

# Gateway Building Procedures

## School Hours

School Hours - 7:45-3:00 pm

Before School Supervision - 7:30 am Students are allowed to enter the building

Breakfast - 7:30 am - served in classrooms

Preschool School Full Day - 7:50 am - 2:50 pm

Preschool AM - 7:50-10:50 am

Preschool PM - 11:50 am - 2:50 pm

## 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.

## 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.

## 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.

### **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. On the day of your child's birthday, a birthday announcement will be made and he/she will come to the office to receive a small gift.
6. Students are responsible for the appropriate use/care of all textbooks and computer equipment. Fines will be assessed for damaged books and Chromebooks.

### **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](http://wpsdk12.org), is also available for information. Please make sure we have UPDATED personal information on registration cards!

### **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.

### **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 7:30 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 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. 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.