



# Parent/Student Handbook

Kindergarten—8th grade  
20th edition, Spring 2019

## Gateway School

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### Accredited by:

California Association of Independent Schools (CAIS)  
Western Association of Schools and Colleges (WASC)

### Members of:

California Association of Independent Schools (CAIS)  
National Association of Independent Schools (NAIS)  
Independent Curriculum Group (ICG)



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# Welcome to Gateway School!

This handbook contains important information about Gateway School'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 (831) 423-0341 for any additional information you may need.

Our school community thrives on frequent and open communication among parents, administration, faculty and students. The school welcomes input from its families. In order to advance the school's mission and best serve the needs of the 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.

## Gateway Administration

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

Head of School – Zachary Roberts x 300

Assistant Head of School – Hannah Wikse x 327

Executive Assistant – Nikki Patterson x 300

Director of Admissions - Kate Hohn x 302

Director of Development - Kristin Bogart x 332

Director of After School Care & Extended Programs – Megan Elderdge x 334

Athletic Director – Zach Raney x 318

Director of Finance and Operations – Shawn Padilla x 359

Business Office - Julie Wilson x 349

Director of Information Technology & Facilities Manager - Jeremy King x 305

# Our Mission, Vision, and Values

## OUR MISSION

To inspire children to lead lives of purpose and compassion through scholarship and citizenship.

## OUR VISION

For students to discover their individual and collective potential to make positive change in the world.

## OUR VALUES

- **Integrity**, responsibility, and discipline
- **Metacognition** and self-reflection
- **Play**, creativity, and innovation
- Curiosity, **exploration**, and discovery
- **Critical thinking** and reasoning
- Clear and effective **communication**
- **Collaboration** and community
- Education for **environmental sustainability**
- Courage to promote a **just society**

Our Mission, Vision and Values are essential guideposts by which we make strategic, financial and programmatic improvements. These statements of institutional identity were adopted by the Board of Trustees in 2015 after a widely inclusive process involving student, teachers, administration, and families.

## Educational Philosophy

Gateway School recognizes that people learn best in an environment in which they are respected, trusted, and valued as integral members of the community. An effective school creates a learning environment in which its members feel comfortable attempting new activities, exploring their passions, and building strong and supportive relationships.

In an active learning environment, teachers engage their students with meaningful and relevant work and acknowledge student effort and the intrinsic reward that accompanies this effort. Similarly, students are able to apply newly acquired knowledge to unique concepts, ideas and settings. This approach to learning provides multiple ways for students to connect to the material and promotes greater retention.

While the skills, information, and habits acquired in the classroom setting are important, Gateway School strives to develop students' ethical reasoning and decision-making abilities, their appreciation for art and physical activity, an understanding of our relationship to nature and the environment, and the ability to create and maintain healthy and supportive relationships.

## History and Organization of the School

Gateway School opened its doors in 1970 under 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. Since the fall of 1990, the kindergarten through eighth grades and the main administrative offices have been located at 126 Eucalyptus Avenue (just off West Cliff Drive and across from Lighthouse Field). Gateway is an independent, non-religious school and is not otherwise affiliated with any church.

In 1977, Gateway became a non-profit corporation. The school is governed by a Board of Trustees consisting of parents, grandparents, alumni, 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 classroom practices.

The Gateway Board of Trustees discusses and votes on budget, community relations, facilities and policy issues. Board meetings are held monthly (except for June, July and December.) Board members welcome input from parents. There are several Board committees which meet regularly throughout the school year; parents who are 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 approximately 250 independent schools throughout the state. Although each school is unique, members share a commitment to excellence and to nurturing of the physical, intellectual, moral and social development of students. 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](http://www.caisca.org).

## Standards of Community Behavior

There are three overarching expectations at Gateway School.

- Respect for individuals
- Respect for the community
- Respect for the environment

More specific expectations include the following: 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

In order to further the school's commitment to environmental responsibility, the school will communicate with parents primarily by email for regular communications, through our website, and only occasionally by regular mail. Parents should ensure that the school has accurate email and home addresses so that they can receive communications from the school.

## **Email**

K-8 teachers email families as needed to communicate classroom activities, happenings and logistics.

## **Blog Posts**

**K-5** - The regular blog posts from the K-5 classroom teachers include updates on curriculum, homework assignments, field trips and upcoming events. Teachers will send an email with a link to their blog posts.

**6-8** - The Middle School faculty will update their blogs at the beginning of every month

**Gateway Family News (GFN)** – weekly All-Parent email and Family News Page Blog. The Gateway Family News is the school's weekly electronic news. This weekly parent email gives information about important all-school news, upcoming community and parent events, Business Office and Main Office deadlines, Gateway Families' Association (GFA) activities, health alerts and interesting student, parent and faculty accomplishments and activities. It links parents to the Family News Page on the Gateway website for more information.

Grandparents and friends are emailed a newsletter once/month with school program highlights. If you would like your child's grandparents to receive this email newsletter, please submit their email address to the Development & Communications office.

## **Mailings**

Several times per year, the school will send parents letters, forms and information via electronic mailings or hard copy mailings as needed.

- |            |                                                                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August     | Class placement letters and other forms needed for the beginning of school (volunteer forms, athletics waivers, field trip driver forms, teacher supply lists, etc.) |
| October    | Annual Giving appeal                                                                                                                                                 |
| January    | Re-enrollment packets                                                                                                                                                |
| Jan. -Feb. | School fundraiser invitations                                                                                                                                        |
| June       | Progress reports<br>End of School letter and directory form                                                                                                          |

### **School Website**

The school maintains the website at [www.gatewaysc.org](http://www.gatewaysc.org) as a vehicle of communication for prospective, current, and alumni families. Enrolled families may visit the following pages to obtain up-to-date information about the school:

**Online School Calendar** – located on the home page of the website. The on-line Google calendar is the source for the most updated information on school events.

**Giving Page** – This page contains information about ways of donating to the school on-line, information about the annual school fundraiser, and the annual report.

### **Social Media**

Gateway maintains an active social media presence where many of the schools events and activities are highlighted. Please follow our pages.

**Facebook:** @gatewayschoolsantacruz, <https://www.facebook.com/GatewaySchoolSantaCruz/>

**Instagram:** <https://www.instagram.com/gatewayschoolsantacruz/>

**Linked In:** Gateway School, <https://www.linkedin.com/company/gateway-school>

**Twitter:** @GatewayHOS, <https://twitter.com/gatewayhos>

## **Emergency Preparedness**

Gateway School provides each teacher with an instruction packet for their 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 drills are conducted approximately once a month during the school year, and include fire, earthquake, shelter-in-place, and tsunami drills. All employees are certified in CPR and First Aid. The school conducts annual safety training with the Santa Cruz Police Department.

## **Development Program**

The Development Office which is responsible for raising funds and support for the school's mission. The Development Office is staffed by a Director of Development, and activities are carried out by volunteers serving on the Board of Trustees, the Development Committee, and on committees in support of our annual Auction.

The Annual Giving Campaign is a major solicitation for tax-deductible donations conducted each fall. All parents are asked to contribute to the Annual Giving Campaign based on their individual abilities. The Annual Fund helps to complete the budget for the current school year.

The winter calendar is highlighted by the annual Auction event. In the spring, the development program focuses on soliciting targeted donations for specific program needs.

Major gifts help implement or further develop curricular programs, assist with faculty professional development, enable improvements to physical plant, and/or build endowment funds. Parents who have the financial capacity are asked to make a major gift during the time their child attends Gateway.

## Tuition and Registration

Tuition and special program fees are determined by the Board of Trustees and voted upon (along with the proposed budget for the coming school year) at its meeting. Tuition is payable according to the payment schedules 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 deposit, and, if applicable, the tuition insurance and/or management fees are due in March in order to reserve a student's class space for the following year. All bills for a child's participation in all 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 school year, students receive required textbooks for each class. It is the student's responsibility to ensure that all books are properly maintained and protected from theft, misuse, and damage. All books must be returned to the school in an acceptable condition (with allowance for general wear). **STUDENTS WILL BE CHARGED FOR REPLACEMENT COSTS FOR ALL LOST OR DAMAGED BOOKS.** Certain classroom materials are included as part of the activities fee.

## Student Class Placements

At the end of each academic year, the Assistant Head of School, Resource Support Coordinator and the homeroom teachers in each grade meet together to decide the appropriate placement for students in the following grade. This team is most familiar with the children's strengths and areas of needed growth and can make the best selection to ensure the relative balance of the two receiving classes. Some of the factors affecting class placement include:

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

Once the student is fully enrolled for the year to come, parents will be provided with an information form to fill out and return to the Assistant Head of School to provide any pertinent information about their child that would be helpful in placement. The school doesn't accept parental request for a specific teacher. The Assistant Head of School makes final decisions regarding class placement.

When students are admitted during the summer, the Assistant Head of School will determine placement, in consultation with the classroom teachers, and will support the class balance as established.

## Forms and Records

Parents must fill out an emergency form for their child each year. All students must provide the school with immunization records. Upon registration, the Main Office will provide parents with the specific details of what is necessary for compliance with California State Law. 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 Main 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. Parents must submit the Directory form to the Main Office in order to have their most current information included in the listing. The Directory is provided so that Gateway families can contact others in the Gateway community.

The Directory and any class email lists or other lists of Gateway parent contact information are for legitimate school business only and are not to be reproduced or used for non-Gateway business, fundraising, advocacy or solicitations of any kind.

## Parent Participation in the School

The school appreciates and relies on its parent volunteers. There are many opportunities for parents contribute in and out of the classroom. 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 volunteer time in support of the mission and programs. Some examples of ways parents can support Gateway include working on community events or fundraising campaigns, making phone calls, 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 preparing lesson materials to driving on field trips or helping with class projects.

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

- Observe Gateway Core Values.
- Remember that 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 with her or him, set up a time to meet after school.
- Please arrive on time.
- Please be responsible and reliable.
- Do not use cell phones in the classroom or while helping with students out of the classroom.

Parents must adopt a professional demeanor when working with students. This means:

- Treating students in a fair and even-handed way and not showing favoritism, even when the parent's own child is in the group
- Using appropriate language
- Refraining from touching students unnecessarily. Although hugging, cuddling, tickling or rubbing may be appropriate behavior between a parent and his or her own child, behaving in these ways with other children is almost always inappropriate. Such actions may evoke feelings of discomfort or threat in the child and may seriously violate the standards of the child's parents regarding physical contact with their child.

In order to ensure the safety and well-being of all our students, parents who volunteer to work with students on a regular basis may be required to submit to a background check through the Live Scan fingerprinting system.

## 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 and administration believe that, regardless of a student's grade, each day is critical to the 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. 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 of 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**

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 the 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 may 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 their schedule. Conflicts or questions will be resolved by the Assistant Head of School.

In the Middle School, unexcused absences have an effect on the student's learning and may possibly affect the student's grade. 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 all upcoming deadlines are met and to be 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, they run the risk of not being promoted to the next grade. The Assistant 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 Assistant Head of School will create a contract that stipulates the school's expectations for attendance. The student and parent(s) will sign an acknowledgment 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, they must report to the Main Office to sign in. Tardy is defined as arriving after 8:45 am for grades K - 3 and after 8:30 am for grades 4 - 8.

In the Middle School, students who arrive late to school 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 Assistant Head of School to discuss the reasons for the tardies. The student and the Assistant Head of School will create a contract that stipulates and explains the school's expectations for promptness. The student and his or her parents will sign an acknowledgment 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 Assistant Head of School. Repeated violations may result in suspension and/or removal from the school community.

### **Dismissal Procedures**

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 Main 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 supervision by an authorized adult; the adult must check in with the Main Office before taking the child from campus (e.g., for a doctor's appointment).

**Kindergartners:** Kindergartners are dismissed at 2:30pm.

#### **Options for pick-up:**

1. Picked up at their classroom door by families.
2. Walked to the Sea Otter Room by their teacher (room next door to the Kindergarten classroom) for After School Care (ASC).
3. Families can also drive up to the front of the school on Eucalyptus Avenue and we will radio for your child and walk them out to you.

**At 2:45pm any remaining Kindergartners will be signed into ASC.**

**1st Graders:** 1st Graders are dismissed at 2:30pm.

#### **Options for pick-up:**

1. Picked up at their classroom door by families.
2. Walked to the pick up zone at the front of the school on Eucalyptus Avenue by their teacher.
3. Walked to the Sea Otter Room by their teacher (room next door to the Kindergarten classroom) for ASC.

**At 2:45 any remaining 1st graders from the pick up zone join ASC.**

**2nd and 3rd Graders:** 2nd and 3rd Graders are dismissed at 2:45.

#### **Options for pick-up:**

1. Walked to the pick up zone at the front of the school on Eucalyptus Avenue by their teacher.
2. Walked out to the picnic tables by their teacher where their families are waiting.
3. Walked to the Whale Shark Room for ASC.

**At 3:00pm any remaining 2nd and 3rd graders from the pick up zone join ASC**

**4th-8th Graders** 4th-8th Graders are dismissed at 3:00.

**Options for pick-up:**

1. Dismissed to go either to the back church lot to their pick up zone.
2. Dismissed to the picnic tables where their families are waiting.
3. Dismissed to check into ASC in the West Cliff Room.

**At 3:15 any remaining 4th-8th grade students will be signed into ASC.**

**\*Older/Younger Siblings** - ASC gives free care to younger siblings until their older sibling is dismissed. Older siblings can pick up their sibling from grade level specific ASC room (or playground) and walk to the youngest child's pick up zone.

All students who are still on campus 15 minutes after their dismissal time will be automatically signed in to the After School Care (ASC) program by the ASC staff. **Parents/guardians must sign the student out of ASC every day that the child has been signed in by the staff** and will be charged for the time the child spends in the care of the ASC staff.

You are always welcome on campus to pick up your child(ren). Please remember to supervise.

## Campus Safety & Entrance Procedures

### 126 Eucalyptus Ave.

**Entrance Procedures:** The Pelton Street gate entrance by the Life Lab garden will be open from 7:30 to 8:45 in the morning and again from 3:00 - 3:25 in the afternoon. The Front bicycle gate (wooden gate) closest to the intersection of Avenue A and Eucalyptus Avenue will be open from 7:30 - 8:45 a.m. and again from 3:05 - 3:25 p.m. Please use this gate to bring bikes into our bike cage, rather than bringing them through the Main Lobby. These gates will remain locked at ALL other times.

**Gate Code:** If you arrive at the Pelton gate entrance outside of regular times, you will need to enter the following code to gain access: [REDACTED] or you can use the main entrance. We ask that you do not share this code with students and keep it among the adult community only.

### Emergency Notification System

Our emergency notification system will be used to quickly communicate vital information to our community in the event of an emergency or unexpected closure, via automated phone messages to your phone numbers and/or via text messages to your mobile device.

### Video Surveillance

Our school has a number of video surveillance cameras around the campus which have a direct feed into the monitors in the Main Office.

### Visitor Procedures

In order to ensure the continued safety and security of our students all parents, guardians and other individuals visiting between the school hours of 8:45am and 2:05pm must register at the Front Desk before proceeding to their desired destination.



## 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 students to develop habits and routines that will support their learning throughout their academic careers. These habits include time management and organization of tasks and materials;
- c) A family needs to have time together for activities other than school work.

Teachers use the following guidelines in planning homework assignments:

- Starting in first grade with 10 minutes per day, there will be an additional increment of 10 minutes per day each year (e.g., second graders have 20 minutes per day).
- Homework will only to be assigned Monday through Thursday (although students may choose 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.

## After School Care Program

After School Care (ASC) is available until 5:30 pm on all regularly-scheduled school days. The After School Care program provides children with a selection of recreational, creative, artistic and learning activities. Daily After School Care is available and charged at an hourly rate. You may use the sign-up sheet at the counter in the Main Office to sign your child up for ASC for that day or you may call the Main Office during the morning or early afternoon of the day on which drop-in care is needed.

All-day care is available, at an additional charge, on Parent/Teacher conference days and most teacher in-service days.

### **After School Enrichment Program**

In conjunction with the After School Care program, we may offer nine- to twelve-week sessions of specialty classes through the After School Enrichment Program. Class offerings are based on interest and availability, and fees vary by class. Class information and sign-ups will be posted in the News & Fliers section of the school's website in early fall, winter and spring.

## Summer Program

Gateway offers a six-week summer camp program along with a wide variety of specialty and academic enrichment classes. Flexible scheduling is available as well as Junior Guards pickup and drop-off. See our website for more information. [www.gatewaysc.org](http://www.gatewaysc.org)

## Gateway Families Association (GFA)

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

**Mission Statement** The GFA will bring parents together to work for the benefit of all the children at Gateway School. The GFA 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 of the GFA includes the following volunteer positions:

- President
- Secretary
- Treasurer
- Community Events Coordinator
- Fundraising Events Coordinator
- Class Liaison Coordinator

**Activities** A network of parent volunteers from the GFA 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
- Auction fund raiser
- One World One Earth Day
- Grandfriends Day
- Art Tour
- Mini Maker Faire
- Staff Appreciation Day

**Meetings** The GFA meets once a month to discuss Gateway community events and issues. If you have questions or would like to participate please contact the GFA President.

## Conflict Resolution

Gateway provides students with a structure for discovering peaceful ways for resolving conflicts with others. Gateway School students are expected to resolve conflicts with fairness, active listening, and without recourse to violence. We teach students to listen carefully to what each person feels and wants, and to find ways to solve problems through compromise and respect. The initiating of conflict or a refusal to work at resolving conflicts are considered serious breaches of Gateway's expectations.

## Student Progress Reports, Evaluations and Conferences

Four times a year, our teachers provide written feedback on students' academic performance and behavioral progress through mid-semester Progress Reports and end-of-term Semester Evaluations. Parent/Teacher conferences are scheduled in the fall and spring. Please refer to the on-line calendar for this year's dates.

- Goal Setting Conferences - provide K – 8 parents the opportunity to discuss the goals their child and the teacher have agreed upon to improve his/her academic performance, to build on skills that need development, or to achieve long-term objectives for the year.
- Mid-Semester Progress Reports - inform parents about the child's progress to date. These reports give feedback on areas of concern and progress toward successful completion of the course.
- End-of-Term Semester Evaluations – explain how well the student has met the course requirements and provide narrative feedback regarding areas for improvement.

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 and when all bills for the student have been paid in full.

## Student and Teacher Support Team (STST)

Gateway's STST process provides students and their teachers with strategies that help students to reach their academic potential, to meet behavioral expectations, and to ensure appropriate social integration with peers and adults.

The STST consists of teachers, the Resource Specialist, the Assistant Head of School, the child's parents, and any other educational or medical professionals currently working with the child. The STST is responsible for recommending modifications or accommodations to the student's academic program in order to meet the developmental needs of the child.

The STST team will recommend an accommodation if a student is meeting the grade level expectations but requires a special allowance or additional support in order to do so (e.g., using an electronic device to record a lesson or lecture; substituting an oral presentation in place of a written assignment; using spell check or a calculator; completing fewer problems than assigned on homework; working with a tutor). The team will recommend a modification to the program if the student's work requires a change in the grade expectations, either above or below the standard set for the class. If the parents do not agree with the STST's recommendations, the Head of School may counsel the family out of the school or decline to re-enroll the student the following year if it is in the student's best interest.

### Goals And Procedures Of The Gateway STST

- To provide a forum for developing a student support plan that explains the responsibilities and roles of the student, parents, teachers, and administrators involved.
- To oversee the continuity of the action plan throughout the student's time at the school.
- To establish timelines for specific outcomes to be achieved.
- To maintain ongoing documentation of the plans, actions, and outcomes.

- To advise the administration when the necessary improvement in student achievement/behavior is unlikely to occur or will have an unreasonable impact on teachers, peers, or the school.
- 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 student’s program has a modification, then the teacher will note the type of modification in the report card comments. In addition, an asterisk (\*) will be placed next to a box to indicate a modified program.
- If a student is working with a tutor 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 receives outside support for his or her work and is still not meeting expectations, then the student should receive a “requires support” or, possibly, a failing percentage score.
- Parents, teachers, and the Assistant Head of School will receive a copy of the 504 Accommodation Plan developed by the STST that explains the responsibilities of all parties involved and time lines for measuring progress.

## Student Aides and Tutors

### Shadow Aides

Gateway School may require families to hire a student aide in order to provide academic, emotional, or behavioral support for the student. In such cases, 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 employment obligations and indemnifying Gateway against any potential costs that might occur as a result of that aide working on the Gateway campus. All shadow aides must be approved by the Assistant Head of School and our Resource Specialist. All shadow aides must submit to a background check through the Live Scan fingerprinting system in order to shadow the student on campus.

### Tutors

The school may recommend tutoring as a means to assist your child in meeting grade level exit goals or benchmarks. As a convenience, teachers may allow tutoring to take place during the school day when it does not adversely affect the child or the other students’ learning. If this is not possible, tutoring will have to take place outside of school hours. Upon request, the Resource Specialist can provide parents with the names and contact information of tutors with whom we have worked and had success.

## 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 in the ERB 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. Depending on grade level, achievement tests include: vocabulary, reading comprehension, mechanics of writing, English expression, math, listening skills in grade 3, 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.

Gateway administers the test in the fall and uses the results as a guide to plan individual and class skill development as well as curriculum content.

## Physical Education and Athletics Guidelines

Gateway's PE program begins in grade 2 and extends through 8th grade. Students should dress appropriately for PE. Safe footwear is especially important – no flip-flops! If a student cannot participate due to an injury or illness, a note from the parent must be provided in order for the child to be excused. Gateway has an after school interscholastic sports program, which currently includes flag football, basketball, volleyball, and cross country running. In order to cover some of the costs of operating this program, a \$120 per student fee is charged for each team each season.

Depending upon the number of students wishing to play, field space and other factors, the range of grades included may change annually. While the intent of the program is for teams to be competitive, any student who wishes to participate is welcome to join a team, and will play in each game. We cannot guarantee that all players will play for equal amounts of time. In order to be eligible to play in a game, students must be in attendance during the school day and must meet the expectations listed below. 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 and submitted on time. 5th grade students athletes must be in good standing by meeting the academic expectations of their teachers in order to participate. 6th-8th grade students athletes must maintain a 75% grade in all classes in order to participate.
- Satisfactory citizenship on and off the school campus

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

### **Appropriate Issues To Discuss With The Coach:**

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

### **Parents Are Discouraged 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 insurance 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.

### **Filing An Accident Insurance Claim**

Within 30 days of the child's accident, bring the Explanation of Benefits forms from your insurance company and any bills not covered by your insurance to the Business 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 accidents 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 student, parents, and physicians work with the school to minimize risks and provide a safe environment for food-allergic students.

### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the classroom teachers, Registrar and Assistant Head of School to develop a plan that accommodates the child's needs throughout the school day, including the classroom, After School Care program, 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 the written form.
- Provide properly labeled medications and replace medications after use or upon expiration.

- Educate the child in the management of his/her food allergy.
- 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.
- Identify a core team, including teacher, Assistant Head of School, and Main Office staff to work with parents and the student (if age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
- Ensure that all staff who interact with the student on a regular basis understand food allergies, can recognize symptoms, know what to do in an emergency, and work 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 Main Office staff to be sure medications are appropriately stored and 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. 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**

- Avoid trading food with others.
- Avoid eating anything with unknown ingredients or known to contain any allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

## **Health and Medications**

Parents are responsible for making sure their children come 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 Main Office will call parents to pick up the child promptly. Children must wait 24 hours after a fever or vomiting to return to school.

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

Before a school representative can provide aspirin or other medication to a student, we must receive a written release and specific instructions from the parents. If a medication such as an inhaler or epi-pen is needed, your child may keep it with him or her if age appropriate and pre-approved. We request that you leave an additional dose of all medications, clearly labeled, in the Main Office. If a parent provides permission for medications to be given to the child, we will include this on the emergency card in the Main Office to avoid future phone requests.

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

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



## Immunizations

The State of California School Attendance Law requires that all children entering school comply with the Department of Health regulations summarized below. California School Immunization Record forms are completed upon registration. California School Immunization Law\* requires that all children entering school for the first time submit evidence of their completed immunizations. It also requires that schools submit annual immunization reports to the state. Required immunizations include:

- Polio
- DTP or DtaP (diphtheria, tetanus, pertusis)
- MMR (measles, mumps, rubella)
- Hib
- Hep B
- Varicella (Chicken Pox)

Requirements vary depending on the age and grade of the entering student. Additionally, all students entering the 7th grade are required to have and submit documentation of a Tdap booster.

Gateway School complies with all California vaccination and reporting laws and encourages parents to make informed vaccination decisions in partnership with their family health care provider. The school operates in accordance with California Health & Safety Code 120325(c).

## Traffic and Safety

The school works with its neighbors to make the street a safe place for students, neighborhood children, neighborhood pets and residents.

It is important that Gateway-affiliated vehicles not block or park in the neighbors' driveways! The school monitors traffic in front of the school during drop off and pick up times. It may be necessary for the school to place restrictions on parents who violate our use permit or negatively impact our relations with neighbors.

The Traffic and Parking policy is sent to all families in the August mailing. Please contact the office if you need another copy.

## Morning Procedures

### **Kindergarten–5th Grade**

Students who arrive prior to 8:00am must check in with the adult on duty in the West Cliff Room. The playground is open, weather permitting, at 8:00 am. During the mornings, students must be with an adult if they wish 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 a later appointment.

### **Middle School**

Before 8:00 am, sixth graders may sit at the elementary picnic area. Seventh and eighth graders may be on the cottage porch.

### **Rainy Days**

On rainy days, all students must remain in the appropriate, assigned room until dismissed to their classrooms.

## **Snack And Lunch**

The school encourages children 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 by using reusable containers and minimizing items with excessive packaging. Most of the year lunch and snacks are 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.

Students may not leave campus for lunch. Microwaves are available for student use to heat up lunches. Because many students are trying to use the microwaves 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 Care program provides students who are staying for After School Care with a snack each day.

## **Nutrition & Lunch Guidelines**

Gateway holds our stewardship of the environment as a Core Value. Students are encouraged to eat healthily. Most of the year, lunch and snacks are eaten outdoors and therefore it is important for students to be careful to prevent litter.

The guidelines listed below were created by the Gateway Student Council. We request that these be taken into consideration when preparing snacks, lunches and VIP, holiday or birthday treats to share.

- NO GUM may be eaten at school or on a school-sponsored activity.
- Glass containers should not be used for any beverage brought to school.
- Students must clean up their eating area and recycle waste.
- No caffeinated beverages.
- Water is encouraged over fruit juice, natural soda or drinks with artificial flavorings and sugar.
- Healthy and nutritious items are encouraged.
- Gum and candy should be left at home.

## **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 misuse or abuse 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.

Gateway School students are expected to follow the Gateway School “Standards of Community Behavior” at all times; respect for individuals, respect for the community, respect for the environment. These expectations extend to the use of any and all technology.

Students must have permission from, and be supervised by, a Gateway School employee or designated adult volunteer when using a computer or Internet enabled device (including laptops, tablets, cell phones, etc.). It is the responsibility of the adult in charge to be actively supervising at all times.

- Gateway School equipment is for learning and teaching only.
- Students may 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.
- 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.
- 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.
- 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. Gateway School recommends that students use a flash drive or email their documents to themselves as a backup.
- 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/or downloading copy-written material is strictly prohibited.
- Email, chat and social networking at Gateway School are for communication of school information only. Personal conversations may not be conducted on Gateway School computers. All correspondence sent from a Gateway School computer should be courteous, appropriate, and conform to our Standards of Community Behavior.
- Personal equipment such as laptops and Internet enabled cell phones and watches are subject to this acceptable use policy while on campus. Any use must be approved and supervised by a Gateway School employee. Students are responsible for the care and security of any personal property.

### **Parent Posts To The Internet**

Parents are strongly **discouraged** from posting pictures and videos of school activities on the Internet. Many parents have strong feelings about protecting the privacy and safety of their children and their families, and the school has made agreements with these parents to restrict use of their children’s image and schoolwork in accordance with their wishes. In

addition, many parents and staff members have strong objections to having their privacy invaded through photo or video posts in which they are pictured. Although the school has no power to prevent parents from privately posting photos and videos, we ask parents to refrain from doing so out of consideration for the families who do not want their children's image or schoolwork made available to the public and the adults who wish to protect their own privacy. If you must post such items on the Internet, please talk to the teacher supervising the recorded activity first so that he or she can make sure that children with image or schoolwork-publishing restrictions are not included in your post, and that the posted material accurately and positively portrays Gateway and other members of the community. The last names of children and adults should never be included in any material posted on the Internet and their names should never appear with their images (including verbal mention of their names in videos, or "tagging" of photos).

## Student Telephone Use

### Kindergarten – Grade 5

Please help us reduce the need for student phone calls by making clear arrangements with your child for pick-up after school and by sending him/her to school each day with a lunch and snack. Students may use the phones in the Main Office with adult permission. Students may not use cell phones or smart watches while on campus between 7:30 am - 5:30 pm.

### Middle School Cell Phone Usage

Middle School students may use their cell phones or smart watches to make phone calls with the permission and in the company of an adult. Otherwise,

- Cell phones or smart watches must be switched off while on campus during the academic day. Cell phones or smart watches should remain in student's backpack or locker. Cell phones or smart watches should not be carried in pockets.
- Text messaging is not permitted.

Students may always use an office or classroom phone for emergency calls.

### Improper Cell Phone Usage Consequences

**First offense:** The teacher will collect the device. The child should return to the teacher at the end of the day to pick up the device, and will be required to review and discuss this policy with the teacher.

**Second offense:** The teacher will collect the device and turn it in to the Assistant Head of School. The AHOS will then invite a parent to come in with the child at the end of the day to pick up the device, and review this policy.

**Third offense:** The teacher will collect the device and turn it in to the Assistant Head of School. The AHOS will then invite a parent to come in with the child at the end of the day to pick up the device, and review this policy. The student will then be required to turn in the device to the front office every day upon arrival for the next two weeks, and can pick up the device at the end of the day.

## Fundraising Activities by Students

All fund raisers 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 provide or raise funds as a community service project, they must receive approval from the Student Council, the Development Director, and the Assistant Head of School. The sponsors need to find a supervising teacher and satisfy specific policies, including environmental and nutritional guidelines.

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

## Dress Code

Children should wear clean and comfortable clothes suitable for sitting, movement and play. Please do not send your child to school in clothing that could be damaged easily or cause accidents on the playground.

Please realize that, on most days, students go outside at least twice a day.

- Clothing should be neat and clean (at least as the day begins!).
- Clothing, including footwear, should not be hazardous to the wearer or others. Heely shoes (shoes with wheels) are not allowed at school.
- To protect health and safety, shoes must be worn at all times.
- Midriffs need to be covered.
- Shirts should be free of inappropriate messages and should have straps or sleeves.
- Hats and hoods may be worn under the conditions outlined in the Hat Policy.
- Students' shorts and skirts should reach at least to fingertip length.
- Avoid draggy, baggy, or saggy clothes.
- Wear or have available at school, shoes appropriate for P.E. or other outside activities.
- Straps on shirts must be at least one inch wide; no spaghetti straps are allowed.
- Girls' tops must have a modest neckline (no "cleavage" should be visible).

### **Middle School Standards:**

- Clothing should enable the student, and his/her peers to learn without distraction – this may mean exclusion of extreme fashions.
- Clothing, and personal adornments, should be safe and appropriate for 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.
- 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, and 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 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 such a toy safely stored until the After School Care 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 discourages students from bringing 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 confiscated by a teacher, to be returned at the end of the school day at which point they are to be taken, and left, at home.

Cards games such as Magic: The Gathering or Pokemon may be played with the teachers permission. Card trading between student is prohibited.

## Talent Show

Students are held to the following standards when participating in Gateway's Talent Show. Parents or children with questions should talk to the Assistant Head of School.

### Talent Show Rules and Guidelines

- All performances should be appropriate to school presentation. (The Talent Show is split into two groups. The AM group will host younger performers 1st-4th. The PM group will host grades 5th-8th)
- 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.
- All recorded music must be on a CD to be left with the talent show committee, or sent electronically to the talent show coordinator prior to audition.
- Singers may have recorded music but may not have the words on the 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 2 minutes.
- Depending on the length of the Talent Show, students may be in a maximum of two performances: a solo act and a group act, or two group acts. Two solo acts are not allowed. The judges may limit students to only one performance if there are too many acts.
- In cases of choosing acts, if there are too many, the committee will look to offer a variety of performances. If multiple acts perform the same activity or sing the same song the committee is likely to accept the most original.
- If singing, bring a printed copy of lyrics to audition.

## Lost and Found

Families should clearly label their child's first and last name on all articles of clothing, lunch boxes, packs and bags that children can lose. The campus has a lost and found area that families should check periodically. Lost items are placed on the rack and in the bin near the West Cliff Room. Unclaimed clothing will be donated to charity 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. The cost of these trips is included in enrollment with some specific exceptions. Parents receive notification of field trips through the teachers' classroom letters. Usually the teacher will ask parents to drive on these trips. Gateway owns a van equipped to handle 6-7 passengers, which may occasionally be used for field trips.

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 documents are:

- 1) a copy of your current proof of vehicle insurance
- 2) a DMV clearance. For the DMV clearance, parents may submit 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. The school may prohibit parents with adverse information on their DMV driver record reports from driving on school business.

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

- 1) Comply with all California driving laws and regulations, including speed limits and prohibitions on use of cell phones.
- 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.
- 7) Never pick up hitchhikers or any other passengers who are not part of the field trip.

### **Overnight Field Trips**

Gateway School sponsors overnight field trips starting in Grade 4 and continuing 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 parents are not comfortable with the requirements of the trip, they may decide not to have their children participate. Teachers will work to mitigate the impact on any child not participating.

### **Students Not Participating In Overnight Field Trips**

Gateway will not sponsor trips we believe are inappropriate for students. Trips offer opportunities for students' academic and 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 for providing supervision for the child away from school for the duration of the trip.

### **Parent Chaperones For Overnight Field Trips**

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. All visitors must check in at the Main Office and receive a name tag. Visitors should sign out at the Front Desk when they depart.

## Birthdays

Gateway celebrates each child's birthday in order to make them feel very special on this occasion. To celebrate, parents are invited to provide a nutritious treat for all the children in the class. 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 or food policy will be refused by the teacher.** Students and parents are asked not to distribute party invitations while on campus. Please do not have balloons or flowers sent to school.

## Dog Policy

If dogs are brought onto campus they are the responsibility of the owner. Dogs should not be on campus 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. Dog owners are responsible for picking up after their dogs.

## Sexual Harassment Policy

Gateway School is obligated and committed to preventing sexual harassment from occurring to students, parents 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
- 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. The Assistant Head of School will take immediate and appropriate action once it receives a complaint. A report of sexual harassment should be made to the Assistant Head of School, who will fully investigate the complaint within 48 hours of the report. If proven, prompt and effective remedial action will be 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 inter-actions with children, but also with adults. 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 Assistant Head of School 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. Our staff is required to undergo regular retraining on recognizing and reporting suspected abuse or neglect.

# Middle School Section

## Positive Standards of Behavior

All members of the Gateway Community are held to the same standards of behavior (see p. 7). There may be minor variations in accordance with the individual's responsibilities, training, and developmental level.

All students in the Middle School are expected to treat adults, peers, and younger students with respect as individuals and as members of a shared community. As older and more experienced members of the student body, Middle School students will be, where possible, given responsibilities as student leaders. In their language and actions they will be expected to exemplify the values of Gateway School.

The developmental understandings of children, and the vocabulary adults need to explain behavior, vary with age. Therefore, we cannot establish a school-wide list that will work without including rules too simple or too complex for some ages.

It is intended that all standards for behavior and all specific rules will fit under at least one of three areas of respect - some examples are given but these should not be taken to be exclusive of others.

### 1. Respect for the individual

- **All behavior is to be positive and supportive of other individuals.** Example: All words and actions are to show positive care and interest in others. Words and actions that "put down," even when masked as a joke, are not to be used. Rude language that will offend others may not be used.
- **All people should follow the same standards for sharing space with others.** Examples: Hold open doors for people who can't open them themselves (carrying books, for example). Look where you are walking so you don't bump into others. Walk around conversations not through the middle of them. Make sure you don't block a passage or doorway when having a conversation. Keep clear of other people's space and property, unless invited. Respect the requests of others to be left alone.

### 2. Respect for the community

- **Behavioral standards for actions as a member of a group are as high as for individual acts.** Example: Do not act rudely when in a group, such as an audience, by jeering or making other disrespectful comments or gestures.
- **Always act in ways that are safe for others.** Example: Never run in school buildings and in outside areas where there is congestion (such as at the lunch tables and on sidewalks).

### 3. Respect for the environment

- **All actions must show awareness of and concern for our environment.** Example: All property must be kept clean and free of unnecessary marks or writing.
- **Equipment should be used for its intended purpose and in the correct way.** Example: Wait until you receive specific instructions for using a computer, camera or other piece of school equipment. Follow the rules for use of playground equipment.

- **The building and grounds should be kept clean.** Example: Students should actively practice waste avoidance in all activities and recycle any waste whenever possible. Paper and other waste material should only be put in the proper waste or recycling container. **Gum should not be chewed on the school property, on the sidewalks or during school-sponsored activities on or off school property (including field trips).**
- **Practice conservation of resources.** Example: Students should be mindful of the amount of paper they use when printing out documents in the computer lab. Students should soak items in water and use scrub brushes to clean art or science equipment rather than holding items under running water for long periods of time.

## Major Expectations

- We expect all members of the community to behave in a way that demonstrates respect for the individual and promotes building a supportive community. We deem behavior that threatens that environment detrimental to the community and its members. We will not tolerate violent or abusive behavior towards any member of the Gateway community. Students may not threaten or intimidate others verbally (through electronic means or in person), physically, or with an object used as a weapon. If an individual's actions physically or emotionally endanger members of the community, he or she will be subject to immediate suspension or dismissal.
- We expect all members of the community to act ethically and responsibly. Students may NOT possess or be under the influence of tobacco, illegal drugs or alcohol while at school or during school-related events and activities. Students may not self-medicate with either prescription or non-prescription medications unless written permission is on file with the Main Office. Students who break these rules are subject to immediate suspension or dismissal. Gateway School also reserves the right to respond to actions by students when not under the supervision of the school if the actions are deemed to have a deleterious impact on the school community.
- We expect all students to honor our standards of academic probity. Students who cheat or plagiarize will be subject to penalties, including no credit on the work submitted and suspension. Continued breaches may result in dismissal.
- We expect all students to abide by our Standards of Behavior and Major Expectations. However, if a student fails to follow these and continually disrupts our sense of community or student learning, the Assistant Head of School may take actions to remove the student from the community.

## Academics

### Attendance

In order to maintain academic progress and participate fully in our larger school community, students are expected to maintain regular attendance and be on time to school and each class every day. The consequences for excessive tardies and absences include: assignment to after-school detention; a reduction in a student's class percentage; ineligibility for participation in school activities like sports teams, student council, and grade-level field trips; and ineligibility for a Graduation Diploma.

### **Extra-Curricular Activities**

Students must maintain at least a 75% in every class in order to be eligible to participate in school-sponsored extra-curricular activities, including sports teams (practices and games), and Student Council. Students will not be able to participate in extra-curricular activities until they have earned at least a 75% in all classes.

### **Deadlines for Student Work**

- Students should follow the deadlines imposed by their teachers; this is an important habit to establish before entry into high school and the world of work. Students who fail to meet assigned deadlines will lose credit for the work completed and may be asked to return to class during recess or lunch to complete work.
- It is the student's responsibility to ensure that homework and other assignments are submitted on time. Students who do not return work on time will be expected to complete the assignment and will receive a grade reduction.

### **Late Work**

Work that is not completed on schedule must still be completed in order to be assessed. Unless excused due to illness or another acceptable reason, late work will be penalized at a minimum rate of 10% per day (30% per 3 days.); teachers may apply a higher penalty after informing the student and her/his parents. Students have a limited amount of time in which they may turn in late work, and they must communicate with their individual teachers regarding class guidelines.

### **Incomplete Work**

A teacher may mark incomplete work with an "I" if the requirements of the assignment have not been met adequately. The student is responsible for completing all incomplete work by the end of the marking period. An "Incomplete" score will be given on Progress Reports and Semester Evaluations if a large project or numerous assignments are outstanding at the end of a semester or if a student would not receive a passing score without the missing assignments; or if special student accommodations have been made. A student will have four weeks to complete work in a course where an "Incomplete" score has been given. Incomplete scores due to excused absences are eligible to receive full credit. Those that involve unexcused absences or delays will receive a reduced score. Teachers are expected to give clear notice to parents that work is incomplete prior to the end of a semester. If notice has been given, assignments that are not turned in will be given a value of 0.

### **Guidelines for Academic Work**

For teachers to help students perform at their best we must know what work has been completed by the student alone, and what work was done with the assistance of a parent or tutor. Therefore, when a student receives assistance, parents should inform the teacher prior to the child submitting the work. Otherwise, inappropriate expectations for student work will be established and the student will be less likely to get the support needed in class where most assessed work is expected to occur. A common expectation for format and approach to research and report writing will be established for the Middle School and will be communicated to families by the teacher.

## **Grade Promotion and Graduation**

In order to ease the transition to the forms of grading used in most high schools, Middle School students are scored on a percentage basis. The teacher will notify parents one month prior to the end of each semester if a student's score in a class is below the passing level. Students who fail to score a passing grade, or who do not satisfactorily complete a probationary period, may be denied promotion to the next grade. Eighth grade students who fail to score a passing grade in a class will receive a Certificate of Attendance rather than Graduation Diploma. The school will work with a family to create a schedule for the student to complete missing or unsatisfactory work in order to receive a Diploma.

## **Grading System**

To be considered eligible for the next grade at Gateway, a student must score a 70% in each of his or her classes. If a percentage score is below the passing level at the end of one quarter students will be on academic probation and will attend Study Hall during lunch until they raise their score to a passing grade and maintain it for a minimum of two weeks. If, after two subsequent quarters, a student does not raise his or her grade, a parent-teacher conference will be convened to review the student's academic progress and what additional support he or she may need. If the student falls too far below our standards of achievement to be re-mediated, the student's re-enrollment contract may be withheld.

Gateway School will consider a modified plan for students who fail to meet standards, but remain productive, active, and engaged in the class. Students with a 504 plan will be offered accommodations in the classroom to support their learning.

A student who qualifies for an Individual Educational Plan (IEP) may be allowed to omit some elements of the academic program – for example, Spanish – and still receive a Graduation Diploma in keeping with Federal ADA requirements. The faculty and administration will determine whether this modification is possible.

If a percentage score is below the passing level at the end of the school year, 6th and 7th grade students must work during the summer to successfully acquire the course content, or to make up missing work. Students having difficulty with the work expectations will enter into an STST process, and may begin an accommodated or modified program.

## **Academic Integrity**

We expect Gateway students to follow the teachers' guidelines for researching, citing, and submitting original work. Students should act honorably and get confirmation of the teachers' expectations for work when unsure.

In teaching appropriate research skills and habits, we want students:

- to develop the ability to find information from a variety of sources;
- to actively take notes from resource materials and sites rather than copying entire articles;
- to assess which sources are reliable and which are not;
- to select, compare and contrast information from different sources;
- to separate supported fact from opinion; and
- to integrate the results of their research into an original report.

When working on an assignment, students may NOT:

- integrate excerpts from other people's writing into their reports without quotations and attribution;
- use an entire report, or large segments from research sources, and present it as their personal work;
- present excerpts from other people's work, even with acknowledgment, unless there is a personally developed section which shows active consideration on the student's part of the information found in the research. This section should evaluate the quality of the material, critique it, offer comparisons and contrasts and so forth.

## Cell Phones & Electronic Devices

All personal electronic devices are prohibited on campus during the school day, unless permission is granted during class (this includes phones, smart watches, gaming consoles, and all WiFi-enabled devices). If students bring personal electronic devices to school, they must be turned off and out of sight (kept in backpacks). Students must check with individual teachers if they wish to use their personal computers or tablets for class work.

## Cheating

While we often allow and encourage cooperative learning, we expect the final product, on which an individual is assessed, to be completed without the help of others unless there is specific direction from the teacher. Cheating undermines the trust relationship between the student and the teacher, and will be considered cause for disciplinary action. The response to incidents of plagiarism and cheating is dependent on the age of the child and the circumstances. However, students who repeatedly violate the school's honor code will be subject to disciplinary action including suspension and/or expulsion.

## Service Learning

Gateway believes in students developing the habit of serving their community as a means to understand their role as citizens and their responsibilities for participation in an open and democratic society. Therefore, Community Service is a requirement for successful completion of the Middle School program, and is incorporated in our weekly work with students during dedicated service learning time.

## Student Council

One opportunity for Middle School students to demonstrate leadership in the school community is through the Student Council. The Student Council officers for the coming school year will be elected from the 6th and 7th grades in the spring. In order to be eligible to run for office, students must:

- be enrolled for the upcoming year;
- maintain a 75% average in each of their classes;
- be in good behavioral standing and have the consent of each of their teachers.

If a student's grade falls below a 75% during the marking period, they will be relieved of their responsibilities until their average is at least 75%. If the student's grade falls below 75% again during the marking period, they will be relieved of their responsibilities for the remainder of the semester. They can be reinstated in the second semester if their grades are above 75% in their classes at the marking period.

## Dances

The Student Council hosts one or more dances each year for our Middle School students. Student Council representatives will work with the Student Council Advisors to determine the dates, themes, and costs of all dances in the school year. It is the students' responsibility to ensure that there is advertising for each dance. Gateway School will not host or recommend dances where students older than 8th grade will be attending.

In order to be eligible to attend a school dance, students must be in attendance during the school day. Students who are absent during the school day will not be allowed to attend school dances that same evening.

## Student Reflections & After-School Detention

In the event that a student continually violates school rules or classroom policies, or is unable to resolve a disagreement through conflict resolution, he or she will be assigned to After-School Detention with a faculty member to reflect on his/her behavior. The purpose of this consequence is to provide students an opportunity to review their actions and to create a plan of action that will prevent the action from recurring. Each time students receive this consequence they will complete a "reflection form" on which they will explain what happened, why they believe the incident occurred, and how to resolve the matter more constructively and in accordance with the school's Standards of Behavior in the future. Students will remain in After-School Detention from 3:15-4:15 pm, and, after completing their reflections, they may work on homework or read. They will bring a copy of the reflection form home, and parents will be asked to discuss the child's behavior with him or her and sign the reflection form.

Teachers will keep a log of the names, dates, and reasons why a student was sent to After-School Detention. If a student repeatedly violates school/teacher's established rules, the teacher or advisor will arrange a meeting with parents, the teachers, the Middle School Coordinator, the advisor, and the Assistant Head of School to develop a plan of action. If the negative behavior continues, the student may be subject to suspension and, in extreme cases, expulsion.

Students will be assigned to After-School Detention for: excessive tardies and/or absences; serious violations of the student behavior code; and one missed, assigned study hall per quarter.





