



# Parent & Student Handbook

2017-2018

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An International Baccalaureate World School

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A School of Gateway Community Charters

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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.

### **Academic Program**

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

### **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/](http://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:

Balanced	Open-Minded
Caring	Principled
Communicator	Reflective
Inquirer	Risk-Taker
Knowledgeable	Thinker

We believe students who embody the IB mission and attributes will be successful in a 21<sup>st</sup> 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 parent/guardians of children ages 6 to 18 to send their children to school, unless otherwise provided by law (Education Code 48200, 48290). Therefore, parents have the responsibility for 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. However, if it is necessary for a student to be absent for three days or more, please contact the attendance clerk 5 days prior to the absence to request independent class work and homework. Independent study is limited in duration and dates available.

### **Arrival:**

**Students may not be on campus until 8:00 a.m. There is no adult supervision before that time**, so we cannot guarantee students safety. All students should report to either the cafeteria (for breakfast) or to the playground.

**It is important that parents do not park and leave their vehicles unattended in either the red zones or drop off zones during school hours.** If parents wish to walk their child to class, you must park legally and walk in with your child.

**All parents who 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.**

### **Dismissal:**

**For Kindergarten and First Grade, school dismisses at 3:00 p.m. Monday through Thursday and at 12:30 p.m. on Friday. For Second Grade through Eighth Grade, school dismisses at 3:15 p.m. Monday through Thursday and at 12:30 p.m. on Friday.** It is imperative that children be picked up on time after school ends. All students must be picked up within 15 minutes of dismissal time, unless they are participating in an authorized school program or activity. Walkers are to exit campus immediately at the end of the day. Students who are still on campus after busses, day care vans, and most students have departed will be brought to the office 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 who are 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 to 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 numbers, 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. Parents may send a hand written note or email, or they may call the school office. 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. For doctor or dentist appointments, please provide a note signed and dated by your physician or dentist. The school attendance clerk will call home if a phone call, note, or e-mail has not been received for absent students. To assist parents in reporting absences, there are several ways to notify the office of an absence:

- 1) School E-mail : Svitlana.Vlasova@gcccharters.org or Galina.Chernioglo@gcccharters.org
- 2) Office Phone (8:00 a.m-4:00 p.m.) 916-286-1985
- 3) 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 to school on time. When a student arrives late, it is disruptive to their own education and that of their peers. All students arriving to class after 8:30 a.m. should go directly to class and will be marked tardy by the teacher. All students arriving after 8:45 a.m., must check in at the office and get a tardy slip before going to the class.

### **Truancy:**

A notice of truancy will be sent to parents after 10 absences and/or tardies. After 15 absences or tardies, 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:**

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

### **Requests submitted with less than five (5) days notice will not be granted.**

Successfully 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 circles. Parents can pull in and turn right to drop off 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. Parents should park on the school side of the road only. We are not responsible for children crossing the street. If you need to cross the street, cross only at the crosswalk at the stop sign. The Northrop gate will be locked at 8:45 a.m.

- **Dropping off students should be a quick stop. Parents should not get out unless you park. You 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 handicap permits.**
- **Large vans should not block the flow of traffic.**

### **Bus Riders**

While riding the bus, students are required to follow the bus driver's rules and directions, as well as exercise caution and respectful behavior. 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 p.m.

### **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 parent visitors at anytime; however, it is important that parents make arrangements with the classroom teacher in advance, out of consideration for classroom instructional time. All parent 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, arrange for a private conference with the teacher outside of instructional class time.

### **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 call the school nurse.

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

- **Fever** - 100.5°F or more, taken orally (or 101°F taken by ear, rectally or temporal scan). Note that ear temperatures are often not accurate and temperature should be taken using another route, if the temperature is high.
- **Cough and difficulty breathing** – do not send to school if child has labored breathing (heaving of chest muscles with each breath), rapid breathing at rest, blue color to skin, or wheezing (if never previously evaluated and treated), instead, see a doctor. If your child has pertussis (whooping cough) keep them home until 5 days of antibiotics have been received, or tuberculosis (until treated).
- **Rash** - that is undiagnosed, especially when there is a fever and behavioral change.
- **Chicken pox** - keep home until all blisters are scabbed over and there are no signs of illness. Must have a note from the doctor to return to school.
- **Diarrhea** - keep home if there is blood or mucous in the stool (unless from medication or hard stool), if the stools are all black or very pale, or if the stools are very watery and are increasing in frequency. See a doctor immediately if diarrhea is accompanied by: no urine output for 8 hours; jaundiced skin; or child looks/acts very ill.
- **Vomiting** - more than once a day or accompanied by fever, rash or general weakness.
- **Impetigo** - Keep the child home for 24 hours after starting an antibiotic treatment.
- **Ringworm** - (a contagious skin fungus infection). Keep home until treatment is started. If it is in an exposed area, upon return, cover visible area with dressing and/or clothing. Ringworm on the scalp requires an oral medication, but child may return to school if covered with appropriate cream or covered.
- **Cold sores** - Cold sores can be passed from one person to another, but only through direct contact. Unless otherwise indicated, students with above symptoms need to be absent for at least 24 hours prior to returning to school.
- **Antibiotics:** Children who are placed on antibiotics for impetigo, strep throat, and several other bacterial infections, should be on them for a FULL 24 hours (longer for Pertussis/Whooping Cough) before returning to school to prevent the spread of those infections. If you are uncertain, ask your school nurse. If at any time you are unsure if your child's illness is contagious, you may want to call your child's primary care provider. If you have further questions, please contact your school site to speak to the school nurse. Thank you for your continued support of the families in our school community.

School policy mandates that students with a contagious disease stay home. In order 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.

### **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 or they 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 or over the counter medicine in their backpacks.



**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. Children must not bring over-the-counter medication to school.

**Head Lice:**

Parents need to contact the school if they find head lice on their child's head. The school must send the student home if they are found to have live head lice. Students will be rechecked before re-admittance to the classroom is permitted. GIS abides by the GCC Head Lice Policy.

**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 emergency, in order to ensure there is no time delay that can cause a sick child unnecessary discomfort or anxiety. **The school must know how to reach you in case of emergency.** Persons other than guardian who pick up students should be prepared to show identification.

**Custody Disputes:**

Parent/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 p.m. to 6:00 p.m. and Fridays from 12:30 p.m. to 6:00 p.m. Students are given time for homework, enrichment activities and outside play. This is not an individual tutoring program. There is limited space in this program. Parents must complete the application each school year. Preference is given to working families who need childcare. 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. See separate ASES Handbook for more details.

**Reporting Progress to Parents****Back to School Night:**

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

**Report Cards:**

Grades are based on multiple assessments and measures, and are completed at the end of each trimester, about every 12 weeks. Parents receive report cards at conference time for Trimesters 1 and 2. Report cards for Trimester 3 are sent home on the last day of school.

**Parent/Guardian and Teacher Conferences:**

The school and the home working together is the optimum scenario for student success. At the end of the first and second trimester, teachers meet with all parents. Attending the parent conference allows teachers to share with you the full picture of how your child is doing academically and socially. Parents may request a conference at any time during the school year. Parents are encouraged to communicate with teachers through personal notes and e-mails as needed.

**Progress Reports:**

At the mid-point of each trimester, progress reports are sent home with students. Parents are required to sign the progress report and send it back to school.

**Online Grade Reporting:**

Parents/guardians should create a School Loop account to receive nightly emails detailing your child's grades, school events and news. Email to school staff is also available through School Loop.

**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've learned during the school year.

**Student Study Team (SST):**

The Student Study Team meets regularly 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 or parent/guardian 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* has been implemented school wide in order 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 (The Flippen Group). It consists of student-centered Social Contracts, nonverbal cues such as hand signals, and strategies for redirecting behavior. Disciplinary consequences are sometimes necessary in order 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 own 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. Please talk with your child's teacher to get a copy of the classroom rules, expectations, or Social Contracts. Students who do not follow these agreements and/or rules, receive a Violation Notice from the teacher or staff member which requires parent signature. If the behavior is serious, students are referred to the Vice Principal for further intervention.

### **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 which 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 dress code is not followed or parents must bring appropriate attire.

- Spaghetti straps, tube tops, tank tops, razor back, 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.
- "Short" shorts/skirts are prohibited. 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 Policy:**

Middle school students are permitted to carry their cell phones, but should not have them out during class time without permission. GIS recognizes the potential that cell phones can be used as a technological learning tool in the classroom. Middle school teachers may implement the use of cell phones when appropriate into their lessons. Any student who abuses this privilege will have their cell phone taken away until the end of the school day. Students cannot use headphones in the hallways or play loud music. The GCC Technology Agreement applies to cell phones. Students in grades TK-5<sup>th</sup> are not allowed to have cell phones at school.

**Items that Must Stay at Home:**

Aerosol cans, gum, golf clubs, baseball bats, hats (see dress code), sunflower seeds, balloons, makeup, nail polish, video tapes/DVD's, matches/lighters, bandannas, perfumes/colognes, cameras, pocket knives, candy, MP3 players/I-Pods, poppers, sodas, drug/paraphernalia, weapons/replicas, over-the-counter medication, electronic games, radios, toy guns, flyers (unrelated to a school sponsored activity), and stink bombs should **not** be brought to school. Individuals are cautioned not to bring money (other than lunch 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 (8:00-6:00, Monday through Friday). Contact the office for assistance in the event of a stray animal on school premises or there is a need for a service animal.

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

Students may ride their bicycle or scooter to school and park it 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, or skateboards (or rip sticks) on the school grounds at any time. This includes shoes that have wheels built into them. Students must **walk** their bicycle/scooter 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.

**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 behavior that students are recognized for include: Student of the Month, Attendance, Honor Roll and Principal's List. In addition, each teacher positively reinforces appropriate behavior in his/her own classroom through written and verbal affirmations.

**Negative 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 the school vice principal. Consequences may vary, depending on the severity of the situation and/or whether it's a first offense or a continuing problem. Generally, consequences include, but are not limited to:

- **A verbal warning** – Students who make mistakes in judgment will be made aware of their mistake and asked to correct it.
- **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 principal 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.
- **After school detention** – This is one hour after school either for missed homework or behavior.
- **In-School Detention** – 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 and students cannot make up any missed work. 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 time period prior to 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.
- **Expulsion** – Expulsion is the removal of a student from the supervision and control of school personnel.

#### **GCC Student Policies:**

GIS will adhere to the GCC policies for Suspension and Expulsion (BP 04-14) and Anti-Bullying (BP 15-15). To report an incidents of concern or bullying, there is an

anonymous reporting link on the GIS website. Leave enough information for the staff to make a thorough investigation.

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. The complete GCC FERPA Policy is posted and available in our main office.

### **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. Increased parental involvement at school and at home, increases student success.

#### **School Volunteers:**

Persons interested in volunteering at GIS must contact the school office to complete required paperwork.

#### **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.

#### **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.

#### **Fundraising:**

Throughout the year, Gateway International School will be holding fundraisers. Any and all proceeds benefit students and the school as a whole. As school budgets have been deeply cut, support and involvement with fundraising efforts is appreciated.

### **Celebrations, Class Parties, and Food Guidelines**

Birthdays and other holiday celebrations are an important part of our culture. However, we'd like to 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.

### **Lost and Found**

Mark all personal belongings with your child's full name. Should they lose anything, first check with teachers and friends. 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 twice a year. All lost and found is displayed at parent conference time for you to peruse. Only take what belongs to your child.

### **Phone Usage**

The school office receives hundreds of phone calls per week. It is a very busy office. Please help us – limit phone calls to the office to urgent situations that cannot be dealt with before or after school. School phones (office and classroom) are used for business and emergency purposes only.

**Students will only be allowed to use the school phone for emergencies.**

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. If you need information, you may send a note with your child, send an e-mail to the teacher. We will be happy to call you or send a prompt reply. Please help us make the office environment one in which we can give you and your child our undivided attention.

### **Communication with Parents**

#### **School Newsletters:**

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

#### **Gateway International School Website:**

The Gateway International School website and Facebook page has a wealth of information in one place. Another important feature on the GIS website is the Schoolloop Gradebook where parents can access students' current grades. In addition to school information, teacher websites provide class specific information. It is important to consistently check the website for new information.

#### **E-Mail:**

Please give your email to the office staff and sign up for a School Loop account. School updates are also sent to parents by email. Parents are encouraged to use email to communicate with all GIS staff members. Our email address can be found on our website.

## **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 with 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: GCC Assistant Superintendent, 5726 Dudley Blvd., McClellan, CA 95652

Phone: (916) 286-5129 Fax: (916) 993-4114

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

## *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 of 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, completed assignments and homework.
- 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 for homework and monitor TV viewing.
- 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.

### **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 homework 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

# Gateway International 17-18 Student Calendar



**SCHOOL HOURS**  
 Monday-Thursday: 8:30am-3:00pm (TK, K, & 1st)  
 Monday-Thursday: 8:30am-3:15pm (2nd-8th)  
 Minimum Days & All Fridays: 8:30am-12:30pm (TK-8th)  
**OFFICE HOURS**  
 Monday-Friday 8:00am-4:00pm



**JULY '17**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**JANUARY '18**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**AUGUST '17**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**FEBRUARY '18**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

**SEPTEMBER '17**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**MARCH '18**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**OCTOBER '17**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**APRIL '18**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**NOVEMBER '17**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**MAY '18**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**DECEMBER '17**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JUNE '18**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUG	4	Orientation	(9:00-1:00)
	9	First day of classes	Welcome Back
	24	Back to School Night	(5:00-7:00)
SEP	4	NO SCHOOL	Labor Day Holiday
	22	Trimester 1 (TK-8th)	Progress Reports
OCT	12	IB Night	(5:00-7:00)
	13-16	NO SCHOOL	
	23-27	Red Ribbon Week	
NOV	3	End Trimester 1 (60 Days)	Report Cards-TK-8th
	7-9	Minimum Days	Dismissal @ 12:30
	8	Parent-Teacher Conferences	(1:00-4:00)
	9	Parent-Teacher Conferences	(12:30-1:30, 3:00-7:00)
	10	NO SCHOOL	Veteran's day Holiday
	20-24	NO SCHOOL	Thanksgiving Recess
DEC	21-22	Winter Celebrations	
	21	Minimum Day	Dismissal @ 12:30
	22	Trimester 2 (TK-8th)	Progress Reports
	25-29	NO SCHOOL	Winter Recess
JAN	1-8	NO SCHOOL	Winter Recess
	15	NO SCHOOL	Martin Luther King Holiday
	25	Spelling Bee	(4:00-5:00)
FEB	19-23	NO SCHOOL	Presidents' Week Recess
	28	End Trimester 2 (60 days)	Report Cards-TK-8th
	28	Minimum Day	Dismissal @ 12:30
MAR	1	Minimum Day	Dismissal @ 12:30
	1	Parent-Teacher Conferences	(1:00-4:00)
	2	Parent-Teacher Conferences	(12:30-1:30, 3:00-7:00)
	22	Talent Show	(4:00-5:00)
	26-30	NO SCHOOL	Spring Recess
APR	2	NO SCHOOL	Spring Recess
	3-6	Blue Ribbon Week	
	16-20	Book Fair	
	19	Open House/Career Night	(5:00-7:00)
	20	Trimester 3 (TK-8th)	Progress Reports
April 23-May 25 State Testing Window			
MAY	3	Math & Science Fair	(1:00-3:00)
	12	GIS Olympics	(10:00-1:00)
	25	Field Day	(9:00-10:45)
	28	NO SCHOOL	Memorial Day Holiday
	31	Minimum Day/Kindergarten Promotion	(8:45-9:45)
JUN	1	End Trimester 3 (60 Days)/8th Grade Promotion	(TK-8th)

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