



GATEWAY MIDDLE SCHOOL Helpful Fridge Sheet

Quick Contact Reference

<i>What's happening?</i>	<i>Who do I contact?</i>	<i>How do I contact?</i>
My child has an absence I need to excuse.	Cristina Gochez, Office Manager	Send an email to: office@gatewaymiddle.org or Call (415) 922-1001.
I need information on tutoring or extra support for my child.	The teacher for that specific class.	Email address is FirstInitialLastName@gatewaymiddle.org. For example, jdoe@gatewaymiddle.org or Call (415) 922-1001 and leave a message.
My child is struggling in one class.	The teacher for that specific class.	See above for info on contacting teachers.
My child is struggling in multiple classes.	Your child's advisor.	See above for info on contacting teachers.
My child is struggling with a persona/social/family issue.	Your child's advisor or Ken Angelo, School Counselor	Send an email to your child's advisor or to kangelo@gatewaymiddle.org or Call (415) 922-1001.
I am interested in the GMS YMCA After School Program or have questions about After School programming.	Nancy Hernández, Gateway YMCA After School Site Director	Send an email to: nhernandez@ymcasf.org or Call (415) 710-1146

How can I check my child's grades and academic progress?

We recommend for you to check your child's course grades, attendance, and tardies on **PowerSchool** at least once per week.

1. Go to the **PowerSchool** website (<https://gateway.powerschool.com/public>) OR click on the PowerSchool button on our website (www.gatewaymiddle.org/families)
2. Enter your child's username and password:

Username: _____ Password: _____

How Can I Best Support My Middle School Student?

Please Stay Involved! It is important to stay involved, even as your child becomes more independent in middle school!

Question	What can I do?
<p>How do I check what was given for homework?</p> <p><i>** Know that students should have approximately 60-80 minutes of homework every day and please ensure that they have a quiet space to do</i></p>	<ol style="list-style-type: none"> 1. First, check the Planner! Every student is given a student planner in which they are required to write down their homework assignments every day. Please check your child's planner every night. 2. You can also check Google Classroom where homework assignments are posted. <ol style="list-style-type: none"> a. Click on the Google Classroom button on our website (www.gatewaymiddle.org). The Google Classroom button is located on the right hand side of the school page. b. Enter your child's username and password. They are written down in their planner under their birthday. 3. If what was for homework is still not clear after checking the planner and Google Classroom, ask your child to call their homework buddy. 4. When all of the above attempts have not been successful, have your child email the teacher.
<p>How do I help my child with organization?</p>	<ul style="list-style-type: none"> ● Help sort all the papers in your child's backpack and binder. We recommend that you support your child to organize at least once a week (until they show they no longer need any support). ● All assigned work goes inside the 3-inch binder under its corresponding subject. <i>Only homework assignments that need to be completed or checked go inside their homework folder.</i>
<p>How can I monitor my child's progress?</p>	<ul style="list-style-type: none"> ● We recommend for you to check your child's course grades, attendance, and tardies on PowerSchool at least once per week. ● You can also create a Parent Account on PowerSchool and set it up to receive weekly PowerSchool emails (see Guide to Tech). ● In addition, please review your child's progress reports with him or her each quarter and set goals for the next quarter.
<p>What should I do if we don't have a computer with internet access at home?</p>	<ul style="list-style-type: none"> ● Encourage your child to use the Learning Center computers at school. It is opens at 7:45 am, during lunch/recess and afterschool. ● Use computers at Public Libraries. Sometimes you can also use smartphones for the task/assignment.