



GATEWAY HIGH SCHOOL

# Student Handbook 2019 - 2020

Gateway High School  
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## Welcome to your Gateway Community!

Choosing Gateway as your high school means that you have made a choice to accept and respect our values, policies, and expectations. The purpose of this Handbook is to ensure that our values, policies, and expectations are clear to all. Please let us know if you have questions. This Gateway education is yours. Make it matter.

## Commitment to Educational Partnership

At Gateway, we believe that parents and guardians play a vital role in the education of their children. We expect parents and guardians to help and encourage their students to adhere to the values and policies set out in this Handbook, to monitor their academic progress, and to work cooperatively with teachers and administrators to resolve any problems that may arise. We encourage parents and guardians to become partners in our school community and to visit us at school.

## Gateway High School Mission Statement

*Measuring success one student at a time.*

Gateway High School is a model, college preparatory charter school committed to academic excellence through personalized, student-centered learning. Gateway combines a rigorous academic program with an approach where the individual talents and strengths of its students are identified and supported. Working with teachers committed to our mission, Gateway students will acquire the skills, habits, and knowledge necessary for academic and personal success in college and in adult life.

Gateway's values of personal integrity, responsibility, and respect for others should inspire students to contribute to their communities however they can. By attending a school which fully embraces the diversity of the Bay Area, Gateway students will appreciate what they have in common with those who are different and value what they learn from one another.

## Schoolwide Learning Outcomes

Gateway graduates will be:

### **Self-Advocates**

who share responsibility for their learning

### **Models of Integrity**

who contribute to an ethical community

### **Community Advocates**

who create positive change for their communities

### **Respectful of Differences**

celebrating the strength in diversity and what we have in common

### **Critical and Creative Thinkers**

who possess the skills and content necessary for lifelong learning

## Community Values

<b>Step Up</b>	<ul style="list-style-type: none"> <li>• We will show up ready to learn, on time, and with purpose</li> </ul>
<b>Do Right</b>	<ul style="list-style-type: none"> <li>• We will work to understand how our words and actions impact others</li> <li>• We will ensure the safety of ourselves and those around us</li> </ul>
<b>Dream Big</b>	<ul style="list-style-type: none"> <li>• We will see each day as an opportunity to grow and create positive change</li> </ul>

## Community Expectations

When we say, “measuring success one student at a time,” this means two things—that we support you as the promising student that you are, with your distinct individual needs and goals, AND that we expect you to make choices that support the success of each individual student around you. As a student at Gateway, we expect you to read, understand and follow the contents of this Student Handbook. To ignore the policies and expectations outlined in this Student Handbook may mean risk facing school discipline.

Gateway High School is a community dedicated to the principle that all students can be successful and productive contributors to their communities. This proclamation of community necessitates an environment where everyone feels supported and safe. As a student at Gateway High School, you must recognize (or learn to recognize) when your actions compromise the rights or the well-being of others in the community. More specifically, these are our expectations:

1. **Step up:** At Gateway, we value responsibility and initiative. We believe that you are capable of taking responsibility for your own learning, your actions and the choices you make—including the not so good ones. We believe that you are capable of meeting and learning from the natural consequences for the choices you make. We expect you to step up. Stepping up includes:
  - Coming to school each day prepared, purposeful and positive.
  - Advocating for yourself when you need assistance with your learning by talking with teachers, advisors and other staff members.
  - Being honest about and taking responsibility for mistakes you make.
2. **Do right:** We believe that you are capable of respecting yourself, those around you and the campus facilities we share. Nothing matters more to us than deep respect for every individual, regardless of cultural, racial, socioeconomic, religious, gender or learning difference. We are a diverse community that celebrates and respects differences. In addition, we believe that you are capable of taking care of our school’s campus and facilities. We expect you to do right. Doing right includes:
  - Respecting individuality, difference and multiple points of view.
  - Expressing your identity in ways that are positive, not divisive or destructive.
  - Recognizing that the needs of the community may at times transcend the needs of the individual.
  - Demonstrating basic decency and care for those around you.
  - Preventing or stopping cruelty of any kind when you see it.
  - Never damaging or defacing school facilities or property, or the property of fellow staff or students.
3. **Dream big:** At Gateway, we value working hard. We believe that you are capable of setting and reaching your academic and personal goals in high school, in college, and in life. We expect you to dream big. Dreaming big includes:
  - Believing in yourself.
  - Thinking about where you are and where you want to be and what you need to do to get there.
  - Working hard every day.
  - Listening with openness to the advice of teachers, advisors and parents regarding your future goals.

## School Policies

Given our Community Expectations, these are the fundamental policies we expect you to honor and follow. Choosing otherwise will result in disciplinary consequences.

### Breaking any of the following rules is grounds for suspension or expulsion:

1. **There is no place for violence at Gateway.** Gateway students will not cause or threaten to cause physical injury to another person. You will not willfully use force or violence upon the person of another except, as a last resort, in self-defense.
2. **There is no place for weapons at Gateway.** Gateway students will not possess, sell, or otherwise furnish any firearm, knife (including pocket knives), explosive, or other dangerous object unless, in the case of possession of any such object, you have obtained written permission to possess the item by the Principal or the designee of the Principal. **This policy includes any kind of imitation firearm or weapon.** As defined within the Charter School's Suspension and Expulsion Policy, an "imitation firearm" is a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
3. **There is no place for jeopardizing in any manner the safety of our community.** Gateway students will not engage in intentional or careless behavior such as propping doors, allowing visitors into the building without specific permission, interacting inappropriately with the KIPP staff or students with whom we share our facilities, tampering with locks, fire alarms or other safety devices, or going beyond the established campus and neighborhood boundaries.
4. **There is no place for vandalism at Gateway.** Gateway students will not cause or attempt to cause damage to campus or private property in any manner including tagging. We have worked hard to provide a building that allows us to support a strong educational program for you, and we share the campus with another school. It is your responsibility to help see that it reflects the best of us.
5. **There is no place for illegal substances at Gateway.** Gateway students will not unlawfully possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.

Gateway students will not unlawfully offer, arrange, or negotiate to sell any controlled substance, an alcoholic beverage or an intoxicant of any kind, and then either sell, deliver, or otherwise furnish to any person another liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.

In addition, Gateway students will not possess or use tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Students will not possess or unlawfully offer, arrange or negotiate to sell any form of drug paraphernalia. (Note: Use or possession by a Gateway student of his or her own prescription products must follow guidelines for Prescription Medication in the Health Policies and Procedures section of the Handbook).

**Please be advised that although California has legalized medical marijuana use for those 18 and over with a prescription, marijuana remains a controlled substance under federal guidelines. Therefore, any form of marijuana (including medical or recreational) and any paraphernalia associated with marijuana use is strictly prohibited on campus or at school-sanctioned events, wherever they may occur.**

7. **There is no place for sexual harassment or creating a hostile environment for others at Gateway.** Gateway students will not commit sexual harassment of a staff member or another student including harassing, threatening, or intimidating a fellow student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both. Please be aware that the use of electronic media such as texting, email or social networking sites (Facebook, Twitter or Instagram, for example) to create a hostile environment or to sexually harass a student or group of students is also grounds for expulsion.

Gateway students will not intentionally engage in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual or reasonably expected effect of materially disrupting classwork, creating substantial disorder, creating an intimidating or hostile environment or otherwise invading the rights of another.

8. **There is no place for discrimination at Gateway.** Gateway students will not cause, attempt to cause, threaten to cause, or participate in acts of hate violence or other forms of cruelty. Please see Gateway's Nondiscrimination Statement, below.
9. **There is no place for excessive tardies or unexcused absences at Gateway.** Gateway students will attend school consistently and on time. We elaborate our expectations for attendance later in this Handbook but want to be clear about the importance of meeting your attendance responsibilities.
10. **There is no place for not learning from your mistakes at Gateway.** When you make a mistake, we expect you to take responsibility, meet consequences with maturity, and make better choices in the future. Repeated violations of "minor" school expectations or contractual agreements between you and Gateway, including academic dishonesty, may result in consequences.

**Finally, in compliance with the Charter School's Suspension and Expulsion Policy, students will be recommended for expulsion for any of the following acts:**

*Possessing, selling, or otherwise furnishing a firearm, explosive, or other dangerous object without written permission from the Principal or designee.*

- 1) Brandishing a knife at another person.
- 2) Unlawfully selling a controlled substance.
- 3) Committing or attempting to commit a sexual assault.
- 4) Possession of an explosive.

A complete copy of this Gateway High School Suspension and Expulsion Policy is available upon request at the main office, the Principal's Office, and is located at the end of this Handbook within Appendix B. It is also included within Gateway's Charter.

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## Nondiscrimination Statement

Guided by our mission and core community values, we are committed to creating a safe and secure educational environment for all. We expect all members of the Gateway community to adhere to our community expectations. In particular, we expect students, staff and families to treat others with respect. Gateway does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, citizenship, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

The Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This applies to all employees,

students, or volunteers and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to Gateway's Assistant Principal, Ms. Khaziran, at 415-749-3600 x4444.

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## Gateway Policy Against Sexual Harassment

Sexual Harassment is a type of gender discrimination that is a violation of federal and state laws. Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. **Such harassment in all of its forms is strictly forbidden at Gateway High School.** Gateway is firmly committed to enforcing its zero tolerance policy against sexual harassment. Such actions, whether physical, written, spoken or otherwise expressed, will be subject to serious disciplinary consequences that may include suspension or expulsion consideration.

Any student who experiences or observes such harassment should immediately inform our Coordinator:

Gateway's Assistant Principal, Ms. Khaziran

(415) 749-3600, extension 4444

Ms. Khaziran's office is located in the Student Support Office ("SSO")

At the request of the student filing the complaint, the Coordinator may attempt to resolve the matter informally. Otherwise, the Coordinator or designee will conduct an investigation and determine an appropriate course of action to address and end the harassment. At the conclusion of the investigation, the Coordinator or designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees. When harassment or bullying is based upon protected characteristics, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process.

This policy applies to all members of the Gateway community under the Charter School's jurisdiction including, but not limited to: while on or in the immediate vicinity of campus, traveling to or coming from school, during lunch periods whether on or off the campus, and while attending and traveling to and from school sponsored games, events, meetings, dances, trips and other Charter School sponsored activities.

A complete copy of Gateway High School's Sexual Harassment Policy is available upon request at the SSO.

## Gateway Policy Against Bullying and Harassment

**BULLYING:** Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable student to experience substantial interference with his or her academic performance.

- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

**HARASSMENT:** Harassment is written, verbal, physical, or online conduct that adversely affects the ability of one or more students to participate in or benefit from the Charter School's educational programs or activities. Harassment involves a pattern of conduct that is severe, persistent, or pervasive enough to create a hostile environment which can include:

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with school because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment;
- Deferential or preferential treatment based on any of the protected classes above.

Bullying, and/or harassment of students on the basis of gender, sexual orientation, gender identity, or gender expression shall be prohibited at Gateway. It is the responsibility of Gateway and our staff to ensure that all students, including transgender and gender nonconforming students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination, bullying, or harassment based on a person's actual or perceived gender identity or gender expression are to be taken seriously and handled using the Charter School's Harassment Policy.

A complete copy of Gateway High School's Policy Against Bullying and Harassment is available upon request at the SSO.

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## Sanctuary Campus

At Gateway, we welcome students and families regardless of immigration status. Per Assembly Bill 699, all children have a right to attend our public schools regardless of their immigration or citizenship status. Gateway prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived immigration status. In the event that an Immigrations and Customs Enforcement agent appears on or near campus, a school administrator should be immediately notified. The school will protect the confidentiality of student information, unless there is a signed subpoena or warrant.

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## School Hours of Operation

Gateway is open from 7:30 AM-5:30 PM Monday through Thursday and from 7:30 AM-4:30 PM on Friday.

At 5:30 PM, students must either leave the building or wait for their ride on the benches outside the SSO so that supervising staff are able to check in with them and are aware of the location of students at this time. If a student needs support with arranging transportation, the Main Office or SSO will be able to support. Exceptions to this include evening events held at Gateway and student athletes returning from practice or games.

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## Expected Hallway Behavior

During the school day, we expect students to maintain an academic tone that supports learning while in our hallways. Students are expected to:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • Use their indoor voice            | • Move towards their destination    |
| • Use appropriate language          | • Use hall passes appropriately and |
| • Keep hands and feet to themselves | • Make it to class on time.         |
| • Leave the space clean             |                                     |
-



## After School

Gateway has a very active tutoring program after school. Students staying after school are to be in a tutoring classroom or the Learning Center. Hallways and stairwells are not supervised spaces and students in these areas will be asked to enter a tutoring classroom or leave the building. As tutoring happens between the hours of 3:35 and 5:30 PM, students are expected to support the learning environment in the building during this time.

## Additional Daily Expectations

In recognition of our community values, in support of the safety of our community, and in order to maintain a productive learning environment at Gateway, the following are additional daily expectations.

### Boundaries

We share this facility and campus with another school, KIPP Bay Academy. We also share this historic neighborhood with merchants and residents, many of whom have called this area home for decades. It is essential that we join this community cooperatively, respectfully and in adherence to the following specific guidelines.

### Campus

On campus, Gateway students should only enter through the front door on Scott Street and:

- **May not** enter the 3rd Floor or **the stairwells** to the third floor **at any time**;
- **May not** enter the Cafeteria or Auditorium unless supervised by an adult;
- **May not** enter the KIPP Gym (attached to the school) at any time;
- **May not** enter the Gateway Gym (separate building) unless supervised by an adult;
- **May not** enter any area with a sign designating **No Students Permitted** or when asked by any KIPP or Gateway adult not to enter the area.

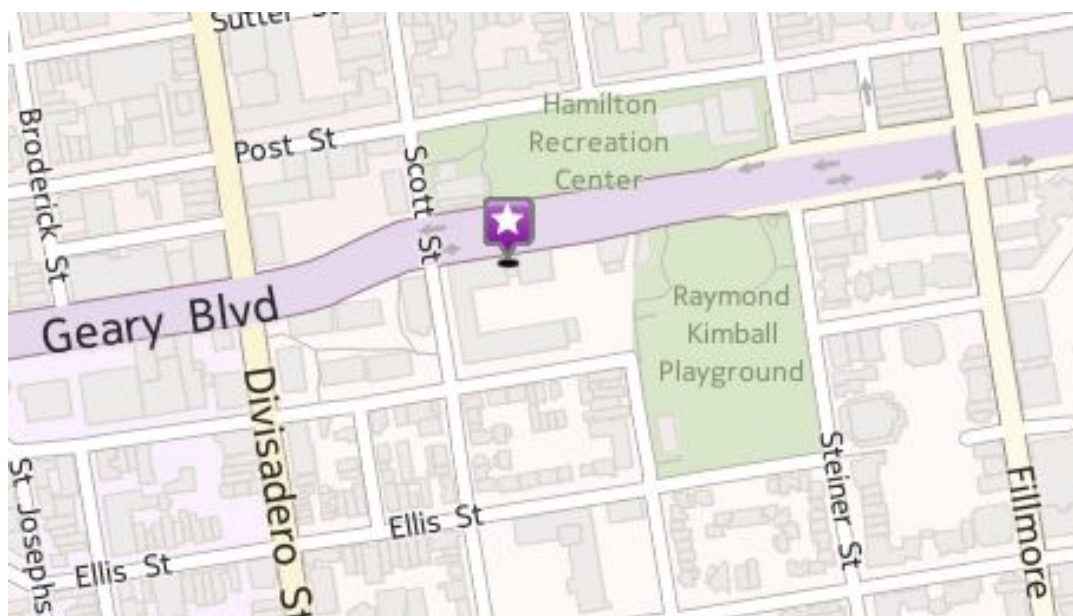


Gateway students should only exit the School through the front door on Scott Street and may not exit the building on Geary or O'Farrell Streets unless in the event of emergency.

Exiting through the back door from the parking lot onto O'Farrell is allowed. However, it should not be used as an entrance onto campus at any point during the school day. In order to ensure the campus is safe, students are expected to leave the gate closed during the school day.

### Neighborhood

We expect all Gateway students to be respectful of local merchants and neighbors while coming to and from school and while waiting for MUNI. It is also essential that Gateway students make safe and prudent choices in the neighborhood, particularly after dark. Specifically, we expect all students to remain within the neighborhood boundaries outlined in the image below, including seniors and juniors with off-campus privilege.



## Cards

Students may NOT play cards at school, including Magic, except in the case of a club that is supervised by a Gateway staff member and has been approved by the Assistant Principal's office. At no time is the use of dice or gambling of any kind acceptable on Gateway's campus or at any school-sponsored event.

## Cell Phones and Other Electronic Devices Policy

Gateway recognizes that cell phones and other electronic devices can be useful tools when used appropriately. The purpose of this policy is to support students in learning to use electronics thoughtfully, respectfully and appropriately.

If you bring electronic devices to school, please keep them in your pockets, as many are stolen from backpacks or table tops throughout the year. ***Gateway cannot assume responsibility for lost or stolen cell phones or electronic devices.***

We also expect you to follow these rules:

- **Cell phones must remain silent and unseen while class or Advisory is in session**, unless a teacher allows you to use them for educational purposes. Family members should not contact students on their cell phones while class is in session. In an emergency, family members may contact the office at 749-3600 and ask for a message to be delivered to their student. Students will be permitted to return emergency calls from family members at the main office.
- **Cell phones must remain silent and unseen throughout Monday Morning Meeting and any other school-wide assembly.**
- **Cell phones may not be charged while class is in session.** You may charge your phone during lunch or after school only with the express permission of a staff member; however, ***Gateway cannot assume responsibility at any time for phones that are stolen while charging.***
- You may use your cell phone, *in a manner that is respectful of those around you*, before and after school, during passing periods and during lunch, as long as doing so does not interfere with your ability to arrive at class on time and prepared to participate. In all cases, you must respect the posted norms of public spaces (such as the library, SSO or study café) and the requests of staff members regarding your cell phone use.
- Students who are on FREE blocks may use their cell phone *on the silent setting* in the Study Café (in accordance with the norms of the Café) or on the Plaza only. Students may not use their cell phones in the hallways during class time, even if they are on a FREE block.

If your cell phone is seen or heard during class time, or if you are using it in a way that interferes with your ability to arrive to class on time, you must give it to a faculty or staff member immediately upon request. ***Refusal to hand over your phone is defiance and will result in an appropriate consequence.***

- The first time that an electronic device is taken from you for misuse, the SSO will return the confiscated item at the end of the school day.
- The second time that an electronic device is taken from you for misuse, the SSO will return the confiscated item at the end of the school day and contact a family member to inform them of the situation.
- A third instance of misuse will result in confiscation of your cell phone or device. In this case, a parent or guardian must come to school to pick up the confiscated device.
- Additional offenses will result in cell phone restriction throughout the school day for at least 20 school days.

When their use is permissible, electronic devices must be used without distracting others—if the volume is too loud, you will be asked to turn it down or to remove your earphones/headphones. Students may not use headphones during instruction or group work; however, on rare occasions, students may use headphones when working independently **ONLY** with express permission of their teacher. Some teachers may not allow headphones at all in the classroom. Students are expected to respond respectfully to each teacher's policy.

Cell phones may not be used on "speaker" mode at any time on campus. Portable stereos without headphones are not to be played on campus.

In cases of emergency, you may request a school staff person to place a call for you. Please come to the SSO or Main Office to do so.

## **Closed Campus**

Gateway has a closed campus, except for seniors and juniors who are permitted to leave campus during lunch periods if they are in solid academic and behavioral standing and must remain within the neighborhood boundaries defined under the heading, Neighborhood.

Students are not permitted to leave the building at any time during the school day without permission from a school administrator. **Students who have permission to leave campus for doctors' appointments, for example, must sign the Permit to Leave Form in the Student Support Office (SSO) prior to their departure.**

Tardies, absences or inappropriate neighborhood behavior will result in loss of this privilege and additional disciplinary action.

## **Dress Code**

Gateway recognizes that clothing is one way to be who you are. Certain clothing, however, can be inappropriate for a school setting. Our goal is to create a purposeful learning environment that feels safe for all students. Consistent with the school's mission, **Gateway's dress code requires you to dress in ways that are respectful of those around you and appropriate for our school community.**

**Gateway students may not wear clothing that:**

- displays obscene or inappropriate words or images, including those which are sexually suggestive
- displays images or words that promote tobacco items, controlled substances, and/or alcohol
- exposes undergarments or are bathing suits
- displays words or images demeaning or offensive to others or promotes violence
- relates to gang affiliation or gang activities

If you violate the dress code, you will be given the chance to correct the violation immediately. If you cannot find appropriate clothing, your parent(s) or guardian(s) will be called to bring you appropriate clothing. If your parents or guardians cannot

bring appropriate clothing immediately, you will be required to cover up inappropriate clothing. If you cannot remediate the dress code violation, the student will be provided appropriate attire from Lost and Found for the remainder of the school day.

### **Skateboards, Skates, Scooters and Bicycles**

To ensure the safety of all students, skateboards, hoverboards, skates, scooters and bicycles may not be used on campus, except for the area closest to the school garden in the parking lot at lunch time. Students who do not follow the rules outlined in the Handbook will be asked to check-in their scooter, skateboard, or bicycle to the SSO for pick up at the end of the day. Ongoing issues may require parent or guardian pick up.

### **Driving and Other Transportation**

**Under no circumstances may you drive other Gateway students to any field trip, sports event, or other Gateway event in which you or they are participating, or ride in a car with another Gateway student to such an event.**

Given parking limitations and neighborhood permit requirements, we encourage you not to drive to school. **If you do drive, you are not permitted to park or drive in the school parking lot at any time.** You are responsible for finding parking on nearby streets. Gateway is not responsible for loss or damage to your car while it is parked in the neighborhood. If you must drive to school, you are required to park within our established neighborhood boundaries as outlined above under the heading, Neighborhood.

With written permission from parents, students may exit the building through the **front doors** on Scott Street to feed meters **after** signing out at the SSO (they must check back in after re-entering the building). Students must not leave during class time to move cars or feed meters. Students who violate these stipulations will lose this privilege.

If you are planning to bike to school, make sure you have an adequate locking device and remember that California law requires you to wear a helmet. Please utilize the bike rack in the plaza to lock your bike. Bikes may not be left in the office or hallways, or locked to fences during the school day.

While you may use a skateboard, bicycle or scooter to get to and from school, **you may not skateboard or use your scooter or bicycle on campus.**

**Many Gateway students ride MUNI to school.** If you are among them, we expect you to act respectfully and responsibly at all times and to remain aware of those around you at all times. At no time is it acceptable to participate in verbal or physical conflicts with students from other schools or other individuals on the bus. To do so is to risk serious disciplinary action. **Gateway High School is responsible for you while you travel to and from school, which means school expectations apply while on MUNI or waiting at the stop.**

**At the end of the day,** we advise you not to wait for MUNI alone. When possible, walk to the bus stop with someone else. **Additionally, we advise you not to have cell phones or other electronic devices visible when you leave the building.** If walking home, again we advise that you walk with a friend.

### **Food and Drink**

We all play a role in keeping our campus and facilities clean. As such, we expect Gateway students to clean up after themselves. Gateway students may be asked to keep food and drink, aside from water, outside of classrooms. We expect gum to remain in your mouths or in the garbage. Please put trash in receptacles, recyclable items in the blue containers, and keep an eye out for composting being done by Team Green here at Gateway.

Lunch is available for purchase at reasonable prices each day in the cafeteria. Students may eat in the cafeteria, outside on the Plaza or in other areas when given permission by an adult.

At no time are food or drink allowed in the Library, Tech Center or Auditorium.

Food and drink are only allowed in classrooms with specific permission from a teacher.

Off campus is allowed for 11th and 12th grade students in good academic and behavioral standing. Students are expected to return to class on time and having completed their lunches prior to returning to class.

## **Hall Passes and Bathroom Breaks**

Gateway is a purposeful academic environment. You may not leave class without a legitimate reason, permission from your teacher, and a hall pass. **You are required to have a hall pass any time you are out of class.** During final examinations, students should use the bathroom prior to their exam. While using a hall pass, you should only be moving towards your teacher-approved destination.

While in the bathroom, students are expected to leave the space clean, use school-appropriate language, use the equipment as it is intended, return to class promptly, and report any problems to staff.

## **Identification**

All students and staff members are issued IDs in the opening weeks of school. You are required to show your ID to any Gateway or KIPP staff member immediately and respectfully upon request. Don't lose your ID! You may need it for work permits, student discounts at the movies, and to get into your friend's dance at another school, among other things.

## **Lockers**

You will be issued a locker during your advisory. It is your responsibility to buy a combination lock or pick one up from the SSO, and you are required to provide your advisor with your combination number. We do not recommend using a key padlock. You are responsible for keeping your locker clean and making sure that you store appropriate school materials in it.

Students are not allowed to share lockers with friends or change lockers during the school year. Do not store valuable items in your locker, such as cell phones, expensive clothes or money. Gateway High School is not responsible for items left in student lockers. Lockers are provided to students so that they may store textbooks, notebooks, and inexpensive school supplies. Do not leave food (including candy or other snacks) inside your locker overnight.

Lockers are subject to search by school personnel at any time. Please do not leave any unauthorized items in your locker and do not store items for another student or someone outside of the school. You may be asked to open your locker for a staff member sometime in the year. In rare circumstances, your lock might be removed with bolt cutters and your locker searched.

## **FREE Periods**

As a junior or senior at Gateway, you will likely have open (FREE) periods in your schedule. Typically, these fall during the first or last blocks of the day. We expect you to use these periods wisely and productively. If you are found to be disruptive during these times, you risk losing the option of where you spend your free period. The following expectations apply:

- If your open period is at the beginning or end of the day, you may remain off campus.
- If you are on campus during your open period, please refrain from entering classrooms where class is in session. You are welcome on the plaza or in the study café.
- At no time during these periods may you wander the halls, spend time in non-designated areas or disrupt the learning environment in any way.
- Cell phones may not be used in the hallways or in classrooms during your open period.

## **Policy on Student Searches**

School officials may search any individual student, his/her property, or school property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. Mere curiosity, rumor or innuendo do not constitute reasonable suspicion. The types of student property that may be searched by school officials with reasonable suspicion include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones,

or other electronic communication devices. Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. The search shall not extend beyond that which is necessary to produce evidence of the violation(s) for which there is reasonable suspicion. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, including but not limited to the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband or evidence to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. Employees shall not conduct strip searches or body cavity searches of any student.

## **Prohibited Items**

Consistent with San Francisco Unified School District policies, you may not bring the following items to school:

- laser pointers
- permanent markers outside of art supplies
- spray cans
- tobacco products
- lighters
- weapons (or anything that can be used or construed as a weapon, including pocket knives and toy guns)
- matches and lighters
- pets

**Possession of the aforementioned items will result in immediate disciplinary action and may result in suspension and/or expulsion pursuant to Gateway's Suspension/Expulsion Policy.**

**While cameras and other recording devices are not prohibited on campus, at no time may you record, film, or take a picture of any member of the Gateway community without their prior permission.**

## **Smoking**

**By law**, no smoking is permitted in the school building, anywhere on campus or within a one block radius of the school.

## **Visitors**

If you wish to bring a student guest to school, your guest **MUST** have a permission slip turned in to the main office (permission slips are available there). **All visitors to Gateway, including parents and guardians, must sign in at the office and receive a campus pass.** Visitors must wear the pass at all times while on campus. If you notice someone whom you think should not be on campus, please notify staff immediately.

## **What to Expect when Faced with Disciplinary Action**

In the event that a student is suspected of engaging in conduct for which suspension or expulsion may be considered, the Principal or his designee will contact parents or guardians of the student to discuss the situation and provide specific information about how the matter will be processed. This process does not apply to situations where immediate suspension is necessary. In such an instance, the student will be removed from school and a meeting will be arranged with the student's parents or guardians as soon as possible following the incident.

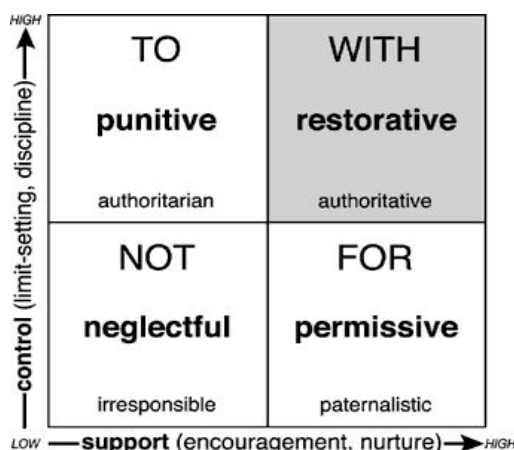
**Throughout any disciplinary process, students can expect:**

- To know "why." It is the school's belief that clear explanations of policies and expectations increase the likelihood that students understand the impact of and learn from their mistakes;
- To be treated respectfully and fairly and in an appropriate confidential manner;
- To know as soon as possible why they are being counseled or disciplined;
- To be given an opportunity to "make right" what they have done wrong and then to be acknowledged for their more positive contributions to the community.

## Restorative Practices

Gateway is committed to developing and sustaining meaningful relationships with all community members. In support of this value and in order to provide an opportunity for young people to take responsibility for and learn from their actions, we have adopted a restorative approach to discipline on our campus.

Restorative Practices is not a substitute for appropriate consequences; rather, it is a shift in philosophy that recognizes and attempts to repair the harm to relationships that often accompanies the breaking of our community agreements. This approach views conflict as opportunities to learn through problem solving. In order for young people to see the impact of their actions, we often invite parents and family members to join us in working through problems and supporting students in their growth. The goal is for us to provide students with high expectations and support, which means doing things “with” students, rather than “to” or “for.”



For more information on Gateway’s approach to Restorative Practices, please see the Assistant Principal, Ms. Khaziran, in the SSO or call 415-749-3600 x4444.

## Consequences

Every action and every decision that a student makes has a consequence. Most often, students make good choices at Gateway, and as a consequence they are able to participate fully in Gateway activities, prepare for college, and be recognized for their excellence both academically and otherwise.

Students may also make choices that will lead to negative consequences at Gateway. The expectations outlined in this handbook have a single purpose: to create and maintain an environment where each and every student can realize their potential and reap the positive consequences for their excellence. When student behavior threatens that environment, the foundation of every student’s success is compromised, and so negative consequences will follow.

Students who are referred by teachers or staff for behavior that is contrary to our community expectations can expect to engage in a restorative conversation and to participate in determining what needs to happen next to make things as right as possible. Appropriate next steps may include:

- Written Reflection
- Restorative Conference
- Detention
- In School Suspension

Repeated referrals to the Assistant Principal’s office will result in escalating consequences that can lead to suspension and consideration for expulsion in alignment with Gateway’s Suspension and Expulsion Policy.

## Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- a. while on school grounds;
- b. while going to or coming from school;
- c. during the lunch period, whether on or off the campus;
- d. during, or while going to or coming from, a school sponsored activity.

A complete copy of this Gateway High School Suspension and Expulsion Policy is available upon request at the main office, the Principal's Office, and is located at the end of this Handbook within Appendix B. It is also included within Gateway's Charter.

## Special Note for Alcohol and Other Drugs

Gateway expects excellence from its students, and so any use or possession of alcohol or any other drugs will be met with severe consequences. Alcohol and drug use significantly reduce the ability for youth to engage in school, and regular use has deep and long-term effects that are difficult to remediate later in life. As a commitment to the health of each student and the health of the entire school, alcohol and other drugs will not be tolerated at Gateway.

Students can expect to see an administrator and have a phone call placed home, if found:

- a. under the influence of alcohol or other drugs,
- b. in possession of any amount of alcohol and/or other drugs, or
- c. smelling of alcohol or other drugs.

If a student is under the influence or in possession of alcohol or drugs, Gateway may suspend and/or expel the student. Upon return to Gateway, he or she may be required to complete a behavioral contract that will outline stipulations for the student's return as well as make clear that a second alcohol or drug violation will result in escalating consequences.

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## Academic Expectations

At Gateway, we are committed to supporting you in meeting your academic and personal goals. Our academic requirements are designed to prepare you for success in college and to inspire you to continue your commitment as a lifelong learner. We encourage you to take a course-load that is both appropriate and challenging. In order to meet these goals, you must meet certain credit and course requirements to graduate from Gateway.

### Graduation Requirements

Humanities:	4 years
Mathematics:	3 years, at least through successful completion of Algebra 2
Sciences:	3 years of science, including Biology and either Chemistry or Physics
World Language:	3 consecutive years, through successful completion of Spanish 3, or 2 years with a score of 3 or better on the AP Spanish Language exam
Arts:	2 years; 1 year must be a UC/CSU-approved course
9th Grade Seminar:	1 year
College Counseling:	1 year
Physical Education:	2 years (240 hours total)
Project Week:	One for each year you are in attendance at Gateway
Community Service:	25 hours each year you are in attendance at Gateway

### Course-load

You must carry the course-load required of your grade level, unless exempted or waived from a course requirement. This means seven academic classes in the 9th and 10th grade, six academic classes in the 11th grade, and five academic classes in the 12th grade (or 25 credits). Academic classes are any class other than Teacher's Assistant, FREE, or Independent Study. Students may not drop or add classes without prior permission. See below for more guidance.

### Add/Drop & Schedule Change Policies



Gateway's priority is to schedule students into classes that fulfill graduation requirements and a-g eligibility criteria, as well as match students' interests. We encourage students to take a rigorous course-load that will broaden their experience.

Exceptions may be made with administration and parent/guardian approval to accommodate specific student needs, such as participation in the Genesys internship program.

Students have the first two weeks of the Fall and Spring semesters to make schedule changes. For schedule change requests following that deadline, the student, parent, teacher, advisor, and administrator would need to approve the change. Schedule changes cannot happen in the second and fourth quarters except for extenuating circumstances that would be reviewed by the involved teachers, Advisor, parent/guardian and administration. All other schedule changes must occur during the Fall to Spring semester transition.

In order for a student to drop an Honors, Advanced Placement, or senior year math course, they must meet with the course teacher, their advisor, parent/guardian, and college counselor (if a senior). If the team decides it is in the best interest of the student to drop the course, they should sign off on the AP/Honors drop form. This form is available upon request in the SSO.

In order to drop a class between semesters, students need to meet with an administrator to discuss the implications of the change. Parent/guardian approval is required for changes to A-G-required courses, senior year math, and AP/Honors courses.

For seniors requesting changes to their schedule during the Spring semester, please note: Many of your college applications required you to list the courses you were taking in the Fall and planning to take in the Spring. If you are making changes to your schedule, you may need to contact the Admissions Offices of the colleges you applied to to let them know of these changes. Please consult with your College Counselor to see if this applies to you.

### College Preparatory

**All students who pass Gateway's Graduation Requirements with a C- or better have satisfied the University of California (UC) and California State University (CSU) application requirements.** That means these students are eligible to apply to *any* public university in the state of California, from San Diego State University to UC Berkeley. Below you will see that Gateway has graduation requirements that often exceed what is required to apply to the UC or CSU system. We believe these increased requirements not only prepare students for the college environment but also strengthen students' applications to competitive universities.

## GATEWAY HIGH SCHOOL GRADUATION REQUIREMENTS

Courses	Required Credits Gateway High School	Required Credits SFUSD	Required Credits UC/CSU (a-g courses)	Recommended Credits UC/CSU (a-g courses)
Social Science/History (Humanities) <sup>1</sup>	40	30	a. 20	a. 20
English (Humanities) <sup>1</sup>	40	40	b. 40	b. 40
Mathematics	30 through Algebra II	30	c. 30	c. 40
Science	30	20	d. 20	d. 30
World Language	30 through Spanish III <sup>2</sup>	20	e. 20	e. 30
Arts	20 1 year must be in a UC/CSU-approved course	10	f. 10	f. 10
Elective Courses	40	70 <sup>3</sup>	g. 10	g. 10

Physical Education	20	20	N/A	N/A
Community Service	100 hours	Not Required	N/A	N/A
<b>Total Credits Required</b>	<b>250</b>	<b>230</b>	Must complete a-g courses listed above to apply to UC/CSU.	Recommended a-g units above for stronger application.

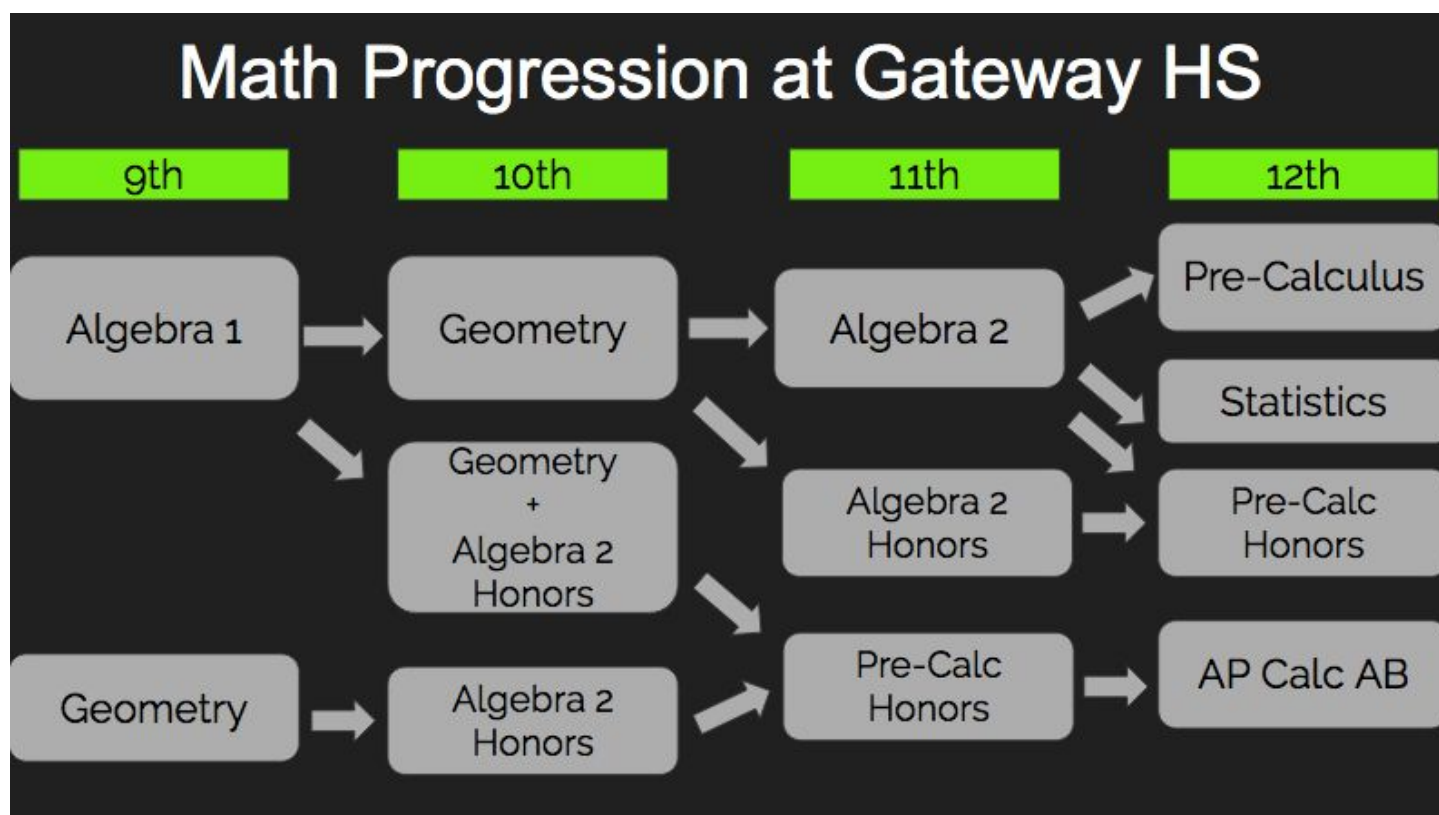
**1** GHS combines English and Social Science/History courses into one class called Humanities for 9<sup>th</sup>-11<sup>th</sup> grade. 12<sup>th</sup> graders take a year of English 12 and Civics. Students are required to have a total of 80 units of Humanities, English 12 and Civics to graduate from GHS.

**2** Heritage speaker students can graduate with 20 units of Spanish if they achieve a 3 or higher on the Spanish Language Advanced Placement exam and earn the remaining 10 units in another elective course.

**3** SFUSD has specific requirements that must be completed within their elective units: Health Education and College and Career.

### Math Placement

Incoming 9th graders will be placed in Algebra 1 unless they elect to take a math placement test that shows they have mastered the key Algebra 1 skills and concepts and are ready for Geometry. In subsequent years, the math sequence is as follows:



### Project Week

At Gateway we offer a unique opportunity for you to take a mini-course of your choosing between semesters. For a week in January, you enroll in a class that meets for the entire day. This schedule allows you to explore the course topic in great detail, and each class finishes with a culminating project. We offer many options for Project Week, and while we are unable to guarantee you will get your first choice, we are confident that you will find a class that interests you. Project Week courses are graded, and you receive 2.5 credits for successfully completing the course.

### Community Service

Gateway believes that part of doing right means being an advocate for the community beyond our school campus. At Gateway, we are committed to giving back to the community at large. To achieve this, every student enrolled in Gateway makes a commitment to fulfill a minimum of 25 hours of community service each year. You may participate in pre-approved

volunteer work on Gateway's campus or within the larger community. In all cases, we expect you to document your hours and these hours must be authorized by the agency receiving the work. It is your responsibility to make sure that the community service requirement is completed by the end of the year. Questions regarding Community Service may be directed to our Community Service Coordinator, Mr. Bass, at [ebass@gatewayhigh.org](mailto:ebass@gatewayhigh.org).

## **Additional Academic Expectations**

**Gateway High School's** mission is to provide a rigorous academic program that engages students in learning and achieving academic excellence. Students who have chosen to come to Gateway are on a college track. With college as a goal, students must be familiar with policies governing their academic writing and other work. In order to foster their own integrity and reputation in an academic community, it is important for all students to develop academic honesty.

### **What is academic honesty?**

Instructors need to be able to trust that students' work is their own. If a student directly quotes, paraphrases, or copies specific phrases or data from an outside source they **must cite** with footnotes or other methods where that information or quote came from. If a student intentionally or unwittingly present another's ideas as their own, they are plagiarizing, which is illegal and ethically wrong. Please note that "common knowledge" or public domain ideas or facts do not require citing, but if you use an author's unique interpretation of these facts you are responsible for citing where you got this idea.<sup>1</sup> Please check with your Humanities teachers regarding what style of citation is required.

Academic dishonesty also includes copying the work of a fellow student, whether an exam, a homework assignment, etc. Students who allow other students to copy their work will also be held accountable for academic dishonesty. See below.

### **Consequences for Academic Dishonesty**

Given that becoming a Model of Integrity is a Gateway Schoolwide Learning Outcome and that Gateway is a rigorous, college-prep institution, we take issues of academic dishonesty very seriously. Our goal is that all students fully understand the importance of academic honesty-- as well as the consequences for academic dishonesty in college and career settings. To that end, consequences for academic dishonesty will be as follows:

1. **First Incident-** The teacher will alert the parent, student, and Director of Curriculum & Instruction that an incident of academic dishonesty has occurred. The Director of Curriculum & Instruction will log the incident in Powerschool and assign the student an academic dishonesty reflection to be completed by an agreed upon deadline. If the reflection is completed to the teacher and administrator's satisfaction, the student will be given the opportunity to redo the assignment.
2. **Second Incident-** The teacher, parent, student, Advisor, and Director of Curriculum & Instruction will meet to discuss the incident and to identify sources of the recurring issue. Consequences may include one more of the following:
  1. Student writes a research paper on an incident of plagiarism in the public eye that includes proper citations.
  2. Student completes detention with an administrator while completing above research paper.
  3. Student's transcript is tagged for academic dishonesty, which can affect college admissions.

In the case of **multiple instances** of academic dishonesty, the student may receive escalating consequences.

### **Assessment and Grades**

In order for you to improve as a student, you need constructive, frequent feedback about your performance. Gateway teachers are committed to providing multiple forms of assessment, to reviewing your work thoroughly, and to responding to work verbally and/or in writing so that you understand how to improve. All teachers make themselves available to give you extra help or more explanation at least once a week. Teachers will post the times and locations that they will be available. It is your responsibility to check these postings and to seek extra help if you need it. You may be required to attend afternoon tutoring or review sessions if you are having academic difficulties.

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<sup>1</sup> The Writing Center at Empire State College, Genesee Valley Center, Rochester, NY; [www.esc.edu](http://www.esc.edu)

Recognizing that every student learns differently, Gateway issues grade reports at each marking period that show the assessment not only of your proficiency levels for course content and skills, but also your mastery of the learning process which includes homework effort, in-class work habits, class participation and behavior. In addition, students who are receiving a D or an F will have a progress report sent home at the mid-quarter point of the marking period.

Gateway teachers retain certain flexibility in their grading. For example, teachers take into consideration not only the final product (e.g. the paper, test, lab report); in addition, they take into account improvements you have shown and skills you have demonstrated. In other words, Gateway teachers assess both how **much** you learn and how **well** you learn.

Students who achieve a grade point average (GPA) of 3.67 or higher at the end of each semester receive **Academic High Honors**. Students who achieve a GPA of 3.00-3.66 at the end of each semester receive **Academic Honors**.

### **Proficiency-based Grading and the Four Point Scale**

Like many schools in California and nationally, Gateway is moving towards what's called a proficiency-based grading system using the four-point scale. Proficiency-based grading seeks to make clearer to students, families, and teachers how students are progressing towards mastery of the learning goals-- what your student should know or be able to do by the end of the school year.

To that end, each course grade will include two categories:

- 1) Proficiency-- what students know and can do in the course
- 2) Process of Learning (POL)-- the habits, skills, and mindsets students develop to be successful learners

Other changes students may experience:

- Multiple opportunities to show what they know and can do
- Clearer learning goals for the lesson, unit, and course
- Less averaging of scores, in favor of using the score that shows the student's ultimate level of mastery
- Homework and classwork as opportunities for practice so that students can meet the learning goals, rather than as assignments to complete for completion's sake

### **Homework**

The purpose of homework at Gateway is to provide reinforcement of material from class, to accelerate learning outside of class and to prepare you for the next lesson. You are expected to complete homework assignments regularly and to the best of your ability. All teachers who give homework post this homework on Google Classroom so that you have a reference.

Make sure that you understand each teacher's expectations regarding homework at the beginning of the year. For example, it is often the case that students seek to work together on homework. In general, Gateway encourages students to work in collaboration; however, you should be careful to follow teachers' instructions, especially on homework that will be graded. You should also ask your teachers about their policies for making up assignments and exams.

You should expect to spend about two hours a night completing your homework in the 9th grade and more time in the upper grades. Advanced Placement and Honors-level classes require more homework than the typical class, and classes may meet outside the school day.

### **Make-up Work**

**Being absent from school does not excuse you from completing your homework or from turning in assignments that are due on that day.** It is your responsibility to make sure that you have a "homework buddy" in each class whom you can call to get assignments. You should also speak with each of your teachers on the day of your return in order to receive all make-up work (**the absence must be excused**). Your teachers will also make clear at the beginning of each semester their expectations for turning in work on the date it is due even if you are not in school on that day.

Students who are absent from school for legitimate, excused reasons will be given reasonable time and opportunity to make up missed assignments. It is essential that students communicate with advisors and teachers to arrange a plan for completing assignments—ultimately, it is the student's responsibility to do so.

### Field Trips and Excursions

Gateway's philosophy makes it clear that alternative educational settings, including field trips, are consistent with our goals for our students. You may have the opportunity to go on exciting and interesting field trips and excursions. These trips and excursions are part of the educational program of the school. **In order to participate in field trips, the school must have a signed "Field Trip Permission Form" and/or any special permission form for a particular trip on file at the school.** As recognized representatives of your school, you are expected to exhibit appropriate behavior, follow all school rules and policies, and follow staff directions while off campus. Failure to do so may result in disciplinary action up to and including expulsion.

### Materials

Gateway encourages you to buy books when possible in order to be able to underline or make notes in portions of the text, particularly for your Humanities classes. Please be aware that Gateway students and their families are liable for the costs of replacing any books, technology tools, uniforms for sports or any other resource issued to the student by the school and damaged or willfully not returned. If you damage or lose Gateway texts or materials and do not pay the replacement costs, Gateway may withhold grades, a diploma, and/or transcript until you pay.

## Sexual Health Curriculum

During the Spring semester, 9<sup>th</sup> Grade Seminar will include in its curriculum topics related to sexual health and education, which fulfills part of California's high school Health Curriculum Requirement and follows the curriculum guidelines as recommended by SFUSD Health Programs. These lessons will cover the following topics: anatomy and physiology of the female and male reproductive systems, sexually transmitted infections, teen pregnancy, sexual orientation, gender identity, relationships, birth control methods, and sexual decision-making.

Per California Education Code 48980 and 51938 parents/guardians/caregivers are to be notified:

- (1) that written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection,
- (2) whether this educational material will be taught by district personnel or by outside consultants,
- (3) that the parent/guardian may request a copy of Education Code Sections 51937 et seq., and
- (4) that the parent/guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education without penalty. This notice fulfills this requirement.

If the school uses outside consultants or guest speakers for sexual health education, the parent/guardian shall be provided with notice at least 14 days before the instruction with (1) the date of the instruction; (2) the name of the organization or affiliation of each speaker; and (3) information about the right to request a copy of Education Codes 51937, 51933 and 51934. If you want your child excluded from any portion of the health education program, please submit the request in writing to your child's teacher of health education at their school site. Additional information about your child's health education program can be obtained by contacting your student's 9<sup>th</sup> Grade Seminar teacher or the Principal.

### Condom Availability Program

High school students can obtain condoms at the SSO or other designated locations. Related information shall be provided at the same locations, and designated trained staff will make the condoms available and to refer to additional resources as needed. Verbal and/or written information shall be available to all students obtaining condoms which stresses that abstinence is the only 100% effective method of preventing pregnancy and sexually transmitted infections and which does not condone or in any way encourage sexual activity among or with minors. Students shall receive additional information as appropriate and necessary regarding the proper use of condoms and their effectiveness. Youth friendly clinic information is also included with the condom. Student participation in this program is voluntary and falls under the state mandate allowing students to seek confidential reproductive health services.

## Statewide Testing

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

### **Smarter Balanced Assessment Consortium Assessments**

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

### **California Science Tests (CAST)**

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve). At Gateway, it is administered to students in the 11th grade.

### **California Alternate Assessments (CAAs)**

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

### **California Spanish Assessment (CSA) for Reading/Language Arts**

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

### **English Language Proficiency Assessments for California**

California transitioned from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English. The summative assessment will be computer based during the 2019-2020 school year.

## Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

## Student Attendance Policy

**You must attend school daily.** We realize, however, that there are times when you may have a legitimate reason for an absence. A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.
6. For the purposes of jury duty.
7. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
8. To permit the pupil to spend time with an immediate family member of active duty or uniformed services and for the pupil to spend time with family when the family has been deployed to a combat zone or combat support position.
9. For purpose of serving as a member of a precinct board for an election pursuant to Election Code Section 12302.
10. Attendance at the pupil's naturalization ceremony to become a United States citizen.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.
5. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization upon request by parent and approval by the Principal or designee.
6. Employment conference or appointment.

## Method of Verification

If you are going to be absent, your parent or guardian must contact Gateway by 9:00 a.m. on the day of the absence. **You can call the school at 415-749-3600 and press 2 for attendance.** Parents or guardians can also send an email to [attendance@gatewayhigh.org](mailto:attendance@gatewayhigh.org) or submit a signed note to the Main Office. In the case of extended illness or other special circumstances, students may be required to present a physician's note or other documentation after returning to school.

## Unexcused Absences/Truancy

For unexcused absences, tardy cuts (more than 30 minutes late to class), or exited class (left class for more than 15 minutes), parents/guardians will receive a text or call notification, as determined by the parent/guardian. Your absence will be marked unexcused until your parent or guardian provides Gateway with a legitimate reason for your absence. **All absences must be cleared within 48 hours.** If you miss school for any reason, even if the absence is excused, it is your responsibility to make up all schoolwork.

Consequences for repeated unexcused absences, tardies and/or cutting class may include:

- Lunchtime Detention
- Outdoor Cleanup

- Parent Conference
- Attendance Contract
- Privileges Revoked (senior activities)
- Referral to the SFUSD Student Attendance Review Board (“SARB”)
- Referral to the District Attorney’s Office

### **Unexcused Tardiness/Cutting**

Amazing education happens in Gateway classrooms every day, and it begins the moment that class starts. You are expected to arrive to class on time – every class, every day. If you arrive late to class (more than 30 minutes late to class), you must enter quietly and sign in per that teacher’s tardy policy. Any absence from a single class that is unexcused after 48 hours will be considered a cut.

### **Leaving School Early and Permits to Leave**

Any time you leave Gateway before the end of the school day for an appointment or because of illness, you must get a Permit to Leave (PTL) from the Student Support Office. To receive a PTL, report to the Student Support Office on the day of your appointment **before school begins or during lunch**. Bring a signed note from your parent or guardian that includes the reason for leaving early (dental or medical appointment, funeral, job interview, etc.) and the exact time that you need to leave the school building.

Before leaving your class, you should show your teacher your PTL. Always sign out at the Student Support Office (SSO) before leaving campus while school is in session. If you return from an appointment in the middle of a block, you should first go to the SSO to excuse your tardiness and sign in.

### **Vacation Schedule**

The schedule for school vacations will be sent out in a calendar form at the beginning of the academic year. For the most part, the vacation periods at Gateway parallel the San Francisco Unified School District schedule. Family trips and vacations should be planned around Gateway’s vacation schedule. **If a trip is unavoidable, Assistant Principal Khaziran must be notified in writing at least 14 days before departure.** It is your responsibility to make up missed work. Teachers are not expected to provide extra help for students with unexcused absences.

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## **Support and Resources**

At Gateway, we expect much of you and with this, provide significant support in helping you reach your goals. We provide many services that support your academic and personal success. Each of these services is described in more detail below.

### **Integrated Learning Services**

1. All students have access to the staff, materials and resources of the Learning Center.
2. All students are assigned an advisor and advisory group and participate in regular meetings and activities.
3. All students have access to the services of the Mental Health Counselor.
4. All 9<sup>th</sup>-grade students take a course entitled Ninth Grade Seminar that prepares them for high school and Gateway’s expectations.
5. All 11<sup>th</sup>-grade students take a course in the second semester called College Counseling, focusing on college and, to a limited extent, career preparation.
6. All 12<sup>th</sup>-grade students continue College Counseling in the first semester of the senior year.

### **The Learning Center**

The Learning Center assists students in developing, enhancing, and refining the academic and cognitive skills, habits, and processes necessary for success during high school and beyond. Learning Center services will help you to become aware of your unique learning strengths, as well as to identify areas where improvement is needed. In addition, Learning Center



services will teach you to utilize the wide variety of resources available to help you reach your learning potential. Finally, you will learn how to advocate effectively and appropriately for yourself in academic and other situations to assure that you acquire what you need to be a lifelong learner.

The Learning Center is available to all students. You will have access to the following Learning Center resources:

- assistive materials (such as word processors, electronic dictionaries, etc.) checked out on an as-needed and as-available basis;
- books-on-tape resource library;
- assistive computer software;
- meeting with Learning Center staff to discuss your learning profile and academic progress;
- extra academic help (by prior arrangement);
- after school tutoring and quiet study.

You may check out all Learning Center materials before or after school with appropriate student identification.

**If you are having academic difficulties you may participate in a Learning Center program outside of school hours.**

Such circumstances for when this would be beneficial include:

- if you are at risk of failing one or more subjects;
- if you need academic support beyond what is available during school hours;
- if you are not able to use Learning Center support services during school hours;
- if you are not receiving outside tutoring or other support services;
- if an agreement is reached with your family, Gateway's staff and the Learning Center that you should receive support services;
- if you are not completing homework regularly.

In addition, students who have IEPs (Individual Education Programs) are entitled to the services prescribed in their current IEPs. Special education services are coordinated by Gateway's Resource Specialists. If you or your parents or guardians have any questions about the special education services to which you are entitled, please call the Resource Specialist who is assigned to you.

Parents and guardians are welcome to call or make an appointment to visit the Learning Center to explore and utilize resources.

## **Advisory Program**

As a Gateway student, you will have a faculty advisor with whom you will meet regularly at specified times and informally throughout the year. The role of the advisor is to provide support to you, academically and personally. Your advisor meets with your group twice a week to check in with you, respond to issues and concerns, help you find your place at Gateway and contribute to our community, and provide academic guidance as appropriate. Your advisor communicates regularly with your teachers and family to monitor your progress and to help you succeed. Regular communication among you, your advisor, your teachers, and your parents or guardians is important as it allows Gateway to support you and help you be successful.

From time to time, your advisor may contact your parent/guardian to check-in. Your parents or guardians may also contact your advisor if they have questions about your overall progress and well-being. **Parents should direct questions/concerns related to a specific class to the teacher of that class.**

Your advisory group will include 12-18 fellow students in grades 9-12. In most cases, students remain with their Advisor for four years.

## **Counseling**

Gateway's counseling program assists students in dealing with personal issues, including relationships with peers or family, conflict mediation, depression, stress, and concerns regarding reproductive health or substance use.

The primary role of the Mental Health Counselor is to assist all of our students in being successful at Gateway. While she may be available to meet with students individually, Gateway does not offer individual counseling services beyond a few meetings to general education students and/or students without these supports specifically included within their IEPs. The Mental Health Counselor is able to refer students and families to other agencies and providers for additional support.

Information shared with the school counselor is confidential. Confidentiality is the formal relationship between student and counselor in which the counselor agrees to hold private any information shared in the course of counseling. However, there may be instances when the counselor is obligated to report information to other authorities. These instances include: (1) reporting child abuse; (2) reporting when the school counselor has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or the following other persons living in the school community: administrators, teachers, school staff, parents, students, and other school community members; (3) reporting when the student indicates that a crime, involving the likelihood of personal injury or significant property loss, has been committed, and/or (4) when the school counselor has a written waiver to share the information from the student.

The counselor will inform the student when and if it is necessary to share confidential information. In all other cases the counselor will not share information without direct consent from the student.

**Suicide Prevention:** Assembly Bill 2246, approved in 2016, requires all schools to have a suicide prevention policy that address prevention and intervention strategies at schools. At Gateway, one of our most important roles is to ensure the physical and emotional safety of all students. Gateway staff have been trained in suicide prevention, and the school counselors are trained in responding to concerns related to suicidality. If students or parents have concerns about a student, they should immediately contact the SSO. A complete copy of this Gateway Suicide Prevention Policy is available upon request.

## **College Counseling**

As a college preparatory high school, Gateway offers extensive college counseling services. Gateway's college counselors are a resource for both you and your parents or guardians. The counseling program offers guidance with the college application process, including SAT/ACT preparation, college searches, essay writing, and especially with the financial aid process, including grant, scholarship, and loan information. In addition, the counseling program will provide you with opportunities to explore career and other post-secondary options. You will have access to college catalogues, view books, SAT preparation books, and other literature in the college resource library. Gateway's program provides students with opportunities to attend college fairs, visit college campuses, and attend sessions with college representatives. Your parents or guardians are invited to attend college application and financial aid workshops, as well as individual counseling sessions. The college counselor will also assist you in researching and applying for internships, study abroad programs, and summer programs.

## **Computer and Other Technology**

The use of technological resources at Gateway is an integral part of our program, and you are encouraged to learn to use and then take advantage of the tools that are available to you both in class and in the Technology Center. As you might expect, along with access to these tools comes the responsibility to use them carefully and appropriately. You must sign an **"Acceptable Use Policy" or AUP** before you are permitted to have access to technology at Gateway, and of course, you will have to abide by the policies laid out in that agreement. **Please note that Gateway students and their families are liable for the costs of replacing all technological tools, or any other resources used by or issued to the student by Gateway and is willfully damaged or not returned.**

Please be aware that student email communication and internet access are not private communications; Gateway reserves the right to access student electronic files at any time. All Gateway resources are to be used for school-related purposes. For example, you are not allowed to use computers to play games or enter chat rooms. If you violate these rules, you will lose your computer privileges.

## **Library**

Gateway's Library is a valuable resource for students. It is open for general student use before school starting at 7:30 AM on Monday, Tuesday, Wednesday, and Thursday and 8:05 am on Friday, during lunch, and after school until 5:30 PM. (The

Library is closed on Friday after school.) We expect students to behave with appropriate respect while using the library. **At no time is food allowed in the library.**

## Health Policies and Procedures

### Access to Reproductive Health and Wellness Services

Gateway students may be released from school in order to seek confidential medical services relating to reproductive health without the consent of the student's parent or guardian. As a result, students are allowed to sign out from school for appointments under a fully confidential system. Students who need to sign off campus for an appointment must inform the school counselor to be excused from class. Students are required to complete a confidential sign-out form with the Counselor, after which they will be issued a permit to leave school. They may be asked to submit a valid medical note from the health care provider upon returning to school. This system is in place to protect students' rights and privacy. It is critical that students follow the proper protocol (outlined on the sign-out sheet) while traveling to and from medical appointments. Failure to follow this protocol and/or provide a medical note when necessary will result in an unexcused absence.

### Illness and Injury

If you feel ill or are injured during the school day, please come to the main office immediately. The school will see to it that you are referred for proper medical care. We will also contact the person(s) listed on your emergency card. Injured or ill students will not be allowed to leave school without permission from a parent or guardian.

### Immunization Records

All students under the age of 18 must be immunized against specific communicable diseases. Students must be immunized prior to admission to school, and a record of your immunization must be on file at the school. If you have not provided Gateway with proper immunization records, you will not be allowed to attend school until you provide us with those records, and if, after a reasonable length of time, you have not provided the school with immunization records, you may lose your opportunity to attend Gateway.

### Medical Forms

Similarly, all students are required to have an emergency medical form on file at the school. In order to participate in athletics, you must have had a physical examination within the 12 months preceding the beginning of the season. You must have a student health form completed by your physician in order to participate in Gateway's sports program.

### Non-prescription medications

Gateway staff may administer over-the-counter (OTC) medications (Advil or Tylenol exclusively) **ONLY** if the school receives a specific written statement from the parent or guardian of the student. In order to have Advil or Tylenol administered, you must have a signed current medication form on file. Please recognize that Gateway does not guarantee to have these supplies on stock **If students have parent or guardian permission to receive Advil or Tylenol (and the school has it in supply) they may receive some in the SSO before school, during lunch and after school only.** Students will also be asked to sign in showing the time and date they were given Advil or Tylenol.

### Prescription Medications

If you are taking any prescription medicine, you may carry only one (1) day's dosage with you at school. In addition, you must have a letter on file in the office from your parent(s) or guardian(s) giving you permission to be in possession of the prescription medicine and to self-administer this medicine. Please note that students may be disciplined for violations of this requirement. In order for a student to be assisted by a school nurse or other designated Charter School personnel, the Charter School shall obtain both a (1) written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and (2) written statement from the parent or guardian of the pupil indicating the desire that the Charter School assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant.

## Extracurricular Activities and Athletics

Extracurricular activities at Gateway are an essential element of our distinct and lively community. Although it is not mandatory for you to join a club or organization, we highly recommend that you become part of a group that shares some of your intellectual, athletic, or social interests. There will be opportunities for student clubs to meet on campus during the week as well as during after school hours. We believe that students who are involved in extracurricular activities tend to do better in their classes. Gateway also encourages you to explore opportunities to interact with students of different interests and backgrounds.

## **Athletics**

Gateway is a member of the California Interscholastic Federation (CIF), North Coast Section (NCS), and The Bay Counties League (BCL). Gateway's intention is to field at least one athletic team each season for each gender, depending on the number of interested participants, available coaching staff, and available facilities. If you participate on a Gateway athletic team you will receive 5 units (60 hours) of Physical Education credit per season. Gateway also offers some intramural activities at lunch that can earn students PE credit.

You may also earn PE credit if you participate in an approved alternative activity or sport outside of school. If you are seeking credit for alternative activities or sports, you must seek approval from Athletic Director, Stephen Flynn, at [sflynn@gatewayhigh.org](mailto:sflynn@gatewayhigh.org).

**The following is a list of team sports that we expect to offer this year:**

<b>Fall Season:</b>	<b>Winter Season:</b>	<b>Spring Season:</b>
Girls Volleyball	Girls Basketball	Girls Soccer
Boys Soccer	Boys Basketball	Baseball

Student athletes who wish to participate in individual sports such as tennis, golf, swimming, cross-country, track and field or badminton should contact Coach Flynn early in the school year.

Gateway High School faculty, coaches of athletic teams and sponsors of student activities believe that students who are selected for the **privilege** of membership on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a **Code of Conduct** in addition to the expectations outlined for all Gateway Students in the Student Handbook.

***Please see the Gateway High School Athletics Handbook for more information and a complete outline of expectations, policies and procedures.***

## **Clubs and Activities**

### **Dances**

You are expected to exhibit appropriate behavior at school dances, to follow all school rules and policies, and to follow staff directions. You may bring one guest to a Gateway dance, with the prior written permission of the Assistant Principal. You must turn in a Gateway High School Dance Form signed both by an administrator at your guest's school and by the Assistant Principal at least one day before the dance. Remember that you are responsible for the conduct of any guest you invite to a school dance. Student groups interested in sponsoring a dance will be asked to follow procedures outlined by Ms. Khaziran.

### **Clubs**

We have various clubs, organizations and activities at Gateway—they depend, in large part, on student initiative and interest each year. During the first quarter of the year we will host a Club fair or assembly where you will have the opportunity to learn more about how you can get involved.

If you are interested in starting a club, you must first contact a proposal form from the SSO. All Gateway clubs require prior approval and faculty sponsors.

Any fundraising in clubs or organizations must be coordinated through Mr. Bass. We certainly encourage your fundraising efforts, but please do not make plans without first consulting with/gaining approval from Gateway staff.

**The following are some of the clubs and organizations that have been active the past few years:**

Asian Pacific Islander Student Union  
Black Student Union  
Burl Toler Scholars  
Cheer Club  
Debate Club/JSA  
Gamers Club  
Garden Club  
Ignite  
Prom Committee  
Robotics Team  
Running Club  
Student Council  
Yearbook

### **Community Resources and Opportunities**

Gateway students have support in accessing resources in San Francisco and the greater Bay Area. These resources can include internships, volunteer work, jobs, summer travel, mentoring, career shadowing, academic support, mental health, and other organizations that provide support for students and families.

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**We are delighted that you have chosen to attend Gateway High School.**

**Step Up. Do Right. Dream Big.**

**This year will be a good one.**

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## **APPENDICES**

## **Appendix A: Annual Notices**

### **Availability of Prospectus**

Upon request, Gateway High School ("Gateway" or "Charter School") will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, the Charter School may charge for the prospectus in an amount not to exceed the cost of duplication.

### **California Assessment of Student Performance and Progress ("CAASPP")**

The Charter School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

### **Cal Grant Program Notice**

The Charter School is required by state law to submit the GPA of all high school seniors by Oct. 1 of each year, unless the student over age 18 or parent/guardian for those under 18 opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the Student (or Parent, if the Student is under 18) has opted out by or before February 1.

### **Concussion/Head Injuries**

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because the Charter School has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

### **Education of Homeless Children and Youth (McKinney-Vento Act)**

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

**School Liaison:** The Principal or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(I) & (e)(3)(C).):

Stephanie Khaziran, Assistant Principal  
1430 Scott Street  
San Francisco, CA 94115  
415-749-3600 \*4444

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Gateway.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by the Charter School, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, Gateway charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. Charter School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at the Charter School, a copy of the Charter School's complete policy shall be provided at the time of enrollment and at least twice annually. A complete copy of the Gateway High School Education of Homeless Children and Youth Policy is available upon request at the SSO.

#### **Student Records, including Challenges and Directory Information**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day that Gateway receives a request for access. Parents or eligible students should submit to the Charter School Principal or designee a written request that identifies the records they wish to inspect.

The Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Charter School to amend a record should write the Charter School Principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the Charter School discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Charter School officials with legitimate educational interests. A Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Charter School board. A Charter School official also may include a volunteer or contractor outside of the Charter School who performs an institutional service of function for which the Charter School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Charter School official in performing his or her tasks. A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Note that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other Charter School officials, including teachers, within the educational agency or institution whom the Charter School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).



5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the Charter School has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The Charter School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment. Please notify the Registrar at: [jkaleohano@gatewaypublicschools.org](mailto:jkaleohano@gatewaypublicschools.org). A complete copy of the Gateway High School Student Records Policy is available upon request at the SSO.

#### **Free and Reduced-Price Meals**

The Charter School participates in the National School Lunch Program. Applications for free or reduced-price meals are included in the first day packets to all families and can also be obtained online. All families are encouraged to complete the application form in order to include as many eligible students as possible. Families can access their students meal account to view transactions, make payments, and receive low-balance notifications by going to <https://www.mypaymentsplus.com>. The family is responsible for paying any meal charges.

#### **Immunizations and Physical Examinations**

To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

#### **Schoolwide Safety Plan**

Gateway has established a Safety Plan. Notice of the Plan details is available to the public by request through our Facilities Director, John Eames, who can be reached at [jeames@gatewaypublicschools.org](mailto:jeames@gatewaypublicschools.org).

### **Teacher Qualification Information**

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals. Please contact our Director of Curriculum and Instruction, Becca Wieder, at [bwieder@gatewayhigh.org](mailto:bwieder@gatewayhigh.org) with any questions or requests.

### **Child Find**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEIA"), Education Code requirements, and applicable policies and procedures of the SFUSD. These services are available for special education students enrolled at the Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

The Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Director of the Learning Center, Marlies McCallum. A copy of the Charter School's Section 504 policies and procedures is available upon request.

### **Tests on Personal Beliefs**

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion.

### **Sudden Cardiac Arrest**

Charter School is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest ("SCA") is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in athletics at Charter School, must review the information sheet on sudden cardiac arrest via the link below and attached to this handbook: <https://www.cdc.gov/dhds/docs/cardiac-arrest-infographic.pdf>.

### **Uniform Complaint Procedure**

Gateway has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.

The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure adopted by our Governing Board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, immigration status, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any Charter School program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety Programs
- Agricultural Vocational Education Programs
- American Indian Education Centers
- Consolidated Categorical Aid Programs
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Foster and Homeless Youth Services

- Migrant Education
- Every Student Succeeds Act / No Child Left Behind Act Programs
- Regional Occupational Centers
- Special Education Programs
- State Preschool
- Lactating Pupils
- Bilingual Education
- Economic Impact Aid
- Tobacco-Use Prevention Education
- Local Control Funding Formula/Local Control and Accountability Plan
- Juvenile Court School Pupils

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of the Charter School. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Sharon Olken, Executive Director  
 Chris Hero, Chief Operating Officer  
 Gateway Public Schools  
 1430 Scott Street, San Francisco, CA 94115  
 Telephone: 415-749-3600

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director or designee in writing.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Charter School's procedures.

The complainant has a right to appeal Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of Charter School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

### **Sexual Health Education**

A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The Charter School does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
  - o The date of the instruction
  - o The name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student's health behaviors and risks may be administered to students. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey ("opt-out"). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A Student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the school has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### **Involuntary Removal Process**

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice"). The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student's basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the Student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

## Appendix B: Gateway High School's Suspension/Expulsion Policy

**Governing Law:** *The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:*

*(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present his or her side of the story.*

*(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:*

*(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights.*

*(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.*

*(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii). Education Code Section 47605(b)(5)(I).*

Gateway High School is committed to developing and sustaining meaningful relationships with all community members. In support of this value and in order to provide an opportunity for students to learn from their actions, Gateway has adopted a restorative approach to discipline. When possible, restorative practices are used to repair the harm to relationships and to recognize the impact on the school community when students are not upholding our expectations. Parents/guardians and other community members are often included in this process.

Gateway High School is also committed to providing alternatives to suspension, when appropriate. This might include written reflections, community service hours, restorative conferences, counseling, student success team meetings, and/or behavior contracts.

Gateway's rules for student suspension and expulsion will be consistent with applicable state and federal standards to ensure students are afforded due process. Grounds for suspension and expulsion and all rights afforded in that process are included in the Gateway "Suspension/Expulsion Policy" and in the *Gateway Student Handbook*.

Gateway's discipline procedures for students with disabilities will comply with all applicable federal and state regulations and procedures that are specific to students with disabilities.

If a student commits an offense that has been predetermined by Gateway to necessitate a recommendation for expulsion from the Charter School, Gateway will use the following suspension and expulsion procedures.

### **Gateway Suspension/Expulsion Policy:**

The Gateway Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students. In creating this policy, Gateway has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* Gateway is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Gateway's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements.

Staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students. This Policy and its Administrative Procedures will be printed and distributed as part of the *Gateway Parent/Student Handbook* and will clearly describe discipline expectations.

Disciplinary action includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, the use of alternative educational environments, community service, suspension, and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. For purposes of the policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to School property.

The Principal or her/his designee shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary disenrollment policies and procedures. The notice shall state that this Policy and Administrative Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the IDEA or who is qualified for services under Section 504 is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the basis for which the pupil is being involuntarily removed and his or her the right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures

specified below for expulsions, before the effective date of the action. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

#### Administrative Procedures For Pupil Suspension And Expulsion

#### **A. Definitions (as used in this policy)**

1. "Board" means Board of Trustees of Gateway Public Schools.
2. "Expulsion" means disenrollment from Gateway High School.
3. "Schoolday" means a day upon which Gateway High School is in session or weekdays during the summer recess.
4. "Suspension" means removal of a pupil from ongoing instruction for adjustment purposes. However, "suspension" does not mean the following:
  - a. Reassignment to another education program or class at the Charter School where the pupil will receive continuing instruction for the length of day prescribed by the Board for pupils of the same grade level.
  - b. Referral to a certificated employee designated by the Principal to advise pupils.
  - c. Removal from the class but without reassignment to another class for the remainder of the class period without sending the pupil to the Principal or designee.
5. "Pupil" includes a pupil's parent or guardian or legal counsel or other representative.
6. "School" means the Charter School, Gateway High School.

#### **B. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

#### **C. Enumerated Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property which includes but is not limited to, electronic files and databases.
  - g) Stole or attempted to steal school property or private property which includes but is not limited to, electronic files and databases.
  - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Knowingly received stolen school property or private property which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
    - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
    - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
  - 2) "Electronic Act" means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - i. A message, text, sound, video, or image.
    - ii. A post on a social network Internet Web site including, but not limited to:
      - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    - iii. An act of cyber sexual bullying.
      - a. For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs 1 to 4, inclusive, of paragraph a). A photograph or other visual recording, as described above, shall



include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

- b. For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
    - 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
    - v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
  - b) Brandishing a knife at another person.
  - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
  - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Possession of any knife or other dangerous object of no reasonable use to the pupil.
  - c) Willfully used force or violence upon the person of another, except self-defense.
  - d) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - e) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - f) Committed or attempted to commit robbery or extortion.
  - g) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
  - h) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
  - i) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - j) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - k) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
  - l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
  - m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
  - o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - p) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to

- a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
  - r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
  - u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - v) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
    2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    3. Causing a reasonable student to experience substantial interference with his or her academic performance.
    4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
  - w) “Electronic Act” means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    1. A message, text, sound, video, or image.
    2. A post on a social network Internet Web site including, but not limited to:
      - A. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      - B. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - C. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
    3. An act of cyber sexual bullying.
      - A. For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs 1 to 4, inclusive, of paragraph a). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
      - B. For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - x) Notwithstanding subparagraphs (i) and (ii) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - a) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to

have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

- b) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

4. **Non-Discretionary Expellable Offenses:** Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- 1) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

#### **D. Suspension Procedure**

Suspensions shall be initiated according to the following procedures.

1. **Conference:**

Suspension shall be preceded, if possible, by a conference conducted by the Principal or her/his designee with the student and his or her parent/guardian and, whenever practicable, the teacher, supervisor or school employee who referred the student to the Principal or her designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(b)(5)(j)(i).

This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. **Notice to Parents/Guardians**

At the time of the suspension, a School employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. **Suspension Time Limits/Recommendation for Expulsion**

Suspensions, when not including a recommendation for expulsion shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of expulsion by the Principal, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

#### **E. Authority to Expel**

As required by Education Code Section 47605(b)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Board following a hearing before it or by the Board upon the recommendation of a neutral and impartial Charter Schools Administrative Panel established by participating San Francisco charter schools. The Charter Schools Administrative Panel shall consist of at least three certificated persons, none of whom is a member of the Board or a teacher of the pupil when it is a Gateway student facing expulsion. Each entity shall be presided over by a designated neutral hearing chairperson. The Charter Schools Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Board shall make the final determination.

#### **F. Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the Pupil has committed an expellable offense.

The expulsion hearing will be presided over by the Board President (if the hearing is held by the Board) or by the chair of the Charter Schools Administrative Panel (if the hearing is held by a Panel). In the event the Charter Schools Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session at least three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or an advocate;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### **G. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### **H. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Charter Schools Administrative Panel or decision of the Board to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Charter Schools Administrative Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

It is the policy of the Charter School not to issue subpoenas in the student expulsion process.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

If the hearing is held by the Charter Schools Administrative Panel, the decision of the Charter Schools Administrative Panel shall be in the form of a written recommendation to the Board which will make a final determination regarding the expulsion. The final decision by the Board shall be in writing and shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Governing Board is final.

If the Charter Schools Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

#### **I. Written Notice to Expel**

The Principal or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district or school in which the student seeks to enroll of the student's status with the Charter School.

The Principal or designee shall send written notice of the decision to expel to the District. This notice shall include the following:

1. The student's name
2. The specific expellable offense(s) committed by the student.

#### **J. Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available for the District's review upon request.

#### **K. Expelled Pupils/Alternative Education**

Parents/guardians of pupils who are expelled shall be responsible for seeking alternative education programs including but not limited to programs within the their school district of residence. If a student is expelled from Gateway High School, Gateway will contact SFUSD Pupil Services to inform them of the expulsion, the reason for the expulsion, and to forward the student's records, including the documentation related to the expulsion from Gateway, within one week of the expulsion to ensure proper school placement for that student. If the student is subsequently enrolled at another SFUSD Charter School, Gateway will provide the receiving charter school with all appropriate student records as provided in the Education Code.

Once a student is expelled from Gateway, the District may place that student in accordance with its policies and procedures.

#### **L. Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

#### **M. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Principal and the pupil and parent/guardian or representative, to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Board following the meeting regarding her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission.

#### **N. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from the Charter School as the Board decision to expel shall be final.

#### **O. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

The Charter School may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Governing Board, Charter Schools Administrative Panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of entity conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding entity finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

**P. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities**

1. Notification of District  
The Charter School shall immediately notify the District and coordinate the procedures in this policy with the District the discipline of any student with a disability or student who the Charter School or District would be deemed to have knowledge that the student had a disability
2. Services During Suspension  
Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.
3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a) Conduct a functional behavioral assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c) Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting unless the parent and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the district's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.
- c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.