

GATEWAY ELEMENTARY SCHOOL

2018-2019 SCHOOL HANDBOOK



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Principal Ashley A. Lawson

OUR MISSION

Gateway Elementary provides all children with opportunities to elevate their skills as lifelong learners and leaders.

OUR VISION

In this place, we will respect, nurture, and empower every child to achieve greatness.



Every child at Gateway will **L.E.A.R.N.:**

Lead

Empower

Achieve

Respect

Nurture

OUR BELIEFS

We, the staff of Gateway Elementary, believe:

- ❖ the success of our school depends on the partnership between students, parents, staff, and community.
- ❖ in high expectations for our students to achieve academic excellence.
- ❖ all children are to be treated as individuals with equal opportunities for instruction based on their own learning styles and needs.
- ❖ education is a dynamic process that requires constant re-evaluation to prepare children for the future.
- ❖ curricular and instructional approaches must be balanced and varied, with the goal that each child will acquire the necessary basic skills.
- ❖ in the importance of providing a rich learning environment where children are encouraged to take risks and solve problems.
- ❖ all children and staff share the responsibility of creating a safe and disciplined school environment.
- ❖ all children and adults will be treated with respect, courtesy and kindness, which are taught in cooperation with school, home and community.

Dear Great Gateway Families New and Old,

It is my pleasure to introduce myself as the Principal of Gateway Elementary School! I have been a member of the Woodland Park School District since 2003 and have 30 years in education, loving and serving students and their families.

On a personal note, I was born and raised in Georgia and moved to Woodland Park in the summer of 2003 with my husband and two daughters. We love the community of Woodland Park and all the beauty of Colorado. I am a lover of music, art, and the outdoors. Most importantly though, I am a lover of children and am a passionate educator!

I am very proud to be a long time member of the Woodland Park School District community as a parent and as an educator. My youngest is a Gateway “graduate” and I know from personal experience and from working in the district that Gateway has a strong commitment to growing students academically, socially and personally. I feel very fortunate to be working as part of such a dedicated school community.

As the principal of Gateway, I want you to know that my beliefs drive all my decisions at Gateway Elementary. With that said, it is important for all members of the Gateway family to know my beliefs.

I believe that

- my role is many fold, but two primary purposes are to serve my students, my staff, my families and to help each person achieve his/her personal best
- everyone who walks through our doors—child, adult, rich, poor, brilliant or just average—has the potential to do something **wonderful**
- **wonderful** looks different with each individual

I am looking forward to a wonderful adventure as Gateway Elementary School Principal, and I look forward to getting to know all of our students and their families in August. I believe we will have a fantastic year of fun and learning ahead of us!

Sincerely,

Ashley A. Lawson

Gateway Elementary School Principal
National Board Certified Instructor



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GATEWAY PROGRAMS

Think Tank

We are in our 3rd year of our Think Tank program, which is a passion driven, choice driven enrichment that allows students to pick their own projects and learning outcomes, while still hitting all the standards and skills for their grade level. The idea for Think Tank comes from Google's 20% Time and is often referred to as Genius Hour. Google's 20% Time is a philosophy and policy that every Google employee spend 20% of his/her time (the equivalent of a full work day each week) working on ideas and projects that interest that employee. Employees are encouraged to explore anything other than their normal day-to-day job. As a result, 50% of all Google's products by 2009 originated from the 20% free time, including Gmail. The world saw that real break-through happens when we are free from others' expectations and driven by individual passion. Self-directed experimentation is common in companies like 3M, HP and more with positive results. One stellar example includes Nobel Prize winning physicists Andre Geim and Konstantin Novoselov. The pair won the Nobel Prize for their amazing invention of Graphene, the world's thinnest, and likely strongest, material. They discovered Graphene in their "non-commissioned" lab hours.

What we can take from these examples is that the work outside of the expected, standard curriculum can produce the most creative, awesome discoveries, and some silly, fun discoveries that are natural by-products of a passion-driven journey.

We want our students to be passionate. We want them to know what interests them and we want them to be open to discovering new interests. So we implemented Think Tank. Think Tank provides students with one hour per week to explore their passions, to create wonderful masterpieces, to solve problems, and to delve into new learning. During Think Tank time, students will. . .

- **Lead:** students will take the lead in their own learning, sharing, presenting and collaborating
- **Empower:** students will be empowered to explore their passions and interests and to grow
- **Achieve:** students will achieve at higher levels with greater productivity through critical thinking skills, problem solving skills, creativity and innovation
- **Respect:** students will respect themselves, their peers, the experts, the equipment and the space
- **Nurture:** students will nurture their passions and learning

All students pre-school through 5th grade experience Think Tank at Gateway. Think Tank begins at the beginning of October and runs through March, culminating in an all school Think Tank Showcase. 3rd through 5th grade have Think Tank on Tuesday mornings and Kindergarten through 2nd grade have Think Tank on Wednesday afternoons. Pre-school's exploratory Think Tank is modified to fit the schedule and needs of younger students.

PBIS

Gateway is proud to be a PBIS (Positive Behavior Intervention and Supports) school where we identify, model and celebrate positive behaviors. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children. School wide PBIS systems focus on identifying key behaviors that are actively taught and modeled. In our case, these behaviors are Lead, Empower, Achieve, Respect and Nurture

(L.E.A.R.N.). Throughout the building, we recognize and acknowledge students who demonstrate these behaviors in a number of ways such as school-wide assemblies, morning announcements, DoJo points and Panther tickets. The accumulation of DoJo points and Panther tickets each month provides the student entry into our monthly PBIS celebration. These celebrations are school wide fun events, such as Wacky Field Day, glow in the dark bowling, and scarecrow building, that incorporate physical activity, team building and fun. In the classroom, our PBIS strategies are important tools to decrease disruptions, increase instructional time and improve student social behavior and outcomes. PBIS is a successful tool in our building-wide core belief that we are a family and a community and we work at our best when we work together towards our values.

MindUP and Mindfulness

Neuroscience tells us that the brain is command central. Here at Gateway, we want to help our students understand how their minds work and how their brains influence their actions, their decisions, and their learning. All grade levels use the MindUP teaching curriculum and framework. MindUP. . .

- is science-centric and evidence-based, with over 10 years of research conducted on the program’s efficacy
- is grounded in four core pillars: Neuroscience, Positive Psychology, Mindful Awareness and Social-Emotional learning
- has 15 lessons on topics such as gratitude, mindfulness and perspective taking that are brought to life by our classroom teachers
- provides an immersive discovery experience along with daily practices, such as the guided “Brain Break” breathing exercise
- drives positive behavior, improves learning and scholastic performance, and increases empathy, optimism and compassion.

Additionally, many grade levels and teachers combine MindUP with Mindfulness strategies. Mindfulness in the classroom helps students regulate their behavior and focus on their learning. In a mindful classroom, you might see deep breathing and focusing exercises, you might see dedicated time for written and oral gratitudes, you might hear children talking about the amygdala, hippocampus, and prefrontal cortex, and you will definitely see a class focused on learning.

Social Emotional Learning

Social and emotional learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions. At Gateway, SEL is incorporated into all aspects of our classroom instruction and curriculum. Additionally, this year we are pleased to be able to offer a focused SEL program for those students who need it. This program will incorporate four elements represented by the acronym SAFE:

- Sequenced: connected and coordinated activities to foster skills development
- Active: active forms of learning to help students master new skills and attitudes
- Focused: a component that emphasizes developing personal and social skills
- Explicit: targeting specific social and emotional skills

This program will merge seamlessly with our guidance program and classroom protocols and is just one more important way that Gateway can support its students in our ever-changing and ever-challenging world.

Technology—almost 1-1 building wide!

While we do not have a specific program for technology, Gateway has been growing into quite the tech savvy school! We have dedicated computer lab time (30-45 minutes as appropriate) for every grade level including preschool. During this time we focus on learning how to write and function in a digital age. At the lower levels, some time is devoted to Type to Learn, Starfall, Education city and other education programs. However, even our

youngest students are composing, revising, and editing their writing on computers. We have two full class size computer labs dedicated for our students and their use. Beginning with 3rd grade, we have a one-to-one ratio of technology to students! Each 3rd, 4th, and 5th grade student has a chrome book that is used in a variety of curricula areas from literacy and writing to social studies, math, and science. Our goal is not to shy away from technology and not to give it undue status, but rather to make the most of this valuable tool so that our students leave us with an ability and awareness of the appropriate use of technology.

Guidance/Counseling

The school counselor advocates for students, working to advance their academic, career, personal, and social development. The counselor helps students work through problems that may be keeping them from reaching their potential at school. School counseling at Gateway is done on three levels: individually with students, small group counseling, and guidance lessons. School counselors also involved in:

- Helping to identify and meet the needs of the student
- Providing referrals to outside agencies and serving as a liaison with those agencies
- Serving as a resource for teachers and parents
- Collaborating with special education and administration
- Helping students recognize their own unique potential
- Helping students to develop coping, problem solving, and decision making
- Crisis prevention, intervention, and follow-up

School Counselors can help students with:

- Learning study skills
- Enhancing self-esteem and self-confidence
- Making and keeping friends
- Conflict resolution
- Setting goals
- Learning to practice respect and responsibility
- Adjusting to changes at school and home
- Loss and grief issues
- Dealing with fear and anxiety

Guidance Lessons

The guidance lessons are designed to promote the development of character and the academic growth of our students, using material from Second Step and Mind Up programs. We want all of the students at Gateway to grow into respectful, responsible citizens who are able to contribute in positive ways to their community. Because of this goal, we place a high priority on teaching children specifically what it means to be a person of good character. Lessons are done in each classroom throughout the school year by the school counselor to provide age-appropriate instruction on various aspects of good character.

Second Step

Second Step is a classroom-based social-skills program for children 4 to 14 years of age. The Second Step lessons are taught in developmentally and age-appropriate ways. Gateway students will have this program and it will continue at the Middle School, so we can build on the concepts and use the same language throughout the district. The program teaches self-regulation skills and social-emotional skills to increase school success and decrease problem behaviors—like impulsive and aggressive behaviors.

Second Step teaches children:

- How to identify and understand their emotions and how others are feeling.
- Ways to reduce impulsiveness and choose positive goals
- Ideas for managing their emotional reactions
- Anger management
- Conflict resolution

- Kindness and respect for others
- Resisting negative peer pressure
- Improvement of study skills and habits
- Developing decision making skills
- Being responsible for one's behavior
- Skills for improving personal relationships with friends, teachers and family
- Enhancing self-concept
- Coping with crisis situations

Gifted and Talented

Gateway's GT program serves not only students who are identified GT, but also students who need further advancement in the areas of literacy, math, and STEM. Our program includes small group pull out lessons that focus on higher level thinking skills, push in services that incorporate unique activities into the classroom curriculum, and Think Tank.

Enrichments/Specials

All students participate in music, art and physical education each week. Additionally, students receive an additional day of specials on a rotating basis. For example, a 5th grade student might have art on Monday, Think Tank on Tuesday, Music on Wednesday, PE on Thursday and Music again on Friday. The next week, the Wednesday special would rotate to either art or PE. All our special classes are standards-based, hands on, and engaging. Each grade level has at least one program or special event for specials per year.

Open Gym/Afterschool PE

Gateway offers open gym for students from 7:20 to 7:45am. Open gym is a supervised time for students to begin their day with a fun physical activity. A variety of activities are offered for all students. Due to space and supervision, students are not admitted to open gym after 7:30. Students who arrive after 7:30 will have outside recess.

Additionally, our physical education teacher Coach Cottrell provides monthly after school PE programs for 3rd, 4th and 5th grade students. The program includes activities such as floor hockey, ultimate frisbee and kickball to name a few, as well as other current curriculum being taught in PE. Each after school program is \$15.00 per student and ranges from four to six days for an hour after school. The days do vary with other happenings with the building and or district. After school activities provide extra learning opportunities for students and are great for supporting students in developing a physically active lifestyle and meeting new friends. Permission slips are sent home with students who are interested in participating.

Gateway Ambassadors

The Gateway Ambassadors program provides mentoring, peer counseling and mediation to younger students at our school. The Gateway Ambassadors are fifth graders who are trained in problem-solving and conflict resolution and putting those skills to work on the playground, the lunchroom and in the classroom. The Gateway Ambassadors also provide help at school functions, give school tours, welcome new students and are involved in promoting the school. All Gateway Ambassadors must meet the following criteria: Be good students with good grades, have a positive attitude toward school, be willing to support fellow students, be good listeners and have effective communication skills, and be able to problem-solve effectively, have leadership skills



OPPORTUNITIES through CLUBS and ORGANIZATIONS

Student Council

The purpose of a student council is to help share students' ideas, interests, and concerns with teachers and school principals. They often also help raise funds for school-wide activities, including social events, community projects, helping people in need and school reform. Our Gateway student council is open to 3rd-5th graders and meets every other week. We hold elections in the fall and use a group voting process for all decisions. One of the goals of Gateway STUCO is to develop the leadership and team member capabilities of its group. Each year, we participate in a variety of activities that are voted on by the group. Additionally, we participate in the homecoming parade, we organize and prepare school spirit weeks, we sponsor the school spirit store, and we sell spirit items at Retro Night.

K Kids 🌱

This service organization is sponsored by our local Kiwanis Club and helps make students aware of good citizenship on a school, local, national, and global level. The organization is open to students in grades K-5 and participates in a variety of community service activities, including Breakfast with Santa. More recently, our K Kids has taken over the implementation and growth of our tower garden. Located in our cafeteria, the tower garden provides an opportunity for students to learn about, observe, and taste home grown vegetables.

Gateway Choir

The Gateway choir is a group of hard working young people who are ready to commit themselves to learning fun and challenging music. Rehearsals are every Tuesday morning from 7:00am-7:40am in the music room and all third, fourth and fifth graders are eligible to participate in our growing choir program. Choir begins in September and continues throughout the year until May. Our Gateway Choir is a TEAM activity and we emphasize each member's total commitment and participation to rehearsals as well as performances. In addition to committing to learning fun and challenging music, students participating in choir are learning to be team members who demonstrate our LEARN values (Lead, Empower, Achieve, Respect, Nurture). Membership is a commitment from September through May. This is each student's opportunity to grow as community members and really improve their singing and musical skills—and to have fun in the process!

Chess Club

Do you like to play chess? Would you like to learn? Join the Gateway Chess Club! Chess Club meets every Monday from 3:00-3:55 in the Panther Den. Chess Club starts in September and runs through May. All ages and abilities are welcome, but we ask that kindergartners and first graders bring an adult with them. Parents are encouraged to participate too! For more information, please contact Greg Davis at 686-2044.

LEGO Robotics and STEAM Club

Grade 3-5 students will work with LEGO WeDo and Mindstorms to explore robotics and programming over the course of the year. Some of the groups will complete design challenges and participate in competitions. Science, Technology, Engineering, Art and Math will be combined in a club that builds, invents, designs, and tests using creative problem solving and scientific method. This is a hands-on curriculum for grades 2-5.



SCHOOL LIFE

School Hours

BEFORE SCHOOL SUPERVISION	7:35 on the playground
SCHOOL HOURS	7:45-2:55
Preschool AM.	7:35-10:35
Preschool PM	11:45-2:45
OFFICE HOURS	7:20-3:30
BREAKFAST	7:20
OPEN GYM	7:20 (no entry after 7:30)

Gateway Mornings:

- We open the school doors at 7:20am to welcome students eating breakfast and attending Open Gym.
- We begin playground supervision at 7:35.
- All students and accompanying adults must wait outside until 7:20am.
- Only parent/guardians with a prearranged meeting with the teacher may enter the building prior to 7:20am.
- Every adult must sign in the office regardless of the length/purpose of the visit. Adults may not visit teacher classrooms unless they have made arrangements with the teacher in advance.

Gateway Afternoons:

- Kinder students exit the front of the building at 2:50 and may be picked up then.
- Parents who walk up to the meeting area are asked to wait outside in front of the school for their student(s).
- Siblings should meet their older/younger siblings outside the front doors or in the commons (for bus riders).
- Students are expected to leave immediately after school unless they are involved in an after school activity under the supervision of a staff member. The Gateway playground and the wooden play park are not supervised by staff after dismissal. Prompt pick up by parents is necessary and expected.

Parking Lot Rules

The parking lot rules are necessary to ensure student safety.

- ****The lane closest to the building along the yellow painted curb is the FLOW LANE** and cars are not allowed to park or be left unattended in this lane.
- When dropping off or picking up students **please move down along the curb as far as possible** and staff will assist your children.
- Please park in a designated parking space to escort students into the building. We have parking in our front lot and across the street.

New Procedures for Entering and Exiting Gateway

Please know that all of our procedures are in place for the safety and security of our students, staff and guests.

To gain access to Gateway:

- ALL access to Gateway occurs through the front main entrance.
- Please ring the buzzer to the right of our main door. You will be greeted and asked how we can help you.
- After you have provided your reason for entering and your student's name, you will be buzzed into the building. Please note: if we do not recognize you or your student's name or if you do not have an appointment, we may ask that identification be held up to the camera.
- Stop at the counter on your right after you pass through the double doors. All sign ins and sign outs will take place here.
- After signing in, you will be provided a pass and an escort (if applicable) to your location. If you are waiting on your student do not go beyond the stop sign.

To leave Gateway:

- If you have already signed out your student and that is your only business, you may leave as soon as your student arrives at the front of the school.
- If you signed in and received a visitor's pass return to the counter near the front doors and sign out. Return your visitor pass and collect your identification, etc.



STUDENT TARDINESS AND ATTENDANCE

Responsibility to Attend School

Every student, under the age of 17, has the responsibility to attend school and be punctual in reporting to classes. Gateway and Woodland Park School District comply with the Colorado School Attendance Law, which sets forth the principle of compulsory school attendance. According to state statute, any student who has four or more unexcused absences in a course over the period of a month or ten days in a school calendar year is truant. One of Gateway's goals is to prepare students to be successful in academic and social life; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations. Whenever students are absent, the quality of their education as well as their classmates' education is potentially compromised.

Both absences and tardies will be recorded each morning. For the attendance register to be kept accurately, the office **MUST** be notified if a student arrives at school late, leaves during the school day or is unable to attend. If absence cannot be avoided, please phone the office to let the secretary know your child will be absent or tardy. Please feel free to leave a message with the student's name and other pertinent information. As a record keeping tool, absence notification letters will be sent home after the 5th, 8th, and 12th absences.

If your child is absent, and the office does not have information on the reason, you will receive an automated phone call from the school asking you to contact the office with the information. This practice is for you to have confidence that your child is under the watchful eye of caring and responsible adults at all times. If you know of an upcoming extended absence, please contact the school office for pre-arranged absence procedures. Please help us to assist you in assuring safety for your children. If you have any question, please contact us at any time. Additionally, you may refer to the Parents Info and Students Rights and Responsibilities (WPSD RE-2).

Regarding **Tardiness**, it is important that students learn promptness, both for now and later. The opening of each school day is very important. Activities, daily schedules, rules and expectations are covered the first thing in the

morning. Please help us to ensure that your child is arriving on time in order to receive all the necessary information for a successful school day.

We understand that there are times when a student must be absent from school due to sickness or other serious reasons; however, regular attendance is the foundation and prerequisite for acquiring an appropriate education. Time lost from school due to medical or dental appointments, family vacations or outings, etc. is valuable time lost from a student's educational experience.

If your family is planning an extended trip, please talk with your child's teacher and contact the office for our **Extended Leave Form**. The advance notice allows time for the classroom teacher to prepare lessons for the student. **Please note that these absences DO count toward accumulated absences.**



CHANGE OF EMERGENCY INFORMATION

Doctors and hospitals require parent permission before providing any services for a child less than 18 years of age. **IT IS EXTREMELY IMPORTANT THAT THE SCHOOL HAVE CURRENT INFORMATION ON HOW AND WHERE TO CONTACT A PARENT IN AN EMERGENCY SITUATION.** Parents are also requested to **PLEASE** notify the school if there is any change made in the information on the school information sheets, such as phone numbers, place of employment, address and emergency phone numbers.



HEALTH SERVICES

Gateway Elementary School does not have a full-time school nurse. We recommend that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication (**prescription or over the counter**) at school, all **three** steps **MUST** be followed:

- ✓ A written order from your physician stating medication, dosage, and times.
- ✓ Medication must be in the original labeled container. All medication will be kept at the nurses' office.
- ✓ Written permission by the parents giving the school district direct authorization to assist with medication.

We believe that it is critically important that students be in class as much as possible. However, if at any time, an adult thinks that a student needs to be seen by the nurse, he/she sends the student with a red nurse's pass to the office.

In general, Gateway follows these guidelines when sending students to the nurse's office during the school day.

- Students are ALWAYS sent to the nurse's office for "The 7 Bs":
 - *Bleeding (beyond a band aid fix)

- *Burning up (fever)
- *Broken bones
- *Barfing
- *Breathing Problems
- *Blood Sugar Issues (If diabetic)
- *Bump on head



STUDENT POLICIES

To ensure that we have an optimal learning environment, we teach, model, and expect L.E.A.R.N. and H.A.L.L.S. behavior in and around our building at all times.

L.E.A.R.N.

- Lead
- Empower
- Achieve
- Respect
- Nurture

H.A.L.L.S.

Students moving from one location to another in the building are expected to demonstrate H.A.L.L.S. behavior at all times. Individual students leaving the classroom will have a pass that specifies their destination.

- Hands to self
- All eyes forward
- Low speed
- Lips zipped
- Single file on the right

To support our culture where respect and courtesy are of paramount importance, you can expect to see and hear the following:

- ☺ Everyone using words and phrases like “please,” “thank you,” “excuse me.”
- ☺ Staff members visible before and after school and during transitions to model positive behavior and to provide a supportive presence.
- ☺ Teachers delivering and picking up their students from recess, lunch and specials and ensuring H.A.L.L.S. behavior.
- ☺ The principal visible in the hallways (whenever possible) positively acknowledging and supporting students.
- ☺ Posted Word of the Week which serves as a positive character reminder.

Student Dress Expectations

School dress can greatly influence a positive learning environment. Wearing appropriate clothes that do not distract from learning is most helpful. We ask that you adhere to the following expectations:

1. No flip flops

2. Age appropriate dress for elementary school
3. No make-up or colored lip gloss/lipstick. If your child comes to school wearing make-up, she will be kindly asked to wash it off.

Colorado's weather is known for its unpredictable nature. Snowstorms and cold weather are possible any day of the school year and are often unforeseen. Proper dress is essential for your child's safety and comfort during recess and the trip to and from school.

Playground Expectations

Students at Gateway are respectful of adults, peers, and their school facility. They interact positively with each other, follow the directions of the staff, treat trees and other grounds assets with respect. Students make safe choices for themselves and others. They:

- Stay within the boundaries of our playground and/or those specified by adults
- Use equipment for its designated purpose only
- Leave at home potentially harmful equipment (metal or wood bats, hard balls, etc.)
- Leave all toys, stuffed animals, trading cards, etc., at home or in the classroom. Toys are not allowed on the playground.
- Leave rocks, sticks, and snowballs on the ground
- Use swings appropriately—seated, one at a time, without jumping out
- Use slides appropriately—seated, facing forward, hands and feet inside
- Use 2 finger touch in all games and avoid tackling.

Bicycles (and other wheeled items)

Bicycles must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking his/her bike. For safety and liability reasons, skateboards, scooters, shoes with wheels, and in line/roller skates are not allowed at Gateway.

Student Valuables

Students should not bring large amounts of money or electronic devices to school. If phones are brought to school, they must remain in the student's backpack or risk confiscation. At all times, students are responsible for their personal property. The classroom teachers and the school are not responsible for lost or stolen items.

Lost and Found

Lost and found is located just past the front office in the wooden benches. All clothing items, including coats, hats, gloves, should be labeled with the student's first and last name. Items left in the lost and found will be given to a service organization on the last afternoon before breaks and/or as needed for space.

New and Returning Student Class Assignment

Gateway Elementary uses a two (2) week waiting period for all new students before a final class assignment is made. If during the first two weeks of school, we find your child's needs can't be met in the assigned class, you will be notified that we are considering a move to another classroom. If a change is necessary, we will make this change as soon as possible within the two-week period. We are doing this to allow children to be placed in the best learning environment possible. Our goal is for the best possible fit between your child and his/her classroom. We hope that this will assist your child in having a good year at Gateway Elementary.



BUILDING REGULATIONS

1. Any student needing to leave school prior to dismissal time **MUST** be signed out through the office by the parent.
2. Students staying in from recess must have a signed note from parents and must be staff supervised at all times during the recess period.
3. Students will not be allowed to use school telephones without a valid reason. PLEASE – no unnecessary calls!!
4. Teachers should be given a full day's notice to prepare make-up work for a student who has been absent long enough to warrant the need.
5. We love to help students celebrate birthdays but due to student & staff allergies, flower and balloon bouquets will be held in the office until the end of the day.
6. Parents are always welcome to visit and view the many interesting and fun activities the students may be involved in. All visitors must report to the office, leave a photo ID, sign in, and obtain a visitor's badge. All Adults in the building must have a visitor's pass or district issued ID badge.
7. **Please make arrangements at least a day ahead to visit a classroom.**
8. Parents and family members are welcome to come and have lunch with their students in our cafeteria. However, to maintain the safety of all students and to ensure that playground rules and behaviors are maintained appropriately, parents are not allowed to be on the playground with students during recess. We are happy to accommodate indoor recess with your student in the library or Panther Den.
9. Students are responsible for the appropriate use/care of all textbooks. Fines will be assessed for damaged books.



SAFE SCHOOLS LAW

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not co-extensive with the rights of adults because the school is a special setting. The courts have recognized that school officials need flexibility to be able to control student behavior in the schools and at school activities.

The Safe Schools law is intended to ensure the safety of all students while attending school. It mandates specific rules and consequences. Please note: The use or possession of drugs, alcohol and tobacco products is prohibited. Weapons of any kind are not allowed on school grounds. Bullying and physical harm of another person is not tolerated. These serious infractions will be handled according to the law.



CHILDREN AND SNOW SAFETY

Though schools cover several safety lessons in these areas, parents need to discuss the following kinds of questions with their children.

- As your child gets off the bus, or is out playing in the snow, what should happen if the wind whips up and a “white-out” situation occurs? Wait there? Walk? Go to a neighbor? Call for assistance?
- What should be worn to school? Many days’ students leave home in clear, sunny weather only to return in a chilling down pour or drifting snow. What kind of clothes will give a child protection in such unpredictable weather? Hats, gloves, waterproof parkas, boots, and layers of clothing are always a good idea. **Are these items labeled with the child’s name?**
- If a child is out playing and snow starts blowing and drifting, what about taking shortcuts home? What are safe and unsafe ways to get home? How can “markers”, like trees, houses, fences, or poles help when visibility is poor?
- What are preventive means to guard against frostbite or low wind chill factors?
- If a student gets home after school and the parents get “stuck” and cannot make it home or Ute Pass is closed, what does the child need to know about the heat, taking care of animals, who to call for assistance, what to eat, what to do if the electricity goes out? Does the child go to a neighbor or home? Does the child have a key?

Rocky Mountain Search and Rescue, television and radio stations, Ski Patrol and Scouting Organizations may also be contacted.



SCHOOL CLOSING

In the event of severely inclement weather, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio and television stations. An information number, 687-6137, and our district website, wpsdk12.org, is also available for information. **Please make sure we have UPDATED personal information on registration cards!**



MEDIA CENTER

Students are encouraged to use the Media Center for any informational needs. The Center offers a full range of services, including access to many forms of technology. A building Media Specialist will be available to assist those who need help.

The Media Center is open during the school day. No fines are charged for overdue materials, but students will be charged for lost or damaged items. Students are encouraged to use the Media Center with the guidance of their classroom teachers.

The mission of the school library media program is to support the school’s curriculum, promote an enjoyment of literature and assist students in accessing, using, and evaluating information to become life-long learners.

You should be aware that our Media Center policy permits all children access to materials in the collection. If you desire to limit your child's access to Media Center materials, you should make your desire known to your child, their teacher and the media staff. We will work with your child in helping him/her select appropriate materials.



INTERNET ACCESS

Internet access is available as an instructional tool at Gateway. Parents who wish for their child to have access to the Internet will need to sign the District's [Acceptable Use Agreement](#) and the [Gateway Student Rules for Using the Internet](#) form.



REPORT CARDS

Report cards will be given out each quarter with Parent/Teacher Conferences scheduled near the end of the first and third quarter. The Parent/Teacher Conferences are scheduled for each child at the elementary level and are a very important event. We attempt to reach 100% parent attendance at each conference.



ASSEMBLIES

We begin each school year with morning assemblies that welcome students, orient them to our LEARN and HALLS expectations, and build our Gateway community. We repeat these assemblies on the first day back from a long holiday as well. Additionally, throughout the year, we hold assemblies for music programs, fire safety, and other special presentations. Notification of assemblies will be included in newsletters and posted on the Gateway website calendar. In the spring, we will hold our PBIS Awards Assembly to recognize academic and character excellence for the school year. Invitations will be sent out to parents/guardians and family and friends are welcome.



CAFETERIA

Our cafeteria offers breakfast and lunch for purchase for all staff and students. All food services in the Woodland Park School District are contracted through Chartwells Food Service. We offer breakfast at 7:20-7:35, 2nd Chance Breakfast at 8:40 for 1st, 2nd, and 4th grades and at 9:00 for PK, kinder, 3rd & 5th grades, and lunch scheduled by grade level. The elementary schools have a “closed campus” policy during lunchtime. This means that all students are to remain on school grounds for lunch unless a parent comes to the office to take the student to lunch away from the building, in which case parents **MUST** sign the student out and back in after lunch.

The cafeteria at Gateway

The purpose of the lunch period is to eat a healthy lunch while practicing important social skills with peers.

Students:

- Eat lunch in the cafeteria unless they are having a prearranged lunch with a staff member who will escort them to the classroom or lunch location.
- Walk only in the cafeteria
- Sit appropriately at the tables
- Clean up after themselves
- Remain in their seats and talk quietly until dismissal time
- Immediately become silent when the lights are turned off



SAFETY DRILLS

Safety drills will be held within the first two weeks of school and may be repeated several times to ensure that safety procedures are known from the first day. After that, they are held monthly throughout the school year. Instructions are posted in each classroom. Each room in the building has a designated primary and secondary emergency exit route. When the alarm rings, students will form an orderly line to leave the room. No one is to pass another in line. Running and talking are not permitted. Students are to listen to their teacher’s instructions and remain a safe distance from the building until the “all clear” signal is given.



COMMUNICATION

In this digital age, a great deal of our communication will be through our Infinite Campus messenger and our website. Please be sure to read all newsletters and communications. In an effort to be more cost effective and environmentally friendly, we will only send notes home with the youngest child in your family. You may also find our district website helpful, wpsdk12.org. You can connect to our School website from here and link to a classroom teacher’s e-mail. We encourage all families to sign up for our Parent Portal.

Please check the school year calendar so you are aware of holidays and in-service or conference days when students will not be attending school. Our school staff publishes a monthly school newsletter that includes a calendar of events and other important information.



SPECIAL SERVICES

TITLE I LITERACY

Title I Literacy is for students who are having difficulty performing at grade level in reading and math. Referrals for Title I Literacy are made by the classroom teachers directly to Title I teachers. Title I teachers then administer a diagnostic test to the child and determine if the child is eligible for either program.

Rti/MTSS

Response to Intervention/Multi-tiered system of support is made up of a team of staff members who work together on behalf of a student who needs additional support. The goal is to brainstorm, implement, monitor, and revise interventions to help that student be successful. Referrals are made through the regular classroom teacher.