

# GATEWAY SCHOOL DISTRICT



# High School Parent/Student Handbook

2023 - 2024

# Gateway High School

*Justin G. Stephans, Principal*



## WELCOME TO GATEWAY HIGH SCHOOL

On behalf of the faculty, administration and all of our support personnel, it is my pleasure to welcome you to Gateway High School. The opening of the 2023-2024 school year marks our 66th year of operation. During that period of time Gateway has evolved into a school recognized for its outstanding academic programs, varied extracurricular and co-curricular activities, competitive athletic teams and successful students. As a result, it has earned recognition from the U.S. Department of Education as a Blue Ribbon School of Excellence. This achievement to a large extent has come about through the efforts of a responsible student body who project strong traditions, school spirit and pride.

The purpose of this Student Handbook is to provide you with the information you will need to function as a productive student in our school. It will then become your responsibility to follow the guidelines established and supported by the Gateway Board of School Directors. A good school must operate within the framework of reasonable rules, policies, and procedures, which give all students the opportunity to experience academic success in a safe and caring learning environment.

As you begin this new school year, I encourage and challenge you to demonstrate the maturity and self-discipline that will contribute to Gateway's tradition of excellence and result in your own personal success.

Best wishes for a rewarding and enjoyable school year.

Sincerely,

*Justin G. Stephans*

Justin G. Stephans  
Principal

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## **GATEWAY HIGH SCHOOL ADMINISTRATION**

Mr. Justin G. Stephans, Principal  
Ms. Sarah Kielar, Assistant Principal  
Mr. Joseph Rosi, Assistant Principal

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## **ADMINISTRATIVE ASSISTANTS**

Mrs. Diane Dias, Assistant to Mr. Stephans  
Mrs. Chris Giunta, Assistant to Ms. Kielar & Mr. Rosi  
Mrs. Donna Anastasio, Attendance Secretary  
Mrs. Kelly Manso, Counseling Office Secretary

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## **GHS COUNSELING**

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Dr. David Heavner - 10th grade  
Mrs. Colleen Tortorella - 11th grade  
Dr. Joe Fraas - 12th grade

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## **DISTRICT SUPPORT PERSONNEL**

Mr. Michael Brown, Director of Technology  
Mr. Martin Lorenzo, Director of Food Service  
Mrs. Bonnie Easha, Director of Transportation  
Mr. Don Holl, Athletic Director  
Mrs. Michele Majcher, Social Worker

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# CALENDAR FOR GATEWAY HIGH SCHOOL 2023-2024

August 21 - 22, 2023	Teacher In Service
August 23, 2023	Clerical Day
August 24, 2023	First Student Day
September 4, 2023	Labor Day - No School
September 21, 2023	Open House
September 26, 2023	MidPoint 1st Nine Weeks
October 6, 2023	In Service Day - No School
October 9, 2023	In Service Day - No School
October 30, 2023	End of 1st Nine Weeks
November 6, 2023	In Service Day -No School
November 7, 2023	In Service Day - Election Day - No School
November 23 - 27, 2023	Thanksgiving Holiday - No School
December 7, 2023	MidPoint 2nd Nine Weeks
December 22 - 29, 2023	Winter Break - No School
January 1, 2024	Winter Break - No School
January 15, 2024	Dr. Martin Luther King, Jr. - No School
January 18, 2024	End of 2nd Nine Weeks
January 19, 2024	Clerical Day - No School
February 19, 2024	In-Service Day - No School
February 22, 2024	MidPoint 3rd Nine Weeks
March 25, 2024	End of 3rd Nine Weeks
March 28 - 29, 2024	Spring Break - No School
April 1, 2024	Spring Break - No School
April 23, 2024	In Service Day - Election Day -No School
May 5, 2024	MidPoint 4th Nine Weeks
May 18, 2024	Kennywood Picnic
May 27, 2024	Memorial Day - No School
May 29, 2024	Class of 2024 Graduation
May 30, 2024	Class of 2024 Graduation - Rain Date
June 3, 2024	Last Student Day
June 4, 2023	Clerical Day - Last Teacher Day



## **ASSEMBLIES**

A variety of assemblies are scheduled throughout the year for your educational and cultural exposure. Guests should be treated with respect and courtesy at all times. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. You are expected to be quiet, orderly, and considerate of the rights of others during an assembly and to exhibit proper behavior and respect for the presenters.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When the chairperson of the assembly asks for your attention, give it immediately.
4. Be courteous to the performers and to your neighbors. Do not use an interval of applause or the short time between numbers to start a conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.

The success and continuance of the Assembly Program largely depends upon your cooperation and behavior before, during, and after the assembly.

## **ATHLETICS (412) 373-5750**

### **PURPOSE**

The Board recognizes that education is its first priority and desires to ensure an appropriate balance between its educational program and sports and extracurricular activities.

### **GUIDELINES**

To be eligible for extracurricular activities all students must, in addition to adhering to all PIAA qualifications, have a cumulative GPA of no less than a 2.0 or have a GPA of no less than 2.0 at the end of the most recent of the following:

1. 9 week grading period
2. 3 week GPA verification
3. 6 week GPA verification

Official cumulative GPA checks/verifications will be calculated every nine weeks. Students entering grades 7 through 12 who do not qualify in June will have a right to an August recheck to include summer school participation to replace failing grades from the June report card.

An ineligible student may not travel with the team or activity and may not wear team or activity garb, however an ineligible student may sit on the bench during home games/events.

Any coach or sponsor who does not check eligibility and follow the policy will be removed from his/her coaching/sponsoring position at the point of discovery.

### **ATHLETICS & EXTRACURRICULAR ELIGIBILITY**

It shall be the responsibility of the Athletic Director, with regard to athletics, and the coach/sponsor of each activity to:

- Certify the eligibility status of students.
- Monitor the eligibility status of students.
- Notify the principal, student and parent of ineligible status.
- Ensure that ineligible students are attending study sessions.
- Receive parental sign off on eligibility status and guidelines before beginning conditioning, practice, play or other participation.

Any student transferring to the Gateway School District will adhere to the policy as stipulated above.

The district will adhere to all IDEA and 504 plans in accordance with State and Federal Guidelines when implementing this policy.

### **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

1. Grade point average will be determined as per district's grading policy. It shall be the responsibility of the Athletic Director and the coach/sponsor of each activity to:
  - ◆ Certify the eligibility status of student athletes.
  - ◆ Monitor the eligibility status of student athletes.
  - ◆ Notify the Principal, student and parent of ineligible status.
2. Students placed in Gateway High School Alternative Educational Programs are excluded from participating in interscholastic athletic and extracurricular school activities.
3. Should there be questions concerning eligibility, the Principal and Athletic Director will personally review the case in question.
4. Any student absent from school or who arrives after 8:15 am (end of period 1) ***will not*** be permitted to practice or participate in any sport on that day. Students who habitually arrive late the morning after games/matches may be suspended from participation. ***Students absent for 20 or more school days will be ineligible from that day until 60 school days of attendance are achieved.*** Extenuating circumstances, such as a funeral, extended illness or legal obligations, will be subject to the review and decision of the Principal.
5. Each student has a responsibility to fulfill in representing Gateway as a participant in any activity.
6. Cooperation and personal honor are important. Any act detrimental to the school or the program will result in dismissal from the team and forfeiture of athletic awards.
7. Student education, health, and welfare are deemed more important than participation in athletic events.

- **Refer to Gateway School District Pupil Regulations Policies and Procedures, Section II.**

### **PARENTAL PERMISSION FOR ATHLETICS**

1. Any student participating in any high school athletic program must have a parental permission form properly signed and on file with the School Athletic Director.
2. A separate parental permission form is required for participation in each sport.
3. Any student athlete found falsifying parental permission would be immediately ineligible for a time period to be determined by the Athletic Director.

### **CONDUCT**

1. Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete athletic program. The best in sportsmanship from students is expected in victory or defeat.
2. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations may lead to suspension of athletic eligibility.
3. When visiting another school, exemplary conduct and courtesy is expected of all athletes.
4. Any damage to physical property of this school or of an opponent's school can lead to dismissal from the team and responsibility for reparation of the damages.
5. Any disrespect, disobedience, or hostility to members of any opponent's professional staff can lead to dismissal from the team. This also applies to officials of the game.

### **PHYSICAL EXAMINATION FOR ATHLETICS**

1. A physical examination by a licensed Physician is required for each sports season. This examination must be completed and the signed Physician's approval must be on file in the athletic office before a student may practice.
2. Any student found falsifying a physical examination form would be ineligible to participate for a minimum of two weeks. (First two weeks of the regular season.)

### **RULES GOVERNING ATTENDANCE AT SCHOOL ACTIVITIES/ATHLETIC CONTESTS**

1. Rules and regulations stated in the Gateway High School Student Handbook are to be in effect at all activities and athletic contests.
2. Students in possession or use of tobacco, alcoholic beverages, drugs or narcotics will be removed immediately and dealt with according to school regulations as well as local authorities.

3. Vulgar cheers, throwing of objects and verbal harassment toward the visiting team, athletes, or cheerleaders have no place in high school sports and will not be tolerated. Those who display such behavior will be disciplined accordingly.
4. Inappropriate behavior during an activity will result in suspension from further extra-curricular activities until the problem is resolved.
5. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations.
6. Proper dress is required for students in attendance at athletic and extracurricular events. (Shoes and shirts must be worn at all times.) The Administration reserves the right to make decisions on the appropriateness of student attire at the time of the events.
7. Students found to be in possession or under the influence of controlled substances during the school year will not be permitted to attend any school activities, extra-curricular events or athletic competitions for the remainder of the 2023 - 2024 school year.

### **DRESS REQUIREMENTS FOR ATHLETICS**

1. Any student traveling with any Gateway athletic team shall be required to dress neatly and appropriately. The individual coaches will determine appropriate dress for the trip.
2. Any student failing to meet the dress requirements may be denied the opportunity to participate in the athletic event.
3. The Athletic Director and/or the coaches or principal will be responsible for seeing that dress requirements are met.
4. All participants shall be required to wear the school provided uniform when participating.

### **TRANSPORTATION FOR ATHLETICS**

- The school district provides transportation for all athletic teams, and each participant will be required to ride school transportation to and from any athletic activity scheduled away from the Gateway premises. Only the school principal may grant an exception to this rule.

### **ATHLETIC INSURANCE PROGRAM**

All students participating in the athletic program must furnish proof of health insurance coverage. Those wishing to purchase insurance may buy the Student Accident Policy. This policy will cover athletes except those who participate in varsity football.

### **OTHER INSURANCE REGULATIONS**

All members of the cheerleading and the Gateway Dance Team and other indirect participants in the athletic programs are also required to show proof of insurance coverage before participating.

### **RESPONSIBILITY FOR ATHLETIC EQUIPMENT**

All athletic equipment issued must be returned. If it is lost or stolen, or if it is sufficiently damaged through misuse or abuse, students will be required to pay the cost of replacing the equipment. Failure to turn in equipment within two weeks after the season may result in assessment of the replacement cost of the article(s).

### **GATEWAY HIGH SCHOOL ATHLETIC PROGRAMS - (GRADES 9-12)**

<b><u>Fall Sports</u></b>	Cheerleading, Cross Country, Football, Golf ( <b>Boys</b> ), Golf ( <b>Girls</b> ), Soccer ( <b>Boys</b> ), Soccer ( <b>Girls</b> ), Tennis ( <b>Girls</b> ), Volleyball ( <b>Girls</b> )
<b><u>Winter Sports</u></b>	Basketball ( <b>Boys</b> ), Basketball ( <b>Girls</b> ), Cheerleading, Ice Hockey, Swimming Diving ( <b>Boys</b> ), Swimming & Diving ( <b>Girls</b> ), Wrestling
<b><u>Spring Sports</u></b>	Baseball, Lacrosse ( <b>Boys</b> ), Softball, Tennis ( <b>Boys</b> ), Track & Field ( <b>Boys</b> ), Track & Field ( <b>Girls</b> ), Volleyball ( <b>Boys</b> )

## **ATTENDANCE**

Written excuses for absences should be submitted to the homeroom teacher on the Secondary Student Absentee Excuse form. Questionable absentee excuses will be referred by the homeroom teacher to the

appropriate administrator. If a written excuse is not provided to the school within three (3) days after the student returns to school, the absence will be considered unexcused. Parents/Guardians of any student with three days of illegal absence will be served notice by the school. All excuses should include the following information: Student's full name, date of absence, specific reason for absence, signature of parent/guardian. Any excuses not following the above required information will result in an unexcused/unlawful absence or tardy. Responsibility for providing excuse(s) lies upon the student and parent/guardian not the school district. Excuses can also be turned into the Main Office. To reach the Attendance Secretary, please call 412-373-5741 or email [danastasio@gatewayk12.org](mailto:danastasio@gatewayk12.org).

Parents/Guardians may write a total of 10 (EXCUSED notes) for their child's absences throughout the school year. After the 10<sup>th</sup> parent/guardian EXCUSED note, the only excuse that will be deemed legal will be one from a doctor's office, an official court document or funeral excuse. All other excuses will be considered illegal. All excuses must have a start and an end date and a valid signature in order for the excuses to be accepted. Under no circumstances will an open ended excuse(s) be excused. Any visit to a doctor or other professional office requires written verification from that office for the absence to be excused.

- Students arriving late to school, **after the beginning of homeroom** (7:16 a.m.), must sign in at the front office.
- Students arriving late to school after **10:00 a.m.** must sign in at the high school office and will be marked **1/2 day absent**. An excuse will be required for the absence or it will be recorded as unexcused. Four (4) or more periods absent will equal a **1/2 day absence**.
- Students who do not report to school in the proper manner are in direct violation of the Student Discipline Code and are subject to appropriate disciplinary action. Missing the school bus is **not** considered as an excused absence for an entire school day. Students must find transportation. However, absences due to bus problems will be recorded as legal with a parental excuse stating the particulars of the situation.
- College Visits – Students may be excused from school a total of three (3) days for a college visit during the school year. A written request from the parent/guardian must be turned into the office prior to the college visit with the following information: Request must indicate the day of the college visit, student's full name, destination and the reason the visit could not be taken when school is not in session. The excuse must be turned into the High School Office no later than one day prior to the college visit. Upon returning to Gateway High School, the student must bring a letter from the college with the student's name and date(s) attended.

### **STUDENTS WHO ARE TRUANT DO NOT HAVE THE RIGHT TO MAKE UP ASSIGNED CLASS WORK (THIS INCLUDES TESTS):**

- Students who are not subject to compulsory attendance laws (18 years and older) may be excluded from school for flagrant violation of attendance regulations. Violation of attendance rules shall be regarded as misconduct. Continued violation of these rules after the below consequences have been administered, may result in the student being referred to the Gateway School District Board of Directors for additional action. A specific and clearly defined procedure will be followed as a student's misconduct demands exclusion from school.
- Students planning an extended absence due to travel or other extenuating circumstances, should obtain the proper forms from the office and have them signed and returned to the grade level principal prior to the period of absence.
- Factors considered in determining if the absence due to travel is classified as acceptable are the academic and attendance record and the school citizenship of the student. If a student takes an unapproved vacation, no work or tests can be made up.
- Students who request an extended absence must fall under the 10 excused absences parents/guardians are permitted to authorize during the school year. Any request for extended absences that exceeds 10 days of school will be denied by the High School Administration.
- Final examinations will not be administered prior to their scheduled dates in order to accommodate travel requests that occur **before the originally established last day of school**. This policy also applies to the mid-year examination schedule.

### **UNEXCUSED ABSENCES**

As stated in the section above, written excuses for absences must be submitted to the homeroom teacher within three (3) days after the student returns to school. Failure to do so will result in the absence being coded as unexcused. After three (3) unexcused absences, an official and final letter will be generated from the high school office to the student's home documenting the illegal absences. The letter will explain that such non-attendance without a lawful excuse is a violation of the compulsory attendance provisions of the Pennsylvania Public School Code, which is a summary offense. Any additional unexcused absences (4+) will

be forwarded to the Home and School Visitor. The officer will cite the family for alleged unexcused absences through the District Magistrate. The high school office will inform the Home and School Visitor any time a student is absent more than 20% of the school year to date. The family has the right to plead not guilty and request a court date with all citations.

**EXCESSIVE CONSECUTIVE ABSENCES**

Once a student misses ten (10) consecutive days of school, if the high school office is not already aware of the reason for the absences, contact will be attempted and a home visit will be performed. If the Home and School Visitor is unable to contact the family, the student will be removed from the roster. The family must re-enroll the student at the District Office should the child wish to return to school. All necessary documentation verifying a current address will be required.

**ATTENDANCE WAIVER**

If a student misses 13 or more periods in a semester course or 25 or more periods in a year-long course, he or she must complete an attendance waiver to avoid receiving no academic credit.

**TARDINESS**

**Gateway High School Tardy to School Policy:**

1. Students will be considered officially tardy if not in their Homeroom period by 7:16 a.m. Loitering in the halls, car problems, or sleeping in are unacceptable excuses. Tardy students must sign in at the Office and provide the requested information. A class admit pass is then issued. (Failure to sign in at the Office is considered an infraction of school rules and subject to disciplinary action.)
2. Only a signed note from a parent, doctor or official court document will exempt the student from receiving an unexcused tardy.
3. The total number of days tardy is recorded automatically on the daily absentee sheet and on the student's permanent record. Please note that excessive tardiness may seriously affect grades, graduation, college acceptance, employment, participation in co-curricular activities, etc.
4. Unexcused tardies include but are not limited to loitering in the halls, cafeteria, car problems, sleeping in or missing the bus. Failure to report to the Office will result in the recording of an unexcused absence for the entire day.

**NOTES:**

- **For any excused tardies or absences, the High School Administration requires that all medical, official court or funeral documentation be turned in no later than three (3) calendar days after the date(s) of absences or tardies. Any documentation that is turned in after the above stated time period, for valid or invalid reasons, will not be accepted.**
- **There is a progressive discipline for unexcused tardies or unexcused absences. Please see the table below. Students will not be eligible for any extra-curricular activities such as Prom, dances, loss of driving privileges for the remainder of the school year, etc. All decisions are at the discretion of the High School Administration.**

3, 5 or 10 Unexcused Tardies	Administrative Detention(s)
5 Unexcused Absences	No Homecoming Dance
10 Unexcused Absences	No Mardi Gras Dance
15 Unexcused Tardies	In-School Suspension
15 Unexcused Absences	No Prom, Senior Dinner Dance, Mini Thon, Loss of driving privilege

**DISCIPLINARY PROCEDURES FOR UNEXCUSED TARDINESS TO CLASS:**

1. It is the student's responsibility to attend class on time. Once the late bell has rung, the student is officially tardy. Under no circumstances will the office issue a pass to students tardy to class unless

they have been held by the office for some reason. Any student who is late to class must provide an excuse from his previous teacher or tardiness will be recorded by the teacher as unexcused.

2. Students should determine the best routes to classes to avoid tardiness.

3 Tardies	Classroom Teacher Detention
6 Tardies	2 Classroom Teacher Detentions
10 Tardies	Office Referral - In School Suspension
Beyond 10 Tardies	Office Referral - Out of School Suspension

### **APPEAL FOR WAIVER OF MINIMUM ATTENDANCE REQUIREMENTS**

A student who exceeds the minimum attendance requirements may apply for a waiver.

**Attendance Waiver Applications must be completed and submitted to the respective grade level Principal within five (5) school days of the official notification of excessive absences.**

- ❖ To arrive at a Waiver Agreement, the parents(s)/guardians and students must present evidence justifying granting of the waiver to the Attendance Waiver Committee.  
**Examples:** Physician's excuse, official court documents, bereavement, or other documentation supporting the School District's policy on excused absences.
- ❖ A rejection decision may be appealed according to the appeal procedure contained in the student handbook which states: "The student may, through parent or legal counsel, appeal to the Board of School Directors, any action invoked by the principal or the superintendent by which the student feels aggrieved. A decision by the Board of School Directors, adverse to the student may be appealed to an appropriate court of law."

### **EDUCATIONAL TRIP APPROVAL**

Parents requesting approval to take their children out of school to participate in an educational trip must complete a trip approval form (available in the school office or on our website) explaining the reason for the request and the length of the trip. **Prior to taking the trip, approval must be granted by the school administration. If prior approval is not granted, the absence will be considered unlawful. [Please click here for the form.](#)**

**NOTE: The trip may not exceed ten (10) school days. It is the obligation of the student to make up school work missed during this absence and at the reasonable convenience of the teacher. Students may be denied the extended absence by the principal if the student has an excessive absence record including early dismissals and tardies.**

**STUDENT: PLEASE RETURN THIS FORM TO THE HIGH SCHOOL OFFICE**

**\*\*This form must be filled out by a parent/guardian and approved or disapproved by administration prior to the student's extended absence.**

## **BELL SCHEDULE – REGULAR**

7:13 WARNING BELL FOR HOMEROOM PERIOD

7:16 TARDY BELL FOR HOMEROOM

### ***FORBES ROAD A.M. STUDENTS DEPART***

7:16 – 8:11 HOMEROOM/FIRST PERIOD

8:11 - 8:15 (Class Change)

8:15 – 8:58 SECOND PERIOD

8:58 – 9:02 (Class Change)

9:02 – 9:45 THIRD PERIOD

9:45 – 9:49 (Class Change)

### ***FORBES ROAD P.M. STUDENTS DEPART AFTER PERIOD 3 FORBES ROAD A.M. STUDENTS ARRIVE FOR PERIOD 4***

9:49 – 10:32 FOURTH PERIOD

10:32 – 10:36 (Class Change)

10:36 – 11:19 FIFTH PERIOD

11:19 – 11:23 (Class Change)

**LUNCHES SIXTH PERIOD**

11:23 – 11:53 6A LUNCH

11:53 – 11:57 (Class Change)

11:53 – 12:23 6B LUNCH

12:23 – 12:27 (Class Change)

12:23 – 12:53 6C LUNCH

12:53 – 12:57 (Class Change)

### ***FORBES ROAD P.M. STUDENTS ARRIVE FOR PERIOD 7***

12:57 – 1:40 SEVENTH PERIOD

1:40 – 1:44 (Class Change)

1:44 – 2:27 EIGHTH PERIOD

2:27 DISMISSAL

2:31 BUS DEPARTURE

## **BELL SCHEDULE – TWO HOUR DELAY**

In the event of inclement weather, a delayed opening of school for students will be announced on TV stations KDKA, WTAE and WPXI. Also, you can register for a Skylert, district communication for school closings.

9:13            WARNING BELL FOR HOMEROOM PERIOD  
9:16            TARDY BELL FOR HOMEROOM

### ***FORBES ROAD A.M. STUDENTS REPORT TO DESIGNATED AREA***

9:16 – 9:50    HOMEROOM PERIOD/FIRST PERIOD  
9:50 – 9:54    (Class Change)

### ***FORBES ROAD P.M. STUDENTS DEPART AFTER PERIOD 1***

9:54 – 10:20   SECOND PERIOD  
10:20 – 10:24 (Class Change)

10:24 – 10:50   THIRD PERIOD  
10:50 – 10:54 (Class Change)

### ***FORBES ROAD A.M. STUDENTS REPORT TO PERIOD 4***

10:54 – 11:19   FOURTH PERIOD  
11:19 – 11:23 (Class Change)

#### **SIXTH PERIOD - LUNCHES**

6A LUNCH      11:23 – 11:53  
                         11:53 – 11:57 (Class Change)  
6B LUNCH      11:53 – 12:23  
                         12:23 – 12:27 (Class Change)  
6C LUNCH      12:23 – 12:53  
                         12:53 – 12:57 (Class Change)

12:57 – 1:26    FIFTH PERIOD  
1:26 – 1:30    (Class Change)

Forbes Road p.m. students report to designated area for period 5

1:30 – 1:57    SEVENTH PERIOD  
1:57 – 2:01    (Class Change)

2:01 – 2:27    EIGHTH PERIOD  
2:27            DISMISSAL  
2:31            BUS DEPARTURE



## **BOARD POLICIES - PARENT NOTIFICATION**

Board policies are located on the District's website. From the main page, go to [Our District](#), then select [School Board](#), and then select [Board Policies](#) on the right side of the page. The District shall annually notify parents and guardians regarding certain policies.

## **BULLYING/CYBERBULLYING**

### **Refer to Gateway School District Policy #249 - Bullying/Cyberbullying**

The Gateway Board of School Directors is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Students who are bullied, harassed, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying/Cyberbullying and harassment can also escalate into more serious violence. To that end, the school district has in place policies, procedures and practices that are designed to reduce and eliminate bullying/cyberbullying and harassment, as well as processes and procedures to deal with incidents of bullying/cyberbullying and harassment when they occur.

This policy is in effect while students are on the property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. Students who file a bullying/cyberbullying complaint or who have assisted or participated in any manner in a bullying/cyberbullying investigation may not be retaliated against.

### **DEFINITION OF BULLYING/CYBERBULLYING:**

Shall mean unwelcome, repeated, and systematic harassment and attacks on others by means of verbal, written, electronic or physical conduct. Bullying/Cyberbullying can take many forms and can include many different behaviors such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs
3. Emotional bullying/cyberbullying: (ie: spreading rumors, ridiculing, manipulation social relationships)
4. Threats and intimidation (including social media)
5. Extortion or stealing

## **BUS REGULATIONS**

### **Refer to Gateway School District Policy #810 - Transportation**

1. A student who arrives on a late bus (after Homeroom - 7:24 a.m.) is required to report to the high school, sign in, go to his/her locker, and report directly to the period in session.
2. A list of all bus schedules and routes is available near the high school office.
3. Arrival and departure schedules are also given to homeroom teachers on the first day of school for students to review. Students do not necessarily depart on the same bus in which they arrived.
4. Bus drivers may choose to assign specific seats to students.
5. In the event that the bus is late, students are expected to wait at least 30 minutes beyond the normal arrival time.
6. Bus Evacuation - When an emergency bus evacuation drills are held, students should adhere to the following procedures:
  - a. When the bus stops at the loading dock, remain seated.
  - b. Students seated in the back of the bus should open the emergency door from the inside.
  - c. Students should file out of the bus one at a time and listen for instructions given by the faculty member.
  - d. No student should leave the bus through the front exit unless given special permission.
  - e. Students with physical handicaps or disabilities should not attempt to use the emergency exit during the drill.

### **TEMPORARY BUS PASSES**

Students are ONLY permitted to ride the bus or van to which they are assigned. Bus passes are only to be used for emergency situations. They will NOT be issued for students to visit friends, attend birthday parties,

sleep-overs, or frequent child-care changes. Any student requesting to ride an alternative bus must submit the following information to the front office the morning of the designated day.

### **A NOTE IS REQUIRED FROM EACH STUDENT'S PARENT/GUARDIAN TO OBTAIN A BUS PASS**

#### **NOTE #1 (FROM PARENT/GUARDIAN #1 WHOSE CHILD IS RIDING ANOTHER BUS) SHOULD CONTAIN THE FOLLOWING INFORMATION**

1. Name of student riding alternative bus
2. Date student is to ride alternative bus
3. Note explaining reason for pass
4. Telephone number of parent/guardian
5. Name of student whose bus they are riding
6. Alternative bus number
7. Signature of parent/guardian

#### **NOTE #2 (FROM PARENT/GUARDIAN #2 CONFIRMING BUS CHANGE) SHOULD CONTAIN THE FOLLOWING INFORMATION**

1. Name of student
2. Name of student who is riding your child's bus home
3. Permission from parent/guardian for student to ride the bus home to their residence
4. Telephone number of parent/guardian
5. Bus number
6. Signature of parent/guardian

## **CAFETERIA**

- A. Student lunch periods (A-B-C) are determined by your sixth period class location.
- B. Gateway High School participates in both the National School Breakfast and Lunch Programs. In accordance with the 2010 Healthy Hunger Free Kids Act (HHFA), A USDA Meal Regulations require all participating districts to serve healthier and more nourishing meals to your children and adhere to the following:
  - Must choose at least one fruit or vegetable serving with both breakfast and lunch.
  - Greater selection and variety of fresh fruits and vegetables- 1 cup of each offered for lunch on a daily basis and a minimum of 2 fruit/ veggie offerings for breakfast.
  - The average of all grains offered must be whole grain rich meaning that it's made up of at least 80% whole grains including pizza crusts.
  - Only low fat milk and fat free flavored milk without high fructose corn syrup and added BGH may be offered.
  - Continuing the gradual reduction of the sodium content in the foods being served.
- C. Students have a vast variety of menu choices for both breakfast and lunch on a daily basis. Monthly menus are posted under the Food Service Operations link on Gateway's website under the "Department & Services" Tab.
- D. Maintaining a clean cafeteria is the responsibility of the student body.
- E. **Students are not permitted to place outside orders for food delivery.** In order to keep the cafeteria clean and orderly, please observe the following rules:
  - Please cooperate with the cafeteria supervisor.
  - Always use a tray and keep milk cartons, food, and waste paper on the tray.
  - Empty all debris from trays into the trash receptacles. Return trays, dishes, and silverware to the receiving window before leaving the cafeteria.
  - Students are to remain seated at their table at all times unless they are dumping their tray, using the restroom or are in line for the snack bar. No standing in the cafeteria is permitted at any time.
  - No food should be taken from the cafeteria during lunch.
  - Chairs are not to be moved from assigned tables. Push chairs back after eating.
  - Clean up any food you drop or spill.
  - Due to health and safety requirements, footwear must be worn at all times.
  - Students are requested not to wear hats, caps, or visors in the cafeteria.
  - Students are not permitted to sit on window ledges or heater vents.
- F. Violation of the established guidelines may constitute health/safety hazards and an infringement upon the rights of other students.

### **BREAKFAST SERVING TIMES**

Grab n' Go Carts will be available to students for a healthy breakfast. There will be two breakfast carts for the students. The first cart is located in the Sports Complex at the top of the stairs for students who ride a bus and

the second cart will be made available for Second Chance Breakfast located in the cafeteria food court. Students who arrive after **7:20 am** are invited to get their breakfast in the food court before 3rd period.

### **BREAKFAST COSTS**

- As a result of the District's participation in the Federally-Funded Community Eligibility Provision (CEP), all students will receive free meals for the 2023-2024 school year.
- Ala carte prices range from 0.25 and up.

### **EXAMPLES OF A COMPLETE REIMBURSABLE BREAKFAST INCLUDE:**

1. Cereal, Goldfish Graham, & 100% Fruit Juice
2. Breakfast Sandwich & 100% Fruit Juice
3. Breakfast Pizza & 100% Fruit Juice

Statistics show that well-nourished children do better in school. Research also supports the importance of eating a healthy breakfast at school with regards to a student's performance in the classroom.

- Eating breakfast improves test scores.
- Breakfast eaters make fewer mistakes.
- Students who eat breakfast have improved attention spans and show improved behavior.
- Breakfast eaters are less likely to become overweight.

Students are responsible for arriving to homeroom on time. Having breakfast will not be accepted as an excuse for tardiness unless the school bus is late. All late buses will be verified through the school's Transportation Department.

- Trays and waste materials must be returned to proper areas and receptacles.

### **LUNCH COSTS**

As a result of the District's participation in the Federally-Funded Community Eligibility Provision (CEP), all students will receive free meals for the 2023-2024 school year.

- Ala carte prices range from 0.25 and up.

## **CAFETERIA - FOOD SERVICE**

Gateway offers both the National School Lunch & Breakfast Programs. Students have a vast variety of menu choices for both breakfast and lunch on a daily basis. Monthly menus are posted under the Food Service Operations link on Gateway's website under the "Department & Services" Tab.

### **ADDITIONAL MEAL SERVICE GUIDANCE AT GATEWAY HIGH SCHOOL**

- Offers healthy meals daily to its students, following USDA guidelines for recommended levels of fat, saturated fat, calories, grains, protein, fruits and vegetables.
- USDA Meal Regulations require all participating districts to serve healthier and more nourishing meals to its students. Our reimbursable meals highlights include:
  - Must choose at least one fruit or vegetable serving with both breakfast and lunch.
  - Greater selection and variety of fresh fruits and vegetables- 1 cup of each offered for lunch on a daily basis and a minimum of 2 fruit/veggie offerings for breakfast
  - The average of all grains offered must be whole grain rich meaning that it's made up at least of 51% whole grains including pizza crusts
  - Only low fat milk and fat free flavored milk without high fructose corn syrup and added BGH may be offered. Milk, juice, fruit, etc are only "free" with a meal.

Families with income falling below federal income guidelines may apply for free or reduced-priced meals at any time during the school year. Meal benefit applications are now completed online at [www.schoolcafe.com](http://www.schoolcafe.com). Households which do not have access to a computer should contact the Department of Food & Nutrition by phone at (412) 373-5777. Other accommodations will be provided.

If a student has a food allergy, a note from a medical doctor must be sent to the Director of Food Service before any food substitutions may be made. The form is available by clicking the following link: [PDE Medical Plan of Care Form](#)

The Department of Food and Nutrition allows meal charges because we believe it is important that students not be denied access to any meal during the school day. We however reserve the right to control what type of meal is offered to students with an excessive negative account. Refer to Administrative Regulations for Policy 808, Food Services on the District Website for detailed procedures.

**Please note that parents, guardians, and other family members are not permitted to eat lunch with their child during his or her lunch period. This is to ensure child safety and promote social interaction with their peers.**

Please refer to the Food Service Page on the District Website for further resources. [Link](#)

Parents having any concerns or questions may call the Department of Food and Nutrition at (412) 373-5776 from 6:00 A.M. – 3:00 P.M. daily, or email the Director of Food Service at [mlorenzo@gatewayk12.org](mailto:mlorenzo@gatewayk12.org).

## CAMPUS

The Gateway High School campus includes all of the fenced-in area, bus zones, faculty parking lots, student parking lot, and roadway up to the school entrance by the stop sign. All school rules are in effect in these areas.

### CLOSED CAMPUS

The school district maintains a closed campus policy. Students are required to stay on the school grounds from the time they arrive, even if first period has not yet started. Once you are here, you are not permitted to leave under any circumstances unless you are granted permission by the high school office. Students are not permitted to leave the school grounds at lunchtime to purchase items at nearby stores. Leaving school grounds without official school approval is a violation subject to disciplinary action.

## CHANGE OF ADDRESS

A student who changes his/her address or telephone number after the opening of school must notify the Registration Department in the Administrative building at once so that the change can be made on the student's record. More information can be found [here](#).

## CHEATING/PLAGIARISM

The following rules apply when a student resorts to cheating on an assignment or test:

1. Students copying from another student's test or homework assignment will receive a "0%" grade for the test or assignment.
2. Students bringing and using unauthorized information in any form on a test will receive a "0%" grade for the test/assignment.
3. Students receiving stolen test information will receive a "0%" grade for the test/assignment.
4. Students stealing, distributing, or using unauthorized tests or any other such major form of cheating will receive a "0%" grade for the grading period in the subject(s) involved.
5. Plagiarism - According to the Modern Language Association, plagiarism is defined as "the act of using another person's ideas or expressions without acknowledging the source. It is the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own." Simply, it is creating the impression that your writing is original when, in fact, you have taken another individual's work and presented it as your own.
6. Plagiarism is unacceptable and a violation of school policy and, therefore, is subject to the following disciplinary action. Students who submit work that is proved to be plagiarized will receive a 0% for the project.
7. **Any student caught cheating more than one time in a given course will fail for the year, if it is a year long course, or for the semester if the course is only a semester long.**

## CLASS RANK

Rank in class is the position of any one student in their graduating class in relationship to all other students in that class. A student's class rank is determined by their Quality Point Average (dividing the total grade point value by the number of credits taken). QPA is based on all classes to which a letter grade is assigned, including Physical Education and includes all courses taken in the Gateway High School curriculum. A student's class rank is computed for the first time at the end of the first semester of the freshman year and recomputed at the end of each succeeding year through the senior year. In the event of more than one student receiving the same numerical class rank, as a result of a tie, the next rank number reflects the number of students involved in the tie (Example: Four students with equal QPA receive a class rank of 24, the next class rank is 28). Total grade point values are based on the following grade values:

### Regular Courses

<b>A</b>	4.0
<b>B</b>	3.0
<b>C</b>	2.0
<b>D</b>	1.0
<b>F</b>	0.0

### Honors /AP Courses

<b>A</b>	4.5
<b>B</b>	3.5
<b>C</b>	2.5
<b>D</b>	1.0
<b>F</b>	0.0

## COUNSELING OFFICE

The four counselors in the high school are located in the Counseling Suite. Students will be assigned to a School Counselor based upon grade levels. Regular consultation with your counselor is encouraged, on matters of concern to you, during your years at Gateway. The counseling staff is available to help you with educational and career planning as well as problem solving. Counselors will conduct formal conferences with all students every year. Appointments may be scheduled through the counseling secretary, or directly with your counselor.

### TESTING

A variety of tests and inventories are available through the Counseling Department to help assess your academic and vocational aptitudes, scholastic achievement or career interests. Detailed information is available through the Counseling Department.

### KEYSTONE EXAMS

Please refer to the Graduation Requirements section of the Student Handbook for additional information on the Pennsylvania Department of Education graduation requirements as they relate to participation in the Keystone Exams (Algebra I, Biology and Literature).

### SAT

The SAT Test measures verbal and math skills for admission to college, nursing as well as some vo-tech schools. SAT is approximately 4 hours and is administered at Gateway on a Saturday in October, November, December, January, May and June. For more information, please visit [www.CollegeBoard.org](http://www.CollegeBoard.org).

### ACT

The ACT® test is a curriculum and standards-based educational and career planning tool that assesses students' academic readiness for college. The test is approximately 3 hours with an optional 30 minute essay, however the essay is strongly recommended. It is administered at Gateway on a Saturday in September, February and April. For more information, please visit [www.ACTstudent.org](http://www.ACTstudent.org).

### PSAT/NMSQT

Any 10<sup>th</sup> or 11<sup>th</sup> grade student may take the PSAT exam. Gateway High School recommends students planning on attending college, junior or community college and nursing schools as well as top students interested in the National Merit Scholarship competition to take the PSATs both their sophomore and junior years. The cost of the PSAT exam is not covered by the Gateway School District as this test is optional. For more information, please visit [www.CollegeBoard.org](http://www.CollegeBoard.org).

## PROGRAM SCHEDULING

Also refer to the Program of Studies for additional information.) Students will begin the process of selecting courses for the following year in February. Course selections should be based upon interests and future career goals. Students will be advised by their teachers and counselors concerning suitable course selections. Careful planning by student and parent with teacher and counselor is the best way to assure an appropriate program of study. Student schedules are finalized for the following year by mid June.

### Counselors

Dr. Kurt Martin – 9<sup>th</sup> grade

Dr. David Heavner - 10<sup>th</sup> grade

Mrs. Colleen Tortorella – 11<sup>th</sup> grade

Dr. Joseph Fraas – 12<sup>th</sup> grade

### Email Address

[KMartin@GatewayK12.org](mailto:KMartin@GatewayK12.org)

[DHeavner@GatewayK12.org](mailto:DHeavner@GatewayK12.org)

[CTortorella@GatewayK12.org](mailto:CTortorella@GatewayK12.org)

[JFraas@GatewayK12.org](mailto:JFraas@GatewayK12.org)

### Phone Number

412-373-5765

412-373-5764

412-373-5763

412-373-5766

## DROPPED COURSE

Dropping a course after 5 school days for a semester course or 10 school days for a full year course may result in a **withdrawal F (WF)** for the course. This grade would be calculated in determining the student's overall Q.P.A. and class rank.

## COLLEGE CONFERENCES

Admittance to college conferences will be at the discretion of the respective counselor.

## SCHEDULE CHANGES

Legitimate requests for schedule changes must be made through the Counseling Department. Such requests must be substantiated by parent/teachers signatures on the appropriate form and are subject to Administrative approval. All schedule changes must be made within the first 10 days of school for year-long courses. Semester courses that begin in January are also subject to this rule. Students must request the change in the first 5 days of the second semester.

## AWARDS/RECOGNITION

Throughout the school year students are recognized for their achievements on an individual basis. Specific information may be obtained from counselors regarding the following special awards:

- **SENIOR AWARDS PROGRAM:**

The program provides school and community groups the opportunity to recognize seniors for their positive contributions and achievements. This includes the following: academic and athletic excellence, meritorious service to the school and community, and for traits of positive character.

- **PRESIDENTIAL EDUCATIONAL AWARDS PROGRAM:**

Certificates and pins are awarded to seniors who meet specific academic standards.

## **DANCES**

Three major social events are held during the school year. Guest permission forms are available in the high school office and must be completed and approved prior to attending the dances. No individuals over twenty-one (21) years of age are permitted to attend any dance. **Students who accumulate the designated number of unexcused or unlawful absences/tardies will be prohibited from attending any school social events. Please see the chart below. Any students that are expelled, suspended more than 3 days, or owe missed detentions will not be permitted to attend.**

5 Unexcused Absences	No Homecoming Dance
10 Unexcused Absences	No Mardi Gras Dance
15 Unexcused Absences	No Prom, Senior Dinner Dance, Mini Thon

- **HOMECOMING** - (October) - Grades 9 - 12

A Homecoming Queen is a senior girl elected by the student body.

- **MARDI GRAS** - (February) - Grades 9 - 12

A Mardi Gras King is a senior boy elected by the student body.

- **PROM** - (May) - Limited to students in Grades 11 - 12 and their guests.

The administration has the right to exclude individuals due to poor school citizenship, age or other reasons that, in the opinion of the administration, may jeopardize the event. Tickets for all dances will be sold in advance. There will be no tickets sold at the door. Students must enter the dance by specified time found in all dance information packets.

Dances sponsored by classes and various organizations are held throughout the year. They are open to students in grades 9 - 12.

## **DEFICIENCY NOTICES**

Deficiency notices are sent to the student's parents/guardians through Skyward at the midpoint of each grading period or at a subsequent time the student's work becomes unsatisfactory. They are intended to be warnings of unsatisfactory work and contain suggestions for improving it.

1. In general, the notice is used to warn of failing work in a subject.
2. The notice indicates the causes which the teacher believes are responsible for the poor work.
3. There are suggestions for procedures which the student may follow in improving their work.
4. A conference with the parent is suggested.

***NOTE: Deficiencies will be sent when a student's academic performance falls below 70% in a given course. These notices will be sent via email through Skyward. Additionally, an instructor may issue a deficiency to a student whose grade is above 70% if the instructor is concerned about the student's progress or performance in the course. This notice will be given to the student directly at the instructor's discretion.***

## **DISCIPLINE PHILOSOPHY AND CODE**

### **DETENTION**

- **TEACHER ASSIGNED DETENTIONS**

Teachers have the authority to assign individual students detention for Level I classroom or hallway infractions. Students are expected to serve the assigned detention with a teacher on the designated date, time and place. Students that fail to serve the assigned detention will be referred to administration for appropriate consequences.

- **OFFICE ASSIGNED DETENTIONS**

Students may have the option to serve after school detention for specific infractions issued by a building administrator or classroom teachers. Office detention is held on Tuesdays and Thursdays from 2:35p.m. - 3:30 p.m. Students will be assigned a specific date(s) to serve their detention. Detentions will not be scheduled around student's work hours or school activities. Failure to serve your assigned detention on the assigned date will result in two (2) detentions. Students who agree to serve Office Detention do so knowing that Gateway High School does not provide transportation home. If a student misses two (2) detentions, In-School Suspension will be issued.

### **IN-SCHOOL SUSPENSION**

Students assigned to In-School Suspension will report directly to the main office for attendance, bringing with them their textbooks, chromebook, and other course materials. Students who fail to bring proper materials or misbehave during the session will receive additional days of suspension. Students are restricted to the in-school suspension area for the entire school day. Students will be escorted to and from the cafeteria at lunch time. Classroom work is provided for the students by their teachers. Students' cell phones will be collected at the start of the day and returned prior to dismissal; refusal to turn in their phone will result in the student being sent home and additional discipline will be determined.

### **OUT-OF-SCHOOL SUSPENSION**

Referral of a student to the Assistant Principal is used as a last resort, after teachers have exhausted all other appropriate preventive and corrective measures. Once a student reaches the Assistant Principal's office, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly and as fairly as possible. In all instances, parents will be contacted or multiple attempts will be made. When a student is suspended out-of-school, the parents are required to contact the Assistant Principal as soon as possible in order to establish a conference appointment. After the student and his/her parents have conferred with the Assistant Principal, the pupil may be readmitted to school. It is understood that during an out-of-school suspension, the student may not attend classes, participate in school activities or visit the school grounds. Students are expected to make up any missed work.

### **ALTERNATIVE EDUCATION**

Students can be placed in alternative education for violations of the Student Discipline Policy, Levels I-IV, pending due process informal hearings and the recommendation from Gateway High School Administration.

### **SERIOUS OFFENSES AND CHRONIC DISCIPLINE CASES**

Students disciplined for violation of the school district's drug and alcohol policy or other serious infractions of the rules and regulations will have their cases reviewed by the Administration to determine their current and future involvement and participation in school activities. Such activities include, but are not limited to, Interscholastic athletics, clubs and organizations, evening social events, Junior/Senior Prom, plays, musicals, and other related activities. Students found to be in possession or under the influence of controlled substances are subject to a 45-day removal from school as well as all extra-curricular activities.

### **SCHOOL CAMERA FOOTAGE**

School camera footage is proprietary and only for administrative and disciplinary use. Parents/Guardians, students, or other 3rd parties have no right to view recordings.



## **DISCIPLINE CODE LEVEL I**

**NOTE: LEVEL I EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED AND ARE AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.**

<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/ RESPONSES</b>
<p>Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>Bullying/Cyber bullying includes verbal and physical abuse, social alienation and intimidation by peers.  <b>**Physical bullying</b> – when your child is hit, pushed, has hair pulled, and so on.  <b>**Verbal bullying</b> – name calling, sexist and racial comments, verbal threats, cruel jokes about appearance, disabilities, religion, idiosyncrasies.  <b>**Relational bullying</b> – this means being left out, gossiping or exclusion. Relational bullying thrives in a climate that encourages the formation of cliques.</p> <p><b><u>PROCEDURES</u></b></p> <ol style="list-style-type: none"> <li>1. There is immediate and consistent intervention by the teacher who is supervising the student or observes the misbehavior.</li> <li>2. An anecdotal record of the offenses and disciplinary action is maintained by the teacher.</li> <li>3. The teacher may wish to discuss the misbehavior with parent/guardian, administrator and/or support personnel.</li> </ol>	<ul style="list-style-type: none"> <li>* Bullying/Cyber bullying</li> <li>* Cheating or lying</li> <li>* Cutting class or study hall</li> <li>* Eating in unauthorized areas</li> <li>* Gambling</li> <li>* Horseplay or scuffling</li> <li>* Inappropriate wearing apparel (hats, tank tops, hood, etc.)</li> <li>* Loud boisterous noise or yelling</li> <li>* Defacing of school property (writing on desks, walls, books, etc.)</li> <li>* Possession/Use of non-instructional items (audio devices, playing cards, etc.)</li> <li>* Public displays or emotion or affection</li> <li>* Running in the classroom, halls, cafeteria, locker rooms, etc.</li> <li>* Tardiness to school, class or study hall</li> <li>* Throwing objects (pencils, erasers, snowballs, etc.)</li> <li>* Sleeping in class/study hall</li> <li>* Violation of Acceptable Use of Computers Policy</li> <li>* Use or visibility of cell phones, beepers, or pagers during school hours</li> <li>* Violation of classroom procedures established by teachers</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal Reprimand/Warning</li> <li>B. Personal Conference</li> <li>C. Isolation Within Classroom</li> <li>D. Withdrawal of Privileges</li> <li>E. Detention (per building guidelines)</li> <li>F. Special Assignment</li> <li>G. Telephone Call or Written Communique to Parent/Guardian</li> <li>H. Parental Conference</li> <li>I. Guidance Referral</li> <li>J. Attendance Policy (TEP)</li> <li>K. Office Referral</li> <li>L. Confiscation of Non-instructional Items</li> <li>M. Peer Mediation</li> </ul>

## **DISCIPLINE CODE LEVEL II**

**NOTE: LEVEL II EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED AND ARE AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.**

<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/RESPONSES</b>
<p>These infractions, which often result from continuation of Level I misbehavior(s), require the intervention of personnel on the administrative level because the use of Level I disciplinary options/responses have failed to correct the situation.</p> <p>Also included in this level are misbehaviors which tend to disrupt the orderly climate and conduct of the school. They are serious enough to require corrective action on the part of administrative personnel.</p> <p>Bullying/Cyberbullying (Refer to Level I)</p> <p><b><u>PROCEDURES</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Referral to administrator</u></li> <li>2. Administrator meets with the student and/or teacher to establish the most appropriate response.</li> <li>3. The teacher is informed of the administrator’s action.</li> <li>4. Parents/Guardians are notified of the student’s misbehavior and disciplinary action within twenty-four (24) hours.</li> <li>5. A proper and accurate record of the offenses and disciplinary action is maintained by the administrator.</li> </ol>	<ul style="list-style-type: none"> <li>* Bullying/Cyber bullying</li> <li>* Continuation of unmodified Level I misbehaviors</li> <li>* Acting in an insubordinate or disrespectful manner</li> <li>* Bus disturbance</li> <li>* Cafeteria disturbance</li> <li>* Cutting class/study hall (repeated offenses)</li> <li>* Dressing in such a manner as to cause disruption in the educational process</li> <li>* Failure to complete assigned detentions</li> <li>* Failure to provide proper ID upon request</li> <li>* Falsification of records, excuses, passes, schedules, etc.</li> <li>* Leaving school grounds without permission</li> <li>* Loitering in unauthorized areas of the school building/grounds</li> <li>* Misbehavior at the school-sponsored activity</li> <li>* Possession of obscene materials</li> <li>* Promoting drug/alcohol use or violence via dress, unauthorized signs, posters, emblems, or other means</li> <li>* Showing flagrant disrespect of school personnel in word and/or gesture</li> <li>* Smoking and/or use of tobacco products</li> <li>* Tardiness to school or class (chronic)</li> <li>* Truancy</li> <li>* Use of obscene language or gestures</li> <li>* Failing to obey direct order from professional staff</li> <li>* Leaving class without permission</li> <li>* Failure to follow assigned class schedule</li> <li>* Defacing school property</li> <li>* Pushing/Tripping (inappropriate physical contact)</li> <li>* Possession of unauthorized electronic devices</li> </ul>	<ul style="list-style-type: none"> <li>A. Verbal Reprimand/Warning</li> <li>B. Office Detention</li> <li>C. Withdrawal of Extra Curricular Privileges</li> <li>D. In-School Suspension</li> <li>E. Out-of-School Suspension</li> <li>F. Parental Conference</li> <li>G. Attendance Policy</li> <li>H. School Transportation Policy</li> <li>I. BOCA Basic Fire Prevention Code</li> <li>J. Referral to Outside Agency</li> </ul>

## **DISCIPLINE CODE LEVEL III**

**NOTE: LEVEL III EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED AND ARE AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.**

<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/RESPONSES</b>
<p>These infractions often result from continuation of Level I and/or Level II misbehaviors. Also included are acts against persons or property. Some of the infractions have consequences which might endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for correcting the situation in the best interest of all students and personnel.</p> <p><b>PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. The administrator initiates disciplinary action.</li> <li>2. The parent/guardian will be notified of the alleged infraction within twenty-four (24) hours.</li> <li>3. The administrator meets with the student and confers with the parent/guardian about the student's misconduct and resulting disciplinary actions in maintained by the administrator.</li> </ol>	<ul style="list-style-type: none"> <li>* Continuation of unmodified Level I and/or Level II misbehaviors</li> <li>* Attempting or breaking into another student's locker</li> <li>* Assault and/or battery on another student</li> <li>* Dissemination of unauthorized materials (such as posters, papers, newsletters, etc.)</li> <li>* Extortion of money or material goods</li> <li>* Fighting</li> <li>* Participating in activities that promote or result in school disorder</li> <li>* Indecent exposure</li> <li>* Intimidation: threat to student(s) and/or school personnel</li> <li>* Leading or participating in a walkout</li> <li>* Theft/possession/sale of or purchase of stolen property</li> <li>* Vandalism</li> <li>* Violations of the Vehicle Code</li> <li>* Bullying/Cyberbullying</li> <li>* Cutting class/study hall (repeated)</li> <li>* Leaving school grounds without permission</li> <li>* Inappropriate sexual misconduct</li> </ul>	<ul style="list-style-type: none"> <li>A. Temporary removal from class</li> <li>B. In-School Suspension (up to three (3) days mandatory)</li> <li>C. Out-of-School Suspensions (up to three (3) days mandatory)</li> <li>D. Parental Conference</li> <li>E. Withdrawal of Extra Curricular Privileges</li> <li>F. Restitution (Property/Damages)</li> <li>G. Referral to Outside Agencies</li> <li>H. Charges Under the Criminal Code</li> <li>I. Referral to Appropriate Law Enforcement Agencies</li> </ul>

## **DISCIPLINE CODE LEVEL IV**

**NOTE: LEVEL IV EXAMPLES AND DISCIPLINARY OPTIONS/RESPONSES ARE NOT LIMITED TO THOSE PROVIDED AND ARE AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.**

<b>DESCRIPTION</b>	<b>EXAMPLES</b>	<b>DISCIPLINARY OPTIONS/RESPONSES</b>
<p>Discipline action under Level IV could result from the continuation of lower level offenses. Also, included are: acts which result in violence to another person(s) or property which pose a direct threat to the safety of others in the school. These acts are clearly criminal in nature and are so serious that they always require administrative action resulting in the immediate removal of the student from the school.</p> <p>The intervention of law enforcement authorities and/or action by the Board of School Directors may also be required.</p> <p><b>PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. The administrator verified the offense and, if necessary conferred with the teacher involved before meeting with the student.</li> <li>2. The student may be immediately suspended from school and parents/guardians will be notified. Law enforcement officials may also be contacted.</li> <li>3. The complete and accurate report if submitted to the Superintendent for possible action by the Board of School Directors.</li> </ol>	<ul style="list-style-type: none"> <li>* Continuation of Level I, II and/or III misbehaviors</li> <li>* Assault and/or battery of students and/or staff</li> <li>* Arson/Bomb threat</li> <li>* Engaging in any other conduct contrary to the Criminal Code or Ordinances of the Commonwealth/community on school grounds or at school-sponsored activities</li> <li>* Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which create a clear and present danger to the health, safety or welfare of students, staff, and school community</li> <li>* Harassment of school personnel or students</li> <li>* Leading, participating in or contributing to school disruption</li> <li>* Sale, use, possession, or procurement of narcotics, marijuana, restricted drugs, or alcoholic beverages or drug-related items. In cases where drugs are confiscated by the administration, even though they are classified as counterfeit or look-alike drugs, the students involved are not exempt. They will be subject to school disciplinary proceedings based on intent**</li> <li>* Gender, handicap, racial or ethnic discrimination, harassment and/or intimidation</li> <li>* Possession of weapons, explosives or chemical protective devices (knives, mace, pepper spray, cutting instruments or tools, laser pointers, nunchaku sticks, stun gun, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened wood, stun guns, ammunition, firearms, look-alike weapons, or any other tool, instrument, or implement capable of inflicting serious injury) +</li> <li>* Setting off incendiary devices (firecrackers, smoke bombs, etc.)</li> <li>* Unwarranted pulling of a fire alarm</li> <li>* Vandalism of school or personal property of school personnel or students</li> <li>* Terroristic threats to students or school personnel</li> <li>* Bullying/Cyber bullying</li> </ul>	<ul style="list-style-type: none"> <li><b>A.</b> All proven offenses in Level IV may have a mandatory full suspension (up to ten (10) days) with an informal hearing</li> <li><b>B.</b> Referral to Appropriate Law Enforcement Agencies **+</li> <li><b>C.</b> Referral for Psychological Services</li> <li><b>D.</b> Referral for Alcohol/Drug Rehabilitation **</li> <li><b>E.</b> Restitution (Property/Damages)</li> <li><b>F.</b> BOCA Basic Fire Prevention Code</li> <li><b>G.</b> Formal Hearing with Board of School Directors</li> <li><b>H.</b> Expulsions **+</li> </ul> <p>** Refer to Drug and Alcohol Policy for Disciplinary Options/Responses            + Refer to Policy 218.1 – Weapons. Action taken in accordance with Act 26, Section 1317.2</p>

## DISMISSAL FROM CLASS

If a teacher finds it necessary to dismiss a student from a classroom because of disruptive behavior, they are to report immediately to the high school office. Reinstatement first offense: A student must confer with an administrator/counselor and the teacher concerned. Parents will be informed. Reinstatement second offense: A conference must be held with an administrator/counselor, the teacher, and parents. Reinstatement third offense: If a third dismissal occurs, a hearing will be held before a building administrator at which time the student will be informed of the reasons for permanent dismissal from class and given an opportunity to respond to the allegations against the student. After considering the evidence brought to the administrator, they may withdraw the student from the class with a failing grade (WF). Dismissal from the classroom for disruptive behavior may also result in the suspension and/or expulsion proceedings being initiated against the student.

## DISSEMINATION AND POSTING OF WRITTEN MATERIALS

- Refer to Gateway School District Policy #220 - Student Expression/Distribution and Posting of Materials

## DRESS CODE

The School District reserves the right to establish dress and grooming guidelines that are within the parameters of generally accepted community standards. Students are required to show proper attention to personal cleanliness. Fashions and fads that constitute a health or safety hazard to oneself or others will not be permitted.

Student dress and personal appearance must be of such character so as not to disrupt or detract from the educational environment of the school. Any form of dress or appearance so determined to diminish instructional effectiveness or may constitute a threat to the health, safety or welfare of students will not be permitted. Teachers who detect these violations of the dress code should contact the office immediately. Students violating these guidelines will not be permitted to attend classes until the inappropriateness of their dress is corrected.

### FOOTWEAR

1. Footwear must be worn at all times.
2. No footwear is permitted which can cause damage to property.

### CLOTHING

1. Clothing that depicts, advertises or promotes any of the following is prohibited:
  - a) Alcohol / drug use
  - b) Violence
  - c) Tobacco or tobacco products
  - d) Profane language
  - e) Ethnically / racially inappropriate behavior
  - f) Obscene / sexual content
  - g) Gang related activities
2. Other:
  - a) Loose-fitting and/or oversized pants must be secured with a belt and must be worn at/or above the hips. Progressive discipline will be applied to all referred students.
  - b) The bare midriff, lower back side and sides of the body and/or undergarments may not be exposed. Therefore, garments which are backless, strapless, sheer (see-through) are **unacceptable**. Shirts with straps under two (2) inches are unacceptable.
  - c) Torn shirts are prohibited.
  - d) Shirts and blouses must be properly buttoned.
  - e) Spaghetti strap tank tops are not permitted.

## **HEADGEAR**

The wearing of hats, caps, hoods, headbands or other head coverings is prohibited inside the building. Also, the carrying of hats or caps in the school is not permitted. Any headgear worn due to religious beliefs and/or medical reasons is acceptable.

## **ACCESSORIES**

1. Students will be required to remove body piercing accessories and jewelry in certain areas, classes or activities if such accessories and jewelry may be unsafe to the students or observers during the performance of the activity.
2. Chains that are attached to wallets or other items are not permitted.
3. Sunglasses are not permitted.
4. Any apparel, jewelry, accessories, notebook, or manner of grooming is prohibited which by virtue of color, arrangement, trademark or any other attribute denotes, advocates, or promotes any of the following:
  - a. Membership in a gang
  - b. Drug, alcohol, or tobacco use
  - c. Violence or disruptive behavior
  - d. Offensive or profane language

## **DROPPED COURSE**

If a student wishes to withdraw from a course listed on his/her course selection sheet that was approved by the grade-level counselor, then the student may receive a "WF" grade for the course. If a student wishes to withdraw with no penalty from a course that was chosen due to a scheduling conflict, he/she must do so within ten school days from the start of the year in a full year course or within five school days from the start of the semester for a semester course. Failure to withdraw before the five school days may result in a "WF" grade for the dropped course. The assignment of a "WF" would be calculated in determining the student's overall quality point average (QPA) and class rank.

## **DRUG AND ALCOHOL ABUSE PROGRAM**

### **ALCOHOL AND DRUG USE BY STUDENTS**

The Gateway School District recognizes that students who abuse controlled substances place themselves in a high-risk category for serious problems that have educational, legal, physical and social implications for the student and the entire school community. This policy and its associated guidelines are an effort to effectively deter the current abuse of alcohol and drugs by members of the student population. The district will use these disciplinary guidelines along with education, prevention and intervention programs to assure our students the opportunity to attain the highest possible level of academic, social and emotional development.

For purposes of this policy, **Controlled Substance** shall mean:

1. All dangerous controlled substances prohibited by law within the Controlled Substances, Drug Device and Cosmetic Act
2. All look-alike drugs
3. All alcoholic beverages
4. Anabolic steroids
5. Any drug paraphernalia
6. Any legal or illegal hemp products
7. Volatile solvents or inhalants used other than for their intended purpose and to include glue and aerosol propellants
8. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy

### **LOOK-ALIKE DRUGS**

Include any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking or packaging to any controlled substance.

### **ALCOHOL and DRUG USE POLICY #227**

Students may be subjected to the following:

1. Students may be excluded from all future extra-curricular and sporting events (spectator) for the duration of the school year.
2. Students may be excluded from any and all Gateway High School Dances: (Homecoming Dance, Mardi Gras, Prom, Senior Dinner Dance).
3. Students may be excluded as a participant from extra-curricular or social events but not limited to Powder Puff Football, Prom Fashion Show, Ski Club, etc.
4. Referral to Student Assistance Program (SAP).

## **EARLY DISMISSAL**

### **INFORMATION**

1. Students are not permitted to leave the school grounds at any time during the school day without permission from the school office.
2. Students requesting an early dismissal must bring a written note from their parent/guardian to the high school office to receive a pass from the office. The note should be brought to the high school office before homeroom. The written request for an early dismissal should contain the following information:
  1. Full name of student
  2. Date of early dismissal
  3. Time of early dismissal
  4. Reason for early dismissal (name of doctor or dentist, if applicable)
  5. Signature of parent or guardian
  6. Home/business phone number
3. Students should request doctors and dentists to make appointments **after** school hours except in cases of emergency. Students must provide the name of the doctor or dentist prior to dismissal.
4. Only students over the age of 18, who live independent of their parents, will be permitted to sign themselves out. However, proof of an appointment will be requested by the Administration.
5. In every instance of leaving early, the students are responsible for completing any missed class work, homework and/or tests. If the reason for leaving early is valid the teacher will set a reasonable period of time to complete the work.
6. If a student leaves early due to illness, the teachers concerned will be able to view this information in Skyward (there will be an early dismissal "D" in the period they left). Leaving early due to illness does not excuse the student from making up missed work.
7. Any student granted permission to leave the building because of illness or other emergency must sign out at the office after receiving either a phone call from parent/guardian or parent/guardian coming into the building to pick up the student.
8. Students signing out four (4) or more periods will result in a 1/2 day absence.
9. Students scheduled in COOP programs have official permission to leave school at specific times (usually after 6th period). Students must leave the building, via the front doors only, immediately at dismissal time, and are not permitted to remain in the building.

## **ELECTRONIC DEVICES**

1. Students will be permitted to use personal electronic devices in study halls or common areas (hallways, cafeteria, LGI, Auditorium, the Office) during the school day.
2. Students will be permitted to use personal electronic devices during lunch periods. Students must remain seated when utilizing electronic devices. Students are NOT permitted to make telephone calls during lunch periods.
3. No BlueTooth speakers, radios, or other audio equipment is permitted inside Gateway High School.
4. Teacher discretion will be used when utilization of electronic devices is needed for class. Students who violate individual teacher classroom policies are subject to the following three levels of discipline:
  - **Level 1**
    - Verbal warning. Student asked to put the device away.
    - Phone confiscated and turned into office. Student can retrieve the device at the end of the day.

- Phone confiscated and must be picked up by the parent. Student will receive office detention.
- **Level 2**
  - Phone confiscated; Administrator referral; Parent must pick up the phone; After School Detention assigned.
  - Phone confiscated; Administrator referral; Parent must pick up the phone; One day In School Suspension.
- **Level 3**
  - Phone confiscated; Administrator referral; Parent must pick up the phone; 1-3 days Out of School Suspension; Parent Meeting with building Principal.

## **ELEVATOR**

The school's elevators are located at the North end of the school building (near room 133) and in the Sports Complex. Permission to use the elevator is granted upon request through the school nurse.

See Emergency Drill Evacuation section for further information.

## **EMERGENCY CARE CARD**

It is imperative that every student has an Emergency Care Card on file with the school nurse. The intent of the card is to allow for emergency medical treatment at a facility outside the school when it might become necessary. It also lists the names and telephone numbers of those who should be contacted in case of an emergency.

## **EMERGENCY DRILLS**

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Staff and students will participate in drills to practice emergency procedures.

### **EVACUATIONS (INCLUDING FIRE DRILLS)**

Evacuation / Fire drills are conducted in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area. Children unable to use the stairs are directed to the school elevator located at the North end of the school building in the hallway between the old and new wings. Permission to use the elevator is granted upon request through the school nurse.

### **ELEVATOR PROCEDURES - FIRE EMERGENCY**

### **IN THE EVENT OF FIRE (INCLUDING FIRE DRILLS) DO NOT USE THE ELEVATOR**

### **WHEN FIRE ALARM SOUNDS**

Immediately go to the faculty room where phones are available and may be used to notify the school office (**at extension 5742 or 5744**) that a person in need is there. School personnel and fire personnel are aware that these areas are designated for handicapped persons and will take charge of your evacuation.

### **BUILDING PROCEDURES**

1. The above notice will be given to all handicapped users of the elevator, posted in the elevator and made a part of student and faculty handbooks.
2. A student "buddy" will be assigned to each handicapped person while on the second floor. The "buddy" will accompany the handicapped student to the designated area and assist as needed.
3. The community emergency service (Monroeville Fire Company No. 4) will be made aware of these procedures and will proceed with their practice in evacuation of the handicapped. District personnel will cooperate with the Fire Officials as needed.
4. A predesignated custodian will go immediately to the specified area when the emergency alarm is sounded. This person will assure that notice has been made that there is a handicapped person(s) there and remain until the emergency fire personnel arrive. The persons will evacuate this designated area as soon as possible in a safe, quiet, and orderly manner.



## **BUS EVACUATION**

Periodically students will participate in bus evacuations. Proper procedures for safely evacuating the school bus in the event of an emergency are reviewed with students twice per school year. See Bus Regulations for further information.

## **OTHER TYPES OF DRILLS**

Other types of drills are reviewed with students throughout the school year. These discussions may include severe weather, intruder, and lockdown procedures.

The District has trained staff with the principles of A.L.I.C.E., which provides preparation and a plan for individuals on how to more proactively handle the threat of an aggressive intruder. Whether it is an attack by an individual person, persons, or other situation, ALICE Training option-based tactics have become the accepted response, versus the traditional “lockdown only” approach.

## **EMERGENCY SITUATIONS**

In an emergency, the district will utilize its mass notification messaging system, Skylert, which can be found in Skyward. If an emergency situation occurs in our school, parents will be notified through the Skylert messaging system. Parents have options of receiving text messages, email messages, and/or phone calls. The emergency alert will include basic information about the nature of the emergency. In the event of an evacuation, you will be notified of where the students are being transported and where you can reunite with your children. Depending upon the situation, we will establish a reunification point and notify you of the specific details.

## **HOW PARENTS CAN HELP IN EMERGENCY SITUATIONS**

For the safety of everyone, parents are asked to wait for instructions from the District on how to reunite with their child.

- Please refrain from calling the school during an emergency.
- If a reunification is enacted, please pick-up your child at the reunification point. We understand that emotions are high and we will follow our protocols to get the students to the reunification point as safely and quickly as possible. Arriving at the school may interfere with responders.
- We encourage parents to talk with their children about safety and emergency situations.

## **EXTRA HELP**

You may seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and/or have missed assignments and class discussions. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the school day. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with their work. This is not to be interpreted as a punishment but rather as the desire of the teacher to help you make progress.

## **FALSE FIRE ALARM**

- Refer to Gateway School District Policy #218 - Student Discipline, #712 - Emergency Plans, #805 - Emergency Preparedness and Response

## **FIELD TRIPS AND EXCURSIONS**

Students participating in officially sponsored field trips must complete a parental permission slip and return it to their sponsor prior to the day of the field trip. The sponsor submits a list of the participants to the office for faculty notification. Students are to present a pass, prepared by the field trip sponsor, to their subject teachers prior to the date of the event.

Conformity to the following guidelines is expected on all field trips; enforcement is a responsibility and obligation of sponsors, chaperons, and the administration.

1. All school rules and regulations set forth in the Student Handbook are applicable to conduct in school and at school events at home or away are equally applicable on field trips.
2. Parents and staff chaperons are to be in numbers sufficient to provide responsible supervision.

3. Any student who willfully disobeys the reasonable direction of any administrator, teacher, or parent chaperon, or violates district regulations relative to behavior, shall be subject to a formal administrative hearing upon return to school to determine a course of action commensurate with the violation, and/or such other restrictions or penalties as may properly be determined.
4. Special note is to be made of district policies on smoking, alcohol, and drugs. Violation of these policies will result in the initiation of procedures by school authorities as though the offense had occurred in school.
5. Student participants on field trips will conduct themselves in a manner intended to reflect credit on themselves, their families, and their school. Staff and parent chaperons are expected to observe this standard strictly.
6. The administration reserves the right to deny a student the privilege to participate in a field trip if the student's attendance/conduct has been unsatisfactory.

## **FIGHTING**

Any student who is involved in a disagreement with another student is advised to seek the assistance of a teacher, counselor, or a principal in an attempt to resolve a problem rationally before a fight occurs.

The following disciplinary procedures will be imposed for fighting:

1. Active participation will result in an immediate three-day suspension, pending informal hearing.
2. At the hearing, students may be assigned additional consequences such as an extension of their suspension up to ten days, alternative education/GHS cyber placement, removal from extracurricular activities and/or after school functions.
3. Depending on the severity of the altercation, students may also be referred to the GSD or Monroeville police for further formal charges.

## **FOOD DELIVERY**

Students are not allowed to have food delivered to the school. If a parent drops off outside food (McDonalds, Chic-Fil-A, etc), the student will have to eat the food at the time of drop off and in the Main Office. Students are prohibited from utilizing Door Dash, GrubHub or other delivery services to have food delivered to the school - it will not be allowed into the school.

## **FORBES ROAD CAREER AND TECHNOLOGY CENTER**

All courses at Forbes Road East Area Career and Technical Center are open to all students. Students, who are interested in courses that have traditionally been perceived to be specifically designed for either females or males are encouraged to investigate possible enrollment. If you want detailed information about a specific course, please contact your Gateway counselor or call Forbes Road at (412) 373-8100.

### **PROGRAM FORMAT**

Seniors, Juniors, and Sophomores

### **FIRST YEAR STUDENTS A.M. SESSION**

7:30 A.M. - 10:00 A.M. Students attending an A.M. session, periods 1-2-3 will return to Gateway for periods 4-5-6-7-8.

### **SECOND/THIRD YEAR STUDENTS**

10:00 A.M. - 1:00 P.M. students attending the P.M. sessions will attend periods 1-2-3 at Gateway, Forbes Road periods 4-5-6 and return to Gateway for period 7 and 8.

### **FOURTH YEAR STUDENTS**

Students will be enrolled in an apprenticeship program.

### **FORBES ROAD CAREER & TECHNOLOGY CENTER STUDENT GUIDELINES**

- A. Students are not permitted to drive to Forbes Road unless granted official permission.
- B. For students who are late or tardy and receive transportation to Forbes Road, please contact Gateway High School Office.
- C. Students who violate the established bus policy may have this privilege withdrawn, thus requiring parents to provide transportation.

## **FUNDRAISING**

All fundraisers require prior administrative approval. It is possible for nearly forty (40) Gateway High School student organizations to request approval to pursue fund raising activities during the school year. Potentially, hundreds of involved students could make numerous visits to Monroeville/Pitcairn residents during the next nine months, with expected profits, calculated in the thousands of dollars.

It is apparent that a specific format is necessary in order to achieve the following:

1. an opportunity for active organizations to pursue fund raising activities
2. avoid overlap of sales campaign dates
3. avoid duplication of merchandise
4. limit the amount of resident contact

### **FUNDRAISING FORMAT**

- A. Determine organizational goals and attempt to determine fiscal needs for the school year.
- B. Determine the ability of your organization to conduct a successful fundraising activity. Details of fund-raising activities must be approved by the organization and outlined in respective minutes of that organization.
- C. Examine and evaluate various fundraising merchandise from different vendors. Products in the \$1.00 - \$3.00 range appear to be best sellers.
- D. Evaluate profit margins. 40% - 50% profit is generally the norm.
- E. Obtain a Fundraising Form from the Principal's office and submit the request information to the Principal for evaluation. Although an attempt will be made to grant approvals on a first come first basis, consideration will be given to the following:
  1. impact on total student body, impact on community
  2. need for the project
  3. logistics of implementation
  4. school storage/security facilities
- F. Monies collected during fund raisers are to be deposited in the office safe on a daily basis.
- G. A Profit Report must be submitted to the Principal at the end of the fund raiser.

**The Principal's secretary maintains an Activities Calendar that will reflect all fundraising campaign dates.**

### **NOTES ON FUNDRAISING ACTIVITIES**

1. Students should avoid contacting teachers for purchases. During the course of the year teachers are contacted numerous times. It is impossible for them to support all fundraising campaigns and difficult to turn students down.
2. Students are not permitted to sell food in the building. Sale of such items is a violation of State and Federal guidelines.
3. Parent/Booster organizations who use students in fundraising endeavors must seek Administrative fund raising approval via associated faculty members.

## **GAMBLING/CARD GAMES**

Any form of gambling or card games is not permitted on the campus at any time.

## **GRADING SYSTEM**

The evaluation of pupil progress and achievement is the continuing responsibility of each member of the professional staff and requires the highest professional skill. Grades will reflect a student's progress both as to the quality of performance and the educational growth of the student. The following uniform standards will apply in all secondary schools.

## **HIGH SCHOOL (GRADES 9-12)**

Letter grades will be assigned based upon the following numerical performances and interpretations:

- A** (100 - 90) indicates that the student has done exceptional work far beyond normal expectations, has shown a very high degree of motivation and/or independent study and has produced a quantity and/or quality of work in the superior range.
- B** (89 - 80) indicates that the student has achieved beyond normal expectations but not to the superior degree noted above. Elements of interest, industry, motivation and cooperation would be above average.
- C** (79 - 70) marks satisfactory progress indicative of the fact that the student has achieved skills, acquired abilities, and possesses knowledge in the average range for his/her age and grade.
- D** (69 - 60) indicates progress that is somewhat slower than normal for the age and grade and, while passing indicates that the student may have further difficulty with future tasks and achievements.
- F** (59 and under) indicates unsatisfactory progress and achievement. Continued performance at this level would indicate difficulty in achieving satisfactory performance in acquiring appropriate skills and abilities.

- A teacher may raise a student's failing grade for a nine weeks grading period to a 50% if the student receives a passing grade the following 9 weeks.

## **ADDITIONAL REPORT CARD DESIGNATIONS**

**D/A - 60%**

### **D - ADMINISTRATIVE**

Indicates a passing course grade of D 60% issued to a student who worked to capacity but failed to achieve passing test scores.

**F/A - 00%**

### **FAILURE ATTENDANCE**

Indicates that a student failed to meet attendance requirements.

### **I - INCOMPLETE**

Indicates that the student has not completed course requirements. Course work must be completed within two weeks to avoid receipt of a failing grade. All incomplete grades will default to a 59% immediately following the 6<sup>th</sup> school day of the previous 9 weeks grading period.

### **M - MEDICAL EXCUSE**

Indicates withdrawal from course due to medical reasons.

### **F/W - WITHDRAWAL**

Indicates course withdrawal after an established time limit. Course failure.

### **P/F - PASS OR FAIL**

Indicates that a student has passed or failed a course.

### **NE - NOT ENROLLED**

Indicates that a student is not enrolled in the subject during the grading period.

# GRADUATION REQUIREMENTS

Students must successfully earn a total of 25 credits required during Grades 9-12. Students must also score proficient on Keystone Exams. Students who do not satisfy credit requirements will not receive a diploma nor be permitted to participate in the Commencement Program.

For all students' grades 9-12, specific course requirements are listed in the Program of Studies. Students who complete their senior year but fail to meet the graduation requirements, as presented in the Program of Studies Booklet, can receive their diploma upon successful completion of required course(s) as approved by the Counseling Office/Administration. Diplomas are not issued to students who successfully pass a G.E.D. test. The diploma will not be issued prior to the scheduled graduation date of the student's class. Students need to earn a minimum of 6.25 credits per year for grade level promotion.

## **Keystone Requirements**

The following options exist to meet the statewide graduation requirement:

- **KEYSTONE PROFICIENCY PATHWAY:**  
Scoring Proficient or Advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- **KEYSTONE COMPOSITE PATHWAY:**  
Earning a satisfactory composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving a Proficient or Advanced score on at least one of the three exams and no less than a Basic score on the remaining two).
- **CTE PATHWAY:**  
For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.
- **ALTERNATE ASSESSMENT PATHWAY:**  
Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and one of the following:
  - Attainment of an established score on an approved alternate assessment; attainment of a score of proficient or advanced on a Keystone Exam; attainment of a score of 3 or higher on an AP test associated with each Keystone Exam on which the student did not achieve proficiency; successful completion of a College-In-High School course; successful completion of a concurrent enrollment or postsecondary course; successful completion of a pre-apprenticeship program; or acceptance into an accredited 4-year nonprofit institution of higher education.
- **EVIDENCE-BASED PATHWAY:**  
Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and three of the following:
  - One piece of evidence from the following: attainment of an AP score of 3 or higher on any AP Exam; acceptance into an accredited nonprofit, other than 4-year institution of higher education and evidence of the ability to enroll in college-level coursework; attainment of an Industry-Recognized Credential; or successful completion of a concurrent enrollment or postsecondary course.

- Two additional pieces of evidence from the following: attainment of Proficient or Advanced on any Keystone Exam; successful completion of a service-learning project; a letter guaranteeing full-time employment or military enlistment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's Division II academic requirements.

## **COMMENCEMENT PARTICIPATION**

Preparation for commencement participation requires senior involvement and cooperation. Listed below are senior commencement related responsibilities and events.

- **OCTOBER**

Seniors are requested to provide height/weight information for their caps and gowns during homeroom period. Seniors complete diploma name forms during homeroom period. This information is used to generate diplomas. It must be accurate.

- **FEBRUARY**

An informational letter is sent to all seniors via homeroom period regarding commencement concerns.

- **MAY**

A final informational letter is sent to all seniors via homeroom period regarding commencement. A senior class meeting is held to conduct business and review the year-end calendar of events. The parents of seniors receive graduation information. Seniors are not required to participate in the graduation ceremony. However, when a senior decides to participate he/she is obligated to take part in practices for the event, accept the rules of conduct and dress appropriately for the ceremony. Failure to meet stated obligations will result in exclusion from the ceremony.

Seniors attaining a final QPA of 4.0 and above are recognized as distinguished honors students and receive a distinguished honors cord and medal to wear at commencement. The senior with the highest cumulative grade point average will be recognized as the class valedictorian. The senior with the second highest cumulative grade point average will be recognized as the class salutatorian.

Seniors attaining a final QPA of 3.5 - 3.99 are recognized as high honor students and receive a recognition high honor cord to wear at commencement.

Seniors attaining a final QPA of 3.0 - 3.49 are recognized as honors students and receive a recognition honor cord to wear at commencement.

Valedictorians, Distinguished Honors, High Honors, Honors and National Honor Society members are recognized in the commencement program.

## **GRADUATION RESPONSIBILITIES**

In order to receive a diploma, seniors must complete the following:

1. Meet the State and School District credit requirements for graduation and have them verified by the student's counselor.
2. Complete one of the five Pathways to Graduation.
3. Clear all financial obligations (office/library/athletic).
4. Complete disciplinary obligations (detention).
5. Provide height/weight information for their cap and gown during homeroom period.
6. Complete name card for diploma by the middle of February.
7. Order announcements at time and date specified (optional).
8. Students who wish to participate in commencement exercises must attend all practices or rehearsals unless excused by the Principal.
9. Students who do not wish to participate in commencement may obtain their diploma, after commencement night, from the Principal's secretary.
10. The administration reserves the right to deny student participation based on unacceptable conduct and/or appearance.

## **STUDENT SCHEDULE LOAD**

- All students are required to carry a minimum of 6.25 credits per schedule as their ability and subject choice permits.
- Students may not schedule more than eight (8) study halls per week.
- All students are scheduled for eight periods a day, unless granted special permission by administration.

## **ACCELERATION**

- Students may receive further information on these policies from their counselor if needed.

## **COURSE REQUIREMENTS**

- Course requirements must be completed within respective grade periods unless special arrangements are made with the instructor.
- Students should confer with their teachers at regular intervals to verify the completion of course requirements.
- Failure to do so may result in course withdrawal or failure.

## **ADDITIONAL NOTE**

- Students who do not have twenty-five (25) credits required for graduation have the option of completing two (2) credits as outlined in the Graduation and Course Credit Policies handbook.
- Students may receive further information on these policies from their counselor.

## **GYMNASIUM AND LOCKER ROOMS**

- Students are not permitted in the gymnasium, locker rooms, or weight rooms at any time without faculty supervision.
- Students are not to bring jewelry, money, or other personal possessions to physical education classes. **The school is not responsible** for personal losses..
- Any student caught stealing money or other personal possessions will be suspended from school and referred to the police. It is suggested that ALL students purchase locks for their gym lockers.
- The locker room lavatory facilities should only be used by students during regularly scheduled physical education classes. Students excused to the restroom from academic classes should use the facilities in the building.
- All students are encouraged to bring a lock to lock up any items during gym class. The district does not provide locks for gym classes.

## **HALL BEHAVIOR**

- Keep the hallways open to traffic by walking on the right side of the hall. Do not block traffic by forming groups at intersections or in the middle of the hall. Do not sit on the floor in the hallways.
- When excused from class, pass through hallways quietly. Be respectful of others in the halls and classrooms. All students are expected to acknowledge and comply with all requests by school staff or district police. Failure to do so will result in disciplinary action taken by administration.
- Lunch Time Traffic-During lunch time, students should proceed directly to the cafeteria and follow all directions from school staff/security. Please discard trash in the containers provided.
- Students are expected to leave the school building after the 2:27 p.m. bell. Students are expected to report directly to any after school activities immediately without exception.

## **HALL PASSES**

Students are not to leave their assigned classrooms for any reason without a hall pass. No student should be excused from class to go to the High School Office/Counseling Office without a written pass, except for emergency reasons. The following points concerning hall pass procedures should be followed:

- When excused from class on a hall pass, the student must go to and return from the designated area as quickly as possible without distracting classes in session.
- Any student on an errand from class must have a pass.

- Student Hall Pass Cards will be used when students are going to the restrooms or any destination which will require five minutes or less (example - student locker). If you do not have your Student Hall Pass Card, you will not be permitted to leave the room. Using the restroom between classes is recommended. Only one student at a time may be out of the classroom room.

## **HAZING**

Hazing, which is any act to oppress, punish, or harass by forcing students to do hard and unnecessary work or to initiate or discipline students by forcing them to do ridiculous, humiliating, or harmful things, is prohibited. Students who participate or condone such behavior will be subject to disciplinary action which may include suspension. Students can be criminally charged for hazing their peers.

## **HEALTH AND MEDICATION**

- Refer to Gateway School District Policy #210 - Use of Medications

### **HIV INFECTION AND AIDS**

- Refer to Gateway School District Policy #203.1 - Management of HIV and AIDS in the School Setting

## **HOLY DAYS**

No student will be knowingly penalized, directly or indirectly, for absence from school on approved days of expectation or obligation as they pertain to the student's religious conviction. It is recognized that students may be attending religious services on holy days, but not absent from school. Should it be necessary to leave school to attend religious services, building procedures must be observed.

## **HOMEROOM**

1. Upon arrival at school it is recommended that the students go immediately to their lockers and then to their homerooms where they can talk quietly with friends or study. However, if the student decides not to go directly to his/her homeroom, then he/she should use discretion in remaining in the halls, by not blocking the flow of hall traffic. Under no circumstances should students congregate in the restrooms. All are to report to homerooms at 7:13 a.m. (warning bell).
2. Students are reminded that upon entering the building; hats, coats, headphones etc. are to be removed and secured in assigned lockers.
3. Homeroom is an integral part of the total school day. Schools are mandated by the state to keep accurate attendance records, but this is only one of the activities which take place during this eight minute period (7:16 a.m. – 7:24 a.m.). In addition, important announcements about school activities and other events which are beneficial to the student body are given over the P.A. system.
4. Students must be in their homeroom period by 7:16 a.m. (late bell).
5. Students are to remain quiet during announcements.
6. Homeroom period may be extended at times for special functions.
7. Students arriving at school on time and not reporting to homeroom are subject to disciplinary action.

### **OPENING EXERCISES**

At the beginning of the school day students are requested to rise for the National Anthem and participate in the Pledge of Allegiance. On subsequent days, students will rise and participate in the Pledge of Allegiance. If a student has conscientious objections which interfere with full participation in the Pledge of Allegiance, they shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall be informed by the building principal, and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.



## HOMEBOUND INSTRUCTION

Homebound Instruction information may be obtained from the Counseling Office by parental contact. A physician's recommendation will be necessary to activate homebound instruction in any **anticipated** absence of three weeks or more. Students should speak with their School Counselor for any extended absence.

## HOMELESS

### McKinney Vento Homeless Assistance Act

McKinney Vento Homeless Assistance Act (McKinney-Vento Act) is a Federal Law designed to address the needs of homeless children and ensure educational stability. Under this Act, school districts are responsible to support students/families through identification, connection to resources, and ensuring educational stability.

### Homeless Definition

When a family experiences a loss of housing related to factors that create housing instability such as financial instability, and other similar hardships: are living in motels, hotels, trailer parks, camping grounds, in cars and other related inadequate living conditions, they are considered homeless. Criteria for insufficient living accommodations include where they are staying lacks: regular fixed and adequate sleeping accommodations. Homeless youth who are not in the care of their parent or legal guardian are designated Unaccompanied when they meet the definition of homelessness.

### Homeless Identification

Gateway School District begins identification of homeless students during the enrollment process and students may be identified when concerns are brought to the Homeless Liaison and/or District Social Workers who reach out to support the student/family.

Once identification occurs, consultation occurs to expedite the right to immediate enrollment. Those identified receive support including resources, referrals, school supplies, transportation, and collaboration between districts. Gateway School District may contact the district that the students most recently attended to obtain immunization and school records to assist expedited enrollment. Consultation between Gateway School District, the family and the school last attended occur to address school selection which includes determining if keeping the child/youth in the school last attended is in their best interest or to enroll in Gateway School District.

### Homeless Dispute Process

Anytime there is a disagreement that may arise regarding the education of homeless students including school placement, the district will first attempt to resolve the concern with the family/student and the district may notify the Allegheny Intermediate Unit (AIU) and collaborate with the AIU and the family to resolve the dispute. If the Dispute cannot be resolved a complaint may be filed with the Pennsylvania Department of Education (PDE). The district may also notify the family in writing that the PDE is being consulted to assist in the homeless determination. A written explanation of the district's decision will be provided allowing the family to dispute the determination. Throughout the dispute process, education will continue in the school last attended or in the district in which they are seeking enrollment. Access to education and services continue during the dispute process.

Gateway School District Homeless Liaison – Michele S. Majcher, LCSW – 412-858-3421

## HONOR ROLL

All courses including Physical Education are used to establish and identify students achieving honors status. Honor roll students will be identified at the end of each grading period. No grade lower than a "C" for any course during a respective grading period or incomplete grades (I) are permitted.

- 4.0+ Distinguished Honor Roll
- 3.5 to 3.99 High Honor Roll
- 3.0 to 3.49 Honor Roll

## INSURANCE

Accident insurance claim procedure: Notify your teacher immediately of a classroom accident. The teacher will complete a school accident report in duplicate and submit it to the office. Within a few days you will be called to the office to pick up the insurance company's claim form. This is to be taken to your doctor or dentist for an applicable signature, copies of bills incurred - including hospital, and the signature of your parents. This form is then returned to the office. Please be prompt in completing these various steps.

## LIBRARY MEDIA CENTER

The high school Library Media Center is well equipped to assist all students with respective educational pursuits. The purpose of the library is to provide students with research materials, a selection of materials for leisure reading, and to encourage life-long learning through research. The library also encourages students to establish a wide range of interests through reading and assists students in developing research skills and fostering inquiry. Hours of operation are from 7:00 a.m. to 2:30 p.m.

### ADMITTANCE

- Students must come to the library to pick up a "Library Pass" for the Study Hall period that they would like to come to the library.
- A Library Pass must be picked up at least one period before the student's study hall. (For example: If you have a third period study hall, you have to pick up a "Library Pass" - before you go to second period or earlier). "Library Passes" will be available before school, after school and during the change of classes. Passes will not be issued during class time.
- "Library Passes" can be picked up for any time during the current week.
- Students with assigned research projects will receive priority when picking up a pass.
- Students are to report directly to the library for their study hall period.
- Students will NOT be accepted after the late bell and late passes will not be issued.
- Upon entering the library, students must return their pass to the front desk and sign into the attendance book.

### GUIDELINES

All students are expected to maintain an environment for learning, reading, and research. Students are expected to:

- Come to the facility prepared to work and accomplish tasks quietly. Use the facility responsibly.
- Students not utilizing the Information Center properly will be returned to study hall and assigned detention(s). Students will lose Library privileges until assigned detentions are served. This includes after school Library usage. Severe or repeat violations may result in the loss of library privileges for the semester/year.
- Treat other library users with respect.
- Arrive on time, follow procedures, and obtain a hall pass to leave the facility.
- Food/drinks are not permitted in the library.
- All book bags, backpacks, duffle bags, gym bags, purses, handbags, totes, etc. are to be placed on the floor under the table or chair at which the student is seated. Students' bags should not block any walk ways.

### LUNCH CHANGES

The library will be closed 6<sup>th</sup> period unless otherwise noted by the High School Administration.

## **BORROWING PROCEDURES**

- Books may be borrowed for two (2) weeks with the possibility of renewal.
- Reference books, magazines, reserve, and pamphlet file materials do not circulate.
- Current issues of magazines on display should be checked out at the circulation desk to be read in the room.

## **FINES**

- Five (5) cents daily for every day after the due date. Unpaid fines/lost/damaged materials will result in withholding of the student's report card, grade transcripts, and diploma prior to graduation.
- Periodically, notices will be sent to alert patrons about overdue materials or fines that are owed. It is the responsibility of the patron to keep track of the due date of borrowed material and return it on time to avoid fines.
- Students with outstanding fines or obligations cannot check out more items.

## **LOST BOOKS**

Students are responsible for the repayment or replacement of lost or damaged library materials. Return your own materials. Do not ask other students to return materials for you. If they fail to return the materials, you are responsible for their replacement.

## **LOCKERS**

- All school lockers contain working combination locks. (Except Physical Education lockers, where students are encouraged to bring their own lock.)
- The school is not responsible for losses which may occur, especially those losses due to unlocked or unsecured lockers. Students should complete a Theft Report and return it to the office if their possessions are stolen from a secured locker.
- Students are expected to use their assigned lockers. Sharing of lockers or using alternative lockers is prohibited.
- Students who are having locker problems need to report the problem(s) to the front office.

## **LOITERING**

Students determined to be loitering in any of the following areas will be subject to an office referral:

- Restrooms, Halls and Stairwells
- Unoccupied Classrooms, Press Box 2 and 3
- Student Parking Lot
- Auditorium and Stage
- Gymnasium and Locker Rooms
- Outside Building, Main Entrance, Cafeteria, etc.

*Remaining on school grounds after the 2:31 p.m. bus departure and not participating in a scheduled supervised activity will also be considered loitering. Consequences may be issued to students who are found on campus after 2:31 p.m. if the student is not attending a club, sport, or activity.*

## **MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES POLICY**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

**\*\*Please refer to Gateway School Board Policy #824 - Maintaining Professional Adult/Student Boundaries.**

## **MAKE-UP WORK**

Students with an excused absence have the opportunity to make-up work assignments. It is the student's responsibility to approach the instructor after returning and request to make up for lost work because of an **excused** absence. The student will be provided with the assignments missed and the date the assignments are to be turned in to the teacher. Usually make-up work must be completed within three days of return. Longer time may be granted for extended absences. Students are permitted to make-up assignments missed during unexcused absences; however, no credit will be given for the assignments.

## **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

### **MEDICALS FOR STUDENTS OUT FOR A SEMESTER (FULL - 9 WEEKS OR MORE)**

All students are required by state law to participate in physical education classes unless they provide a medical excuse from their doctor for exemption. The following procedures should be adhered to when requesting a medical:

1. Present the medical excuse (stating inclusive dates) including limitations to the SCHOOL NURSE in advance of the period for which it was issued.
2. The student will then be referred to the Counselor for a schedule change and reassignment to a study hall class.
3. The physical education teacher and newly assigned teacher sign the form and return it to the Counselor.

### **MEDICALS FOR STUDENTS OUT FOR PARTIAL (9 WEEKS OR LESS)**

1. Present the medical excuse to the SCHOOL NURSE prior to PE class.
2. No student will be permitted to participate in ANY physical activity while they are under the doctor's care.
3. All partially medically excused students are required to attend ALL scheduled PE classes and complete any written work assigned to the entire class.
4. Students will be exempt from all physical activity until the medical documentation expires. Students will not be required to make up missed classes due to the medical excuse.

### **MEDICALS FOR STUDENTS OUT FOR SWIMMING OR POOL RELATED REASONS**

1. Present the medical excuse to the SCHOOL NURSE prior to PE class.
2. Students must have a valid medical excuse on file with the SCHOOL NURSE prior to the PE swimming unit. Otherwise, the students will not be excused from PE classes.
3. Students with a valid medical excuse for swimming will be reassigned to non-swimming PE activities for the duration of the swimming unit. Students are required to attend all of these classes.

**NOTE: Parental excuses are not accepted to exempt students from PE class.**

## **NATIONAL HONOR SOCIETY**

The National Honor Society was founded in order to create an organization that would recognize and encourage scholarship (academic achievement) while developing other essential characteristics essential to citizens in a democratic society. Those characteristics include service, leadership, and character. A copy of the National Honor Society Handbook is available in the high school library for review.

### **SELECTION OF MEMBERS**

1. Gateway High School is a duly chartered local chapter of the National Honor Society, and conforms to the Constitution as set forth by the National Council.
2. The selection of each student member to the chapter is by a majority vote of the faculty council.
3. The faculty council consists of five voting faculty members appointed annually by the principal. No principal or assistant principal may serve on the faculty council.
4. The chapter adviser shall be ex-officio, non-voting, sixth member of the council.
5. If additional faculty input would be deemed beneficial, all members could be invited to make comments on candidates. However, the actual selections will be made by the five appointed members of the faculty council.

6. It is not permissible to take an entire faculty vote.
7. Candidates receiving a majority vote of the faculty council (3) will be inducted into the chapter. Membership is granted only to those students selected by the faculty council.
8. Chapters are not obligated to share with parents and students information concerning specific students not selected for membership. Parents and students must understand that no student has a right to be selected for membership.
9. The principal reserves the right to approve all activities and decisions of the chapter. This authority extends to selection and dismissal of members. The principal shall be a part of the local school district appeal process for non selection or dismissal cases.

## **NONDISCRIMINATION ON GENDER OR HANDICAP**

- **Refer to Gateway School District Policy #815 - Nondiscrimination on Basis of Gender/Handicap**

## **NURSE**

The health office is located next to the High School Office. The school nurse is employed to provide medical attention and conduct mandated health screening programs. Students who become ill or have an accident during the school day should report to the health office. After entering the health office students must sign in on the designated sheet, and sit quietly while waiting for the nurse. If, in the opinion of the nurse, it is necessary for a student to be sent home, the nurse will contact the student's parents and issue a dismissal pass. Under no circumstances are students to leave school without official authorization.

Do not diagnose your own illness or go to the restroom if you do not "feel well". Report to your assigned teacher and obtain a written pass to go to the health office. All students **MUST** have a hall pass in order to be admitted into the health office, stopping into the health office between classes is not permitted. Failure to follow established procedures is a violation of school rules and will be considered an unexcused class absence.

The school nurse is not permitted by law to diagnose medical problems, or prescribe medications. A written physician's order and parent permission form are necessary for the nurse to be permitted to administer medication. Students taking medication must inform the nurse. Students excused to take medication are to do so in the health office.

### **STATE MANDATED SCREENING**

- 9<sup>th</sup> Grade – height/weight/vision
- 10th Grade – height/weight/vision
- 11th Grade – height/weight/vision/hearing
- 12th Grade – height/weight/vision

### **PENNSYLVANIA DEPARTMENT OF HEALTH - CERTIFICATE OF IMMUNIZATION**

All students must have on file with the Health Office a completed Certificate of Immunization. Those students who have not satisfied this state requirement will be notified by the school nurse. Students will not be admitted to school without the Certificate.

## **OBLIGATION NOTICES**

Textbooks, supplemental instructional materials, industrial art supplies, athletic equipment, etc. are distributed for use to the students by the faculty throughout the school year. Once they are placed in the hands of the student, the student assumes complete responsibility for proper care and returns to the issuing teacher. If they are lost, stolen, or damaged, the student will be required to make financial reimbursement. If this obligation is not fulfilled, notice will be sent to the office and it may result in a withholding of the student's report card, diploma and grade transcripts.

## **PEER MEDIATION/CONFLICT RESOLUTION**

### **WHAT IS MEDIATION?**

A mediation program assumes that conflict is a normal and positive force that can accompany personal growth and social change. To deal with conflict, a trained mediator facilitates a process of communication and problem solving that leads to resolution. Mediation is "a chance to sit face to face and talk, uninterrupted, so that each side of a dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached it is written and signed.

When conflicts arise, most people either react with verbal or physical aggression, ignore the situation, or withdraw from it and blame themselves. Unresolved conflicts often result in hurt feelings, loss of friends, increased anger or frustration, and sometimes physical violence.

Mediation redefines conflicts in such a way that no one has to lose. It is a commitment to cooperate and create new possibilities beneficial to all involved. In looking for a common solution, disputants become partners and share in dialogue about the quality of their lives. In addition, mediation teaches democratic principles and offers a forum through which students can participate in their school community. Thus, it can become a voice for those who feel alienated or under-represented, creating social consciousness and empowering participants through responsible social action.

### **WHAT KIND OF CONFLICTS WILL BE MEDIATED?**

- "He said/she said" rumors
- Friendships gone amiss
- Name-calling
- Threats

## **PENAL CODE OF PENNSYLVANIA**

### **MALICIOUS USE OF TELEPHONES**

"Whoever telephones another person and addresses to or about such other person any lewd lascivious or indecent words, language, suggestion or proposal, or whoever anonymously telephones another person expressly for the purpose of annoying, molesting, or harassing such person or his or her family is guilty of a misdemeanor and upon conviction shall be fined in any sum not exceeding \$500 or undergo imprisonment for not more than one year, or both."

### **BOMB THREATS**

"Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall upon conviction, be sentenced to pay a fine not to exceed \$5,000 or undergo imprisonment not to exceed five years or both."

### **POSSESSION OF A WEAPON ON SCHOOL PROPERTY**

"A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution..." The definition of weapon "shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, or rifle.

### **GRAFFITI CRIMES**

"Any person who carries an aerosol spray-paint can, broad-tipped indelible marker or similar marking device into an institution such as a school building with the intent to vandalize shall be cited for the offense of institutional vandalism."

## **POLICE REFERRALS**

- **Refer to Gateway School District Policy #225 - Students and the Police.**

The administrative staff reserves the right to request immediate police intervention at the high school for any of the following incidents:

1. Gross insubordination or failure by a student to obey a direct order.
2. Use of inappropriate or derogatory language

3. Assault upon a staff member or another student.
4. Altercations that endanger the safety of students and/or staff members.
5. Altercations where excessive force is necessary to restrain or subdue the participants.
6. Conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health or welfare of the school community.

\*All infractions referred to the police may result in a disorderly conduct citation or more serious charge(s).

## **PROGRAM OF STUDIES BOOKLET**

Each year a comprehensive Program of Studies Booklet is prepared and posted to the Gateway School District Web Page in early February. Presented in the booklet is a range of topics related to the scheduling process, curriculum patterns, course drop policy, counseling testing dates, and other relevant items pertaining to scheduling activity. The most important feature is the description for each course offered at the senior high. Parents should be familiar with the booklet and become directly involved in the selection of courses. Students are scheduled on an individual or small group basis by their counselors.

## **PROMOTION**

From 9 <sup>th</sup> grade to 10 <sup>th</sup> grade	6.25 credits
From 10 <sup>th</sup> grade to 11 <sup>th</sup> grade	12.50 credits
From 11 <sup>th</sup> grade to 12 <sup>th</sup> grade	18.75 credits

## **PUBLIC DISPLAY OF AFFECTION**

Proper social behavior is expected of all students. Students are reminded that a public display of amorous feelings is not permitted in school. Parents will be notified of improper behavior in this regard.

## **PUBLIC RECORDS**

- Refer to Gateway School District Policy #801 - Public Records.

## **RESPECT**

RESPECT to teachers, school employees, other students, and visitors should prevail at all times. Each of us should strive to be respectful of all others at all times. You are expected to obey the judgment of your teachers and other staff at all times. Treat all other adult employees of the school with respect, too, and follow any request or directive given by them. These include security guards, custodians, cafeteria workers, and office personnel.

## **REPORT CARDS**

Gateway High School uses an alphabetic/percentage system for grading. Report Cards are issued at the end of each nine-weeks grading period. Report cards are distributed on a date specified by the Principal's Office.

### **GRADING SCALE**

<b>A</b>	- 100% - 90%
<b>B</b>	- 89% - 80%
<b>C</b>	- 79% - 70%
<b>D</b>	- 69% - 60%
<b>F</b>	- 59% - 01%
<b>F/A</b>	- F Grade, exceeded minimum attendance requirements - <b>00%</b>
<b>I</b>	- Incomplete
<b>WF</b>	- Withdrawal from course, F grade
<b>M</b>	- Medical excuse for Physical Education

### **QUALITY POINT AVERAGE (QPA)**

Quality Point Averages are computed twice yearly and appear on the student's report card at semesters.

3.00 - 3.49 = Honor Status

3.50 - 3.99 = High Honor Status

## **SAFE SCHOOLS**

### **REPORTING SAFETY CONCERNS**

Students are urged to contact any adult about safety concerns. The student may do so verbally or in an anonymous note. The school has developed a silent incident report form. This form is also available in the Counseling Office, Principal's Office and library.

### **Safe 2 Say Something**

The "Safe2Say Something" (S2SS) is an anonymous reporting system. This program is mandated under PA State Law / Act 44 and teaches students, teachers, and administrators how to recognize the warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others and **Say Something** to a trusted adult **OR** use its anonymous reporting system. Specifically, the program educates/encourages participants to:

- Recognize the signs and signals of at-risk behaviors – especially within social media
- Take every sign and signal seriously; act quickly to get help by talking to a trusted adult

**OR**

- Report it anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams
- Sustain the curriculum and awareness via student clubs, in-school activities and call-to-action weeks

If we receive a report from another student or adult through the S2SS reporting system parents will be contacted to discuss the report and school/home supports that may be provided for the student. This may include a referral for Student Assistance Program or other interventions, if necessary.

## **SCHOOL DAY**

The school day includes the time from which students board the bus at their assigned bus stop in the A.M. until they depart from the bus in the P.M. All rules are in effect during this time. (Example: Students boarding the buses at the high school bus dock are subject to all established rules).

1. After arriving on the school grounds, students are not to leave unless permission is granted from the office.
2. No students should be in the building after 2:40pm. unless requested by a teacher or participating in a supervised activity.
3. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

## **SCHOOL POLICIES**

Rules and regulations concerning discipline are established and enforced by the administration. The administration is the final authority in the decision with students. Rules and regulations are subject to change by the administration at any time; however, they will be properly announced, posted and explained to the faculty and the students prior to going into effect. Students may make recommendations in regard to established policies or for the establishment of new policies through Student Government action.

## **SEARCH AND SEIZURE**

### **STUDENT SEARCH**

Under ordinary searches, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the Gateway School District. A student's person and/or his/her personal effects (purse, book bag, etc.) may be searched.



If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult present when feasible. Parents will be contacted at the conclusion of searches.

If extreme emergency conditions require a more intrusive search of a student's person, excessive search may only be conducted in private by a school official of the same sex present and only upon prior approval of the superintendent or his designee, unless the health or safety of students will be in danger by the delay which might be caused by following these procedures.

### **LOCKER SEARCH**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary procedures. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have reasonable grounds that a locker contains materials that pose a threat to the health, welfare, safety of students in the school, student lockers may be searched without prior warning. Classroom searches are not done under normal circumstances.

### **AUTOMOBILE SEARCH**

Students are permitted to park on school premises as a matter of privilege not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of a student automobile on school property. The interiors of such vehicles may be inspected whenever a school authority has reasonable grounds to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

## **SEXUAL HARASSMENT**

- **Refer to Gateway School District Policy #248 - Unlawful Harassment**

## **SMOKING**

- **Refer to Gateway School District Policy #222 or #323 - Tobacco and Vaping Products**
- No use of electronic cigarettes or vaping devices are permitted on school grounds.
- No smokeless tobacco is permitted on school grounds.

## **SOCIAL WORKER/HOME AND SCHOOL VISITOR**

The responsibilities and duties of the School Social Worker / Home & School Visitor shall be those prescribed by the Public School Code of 1949, the Department of Education, and the Gateway School District. The School Social Worker / Home & School Visitor will be expected to coordinate all the activities that relate to school attendance. The School Social Worker / Home & School Visitor will establish and maintain close internal contact with students, regular and special education teachers, counselors, psychologists, and administrative staff. In addition he/she will act as an intermediary between home and school in verifying residence, verifying home education activities, and linking parents with the appropriate agencies as needed.

### **SERVICES PROVIDED ARE AS FOLLOWS:**

- Attendance follow-up, residency verification, crisis intervention, resource finding and home visiting.
- Homeless Liaison- Identification and coordination of services
- Reasons a student is referred to the School Social Worker/Home & School Visitor are: social problems, academic problems and behavior issues
- Who can refer to a student: Parent(s), student(s), teacher(s), principal(s), counselor(s), and the nurse. Please note: all referral information is confidential unless there is a threat of harm to the student or to others. Feel free to telephone Michele Majcher at 412-858-3421 with any questions or concerns.

## STAGE AND AUDITORIUM

Students are not permitted on the stage or in the auditorium without the written permission of a sponsoring faculty members. Stage doors are not to be used as exits or entrances to or from the auditorium during class periods or assemblies.

## STUDENT ACTIVITIES BULLETIN BOARD

Students may use official bulletin boards located throughout the building. The following procedures must be followed:

1. Obtain permission from a grade level principal.
2. Identify the posting student or student group with the name of one person posting such notice.
3. Notices must be dated when posted and must be removed within six school days by the person(s) responsible.

School officials may prohibit the posting of announcements which are obscene, libelous, and/or inflames and incites students so as to create danger of committing unlawful acts; physical destruction to school property, or disruption to school operations.

## STUDENT ASSISTANCE PROGRAM (SAP)

### OVERVIEW

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying issues, including problems with alcohol and other drugs, which pose a barrier to a student's learning and success in school. SAP is not a treatment program; rather, it is a systematic process using effective and accountable professional techniques to mobilize school resources to remove those barriers to learning and where the problems are beyond the scope of the school, to assist the students and their parents with information so they may access services in the community.

One of the most important tasks of SAP is to build a working partnership with families, focusing on the student's success as their common goal. In addition, the SAP team, with parent approval, may offer student-centered services such as educational support groups, in-school mentoring and aftercare resources. The team may also assist families in identifying options for professional support when the problem is beyond the scope of the school. Participation in the Student Assistance Program is voluntary and is offered as a source of help and support for the student and family. In cases where the problem lies beyond the limits of the school, it is the team's responsibility to inform the parent of the problem affecting the child's performance in school and helping the student and their family access services and resources within their community.

### PARTICIPATION IN PROGRAM

- The program is available strictly for the benefit of the student. The program is largely voluntary, and the student may participate by recognizing their own problem, teacher or peer referral, or referral by the student's parents.
- Compulsory participation occurs when:
  - The student is referred by the Magistrate to the SAP. This occurs when the student is found possessing, consuming, or transporting alcohol by the police.
  - The Student violates the school drug and alcohol policy.

All student referrals are confidential. Feel free to contact Ms. Sarah Kielar at the school (412) 373-5745 with any questions or concerns.

## STUDENT CLUBS AND ORGANIZATIONS

The clubs and organizations reflect the interest of the students. The clubs and organizations that are normally active in a given year are:

AIM	E-Sports Club	Prom Committee
Art Club	Expect Respect	Robotics
Athletics	Interact	SGA

Band/Marching Band	Jr. Classical League	Senior Class Council
Black Student Union	Junior Class Council	Science Club
Cheerleading	Mathematics Club	Snow Sports
Chess Club	Mock Trial/Forensics Club	Stage Crew
Chick Fil A Leader Academy	Musical	Student Government Assoc. (SGA)
Choir	National Honor Society	The Future is Mine
Color Guard	Orchestra	Yearbook

## **STUDENT DRIVING AND PARKING**

- Parking priority will be given to seniors participating in school sponsored work study programs which require them to be released early from school and provide their own transportation.
- Second priority is given to employed seniors who can provide official verification of employment.
- All other employed students who are not participating in school sponsored work study programs, but have jobs, will be required to arrange job times around the bus schedule.
- Students experiencing extenuating circumstances or emergencies may be given temporary driving permission pending administrative approval.
- One day temporary permits may be granted for urgent reasons.
- Permits are valid from 7:00 a.m. to 4:00 p.m.
- Students participating in co-curricular and extra-curricular activities are not exempt from the above guidelines.
- The school retains authority to conduct routine patrols of the student parking lot and searches for the exterior/interior of a student's automobile on school property.
- Students parking on school property during the hours of 7:00 a.m. to 4:00 p.m. without displaying a parking permit will be subject to a citation by the Monroeville Police Department.
- Students will not be permitted to go to their car once they have entered the building, unless approved by an administrator.
- Each student will be assigned a parking space. The assigned parking space will correspond with the assigned parking tag given to each student. Students are only permitted to park in their assigned parking spaces. Failure to comply with assigned parking procedures will result in disciplinary action.
- No students are permitted to park in Faculty designated areas without Administrative approval along with other school district buildings on campus.

### **PROCEDURES**

1. Obtain a student parking permit application from a secretary in the High School Office. Obtain parental and, if applicable, teacher/employer signatures for approval and verification of employment.
2. Return the completed application with your Pennsylvania Financial Responsibility Insurance Identification Card to the high school office. An administrator will review your application. A conference may be required in order to discuss the application request. Based upon evaluation of the application, a parking permit may be issued or denied.

### **ONE DAY PARKING PERMITS**

Temporary/Emergency permits may be obtained (with administrative approval) for these reasons:

#### **A. TEMPORARY**

- Early Dismissal from school
- Physical limitations

#### **PROCEDURE**

On the day prior to the request date, submit a parent/guardian note, stating the reason for the request. If approved, you will be given a Temporary Permit to be placed on your dashboard on that date.

B. **EMERGENCY**

- Medical Appointment
- Personal / legal business

**PROCEDURE**

In the event of an emergency, report directly to the High School Office and submit a written parent/guardian note, stating the nature of the emergency. If approved, you will be given an **Emergency Permit**, to be immediately placed on your dashboard. Students parked without properly displayed **Permanent, Temporary, or Emergency** permits may be cited by the Monroeville Police for illegal parking. Illegally parked cars are subject to towing at the owner's expense.

## **SCHOOL PARKING REGULATIONS**

- All motor vehicles parked on the school grounds must be registered with the school and must display the current year decal (parking permit). Parking is strictly limited to the student parking area. School personnel parking is marked accordingly.
- To facilitate identification, motor vehicles are to be parked front end first.
- All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
- Student passengers are restricted to those who have been granted permission by the administration. Names should be printed on the front of the [form](#).
- Drivers are expected to arrive at school on time – before the tardy bell. **If continuous tardiness occurs, student parking permits may be revoked.**
- Smoking in cars on the school grounds is prohibited.
- There is to be no loitering in the parking lot or visitation of the same without permission. **THIS INCLUDES LUNCH TIME.**
- There will be no speeding or any form of reckless driving on school grounds.
- No vehicle will be driven around the school building at any time. Students are to use the parking lot exit.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds.
- Suspension of driving privileges, fines, towing of vehicles and/or suspension from school may occur when violations of these regulations occur.
- Students parking on school property during the hours of 7:00 am to 4:00 pm without displaying a parking permit will be subject to a citation by the Monroeville Police Department.
- Students are not permitted to park on the side or behind the Furrie Sports Complex.

### **CHANGES TO STUDENT DRIVING REGULATIONS PLEASE READ CAREFULLY**

The Pennsylvania Supreme Court has held that public school students have limited right to privacy while in the school environment and this is reflected in Gateway's policy regarding search and seizures on school premises. Parents and students should be aware that beginning with the 2019/2020 school year, K-9 police dogs capable of detecting the presence of illegal drugs may, from time to time, be brought onto school premises by the police to determine whether illegal drugs are present in student lockers or vehicles parked on school property. There will be no advance announcement of these searches and students will not be permitted out of the classroom during the search. If the dog identifies the presence of illegal drugs in a student's locker or vehicle on school property, the student to whom the locker has been assigned or whose vehicle has been identified will not be able to remove the contents of his/her locker or vehicle until it has been opened and searched by school authorities. Furthermore, school officials may remove locks from any lockers where the presence of illegal drugs is detected. If school authorities find illegal drugs, illegal drug paraphernalia, weapons or other contraband as defined by the Pennsylvania Crimes Code or the official policies of the Gateway School District, it will be seized. The student in whose locker or vehicle the illegal drugs, illegal drug paraphernalia, weapons or other contraband is found may be subject to school discipline and/or criminal prosecution. Although Gateway provides students with lockers for the storage of items during the school day, student lockers are the

property of Gateway School District and may be opened by the District at any time without notice to the student. Students should not permit other students to deposit or store anything in their lockers or vehicles that are parked on school property.

**\*\*All cars MUST be removed from the parking lot by 4:00pm.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

Students have legal rights as persons and citizens. These rights include the right to due process, the right to an education, the right to express their opinions, and the right to be free from discrimination. They also have human rights as a person and participants in the educational community. These rights include the right to be treated with dignity by other members of the school, community and the right to contribute to the educational program.

### **STUDENT RESPONSIBILITIES**

Minors are compelled by law to attend school until they are 18 years of age. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

## **STUDY HALLS (GRADES 9-12)**

In order to maintain the proper educational atmosphere in a study hall, certain rules must be followed:

- Each student must bring materials to pursue academic area study or leisure reading.
- Students desiring to see another teacher must present a previously obtained pass to the study hall teacher at the beginning of the period.
- Outer apparel (coats, jackets, hats) is not to be worn in the study hall.
- Sleeping is not permitted.
- Students may occasionally study together pending teacher approval.
- Students are to be quiet in study halls (no talking).
- Study hall teachers may issue passes to the office, counselor's office, nurse and library.

## **SUMMER SCHOOL**

Information regarding summer school may be obtained at the Counseling Office during the last grading period.

## **SUPERVISED AREAS**

The following areas of the building are classified unsupervised and students should not be in these areas without faculty supervision. These include; Auditorium, Gymnasium and locker rooms, pool, weight rooms, unoccupied classrooms, band and choral rooms, student parking lot, and any other non-student areas.

## **TEXTBOOKS**

Students are responsible for the specific number text issued to them. To protect the book against loss, be sure it has a book number stamped inside the cover, then write your name and Homeroom number inside the cover in ink. This will help you if you lose or misplace your book. Textbooks should be covered. You are responsible for payment of lost or damaged textbooks, paperbacks, and educational materials.

## **THEFTS**

Students should complete a **Theft Report** and return it to the office when their possessions are stolen. Gateway School District is not responsible for lost or stolen items/property.

## **TOBACCO FREE SCHOOL**

In recognition of the health hazards associated with the use of tobacco and in support of the District's goals for our students' practice of sound health habits, it is the policy of the Gateway School District that

all Gateway School District property in any indoor or outdoor areas are designated to be tobacco free environments. This includes electronic cigarettes and vaping devices. This policy shall apply to all employees, students, visitors, guests and/or users of school district facilities. Smoking and all other uses of tobacco or electronic cigarettes will not be permitted in any indoor area and on school property.

- **Refer to Gateway School District Policy #222 - Tobacco and Vaping Products.**

## **TRANSCRIPTS**

A transcript is an official school document that reflects the educational record of a student. Before a transcript is forwarded, a release form completed and signed by the parent/guardian is required. It is available in the Counseling Office.

## **VALUABLES**

Students are cautioned not to bring large amounts of money, radios, or cameras to school; if they wear glasses or jewelry, to keep track of them at all times. Students, not the school, are responsible for the security of personal property. **Gateway School District is not responsible for lost or stolen items/property.**

## **VANDALISM**

**Penalty for defacing, injuring or destroying property used for school purposes:** If any person shall willfully or maliciously break into, enter, deface, or write, mark or place any obscene or improper matter upon, any public school building or other building used for school purposes provided for in this act, or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus or other property contained in any public school building or other buildings used and occupied for school purposes or other purposes provided for in this act; or shall injure, damage or destroy any shade trees, shrubbery, fences or other property of any kind, upon any public school grounds or upon any public school playground, such person shall be guilty of a misdemeanor and upon conviction thereof shall be sentenced to pay a fine of not less than five dollars (\$5.00) and not more than two hundred dollars (\$200.00) or undergo an imprisonment in the county jail for a period not exceeding six months, either or both at the discretion of the court.

## **VENDING MACHINES**

Soft drink vending machines located in the gymnasium lobby will be available to students during lunch periods and beginning at 2:40 p.m. It is recommended that soft drinks be consumed in the immediate area of the vending machines. They are not permitted in the library, locker rooms or classrooms with specialized equipment such as computers and/or other such equipment. The use of soft drinks, water bottles, etc. outside the immediate area of the cafeteria is prohibited during school hours.

## **VISITORS**

- **Refer to Gateway School District Policy #907 - School Visitors.**

Conditions do not lend themselves to general issuance of student visitor passes. In special cases, a student visitor's pass may be obtained from the office of the principal. Requests for a visitor's pass must be processed at least one week prior to the visitation date.

**NOTE:** Passes will not be granted to students attending elementary, middle school, college, or Gateway Alumni. This regulation does not pertain to the parents or guardians of Gateway High School students.

### **ADDITIONAL INFORMATION**

- Students are not to invite friends from other schools or former graduates to visit them at the high school during their lunch period or at any other time during the school day.
- Gateway High School students are not to visit the middle schools unless granted prior administrative approval.
- Students are not permitted to bring pre-school children (relatives/friends) to school at any time during the Gateway High School day.

## **WEAPONS**

- Refer to Gateway School District Policy #218.2 - Weapons.

## **WEATHER EMERGENCY**

In the event of severe weather conditions, students will be given specific directions over the P.A. Failure to adhere to emergency status guidelines may result in suspension from school.

## **WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal or transferring is as follows:

- Obtain appropriate forms from the Counseling Office.
- Secure authorization withdrawal or transfer note from your parent or guardian.
- Have forms completed by respective teachers, return all schoolbooks and property, and make sure all fees are paid.
- Take completed forms to the Counseling Office for final clearance.

## **WORK PERMITS**

- Please see the Main Office for a work permit.

# **GATEWAY HIGH SCHOOL**

## **ALMA MATER**

**Fair Gateway, our Alma Mater.  
We pledge thee our love so true.  
Forever we'll cherish,  
Fond memories and dreams of you.  
We'll ever uphold thee,  
Praise and extol thee.  
True to thy colors be.  
All Hail! Black and Gold!  
In our hearts we will hold  
True reverence for thee,  
Dear Old Gateway High.**