



Parent/Student Handbook

Kindergarten—8th grade
18th edition, September 2009

GATEWAY SCHOOL
HEAD OF SCHOOL
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California Association of Independent Schools (CAIS)
Western Association of Schools and Colleges (WASC)

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Contents

Welcome	3	Allergies.....	19
Gateway Administration	4	Health and Medications.....	20
Our Mission: An Overview	5	Carpools	20
Educational Philosophy.....	5	Traffic and Safety	21
History and Organization of the School .	5	Morning and Rainy Day Procedures	21
California Association of Independent Schools.....	6	Snack and Lunch	21
Standards of Community Behavior.....	6	Nutrition & Lunch Guidelines	22
Communications.....	6	Library.....	22
Emergency Preparedness	8	Computer and Internet Use.....	22
Emergency Phone line	8	Student Telephone Use.....	23
Development Program.....	8	Fundraising Activities by Students.....	24
Tuition and Registration	9	Dress Code	24
Books and Supplies	9	Halloween Costume Guidelines	24
Student Class Placements	9	Puddle Policy	24
Forms and Records	10	Personal Possessions	25
Parent Directory.....	10	Talent Show.....	25
Parent Participation in the School	10	Lost and Found.....	26
Attendance, Dismissal and Program Participation.....	11	Transportation and Field Trips	26
Homework.....	13	Visitors on Campus	27
After School Care Program	14	Birthdays	27
Summer Program	14	Dog Policy	27
Gateway Parents Association	14	Sexual Harassment Policy	28
Conflict Resolution	15	Child Abuse Reporting.....	28
Student Progress Reports, Evaluations and Conferences.....	15	Middle School Section.....	28
Student and Teacher Support Team (STST).....	16	Positive Standards of Behavior	29
Student Aides and Tutors.....	17	Major Expectations	30
Standardized Testing.....	17	Academics.....	30
Physical Education and Athletics Guidelines	17	Cheating	32
Accident Policy	18	Community Service.....	33
		Student Council	33
		Lockers	34
		Student Reflections	34

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 423-0341 for any additional information you may need.

An independent school like Gateway 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 this community, the school reserves the right to interpret rules and policies as individual situations and needs arise. Any policy changes will be communicated to parents.

Gateway Administration

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

Head of School - Percy Abram x 301

Assistant to the Head - Kimara Vann x 303

Director of Admissions - Colleen Sullivan x 302

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

Business Manager - Rima Dunton x 308

Business Office Assistant – Laura Lucas x 363

Facilities Manager & IT Director - Jeremy King x 305

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

Development & Communication Assistant - Kristin Bogart Smith x 332

Chief Financial Officer - Kim Normington x 359

Main Office Assistant - Donna Cattera x 0

Our Mission: An Overview

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

GATEWAY SCHOOL MISSION STATEMENT

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

Educational Philosophy

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 of 260 students. The kindergarten through eighth grades and the main administrative offices have been located, since the fall of 1990, at 126 Eucalyptus Avenue (just off West Cliff Drive and across from Lighthouse Field).

Gateway has a long-term lease on the school building and grounds from the Oblates of St. Joseph. Gateway is an independent, non-religious school and is not otherwise affiliated with any church.

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

The Gateway Board of Trustees discusses and votes on budget, community relations, facilities and policy issues. Board meetings are held throughout the year (except for June, July and December). 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 170 independent schools throughout the state. Although each school is unique, members share a commitment to excellence and to the nurture of the physical, intellectual, moral and social development of students. All schools offer small classes, a rich curriculum and individual attention. Independent schools stress social responsibility and service to the community in their policies and programs and encourage enrollment from all segments of the community. For more information, please visit www.caisca.org.

Standards of Community Behavior

There are three overarching expectations at Gateway 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 e-mail for regular communications, and only occasionally by regular mail. Parents should ensure that the school has accurate e-mail and home addresses so that they can receive communications from the school.

E-MAIL

Weekly communication from teachers – (Usually on Wednesdays)

The weekly blog posts from the K – 5 classroom teachers include updates on curriculum, homework assignments, field trips and upcoming events. Teachers will send an e-mail each week with a link to their blog posts.

The Middle School will also send out weekly teacher updates on a rotating schedule. The monthly schedule is as follows:

- Week 1 – Core Teacher
- Week 2 - Math Teacher
- Week 3 - Science Teacher
- Week 4 – Specialists Teacher

GATEWAY FAMILY NEWS

The Gateway Family News is the school's weekly electronic newsletter. The Gateway Family News informs parents about important all-school news, upcoming community and parent events, Business Office and Main Office deadlines, GPA activities, health alerts and interesting student, parent and faculty accomplishments or activities.

HARD COPY MAILINGS

Several times per year the school will send parents hard copy letters, forms and progress reports.

August	Class placement letters and other forms needed for the beginning of school (school calendar, parent student handbooks, emergency cards, volunteer forms, After School Care registration etc.)
October	Annual Giving appeal
November	Middle School progress reports
January	Report cards & re-enrollment packets
February	School fundraiser invitations
April	Progress reports
June	Final report cards and other forms

SCHOOL WEBSITE

The school maintains the website 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:

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

School Life Page – contains important forms that parents need to access on a regular basis such as driver release forms, After School Care registration forms, hot lunch forms, and parent volunteer forms.

Family News Page – contains links to the latest electronic newsletters and links to the Wednesday Flyers (forms for upcoming events). To stay fully informed about Gateway events, parents should be sure that they are receiving the weekly Gateway Family News electronic newsletter.

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.

WEB 2.0

For those so inclined, you can also follow events happening at Gateway School on Twitter and Facebook. We often send quick updates, reminders, and breaking school news on our Twitter page.

Twitter – twitter.com/gatewayschool

Facebook – Friends of Gateway School

Emergency Preparedness

Gateway School provides each teacher with a simple 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 fire drills are conducted approximately once a month during the school year. Earthquake drills are conducted by the individual teachers.

Emergency Phone line

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

Development Program

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

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

Tuition and Registration

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

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

Books and Supplies

At the beginning of the 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 homeroom teachers in each grade will meet together to decide the appropriate placement for students in the following grade. The faculty are most familiar with the 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:

- Equivalent 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

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

When students are admitted during the summer, the Head or Resource Coordinator will

determine placement in consultation with the previous year's homeroom teachers and will support the class balance as established.

Forms and Records

Parents must fill out an emergency form for their child. All students must provide the school with immunization records. Upon registration, the Main Office will provide parents with 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 in the listing. The Directory is provided so that Gateway families can contact others in the Gateway community. The Directory is not to be reproduced or used for business purposes or other non-Gateway solicitations.

Parent Participation in the School

The school appreciates and relies on its parent volunteers. There are many opportunities for parents to make a contribution 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 correcting papers or 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 you are there to assist the teacher. Please be flexible about what kind of help is needed. Be willing to sharpen pencils and sort papers if that best meets the classroom needs.
- Reflect the tone of the classroom in your own demeanor. If the class is quiet, join in quietly. Keep adult conversation to a minimum.

- Always ask for help when needed, especially when you are uncertain of the expectations or the assignment.
- Keep confidentiality. If you observe something of concern, bring your concern to the classroom teacher; don't discuss the students with other parents.
- Remember that the teacher has a schedule to keep, even during recess. If you need to talk to her or him, set up a time to meet after school.
- Please arrive on time.
- Please be responsible and reliable.
- Do not use cell phones in 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. Absences for other reasons (e.g. family vacations, attending professional sporting events, personal convenience, or extending school holidays) will most likely be considered unexcused. While appointments with your child's physician and/or dentist will be considered excused absences, we urge you to make appointments after school or when school is not in session in order to minimize the disruption 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 e-mail or through the class pages to keep up with assignments and projects.

UNEXCUSED ABSENCES

Typically, absences for personal convenience or due to family trips and vacations that extend beyond school holidays will be deemed unexcused. Such absences are unnecessarily disruptive to 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 will not receive work ahead of time and are responsible for all missed material. All work and tests must be made up according to the teacher's recommendation and based on his or her schedule. Conflicts or questions will be resolved by the Head of School.

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

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

TARDY STATEMENT

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

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

DISMISSAL 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).

Dismissal time for grades K and 1 is 2:30pm; for grades 2 and 3 2:45pm, for grades 4-8 3:00pm.

Parents/guardians picking up children in grades K-3 do so on Eucalyptus Avenue at the front door of the school. Parents/guardians picking up children in grades 4-8 do so in the Church parking lot off West Cliff Drive. The pick-up location is determined by the grade of the youngest student in the car.

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.

Homework

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

- a) Homework is an integral part of a successful school program, enabling much more to be achieved by a student than can be done in class alone;
- b) Regular homework enables a student to develop habits and routines that will support their learning throughout their academic career. 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 a day, there will be an additional increment of 10 minutes a day each year (e.g. second graders have 20 minutes a day).
- Homework will only be assigned Monday through Thursday (though 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.

MIDDLE SCHOOL HOMEWORK CLUB

The Homework Club is an option for Middle School students who wish to remain after school to receive extra support from teachers with homework, organization, or long-term planning. If a student attends the Homework Club, but disrupts the learning of other students, the disruptive student will be asked to leave. Homework Club will be offered on various days of the week depending on the semester and the teacher.

After School Care Program

After School Care (ASC) is available until 5:30pm on all regularly-scheduled school days. The After School Care program provides children with a selection of recreational, creative, artistic and learning activities. Parents may select from a variety of two- to five-day contract alternatives with full day (2:30 – 5:30pm) and partial day (2:30 – 4:30pm) options. Daily “drop-in” 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 for this purpose or 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 OPTIONS

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

SOCCKER

We offer the use of our playing field to the local Santa Cruz City Soccer League teams during the fall season. Although the teams are formed through the City Soccer League, the teams that practice here are primarily made up of Gateway students (under age eight) and are primarily coached by Gateway parents. If your child is on one of these teams and needs care before or after practice we offer a “soccer contract” for the season.

Summer Program

Gateway school offers an eight-week summer day 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.

Gateway Parents Association

The Gateway Parent Association (GPA) is a parent-led organization which 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 GPA is a great way to meet other parents, get involved and have fun.

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

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

EXECUTIVE COMMITTEE: The Executive Committee for the Gateway Parent Association includes the following volunteer positions: President, Secretary, Treasurer, Community Events Coordinator, Fundraising Events Coordinator and Class Liaison Coordinator.

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

- Open House and New Family Welcome Reception
- First day of School Community Coffee
- Harvest Festival
- Auction winter fundraiser
- Grandparents Day
- Family Art Night & Art Tour
- Family Science Night
- Middle School Picnic
- Staff Appreciation Day
- Coordinating Room Parents

MEETINGS: The GPA Executive Committee meets once a month to discuss Gateway community events and issues. All-school GPA meetings take place quarterly. Please consult the Directory for times and dates. If you have questions or would like to participate please contact the GPA 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 winter. Please refer to the Directory for this year's dates.

- Goal Setting Conferences - provide 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 set 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 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)

The mission of the Gateway's STST is to provide students and their teachers with strategies that will 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 Director of Ancillary Programs, a child psychologist (when appropriate), the Head of School, the child's parents, and 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 a child.

The 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 a tape recorder to record a lesson or lecture; substituting an oral presentation in place of written assignment; using spell check and/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 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 or accommodation, then the teacher will note the type of modification or accommodation 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 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 Head of School will receive a copy of the 504 Modified Plan developed by the STST that explains the responsibilities of all parties involved and timelines to measure progress. A copy of the letter will also be placed the student's cumulative file.

Student Aides and Tutors

SHADOW AIDES

Gateway School may require parents to hire a student aide in order to provide academic, emotional, or behavioral support for the student. In such cases, the aide must be approved by the Head of School and our Resource Specialist unless the parents sign a binding legal document accepting responsibility for fulfilling all state and federal obligations and indemnifying Gateway School against any potential costs that might occur as a result of that aide working at Gateway.

TUTORS

The Resource Specialist or your child's teacher may recommend tutoring as a means to assist your child in meeting the required 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. Dependent on grade level, achievement tests include: vocabulary, reading comprehension, mechanics of writing, English expression, math; in grade 3, listening skills; and, in some instances, algebra. Students in grades 3–8 also take a writing assessment test through the ERB program. The test provides a direct measure of writing ability by having students submit a writing sample. The test gives each student two sessions in which to think about, write, revise, and rewrite a composition in response to an assigned topic.

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 to excuse the child.

Gateway has an after school sports program, which currently includes flag football, basketball and volleyball. In order to cover some of the costs of operating this program, a \$120 fee is charged for each team each season. Families who find the sports fee to be a financial hardship should contact Rima Dunton in the Business Office at x308 or rima.dunton@gatewaysc.org and they will be excused from paying the fee.

Depending upon the number of students wishing to play, field space and other factors the range of grades included 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 equal amounts of time. In order to be eligible to play in a game, students must be in attendance during the school day and meet the expectations listed below. 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
- 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.

PAYMENT: After your child's primary insurance coverage has been used, bring the remaining statements and balance information 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 school team to develop a plan that accommodates the child's needs throughout the school 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, 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 office will call parents to pick up the child promptly.

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 them 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.

Carpools

The school is committed to limiting the number of cars traveling to and from campus each day. Please register at www.carpooltoschool.com if you are interested in finding other Gateway families in your area with whom to carpool.

Traffic and Safety Along Eucalyptus Avenue

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

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

Those wishing to park for an extended period should do so in the Gateway School-designated Section of the Church parking lot off West Cliff Drive (enter through the driveway closest to Lighthouse Field) or along Pelton Avenue.

It is important that Gateway-affiliated vehicles NOT BLOCK OR PARK IN THE NEIGHBORS' DRIVEWAYS! The school monitors traffic in front of the school and in the Church lot during peak morning and afternoon 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.

Morning and Rainy Day Procedures

KINDERGARTEN–5TH GRADE

Students who arrive prior to the start of the school day must check in with the adult on duty in the West Cliff Room. The playground is open, weather permitting, at 8:00am. During the mornings, students must be with an adult if they wish to go upstairs to leave belongings outside a classroom. Teachers are generally not available for lengthy discussions in the morning, but it is a good time to schedule a later appointment.

MIDDLE SCHOOL

Before 8:00am, 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 West Cliff 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 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 below were created by the Gateway Student Council and we request that it be taken into consideration when preparing snacks, lunches and VIP or holiday and birthday treats to share.

- 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.
- Fruit juice, natural sodas and water, as opposed to drinks with artificial flavorings are encouraged.
- Healthy and nutritious items are encouraged.
- Gum and candy should be left at home.

Library

Gateway has a part-time library manager on staff. Parent volunteers have worked many hours organizing and cataloging books and they help with an annual book fair which raises funds for the purchase of new library books. Please contact the Library Manager, Merle Froshman, (x320) if are interested in helping in the library.

Computer and Internet Use

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

The school makes every effort to protect students and teachers from 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, PDAs, cellular 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 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 e-mail 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.
- E-mail, 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 Standard of Community Behavior.
- Personal equipment such as laptops and internet enabled cellular phones 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.

Student Telephone Use

KINDERGARTEN–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. Because of the heavy traffic in the Main Office, students may use the phones only in an emergency. Students may not use cell phones while on campus.

MIDDLE SCHOOL CELL PHONE USAGE

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

- The phone must be switched off while on campus.
- Text messaging is not permitted.

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

Fundraising Activities by Students

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

If an individual, group, or class wishes to raise funds or provide funds for a community service project, they must receive approval from the Student Council, the Development Director, and the 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 flyers and other announcements must be approved by the 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.

- Midriffs and underwear may not be exposed.
- Clothing with offensive language and/or words and images supporting illegal or inappropriate behaviors are forbidden to wear at school.
- Shirts should have straps or sleeves that are at least one inch wide.
- Hats and other head coverings may be worn in class with teacher consent.
- Skirts and shorts should be at least mid-thigh length and free of holes.
- Shoes must be worn at all times.
- Clothing should be clean and well cared for.
- Clothing, and personal adornments, should be safe and appropriate to the activity.

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 waded 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 it kept until the After 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 it is to be taken, and left, at home.

Talent Show

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

- Students are encouraged to present original material, to include live accompaniment and consider a wide variety of skills and talents to share.
- All performances should be appropriate to school presentation. The range of ages in a K-8 school may result in different peer-appropriate expectations. The Talent Show will be split into two sections with younger performers in the first section so that some grades may leave after their peers perform.
- All performances should be scripted and must be previewed in their entirety. Performances that have not been previewed and approved are not permitted.
- No lip syncing.
- Singers may have recorded music but should not have the words on the tape/disc being played.

- Dancing and gymnastic performers may have lyrics with their music. Parents and students should be aware that lyrics judged inappropriate may result in a performance being eliminated.
- Performances should be no longer than four minutes.
- Each student may present one solo act. A student may also be in a group performance. Participation in two group performances and no solo is fine.
- If the Talent Show committee must choose between acts because there are too many, the committee will look to create 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.
- The committee will include the music teacher, an administrator, another teacher and some volunteers from the Student Council leadership.

Lost and Found

Parents should clearly label (with their child's first and last name) all articles of clothing, lunch boxes, packs and bags that children can lose. The campus has a lost and found area that parents should check periodically. Lost items are placed on the rack 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. Students are charged an activities fee payable upon enrollment that covers the cost of these trips. Parents receive notification of field trips through the teachers' classroom letters. Frequently the teacher will ask parents to drive on these trips. Gateway owns 2 vans equipped to handle 6-7 passengers each, which may occasionally be used for fieldtrips.

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 and 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.

All drivers will 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 starts sponsoring overnight field trips in Grade 4 and continues through Grade 8. These trips are chosen to both complement the curriculum and to help the individuals and the group in development of independence and self-reliance. It is understood that, if uncomfortable with the requirements of the trip, parents may decide not to have their child participate. 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 to provide supervision for the child away from school.

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

Visitors on Campus

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

Birthdays

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

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

Dog Policy

If dogs are brought onto campus they are the responsibility of the owner. Dogs should not be 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 dog.

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

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

It is the expectation of the school that all staff and volunteers in their various duties around the school act within the guidelines of the school’s sexual harassment policy, not only in interactions with children, but also with 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 Head any incidence of sexual harassment from one child or group of children to another child or group.

Child Abuse Reporting

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

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 their request 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 the 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 when cleaning art or science rather than holding them 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 others verbally, physically, or with an object used as a weapon. If an individual's actions are significantly endangering to 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 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 Head of School may take actions to remove the student from the community.

Academics

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 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 5% per day (25% per 5 days.) Teachers may apply a higher penalty after informing the student and her/his parents.

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

Gateway School's grading system is based on the following premises:

- Gateway's student population has higher achievement scores than the national population and, therefore, the percentages awarded are calculated to more closely reflect independent school norms.
- To be considered eligible for the next grade at Gateway, a student must score a 65% in each of his or her classes. Students falling between 65% and 69% will be considered on academic probation and may be required to complete summer work in the appropriate area of study. If the student falls too far below our standards of achievement to be remediated, the student's re-enrollment contract may be withheld.
- If requested, course descriptions and exit goals are available for students leaving Gateway.

* Gateway School will consider a modified program for students who fail to meet standards, but remain productive, active, and engaged in the class. Students must have a recognized 504 program in order to be allowed to meet the requirements with accommodations.

A student who qualifies for an Individual Educational Program (I.E.P.) may be allowed to omit some elements of the academic program – for example, Spanish – and still receive a graduation diploma in keeping with Federal A.D.A. requirements. The faculty and administration will determine whether this accommodation is possible. With prior approval from the Head of School a student may provide an alternative program for physical education and be eligible for graduation.

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 sites rather than copying an entire article;
- 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 in to 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 acknowledgement, 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.

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.

Community Service

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.

Community Service requirements should meet the following criteria. A student's service should:

- relieve an adult of a necessary task;
- be completed thoroughly and proficiently;
- avoid adding to adult supervisory responsibility.

Community Service parameters for receiving credit toward graduation: the service provided must:

- be performed free without receiving academic credit;
- support some sector of the community, either school or wider community;
- be unpaid and for a not-for-profit organization;
- take place outside of class time;
- receive prior approval from the Middle School Coordinator;
- result in a form from the teacher or organization benefiting from the service, signed by the site supervisor.

GRADE LEVEL REQUIREMENTS

Grade Six activities will be chosen and worked on as a class and may be performed in school or off site. The required number of hours will vary, depending on the project chosen.

Grade Seven students will choose projects individually, and these must be performed on the school site. A total of **20 hours** is required.

Grade Eight students will choose projects individually and may work either on site or off site. A total of **25 hours** is required.

Student Council

One opportunity for Middle School students to demonstrate leadership in the school community is through the Student Council. The Student Council officers will be elected from the seventh and eighth grades; all Middle School students are eligible to vote for officers.

The Student Council hosts one dance each year for its students. If students wish to host other dances, they must secure parent sponsorship, non-school funding, and approval from the Student Council faculty representative and the Head of School. Gateway School will not host or recommend dances where students older than eighth grade will be attending.

Lockers

Lockers and locks are provided for all Middle School students. The school retains a master list of the lock codes in the event that a student forgets his/her combination. The lockers remain school property and may be opened by teachers for inspection or to retrieve books for an absent student. Each student is responsible for maintaining the security of his/her personal property; students should NOT share their locker combinations with their peers. The locker is large enough to comfortably fit a backpack and sweatshirt or jacket. Neither food nor open beverages may be kept in lockers overnight. Students are required to keep their lockers clean and there will be periodic locker inspections.

PLEASE NOTE: The school is unable to completely secure the campus after school hours.
STUDENTS SHOULD ALWAYS LOCK THEIR BELONGINGS IN THEIR LOCKER AT THE END OF THE DAY.

Student Reflections

In the event that a student continually violates school rules or classroom policies or is unable to resolve a disagreement through conflict resolution, he may be asked to spend his lunch with an adult reflecting on his/her behavior. The purpose of this consequence is to provide students an opportunity to reflect on 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 to the school’s Standards of Behavior in the future. 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 the lunch time “Reflection Center.” 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 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.