. A monthly newsletter is sent electronically to all families the first Wednesday of each month.

Parents should frequently check <http://www.gatewaysc.org> to stay informed about classroom and school-wide activities. A number of additional publications, including the school's Annual Report, are produced by the Development and Communications department. In keeping with our environmental commitment, we will minimize paper use by increasingly relying on electronic means using email and our web sites.

Emergency Preparedness

Gateway School has classroom emergency procedures, with a simple instruction packet in each classroom that describes what to do in case of fire, earthquake, intruder on campus, etc. Each classroom has an emergency backpack and has a student roster with parents' telephone numbers to facilitate accounting for all students and communicating with parents.

Emergency packages with water, food, first aid kit, and blankets for each student are stored in a secure storage shed on campus. School wide fire drills are conducted approximately once a month during the school year. Earthquake drills are conducted by the individual teachers.

Emergency Phone line

Gateway has an independent emergency phone number. 423-GATE (4283). This number rings directly to a portable telephone which will be on the person of one of our staff throughout our operating hours, 7:30 – 5:30. This phone line is only to be used if you have already tried the main office line and not gotten an answer. Our staff has clear instructions to ***only take emergency calls*** and to immediately end any call that is not an emergency in order to keep the line open. Please help us in this effort and only use this line in the case of a true emergency. *For other important issues such as pick up instructions, lost lunches, etc. please continue to call our office line 423-0341 ext 0.*

Development Program

Gateway, like other independent schools, has a Development Office which is responsible for fundraising. The Development Office is staffed by a Development Director and Assistant.

In the fall, there is a major solicitation for the school's Annual Giving Campaign. All parents are expected to contribute to the Annual Giving Campaign based on their abilities. The winter calendar is highlighted by a school fundraising event. In the spring, the development program focuses on soliciting targeted donations for specific program needs.

Tuition and Registration

Tuition and special program fees are determined by the Board of Trustees and voted upon (along with the proposed next year's operating budget) at its January meeting. Tuition is payable according to the tuition payment schedule parents select on their enrollment contracts. The school offers monthly, semi-annual and annual payment schedules. Families electing to pay monthly or semi-annually must participate in a tuition insurance program and may be required to participate in a tuition management program. An enrollment fee, an activities fee and, if applicable, the tuition insurance and/or management fees are due in late February in order to reserve a class space for the following year. All bills for a child's participation in Gateway programs must be paid up to date in order for that child to enroll.

Participation in the After School Care Program, the Summer Program, after school sports teams, the 8th grade Washington DC trip and some Middle School Electives require additional fees.

Books and Supplies

At the beginning of the year, students receive textbooks and workbooks, and will be given supplies as needed throughout the year. Textbooks are to be returned to the school at the end of the year. Recycling textbooks allows Gateway to keep down the cost of materials. Students are responsible for the condition of their books and should use supplies carefully. Parents will be charged for the replacement costs of lost or damaged text books. Certain special classroom materials are included as part of the activities fee.

Student Class Placements

At the end of each academic year the homeroom teachers in each grade will meet together to decide the appropriate placement for students in the following grade. The faculty are most familiar with the many facets of the children and can therefore make the best selection to ensure the relative balance of the two receiving classes.

Factors, in order of priority, affecting homeroom placement:

- Equivalent gender representation
- Range (distribution) of ages
- Range of learning styles
- Range of academic achievement levels
- Mix of personalities
- Mix of diversity
- Availability of parent volunteers
- Necessary separation of personalities

Parents will be provided with a form to fill out and return to the classroom teacher with any pertinent information about your child that would be helpful in placing them (as opposed to a parental request for a specific teacher) may be submitted in writing to the classroom teacher by May 1. Teachers will make the final decisions regarding class placement.

When students are admitted during the summer, the Head or Resource Coordinator will determine placement in consultation with the previous years' homeroom teachers and will support the class balance as established.

Forms and Records

Parents must fill out an emergency form for their child. Medical certificates are required for all kindergarten, first grade and transferring students. Upon registration, the office will provide for parents specific details of what is necessary to be in compliance with California State Law. All students must provide the school with immunization records.

- Each student must have written permission from parents to participate in field trips and other off-campus activities.
- A completed liability waiver form is required for participation in some field trips, Middle School Electives and all after school sports.
- Parents must submit all forms to the office on or before the first day their child attends school.

Parent Directory

A parent/student directory is published each year which lists each child and his/her parents along with address and phone number. In late August parents must submit the Directory form to the main office in order to have their most current information in the listing. The Directory is provided so that Gateway families can contact others in the Gateway community. The Directory is not to be reproduced or used for business purposes or other non-Gateway solicitations.

Parent Participation in the School

The school appreciates and relies on its parent volunteers. There are many opportunities in and out of the classroom to make a contribution. A volunteer form goes out to the parent community at the beginning of the year asking for information about special skills, interests and availability. It is very important for every Gateway parent to help support and enhance the school through some volunteer activity. Gateway does not require a specified number of hours, however we expect all parents to contribute volunteer time in support of the mission and programs. Parents can support Gateway by working on community events or fund raising campaigns, helping in the office, making phone calls, word-processing student stories and poetry for class anthologies, preparing book orders, baking snacks, making costumes for the class plays, working in the library, the Life Lab garden or the computer lab, or helping on a campus work day.

Assistance in the classroom is welcome, depending on the needs of the teacher, from correcting papers or preparing lesson materials to driving on field trips or helping with class projects.

We ask that parents observe the following suggestions when participating in the classroom:

- Observe Gateway core values.
- Remember you are there to assist the teacher. Please be flexible about what kind of help is needed. Be willing to sharpen pencils and sort papers if that best meets the classroom needs.
- Reflect the tone of the classroom in your own demeanor. If the class is quiet, join in quietly. Keep adult conversation to a minimum.
- Always ask for help when needed, especially when you are uncertain of the expectations or the assignment.
- Keep confidentiality. If you observe something of concern, bring your concern to the classroom teacher; don't discuss the students with other parents.
- Remember that the teacher has a schedule to keep, even during recess. If you need to talk to her or him, set up a time to meet after school.
- Please arrive on time.
- Please be responsible and reliable.

Attendance, Dismissal and Program Participation

ABSENCE AND TARDY POLICIES

The spirit of the absence policy is to promote the idea that every school day is important and provides students with a new opportunity to grow, learn, and engage with the curriculum and their community. Our teachers believe that each day, regardless of a student's grade, is critical to a child's education and that what takes place in the classroom cannot be duplicated merely by re-reading the textbook or workbook, reviewing a peer's notes from class, or completing an assignment from home. Therefore, we expect that all students will attend every class every day.

We understand that on occasion, it will be necessary for a student to miss a class or even a day of school. Parents can support both the student and the school by giving careful consideration to the impact a child's absence has on him or her and the class, and by promptly communicating with the school about the time and date of the student's absence.

EXCUSED ABSENCES

Typically, student illness, death in the family, a family emergency, religious holidays, and school-related activities are considered excused absences. Absences for other reasons (e.g. family vacations, attending professional sporting events, personal convenience, or extending school holidays) will most likely be considered unexcused. While appointments with your child's physician and/or dentist will be considered excused absences, we urge you to make appointments after school or when school is not in session in order to minimize the disruption on the class and the impact on your child's learning.

If you know in advance that your child will be absent, please call the Main Office as soon as possible so that your child's teacher may plan accordingly. In general, students with excused absences will be afforded the same number of days as the absence to submit missed work and/or to make up a test. Students should make arrangements with their teachers the day they return to develop a plan for missed work. In the event of an extended absence, parents and children should be in communication with the teacher either via email or through the class pages to keep up with assignments and projects.

UNEXCUSED ABSENCES

Typically, absences for personal convenience or due to family trips and vacations that extend beyond school holidays will be deemed unexcused. Such absences are unnecessarily disruptive to a student's class and are discouraged. In the elementary school, no grade penalty will be assessed for missed work; the penalty is inherent in the child's absence. Students with an unexcused absence will not receive work ahead of time and are responsible for all missed material. All work and tests must be made up according to the teacher's recommendation and based on his or her schedule. Conflicts or questions will be resolved by the Head of School.

In the middle school, unexcused absences have an affect on the student's learning and may possibly affect his or her grade in the class. Teachers will not be required to accept missed work from students whose absence is unexcused, nor will the teacher be responsible for catching students up with work or the pace of the class. It is the student's responsibility to ensure he or she meets all upcoming deadlines and is apprised of the topics that were covered in his or her absence.

If a student is absent (excused or unexcused) for more than 20% of a school year he or she runs the risk of not being promoted to the next grade. The Head of School will meet with students who are frequently absent from school and their parents to discuss the reasons for the absences. The family and the school will develop a plan to improve the student's attendance record and performance when absences begin to adversely affect the student's learning and the classroom environment. The family and the Head of School will create a contract that stipulates the school's expectations for attendance. The student and her parent(s) will sign an acknowledgement form agreeing to abide by the terms of the contract. A student's failure to honor the terms of the agreement may result in removal from the school community.

TARDY STATEMENT

Children who regularly arrive late to school or to class are at a disadvantage and can potentially disrupt the learning that is taking place in the classroom. Late children often feel uncomfortable walking into a class that is already underway and risk missing important information on the day's schedule. Please give your child the opportunity to begin each day on a good note by arriving at school on time. If a student arrives at school tardy, he or she must report to the Main Office to sign in. Tardy is defined as arriving after 8:45 for grades K - 4 and after 8:30 for grades 5 - 8.

In the middle school, students who arrive late to school or to class risk losing the right to participate in activities during recess, lunch, and after school. Students who are routinely late to school will meet with the Head of School to discuss the reasons for the tardies. The student and the Head of School will create a contract that stipulates and explains the school's expectations for promptness. The student and her parent(s) will sign an acknowledgement form agreeing to abide by the terms of the contract. A student's failure to honor the terms of the agreement will result in immediate parental notification and the loss of student privileges, as determined by the Head of School. Repeated violations may result in suspension and/or removal from the school community.

DISMISSAL AND PROGRAM PROCEDURES

Gateway expects students to arrive and leave school on time. Kindergarten–4th grade starts at 8:45am; grades 5–8 start at 8:30am.

The school cannot assume responsibility for students after school hours (except for those in the After School programs).

Gateway cannot release a child to anyone other than parents or guardians without prior parental consent. Parents may list authorized persons on their child's emergency card or notify the office by phone or in writing if a specific person is to pick up their child. Students may not leave the school during school hours without adult supervision; the adult must check in with the office before taking a child from campus (e.g., for a doctor's appointment.)

Since Middle School students may have the last period of the day in a room other than the student's homeroom, or not with the homeroom teacher, students must return to the homeroom to check with the teacher for messages, etc. before being dismissed. There will be occasions on which the family's choices and preferences do not mesh with the school's program and policies. Typically, this discrepancy will occur in one of two ways.

- 1) A family chooses to take a vacation at a time that school is in session. Gateway expects families to understand that school or class programs cannot be readjusted to allow for personal inconvenience. It is the student's responsibility to make a plan for any missed work.
- 2) When aspects of content or curriculum are at odds with a parent's values, assumptions or comfort level. In such situations, parents are urged to speak with the child's teacher or the Head of School about the issue. Teachers and administrators will work within reasonable parameters to accommodate the varying needs of students and families, but will make curriculum and policy decisions based on the needs of, and value to, the whole community.

Homework

Gateway's homework policy is based on the assumption that:

- a) Homework is an integral part of a successful school program enabling much more to be achieved by a student than can be done in class alone;
- b) Regular homework enables a student to develop habits and routines that will be most helpful when entering high school and adult life. These habits include time management and organization of tasks and materials;
- c) A family needs to have time together and available for activities other than school work.

Teachers use the following guidelines in planning homework assignments:

- Starting in first grade with 10 minutes a day, there will be an additional increment of 10 minutes a day each year (e.g. second graders have 20 minutes a day).
- Homework will only to be assigned Monday through Thursday (though students may chose to do some work over the weekend.)
- Parents will be given clear guidelines by the teacher as to the expected help/support that they should give their children. The help provided will change with the developmental level of the students and the goals of the homework. Parents will also be given guidelines as to when to contact a teacher if there are problems.

MIDDLE SCHOOL HOMEWORK CLUB

Teachers and administrators staff a homework club for Middle School students twice per week. This is done to offer support to the students and to be part of the “self-advocating” approach that we develop for students as they prepare for high school. On Mondays and Thursdays homework, or tutorial, support for students is offered from 3:15pm to 4:15pm.

This is an option for students, and is not a requirement, though teachers may recommend attendance to individuals. Parents may require attendance by their children but teachers are there to help, not to enforce attendance. This is a time for study and if a student is disruptive to the learning of other students that student may be asked to leave. Teachers will not pursue student to remind them to attend Homework Club. If no students are present by 3:20p.m. the supervising teacher will close the room for that session.

After School Program

After School Care is available daily (at an extra cost) until 5:30pm for students in grades K–6. The After School program provides children with a diverse selection of recreational, creative, artistic and learning activities. The program has a full-time director. Students may sign up for a regular two to five day schedule. Parents may select from a variety of contract alternatives with full day (2:30 – 5:30pm) and part day (2:30 – 4:30pm) options. Parents not electing to sign up for a contract alternative will be charged the normal After School care hourly rate. Emergency, “drop-in” daycare is also available daily by calling the main office during the morning or early afternoon of the day needed. There is a penalty fee if children are not picked up by 5:30pm.

After School Classes and Summer Program

In conjunction with the After School program, a variety of six- to ten-week After School classes are offered for children in grades K–6 including: chess, music, art, crafts, writing, and drama. Classes vary based on interest and availability, and fees vary by class.

Gateway School offers an eight week summer program which features traditional recreation-oriented day camp activities, art and specialty classes and academic enrichment. Flexible scheduling is available as well as Junior Guards pickup.

Gateway Parents Association

The Gateway Parent Association (GPA) is a parent-led organization which works in cooperation with faculty and staff to achieve the goals of the school. All Gateway parents are automatically members of this dynamic group and are encouraged to participate at any level. The GPA is a great way to meet other parents, get involved and have fun.

MISSION STATEMENT: The GPA will bring parents together to work for the benefit of all the children at Gateway School. The GPA will:

- Build community within the parent group in support of Gateway School.
- Provide a channel for communication among administration, Board and parents.
- Provide volunteer support for the faculty and administration of Gateway School.
- Raise funds in support of the mission and programs of Gateway School.
- Plan and execute fun-filled events for the enjoyment of the entire Gateway community.

EXECUTIVE COMMITTEE: The executive committee for the Gateway Parent Association will include the following positions held by parent volunteers: President, Secretary, Treasurer, Community Events Coordinator, Fundraising Events Coordinator and Class Liaison Coordinator.

ACTIVITIES: A network of parent volunteers from the GPA will plan, organize, and host the following activities during the school year:

- Open House and New Family Welcome Reception
- First day of School Community Coffee
- Harvest Festival
- Grandparents Day's
- Family Art Night & Art Tour
- Staff Appreciation Day
- Coordinating Room Parents

MEETINGS: The GPA executive committee meets once a month to discuss Gateway community events and issues. If you have questions or would like to participate please contact the GPA President.

More information on the GPA will come out through the Gateway Family News and other communication throughout the year.

Conflict Resolution

Gateway provides students with a structure for discovering peaceful ways for resolving conflicts with others. School rules emerge through classroom discussions, center around issues of safety and protection of the rights of others, and are age-appropriate. Gateway focuses on responding to individual incidents in as personal a way as possible. Where observation suggests that an individual child is not willing to resolve a conflict or is deliberately creating conflicts appropriate consequences will be imposed.

Student Progress Reports/Evaluations and Conferences

Faculty in grades K–8 prepare progress reports in the fall and spring and more detailed semester evaluations on each child twice a year. Parent-teacher conferences are held in the fall and winter (with an optional one in June), but may be scheduled at other times as well.

- Middle School Fall Progress Report (mailed)
- K–8 First semester conference and written evaluation
- K–8 Spring Progress Report (mailed)
- K–8 Second semester written evaluation (mailed in late June)

Final evaluations and the sending of transcripts to another school will be done only when a student has returned all school property and textbooks at the end of the school year.

Student and Teacher Support Team (STST)

MISSION

The mission of the Gateway STST is to develop a team approach to support individual students and their teachers so that students will reach their potential. It is intended that students who need to be offered an enriched curriculum are included in this program, as well as students who need to have academic levels reduced from the standard expectations. It is appropriate for an STST to meet concerning behavioral, social and emotional needs as well as academic issues.

STRUCTURE

The activation of such a team may be requested by a teacher, parent, or administrator. The team may include teachers, the resource specialist, the school psychologist, an administrator, the child's parents, and significant others working with the child.

GOALS OF THE GATEWAY STST

- To provide a forum for developing a support plan involving responsibilities and roles for students, parents, teachers, and administrators.
- To oversee the continuity of the action plan and established supports for students in the classroom, on the playground, in After School Care, for the current, as well as, subsequent years.
- To establish timelines for specific outcomes to be achieved.
- To maintain ongoing documentation of the plans, actions, and outcomes.
- To ensure that all plans are reasonable in their demands on the teachers, the other students, the School's resources and Mission.
- To advise the administration when the necessary improvement in student achievement/behavior for the child to meet the School's student criteria is not likely to occur, has not occurred, or is having a significant impact on teachers, peers, or School resources.

PROGRAM ACCOMMODATIONS AND MODIFICATIONS

If the STST thinks it appropriate, and with the parents' explicit approval, the School may change some aspects of the program to meet the needs of a child. These changes will fit within one of the two following categories and cannot negatively impact the classroom structure of the learning of the other students:

ACCOMMODATION: The student continues to meet the grade level expectations but requires some special allowance or support in order to do so. (Examples of these would be: using a tape recorder or making an oral presentation rather than a written one; using spell check or a calculator; completing fewer examples; working with a tutor.)

MODIFICATION: There is a change from the grade expectations to meet the needs of a specific student. (The modification may be either a lowering or a raising of the expectations.)

- If a tutor/learning therapist is largely, or solely, responsible for material in a particular area, then the report card should note “NA — see tutor for assessment.”
- If a classroom teacher is the one to implement a modification or accommodation, then the teacher must assess the student and note the specifics of the modification or accommodation in the comments. In addition, an asterisk (*) should be placed next to a box to indicate a modified program.
- If a student is working with a tutor, understands the material and doing grade level work then the student should receive a “skills developing” or “meets expectations” on K–5 evaluations, or a passing percentage score on Middle School evaluations.
- If a student is working with a tutor or getting other support and is still not working to the expected level then the student should receive a “requires support” or, possibly a failing percentage score. This should be a point of concern and must be brought to the attention of the Resource Teacher or the Head by the teacher.
- The parents of any student who is on a 504 Modified Plan or receiving classroom modifications will receive a letter from the Resource Teacher. The specifics of the situation will be listed and a copy will be placed in the student’s cumulative file. The letter should contain details of what the school will do, what the parents will do, and how the situation will be monitored and progress assessed.

Student Aides and Tutors

SHADOW AIDES

When, due to a student’s specific learning needs, Gateway School requires an individual aide be hired by the parent in order for the student to be enrolled or re-enrolled in the school, the aide must be hired through an agency that meets Gateway’s criteria. This may not be necessary if the parent signs a binding legal document accepting responsibility for fulfilling all state and federal obligations and indemnifying Gateway against any potential costs that might occur as a result of that aide working on the Gateway School campus..

TUTORS

Gateway will not require tutoring of students as a condition for enrollment. **Decisions concerning the offering of an enrollment contract are based on the student meeting Gateway’s academic and behavioral benchmarks.** At times, teachers or administrators may recommend tutoring as, possibly, the best way for a student to meet required goals or benchmarks. However, the final decision, as to how the parents will help their child reach the necessary standards, lies with the parents.

As a convenience to families, teachers may allow tutoring to take place during the school day during times when the teacher feels that a student may be exempted from class without a significant loss to the individual or the group. If this is not possible tutoring will have to take place out of school hours.

Standardized Testing

Gateway School is a member of the ERB Testing Program. ERB (Educational Records Bureau) is an association of more than 1200 schools in 50 states and several foreign countries. The program is used by many top private independent schools across the United States. Of those administering the tests, 80% are private schools; the other 20% are high achieving suburban public schools.

For students in grades 3–8, there is a verbal and a quantitative reasoning assessment section of the ERB battery of tests. These sections provide comparisons between what the student is learning at a particular point in school and how well the student uses what he or she knows to solve problems or deal with more abstract concepts. There are also achievement sections designed to test how well a child understands subjects already studied in school. Dependent on grade level, achievement tests include: vocabulary, reading comprehension, mechanics of writing, English expression, math; in grade 3, listening skills; and, in some instances, algebra. Students in grades 3–8 also take a writing assessment test through the ERB program. The test provides a direct measure of writing ability by having students submit a writing sample. The test gives each student two sessions in which to think about, write, revise, and rewrite a composition in response to an assigned topic.

The writing samples are scored on a six-point analytic scale for topic development, organization, support, sentence structure, word choice and mechanics.

Gateway will give the test in the Fall and use the results as one guide to plan individual and class skill development as well as curriculum content.

Physical Education and Athletics Guidelines

Gateway's PE program includes grades 2–8, and is taught by a specialist. Students should dress appropriately for PE. If a student cannot participate due to an injury or illness, a parent note must be provided as an excuse.

Gateway has an after school sports program, which currently includes flag football, basketball and volleyball. In order to cover some of the costs of operating this program, a \$120 fee is charged for each team. Families who find the sports fee to be a financial hardship should contact Rima Dunton in the Business Office at rima.dunton@gatewaysc.org and they will be excused from paying the fee.

Depending upon the number of students wishing to play, field space and other factors the range of grades included and the number involved may change annually. While the intent of the teams is to be competitive all students who wish to play will be welcome to join the team and will play in each game. This may limit playing time and we cannot guarantee that all players will play equal amounts of time. In order to be eligible to play in a game students must be in attendance during the school day and meet the expectations listed below. Please note that students who are absent during the school day will not be allowed to play in a game that same afternoon.

EXPECTATIONS FOR ATHLETES:

- A positive attitude
- Consistent participation at practices and games
- All school work acceptable, current, and submitted on time
- Satisfactory citizenship on and off the school campus

It is important for parents to remember that coaches are professionals making decisions in the best interest of the team and all its members, not just their particular son or daughter.

APPROPRIATE ISSUES WHICH PARENTS ARE ENCOURAGED TO DISCUSS WITH THE COACH:

- Treatment of their child
- Ways to help their child improve
- Concerns about their child's behavior
- The coach's philosophy
- The coach's expectations for their child and the team
- Scheduling

PARENTS ARE DISENCOURAGED FROM DISCUSSING:

- Placement on teams
- Playing time of individual team members
- Strategies used by the coach during contests
- Other student athletes

Accident Policy

All Gateway School students are covered by Gateway's accident policy, which is a secondary policy only, with no deductible. If you have other health coverage for your child, our insurance company will work with yours to coordinate benefits.

PAYMENT: After your child's primary insurance coverage has been used, bring the remaining statements and balance information to the main office.

- The school will work with its agent to activate the secondary policy.
- If you have no other insurance, the Gateway Policy becomes primary.

Note: This is a limited accident only policy. Benefits are not payable for loss due to sickness. This policy pays benefits for specific losses from accident only.

Allergies

SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

FAMILY'S RESPONSIBILITY

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including: the classroom, after-care programs, school-sponsored activities, and during trips. This should include a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:

- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

SCHOOL'S RESPONSIBILITY

- Be knowledgeable about and follow applicable laws.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Identify a core team including, but not necessarily limited to, teacher, Head of School, and Front Office staff to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Front Office staff to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. If regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, and parent, and allowed by state or local regulations.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
- Ensure that all drivers on school trips have communication devices in case of an emergency.
- Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic child seriously.

STUDENT'S RESPONSIBILITY

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Health and Medications

Parents must take the responsibility for making sure their child comes to school each day feeling healthy and well-rested. Please do not send a child to school with a fever. If a child becomes ill while at school, the office will notify parents who should pick up their child as quickly as possible. Before the office can give a child aspirin or other medication, the school must have a written release and specific instructions from the parents.

Students are not to self-medicate with either prescription or non-prescription medications. Parents should supply a written note to the office regarding required medication. If a medication such as an inhaler or epi-pen is needed, your student may keep it with them but we also request you leave an additional dose, clearly labeled with the front office. Be sure to note this on their emergency card as well. If a parent gives permission for aspirin (for example) to be given on request, information will also be put on the emergency card in the School office to avoid repeat calls having to be made to parents.

When a new medication is being given the first dose should always be given at home to check for side effects.

In case of serious emergency the school will call the emergency numbers on the student emergency form. If unable to reach any of those listed, the school will take the child by ambulance to the nearest hospital emergency room and continue attempts to reach the emergency contacts.

CONTAGIOUS CONDITIONS

The control of contagious diseases, as well as head lice infestations, depends in large part on parental cooperation. Parents must keep children at home when ill or contagious so that they do not expose others. Please notify the school immediately if your child has contracted lice or a contagious disease.

Car Pools and Bus Service

The school is committed to limiting the number of cars traveling to and from the campuses each day. Please call the main office with suggestions for joining other Gateway parents for car pooling in the morning and afternoon. A number of families attending Gateway live in areas other than Santa Cruz. There are students from Aptos and South County, the North County areas (Felton, Boulder Creek, Brookdale, Bonny Doon, Ben Lomond), Scotts Valley and Capitola/Soquel/Live Oak.

Michael's Bus Service of Soquel serves families between Aptos and Gateway. Schedule and fee information as well as rules of conduct for the bus are available from Michael's Bus Service. Contact Adrianna at (800) 295-2448.

Traffic and Safety Along Eucalyptus Avenue

The school works with the neighborhood to make the street a safe place for students and neighborhood children, as well as for school-affiliated adults and street residents. In addition, our use permit requires that all parents follow the guidelines listed below.

Parents must drive carefully along Eucalyptus Avenue which fronts the main entrance of the school. *Cars should drive no more than 15 miles per hour down the street.* The white drop-off zone is for drop-off and pick-up only; the city police department will ticket cars parked in the white zone for more than three minutes. Limit any other parking on Eucalyptus Avenue to no more than five minutes.

Those wishing to park for an extended period should do so in the Gateway School-designated part of the Church parking lot off West Cliff Drive and closest to Lighthouse Field, or along Pelton Avenue.

It is important that Gateway-affiliated vehicles NOT BLOCK OR PARK IN THE NEIGHBORS' DRIVEWAYS! The school will be monitoring traffic in front of the school and in the church lot during the peak morning and afternoon times. It may be necessary for the school to place restrictions on any parent who violates our use permit or negatively impacts our relations with neighbors.

Morning and Rainy Day Procedures

KINDERGARTEN–5TH GRADE

Students who arrive prior to the start of the school day must check in with the adult on duty in the After School Care room. The playground is open, weather permitting, at approximately 8am. During the mornings, students must be with an adult if they wish to go upstairs to leave belongings outside a classroom. Teachers are generally not available for lengthy discussions in the morning, but it is a good time to schedule an appointment.

MIDDLE SCHOOL

Before 8am, sixth graders may sit at the elementary picnic area. Seventh and eight graders may be on the cottage porch. At 8am the playground is open.

RAINY DAYS

On rainy days, all students must remain in the ASC room until dismissed to their classroom.

Snack and Lunch

The school encourages children in grades K–8 to bring a nutritious mid-morning snack along with their lunch, in a labeled lunch box or bag. In line with our commitment to the environment, we encourage parents to reduce waste in lunches by using reusable containers and minimizing items with excessive packaging. Most of the year lunch and snacks will be eaten outdoors and therefore it is important for students to be careful in preventing litter. Students who do not do so may be assigned cleaning or other stewardship responsibilities on the campus.

In all programs, the school stresses the importance of table manners, eating habits and has regular discussions (through the curriculum) on healthy foods and nutrition. Students may not leave campus to purchase a lunch. Microwaves are available for student use to heat a lunch. Because many students are trying to use the microwave in a condensed time period, we ask that you please not send items that require a long amount of time to heat. The school uses an outside hot lunch provider who delivers nutritious, waste free lunches for an additional fee every day of the week. The After School programs provide students with a snack each day.

Nutrition & Lunch Guidelines

- No caffeinated beverages.
- No glass containers.
- Natural sodas as opposed to artificial flavorings are encouraged.
- Healthy and nutritious items are encouraged.
- Gum and candy should be left at home.

These guidelines were created by the Gateway Student Council and we request that it be taken into consideration when preparing snacks, lunches and VIP or holiday and birthday treats to share.

Library

Gateway has a part-time library manager on staff. Parent volunteers have worked many hours organizing and cataloging books and they help with an annual book fair which raises funds for the purchase of new library books. Please call the library manager if you might be interested in helping the library.

Computer and Internet Use

Gateway's approach to learning integrates the use of technology into curriculum in an innovative way. The use of computers, the Internet as a research tool, presentation software and other tools are introduced in a developmentally appropriate way as the grades progress.

The school makes every effort to protect students and teachers from misuses or abuses when accessing electronic information services. Students are responsible for their behavior on the computer and for ensuring that established guidelines are followed. Younger students are taught basic procedures for how to work responsibly on the computer. Middle School students sign a pledge that outlines the conditions of responsibility and acceptable use. Computer and Internet rules at school may differ from those you have at home. Parents are encouraged to review the computer/internet use guidelines in order to support the school in its use of technology as a learning tool.

COMPUTER USE POLICY

- Gateway School computers are for teaching and learning only.
- Use of any computer at Gateway School must be supervised by an adult at all times.
- Do not deface a Gateway School computer in any way; this includes but is not limited to adhering stickers, writing on, and engraving. Any student caught defacing a Gateway School computer will be held financially responsible for any damage.
- If there is any physical damage, including accidental or normal wear and tear, it must be reported to the IT director within 24 hours.
- If there is any issue with the operating system or installed software, it must be reported to the IT director within 24 hours.
- Gateway School computers/laptops may never leave the classroom without the express permission of a teacher, and, if taken outside the classroom may not be left in an unsecured location (left unattended) or where there is a likelihood of physical damage.

- Gateway School computers are loaded with standard, licensed software. Any additional software installed must first be approved by the IT director or Computer Teacher and must be properly licensed.

APPROPRIATE COMPUTER USE:

- Chatting: students may not use any chat or collaborative software or participate in online chat while at Gateway School without the express permission of a teacher.
- Audio: Because it can be very distracting, computer volume should always be off unless headphones are being used or it is part of a presentation.
- Games: Games should never be played unless specifically approved by a teacher or if the game is provided by Gateway School as a learning tool.
- Network access: Students may not access any information on a non-public server. Students may not monitor network activity or attempt to damage the network. Students may not change school information or portray themselves as another person over the Internet.
- Data: Students are responsible for their own data. Gateway School may at any time erase all data from a machine in order to reinstall software that has become damaged so it is recommended that students use a flash drive or e-mail their documents to themselves as a backup.
- Downloading: Students may only download materials related to their schoolwork. Downloading of inappropriate materials, music, and video games is not allowed. Use of peer-to-peer downloading software and downloading material under copy write is strictly prohibited.
- E-mail: E-mail at Gateway School is for communication of school information. Personal conversations should not be conducted on Gateway School computers. All correspondence sent from a Gateway School computer should be courteous and appropriate. Bulk e-mails, including chain letters, advertisements or any other unsolicited distribution of mail are not allowed at Gateway School.

PERSONAL LAPTOPS:

- Personal laptops are subject to the Gateway School Computer Policy.
- Use of a personal laptop by any student other than the owner must be approved by the parent of the owner.
- Gateway staff will assist in connecting personal laptops to our
- Network and set up access to one Gateway School printer, provided the personal laptop has up to date anti-virus software installed (anti-virus software required for PC's only)
- Gateway School staff cannot be responsible for any maintenance or repairs on personal laptops.
- Personal laptops are the responsibility of the owner and Gateway School cannot assume any responsibility for the security or maintenance of private laptop. Losses due to physical and/or software damage are the sole responsibility of the laptop owner.

Student Telephone Use

KINDERGARTEN–5

Please help us reduce the need for student phone calls by making clear after-school arrangements with your child and being sure she/he has a lunch. Because of the heavy traffic in the office, students may use the phones only in an emergency. Students may not use cell phones or pagers during school hours.

MIDDLE SCHOOL CELL PHONE USAGE

As there is limited phone availability at the School, Middle School students, with written parental permission, may bring a cell-phone to school. The limits of calling are to be set between the parent and the child and students must follow school guidelines for use. Please see the Middle School Handbook for specific guidelines.

Fund Raising Activities By Students

All fundraisers should be in support of the curriculum and the core values of Gateway School or an identified philanthropic need.

If an individual, group, or class wishes to run a snack sale to provide funds for a community service project, it needs approval from the Student Council and the Head of School. The sponsors need to find a supervising teacher, and to satisfy specific policies, including environmental and nutritional guidelines.

Fundraising projects, other than bake sales, need to go through the same steps. All flyers and other announcements need to be approved by the Head of School.

Clothing for School

Children should wear clean and comfortable clothes suitable for sitting, movement and play. Please do not send your child to school in clothing which could be damaged easily or cause accidents on the playground. Students in grades 2–8 must wear suitable clothes and athletic shoes on PE days.

Please realize that we intend for all students to go outside twice a day and send clothes appropriate for the weather.

Dress Code

KINDERGARTEN–5TH GRADE

- Midribs need to be covered
- Clothing should be free of drug, alcohol, sex-related or offensive messages or designs and should have one-inch-wide straps or sleeves.
- Hats and hoods may be worn in class with teacher approval.
- Skirts and shorts should be mid-thigh length and free of holes.
- Avoid draggy, baggy or saggy clothes.
- Wear or have available at school, shoes appropriate for PE or other outside activities.

- Shoes must be worn at all times.
- Clothing should be clean and well cared for. (The same standards are applied to personal hygiene and hair care.)

MIDDLE SCHOOL

- Clothing should enable the student, and his/her peers to learn without distraction — this may exclude extreme fashions.
- At times student fashion choices, even if relatively mainstream, may not be allowed. Pants that are not well anchored and expose the body or slip down, tops that have no straps are examples of inappropriate clothing for school.
- Clothing, and personal adornments, should be safe and appropriate to the activity.
- The clothing should reflect the Gateway Values of Respect and Community.
- There should be no offensive words on clothing, or words supporting illegal or inappropriate behaviors.
- Hats and other head coverings may be worn unless a teacher requests otherwise.
- Shoes must be worn at all times.
- Clothing should be clean and well cared for. (The same standards are applied to personal hygiene and hair care.)

Halloween Costume Guidelines

Costumes brought to school for the traditional Halloween parades should be:

- Suitable for walking in
- Not violent or scary for younger viewers
- Appropriate apparel for a school event

Puddle Policy

The Puddle policy was created by the Student Council in 1994.

- Any student wading in puddles must wear rubber boots, as well as appropriate outerwear.
- Appropriately dressed students may walk through or around puddles, without running or splashing.
- Students who wade in puddles must wipe their feet at the door and change into regular shoes when entering the building. Students are responsible for cleaning up any mud they track onto the floors or rugs. Cleaning supplies are available in the office.
- It is suggested that students who often seem to get wet outside should have an extra set of clothes at school.

THE FOLLOWING PENALTIES WILL APPLY TO STUDENTS WHO DO NOT FOLLOW THIS PUDDLE POLICY:

First warning: Out of puddles for the rest of the day.

Second warning: Out of puddles for one week (five days).

Final warning: Miss one recess and participate in school cleaning.

Personal Possessions

Gateway strongly advises that children should leave toys at home, to avoid the sadness of a lost or damaged personal treasure. Occasionally, however, a younger child might feel a strong need to bring a special toy from home to aid in the transition to school. This can be worked out between the parent and the classroom teacher. (The After School care program is also aware of the need a younger child might have for a comfort toy and arrangements can be made to have it kept until the aftercare program starts.)

Individual classrooms may have special sharing times as determined by the teacher. At those times, teachers might allow toys to be shared as well as special objects such as pictures, travel souvenirs and other assorted treasures.

Gateway recommends that students not bring electronic devices to school. The school prohibits students from bringing knives or dangerous objects to school. Personal possessions being used inappropriately (for example during class) or that create a disturbance may be taken by a teacher, to be returned at the end of the school day to be taken, and left, at home.

Talent Show

Parents should be aware that students are held to the following standards when participating in Gateway's Talent Show. If parents or children have questions please talk to the Head of School.

- Students are encouraged to present original material, to include live accompaniment and consider a wide variety of skills and talents to share.
- All performances should be appropriate to school presentation. (The Talent Show will be split into two with younger performers in the first section so that some grades may leave after their peers perform. The range of ages in a K-8 school may result in different peer-appropriate expectations.)
- All performances should be scripted and must be previewed in their entirety. Performances that have not been previewed and approved are not permitted.
- No lip syncing.
- Singers may have recorded music but should not have the words on the tape/disc being played.
- Dancing and gymnastic performers may have lyrics with their music. Parents and students should be aware that lyrics judged inappropriate may result in a performance being eliminated.
- Performances should be no longer than four minutes.
- Each student may present one solo act. A student may also be in a group performance. (Participation in two group performances and no solo is fine.)
- In cases of choosing between acts if there are too many the committee will look to variety of performances. If multiple acts perform the same activity or sing the same song the committee is likely to accept the most original.
- The Committee will include the music teacher, an administrator, another teacher and some volunteers from the Student Council leadership.

Lost and Found

Parents should clearly label (with their child's first and last name) all articles of clothing, lunch boxes, packs and bags that children can lose. The campus has a lost and found area that parents should check periodically. Lost items are placed on the rack near the After School Care Room. Unclaimed clothing will be donated to charity at the end of each month and before winter, spring and summer vacations.

Transportation and Field Trips

Field trips are an important part of the school program. Trips occur throughout the school year. Students in grades K–8 are charged a special activities fee payable at enrollment that covers the cost of these trips. Parents receive notification of field trips through the teachers' classroom letters. Frequently the teacher will ask parents to drive on these trips. Gateway owns 2 vans equipped to handle 6-7 passengers each.

The school is very appreciative of parents who are able to drive on field trips. If parents are interested in being field trip drivers, two documents must be filed, and kept current, with the Business Office. These forms are 1) a copy of your current proof of vehicle insurance and 2) a DMV clearance, which is done by submitting to the office either a DMV EPN program registration form plus \$10.00 (checks made out to Gateway School) for clearance information that will last throughout your child's tenure at Gateway School, or a new driver record report each year (these are obtained by the parent from the DMV for a cost of \$5.00). Parents cannot drive on field trips if these forms are not up-to-date and on file at Gateway.

All drivers will agree to adhere to the following guidelines for driving:

- 1) Comply with all California driving laws and regulations, including speed limits.
- 2) Ensure that the vehicle has had a pre-trip safety inspection checking for the proper functioning of tires, horn, brakes, lights and mirrors.
- 3) Refrain from driving more than 10 hours in any 24-hour day.
- 4) Refrain from driving when the driver's ability to operate a vehicle is adversely affected by alcohol, fatigue, illness, medication or any other cause.
- 5) Avoid any consumption of alcohol for at least six hours prior to driving.
- 6) Ensure that all passengers and the driver wear seat belts with one person per seat belt.

OVERNIGHT FIELD TRIPS

Gateway School starts including overnight field trips as part of the program in Grade 4 and continues through Grade 8. These trips are chosen to both complement the curriculum and to help the individuals and the group in development of independence and self-reliance. It is understood that, if uncomfortable with the requirements of the trip, parents may decide not to have their child participate. Within the structure of the program, teachers will work to mitigate the impact on any child not participating.

STUDENTS NOT PARTICIPATING IN FIELD TRIPS

Gateway will not sponsor trips believes are inappropriate for students of that age and developmental level. Trips will be for significant academic and/or social growth. If a parent feels that his/her child should not go on a trip the school will respect that decision. However, if that occurs, the parent is responsible to provide supervision for the child away from school.

All parents who chaperone students on overnight trips must submit to a background check through the Live Scan fingerprinting system.

Visitors on Campus

No unauthorized visitors are allowed on campus. Visitors who are not parents must check in at the main office and receive a name tag. When parents bring a visitor to school, please bring the visitor to the office for a name tag.

Birthdays

Gateway celebrates each child's birthday in order to make her/him feel very special on this occasion. On such a day, parents are invited to provide a nutritious treat for all the children in the class. **Please do not have balloons sent to school. Parents are asked to notify the classroom teacher in advance, as some students have special dietary restrictions. Treats brought to school without complying with the allergy guidelines will be refused by the teacher.** Students and parents are asked not to distribute party invitations while on campus.

The school has a special tradition which all parents are urged to join — parents donate a library book to the school library in the birthday child's name. A beautiful school bookplate acknowledging the donor is placed in the front of any donated book. Call the library for further details.

Dog Policy

If dogs are brought onto campus they are the responsibility of the owner. Dogs should not be allowed unleashed or in the care of children. They may come for a limited, supervised time period, such as a sharing time. Dog owners should be aware that some children are very uncomfortable around or may have allergies to dogs. All liability must be assumed by the owner.

Sexual Harassment Policy

Gateway School is obligated and committed to preventing sexual harassment from occurring to students or staff. Sexual harassment is defined as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

This definition includes many forms of offensive behavior and includes gender-based harassment of a person. The following is a partial list:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- The making of threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct: touching, assault, impeding or blocking movements

An act of harassment, by itself, is an unlawful act. Gateway School administration in the persons of the Head of School will take immediate and appropriate action once it receives a complaint. A report of sexual harassment should be made to the Head who will fully investigate the complaint within 48 hours of the report. If proven, there will be prompt and effective remedial action taken. Steps will be taken to prevent any further harassment.

It is the expectation of the school that all staff and volunteers in their various duties around the school act within the guidelines of the school's sexual harassment policy, not only in interactions with children, but also with colleagues. Staff members at Gateway must ensure a safe and secure environment for children by carefully monitoring interactions between the children themselves and reporting to the Head any incidence of sexual harassment from one child or group of children to another child or group.

Child Abuse Reporting

All school employees are required by California State law to report any and all cases of possible, or suspected, child abuse including physical abuse, sexual abuse, emotional abuse and neglect.

Gateway Administration

All phone numbers use (831) 423-0341, followed by the extension number as listed below. All email addresses are firstname.lastname@gatewaysc.org

Head of School - Percy Abram x 301

Assistant to the Head - Kimara Vann x 303

Chief Financial Officer - Kim Normington x 359

Business Manager - Rima Dunton x 308

Facilities Manager & IT Director - Jeremy King x 305

Director of Admissions - Colleen Sullivan x 302

Director of Development & Communication - Meg Corman-Hall x 312

Development & Communication Assistant - Kristin Bogart Smith x 332

After School care & Summer Program Director - Rosemary Breedlove x 304