GATEWAY MIDDLE SCHOOL

STUDENT and FAMILY HANDBOOK

Gateway Middle School
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2017-2018

Welcome to your Gateway Community!

Dear Students and Families,

Middle school is an important time in the lives of young adolescents, as they make critical and complex life choices and form attitudes, values, and habits that will guide them on their path to academic achievement. Choosing Gateway as your middle 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. Many of the provisions in this handbook are required under state or federal regulations. Unfortunately, the sheer volume and character of some of the provisions may give the impression of an overly formal school system rather than a friendly and personal one. Therefore, in sharing this handbook, we would like you to understand that we seek to cultivate an active partnership with you and your family. The information contained here is to enrich this partnership through the understanding of expectations. What is more important than these written provisions, however, is maintaining open communication with you on issues affecting the progress and growth of students. Please let us know if you 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.

All students and parents/guardians must sign the attached agreement at the end of this handbook, stating their commitment to adhering to the values, policies, and expectations outlined in this handbook. Signing and returning the last page of this handbook ensures that each student will successfully begin their Gateway career. Obviously, this is an extremely large document but we want to assure that you are informed about policies and procedures. Students will be given a condensed **Code of Conduct** packet to carry with them in their binders at school.

This agreement must be signed by each student and parent/guardian and returned to GMS.

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Gateway Calendar 2017-2018

Friday, August 18	6th Grade WEB Orientation
Saturday, August 19	Family Work Day & Picnic
Monday, August 21	First Day of School
Monday, September 4	Labor Day, school closed
Thursday, September 7	GMS Back-to-School Night
Friday, September 15	Mid-Quarter Progress Reports
Thursday, September 21	6th Grade Family Info Night
Friday, September 22	Professional Development, school closed
October 5-6	Seventh Grade Outdoor Education Trip at Presidio
Monday, October 9	Indigenous People's Day Observed, school closed
Tuesday, October 10	Gateway Luncheon and Professional Development, school closed
Friday, October 13	End of First Quarter
October 23-27	Family-Teacher Conferences (Early Dismissal at 1:30pm)
October 30	8th grade Challenge Day
Thursday, November 9	Mid-Quarter Progress Reports
Friday, November 10	Veterans' Day, school closed
November 20-24	Thanksgiving Break, school closed
December 18-21	First Semester Finals Week
Thursday, December 21	End of Second Quarter and First Semester
December 22-January 5	Winter Break, school closed
Monday, January 8, 2017	Professional Development Day, school closed
Tuesday, January 9	Full day of classes, school resumes for second semester
Monday, January 15	Martin Luther King Jr. Day, school closed
February 5-7	Sixth Grade Outdoor Education Trip at NatureBridge
Monday, February 9	Mid-Quarter Progress Reports
Friday, February 16	Lunar New Year Observed, school closed
Monday, February 19	Presidents' Day, school closed
February 20-23	Student-Led Family Conferences (Early Dismissal at 1:30pm)
Friday, March 9	Professional Development Day, school closed
Friday, March 16	End of Third Quarter
March 26-30	Spring Break, school closed
April 9-26	SBAC State Testing Window
Thursday, April 26	Mid-Quarter Progress Reports
Friday, April 27	Professional Development Day, school closed
Thursday, May 24	Exhibition Night
Monday, May 28	Memorial Day, school closed
May 29-June 1	Second Semester Finals/Projects Week
Tuesday, June 5	Eighth Grade Promotion Ceremony
Wednesday, June 6	End of Second Semester; Last Day of School

GATEWAY MIDDLE SCHOOL STAFF

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Gateway Middle School
Mission Statement

"Measuring success one student at a time."

Gateway Middle School supports and challenges all students to discover their unique potential, actively participate in their community, and develop skills and habits to achieve excellence in high school and college.

Gateway Core Values

Community
Respect
Responsibility
Excellence

Middle School Philosophy

Gateway Middle School subscribes to a philosophy that the unique needs of students in grades six through eight are best met in a school setting that provides student-centered programs and recognizes that the students of this age are undergoing greater physiological, psychological and social reorientation than at any other period in their lives. The overall purpose of the middle school should be to meet the needs that emerge in this transitional period. The middle school program should provide a supportive and flexible environment so students will have opportunities to develop basic skills and explore a variety of learning experiences while making the transition from elementary to high school.

In keeping with this philosophy, the middle school will establish and provide:

- a core curriculum of humanities (language arts and social studies), math, science, and physical education.
- knowledgeable educators who are committed to creating exploratory programs and activities in all areas of the curriculum to help students discover and extend their interests and abilities.
- an advisory and learning seminar program.
- a supportive environment for the physical and social development of every student.
- a gradual transition in programs from the self-contained classrooms of elementary school to the departmentalized structure of secondary school.
- an intramural and activity-oriented program to accommodate the needs of the early adolescent.
- a positive climate that fosters self-esteem, self-discipline, and student responsibility.
- close contact and communication between parents and school.

These goals are reached when:

- The student assumes responsibility to attend school regularly, maintain a positive attitude, and make an effort to fulfill academic requirements.
- Parents are supportive of the school and encourage the student in his/her learning.
- Teachers strive for an optimum, professional approach to meet the individual needs of each student.

When these responsibilities are met, maximum learning will be achieved.

ATTENDANCE

To succeed at Gateway Middle School, students must be present. Students who miss excessive amounts of school do not perform as well as those who attend every day. Therefore, students are to come to school 100% of the time classes are in session unless they are so sick that they cannot function academically. Attendance and punctuality are important elements of the educational process for all students.

Student absences must be cleared **within 48 hours**. If a child is to be out, the parent or legal guardian should call the school's main office before 9:00 a.m. and explain the reason for the absence. The main office phone number is **(415) 922-1001**. Parents and guardians may also send an email regarding the absence to the main office at **office@gatewaymiddle.org.** Students may also submit a written excuse to the main office upon returning to school. In the case of extended illness over two days, students are required to submit a physician's note upon returning to school.

EXCUSED ABSENCES/TARDY:	WRITTEN EXCUSE NOTES MUST INCLUDE:
● Illness/Injury/Quarantine ● Medical/Dental Appointments ● Court Appearance ● Employment Appointment ● Religious Observances ● Funeral ● Family Emergencies (reviewed case by case by Assistant Principal)	● Student's full first and last name ● Reason for Absence ● Date of Absence ● Date of Note ● Parent/Guardian Signature ● Contact Phone Number

Excused Absences

Absences for the following reasons shall be considered excused:

1. Student participation in school sponsored activities, i.e. field trips, athletic contests as members of a school sponsored team, or other school related activities when attendance is required.
2. Absences will be excused for the following reasons:
    a. Personal illness of the student. After extended illness, parent or guardian contact will be necessary; the student will be authorized for continuing enrollment only when a written medical excuse from a physician is submitted. When excess absences (five or more) are due to conditions documented by a health professional, the student will have the opportunity to earn credit through cooperation with the instructor or homebound tutor.
    b. Medical, dental, or legal appointments when such appointments cannot be scheduled other than during school hours.
    c. Death in the family.
    d. Observation of a religious holiday.
    e. Emergency conditions in the student's home, which require special help from the student. However, regular use of this excuse or request for absence for an extended period (five or more days) should be referred for evaluation and administrative approval.
    f. Other approved pre-arranged absences (contract study): Contract study for absences of three to ten days may be available. School administration will use professional judgment in making a determination, based on the written request for the contract study and a minimum of one week notice from the parent/guardian is required. Factors such as the educational value of the proposed experience and the impact of the absence on the student's educational progress shall be given consideration in determining whether a contract shall be approved or disapproved. Students should avoid pre-arranged absences during tests or semester examinations (including CAASPP, etc.)

Work missed during excused absences must be made up. The student must talk with their teacher to get their work and determine appropriate time to make-up all missed assignments.

Medical, Dental or Special Appointments

All appointments with doctors, dentists, etc., should be made during hours, which do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student is to present a note from his/her parent/guardian requesting that the student be dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated. This note is to be presented to the attendance office by 8:15 a.m. on the day of the appointment or the student may be asked to cancel the appointment. **When a student returns to school after an appointment, he/she must present a note from the doctor, dentist, etc.** Most

medical offices have a special form for this purpose. This note is to be presented to the Attendance Office as soon as the student returns to school. The student is responsible for any work missed during this time.

Leaving Campus

In order to leave campus for any reason, students must have a verified parent/guardian approval via a note or phone call prior to checking out from school. The student must check out and back in through the main office. Students who do not follow this procedure will be considered unexcused (truant) in all classes missed and will be subject to disciplinary action. See Tardy and Truancy Policy in this handbook.

Unexcused Absences

Absences shall be considered unexcused if they do not meet the excused absence guideline. A student whose absence is not excused may be cited for truancy and shall be subject to the truancy process as defined by administrative regulation. Absences due to family vacations, trips, weddings, etc. are not excused and are subject to tardy and truancy policies. Please schedule these excursions during school scheduled breaks and holidays.

Tardy

Class begins promptly at 8:15am. Students must have a valid excuse to excuse a tardy. **Carpool issues, car problems, traffic, oversleeping, and/or late/missed bus DO NOT qualify as valid excuses**. Students who are tardy in the morning must sign in with the main office and receive a tardy slip. Tardiness is very disruptive to class and students with excessive tardiness may be subject to disciplinary action. Students who are tardy more than 30 minutes may be subject to the California Department of Education Truancy Policy.

Students who reach five or more unexcused tardies (any class period) per quarter will serve a detention and may be responsible for lunch and/or recess clean-up duty. If a student is to be excused for a tardy due to a valid excuse (e.g. doctor's appt.), the parent or legal guardian must call the school's main office before 9:00 a.m. and explain the reason for the tardy. The main office phone number is **(415) 922-1001**. Rather than a phone call, the parent or legal guardian may submit a written excuse to the main office with their child upon the child's arrival to school. All excused tardies must adhere to the same guidelines as excused absences.

Students with excessive absences and tardiness will be required to have a parent/guardian conference with the Principal or Assistant Principal regarding the Tardy and Truancy Policy on the following page.

Tardy and Truancy Policy

Punctuality is a classroom issue. Students in the hallways without a pass or who are on campus without a note/admit slip are considered absent and subject to the below policy. For example, a student who is on campus, but not in the appropriate classroom or location will be considered tardy/absent from class. These situations can lead to truancy. If a student cuts class, they are considered truant. If a student becomes habitually tardy, they are also considered truant.

- First Truancy (third unexcused tardy/absence) – Truancy Notice One sent home (warning)
- Second Truancy (sixth unexcused tardy/absence) – Truancy Notice Two sent home (request for attendance meeting with parent/guardian at school)
- Third Truancy (more than six unexcused tardies/absences) – Additional unexcused absences/tardies will result in a referral to the San Francisco Unified's Student Attendance Review Board for a meeting and possible prosecution.

Please see the following Frequently Asked Questions for further Attendance Policies.

Attendance FAQ's for Gateway Middle School

1. What do I have to do if my child is going to be absent from school?
Please call the main office at (415) 922-1001. You must leave your child's name, the reason for the absence, the date of the absence, and your name to verify that it was a parent/guardian that is verifying the absence. Or, you may send a note upon your child's return to school.

2. What does it mean to "verify" my child's absence?
When a student is absent, parents and guardians are required to call/send a note to the main office in order to validate the reason for the child's absence. We call this process absence verification.

3. What happens after I have called in my child's absence?
The attendance clerk will then proceed to mark your child's attendance record with an "Excused" or "Unexcused" absence according to the Education Code.

4. What happens if I forget to call my child's absence on the day of his/her absence?
You may call to verify your child's absence up to five (5) business days after your child has been absent. Absences that are not verified within the time allowed will be considered unexcused absences. After our attendance month accounting cycle closes, unexcused absences due to no-verification cannot be overwritten or changed.

5. What is considered an Excused Absence?
By law [Education Code § 48205], excused absences are: illness (fever of 100° or more, your child must be fever free for 24 hours before returning to school), persistent runny nose with yellow-green mucous discharge, rashes (unless there is a note from your physician stating that your child is not contagious), vomiting (if your child is sent home vomiting, he/she needs to be vomit free for 24 hours before returning to school), diarrhea (if your child is sent home from school with diarrhea, he/she needs to be diarrhea free for 24 hours before returning to school), medical/dental appointments (doctor's note required for verification), death in the family, specific religious reasons, required appearance in court, and exclusion from school for contagious disease.

6. How many excused absences can my child have in one school year?
While we know students do become ill and are unable to attend school, the average number of days missed due to illness is three (3) per school year.

7. What if my child's absences do not fall under any of the Excused Absences categories?
State law [EC § 48260-48273] is very specific about these types of absences. A student who is absent from school without a valid excuse will be marked "unexcused" for the day. These types of absences are also called "truancies".

8. I thought "truancy" indicated that a child skipped/ditched school. Why would my child be considered "truant" if I have called to verify the absence?
In accordance with Education Code of the State of California [EC § 48260-48273], any pupil who is absent from school for three (3) days or more without a valid excuse, or tardy in excess of 30 minutes or more (tardies are only excused with a parent/guardian note for illness, doctor/dental note for appointments) is "truant". A list of valid excuses is included in the above "excused absences" section.

9. What about coming in late (tardy) or leaving early for an appointment?

According to State Law [EC § 48260-48273] a student that is absent from school in excess of 30 minutes during a school day is also considered "truant". *Compulsory Education Law,* therefore, requires a student to attend a *full* day every day.

10. What is the process for a child with more than three (3) unexcused absences/tardies?
You will receive a letter from the school upon the third (3rd) and then consequently upon the sixth (6th) absence/truancy. One the second letter (6th absence/truancy), you will be asked to attend an attendance meeting at school. Additional unexcused absences/tardies will result in a referral to the San Francisco District Attorney's office for a meeting and possible prosecution.

11. What can I do if my child needs to be out of school for a length of time?
Family trips or vacations that occur during school days are unexcused absences. Please schedule these excursions during school scheduled breaks and holidays.

12. Why is attendance such a big issue?
Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropouts. Also, schools lose funding for each absence, regardless of the reason; including illness or excused absences.

13. I thought schools got "paid" when kids are out ill or excused?
Schools do NOT receive funding even if the absence is excused. This law went into effect in 1998. Any absence is a loss of revenue as well as instructional opportunities.

14. How much revenue is really lost due to attendance?
The State of California funds attendance, not absences. That is why schools in California are funded on Average Daily Attendance (ADA). ADA is the primary funding source for all schools in California.

15. What about homework, if my child is absent can I request homework to be sent home?
Students are given the opportunity to make-up schoolwork missed due to illness or a valid excused absence upon their return. As a general policy, a student is allowed one (1) day to complete makeup work for each day of excused absences from school. Many teachers post work to their teacher websites so there is the opportunity to get the work there and turn it in per policy.

ACADEMIC POLICIES

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. Homework is one of many assessments that Gateway teachers design and use to measure student learning. You are expected to complete homework assignments regularly and to the best of your ability. Homework effort and quality of homework are components of your grades in all academic courses.

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 at least one hour a night completing your homework in the sixth grade in addition to reading a novel (fiction or nonfiction) at least 30 minutes every day. Seventh grade should expect 70 minutes of homework and eighth grade should expect 80 minutes of homework per night.

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. 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 absent that day.

Students who repeatedly fail to do their homework may be required to attend mandatory after school study sessions. We also may set up parent/guardian conferences in these cases.

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 the students communicate with advisors and teachers to arrange a plan for completing assignments – ultimately, it is the student's responsibility to do so.

Materials

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 for the replacement costs, you will not receive your report card until you pay and you may lose your opportunity to attend Gateway.

Monitoring Student Academic Progress

Our school provides 24/7 online access to student grades, assignments, and other information through a web-based program called **PowerSchool**. Each student family will be provided a free username and password to access the program at their leisure at https://gateway.powerschool.com/public/home.html

Family-Teacher Conferences – Our school hosts one school-wide family-teacher conference session for students after the first quarter where families and teachers meet face-to-face and talk about student progress. Additional conferences are held on an individual needs basis and are scheduled by the teacher in collaboration with the family.

Student-Led Family Conferences – Our school hosts one student-led family conference session in the spring hosted by the students for their families to share their personal progress and showcase their academic work and accomplishments over the course of their middle school career.

Assessments and Grades

In order to improve, students need constructive and frequent feedback about their performance. Gateway teachers are committed to providing multiple forms of assessment, to reviewing student work thoroughly, and to responding to work verbally and/or in writing so that students understand how to improve. All teachers make themselves available to give students extra help or more explanation at least once a week. Teachers will post the times that they will be available and the locations regularly. It is a student's responsibility to check these postings and to seek extra

help if needed. Students may be required to attend afternoon tutoring or review sessions if they are having academic difficulties.

Gateway believes that grades should communicate—as clearly as possible—what students know and can do. We also seek to create a growth mindset environment that encourages students to take risks and to embrace mistakes as learning opportunities. Standards-based grading and the corresponding four-point scale are set up to support these two values by clarifying learning goals and assessing students on their progress towards meeting those goals—rather than prioritizing completion of tasks and assignments over learning. This allows for more meaningful student learning and teacher feedback, and moves away from an approach in which students are seeking to earn points rather than practicing to meet the learning goal.

What is the four-point scale?

Students will receive grades on the four-point scale. Students will receive 1-4 grades on assignments and for their quarter or semester grades. Educational researchers developed the four-point scale to more clearly assess what a student knows and can do, as follows:

4	Exceeding Standards
3	Meeting Standards
2	Approaching Standards
1	Below Standards

Recognizing that every student learns differently, Gateway issues grade reports at each marking period that show the assessment not only of students' mastery of course content (e.g. quality of homework, written expression, performance on tests and projects, evidence of critical thinking), but also students' mastery of the learning process (Process of Learning) which includes homework effort, in-class work habits, class participation and behavior. In addition, students who are receiving an 1 (Below Standards) will have a progress report sent home at the mid-quarter point of the marking period. Gateway grade reports also include teacher comments at the end of the first and third quarters that provide students and their families with a detailed account of the student's individual strengths and areas for improvement.

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 students have shown and skills students have demonstrated. In other words, Gateway teachers assess both how **much** students learn and how **well** students learn.

Report Cards – Families receive report cards at the end of each quarter (four quarters each school year).

Grade Point Average (GPA) – The total number of points divided by the number of counted classes equals the GPA. If a student is not demonstrating evidence of learning that meets or approaches standards, the student will receive a 1 (Below Standards) as their grade until the work missed or not meeting standards is completed..

Student GPAs and transcripts will also be based on the four-point scale (e.g. a "4" is equivalent to an A or 4.0 points in the GPA scale, a "3" is equivalent to an B or 3.0 points in the GPA scale, etc.).

The GPA point system is as follows:
4 = 4.0 3 = 3.0 2 = 2.0

Grading Scale:
4 = Exceeding Standards 3 = Meeting Standards 2=Approaching Standards 1= Below Standards

Students who achieve a grade point average (GPA) of 3.30-3.70 at the end of each semester will be part of the **Honor Roll**. Students who achieve a GPA of above 3.70 at the end of each semester will be part of the **Principal's Honor Roll**.

Testing – Our teachers use a variety of assessments from quizzes, testing, projects, portfolios, and homework to ensure students are reaching academic goals. In addition, the state requires all students in sixth through eighth grades take the

Smarter Balanced Assessment (SBA) in April/May as part of the California Assessment of Student Performance and Progress (CAASPP) and eighth grade take the California Science Test (CAST) in April/May.

Promotion Policy

Progressing to the next grade level is earned through academic achievement. At Gateway Middle School, students are not socially promoted. Promotion at the end of each grade is determined by student performance and progress based on a variety of assessments, including:

- Class-based tests and projects assessing course standards and expectations.
- Standardized pre- and post-assessments of skills in reading and math.
- Process of Learning assessments focused on habits to support one's learning.
- Quarterly report cards that record students' progress on core academic skills and our Process of Learning skills and habits.

If a student ends a semester with 1 (Below Standards) in any course, a meeting will convene with the student, the family of the student, administration, and teachers (if available) to discuss interventions and possible need for retention. Students who struggle academically will be referred to the Student Success Team to create an alternative plan that applies to the student's needs. Families will be asked to attend planning meetings and the student plan will be shared with parents and guardians.

Alternative criteria may include, but is not limited to, the following:

- Meet goals established in Special Education Individualized Education Plan
- Meet goals established in English Language Learner Plan

SUPPORT AND RESOURCES

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

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 middle school, high school, and beyond. Learning Center services will help students become aware of their unique learning strengths, as well as to identify areas where improvement is needed. In addition, Learning Center services will teach students to utilize the wide variety of resources available to help reach their learning potential. Finally, students will learn how to advocate effectively and appropriately for themselves in academic and other situations to assure that they acquire what they need to be a lifelong learner.

The Learning Center is available to all students. All students will have access to the following 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 student's learning profile and academic progress
- ✓ Extra academic help (by prior arrangement)
- ✓ After school tutoring and quiet study

Students may check out Learning Center materials before or after school. Parents and guardians are welcome to call or make an appointment to visit the Learning Center to explore and utilize resources. 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 Learning Specialists. If students or parents/guardians have any questions about the special education services to which they are entitled, please call the assigned Learning Specialist.

Advisory

As a Gateway student, students have a faculty advisor with whom they meet with regularly at specified times and informally throughout the year. The role of the advisor is to provide support to the student, academically and personally. Advisors meet with their groups every day to check in with students, respond to issues and concerns, do activities, and provide academic guidance as appropriate. Advisors communicate regularly with teachers to monitor

student progress and to help students succeed. Regular communication among students, advisors, teachers, and parents and guardians is important as it allows Gateway to support students and help students be successful.

From time to time, advisors may contact parents and guardians to check-in. Parents and guardians may also contact advisors if they have questions about a student's overall progress and well-being. **Parents should direct questions/concerns related to a specific class to the teacher of that class.**

STUDENT TECHNOLOGY POLICIES

Cell Phone Use and Electronic Devices in School

Gateway STRONGLY encourages students to NOT bring cell phones, iPods, portable speakers, CD or MP3 players, and other electronic devices to school. If students bring any of these items, students must **keep them in their pockets AND turned off during school hours** as many are stolen from backpacks throughout the year.

If a parent or guardian needs to contact a student during school hours, please call the main office and NOT a student's cell phone. If a student needs to phone a parent/guardian or relative, he or she must ask for a hall pass and come to the Student Support Office to make the call. If using a device to listen to audio at any time, earphones must be worn. Students may not use their portable electronic devices during breaks and passing periods, ONLY before and after school.

If a student cell phone is **seen** or **heard** or if it is **used** on campus during school hours without staff permission, the student may be asked to give it to a faculty member immediately upon request. In the occasion that a student violates our technology policy, the following steps will occur:

- **First offense:** Cell phone/electronic device is confiscated for the day and returned to student after school. Parent/guardian may be notified as a warning to the student.
- **Second offense:** Cell phone/electronic device is confiscated and turned into the office. Parent/ guardian may pick up at the end of the school day. Student may serve detention.
- **Third offense**: Cell phone/electronic device is confiscated and turned into the office. Consequences given at administrative discretion.

Taking pictures, videos, or recordings of teachers without their knowledge is a violation of our electronic use policy. The transmission and display/sharing of inappropriate images is subject to disciplinary and legal action.

Students must have permission from all parties involved (teachers and students) before a recording device is to be used. Students are strictly prohibited from using GMS's name, initials, logos, pictures, or representations of the faculty, staff, students, or other individuals that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate. Students are to use technology resources in ways that promote rather than degrade the school community or any individual member or group within the school community. Deliberate publication or postings of inappropriate material will result in serious disciplinary action up to and including dismissal from the school.

Student Internet and Computer Use

The use of technological resources at Gateway Middle is an integral part of our program, and students are encouraged to learn to use and then take advantage of the tools that are available both in class and in the Learning Center. As you might expect, along with access to these tools comes the responsibility to use them carefully and appropriately. Students and parents/guardians must sign an **"Acceptable Use Policy"** or **AUP** before students are permitted to have access to technology at Gateway, and of course, students 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, students are not allowed to use computers to play games or enter chat rooms. If students violate these rules, they will lose their computer privileges.

School Phone Use

Students at Gateway Middle are permitted to use school phones, with teacher permission, in situations that stem from health and safety issues, emergencies, or when students need to contact parents for an after school activity. Students and their parents/guardians must arrange pick-up times in advance of school and should not come to expect a daily

phone call from their child. In addition, parents/guardians should not rely on Gateway staff to relay messages to their children during school hours except in emergency cases.

SAFETY AND SECURITY OPERATIONS

Gateway is committed to protecting our students' right to attend a safe and secure school. As such, students are never allowed to admit anyone to the school premises except for a teacher, staff member or fellow student, unless a staff member is present and gives permission.

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 local community, 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. 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. It is your responsibility to help see that it reflects the best of us.

School Hours of Operation

Gateway Middle School is open from 7:45 a.m. to 6:00 p.m. Monday through Friday. School dismissal is at 3:30 p.m. Mondays, Tuesdays, Thursday, and Fridays, and until 2:00 p.m. on Wednesdays, unless otherwise noted by a minimum day schedule. The YMCA/Gateway After School Program runs daily from 3:30 p.m. to 6:00 p.m. Students must be enrolled in the after school program in order to participate. At 6:00 p.m. students enrolled in the YMCA/GMS after school program must either leave the campus or wait for their ride on Golden Gate Avenue.

Arrival Before School and Dismissal After School School

All pick-up and drop-off of students will happen on **Golden Gate Avenue**, at the front of the school building along the white curb zone. We will have Gateway Middle staff and parent volunteers supervising the sidewalk and entrance at the beginning of the school day and during after school dismissal to ensure student safety. **Please do not leave a car unattended during pick-up and drop-off times** – the vehicle may be subject to a citation or towing.

Boundaries

Gateway Middle School shares the school campus with Creative Arts Charter School, along with shared use of the cafeteria – students should not be found in any other areas of the campus unless supervised by Gateway staff. 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:

- Before 8:15 a.m. must enter through yard gate on **Golden Gate Avenue.**
- After 8:15 a.m. must enter and exit through the pedestrian gate on **Golden Gate Avenue.**
- May not enter the cafeteria, library, or classrooms unless supervised by Gateway staff.

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. Gateway students may not gather or loiter on the porches or stairways of neighboring buildings. It is also essential that Gateway students make safe and prudent choices in the neighborhood, particularly after dark.

Students Accessing and Departing Campus

Attending school every day is essential to student success. Once students arrive, students may not leave campus prior to the end of the school day without parent/guardian permission. To ensure we know where the child is during school hours, students are asked to check out through the office and exit through the main pedestrian gate on Golden Gate Avenue. See Attendance section for further explanation.

School-Provided Transportation

Gateway Middle School does not provide transportation to and from school, unless plans are made for field trips. Students and their families are responsible for their own transportation.

Student and Family-Provided Transportation

Families are welcome to transport their children to school. We ask that the entrance and exiting paths be followed to ensure a smooth flow of traffic during peak times.

Students are welcome to walk or bike to school. Once they arrive at school, bikes should be locked in designated racks. If students are planning to bike to school, make sure they have an adequate locking device and remember that California law requires students under 18 years of age to wear a helmet. Bikes may not be left in the office or hallways, or locked to fences during the school day. We do not recommend riding skateboards or scooters to school as we do not have the space to store and secure them. While you may use a skateboard, bicycle or scooter to get to and from school, due to insurance provisions **students may not skateboard or use scooters or bicycles on campus. The school is not responsible for transportation devices that are lost or stolen.**

Many Gateway students ride MUNI to school. If this is the case, we expect all students to act respectfully and responsibly at all times and to remain aware of those around them 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. **At the end of the day**, we advise students not to wait for MUNI alone. When possible, students should walk to the bus stop with someone else. **Additionally, we advise students not to have cell phones or other musical devices visible when leaving the building**. If walking home, we advise that students walk with a friend.

Expected Hallway Behavior

During the school day we expect students to act in a respectful manner in our hallways. Running and screaming, wrestling, interrupting other classrooms or any behavior that is not hallway appropriate will not be tolerated. Students that are consistently contributing to a disruptive atmosphere will face consequences up to and including suspension and possible expulsion. Outside behavior belongs OUTSIDE, not in the building.

Hall Passes

Students can move through the halls during class time only with a valid hall pass and permission from the teacher. Students without hall passes will be escorted to their current class and may be assigned a detention. Teachers are encouraged not to issue hall passes the first ten minutes or last ten minutes of class.

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 mouths or in the garbage.** Teachers reserve the right to not allow gum to be chewed in their classroom. Please put all trash in receptacles, recyclable items in the blue containers, and compost in green containers. Every quarter, all students and staff will participate in an school clean-up that will include cleaning desks and campus.

Lunch is available for purchase at reasonable prices each day from the cafeteria. Students may eat in designated areas when given permission by an adult. At no time are food or drink allowed in the main office or learning center.

After School Safety and Supervision

Gateway has a very active after school program from 3:30-6:00 p.m. Students waiting to be picked-up are to be off campus and waiting on Golden Gate Ave. by 3:45pm. Students staying after school are to be in a YMCA or tutoring classroom or the Learning Center. Students in programs are expected to remain in the after school classroom and are not permitted in the hallways or stairwells for they are not supervised spaces - students in these areas will be asked to enter a tutoring classroom or leave the building. All Gateway behavioral expectations apply during our after school programs.

School Searches

Gateway Middle School authorizes the Principal and Principal's designee(s) to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or any of Gateway Middle's rules. In authorizing searches, Gateway Middle acknowledges both state and federal constitutional rights which are applicable to personal searches of students and searches of their possessions.

An authorized school official may search a student or the student's belongings based upon information received from a reliable informant. Individuals, other than Gateway's employees, will be considered reliable informants if they have

previously supplied information that was accurate and verified, they make an admission against their own interest, they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. Gateway employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Students may be subject to personal searches and searches of their possessions where reasonable individualized suspicion exists to conduct such search. Reasonable individualized suspicion to conduct a search of a student or a student's possessions and the scope of the particular search shall be based upon, among other things, the student's age, the prevalence and seriousness of the problem to which the search is directed, the urgency necessitating an immediate search, and the probative value and reliability of information used as justification for the search.

Students have no reasonable expectation of privacy rights in school lockers, cubbies, desks, or other school storage places. Gateway exercises overriding control over such school property, which may be opened and subjected to inspection at any time by school officials. Gateway will provide notification to parents/families if a search has taken place as soon as is practicably reasonable.

Lockers, Cubbies, and Desks: all remain the property of the school. The school is authorized to open lockers, cubbies, and desks to examine their contents, including personal belongings of students, when officials have reasonable cause to believe that the contents threaten the safety, health, or welfare of students or include suspected stolen property or items, which are specifically prohibited by law, Board Policy, or school regulations. Students are personally responsible for all contents of their lockers, cubbies, and desks. Administrators may impose disciplinary consequences for violation of locker, cubbie, and desk policies.

Requirements for Student Activities Transportation

The following rules apply to extra-curricular trips:

- School administration must approve all school-related trips.
- Travel is by bus or other administrative approved transportation.
- Each bus must have at least one (1) school employee.
- Students must ride on school transportation both ways. The only exception is if the parent/legal guardian signs a release form at the activity to transport the student home.

Visitors

All visitors **must enter and exit our school building through the Golden Gate Avenue gates and proceed to the main office**. As part of our effort to keep students safe, we require visitors – parents and guardians included – to check in at the office and obtain a visitor's pass. Visitors may also be required to show ID. We welcome parent and guardian visitors, but ask that you schedule appointments with teachers or staff so classroom teaching will not be disrupted.

To protect students and school property, our school has a "No Loitering/No Trespassing" policy. Visitors who are not authorized on campus are considered to be loitering and may be charged with trespassing. Children who are not students enrolled in our school are not allowed on campus unless authorized by the Principal or designee.

Fire Alarm

Any time the fire alarm goes off (including regularly scheduled fire drills) students must obey the following procedures:

- Listen for the fire alarm
- Line up immediately, be silent, and follow adult directions
- Walk silently to the designated exit and line up outside

Lost, Stolen, or Confiscated Items

Personal Property

The best method for students to protect their personal property is to **leave valuables at home**. The school is not responsible for items lost or stolen.

Confiscated Materials

Items that may disrupt classroom instruction or our safe environment will be taken away. Confiscated electronic devices from a student will be returned to student or parent/guardian at administrative discretion. Any weapons, drugs, alcohol, inappropriate material confiscated from a student will not be returned. The school is not responsible for confiscated items that are lost or stolen.

DRESS CODE

Gateway recognizes that clothing is one way to be who you are. Certain clothing, however, can be inappropriate, distracting, and perhaps even offensive. Such clothing detracts from the serious and purposeful learning environment we all hope to foster. **As a college preparatory school, we seek to prepare students for situations where appropriate dress is necessary**, such as college or job interviews. Consistent with the school's mission, Gateway's dress code requires students to dress in ways that are respectful of those around you and appropriate for our school community. We encourage students to ask themselves each morning, "Does my outfit communicate respect for myself, my peers, and the learning environment at school?"

Dress Code Requirements:

- Clothing must cover undergarments and torso (no exposed midriffs/sheer materials)
- All clothing must fit properly – not too baggy/does not sag, not too tight
- Shorts and skirts must be no more than three inches above the knee (skirts/shorts should extend beyond fingertip length when arms are placed at sides) and free of rips/holes above that height
- All tops must have shoulder straps (no tube tops or halter tops) and cover cleavage
- Sunglasses, hoods, hats, beanies, visors, or other head attire may be worn outside, but must be removed inside the school building
- Closed-toed athletic shoes must be worn on days when student has Physical Education class

Gateway students may NOT wear clothing or accessories that:

*displays obscene, inappropriate, or offensive words or images.
*Promotes drugs (including 420 references), alcohol, tobacco, violent acts, lewd or sexual themes.
*suggests gang and/or hate group affiliation.
*Any other attire deemed to be a disruption of the educational process or detrimental to the health and safety of students is not to be worn.

Note: The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents and guardians who require an exemption for their child from the dress code for religious, cultural, or short-term medical reasons may speak to the Assistant Principal.

DISCIPLINARY PROCEDURES

Gateway Middle School uses the theory of restorative practices as the foundation for our discipline. Restorative practices are a practice of discipline that repairs harm done to relationships and people over and above the need for assigning blame and dispensing punishment. Key values include respect, responsibility, inclusion, accountability, collaboration and empowerment. Key skills include active listening, facilitating dialogue, promoting problem-solving, listening to and expressing emotion, and empowering others to take ownership of problems. Restorative practices help students deal with the harm they have caused to individuals and to the school community. The approach can provide new and creative possibilities rather than simply offering cookie-cutter answers to situations which teachers and administrators experience every day. The viewers, bystanders, victims, and significant adults in the life of those involved gather to decide what would make things right and prevent similar behaviors in the future. We start with the belief that when we celebrate what's right, we will have the energy, creativity, and inspiration to work at changing what is wrong.

In the event that a student is suspected of engaging in conduct for which suspension or expulsion may be considered, the Assistant Principal or 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.

Through a 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 opportunity to 'make right' what they have done wrong and then acknowledged for their more positive contributions to the community

Guidelines for Written Statements

It is ordinarily the case that students are asked to write statements regarding their behavior in or witnessing of a serious disciplinary incident. When this is the case, the Assistant Principal or other administrator will meet with the student to ensure that the student understands the purpose and process for this writing. It is essential that the student has the opportunity to explain what happened from his or her perspective. Writing also provides an opportunity for reflection and perspective. The restorative approach consists in asking and answering **FIVE** key questions:

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what happened and how?
4. What about this has been the hardest for you?
5. What do you think needs to be done to make things as right as possible?

Classroom Management

The teacher/middle school team will have in place a classroom management plan. The plan will include expectations for student behavior, classroom consequences for inappropriate behavior, and provisions for student conferencing and parent/guardian contact. When a student misbehaves, the teacher will deal with the student through assertive discipline, posted class rules, and fair enforcement. If the student does not change his or her behavior, the teacher will contact the student's parents to enlist parent/guardian support. If disruptive behavior continues, the student will be referred to the administration. A teacher will refer students to an administrator for continuous infractions and severe misbehavior. If the behavior becomes excessive, the student will be sent to the Assistant Principal to support the classroom management plan. The Assistant Principal will follow the Discipline Steps listed below.

Level One Misbehavior – This is any behavior that interferes with the learning process, such as public display of affection, disrupting class, lack of preparedness, nonconformity to dress code, and any other behaviors that disrupt the learning process.

Severe Behavior, Levels Two and Three – This is any action that threatens the safety or welfare of people on campus and/or stops the learning process: such as fighting, weapons, harassment, vandalism, extreme disruption, drugs, alcohol, or tobacco.

Discipline Steps

When a referral is made by a teacher regarding mischievous or severe behavior, it will be submitted to the Assistant Principal. Referrals will be processed as follows below:

1. Level One (Behavioral interventions may begin on Step 1 or Step 2):
   - ✓ **Step 1:** Teacher conferences with student and documents student behavior.
   - ✓ **Step 2:** Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents/guardians and possibly the administration.
   - ✓ **Step 3:** Teacher refers student to the administration and parents/guardians are contacted. This indicates that the student has not responded to Step 2 and/or 3 interventions in the classroom. Referrals will result in a conference with the student/parent/guardian and assignment of a consequence determined by the administration. A review of Step 1 and 2 interventions and alternate strategies may be considered by the administration and the teacher.

2. Level Two: For severe deviant behavior, incorrigibility, or repeated violations, the student may be suspended from school for a period of one to five (1-5) days by the Assistant Principal or certified designee. An informal meeting will be afforded parents/guardian before suspending. Continued referrals may result in progression to Level Three. This may take place by a telephone or school conference.

3. Level Three: When the student does not respond to interventions or alternative placement, recommendation for expulsion will be considered.

Parent/Guardian Behavior

Parents and guardians are expected to model good behavior for the children. All concerns may be brought to the Principal or Assistant Principal and discussed professionally. However, Gateway Middle is not a school that will tolerate shouting, threats, or cursing by parents or family members. Such behaviors will result in severely limiting a parent's or other family member's access to teachers and to visiting the school, and may result in consequences for the children.

Consequences

Lunch Detention – Students must be on time, prepared with a writing utensil with which to complete their detention reflections. Rules include no talking, no sleeping, and no heads down on desks. Lunch detention may also be served through lunch clean-up duty.

After School Detention – Students must be on time to after school detention. The student must serve after school detention from 3:45 – 4:45 p.m. Students may be asked to complete school clean-up tasks. The student's parent/guardian will be notified that after-school detention will be served and the date and time of the detention. The administration of Gateway Middle School has at his discretion, the right to require that the detention be held the same day as the behavior.

In School Suspension (ISS) – Provided daily during school hours. Students may be assigned for a portion of a day, up to three (3) days of ISS. Students will be provided with academic materials and will conference with an administrator prior to assignment in ISS and before returning to their regular classes. Rules will include no talking, no sleeping, no heads down on desk, and no contact with other students. Students may also be suspended from after school activities during this time, such as dances and/or sports practices, at administrator's discretion.

Suspension from school (OSS) – Students may be suspended from school and all school-related activities for a period of one to five days, with an extension of up to 10 days for violent or severe behavior. Students may not come on campus for any reason during the period of suspension. A conference will be held with the student, parent and administrator prior to the suspension and before the student returns to classes.

Expulsion – Any student who is a habitual truant, incorrigible, and continually disruptive of school discipline, disrupts the instructional process, or whose presence is a detriment to the health and safety of other students may be denied attendance by expulsion. Expulsion is removal from school for a determined period of time (usually a semester or year). Only the Board of Trustees can make this decision. If a student is being referred for expulsion the parent/guardian will receive the following: notice of charges, explanation of recommendation, opportunity to express their point of view at the school level. If it is still deemed necessary to refer for expulsion, the student will attend a hearing before the School

Board to determine continued attendance or removal from school. Should any student wish to challenge that decision, he/she will be entitled to a hearing before the appropriate administrator with the right to appeal the decision to the Board of Trustees.

Group Consequences

Gateway Middle School retains the right, during particularly difficult circumstances, to keep groups of students or an entire class of students during lunch or after school. The school does not seek to punish the good with the bad, but it believes that we are all responsible for each other – that the actions of some of us do impact, and are impacted by, the entire group.

Loss of Privileges

Gateway Middle School offers students many privileges that can be taken away as a consequence for poor behavior. These include but are not limited to arriving at school early or staying late on school grounds, participating in co-curricular classes and after school clubs and teams, attending field trips, attending dances and social events, and using the computer room or other school equipment.

Jurisdiction for Suspension and Expulsion

Students may be suspended or expelled for the behaviors outlined below when that act is related to school activity or school attendance occurring within Gateway Middle'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:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period or during recess
4. During, or while going to or coming from, a school sponsored activity

SCHOOL POLICIES FOR BEHAVIOR

Given our community values, these are the fundamental policies we expect each student to honor and follow. Choosing otherwise will result in serious disciplinary consequences.

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

1. **Threats of Violence:** Gateway students will not cause or threaten to cause physical injury to another person. An action or behavior that disrupts the educational process or that threatens harm to students, staff or property may lead to suspension or recommendation for expulsion. This may include the pulling of school fire alarms.

2. **Demeaning and Disrespectful Language:** Any language that demeans others will not be tolerated. Specifically, the use of homophobic, sexist, or racial slurs are prohibited and considered a severe misbehavior. This behavior, profane language, or inappropriate gestures could all result in suspension from school.

3. **Sexual Harassment:** 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 also be aware that electronic items such as texting, email or social networking sites (an example being Facebook or Instagram) that are used to create a hostile environment or to sexually harass a student or groups of students are 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 class work, creating substantial disorder, creating an intimidating or hostile environment or otherwise invading the rights of another. Please see Gateway's specific Sexual Harassment Policy later in this handbook.

4. **Discrimination:** No student or employee of Gateway Middle School shall, because of actual or perceived race, color, creed, national origin, sex, sexual orientation, gender identity or expression, disability, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by or sanctioned by Gateway Middle School. Gateway Middle School recognizes that different treatment because of race is prohibited in all programs and activities. Students and parents are encouraged to bring formal and informal concerns of race discrimination by school staff or students to school administration. These concerns should be made in writing. Please see Gateway's specific Discrimination Policy later in this handbook.

5. **Bullying/Harassment:** 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. This imbalance of power and the resulting belief of victims that they cannot defend themselves makes bullying particularly hurtful.

   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.

   State law and Gateway Middle School board policy prohibit any form of harassment by any student or staff member based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, or religion. Any student found to be engaging in bullying or harassment will face disciplinary consequence, up to suspended/expulsion. Consequences for staff members are defined by existing board policy for similar offenses.

6. **Fighting:** Fighting will not be tolerated under any circumstances. Students who fight may be suspended for up to five (5) days and/or recommended for expulsion. Students who either encourage a fight or incite a fight through teasing, harassing, posturing, staring, "dogging", or intimidating another student will be subject to the same consequences as those who are physically fighting.

7. **Gangs and Hate Groups:** Gangs, hate groups, and similar organizations or groups, which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap, are inconsistent with the fundamental values and educational environment at our school. The activities of such groups and their members are prohibited on school property and at all school functions. Such prohibited activities include, but are not limited to:
   - The congregation of members that block building entrances, hallways, or otherwise disrupts campus;
   - The solicitation or recruitment of members;
   - The possession of group paraphernalia and materials;
   - The intimidation of others;
   - The advocacy of discrimination; and
   - Any other behavior, (such as wearing clothing with gang colors or insignia, or the use of language, codes, or gestures) that provokes violence or seeks to advocate the purpose and objectives of such groups.

8. **Possession of weapons:** There is no place for weapons at Gateway. Gateway students will not possess, sell, or otherwise furnish any firearm, knife, 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. Weapons are described as any object, which can be used to cause either temporary or permanent harm to a person or property. Any violation of this policy or rules and/or regulations, may result in expulsion from school for a period of not less than one semester.

9. **Possession of alcohol, tobacco, or other drugs:** All school property is a Drug-Free Zone. Gateway students will not unlawfully possess, use, sell, or otherwise furnish, or be under the influence of any controlled substance (includes prescription drugs that are not your own), an alcoholic beverage, or an intoxicant of any kind. This includes attending a school activity or event, and/or while being transported in a contracted or school vehicle of any kind or at any location, public or private, where students are attending as representatives of Gateway Middle School. 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. Please see Gateway's specific Health and Well-Being section later in this handbook.

10. **Items Inappropriate For School:** Items that are inappropriate for school are those items that can cause a disruption to the learning environment and serve no educational purpose. The following are examples of items that may be deemed inappropriate for school:
    - Sunflower seeds, toothpicks, rubber bands, squirt guns, etc. – these items are not permitted because of the problems caused by misuse.
    - Riding skateboards, bikes, roller skates, scooters, shoes with wheels, and roller blades on school property is prohibited.
    - Trading cards, video game systems, toys or other items of value
    - Animals, unless brought with administrative approval
    - Large chains
    - Laser pens, shock pens

11. **No Touch Policy:** Students are to keep their hands and feet to themselves at all times. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other. Dependent upon the severity, No Touch violations can be minor or major violations of the school discipline policy.

12. **Student Behavior at School Activities:** Students in school or involved in school-sponsored activities either on or away from the school premise are expected to obey their school officials, protect property, maintain order and decorum, and conduct themselves in such a manner as to reflect credit upon themselves and their school. Any student who does not meet these standards is in violation of the discipline regulation of Gateway Middle School and will be subject to disciplinary consequences.

13. **Stealing and Theft:** Students are to honor the property of others. Taking any object from someone without their permission will result in severe disciplinary consequences.

14. **Tardies and Poor Attendance:** Students are to attend class regularly and on time. Should a student continue to be tardy/absent from classes throughout the school day without valid excuses, they may be subject to serious disciplinary action.

15. **Bus Rules:** The students are to conduct themselves in an orderly manner when waiting for or riding the bus. It is important not to distract the bus driver. Misbehavior on the bus or at the bus stops can deprive a student of the privilege to ride the bus and may result in additional school consequences.

16. **Spectator Code Of Ethics**
    - Spectators are an important part of the game and should conform to accepted standards of good sportsmanship and behavior.
    - Spectators should at all time respect officials, coaches, and players as guests in the community and extend all courtesies to them.
    - Enthusiastic and wholesome cheering is encouraged.
    - Booing and other disrespectful gestures, activities, or remarks should be avoided at all times.
    - Bells, whistles, or noisemakers of any kind are not acceptable at athletic activities and/or spectator events.

17. **Cheating**: Students are expected to act with integrity and submit original work and use their own knowledge and skills when tested. On occasion, however, individuals may choose to cheat which violates our school core values. Below is description of that behavior:
    - **Plagiarism** is when a person takes credit for another's work be it from printed material (ex: Internet, books, newspaper, encyclopedias, or periodicals) or from a peer without proper documentation. The following are examples of instances of plagiarism:
        - Copying from another student's test/work
        - Obtaining by any means another person's work and submitting it as one's own work.
        - Failing to give proper credit to sources used in papers and projects.
    - **Academic Dishonesty** is when a student fraudulently gains access to knowledge for the purpose of assignments, etc. The following should be used as a guide to help students understand academic dishonesty:
        - Seeking aid from another student during a test.
        - Preparing any academic work with another student, unless permitted by an educator.
        - Possessing or using material or notes not authorized by an educator during a test.

      Plagiarism and academic dishonesty can be avoided by the following:
        - Proper documentation
        - Clear communication between student and teacher
        - Integrity, through personal and social responsibility

      If a student cheats, she/he may be able to redo the assignment or one that is similar in content to show mastery. The student, however, may not receive credit for the assignment. This is up to the individual teacher's judgment.

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

1. Commits or attempts to commit robbery or extortion;
2. Steals or attempts to steal school property or private property;
3. Commits an obscene act or engages in habitual profanity or vulgarity;
4. Knowingly receives stolen school property or private property;
5. Commits or attempts to commit a sexual assault or sexual battery.

DISCRIMINATION AND HARASSMENT POLICY

The Board of Gateway Middle School prohibits acts of harassment, intimidation or bullying by or toward any students or school community members. Gateway Middle School expects students to conduct themselves in keeping with the Core Values of Community, Respect, Responsibility, and Excellence.

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, gender identity or expression or socio-economic background. If you have questions about this policy, or you believe that this policy has been violated, please contact Gateway Middle's Assistant Principal.

Gateway Policy Against 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. These types of harassment of a protected class are violations of federal and state laws. **Such harassment in all of its forms is strictly forbidden at Gateway Middle School.** Such actions, whether physical, written, digital, spoken or otherwise expressed, will be subject to serious disciplinary consequences that may include probation, suspension and expulsion.

Sexual Harassment is a type of gender discrimination. 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.

Any student who experiences or observes such harassment should immediately inform Gateway Middle's Assistant Principal. The Assistant Principal is located in the main office and her office phone number is (415) 922-1001. At the request of the student filing the complaint, the Assistant Principal may attempt to resolve the matter informally. Otherwise, the following procedures will be used.

Working in a prompt, thorough and sensitive manner that respects the rights of all parties, the Assistant Principal will conduct an investigation to determine all of the facts and circumstances that led to the complaint. In addition, the Assistant Principal will determine whether interim measures should be taken to address the alleged harassment while the investigation is being conducted. The investigation will include privately and discreetly interviewing appropriate students and staff (including witnesses identified by the students), consultation with members of the Gateway staff as deemed necessary, and appropriate communication to students and families at the conclusion of the investigation. The Assistant Principal will keep students informed of the status of their complaints. Following the conclusion of the investigation, the Assistant Principal will report her findings and conclusions to the Principal, and recommend to the Principal an appropriate course of action to address and end the harassment. This course of action may involve, but need not be limited to a disciplinary response including suspension or expulsion. The Assistant Principal will inform the parties of the outcome of the complaint. It is anticipated that, in most cases, this entire process will be completed in 10 school days.

Federal and State Law make it illegal to retaliate against a student for reporting harassment of a protected class. Any member of the Gateway community who attempts to threaten, intimidate or take other action against another who has reported an incident of harassment of a protected-class 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, while attending and while traveling to and from school sponsored games, events, meetings, dances, trips and other school sponsored activities.

Policies and Guidelines to Support Our Transgender and Gender Nonconforming Students

The purposes of these policies and guidelines are:

(1) to foster an educational environment that is safe, inclusive and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender expression; and
(2) to facilitate compliance with local, state and federal laws concerning bullying, harassment and discrimination.

This policy should be interpreted consistent with the goals of reducing the stigmatization of and improving the educational integration of transgender and gender nonconforming students, maintaining the privacy of all students, and fostering cultural competence and professional development for Gateway staff. Furthermore, this policy will support healthy communication between educators and parents/guardians to further the successful educational development and well-being of every student.

A NOTE ON TERMINOLOGY
Transgender and gender nonconforming youth use a number of words to describe their lives and gendered experiences. To list just a few examples, these students may refer to themselves as trans, transsexual, transgender, male-to-female (MTF), female-to-male (FTM), bi-gender, two-spirit, trans man, trans woman, and a variety of other terms. Terminology and language describing transgender individuals can differ based on region, language, race or ethnicity, age, culture, and many other factors. Generally speaking, school staff and educators should inquire which terms students may prefer and avoid terms that make these students uncomfortable; a good general guideline is to employ those terms which the students use to describe themselves.

Definitions

These definitions are provided not for the purpose of labeling students but rather to assist in understanding this policy and the ways in which we can best support our transgender and gender nonconforming students. Students may or may not use these terms to describe themselves.

CISGENDER: Cisgender is a term for someone who holds and expresses a gender identity that aligns with the gender assigned at birth. The term refers to "non-transgender" people.

GENDER IDENTITY: A person's deeply held sense or psychological knowledge of their own gender. One's gender identity can be the same or different than the gender assigned at birth. Most people have a gender identity that matches their assigned gender at birth. For some, however, their gender identity is different from their assigned gender. All people have a gender identity, not just transgender people. The age at which individuals come to understand and express their gender identity may vary based on each person's social and familial social development.

GENDER EXPRESSION: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

TRANSGENDER: An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned sex at birth. Other terms that can have similar meanings are transsexual and trans.

TRANSITION: The process in which a person goes from living and identifying as one gender to living and identifying as another.

GENDER NONCONFORMING: A term for people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both genders. Other terms that can have similar meanings include gender diverse or gender expansive.

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.

Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, and as students travel to and from school. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, and on school computers, networks, forums, and mailing lists and/or that impacts students' academic progress or performance at school. This policy applies to the entire school community, including educators, school staff, students, parents, and volunteers.

Bullying, Harassment, and Discrimination

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.

PARENTAL INVOLVEMENT

The parents and guardians of transgender and gender nonconforming students can play a critical role both establishing a safe and accepting school environment for such youth. Transgender and gender nonconforming youth are both coming out in growing numbers and transitioning earlier. We encourage schools to work with supportive parents and guardians whenever possible to establish healthy communication and ensure the needs of the needs of these often vulnerable students are fully met.

Privacy/Confidentiality

All persons, including students, have a right to privacy, and this includes the right to keep one's transgender status private at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Gateway shall ensure that all medical information relating to transgender and gender nonconforming students shall be kept confidential in accordance with applicable state, local and federal privacy laws. School staff shall not disclose information that may reveal a student's transgender status to others, including parents and other school staff, unless legally required to do so or unless the student has authorized such disclosure.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share with others. The fact that a student chooses to disclose his or her transgender status to staff or other students does not authorize school staff to disclose other confidential or medical information about the student. When contacting the parent or guardian of a transgender student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise. (See "Student Transitions" below.)

Official Records

Gateway shall maintain a mandatory permanent student record that includes a student's legal name and legal gender. However, to the extent that the school is not legally required to use a student's legal name and gender on other school records or documents, Gateway shall use the name and gender preferred by the student. Gateway will change a student's official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court order, or through amendment of state or federally-issued identification. [School IDs, for example, are not legal documents and should use the student's preferred name.] In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

Names and Pronouns

Every student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. It is strongly recommended that teachers privately ask transgender or gender nonconforming students at the beginning of the school year how they want to be addressed in class, in correspondence to the home, or at conferences with the student's guardian.

Access to Gender-Segregated Activities and Areas

Gateway maintains separate restrooms and/or changing facilities for male and female students; however, students are provided access to these gender-segregated facilities based on their gender identity. Additionally, Gateway provides an inclusive single-stall restroom open to all students.

In any gender-segregated facility, any student who is uncomfortable using a shared facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, requiring a transgender or gender nonconforming student to use a separate, nonintegrated space threatens to publicly identify and marginalize the student as transgender and may not be done unless requested by a student. Under no circumstances may students be required to use sex-segregated facilities that are inconsistent with their gender identity.

Where available, schools are encouraged to designate facilities designed for use by one person at a time as accessible to all students regardless of gender, and to incorporate such single-user facilities into new construction or renovation. However, under no circumstances may a student be required to use such facilities because they are transgender or gender nonconforming.

Physical Education Classes and Intramural and Interscholastic Athletics

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

Other Gender-Based Activities, Rules, Policies and Practices

As a general matter, Gateway will evaluate all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that have a clear and sound pedagogical purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Gateway's policy ensures equal access to all school facilities, and equal participation in school activities, by making clear that all students have the right to be treated according to their gender identity for these purposes. At the same time, Gateway also acknowledges that some students, for a variety of reasons, may feel uncomfortable using shared facilities. This may include transgender students, students with disabilities or other physical differences, students who are reluctant to use facilities alongside a transgender student, or other students. Gateway accommodates students upon request by providing a safe and non-stigmatizing alternative. In addition, Gateway continually assesses our ability to convert existing facilities that are designed for single users to be gender-neutral, and to provide for single-user facilities in any new construction and renovation.

Dress Code

While Gateway has a dress code that defines appropriate attire for all students, students shall have the right to dress in accordance with their gender identity, within the boundaries set by our dress code. Gateway staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

Student Transitions

In order to maintain privacy and confidentiality regarding their transition and gender identity, transgender students may wish — but are not required — to transition over a summer break or between grades. Regardless of the timing of a student's transition, Gateway recognizes the following age-appropriate policies:

EARLY MIDDLE SCHOOL: Generally, it will be the parent or guardian that informs the school of the impending transition. However, it is not unusual for a student's desire to transition to first surface at school. If school staff

believes that a gender identity or expression issue is presenting itself and creating difficulty for the child at school, approaching parents about the issue is appropriate at the middle level. Together, the family and school can then identify appropriate steps to support the student.

LATE MIDDLE SCHOOL or SECONDARY SCHOOL: Generally, notification of a student's parent about his or her gender identity, expression or transition is unnecessary, as they are already aware and may be supportive. In some cases, however, notifying parents carries risks for the student, such as being kicked out of the home. Prior to notification of any parent or guardian regarding the transition process, school staff should work closely with the student to assess the degree to which, if any, the guardian will be involved in the process and must consider the health, well-being, and safety of the transitioning student.

When a student transitions during the school year, the school shall hold a meeting with the student (and the student's parent(s) or guardian(s), if consented to by the student) in order to ascertain the student's desires and concerns relating to transitioning. The school should discuss a timeline for the transition in order to create the conditions supporting a safe and accepting environment at the school. Finally, the school shall train school administrators and any educators that interact directly with the student on the transition plan, timelines for transition, and any relevant legal requirements or other information necessary to provide the student with an appropriate educational environment.

Training and Professional Development

Gateway will conduct staff training for all staff members to ensure they are knowledgeable about these guidelines and how to best support transgender and/or gender nonconforming students. Information regarding this policy shall be incorporated into training for new school employees.

Gateway will implement ongoing professional development, as needed, to build the skills of all staff members to prevent, identify and respond to bullying, harassment and discrimination. The content of such professional development shall include, but not be limited to:

(i) terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
(ii) developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy;
(iii) developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying;
(iv) Gateway policies regarding bullying, discrimination, and gender identity and expression issues and responsibilities of staff
(v) incorporating gender inclusive structures, lessons and pedagogies into the classroom and school culture.

DIRECTORY INFORMATION AND MEDIA RELEASES

Directory Information means personally identifiable information contained in a student education record not considered harmful or an invasion of privacy if released (such as student's name, town of residence, telephone listing, classroom teacher, officially recognized activities and sports participated in, weight and height [if on athletic team], dates of attendance, awards received and the previous school or program attended, photos, school newspaper, including yearbook and such categories of information as the Principal shall designate).

Directory Information will be released only with administrative direction. Information will not be given via phone, except in case of health and safety emergency. Families will be notified annually (through the distribution of this handbook) and their student's registration or verification form. **The parent/student will be given the opportunity to limit the release of directory information by completing the new student registration form or updating the yearly verification form and returning it to the school.**

Media Access

Throughout the year, our staff, students, and representatives of the media may be in our school or at school-sanctioned events to take pictures and write about the good news happening here for school newsletters and other print and electronic publications, as well as for newspaper, television, and radio coverage. These tend to be "human interest" or "good news" stories.

Federal laws allow the school to release some information – called directory information – without prior permission. This information includes names, photographs and other basic information about students participating in school-related activities.

We also understand that some parents have concerns. If you object to having your student participate in district media coverage please complete a form at our office. Please note, your permission will be assumed if the school does not have this completed form on file.

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Gateway Middle School is dedicated to offering an activities program to its students. It is the school's belief that there should be a proper balance between the academic and activity programs. A properly balanced and well-supervised activities program will provide social, emotional, and physical opportunities for those wishing to participate. This school will take the responsibility for providing a program that represents the interests of the majority of its students.

Extracurricular or co-curricular activities are supplements to the regular instructional programs and afford students opportunities for enrichment. Participation in extracurricular and co-curricular activities is a privilege, not a right. As representatives of their school, students participating in such activities are expected to meet high standards of behavior. Gateway Middle School will adhere to all rules and regulations of its associated league.

Gateway Middle School participates in a San Francisco athletic league with other San Francisco middle schools. Our sports teams are known as the Griffins. All athletes must adhere to both the policies set by Gateway and by the San Francisco athletic league.

Definition of Extracurricular and Co-curricular Activities:

- Extracurricular activities are school-authorized activities, which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student groups or organizations, and community activities.
- Co-Curricular activities may be school-authorized activities held in conjunction with a credit class.

Activity Suspension

The school believes that the safety and welfare of other students may be adversely affected when students who are involved in extracurricular or co-curricular activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in criminal conduct or drug use in any location. At the beginning of each semester, teachers or coaches of co-curricular courses will identify for students how participation in the co-curricular activity affects their participation and/or grade. Students who do not uphold a 2.0 GPA, have an Incomplete, or both, will be on suspension from their sport.

Physical Education Attire

Students will be required to wear appropriate PE attire and athletic shoes during all physical education classes. More detailed information will be given to students when they begin PE class.

Fundraising Activities

Most of the activities, clubs, organizations, and classes conduct fund-raising activities during the school year. These must be approved in advance by the administration, and all funds collected are dispersed to the student body fund according to established guidelines. Students collecting money for school organizations must turn in the money to the faculty sponsor on a daily basis. Students may not use the school, or represent the school, to conduct fund-raising activities to benefit themselves personally or outside organizations (not school-related).

HEALTH AND WELL-BEING

The following are guidelines for keeping your child home from school to ensure his/her well-being and prevent the spread of illness:

- A temperature of 100-degrees or higher
- Nausea, vomiting, abdominal pain, diarrhea
- Nasal discharge with a yellow/green color
- Student with more lethargy than usual
- Cough in combination with other symptoms
- Contagious process- rash, pink eye, head lice, etc.

Health and Emergency Policy

If a student is injured or becomes ill at school, efforts will be made to notify the parent/guardian. If parent/guardian cannot be reached, the designated emergency contact will be notified. **Please advise the school of any changes in telephone numbers, places of work, or emergency contacts.**

In the event of serious illness or injury, the paramedics may be notified to assess the student's condition and transport to the emergency room if they determine it is necessary. Every effort will be made to contact the parent, who may then meet the student at the emergency room or at school. **It is the parent's responsibility to pay for medical services – including transportation to the emergency room.**

The school has personnel trained in performing CPR and first aid; these personnel along with the school administrators will be responsible for determining the need to call for further medical assistance. **If your student has a chronic or acute health condition that may affect them at school, please contact school.**

Immunizations

In accordance with the California School Immunization Law, we are requiring parents to submit a copy of their child's immunization status to the school office. This should be done within 60 days of the first admission of their child to the school. Our goal is that every student will be properly immunized for the health of students, school, and community. Exemptions for medical reasons can be made; forms are available in the school office. If an outbreak of a contagious disease occurs, students who are not immunized will be excluded from school attendance.

Medications

Most medications should be administered at home. If a student must take medication (non- prescription or prescription) at school, the medication is to be administered through the office. The medication must be in the original container, with one week's supply or less. The medication must be accompanied by a written release on file with the office. Forms are available from the office and require:

- Name of medication.
- Doctor's name.
- Reason for taking the medication.
- Dosage and length of time to be administered.
- Parent/guardian signature.

Emergency Medication (i.e. for asthma or allergies) must be carried by the student for self- administration or administration by staff, as needed. The office must be advised of student's emergency self-medication(s) and related needs. The office keeps first aid kit and emergency medication to be administered for small emergencies and mishaps.

GENERAL POLICIES

Student Records

Any student, parent, or legal guardian may have access to records (cumulative folders), which pertains to them personally. Unless there is a court order prohibiting it, non-custodial parents are allowed to see these records. Administrators may disclose personal information about students without prior consent from the parent/guardian if it is deemed necessary by the administrator. Cumulative records are available to certified staff. Records of a confidential nature are not open, and remain with the person responsible for them (i.e. administrators, counselor, etc.).

Messages

We aim to maximize students' uninterrupted learning time. We will deliver emergency messages at the time of the call. Parents, please do not contact your student on their cell phones at any time during the day. Balloons, flowers, and other special deliveries are kept in the office until the end of the day. The recipients will be notified during their final class period.

Moving?

During the school year, please notify the school if there are any changes to your student's home address or phone number.

Withdrawal From School

- A parent/guardian must notify the school office as early as possible regarding the student's withdrawal. Notification can be a visit to the school (preferred), written note or phone call.
- The student will complete a check out form on their last day of attendance.
- Student/parent will be issued a completed check out form as well as birth certificate and immunization record (as needed) to take to the new school.
- **All schoolbooks and equipment must be returned on the student's last day of attendance.**
- Parent/guardians will be charged for all books or equipment that is not returned.

GATEWAY MIDDLE SCHOOL
Home and School Handbook Agreement

Principal: I support and encourage student/parent/teacher partnerships. I will:
- Provide an environment that permits positive communication between student, parent and teacher(s).
- Encourage teachers and parents to provide regular opportunities for practicing academics at school and at home.
- Provide equal and fair opportunities to access staff and the opportunity to volunteer.

Teachers: We understand the importance of the school experience to every student and our position as a teacher and a role model. We agree to:
- Be aware of your child's needs.
- Communicate with you about your child's progress frequently.
- Teach concepts and skills to your child to meet state academic standards.
- Motivate and encourage your child to practice academics at home.
- Hold parent/teacher conferences annually.
- Deliver high quality curriculum and instruction.
- Provide materials for home to enhance literacy and other academic subjects.

Student: It is important that I do my best. I know my parents and teachers want to help me, but I am the one who has to do the work. So, I will:
- Believe that I can and will learn.
- Be responsible for my behavior.
- Give work and school papers to my parent/caregiver.
- Pay attention and ask for help when needed.
- Complete class work on time and to the best of my ability.

Parent/Caregiver: I want my child to succeed. I will encourage him/her by doing the following:
- Encourage positive attitudes about school.
- Support the school discipline policy and school policies
- Make sure my child attends school regularly.
- Encourage my child to get enough sleep and to eat nutritious meals.
- Establish with my child a place and time to study and a daily reading time.

RECEIPT OF GATEWAY MIDDLE SCHOOL STUDENT AND FAMILY HANDBOOK:

I received the Gateway Middle School Student and Family Handbook and accept the responsibility to review and discuss it with my child and for my child to follow the handbook policies. Please detach and return this page to Gateway Middle School.

_____	_____	_____
PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE	DATE
_____	_____	_____
STUDENT NAME	STUDENT SIGNATURE	DATE