



Parent and Student Handbook 2024-2025

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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 Program (TK-5th) and the Middle Years Program (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.

Arrival/Dismissal

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. Whenever possible, medical and dental appointments and family vacations should be scheduled for those times when school is not in session.

Arrival:

Students are not permitted on campus before 7:45 AM as there is no adult supervision prior to that time, and we cannot guarantee their safety. Upon arrival, all students should proceed 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, whether for a scheduled observation or for purposes of volunteering, **MUST** go to the office, sign in, and obtain a visitor's badge. Please note that all observation sessions must be approved and scheduled with the classroom teacher at least 24 hours in advance. Parents who wish to volunteer on campus must first complete the required volunteer paperwork and submit to the Parent Liaison.

Dismissal:

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 Multi- Purpose Room (MPR) and parents will be called. If there is no response by phone from parents and emergency contacts, the school will call local authorities.

Monday-Thursday Dismissal

Grade Level	Dismissal Times	Dismissal Locations
TK	2:45	Sierra Vista Community Church
K*	3:00	Kindergarten Gate (Northrop Ave.)
1-2	3:00	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)
3-8**	3:15	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)

*If your child has a sibling in Kindergarten, please arrange to have them picked up at the Kindergarten Gate.

**If your child has a sibling in grades 3-8, they will be dismissed at 3:15 as well.

Friday Dismissal:

Grade Level	Dismissal Times	Dismissal Locations
TK	12:30	Sierra Vista Community Church
K	12:30	Kindergarten Gate (Northrop Ave.)
1-2	12:30	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)
3-8	12:30	Morse Gate (Last Name A-M) Northrop Gate (Last Name N-Z)

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 over the age of 18 listed on the school emergency card may pick up a student, and will be asked to provide proof of identification. Parents may add emergency contacts only in person, not by phone or note. 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 Attendance**Excused Absences:**

Refer to the GCC attendance board policy SP 06-08.

Verifying Student Absences:

Whenever a child is absent from school, the school must receive an absence verification from the parent/guardian. The verification 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 automatically unexcused

Truancy/Excessive Tardies:

A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, **or** if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3)

occasions in one school year, or any combination thereof. This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction.

As a charter management organization, we do not utilize School Attendance Review Board (SARB) procedures as this is a function of our districts of residence. GCC uses a process that begins at the school level with a School Attendance Review Meeting (SARM) and can then proceed to the central office level using the School Attendance Review Team (SART) process. If the SART process is not successful, then the student may be subject to disenrollment from GCC in compliance with the involuntary removal procedure described below.

All reasonable efforts shall be made to remove barriers interfering with a student's ability to attend school regularly by the school site prior to GCC Central Office intervention.

Student attendance is an integral part of school operations. Students with regular consistent attendance have better connections with the school community and greater success in academics. School attendance is also the primary driving factor of generating revenue for the school via Average Daily Attendance (ADA)

School Attendance Review Meeting (SARM):

1. If a student has three (3) unexcused absences or unexcused tardies over thirty (30) minutes, the student is classified as a truant. The school office will send home a letter and parents may be contacted by an administrator. These letters explain the total number of student absences and the importance of school attendance. These letters are generated through Aeries and sent through ParentSquare.
2. If a student has five (5) unexcused absences or unexcused tardies over thirty (30) minutes, the school office will send home a second letter inviting the family to a mandatory Student Attendance Review Meeting (SARM). An Attendance Contract will be signed by all parties present at the meeting. Efforts will be made to determine the reasons behind the child's excessive unexcused absences and to explore further options for support. If the absences are *excused* then administration will determine on a case by case basis whether or not to hold a Student Attendance Review Meeting (SARM), as discussion regarding intervention and support may be appropriate based on the reason for the excused absences.
3. If a student has six (6) or more unexcused absences or unexcused tardies over thirty (30) minutes, the attendance case will be referred to SART (School Attendance Review Team) with Gateway Community Charters (home office). The SART process begins with contacting the Director of Student Services and Special Education to submit a packet of all documentation pertaining to the student's attendance records; including copies of all truancy letters, a copy of the attendance contract, and the student's academic records. Parents are required to attend this meeting. The SART committee will discuss the challenges the student has with attendance, strategies to improve attendance, and a list of questions about the student's attendance. In addition, an agreement ("SART contract") will be created to prevent further truancies.
4. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below.
5. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address

provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of this Policy and the SART contract (if any) and may be subject to disenrollment in compliance with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.

6. Any documentation received by the Charter School regarding a student's enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below.
7. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.

Involuntary Removal Process:

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). [\[A1\]](#) The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays [\[A2\]](#) before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

- The charges against the student
- An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
- The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. [\[A3\]](#) If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

**The above is a summary of our procedures. For a copy of the full Attendance Policy, please see the school website or the main office.

**In the event of any discrepancy between the attendance process outlined in this handbook and within the complete Attendance Policy, the complete policy shall supersede and govern.

Independent Study

If your child must be absent from on-site, classroom-based instruction for three (3) or more school days, an Independent Study Contract may be available. Whenever possible, 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 learning materials. **Independent study is not available for the first two weeks of school and the last three weeks of school.** Students must be present, in person, at the end of the independent study term to turn in the work.

Requests submitted with less than five (5) days' notice may not be granted. In cases where advance notice to participate in independent study cannot be provided due to sudden illness or injury or other extenuating, emergency circumstance, the principal will review the case and may determine to waive the 5-day notice requirement. 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 in-person instruction. If the work is not completed fully, the student may incur unexcused absences for all or a portion of the time spent on independent study.

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.

Communication with Teachers

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 so instruction is not interrupted. In the event of an emergency, the message will be relayed immediately. Teachers may also be reached through email from our school website or through ParentSquare.

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 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 for their age/grade must receive the next required dose by the specified due date to remain eligible for attendance. Students may be excluded from attendance for a failure to provide proof of required immunizations or a valid medical exemption.

Prescription Medicine:

An authorization form must be completed by the student's parent/guardian and doctor before trained, designated school personnel 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.

**The complete Administration of Medications Policy and authorization form is available for review on the school website or by contacting the main office.

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 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 form.

Head Lice:

Students found with active head lice can stay in school until the end of the day, but are advised to avoid close contact with others. Parents are informed about treatment and encouraged to start it immediately, checking all household contacts.

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 limiting the parental participation or access rights of one or both parents. 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 various 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 Manager. Families must complete the application each school year. Students can attend the after-school program from one (1) to five (5) days per week, per parent request. All students must be picked up by 6:00 PM. GIS reserves the right to remove students from the program due to excessive late pick-ups and/or behavior issues.

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 needs. 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.

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 or ELPAC, contact the office.**

Academic Reporting

Progress Reports:

Progress reports are sent home three (3) times a year for PYP and four (4) times a year for MYP. If there are any Standards Not Met for PYP or if there are any failing grades for MYP, parents are required to sign the progress report.

PYP Report Cards Update:

We want to ensure credibility when reporting the strands taught and mastered in our school community. Therefore, GIS will no longer use the traditional A, B, C, D, and F grading system. GIS and GCC are moving over to standards-based report cards. The marks will include: Standards Exceeding (SE); Standards Met (SM); Standards Developing (SD); and Standards Not Met (SN).

Report Cards:

Grades are based on multiple assessments and measures and are completed at the end of each trimester for PYP and at the end of the semester for MYP. For PYP, parents receive report cards at conferences, or they will be sent home with the child. For MYP, conferences are a time to go over progress and report cards will be sent home with the students on the last day of each semester.

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.

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. 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, Perfect Attendance, and i-Ready progress. MYP will also be recognized with Honor Roll, and Principal's List at the end of each semester. 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.
- **Contact home** - Open communication between the school and families is vital to student success. Home contact could come in the form of a phone call, Parent Square, Class Dojo, or a violation notice.
- **School service** – Often, the natural consequence for student misbehavior is school service. For example, students who deface school property could spend time performing school cleaning tasks.
- **Exclusion from field trips, sports teams, or school events** – Students who have not exhibited appropriate behavior during the period before a field trip or school event may be excluded from participation. Students who wish to participate on sports teams must meet certain school behavior and academic expectations determined by the school.
- **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.
- **Expulsion** – Expulsion is the removal of a student from attendance and enrollment at GCC for the duration of the expulsion term (not to exceed one year).

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, dresses, or skirts should come to mid-thigh.
- No hats or hoods are allowed to be worn in the classroom. Headwear worn for purposes of religious observance shall be permitted both indoors and outdoors.

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 skirts/dresses) and sneakers with laces that are secured.

Cell Phones and Personal Electronic Devices:

Students will not be permitted to use cell phones on campus at any time. Cell phones must be powered off and packed away during the school day. If a student is seen with a cell phone at any time other than when cell phone use is expressly allowed pursuant to school policy, the consequences will occur as follows: 1st offense - confiscation of the phone by the teacher and returned to the student at the end of the day from the office; 2nd offense - confiscation of the cell phone and returned to the parent at the end of the day from the office; 3rd offense - Confiscation of the cell phone and returned to parent at the end of the day; a meeting scheduled with the family to discuss any further consequences or interventions.

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

****The complete Cell Phones and Electronic Devices Policy is available for review on the school website or by contacting the main office.**

Items that Must Stay at Home (non exhaustive list):

Aerosol cans, gum, sunflower seeds, balloons, nail polish, matches/lighters, perfumes/colognes, pocket knives, sodas, energy drinks, cigarette or drug paraphernalia, weapons/replicas, unauthorized medication, electronic games, radios, toy guns, sports equipment, and fireworks should NOT be brought to school. Individuals who bring money or other valuables onto school grounds do so at their own risk. Students who bring prohibited items on campus may 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 (7:45 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, Harassment, and Discrimination:

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/cyberbullying or harassment/discrimination of any kind. Staff, students, and parents are required to report to an administrator any known incident of bullying, harassment, or discrimination. 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, harassment, and/or discrimination 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.

****The complete Policy is available for review on the school website or by contacting the main office.**

Internet Safety and Technology Use:

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.

****The complete Student Use of Technology Policy is available for review on the school website or by contacting the main office.**

PYP Recess Policy

Recess shall be at least 30 minutes on regular instructional days and at least 15 minutes on early release days and may be provided in one or more periods, and shall be held outdoors whenever the weather and air quality permits. If outdoor space is not sufficient, recess may be held indoors. Recess shall comply with a student's individualized education program or student's plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794).

A student shall not be denied recess by a member of the school's staff unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. School staff members are encouraged to use other means of correction rather than restricting access to recess.

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.

Volunteer Information:

Gateway Community Charters (GCC) encourages and appreciates parents and community members who are willing to share their time by volunteering in our schools. Volunteers can play an important part in enriching the lives of our students. GCC cares about our students and their safety and, therefore, has created volunteer procedures and requirements to keep the children safe. All volunteers must follow the volunteer procedures and requirements of GCC. All volunteer applications can be completed online in Informed K-12. Applicants should choose the appropriate form for the correct level of volunteering, either Level 1 or Level 2.

Level 1:

Level 1 volunteers are those that are volunteering for a one-time event on-site and will be under the direct supervision* of a GCC staff member who is physically present at all times with the volunteer. They are required to complete a Volunteer Application and sign the Volunteer Oath. The Volunteer Application must be signed and approved by the Principal and both documents must be maintained by the school site. Level 1 volunteers are not required to complete the fingerprint clearance or provide tuberculosis (TB) screening results; however, if the volunteer wishes to volunteer more than once, he/she will then have to complete Level 2 volunteer requirements.

*Direct supervision means that the volunteer will not be alone with students at any time during the volunteer period. The students are still under the constant and direct care and supervision of the GCC staff member.

Level 2:

Level 2 volunteers are those that volunteer more than one time and/or will be working with students without the direct supervision of a GCC staff member present at all times with the volunteer. Level 2 volunteers will be required to complete a fingerprint clearance and provide proof of a clear tuberculosis (TB) screening, in addition to the application and oath. All TB Risk Assessments are valid for four years. If a TB clearance expires during your time as a volunteer, an updated TB clearance must be provided to continue as a volunteer for GCC. Level 2 volunteer applications are processed by the GCC Human Resources department. When a volunteer has cleared, the site will be notified by HR that the applicant is clear to start volunteering. The site will contact the applicant to inform them of their clearance and permission to start. HR and the school site must maintain a list of cleared Level 2 volunteers and maintain the list year to year. **Field trips chaperones are considered Level 2 volunteers and must meet all Level 2 requirements.**

**Volunteers under 18 years of age must complete the volunteer application and oath and must always be under the direct supervision of a GCC staff member.

****Please Note:** Volunteers who drive students on a field trip must also complete the Volunteer Personal Automobile Use form and supply the required documentation, including a valid driver's license and proof of liability insurance prior to the field trip.

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 (though not required for your student's continued enrollment at GCC).

Celebrations, Class Parties, and Food Guidelines

Birthdays and other holiday celebrations hold significant cultural importance. A modest celebration with healthy snacks or treats may be brought to school for a student's birthday, but only after lunch and with the teacher's approval. The treats must be store-bought and remain in their original packaging. Families should be mindful of any allergies within the class and adhere to the teacher's specific guidelines.

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 near the MPR 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.

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 and school forms to report an absence.

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. 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.

Title IX Complaint and Investigation Procedures:

GIS is responsible for ensuring compliance with state and federal laws and regulations governing sex- based discrimination and harassment.

A copy of the Title IX Policy is provided to families annually and posted to the school website.

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 Signature	Parent/Guardian Signature	Teacher Signature
_____	_____	_____
Date	Date	Date

