



GATEWAY HIGH SCHOOL

# Student Handbook 2018 - 2019

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 especially 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 risking the loss of your membership in the Gateway community.

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. No student has the right to be a part of our community if she or he cannot abide by the letter as well as the spirit of the School’s policies and rules. 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 Values, these are the fundamental policies we expect you to honor and follow. Choosing otherwise will result in disciplinary consequence.

### 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 used in this section, "imitation firearm" means 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 disrespect at Gateway.** Gateway students respect and follow requests of all adults in the community. If you believe that you have been unjustly treated, speak with an advisor, school counselor or Assistant Principal after doing what is being asked of you. There is no place for rudeness or refusal, disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
5. **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.
6. **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 (including prescription drugs that are not your own), 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, and chew packets, or 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. Please see Gateway's specific Policy Against Sexual Harassment later in this section.

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 specific Policy Against Discrimination later in this section.
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 that students who fail to meet basic attendance responsibilities by coming to school late, risk not being here at all.
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 with maturity your consequences, 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 expulsion.

**Finally, the following are also grounds for expulsion here at Gateway:**

1. Committing or attempting to commit robbery or extortion.
2. Stealing or attempting to steal school property or private property.
3. Committing an obscene act or engaging in habitual profanity or vulgarity.
4. Knowingly receiving stolen school property or private property.
5. Committing or attempting to commit a sexual assault or sexual battery.

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## Gateway Policy Against Discrimination

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 strictly prohibits discrimination based on a person's race, gender, ethnicity, religion, age, disability, sexual orientation or socio-economic background. If you have questions about this policy, or you believe that this policy has been violated, please contact Gateway's Assistant Principal, Ms. Khaziran.

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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 is defined as unwelcome conduct of a sexual nature, including unwanted sexual advances, requests or pressure for sexual favors, sexual gestures, graffiti of a sexual nature, spreading rumors about sexual activities or other verbal, visual or physical conduct of a sexual nature made by one member of the community to another. **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 probation, suspension and expulsion.

Any student who experiences or observes such harassment should immediately inform Gateway's Assistant Principal, Ms. Khaziran. Ms. Khaziran's office is located in the Student Support Office (SSO) and her office phone number is (415) 749-3600, extension 4444. At the request of the student filing the complaint, the Assistant Principal may attempt to resolve the matter informally. Otherwise, the Administration will conduct an investigation and determine an appropriate course of action to address and end the harassment.

Federal and State Law makes it illegal to retaliate against a student for reporting sexual harassment. Any member of the Gateway community who attempts to threaten, intimidate or take other action against another who has reported an incident of sexual harassment in good faith will be subject to separate and serious disciplinary action up to and including suspension and expulsion.

This policy applies to all members of the Gateway community under the 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 school sponsored activities.

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## Gateway Policy Against Bullying and Harassment

**BULLYING:** Bullying means written, verbal, physical, or online conduct that adversely affects the ability of one or more students to participate in, or benefit from, the school's educational programs or activities. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, or religion. In bullying incidents there is an imbalance of real or perceived power, such that the victims have a hard time defending themselves against their tormentors. The imbalance of power and the resulting belief of victims that they cannot defend themselves make bullying particularly hurtful.

**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 school's educational programs or activities. Harassment involves a pattern of conduct that is severe, persistent, or pervasive enough to create a hostile environment. It is unwanted behavior that offends, demeans, or threatens another person. It can include derogatory comments, slurs, improper propositions, assault, physically impeding or blocking behavior, as well as visual insults. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, or religion. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or 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 age and developmentally appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

## 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 status. Gateway prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived immigration status. In the event that an Immigration and Customs Enforcement agent appears on or near campus, a school administrator should be immediately notified. The school will protect 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. 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
- Use appropriate language
- Keep hands and feet to themselves
- Leave the space clean
- Move towards their destination
- Use hall passes appropriately and
- Make it to class on time.

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## 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.

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## 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** exit the building on Geary or O'Farrell Streets unless in the event of emergency;
- **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.



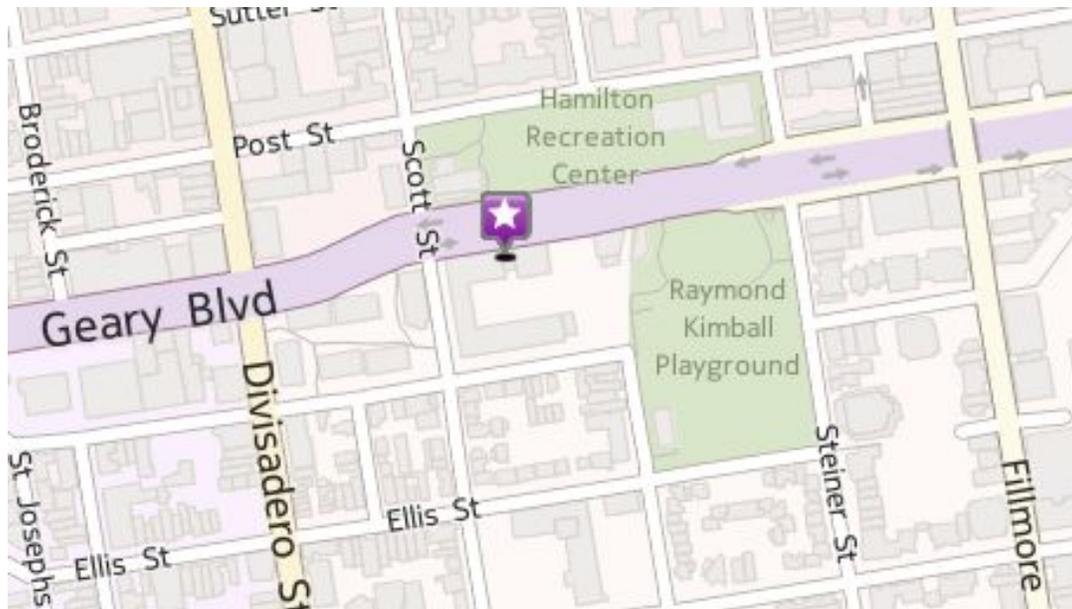


In addition, exiting through the back door from the parking lot onto O'Farrell is allowed. However, it should not be used as an entrance onto campus at any point during the school day. In order to ensure the campus is safe, students are expected to leave the gate closed during the school day.

## **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 Gateway students to remain within the following neighborhood boundaries, including seniors with off-campus privilege, ***unless they have written permission in advance from a parent or guardian.***



## **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**

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.

- **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. Headphones must remain unseen 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 Student Support Office or Main Office to do so.

## **Closed Campus**

Gateway has a closed campus, except for seniors in solid academic and behavioral standing during lunch periods. You 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 prior to their departure.**

Seniors in solid academic and behavioral standing may leave school during lunch, but must do so within the established neighborhood boundaries. **Seniors may not drive off campus** unless they have prior written permission from a parent for the purpose of attending a meeting, appointment or other family obligation. 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 and perhaps even offensive. Such clothing detracts from the serious and purposeful learning environment we all hope to foster here. As a college preparatory school, we seek to prepare you for situations where appropriate dress is necessary, such as college or job interviews. 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 related to smoking, drugs, alcohol, sex, or violence;
- is sexually suggestive, including bathing suits;
- displays words or images demeaning or offensive to others;
- suggests gang affiliation, including rags, colors, or gang insignias;

If you violate the dress code, you will be given the chance to correct the violation immediately. If you cannot find appropriate dress, your parents or guardians 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 persist in violating the dress code, appropriate consequences will follow, including possible suspension.

## **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.

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 Student Support Office (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, due to insurance provisions, **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 eat and drink only in designated areas. 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. Students are expected to return to class on time and having completed their lunches.

## **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 intended 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 an adult.

## **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 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.

## **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

**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 an adult 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.

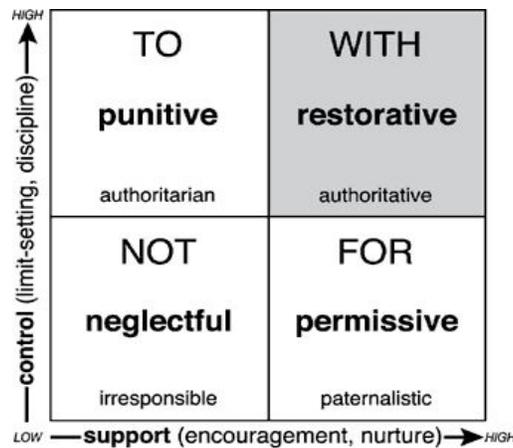
**Throughout any disciplinary process, students can expect:**

- 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.

### 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
- After School Time
- Outdoor Lunch Cleanup
- 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.

## Jurisdiction for Suspension and Expulsion

Students may be suspended or expelled for the behaviors outlined previously when that act is related to school activity or school attendance occurring within Gateway's jurisdiction or within the jurisdiction of any other school district. Students may be suspended or expelled for such acts when they are related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- 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.

## 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 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

can expect to see an administrator and have a phone called placed home. For students under the influence or in possession of alcohol or drugs, there will be an automatic suspension and consideration for expulsion. If the student is offered an opportunity to return to Gateway, he or she will be required to complete a 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 expulsion.

## **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:	2 semesters
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 Teachers 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.

You must carry the course-load required of your grade level, which means seven academic classes in the 9th grade, six academic classes in the 10th grade (excluding Free), six academic classes in the 11th grade, and five academic classes in the 12th grade. Academic classes are any class other than Teachers Assistant, FREE, or Independent Study.

Exceptions to the above policies 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.

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

<b>Courses</b>	<b>Required Credits Gateway High School</b>	<b>Required Credits SFUSD</b>	<b>Required Credits UC/CSU (a-g courses)</b>	<b>Recommended Credits UC/CSU (a-g courses)</b>
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.

### **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, Ms. McMinn.

## **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 the following page for more on academic honesty.

### **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 issue 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.

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

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 and/or may receive an out-of-school suspension and an automatic consideration for expulsion.

### 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.

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.

**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.

In addition, disciplinary action will result from serious infractions of our attendance policy. These consequences will vary depending on the severity of the infraction and on the number of times you have been absent without an excuse. Consequences may include, meetings with parents or guardians, lunchtime detention (in the case of excessive tardies) and notification of truancy or habitual truancy to the San Francisco Unified School District. Students who continue to be habitually late or absent will be referred to the Student Attendance Review Board through the Office of Pupil Services to discuss alternative placements or a potential referral to the District Attorney's Office.

### 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.

### Make-up Work

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.

In the event of a serious disciplinary case resulting in suspension, the school is not required to give credit for assignments due and completed during the suspension. At Gateway, we expect you to complete assignments during a suspension regardless of whether any or full credit is given.

### 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 not returned, as stated in California Education Code Section 48904. If you damage or lose Gateway texts or materials and do not pay the replacement costs, you will not receive your report card or diploma until you pay, and you may lose your opportunity to attend Gateway.

## Student Attendance Policy

At Gateway High School we expect you to be on time with the proper books and materials required for class, ready to learn. You may not miss a day of school, miss a class, or arrive late for a class without a legitimate excuse.

## Excused Absences/Tardies

**You must attend school daily.** We realize, however, that there are times when you may have a legitimate reason for an absence. If this is the case, your parent or guardian must contact Gateway by 9:00 a.m. on the day of the absence.

**Gateway's Attendance Hotline is 749-3477.** As stated in California Education Code 46010/48205, please be aware that the following list includes the only valid excuses for absence. **At Gateway we will also be using the following list to excuse tardiness:**

- Illness/quarantine
- Doctor's appointment
- Funeral/bereavement
- Jury duty
- Court appearance or appointment with attorney, law enforcement officer, or immigration officer
- Employment conference or appointment

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.** In the case of extended illness or other special circumstances, students are required to present a physician's note or other documentation after returning to school. If you miss school for any reason, even if the absence is excused, it is your responsibility to make up all schoolwork.

## Unexcused Tardiness

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, you must enter quietly and sign in per that teacher's tardy policy. Consequences for repeated tardies may include:

- Lunchtime Detention
- Outdoor Cleanup
- Parent Conference
- Attendance Contract
- Privileges Revoked (senior activities)
- Referral to the SFUSD Student Attendance Review Board (SARB)

## Unexcused Absence (Cutting)

Any absence from a single class that is unexcused after 48 hours will be considered a cut.

Consequences for 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)

## 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 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.

## 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 be required to participate in a Learning Center program outside of school hours.** Such circumstances include, for example:

- if you are at risk of failing one or more subjects or the California High School Exit Exam;
- 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. 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 reporting child abuse, when a student is in danger of harming himself or herself, or when a student is in danger of harming someone else. The counselor reserves the right to involve parents, school administration, or outside agencies for the purpose of keeping students safe. 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 addresses the needs of students through the implementation of 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 Student Support Office.

## **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 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**

In accordance with California state law, Gateway students may be released from school in order to seek confidential medical services relating to reproductive health. Under California law, youth can consent for these services, and parent consent is not required. 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 must 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 will result in an unexcused absence and referral to the Assistant Principal.

### **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. You will not be allowed to attend school until that form is on file, and if, after a reasonable length of time, you have not provided the school with your emergency form, you may lose your opportunity to attend Gateway.

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

California Education Code 49423 provides that the school 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 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 day's dosage with you. In addition, you must have a letter on file in the office from your parents or guardians giving you permission to be in possession of the prescription medicine. Please note that students may be disciplined for violations of this requirement.

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## 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 Flynn.

**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 Mrs. Smith in the SSO to obtain a proposal form. All Gateway clubs require prior approval and faculty sponsors.

Any fundraising in clubs or organizations must be coordinated through Mrs. Smith. 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 Club
- Black Student Association
- Build On
- Burl Toler Scholars
- Cheer Club
- Design Club
- Gamers Club
- Garden Club
- Gay Straight Alliance
- Girls Run Gateway
- Prom Committee
- Robotics Team
- Student Council
- Team Green
- 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. Students are encouraged to meet with Ms Kamen, our Director of Partnerships, who is available in the GHS Main Office or by email at [rkamen@gatewaypublicschools.org](mailto:rkamen@gatewaypublicschools.org)

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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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