



Parent & Student Handbook 2023-2024

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Welcome to Gateway International School!

Mission Statement

Our mission is to develop the whole child as a compassionate, life-long learner. Through inquiry, reflection, and rigor, students will become globally aware and actively involved in their community and the world.

Vision Statement

Gateway International School will provide a safe learning environment where students are empowered to develop international awareness, self-sufficiency, and a sense of pride in their academic and personal success.

SARC

CDE requires our school to publish a School Accountability Report Card (SARC) annually that describes our school's demographics, academic achievement data, and other important characteristics of our school. A copy of the SARC can be found on our school web page or at www.sarconline.org.

Academic Program

GIS is a public charter school serving students in Transitional Kindergarten through 8th grade. GIS is a school of Gateway Community Charter. It is overseen by the GCC governing board and by the Superintendent/CEO. GIS challenges students with a rigorous, college-preparatory curriculum. Both the elementary and middle school curricula align with Common Core State Standards. Students learn 21st Century learning skills that are incorporated into the International Baccalaureate framework. GIS is an authorized IB World School for the Primary Years Programme (TK-5th) and the Middle Years Programme (6th-8th).

International Baccalaureate (IB) Mission Statement

"The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right." (Source: www.ibo.org/mission/)

International Baccalaureate (IB) Learner Profile

The learner profile unites us all with a common focus on the student as a lifelong learner. It applies to students, teachers, parents, and administrators; for we are all continually learning. These 10 attributes are:

<i>Balanced</i>	<i>Open-Minded</i>	<i>Caring</i>	<i>Principled</i>	<i>Communicator</i>
<i>Reflective</i>	<i>Inquirer</i>	<i>Risk-Taker</i>	<i>Thinker</i>	<i>Knowledgeable</i>

We believe students who embody the IB mission and attributes will be successful in a 21st-century global environment.

Attendance

Students are expected to be at school on time and ready to learn every day. Regular, timely attendance is critical for student success. Additionally, California State law requires parents/guardians to send their children to school, unless otherwise provided by law (Education Code 48200, 48290). Therefore, parents have the responsibility of ensuring that their student attends on time daily. Medical and dental appointments and family vacations should be scheduled for those times when school is not in session.

Arrival:

Students may not be on campus until 7:45 AM, there is no adult supervision before that time, so we cannot guarantee students' safety. All students should go to the cafeteria (for breakfast) until 8:00 AM.

It is important that parents do not park and leave their vehicles unattended in either the red zones, handicapped parking without a placard, or drop-off zones during school hours. If parents wish to walk their child to the front gate, they must park legally and walk with their child.

All parents who wish to remain on campus with their children after the start of the school day MUST go to the office, sign in, and wear a visitor's badge. This is only allowed if volunteer paperwork is completed with the Parent Liaison and an appointment is scheduled with the classroom teacher.

Dismissal:

TK students will be dismissed at the church from their classrooms. Students with last names A-M dismiss to Morse Gate and students with last names N-Z dismiss to Northrop Gate. For TK, dismissal is at 2:45. Kindergarten through Second Grade, school dismisses at 3:00 PM Monday through Thursday unless a sibling is in Third through Eighth Grade, then dismissal is at 3:15. For Third Grade through Eighth Grade, school dismisses at 3:15 PM Monday through Thursday. TK through 8th Grade dismissal is at 12:30 PM on Friday. It is imperative that children be picked up on time after school ends. Walkers are to exit campus immediately at the end of the day. Students who are still on campus after buses, daycare vans, and most students have departed will be brought to the MPR and parents will be called. If there is no response by phone from parents and emergency contacts, the school will call local authorities.

Release During School Hours:

Parent authorization is required for any student leaving school at times other than the normal dismissal time. Persons picking up a student during the school day must report to the office and sign out the student; they may not go directly to the classroom.

Only persons listed on the school emergency card may pick up a student. Parents may add emergency contacts only in person, not by phone or note. Anyone not familiar with staff will be asked to provide identification before taking the student. The school must have an up-to-date home address, home phone number, cell phone number, email, and emergency numbers on file. Parents must keep the office informed of all changes during the school year.

Student Absence Procedure:

Whenever a child is absent from school, the school must receive an explanation from the parent/guardian. The explanation must include the child's name, the date(s) of the absence, the reason for the absence, and the teacher's name. Notes should be signed and dated by the parent/guardian. Please provide a note signed and dated by your physician or dentist for doctor or dentist appointments. The school attendance clerk will call home if a phone call, note, or e-mail has not been received for absent students. Report absences to:

1. School App
2. School Email: GIS@gcccharters.org
3. Office Phone (8:00 AM–4:30 PM) 916-286-1985
4. Note to teacher

All absences must be cleared by a parent/guardian **within 5 business** days; after that time, the absence becomes unexcused.

Tardies:

Students must arrive at school on time. All students arriving to class after 8:30 AM will be marked tardy by the teacher. When a student arrives late, it is disruptive to their education and that of their peers.

Truancy:

A notice of truancy will be sent to parents after 10% of the school year has been missed. After 15%, a second letter will be sent. Students with excessive absences and/or tardies will be referred to the Student Study Team for review. If the problem persists, GIS reserves the right to refer truant students back to their home school and/or to local authorities. Students must have good attendance and must be on time.

Independent Study Policy:

If your child must be gone from school for 3 or more days, an Independent Study Contract is available. Requests for independent study must be turned in to the office for the principal's signature five (5) days before the absence so that there is adequate time for the teacher to prepare student materials. **Independent study is not allowed for the first and last two weeks of school.** Students must be present, in person, at the end of the contract to turn in the work.

Requests submitted with less than five (5) days' notice will not be granted. Completed Independent Study Contracts will not count against a child's attendance record if the work is completed. Completed work must be returned on the day the student returns to school. If the work is not completed fully, absences will be counted as unexcused.

Parking and Driveway Safety

It is imperative that families adhere to our parking safety rules. This is for the safety of everyone. There are two drop-off zones. Parents can pull in and turn right to drop their child/children in the front of the school or parents can pull in and turn left. The goal is to not back up traffic on Morse Avenue. The Northrop Avenue gate will be open for drop off and pick up also. If you need to cross the street, cross only at the crosswalks. The Northrop gate will be locked at 8:30 AM. No students are allowed to enter or exit through the Ardenridge gate.

- **Dropping off students should be a quick stop. Parents should not get out unless they park in a parking spot. They should not comb hair or put on shoes in the drop-off zone. Keep the line moving.**
- **At no time, should anyone drive fast or recklessly through the parking areas or surrounding streets.**
- **At no time should parents park their cars in a drop-off area or red zone.**
- **Parents must always park in a designated parking spot. The handicapped zone is reserved for those with a handicap permit.**
- **Large vans should not block the flow of traffic.**
- **Parents should stay in the car for dismissal. Students will be escorted to your car. Pick up in your designated area based on last name or grade.**

Bus Riders

While riding the bus, students are required to be respectful and follow the bus driver's rules, and directions, as well as exercise caution. If a student's conduct jeopardizes the safety, comfort, or well-being of others, on or off the bus, the privilege of riding the bus will be revoked. The office must be notified in advance of any changes in riding the bus. If your children will not ride in the afternoon, parents must call and inform the school before 3:00 PM.

Classroom Interruptions

If you need to leave a message for the teacher or your child, please contact the office. Office personnel will do their best to contact the teacher or student during recess or lunch. In the event of an emergency, the message will be relayed immediately. Teachers may also be reached through email from our school website.

Visits to the Classroom

Gateway International School welcomes parents or visitors at any time; however, it is required that prior arrangements are made out of consideration for classroom instructional time. If a parent/guardian would like to volunteer in the classroom, level 2 volunteer paperwork will need to be completed with our Parent Liaison. All parents and visitors are required to check-in at the office to get a visitor's badge.

If you wish to discuss your child's progress with the teacher, prior arrangements need to be made with the teacher and/or principal.

Health

It is not always easy to know when to send your child to school and when to leave your child home. These guidelines are based on public health science. If you have any questions about them, please contact the school nurse. GIS will follow all state and county health guidelines and mandates.

Do not send a child to school with any of the following symptoms

- Fever- 100.4 or above
- Diarrhea
- Vomiting
- Certain illnesses and rashes like chickenpox, measles, or hand, foot, and mouth disease

A healthcare provider or school nurse can help you distinguish those illnesses and when your child is no longer contagious.

School policy mandates that students with a contagious disease stay home. To ensure the health and welfare of all students, school personnel can request a doctor's note to confirm that the student is no longer contagious upon his/her return. School personnel will provide minor first aid treatment but will contact a parent or guardian if a student vomits, suffers a severe injury, or is running a temperature. Students who are sick must be picked up within 30 minutes of calling the parent.

Immunizations:

Students must be current on required immunizations. Students who do not have all required immunizations must receive the next required dose by the specified due date. Students will be excluded from school until the dose is verified by staff.

Prescription Medicine:

An authorization form must be completed by the student's parent/guardian and doctor before the school can administer prescription medications. All prescription medications must be brought to school by the parent, in the original container with the prescription label attached. This form is available in the school office and on our website. Students CANNOT carry any prescription in their backpacks unless in rare cases where the student is provided authorization from their doctor. Please see the front office to obtain a medication authorization form, in order to carry medication on campus.

Over-the-Counter Medications:

The school **cannot** administer any over-the-counter medications. If a child needs an over-the-counter medication at school, the parent/guardian must come to the school to administer it. Students must not bring over-the-counter medication to school. Students CANNOT carry any over-the-counter medicine in their backpacks unless in rare cases where the student is provided authorization from their doctor. Please see the school front office to obtain a medication authorization to carry form.

Head Lice:

Parents need to contact the school if they find head lice on their child's head. GIS will notify the parent or guardian if lice are found on their child. Students with live lice must be rechecked in the office before re-admittance to the classroom. GIS abides by the GCC Head Lice Policy (BP 16-17). This policy is available upon request.

Student Emergency Cards:

Parents/guardians are responsible for keeping **current** emergency contact information on file. It is extremely important to have updated information in case of an emergency to ensure timely action. **The school must know how to reach you in case of an emergency.** Persons other than the guardian who picks up students should be prepared to show identification.

Custody Disputes

Parents/guardians are responsible for contacting the school if there is a court order stipulating that one parent may not have access to a student at the school. A parent/guardian **must** notify the office and the teacher, and provide the office with a current court order. Otherwise, both biological parents (with appropriate identification) have equal rights to participate in their child's education including the right to: come to school to see their child, obtain school records for their child, or pick the child up from school.

After School Program

An after-school program is available Monday through Thursday from 3:00 PM to 6:00 PM, and Fridays from 12:30 PM to 6:00 PM. Students will be given enrichment opportunities such as academic tutoring, social emotional learning activities, sports and enrichment clubs. The after-school program is offered to all currently enrolled GIS students. Any family wishing to enroll their child in the program should complete an application and submit it to the After School Program Supervisor. Families must complete the application each school year. Students can attend for up to 5 days or less per parent request. All students must be picked up by 6:00 PM. If students are not picked up on time, parents are given a warning. If students are picked up late, staff will call the Sacramento Sheriff. After repeated warnings for late pick up, your child will be excluded from the program. Students may also be excluded because of inappropriate behavior and failure to follow procedures. Students suspended from the regular school day may not attend the after-school program.

Academic Expectations

As an IB school, GIS has high academic expectations for students. All students are expected to give their full effort every day. Parents should also expect this of their students and support them by getting their students to school on time, every day. GIS assesses every student regularly to determine progress and need. If students are below their expected level, opportunities are given for support, such as reteaching, differentiated assignments, online programs, after-school tutoring, and intervention classes.

GIS students participate in all required California state testing. Students participate in tests such as the California Assessment of Student Performance and Progress (CAASPP) and the English Language Proficiency Assessment for California (ELPAC). All students in grades 3-8 take the CAASPP and English Learners in grades TK-8 take the ELPAC. Families are encouraged to use the online practice tests to help students prepare, this can be found at <https://www.caaspp.org/practice-and-training/> .

For ELPAC, students are tested on their skills in listening, speaking, reading, and writing. To learn more about the ELPAC, please read the *Parent Guide to Understanding the ELPAC*, which can be found on the CDE Parent Guide to Understanding the ELPAC web page at <https://www.cde.ca.gov/ta/tg/ca/documents/elpacpgtu.pdf> .

If you have any questions about your child taking CAASPP, please contact Vice Principal, Ms. Tiffany Harris. If you have any questions about your child taking ELPAC, please contact the Vice Principal, Mrs. Baudot.

Reporting Progress to Parents

Back to School Night:

Back to School Night is the first important contact that parents and teachers have. Teachers and administration will share expectations and school rules. It is not an evening for an individual conference. It is imperative that teachers and parents establish a positive relationship early on that will lead to student success.

IB Night:

IB night is an opportunity for students and teachers to invite the community to engage in conversations regarding the International Baccalaureate program and mission.

Open House/Career Fair:

Open House is held in the spring and provides an exciting opportunity for students to show parents and families what they have learned during the school year.

Progress Reports:

Progress reports are sent home three times a year. If there is a failing grade, parents are required to sign the progress report and send it back to school.

Report Cards:

Grades are based on multiple assessments and measures and are completed at the end of each trimester. Parents receive report cards at conferences, or they will be sent home with the child. Report cards for Trimester 3 are sent home on the last day of school.

Online Grade Reporting:

Parents/guardians should create an Aeries account and set up weekly emails to regularly check their child's grades and assignments.

Student-Led Conferences:

Twice a year, teachers meet with all parents and students. Students will take the lead role in sharing with the parents their successes and challenges at school. Parents may request a conference at other times during the school year.

Student Study Team (SST):

The Student Study Team meets as needed to provide recommendations, support, and program modifications for a student experiencing academic, behavioral, or attendance issues. Parents/guardians work together with the entire SST team to do what is necessary to help the student be successful. This might include putting specific interventions in place or moving forward with special education testing, if appropriate. Meetings are held at the teacher's or parent/guardian's request.

Behavior Expectations

Students, parents/guardians, and staff at Gateway International School can expect a safe and productive learning environment where individuals (children and adults) will be treated with dignity, fairness, and respect. *Capturing Kids' Hearts (CKH)* has been implemented school-wide to develop a culture of unity and respect. CKH is at the core of a powerful process that allows every member of the school family to foster and become part of a high-performing learning community by building positive, productive, and trusting relationships among students and staff members. It consists of student-centered Social Contracts, non-verbal cues such as hand signals, and strategies for redirecting behavior. Disciplinary consequences are sometimes necessary for students to take responsibility for their choices, learn from their mistakes, and seek acceptable alternative solutions to their problems.

Discipline Code**Gateway International School believes:**

- Everyone has the right to be safe.
- Everyone is capable of appropriate behavior.
- Everyone has the right to be treated with dignity and respect.
- Everyone is responsible and accountable for his/her actions.
- Each student has the right to learn without undue interference.

General School Rules:

- Show respect (Respect yourself, others, and their property.)
- Make good decisions
- Solve problems
- Actively listen
- Do your best

Additionally, students, together with their teacher, build essential agreements for behavior in the form of a Social Contract. It is referenced throughout the school year and sets expectations for positive behavior. A copy of the Social Contracts will be posted on the teacher's website after the first two weeks of school. Students who do not

follow these agreements and/or rules receive a violation notice from the teacher or staff member which requires a parent's signature. If the behavior is serious, students are referred to administration for further intervention.

Positive Reinforcement:

The emphasis at Gateway International School is on recognition for safe, positive behavior choices and excellence in a variety of areas, especially behavior that exhibits good citizenship and sportsmanship. Other behaviors that students are recognized for include: Student of the Month, Attendance, Honor Roll, and Principal's List. The school also recognizes positive behavior through our PBIS program. PBIS stands for Positive Behavior Intervention and Support. Students earn points for positive behavior and can purchase prizes from the classroom or school store online. In addition, each teacher positively reinforces appropriate behavior in his/her classroom through written and verbal affirmations.

Consequences:

Within each classroom, teachers set up the guidelines for classroom behavior. Teachers contact parents either by written violation notice, phone, or email when students are not adhering to the expectations in the classroom. It is important that teachers and parents work together to address the behavior and help children learn from the experience. More serious violations are reported to school administration. Consequences may vary, depending on the severity of the situation and/or whether it is a first offense or a continuing problem. GIS adheres to the GCC policy for Suspension and Expulsion (BP 04-17). Generally, consequences for inappropriate behavior increase in seriousness, beginning with a warning, except in the cases of mandatory suspension or expulsion.

- **A verbal warning** – Students who make mistakes in judgment will be made aware of their mistakes and asked to correct them.
- **Time away from peers** - This is a time to think about his/her behavior, appropriate choices, and how the problem can be solved constructively. A follow-up conference between the teacher and the student, or the administrator and the student, is often held.
- **Loss of recess** – If the student's poor behavior choice continues, additional recess time may be taken away.
- **School service** – Often, the natural consequence for student misbehavior is school service. For example, students who deface school property will spend recess time or after school time performing school cleaning tasks.
- **In-School Suspension** – This is an alternative for sending students home for the day. The student is sent to another classroom or the office for the day, along with his/her classroom work. The student does not get recess, nor does the student eat lunch with his/her classmates. They may be assigned jobs around the campus.
- **At-Home Suspension** – This is the removal of a student from the school campus and ongoing instruction, with the intention that such removal will change misbehavior. Parent support and at-home reinforcement is vital to the success of an at-home suspension. Also, the suspended student is not allowed to attend or participate in school activities for the duration of the suspension. The suspension is considered an unexcused absence. Students can make up work for any

suspension. Parents may be required to pick up their child during the school day if the child is suspended.

- **Exclusion from field trips, sports teams, or events** – Students who have not exhibited appropriate behavior during the period before a field trip may be excluded from that trip. Students who wish to participate on sports teams must meet certain school behavior and academic expectations determined by the school.
- **Policy for Extracurricular Activity Participation** – Students are expected to be in good academic standing and have good citizenship to participate in extra-curricular activities such as athletics and activities supplemental to the CORE academic program. Students with F academic, N effort grades, or suspensions may be held out of extra-curricular activities. GIS does not discriminate regarding participation in extracurricular activities as per the Anti-Discrimination statement found earlier in this handbook and strives to create equal opportunities for all GIS students.
- **Expulsion** – Expulsion is the removal of a student from the supervision and control of school personnel.

Dress Code Guidelines

- Our dress code policy is put in place to ensure a safe, distraction-free learning environment. Do not send your child to school in violation of this dress code. All clothing must be neat, clean, and appropriate for school. Clothing must be safe, worn in the manner it was designed to be worn, and must not promote conflict among students. Clothing that displays emblems of any sort that the staff and other students may perceive to be obscene, vulgar, racially-biased, gang-related, or in any other way distracting is not allowed. Students will be sent home to change if the dress code is not followed, or parents must bring appropriate attire.
- Pajamas, costumes, spaghetti straps, tube tops, tank tops, razor back, or any tops exposing undergarments are not permitted.
- Pants must be worn at or above the hip point and must not show undergarments.
- Footwear must be worn at all times. Sandals must have an ankle strap. No flip-flops.
- Shorts or skirts should come to mid-thigh.
- No hats or hoods are allowed to be worn in the classroom.

PE Dress Code:

In order for our students to take full advantage of our activities, we require, for safety, modesty, and hygienic reasons the following guidelines for dress codes in all physical education classes: athletic clothing (not jeans or dresses) and sneakers with laces that are secured.

Cell Phone/Headphone Policy:

TK-8th grade students are permitted to carry their cell phones in backpacks, but they are to remain silent or off. GIS recognizes that cell phones can be used as a technological learning tool in the classroom. Teachers may implement the use of cell phones when appropriate in their lessons. Students in grades 5th-8th may use their cell phones during recess, passing periods, and lunch break. Any student who abuses this privilege will have their cell phone confiscated until the end of the school day. Students

cannot use cell phones/headphones in the hallways. The GCC Computer Use Agreement also applies to cell phones.

GIS is not responsible for the loss or theft of items, including students' phones and wireless earbuds.

Items that Must Stay at Home:

Aerosol cans, gum, sunflower seeds, balloons, nail polish, matches/lighters, perfumes/colognes, pocket knives, sodas, energy drinks, cigarette or drug paraphernalia, weapons/replicas, over-the-counter medication, cough drops, electronic games, radios, toy guns, sports equipment, and fireworks should **NOT** be brought to school. Individuals are cautioned not to bring money or other valuables onto school grounds. Students who bring such items on campus will be subject to our discipline policy.

Gateway International School is NOT responsible for the damage, theft, or loss of personal property on or off school grounds.

Animals/Pets:

Dogs, as well as other animals and pets, are not permitted on school property while students are on campus (8:00 AM - 6:00 PM, Monday through Friday). Contact the office for assistance in the event of a stray animal on school premises or if there is a need for a service animal.

Bicycles, Scooters, Roller Skates (Blades), Skateboards:

Students may ride their bicycles or scooters to school and park in the designated space. Please note that the school will not accept responsibility for loss or damage to the bicycle/scooter. Students should not use roller skates or blades, heelys, or skateboards (or RipStiks) on the school grounds at any time. This includes shoes that have wheels built into them. Students must **walk** their bicycles/scooters on and around the school campus. Additionally, students are required to wear helmets as stated by California law when riding a bicycle and obey all laws relating to bicycle/scooter use to ensure safety.

Anti-Bullying Policy:

GIS adheres to the GCC Anti-Bullying (BP 15-17) policy. GIS educates all students about bullying at the beginning of every school year and will not tolerate bullying or harassment of any kind; sexual, racial, physical, verbal, ethnic, ability, age, or digital. Staff, students, and parents are required to report to an administrator any known incident of bullying. These reports can be made in person or anonymously. To report anonymously, use the reporting link on the GIS website. You must provide enough information for the staff to make a thorough investigation or contact you if more information is needed. GIS investigates all reported incidents of bullying with sensitivity and respect to all parties involved. During and/or after the investigation is complete, parents are contacted and appropriate consequences are given. The goal is to deter the bullying from happening again.

Technology Use Policy:

Students and parents must read and agree to the GCC Computer Use Guidelines at the beginning of each year. Students are required to comply with it or consequences will be given, including revoking technology privileges. GIS teaches about internet safety and explains this policy in detail to students.

Opportunities for Parental Involvement

Parents are an integral part of our school program and community, and as such, are strongly encouraged to become involved. Parents can become involved by volunteering in the classroom helping with field trips or special events, and attending School Site Council meetings. Parents interested in volunteering their time, skills, or talents, should talk to the classroom teacher for details and then fill out the volunteer paperwork with the Parent Liaison. Increased parental involvement at school and at home, increases student success. GIS adheres to GCC board policy (BP 01-08) regarding parent involvement.

School Volunteers:

Persons interested in volunteering at GIS must contact the school office to complete the required paperwork including ID, TB test, and fingerprints.

Classroom Volunteers:

Parent volunteers can help teachers with tasks such as reading with or to individual students, working with a child or a group on basic math facts or high-frequency words, etc. If being on campus does not fit in a parent's schedule, they can help out by volunteering to do cutting, collating, filling book orders, running copies, etc.

Field Trips:

Parents can volunteer to accompany the class on a field trip. Teachers especially need assistance when monitoring students away from the confines of the classroom. Volunteer expectations include monitoring student safety and behavior, actively keeping groups together, and playing an active role in the success of the field trip. Expectations may vary from teacher to teacher, but all volunteers are expected to be fully present with support needs. Refer to the Field Trip Guidelines form for more information.

School Site Council (SSC):

The School Site Council is a very important part of the governance structure at Gateway International School. The SSC is charged with participating in the development of the Single School District plan (including the site budget), approving the plan, and recommending it for approval by the GCC Board of Directors. SSC is also responsible for monitoring the implementation of the plan, including the expenditure of funds and the monitoring of achievement. SSC parents are elected by all parents. If you are interested in being placed on the ballot, please contact the school principal in August.

District English Language Advisory Committee (DELAC):

This committee is made up of parents whose students are English language learners and speak another language at home. They are elected by parents and give input regarding the program and services offered to EL students.

Fundraising:

Throughout the year, Gateway International School holds fundraisers. Proceeds benefit students and the school as a whole. As school budgets have been deeply cut, support and involvement with fundraising efforts are appreciated.

Celebrations, Class Parties, and Food Guidelines

Birthdays and other holiday celebrations are an important part of our culture. However, we encourage families to do most of the celebrating at home. A **small** celebration of healthy snacks or other treats may be brought to celebrate a student's birthday, but only after lunch, and at the teacher's discretion. The treats must be store-bought only and in the original packaging. Families must be considerate of allergies in the class and follow the directions of the teacher for specific requirements.

Lost and Found

Mark all personal belongings with your child's full name. Should they lose anything, first check with your child's classroom teacher; then check the lost and found in the gym after school. All items not claimed in a timely fashion from lost and found will be donated to a local charity. Donations will be made three times a year. All lost and found is displayed at parent conferences for you to peruse.

Phone Usage

Students are allowed to use the school phone for emergency purposes only. Please make an effort to discuss after-school babysitting arrangements, lunch arrangements, after-school transportation, special schedules (such as minimum days) field trips, and other special circumstances with your child before the start of the school day. Interrupting the classroom to relay messages to your child disrupts the entire class. Naturally, we will do our best to help you with special situations. Please help us make the office environment one in which we can give you and your child our undivided attention.

Communication with Parents**Aeries Parent Portal:**

Families should create an Aeries account and link all students to one account. You can monitor absences and grades in real-time. Please visit

<https://aeries.gcccharters.org/Parent/LoginParent.aspx?page=default.aspx>

Parent Square:

Families should also have a Parent Square account. This account links to Aeries and is used to provide secure communication and documents to families.

School Phone App:

Parents can download our free app by searching "Gateway International" to receive reminders of school events and news. From the app, you can also access the Aeries Portal, teacher websites, and school forms, to report an absence.

Electronic School Newsletters:

A school newsletter will be emailed regularly informing parents of important information, upcoming events, and ways to help out at the school.

School Website and Social Media:

The Gateway International School website, Twitter, Instagram, YouTube, and Facebook page have a wealth of information. Teacher websites also provide specific class information. It is important to consistently check the website(s) for new information.

Student or Parent Complaints:

If students or parents have a school-related complaint, this should first be addressed at the site level. Students or parents should contact the teacher in a timely manner and directly either by email or in person if they have a question about grading or assignments. These concerns must be dealt with after instructional hours. Parents cannot interrupt a class session to ask teachers about grades or express concern. The conversation must also be private, not in front of other students, parents, or staff. Students and parents can also bring their concerns directly to the school administration.

Parents may NOT confront other students on campus. If you have concerns about other students, you must bring that to the attention of a staff member and let the staff address it.

Uniform Complaint Procedures:

GIS is responsible for ensuring compliance with state and federal laws and regulations governing educational programs and has established procedures to address allegations of unlawful discrimination and/or failure to apply such laws. The GCC Board encourages early, informal resolution of complaints at the site level whenever possible. If parties feel further investigation and resolution are needed, concerns should be submitted in writing to:

Gateway Community Charters, 5112 Arnold Avenue, Suite A, McClellan, CA 95652
Phone: (916) 286-5129 Fax: (916) 993-4114

A complete copy of the Uniform Complaint Procedures is posted in the school office and available upon request.

STAFF-STUDENT BOUNDARIES GCC Board POLICY

Gateway Community Charters has an exception that all adults maintain professional, moral and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all adults relative to their conduct with students in Gateway Community Charters (GCC) schools and programs. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors

that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety.

Boundaries Defined

For the purposes of this policy, the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s point-of-view but could be perceived as flirtation or sexual insinuation from the perspective of students or parents. There is no single reasonable person standard. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior intended to be addressed by this policy.

1. Giving gifts of a personal and intimate nature (including photographs) to a student; or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Superintendent/CEO or designee along with the rationale therefore.
2. Kissing of ANY kind
3. Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 Plan.]
4. Full frontal or rear hugs and lengthy embraces
5. Sitting students on one’s lap (grades 3 and above)

6. Touching buttocks, thighs, chest or genital area
7. Wrestling with students or other staff member except in the context of a formal wrestling program
8. Tickling or piggyback rides
9. Any form of sexual contact
10. Any type of unnecessary physical contact with a student in a private situation
11. Intentionally being alone with a student away from school
12. Furnishing alcohol, tobacco products, or drugs - or failing to report knowledge of such
13. "Dating" or "going out with" a student
14. Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
15. Taking or requesting photographs or videos of students for personal use or posting online
16. Either partially or fully undressing in front of a student or asking a student to undress, with the intent to view/expose private body parts
17. Leaving campus alone with a student for lunch
18. Sharing a bed, mat, or sleeping bag with a student
19. Making, or participating in, sexually inappropriate comments
20. Sexual jokes, or jokes/comments with sexual overtones or double-entendres
21. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
22. Listening to or telling stories that are sexually oriented
23. Discussing your personal troubles or intimate issues with a student
24. Becoming too involved with a student so that a reasonable person may suspect inappropriate behavior
25. Giving students a ride to/from school or school activities without the express, advance written permission of the Superintendent/CEO or designee and the student's parent or legal guardian
26. Being alone in a room with a student at school with the door closed and/or windows blocked from view
27. Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
28. Staff mirroring the immature behavior of minors
29. Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor

does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Acceptable Behaviors

1. Pats on the shoulder or back
2. Handshakes
3. "High-fives" and hand slapping
4. Touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
5. Placing TK through second grade students on one's lap for purposes of comforting the child for a short duration only
6. Holding hands while walking with small children or children with significant disabilities
7. Assisting with toileting of small or disabled children in view of another staff member
8. Touch required under an IEP or 504 Plan
9. Reasonable restraint of a violent person to protect self, others, or property
10. Obtaining formal written pre-approval from Superintendent/CEO or designee to take students off school property for activities such as field trips or competitions, including parent's written permission and waiver form for any sponsored after-school activity whether on or off-campus
11. Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
12. Keeping the door wide open when alone with a student
13. Keeping reasonable and appropriate space between you and the student
14. Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
15. Keeping parents informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
16. Keeping after-class discussions with a student professional and brief
17. Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
18. Involving your direct supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)

19. Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
20. Recognizing the responsibility to stop “Unacceptable Behaviors” of students and/or co-workers
21. Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
22. Prioritizing professional behavior during all moments of student contact
23. Asking yourself if any of your actions, which could be contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one’s self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of “grooming behavior,” he or she must report the suspicion to the Superintendent/CEO or designee promptly. “Grooming behavior” is an attempt to build an emotional and/or physical connection with a minor to gain their trust for the purpose of sexual abuse. “Suspicion” means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe that a violation of the boundaries policy occurred. Prompt reporting of “unacceptable behaviors” observed in adult interactions with minors is essential to protect students, staff, any witnesses, and the school as a whole. When observant staff members call attention to a boundary violation(s), the likelihood of harm is greatly reduced.

Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse (or you reasonably suspect it), **California Penal Code Section 11166 requires YOU to immediately report this information or suspicion directly to your county child protective agency (CPS) or local police/sheriff.** The report shall be made by phone immediately, and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse.

You do not need permission to report. No supervisor or administrator can impede or inhibit a report or sanction you for making the report. Your report is confidential, and you are protected from liability as long as you do not discuss the matter with anyone other than law enforcement, CPS and your school's designated responsible administrative person. Failure to meet your reporting obligation can result in a monetary fine and/or jail.

Internal reporting to the Superintendent/CEO or designee occurs after the phone-in report is made to the police/sheriff or CPS.

Internal Investigations

The Superintendent/CEO or designee will promptly communicate with the investigating enforcement agency to determine whether an investigation will be conducted by that agency. The administrator will confirm with law enforcement as to whether the initiation of an internal school investigation would interfere with any criminal investigation. Only law enforcement has the authority to grant clearance to investigate the matter administratively.

Upon receiving information from the mandated reporter, the designated responsible administrator must take immediate action to stop the alleged inappropriate conduct by removing the employee (or volunteer/vendor/guest) from the classroom or worksite when there is a potential risk to student or school safety. The Superintendent/CEO or designee shall consult with legal counsel as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Gateway Community Charters (GCC) that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.

Gateway Community Charters Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, making it impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- In general, education records about current and former students that are maintained by public, private, and parochial schools. Education records contain information about a student, such as: a student's name, address, and telephone number; a parent's or guardian's name and contact information; grades and test scores; health and immunization records; discipline reports; documentation of attendance; schools attended; courses taken; awards conferred and degrees earned; and special education records including individualized education programs (IEPs).
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information Policy

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, honors and awards, and dates of attendance. However, unless the school is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the school shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student's personally identifiable information. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the school receives consent as required under state law). The school will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The parent/guardian/student may refuse the release of the student's directory information by completing a form, which is available at the school main office. However, placing a "no release" on a student's records means that no one, including friends, parents, prospective employers, honor societies, or other groups or individuals will not be able to obtain this information. The deadline in which the parent/guardian/student must notify the school in writing that he or she does not want the information designated as directory information released is two calendar weeks after the first day of the school year. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, school newsletter, student handbook, notification packet) is left to the discretion of each school.

For additional information, you may call 1-800-877-8339 (voice). Individuals who use TDD may use the [Federal Relay Service](#)

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Gateway International School

Three–Way School Compact

It is important that families and schools work together to help students achieve high academic standards. Through a balanced educational approach, we can ensure success. The following are agreed-upon roles and responsibilities for teachers, students, and parents. Your signature signifies support for these actions.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school on time ready to learn and work hard.
- Bring necessary materials and completed summative tasks.
- Know and follow my social contracts and school rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and video games and instead study or read every day after school.
- Respect the school, classmates, staff, and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place to study and monitor screen time.
- Read to my child or encourage my child to read every day.
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school dressed appropriately every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision-making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.
- Monitor my child's online activities.

Teacher Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Enforce and follow social contracts.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff, and families.

****I have read and received the GIS parent and student handbook.**

_____ Student	_____ Parent/Guardian	_____ Teacher
_____ Date	_____ Date	_____ Date

Student Calendar