

GATEWAY SCHOOL DISTRICT



Elementary Parent Student Handbook 2023-24

Building Information

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DISTRICT WEBSITE:

www.gatewayk12.org

Gateway School District

MISSION STATEMENT

The mission of the Gateway School District, in cooperation with parents and other members of the community, is to provide quality educational opportunities for all students, to promote academic excellence in a safe and caring environment, to enhance self-confidence through personal responsibility, and to develop life-long learners who will be productive citizens in a diverse and changing world.

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Who To Contact

When parents have questions about the operations of the schools or concerns with the education of their child, it is important that those questions be properly answered in the most expedient manner possible. For that reason, it is imperative that the chain-of-command be followed when attempting to resolve problems that may arise during the school year. Problems are best solved at the level where they initially occur. To provide parents with proper information, it is recommended that discussion take place on a one-to-one basis with the person directly involved. To facilitate communications between the school community and home, there must be mutual support, trust, understanding and openness. The following guidelines are suggested for students and parents when questions and problems need to be addressed within the Gateway School District.

1. Contact the teacher first and schedule a meeting or a telephone conference.
2. Problems not resolved at the teacher level should be taken to the building principal.
3. Concerns with testing should be addressed to the student's counselor.
4. Concerns not resolved through the above channels should be referred to the appropriate central office administrator.

Topic	Who To Contact	Contact Information
Enrollment Questions	Mrs. Cindy Capell	412-373-5705 ccapell@gatewayk12.org
Special Education	Ms. Heather Bungard Ms. Melissa Cheslock	412-373-5724 hbungard@gatewayk12.org mcheslock@gatewayk12.org
Transportation	Ms. Bonnie Easha Bus Garage STA	412-373-5728 beasha@gatewayk12.org 412-646-4711
Technology including Skyward	Helpdesk	412-373-5870 helpdesk@gatewayk12.org
Food Service: Lunch or Breakfast	Mr. Martin Lorenzo	412-373-5776 mlorenzo@gatewayk12.org
Health / Medical	Your Child's School Nurse	
Classroom Concern	Your Child's Teacher	
Peer Issue	Your Child's Teacher or Counselor	
Attendance	Your Child's Teacher or Counselor or Office Staff	

Academic Progress

Reporting to Parents

Pupil progress is reported online via our student information system, Skyward. Skyward Family Access is a secure Internet-based website that allows parents and guardians to easily track their students' progress. There are also apps available for Apple IOS and Android devices. Skyward will allow you to view student attendance, grades, schedule, progress, and assignments.

skyward.gatewayk12.org

Promotion Guidelines

A student who successfully completes the school term in a Gateway K-4 school will be promoted to the next grade level. If a student has not made satisfactory progress, a decision to promote or retain the child in that grade will be based upon the best educational interests of the child. Retention of a student is an extremely individualized situation. Individual potential, social adjustment, and absentee rate, etc., are factors that need to be considered.

Extreme difficulty in learning or adjustment, particularly in kindergarten and first grade, may result in retention. However, no child will be retained a second time in the same grade. Parents will be notified when a potential retention is being considered as early as possible in the school term and invited to meet with school personnel.

Prior to retention, steps will be taken to identify and correct a child's areas of deficiency. Building staffings and adequate evaluations will occur during this period. The counselor, classroom teachers, resource teacher, nurse, principal, school psychologist, and parents may be included in this process.

Grading System Grades 1-4

Major Areas Assessed: Reading & Writing, Mathematics, Science, Social Studies, Music, Art, Physical Education/Health, and Characteristics of a Successful Learner.

Progress Descriptors: Progress descriptors are intended to provide clear and thoughtful insight about teaching and learning for parents and students. The progress descriptors for each grade level reflect benchmark measures that define what students should know, understand, and be able to do at a specific grade level. Each content area descriptor is based on the academic standards and assessment anchors prescribed by the Pennsylvania Department of Education.

Grading System Kindergarten (Badges)

Kindergarten students are assessed using a differentiated system that allows students to work at their own pace at mastering Kindergarten standards and goals. The badge system provides parents instant feedback as well as a guideline to foster academic growth. Badging does not replace the Gateway curriculum, but enhances additional Kindergarten

expectations. It's a straight-forward, assessment tool that teachers, parents and children all understand. Children are excited to earn and possess badges as they master skills; parents are grateful for the immediate feedback and eager to be a part of their child's educational experience.

Parent-Teacher Conferences

During the school year, elementary conferences will be held in the fall. For working parents, evening conferences are available. Parents will be notified of specific conference dates, early dismissals and in-service days. While specific reporting period conferences are scheduled, parents are encouraged to arrange for additional conferences with their child's teacher if problems occur during the year.

Admissions

New kindergarten students must be five years of age before September 1 of the school year in which they are enrolling. New first grade students must be six years of age before September 1. Ages must be verified by a birth certificate.

Required documents needed for enrollment (see website for further explanation):

- Mortgage statement, deed or rental lease
- PA Driver's License
- One (1) additional proof (i.e., utility bill, vehicle registration, bank statement)
- Copy of child's immunizations
- Birth certificate

Registrations are now online. Please visit our website [Gateway Registration](#) to complete your registration, find helpful information pertaining to enrollment, forms, and frequently asked questions. If you have any questions after reviewing the website, please contact Cindy Capell at 412.373.5705 or email at ccapell@gatewayk12.org

Attendance

A strong relationship exists between good school attendance and a academic achievement. The classroom environment is considered to be the most meaningful and essential component of the instructional process. Class absences limit opportunities for classroom interaction and direct participation with teacher and student. Therefore, regular class attendance is considered to be an integral part of the student's program if he/she is to accomplish his/her educational goals. Although provisions for absence are established in the district, minimum standards for attendance must be met for course credit regardless of grades earned.

All students must submit a written excuse signed by their parent/guardian within

(3) three days for each absence.

Parents/guardians may write up to ten excuses throughout the school year for the legal reasons for being absent, including: illness (medical/dental), court related absence, or a family emergency. From the eleventh absence on, the only excuse that will be deemed legal will be one from a doctor's office on professional stationery or from the court. All other excuses will be considered illegal.

Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. When a student has accumulated three (3) days of unlawful absences, a first offense notice will be sent to the parents. After the first notice is resolved, the next day during the school term that the student is unlawfully absent becomes the second offense. This offense is subject to a fine, according to the compulsory school attendance law.

Late To School/Sign-in Policy

Students will be considered officially late to school if they are not in their homerooms by the designated time. (School starts at 9:10 A.M.)

Late students must report directly to the office, be accompanied by a parent or guardian, and provide a written excuse for tardiness. Excuses should be presented to the office on the day the student is late. The written excuse will be recorded as excused or unexcused. Written excuses will be accepted up to three school days following the tardy. Upon receipt, they will be evaluated and recorded as excused or unexcused. Excused reasons for being late include: illness, family emergencies and documented medical/court appointments.

Early Dismissal/Sign-out Policy

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. Parents requesting an early dismissal should submit the following information to the office:

- Full name of student
- Date of early dismissal
- Reason for early dismissal (name of doctor or dentist, if applicable)
- Signature of parent or guardian
- Home/business phone number

Please notify the office of any changes to your child's daily transportation by noon of that day. This ensures that our secretary will have ample time to notify the proper faculty and staff of any changes. Parents/guardians are asked to report to the office on the date and time of the early dismissal. Students will only be released to the person(s) whose name(s) appear on the student's emergency care card or who are specified on a written note. Please include a phone number where the parent or guardian can be reached.

Please keep your student's emergency care card up to date.

In order to ensure the safety of each student, proper identification will be required.

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.](#)**

Bus Transportation

Acquainting your child with the bus stop before the school term begins will give your child confidence in traveling to and from the bus stop. If you have questions regarding transportation times and/or the bus stop, please contact the Transportation office via email at transportation@gatewayk12.org.

Conduct On School Buses And Vans

The safety of students during their transportation to and from school is a responsibility they and their parents share with bus drivers and school officials. Gateway's buses are equipped with audio/video cameras, with the purpose to monitor student behavior. The following is the **Gateway School District Transportation Code**:

Student Responsibilities:

The student is:

- to recognize that the bus driver is the exclusive authority on the bus/van when no other school employee is on the bus. The student is to obey the directives of the bus driver.
- to know all the rules and regulations for student conduct and behavior as outlined in the Student or Parent Handbooks provided by the schools.
- not to jeopardize the safety of other students.
- to stand in an orderly manner in a single file line without pushing to board the bus/van.
- to board the bus/van safely, be seated promptly, remain seated and depart in a safe and orderly manner at his/her assigned stop.
- not to distract the bus driver's attention from his/her duties by any disruptive behavior.
- ONLY permitted to ride the bus/van on which they are assigned.
- not to possess tobacco products which violate PA State Law Act 145. This law carries an automatic fine (minimum \$72). Use of tobacco products is a violation of Act 145 as well as Local Ordinance 1002 (BOCA) with fines up to \$500 plus court costs. A student using or possessing items such as firecrackers, lighters, matches, or any incendiary device will be prosecuted under the BOCA Code.
- not permitted to bring animals on the bus/van.
- not permitted to use or possess alcoholic beverages and/or drugs on the bus. This is a serious violation of the Gateway School District Drug and Alcohol Policy, which carries strict penalties.
- not permitted to possess any firearms or weapons in accordance with Act 29, Pennsylvania Safe Schools Act, which carries an automatic suspension and possible expulsion.
- not to put any body part out of the bus window.
- not to throw any item/article inside the bus or out of the bus window.
- not to get involved in fighting and/or disorderly conduct. A student who participates in such conduct may be faced with police involvement and charges.
- not permitted to stand and/or move freely from seat to seat while the bus/van is

moving.

- required to identify himself/herself when asked by an authorized school official to do so (including the driver).
- not permitted to eat or drink while on the bus/van.
- reminded that any violation of the Discipline Code of the Gateway School District and the rules established by the Transportation Policy may result in the student's loss of his/her bus riding privileges.

Since students who fail to observe these rules may affect the safety of others, the following disciplinary actions will be taken:

1. In the event of serious or repeated instances of student misconduct, a "Behavior Report" will be completed by the driver and given to the principal. The principal will meet with the student. The results of this meeting will be reported to the parents.
2. If a second "Behavior Report" is issued, the principal will arrange a conference with the parent and the student.
3. In cases of serious or repeated behavior reports, the student may be suspended from riding the bus or van for a period of time. The parents will be responsible for transporting the student.

NOTE: Should an incident occur in the morning, the bus driver will report it to the building principal. In case of an afternoon offense, the driver issues a report the next morning. Excessively dangerous behavior will result in immediate disciplinary action by the principal.

Parent Responsibilities:

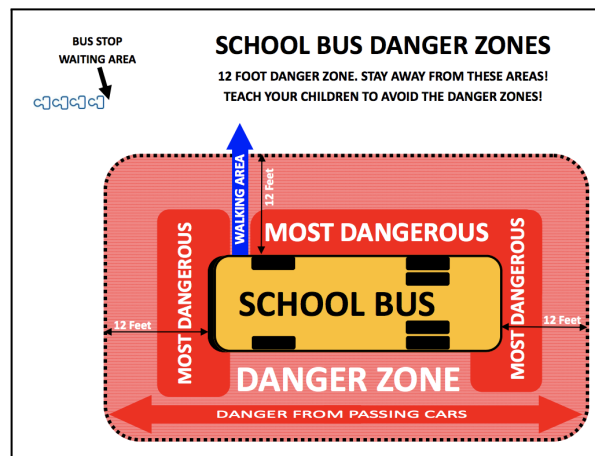
- **Parents are not to board the bus. Unauthorized school bus entry is prohibited. Unauthorized entry is illegal.**
- Transportation provided by the Gateway School District is **NOT** a right but a privilege extended by the District and this privilege can be revoked at any time.
- To know all the rules, regulations, and expectations for student conduct and behavior as outlined in the Student and/or Parent Handbooks and publications from the Gateway School District Transportation Office.
- Parents are responsible for the transportation of their child to and from the bus stop daily.
- Kindergarten students will NOT be left at the bus stop without a parent/guardian present to take them home. The child will be taken back to the school and the parent will need to pick them up.

School Bus Safety

What is the *danger zone*?

It is the area surrounding the bus where children are hard to see. We want your children to be safe when they travel to and from school. Please help us by:

- Make children stay at least 10 feet away from the bus until they begin to enter. Children will be able to see the driver and the driver can see them.
- If children must cross the street to the bus they should cross the street 10 feet (five giant steps) in front of the bus where they can see the driver and the driver can see them.
- Warn the children that, if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions. If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Car drivers in a hurry sometimes try to sneak by the bus on the right hand side.
- Teach your child to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- If you meet your child at the bus stop after school, wait on the side where the child will be dropped off, not across the street. Children can be so excited at seeing you after school that they may dash across the street and forget the safety rules.



Use of Video and Audio Equipment

Notice to Students and Parents

Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Buses may be equipped with video monitor boxes, in which video recording devices with audio may be installed. Students will not be notified when a recording device has been installed on their bus. The Transportation Department, a principal or a representative of the District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District approved student transportation. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of the Gateway District may review tapes on a routine basis. Please refer to Policy 810.2, School Bus Video and Audio Surveillance.

Cell Phones & Smart Watches

Students are permitted to bring cell phones/smart watches to school, but they must remain powered OFF and kept stored in a personal bookbag. Students are not permitted to utilize cell phones/watches for any forms of communication or usage throughout the school day. If a cell phone/watch is discovered to be on or in use, it may be confiscated and held in the office until the end of the school day. Additionally, the picture or video feature on ANY electronic device may NOT be used on the school bus. Such an infraction could result in disciplinary action for the student as well.

Board Policies - Parent Notification

Please refer to the appendix for a list of policies.

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.

Curriculum

English Language Arts (ELA)

The English Language Arts reading/writing curriculum is a vital component in the education of the student. In grades K through 4, it consists of English Language Arts *ELA) Communications (i.e., listening, speaking, reading, and writing), Spelling, and English. It is the foundation for academic success in all the content areas. A variety of methods and materials are utilized to address individual student needs and interests.

Mathematics

The elementary math curriculum is a sequential program that is designed to develop concepts, computation skills, problem-solving techniques, and critical thinking skills. Manipulatives, calculators, and computers are integrated into the curriculum.

Science/STEAM

The elementary science/STEAM curriculum fosters an appreciation for science and technology through a commitment to an inquiry-centered program. Research activities, group study projects, and discussions are accompanied with a variety of “hands-on” learning opportunities.

Social Studies

The social studies curriculum is an integrated program with emphasis on developing the role of each citizen as a productive member of the Gateway School District, Pennsylvania, United States and the world. Special attention is given to the future skills which will be needed for students to function within a complex and changing society.

Physical Education/Health

All students in grades K-4 participate in scheduled physical education classes. (Suggested dress includes sneakers, pants/slacks/shorts, and a “T” shirt). Classes may be held outside when weather permits.

Libraries

All K-4 schools have excellent libraries which are available to the students. The libraries are supervised and staffed with certified librarians.

Art

All students in grades K-4 will participate in art instruction once a cycle.

Instrumental Music

Students in grade 4 are offered the opportunity to participate in the instrumental music program. Group lessons are given to participating students on a weekly schedule.

General/Vocal Music

All students in grades K-4 have general music instruction during the cycle. Recorder classes are provided for third-grade students. Fourth-grade students will participate in chorus which is organized at the beginning of the school term each September.

Classroom Policies

Care of School Property By Students

Textbooks

The Board of Education recognizes its responsibility to provide textbooks for use by the students. These textbooks are the property of the school district. Therefore, payment for loss or damage beyond normal wear and tear shall be the responsibility of the student, his/her parent(s) or legal guardian(s).

Equipment

Students shall be responsible for the proper care of all supplies and equipment provided. Payment for loss of such supplies and equipment or misuse on the part of the student, will be the responsibility of his/her parent(s) or legal guardian(s).

Computer Use Guidelines

The Gateway School District provides computer technology and network connectivity to improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community.

In order to obtain access to technology resources, students and their parents/guardians must first read and understand the following computer use guidelines. This is a non-inclusive list and is not intended to limit the applicability of any other district policy or discipline procedure.

Acceptable Uses Of District Technology And Networks

1. School district computer technology and network connectivity are provided to allow access to Course Management Systems, the Internet, software, and electronic resources for educational purposes only. This includes classroom activities, research activities, peer review of assigned work, and the electronic exchange of education-related ideas, opinions, and inquiries.
2. Users must respect disk space limitations. Users are responsible for deleting old and unused files that may take up excessive amounts of storage space.
3. Material created and/or stored on the system or network is not guaranteed to be private. Network administrators and teachers may review the system periodically to ensure that the system is being used properly and that resource limits are being observed. For this reason, users should expect that communication, files, web pages and other work that is created, sent, or received using the network or when using district technology equipment may be viewed by a third party.
4. Users must keep their passwords private at all times. Accounts and/or passwords may not be shared.
5. Users will follow appropriate computer use procedures, including proper startup, shutdown and sign-in.
6. Users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses Of District Technology And Networks

1. Users may not download, copy, or store any software, shareware, or freeware without prior permission from the teacher or network administrator.
2. District digital/computer technology and internal/external networks may not be used for personal, financial, commercial or criminal purposes. Users may not buy or sell products or services or use district technology resources for personal communication, commercial advertising, gambling, non-educational uses of social networking sites, cyber crime or political lobbying.
3. District computer technology and networks may not be used for any activity, or to transmit any material that violates local, state or federal laws.
4. Cyberbullying/Cyber Harassment: a situation when a child, teen, or adult is repeatedly tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted' by another child or teenager using text messaging, email, instant messaging or any other type of digital technology. Cyber bullying and/or Cyber Harassment are not permitted on Gateway School Districts digital/computer technology and internal or external networks. Users may not use vulgar, derogatory, or obscene language on computer systems. Users may not post private information about themselves.
5. Users may not access web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, s/he should immediately notify a teacher.
6. Users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Users may not attempt to disable, alter, or otherwise circumvent district filtering, firewall, antivirus, or other security measures.
8. Users may not damage, disable, alter, or remove software, hardware, wiring, or peripherals without prior permission from the teacher or network administrator.
9. Users must keep all food and drink well away from the Gateway School District equipment.
10. Users will not change, or attempt to change, computer settings or system files without prior permission from the network administrator.
11. Users may not copy district software or files. Digital technology is also not to be used to make illegal copies of software or other copyrighted media.

Custody

The building principal needs to be aware of all custody issues. A copy of the custody order and an explanation of how this impacts the school should be provided by the custodial parent to the principal. Please keep the principal informed of any changes throughout the year.

Daily Schedule

The instructional day for students is as follows:

School Day

- 8:50 Students are permitted in the building
- 9:10 Students entering the building are tardy
- 3:35 Dismissal Begins- P.M. Walkers and carpool students are dismissed
- 3:45 Bus riders are dismissed

Two Hour Delay Schedule

- 10:50 Students are permitted in the building
- 11:10 Students entering the building considered tardy.
- Dismissal - same as above

Discipline Code

If a school discipline code is to be effective in reducing discipline problems, it must organize student misbehavior into categories from minor to major and relate these misbehaviors or infractions to appropriate disciplinary options/responses. By pairing these misbehaviors with sound disciplinary responses, the school ensures that its disciplinary procedures are fair, firm, reasonable, and consistent. Students will be made aware of their responsibility to district rules and regulations of behavior.

All examples, procedures and disciplinary options/responses are applicable on school grounds, on school buses, during school-sponsored activities, field trips or excursions, and from the time of departure for school until arrival at home.

Student Responsibility

Discipline is the responsibility of the total school community. Everyone in the school community has the right to expect that the school environment shall be safe, well organized and conducive to teaching, learning and living.

Students attend school so they may develop to their fullest potential. Therefore, each

student should:

1. Know all the rules and regulations for student behavior made by school authorities and seek interpretations of all items not understood.
2. Accept responsibility for his/her own actions.
3. Recognize that by law the teacher serves in place of the parent, while he/she is in school.
4. Recognize that teacher and administrative authority extends beyond the classroom and to all school-related activities.
5. Regular punctual school attendance and conscientious effort in the classroom are essential to learning.
6. Maintain standards of cleanliness and dress that meet reasonable standards of health and safety so as not to cause disruption of the educational process.
7. Contribute information in matters relating to health, safety and welfare of the school community and protection of school property.
8. Respect and protect school property and the property of others.
9. See that all school communications are taken home to the parent.
10. Be honest and ethical.

Student Suspension and Expulsion

Expulsion from school shall occur by temporary suspension, full suspension or expulsion. Students have the responsibility to make-up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within established guidelines.

Temporary Suspension

Temporary suspension shall mean exclusion from school for a period of one to three school days. The student shall be informed of the reasons for the suspension and shall be given an opportunity to respond before the suspension becomes effective. A parental conference shall be held before a student is readmitted to school.

Full Suspension

In all cases where the administrator determines that a student's conduct should merit a full suspension, an informal hearing must be held prior to the suspension. The student shall be placed on a three-day temporary suspension and, subsequently, on full suspension for the same offense. However, the temporary and full suspension may not be accumulated or made to run consecutively beyond ten (10) days. At the informal hearing,

due process will be observed.

Expulsion

Expulsion shall mean permanent removal from the school rolls. In cases involving a possible expulsion, the student is entitled to a formal hearing. A formal hearing may be held before the entire Board of School Directors or a duly authorized Committee of the Board. At the formal hearing, due process must be observed.

Withdrawal of Student Privileges

School privileges may be withdrawn by building administrators for a designated period of time. These may involve removal from extracurricular activities (both athletic and non-athletic) and school social events, as well as other functions. Teachers may withdraw privileges extended within the classroom as a disciplinary response to student misbehavior.

Weapons Policy

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or on the grounds of any public school. Therefore, students are prohibited from possessing a weapon in the Gateway School District. A weapon is defined in the district's policy on weapons (218.1).

Harassment

It is the policy of the Gateway School District to maintain a learning environment that is free from harassment. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student and could result in disciplinary action.

Bullying

The school district will not tolerate any acts of bullying occurring on school district property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities, or transmitted in any way through school computers, networks or equipment.

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

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs
- Emotional bullying, (i.e., spreading rumors, ridiculing, manipulating social relationships)
- Threats and intimidation

- Extortion or stealing
- Racially or ethnically-based, or gender-based verbal abuse
- Spreading false information about a person
- Cyber bullying

Please refer to Policy 249

Olweus Bullying Prevention Program

The purpose of the schoolwide Olweus Bullying Prevention Program is to reduce the frequency of bullying by educating students on how to advocate for each other in bullying situations. Teachers are trained on how to effectively respond to bullying situations and how to promote a positive classroom climate free of bullying. The program is for all students, not just those who are being bullied or who are bullying others.

Each building has an Olweus team that will all be trained to implement Olweus programming. One component of this programming is a student questionnaire used to gather school specific data and help guide staff with the initial planning of interventions. As a result, the district will be administering a follow-up Bullying Olweus Questionnaire to students some time in the Spring.

Fighting

Fighting is strictly forbidden on school property. Breaking this rule will result in disciplinary action by school personnel. Repeated occurrences of a severe infraction usually results in a school suspension. A conference with parents will be necessary before a child is reinstated in school.

Food / Gum / Candy

Students are not permitted to chew gum while in school for health and custodial reasons. Treats are to be eaten during lunch or at approved parties. Nutritional treats are strongly recommended. Treats at parties must be checked by the school nurse due to food allergies two weeks prior to the event. Please review the wellness policy for food guidelines.

Student Conduct While In School

Our goal is to maintain an environment where students can learn and teachers can teach. Therefore, we ask all students to abide by the following district-wide school rules:

1. Keep hands, feet, and other objects to yourselves.
2. Follow directions the first time.
3. Be polite and use acceptable language.
4. Talk using an appropriate volume.
5. Show respect for others and their possessions.

Dress Code

The Board recognizes that an individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect modesty and good sense, as well as sensitivity to and respect for others. This is a decision that the student must make in conjunction with his/her parents or guardians, always keeping in mind that his/her appearance and hygiene must not present a danger to any student's health and safety, cause an interference with work, or create classroom distractions or school disorder. The building principal will monitor student dress and grooming in his/her building. It is the responsibility of the administration, staff, parents and students to ensure that the dress code is upheld.

The Dress Code includes the following:

Footwear

- Must be worn at all times.
- No footwear is permitted which can cause damage to property.
- Discourage the wearing of flip flops (footwear without heel support)

Clothing

- Clothing that depicts, advertises or promotes any of the following is prohibited:
- Alcohol/drug use
- Violence
- Tobacco or tobacco products
- Profane language
- Ethnically/racially inappropriate behavior
- Obscene/sexual content

Other

- Loose-fitting and/or oversized pants must be secured with a belt and must be worn at or above the hips.
- The midriff, lower back, 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 one (1) inch are unacceptable.
- Torn shirts are prohibited.
- Torn pants with tears above the knee are prohibited.
- Shirts and blouses must be properly buttoned.

Headgear

- The wearing of hats, caps, hoods, or other head covering is prohibited inside the building. Also, the carrying of hats or caps during the school day is not permitted. Exception (with prior approval from the building principal): Any headgear worn due to religious beliefs or medical conditions.

Accessories

- 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.

- Chains that are attached to wallets or other items are not permitted.
- Sunglasses are not permitted.
- 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:
 - Membership in a gang
 - Drug, alcohol, or tobacco use
 - Violence or disruptive behavior
 - Offensive or profane language

Consequences for Inappropriate Dress

Disciplinary action will be in accordance with district policy.

Emergency Health Contacts

IMPORTANT: Please keep the school informed of changes or additions to the Emergency Health Contacts. . This information **MUST** be entered into the Skyward computer system. Please realize that your child will only be released to those persons listed in the computer system. . If someone else is to pick up your child, written notification must be submitted to the main office in advance. Those who are picking up children should have proper picture identification (driver's license, etc.). Telephone numbers at home and work should be kept current. Change of address, new health problems, allergies, etc. should be called in during the school year.

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 are directed to these designated areas 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.

Other Types of Drill

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 ALICE, 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, ALICE Training option-based tactics have become the accepted response, versus the traditional “lockdown only” approach.

About the ALICE Program

- “Kids are taught in realistic terms what to do in case of danger” (p. 30).
- “ALICE is much like a fire drill or a tornado drill. Its purpose is to prepare students...” (p. 31).
- “Children should be taught to follow directions the first time given in an emergency” (p. 30).
- “Students should be able to STOP, LOOK, and LISTEN to announcements at the time they are given” (p.30).

Source: Cook, J., & Hyde, M. H. (2014). I'm not scared ... I'm prepared!: because I know all about ALICE Training Institute. Chattanooga, TN: National Center for Youth Issues.

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.

Field Trips

Field trips to many locations in our region are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form.

Any student who takes medication daily at school must have the medication permission form completely filled out. This form has a section about field trips. The MD needs to give medical instructions for how the medication should be given on field trip days. Nurses do NOT routinely go on field trips.

Sometimes a small amount of money may be requested from each student to help defray the trip costs. Individuals who volunteer to chaperone field trips must follow the guidelines for clearances as set forth under Gateway Policy No. 916 – Volunteers. The entire Gateway Volunteer Policy is available online at www.gatewayk12.org.

Insurance Program

A student insurance program is available for all students. This is a voluntary program, paid for by the parents. Details as to coverage and charges are sent home in September, but the insurance can be purchased at any time.

Since a reputable firm sells the policy and the extensive coverage is inexpensive, parents are urged to purchase this protection. Coverage includes accidents that occur while traveling to and from school, during school hours and during school-sponsored activities. Twenty-four hour coverage, dental accident insurance and optional life insurance are available. This insurance policy covers all school athletic teams except senior high school interscholastic football.

Health Services

Pennsylvania State Requirements

A **physical examination** is required for students entering school for the first time in kindergarten or first grade and the sixth and eleventh grades.

A **dental examination** is required for students entering school for the first time in kindergarten or first and in third and seventh grades. Families are encouraged to have their own family doctors and dentists perform these examinations. The school does arrange for school examinations, once a year, for children who do not have their own doctor or dentist. Students not returning a PRIVATE PHYSICIAN REPORT will be offered an examination by the school physician.

Medications

Any medications, including over-the-counter products, that must be used at school by a student should be taken directly to the nurse's office (or the main office if the nurse is in another building) as soon as the student arrives at school. A written order from the physician, including the instructions for how to handle field trips. Written parent permission must also accompany the medication.

Immunization Requirements

Pennsylvania Immunization Laws require all students to have proof of immunizations as a condition of attendance at school. The exact day/month/year of the immunizations should be sent to the school nurse. The following minimum immunizations are required at all grade levels:

Diphtheria and Tetanus – Four (4) or more properly-spaced doses of DTP, DTaP, TD or DT, with one (1) dose administered on or after the fourth birthday

Polio – Four (4) or more properly-spaced doses of any combination of oral polio vaccine or enhanced inactivated polio vaccine, with one dose after the 4th birthday

Measles – Two (2) properly-spaced doses of live measles vaccine (preferably MMR) with the first dose administered at 12 months of age or older or a blood test to prove immunity

German Measles (Rubella) – One (1) dose of live rubella vaccine (preferably MMR) administered at 12 months of age or older, or a blood test to prove immunity

Mumps – Two (2) doses of live mumps vaccine (preferably MMR) administered at 12 months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by a physician

Hepatitis B – Three (3) properly-spaced doses of Hepatitis B vaccine

Varicella (Chicken Pox) – Two (2) doses of live varicella administered at 12 months of age or older, or chicken pox immunity which has been proven by laboratory testing, or a written statement of history of chickenpox disease from a parent, guardian or a physician.

All students in grades 7-12 must have the minimum immunization requirements listed above plus:

Tetanus/Diphtheria and Pertussis – One (1) dose (Tdap after the 10th birthday)

Meningitis Vaccine – One (1) dose (after the 11th birthday) and a second dose on entry to 12th grade or when the student turns 16 years old.

Communicable/Contagious Diseases

Students with skin rashes, inflamed eyes, sore throats, or fever should not be sent to school and will be sent home until they recuperate or have a written diagnosis and consent to return to school from a physician. If there are any questions or concerns, please contact the school nurse.

Health Screening

Certified school nurses administer an annual vision test in all grades. Hearing tests are also given in grades K, 1, 2, 3, 7, and 11. All students are weighed and the height measured annually.

School Health Record

A Pennsylvania Health Record is kept on file for each student. Information concerning the student's physical condition should be given to the school nurse by the parents or the family physician. Parents should update and complete the Skyward health assessment at the beginning of each year. Health records are **confidential** and information is shared with professional staff on a need-to-know basis.

First Aid

If a student becomes ill or is injured at school, he/she will be cared for by the nurse or nurse's assistant, depending upon the seriousness of the illness or injury. The parent/guardian will be contacted if a referral to a physician is necessary. If the parents cannot be contacted, the persons listed in Skyward as Emergency Health contacts will be called. If necessary, Monroeville's Emergency Medical Service will be contacted.

First aid in the school is limited to injuries that occur at school. (NOTE: INJURIES THAT OCCUR IN THE HOME ARE THE RESPONSIBILITY OF THE PARENTS/GUARDIANS AND MUST BE TREATED BEFORE SENDING THE CHILD TO SCHOOL.)

Transportation of ill or injured students is the responsibility of the parents. Ambulance service in extreme emergencies will be at the expense of the parents.

Please keep the school nurse informed, if your child develops medical problems or conditions that require special attention. The physician should write information and directions to be sent to the school nurse so the school nurse can develop an individual care plan.

Covid-19

Gateway School District will continue to review the Allegheny County Health Department (ACHD) and the Pennsylvania Department of Health guidelines, and

implement the necessary practices for schools. Mitigation strategies may include, but are not limited to: handwashing, physical distancing, facial coverings, and disinfecting/cleaning.

Classrooms will promote healthy hygiene practices. Students will be given time for handwashing and each building will conduct a “handwashing campaign” to demonstrate the appropriate manner to wash hands. Hand sanitizer will be available as resources permit. Physical distancing will be promoted and encouraged.

All Students who enter the nurse’s office with a concern of being sick will have their temperature checked as long as recommended by the Health Department. Any child with a fever over 100.4 will be isolated and sent home. Parents need to have a plan in place in case the need arises to pick up a child with symptoms. Students are to **stay home** until they are fever free (without medication) for 24 hours.

Gateway School District requests that parents notify the building nurse and principal if anyone in a student’s family (living with the student) has tested positive for Covid-19. This information will allow us to be proactive in taking care of everyone in the school buildings.

Signs and symptoms of Covid-19 include the following:

- fever or chills (100.4)
- cough
- shortness of breath
- fatigue
- muscle or body aches
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea
- chills
- muscle pain
- (see chart below)

Questions for parents to consider:

1. **In the last 14 days have you had any of the following symptoms:**

Fever or chills (100.4 or Higher), cough, shortness of breath or difficulty

breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

2. In the last 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID-19?

(Note: Close contact is defined as within 6-feet for more than 10 consecutive minutes, without PPE equipment.)

If you answer yes to any of the above, please contact your school nurse before sending your child to school.

At Home Screening Questions:

Group A 1 or more symptoms	Group B 2 or more symptoms
Fever (100.4 or higher) Cough Shortness of breath Difficulty breathing	Sore throat Runny nose/congestion Chills New lack of smell or taste Muscle pain Nausea or Vomiting Headache Diarrhea

Stay home if, you or the student:

- Have one or more symptoms in Group A **OR**
- Have two or more symptoms in Group B **OR**
- Are taking fever reducing medication.

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 instability in housing and other similar hardships: living in motels, hotels, trailer parks, camping grounds, in cars and other related insufficient 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 may occur to address school selection. This may include 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

Lost And Found

All clothing found in the school is placed in containers located in the hall of the elementary school. Money, jewelry, and other small articles of value are turned into the office. Students may claim them after proper identification.

Meal Programs

Gateway School District participates in the National School Breakfast and Lunch Programs.

- 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

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 child's performance in the classroom as follows:

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

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.

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. 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. Please note that there are TWO ways to obtain free or reduced meals:

- Direct Certification – if you qualify, you will receive a letter from school on the first day notifying you that your household is already approved.
- Complete a "Meal Benefit Application" per the included instructions.

If your child has a sibling in another grade who was free or reduced last year – please let us know. It is sometimes difficult to match siblings. We can apply the siblings' meal status to your child for the first 30 days of school per the USDA "Grace Period" Protocol which permits district's to recognize last year's meal eligibility status for the first 30 days of school or until another eligibility determination is processed. 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](#)

Paying for School Meals:

- We recommend that parents make routine deposits into the computerized system rather than sending cash daily with the student. This practice helps prevent loss or theft of money and speeds up the lunch lines.
- To make payments, please send cash or check (recommended) in an envelope with your child's name and account number listed on the envelope & submit via classroom.
 - **Please also make checks payable to: Gateway School District Food Service**
- The other method for paying for meals is online using a debit or credit card. You can access the link through the Gateway website (go through Food Service) or type

this website into your browser: www.myschoolbucks.com

- Using your child's Student ID Number, you can create an account for your child. Through this account, you can make deposits, receive low balance emails or simply view daily transactions.
- Transactions are tracked by your child's Student ID number (or PIN). Your child's PIN number to purchase meals is the same number as their Student ID

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 6:30 A.M. – 3:00 P.M. daily, or email the Director of Food Service at mlorenzo@gatewayk12.org

Parent-Teacher/Family-Teacher Organization

The Parent-Teacher Organizations and Family-Teacher Organizations in each school have regular meeting schedules. You are invited to attend all of these meetings. The PTO and FTO groups have just one major interest – **YOUR CHILD**. The general purpose of the Parent-Teacher Organizations/Family-Teacher Organizations is to improve communications between parents and teachers. All parents are urged to become PTO/FTO members, support all PTO/FTO projects and to regularly attend meetings. Contact the school office for specific information on the PTO/FTO groups.

Parent Requests For Classroom Teachers

Students will be assigned to heterogeneous classroom groups by the administrator and school staff. School staff consider many factors when making classroom assignments. For example, they consider a range of academic abilities, social mixture, gender balance, individual learning styles, student personality and interaction, students benefiting from being together or separated, overall student behavior, student/teacher considerations, class size, etc. The objective of this process is to produce a well-balanced “workable” classroom. These decisions for classroom placement contribute significantly to the creation of a positive classroom environment, which enables students to function to the fullest of their abilities. Please rely on our professional judgment, and trust that we will

group and provide children with the best possible learning environment. Students and parents will be informed of class assignments in August.

Parties

Classroom parties may be held in October and December. Parents who wish to bring a birthday treat should contact the classroom teacher well in advance to schedule a convenient time to bring the treat. Nutritional treats are strongly recommended. Invitations for parties outside the school should not be distributed at school unless there is an invitation for everyone in the child's homeroom to avoid embarrassment to other students. Refer to Wellness Policy Guidelines.

Public Relations

At times, requests are received from the local newspapers, school district newsletter and TV stations to photograph school children engaged in various school-related activities. For the most part, these public relations efforts deal with POSITIVE school news features. Newspapers attempt to identify the youngsters and print their names in a captioned format. Television stations do not usually identify youngsters by name. If you do not wish your child to be photographed for public relations efforts (i.e., newspapers, TV, video, etc.), please submit your objections in writing and submit to the building principal.

Pupil Services

Counseling Services

The K-4 school counselors conduct a preventive and developmental program aimed at helping each child realize his/her full potential. Counselors visit classrooms to assist teachers in identifying potential problems and becoming sensitive to specific children's needs. The child's total well-being (i.e., physical, social, emotional, mental and environmental) is considered when assessing the child's adjustment to the school experience. Although the major effort of the guidance service is to counsel students, the staff makes itself available to teachers, social workers, parents and school administrators for coordinating and consulting.

Social Worker / Home & 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 establish and maintain close internal contact with students, regular and special education teachers, counselors, school 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 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. Please contact Aaron Smith at arsmith@gatewayk12.org or (412) 373-5856 X75030.

Services for School Age Students with Disabilities or Mental Giftedness

The Gateway School District provides a free, appropriate public education to students with disabilities or mental giftedness according to state and federal rules. To be eligible, the child must:

- Be of school age.
- Have a disability or mental giftedness *and* be in need of specially designed instruction.
- Meet eligibility criteria for one or more of the following disabilities as set forth in the Pennsylvania State Standards: autism, deaf-blindness, blindness, visual impairment, emotional disturbance, specific learning disability, other health impairment, traumatic brain injury, and speech/language impairment, orthopedic impairment, hearing impairment, deafness, multiple disabilities or intellectual disabilities. Services designed to meet the needs of eligible disabled students include:
 - The annual development of an individualized education program (IEP or Gifted IEP). A multidisciplinary reevaluation every 3 years for students with disabilities (except for those students with intellectual disabilities where evaluation is conducted every 2 years).

A range of support for students include itinerant, supplemental, and full time level of special education support within the school district or placement in a special education class outside of the school district.

The extent of special education services for students with a disability or mentally gifted students and the location for the delivery of such services are determined by the parents and the district staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention(s). The school district also provides related services, such as transportation,

physical therapy, occupational therapy, speech and language therapy, and assistive technology if they are required to enable the student with disabilities to derive educational benefits.

Prior to initiation of services, parents of a student with disabilities are presented a "Notice of Recommended Educational Placement/Prior Written Notice" (NOREP) and parents of a mentally gifted student with a "Notice of Recommended Assignment" (NORA) with which they have the opportunity to agree or disagree. If parents agree to the program outlined by the multidisciplinary team and the parent signs either the NOREP or NORA, then the program is implemented for their child. If parents disagree with the program being recommended, they have the right to request IEP mediation and/or a due process hearing. Parents are issued their "Procedural Safeguards" which outlines in detail their legal rights as a parent of a child identified as having a disability or considered mental gifted.

Services for Protected Handicapped Students - PA

Chapter 15 (Section 504)

The school district will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extracurricular activities to the extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental handicap which substantially limits or prohibits participation in or access to an aspect of the school program.

Services for protected handicapped students are distinct from those applicable to disabled students enrolled in special education programs. Protected handicapped students fall under Pennsylvania's Chapter 15, sometimes known by its federal name, Section 504 (of the 1973 Rehabilitation Act). In contrast, students with disabilities who qualify for special education services are covered by regulations contained in Pennsylvania's Chapter 14. While both Chapter 14 and 15 provide services to students, there are technical differences between the two. Additional information about evaluation procedures and provision of services to protected handicapped students is available by contacting the building principal.

Information regarding Chapter 14: Special Education; Chapter 16: Gifted Education and Chapter 15: 504 Service Plan/Agreement procedures and services may be obtained by calling the Special Education Department of Gateway School District at 412-373-5724.

English as a Second Language Services (ESL)

In accordance with state and federal laws that govern programming for English learners (ELs), Gateway School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English.

The purpose of the program is to increase the English language proficiency of our ELs through the implementation of a planned English language development (ELD) instructional program provided by a qualified English as a second language (ESL) teacher. Adaptations/modifications in the delivery of content instruction and assessments are made by all teachers based on students' language proficiency levels and the Pennsylvania English Language Development Standards (PA ELDS) Framework for ELs as well as the PA Core standards. Please contact the Special Education Office for more information.

Recess

Weather permitting, students have an outdoor recess period each day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Shorter outside times are scheduled on very cold days. Always dress your child for outside recess. Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. The staff in charge permits games, reading, or other activities. Parents are not permitted to attend indoor or outdoor recess.

Title I Program

What is Title I?

According to the PA Department of Education, Title I is a 100% Federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. The Title I Reading program includes administrators, teachers, and parents working as a team to accomplish the following:

- identify students most in need of help in reading related areas;
- set goals for improvement;
- measure student progress
- develop instruction that adds to or supplements the regular classroom instruction;
- involve parents in all aspects of the program;
- create successful readers who see the value and experience the pleasure of reading.

Parent Right to Know

Your child attends a school which receives Federal Title I funds to assist students in meeting state achievement standards. This is to inform you about your right to request information about the qualifications of the classroom staff working with your child. We are happy to provide this information to you. At any time, you may ask:

- (1.) Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- (2.) Whether the teacher received an emergency or conditional certificate through which state qualifications were waived,
- (3.) and What undergraduate or graduate degrees the teacher holds, including graduate

certificates and additional degrees, and major(s) or area(s) of concentration.

Parent Engagement Policy

Please refer to Policy 918 (located on the District's website) for the complete parent engagement policy.

Safe Schools

The primary responsibility of the Gateway School District is the education of its students in a safe school environment. Collaboration between members of the entire school, parents, and the community is critical to this safe school effort. Parents are encouraged to check their child's backpack on a daily basis – not only for school communication but to ensure that inappropriate items are not carried to or from school.

Students are urged to report concerns about safety to their parents and teacher. If your child is being bullied, teased, threatened, or feels left out, please contact the teacher, guidance counselor, and the principal. Every effort will be made to address these issues.

Parents, please be advised that during school hours all outside doors of the school will be locked. In order to gain admittance into the elementary buildings, you must check in at the main entrance of the school.

School Police

The School District Police is composed of experienced police officers from various accredited State, County and Municipal Law Enforcement Agencies. The officers' presence in the District shall project a professional uniformed officer who is receptive to students, faculty, staff and parents. The officers will continue to implement the existing policies. The significant increase in the number of experienced law enforcement officers will permit a greater emphasis to be placed on the following:

- Visitors Entering School Property.
- Perimeter (i.e. Exterior Doors and Parking Areas)
- Student Activities
- Sports, and Extra-Curricular Activities
- Potential Conflicts and Signs of Bullying
- Security at all Schools in the Gateway School District

School Closings- Snow Days / Inclement Weather

When weather conditions are questionable, check the district website or Skyward for all weather related delays/closings.

If road conditions deteriorate during a school day, district officials may order an early

dismissal. All delays and cancellations will be communicated by district administration via Skyward messaging center. Please ensure that all contact information is updated in Skyward. If it is necessary to close the schools during the day because of an emergency, your child should know where he/she is to go upon arriving home. These plans should be reviewed on a regular basis with younger children.

Flexible Instructional Days (FID)

What is a flexible instructional day?

A Flexible Instructional Day (FID) Program is a tool available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in the traditional manner. School Districts now have the opportunity to develop a Flexible Instructional Day program, enabling schools to meet the 180 instructional day requirement.

What can a flexible instructional day (FID) look like?

The FID program may be online, offline, or a combination of the two. Teachers would have the option to use the various learning platforms such as, but not limited to, Skyward and Google Classroom. Teachers would report to school on the flexible instructional day and would be available via email / phone for parents. Students would be expected to work on assignments that are assigned by their classroom teacher(s). This will look different depending on the grade of the students. Students would have up to 3-5 days to complete and submit the assignment to their teacher(s).

FID Options

The District will have three options when inclement weather or other extenuating circumstances arise; two-hour delay, cancellation, or flexible instructional day. Parents would receive the District's automated alert system, announcing the type of day.

Technology Support for FID

The District will have technology support available during all Flexible Instructional days during the hours of 8:00-4:00. You can reach tech support by calling 412-373-5899 or by visiting <http://helpdesk.gatewayk12.org/> .

School Pictures

Individual student pictures will be taken near the beginning of the school year, usually in September. Make-up day for absentees occurs at a later date. The purchase of student pictures is optional.

Soliciting

Students are not permitted to bring items to school for selling, trading, or ordering purposes unless it is a fund-raising activity sponsored by the school.

Suicide Awareness And Prevention Education

Please refer to policy 819.1 for specific information. If parents should have any questions, please contact your school's counselor or District School Psychologist at 412-372-5300.

Testing

Standardized mental ability and academic achievement tests are utilized in the Gateway School District. Assessment tests are also administered during the school term. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to teachers and counselors in diagnosing strengths and weaknesses in order to provide more effective individualized instruction. Among the various tests administered Acadience and the NWEA MAP. Students in grades 3 and 4 participate in the Pennsylvania System of School Assessment (PSSA), which assesses students in reading and mathematics. Students in grades 4 also participate in PSSA science assessment.

The scores of these tests will be checked carefully and maintained in the school record as long as the child attends schools in Gateway. No individual or agency outside of the school system will be permitted to inspect the child's record without written parental permission. Should parents wish to examine their child's record file at any time, they may arrange to do so by making an appointment with the school principal, teacher, or counselor. Specific information concerning tests may be obtained through the building principal.

Assessments

State Assessments:

- PSSA Testing in English Language Arts and math for grades 3-8
- PSSA Testing in Science for grades 4 and 8

Local Assessments

- NWEA MAP Assessment
- Acadience (formerly DIBELS Assessment)

Acadience Math
CogAT
CDT

Valuables

School personnel cannot be responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (e.g., lunch money) or other important possessions to school, students are responsible for these items.

Vandalism

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include suspension. The school requires that students who damage property or equipment pay for damage. If a student accidentally causes damage, he or she should report it to the classroom teacher or principal, so that the damage is not misconstrued as vandalism.

Visiting Schools

All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitor's badge and a pass indicating their destination. Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. Any person on school property who shall fail to register at the proper school office stating name, address, and purpose or business on school property, or having no legitimate purpose and violating or threatening to violate the rules relating to the maintenance of public order shall be directed to leave the premises. Should s/he fail or refuse to do so, the local police, state police, or sheriff's department shall be notified and requested to cause his/her ejection as a loiterer or trespasser as defined in the Criminal Law of the Commonwealth of Pennsylvania.

PLEASE REVIEW THE VISITATION POLICY #907 on the District's website at www.gatewayk12.org under Board Policies.

Volunteer Program

Each elementary building operates a volunteer program. Parents and other community

members are encouraged to become actively involved in school functions. Contact the school office for specific information on the volunteer program. The entire Gateway Volunteer Policy (#916) is available online at www.gatewayk12.org.

All volunteers must have their Act 34 (Criminal History Background) and Act 151 (Child Abuse Background) clearances in order to serve as a volunteer. These are needed in order to help out at elementary parties, volunteer in the library, chaperone on field trips, or volunteering for any activities in the school. The original clearances must be shown in the school office prior to volunteering. The office will make a copy of the clearances and keep them on file for the duration of your child’s enrollment in the school district. Click [here](#) for additional volunteer information.

Withdrawals

The school should be notified in advance of any students who are moving. This allows teachers and staff to summarize the student’s progress and prepare the student’s file to be forwarded to his/her next school of enrollment.

Appendix

Annual Notice of Policies

Policies can be located by visiting the District website at www.gatewayk12.org. Click on the “Our District” tab, then “School Board.” Select “Board Policies” on right side of page or Click [HERE](#) for Board Policy site.

Policy	Title
103.1	Nondiscrimination – Qualified students with Disabilities <i>The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the District’s website, if available, and in the student handbook. The District shall notify parents/guardians of students residing in the District of the District’s responsibilities under applicable law and regulations, and that the District does not discriminate against qualified individuals with disabilities.</i>
105.1	Curriculum/Material Review
113	Special Education
114	Gifted <i>This is to inform parents of school-aged children residing within the district of its gifted education program. Please refer to the policy for more detailed information.</i>
138	ESL

146	Student Services
200	Enrollment
203	Immunizations
204	Attendance
209	Health Examinations
209.1	Food Allergy Management
210	Medications
218	Student Discipline
218.1	Weapons
227	<p>Alcohol and Drug Use by Students <i>Alcohol and Drug use by students has potentially significant harmful effects. It is the expectation the Gateway School District that students will report to school prepared to learn to their greatest potential, and, in order to do so, refrain from being under the influence of any controlled substance. Appropriate disciplinary measures will be enforced shall a student be found to have violated this policy.</i></p>
237	Electronic Devices
246	Wellness
249	Bullying/Cyberbullying
323	Tobacco
324	<p>Personnel Files <i>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</i></p>
705	Safety
808	Food Service
824	Maintaining Professional Adult/ Student Boundaries
918	Title I Family Engagement
810.2	School Bus Video and Audio Surveillance
815	Acceptable Use
819.1	<p>Suicide Awareness, Prevention and Response <i>The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and</i></p>

	<i>prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources</i>
916	Volunteers
918	Title I Parent Involvement