THE Gateway SCHOOL
SUCCESS STARTS HERE

Parent and Student Handbook

2023-2024

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SUCCESS STARTS HERE

Dear Gateway Families,

Welcome back to The Gateway School for a new year of learning!

Whether you are already familiar with Gateway or just joining our community, this Parent and Student Handbook is for you. It contains all the important information you need to know about Gateway; information about our routines, policies, and expectations for parents and students; plus, whom to contact with questions or for help.

After reading this handbook, the most important thing for you to do is to complete all the required forms in the online My BackPack portal. These forms are mandatory, and your child will not be able to start school in the fall without them submitted in advance.

Second, every parent is automatically a member of the Parents Association (PA), so I encourage you to contact the officers and be as involved as your schedule allows this coming year. The PA is the best way to keep informed and involved in all that happens while your child is at Gateway.

Finally, please anticipate joining us for the Back to School Cocktail Reception which will be held in the fall. This event is the first opportunity of the school year to meet with the entire school community, and I hope to see you all there.

If you are unsure of any school policies or procedures, this handbook serves as your first "go to" resource. More than likely, the answer will be contained here. You can always access this handbook through My BackPack or print it out at home.

I look forward to seeing you at school!

Kind regards,

Laurie Gruhn
Head of School

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Updated July 1, 2023

This handbook contains information about the policies and practices of The Gateway School of New York (herein after referred to as “Gateway”, “The Gateway School”, or “school”). It is prepared and produced as a service to the Gateway community. Included are descriptions of school programs, policies and procedures, and important guidelines for parents and students regarding the safety and well-being of the children enrolled in Gateway. The information in this handbook is confidential and is intended for the private use of Gateway families. It is forbidden to share, reprint, or use this for charitable or other solicitations or to allow other people or organizations to use it for any purpose.

THE GATEWAY SCHOOL MISSION

The Gateway School is a K-8, independent day school that transforms the lives of bright students with language-based learning disabilities and attention deficits. At Gateway, our students become skilled, strategic learners and confident self-advocates. Relying on direct, multisensory instruction and guided by an integrated curriculum, expert faculty teach students the language, literacy, and critical thinking skills that are the foundations for success in mainstream educational settings and beyond. Gateway believes a close relationship between the school and parents provides essential support as students grow and seek to realize their potential. In small classes and as members of a diverse and inclusive community, Gateway students experience academic and social success, recognize their strengths, and are empowered to become independent learners.

NON-DISCRIMINATION POLICY

The Gateway School does not discriminate on the basis of actual or perceived race, creed, color, ethnicity, national origin, religion, age, gender, gender identity, disability, marital status, partnership status, sexual orientation, citizenship status, or any other characteristic protected by law in any of its educational policies or programs, admissions, hiring, financial aid, or any other school administered activities or programs.

DIVERSITY, EQUITY, INCLUSION, & BELONGING

The Gateway School's mission is to transform the lives of bright students with language-based learning disabilities and attention deficits. We believe it is necessary for our students to be fully prepared as responsible citizens for the world beyond Gateway. This includes social and emotional growth within a diverse, inclusive, and equitable setting.

We welcome and actively support a community which includes but is not limited to diverse racial and ethnic identities, religions, sexual orientations, socioeconomic status, family composition, abilities, ages, and gender identities. We are committed to Diversity, Equity, Inclusion, and Belonging in our community, while recognizing this is an ever-evolving topic. Ultimately, we strive to build a safe, respectful, responsive culture, as well as a community that is grounded in connection and understanding, with an appreciation of and the opportunity to learn from our differences.

FINANCIAL AID

A limited amount of need-based financial aid is available each year. Families of returning students should apply to FACTS Management prior to January 12, 2024 to ensure consideration for an award the following year. Requests submitted after that date will be reviewed on a rolling basis and are subject to remaining availability. Families of incoming students should indicate interest in financial aid during the admissions

process. Apply for financial aid at www.gatewayschool.org/admissions/tuition-financial-aid/ and then contact the Business Office once the application is submitted.

THE SCHOOL DAY

Daily Hours

Students begin their school day promptly at 8:00 a.m. Monday through Friday. Students may arrive at school as early as 7:40, when doors open for arrival. Lower School students are dismissed beginning at 3:05 p.m., and Middle School students are dismissed beginning at 3:10 p.m.

The school's office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. The school calendar (www.gatewayschool.org/school-life/calendar-page/) lists the days on which the school will close early; a notice will be given if any others are added during the year.

SchoolPass App

The Gateway School uses the SchoolPass app for all arrival, dismissal, and attendance tracking. All families must sign up for SchoolPass for arrival and dismissal before the first day of school. You will receive more information about signing up in August. If you are a returning family who already set up their SchoolPass account last year, you may use your same login information.

Arrival

Between 7:40 a.m. and 8:00 a.m. each morning, please leave your child at the Main Entrance on the Plaza Level (located approximately 20 feet west of the center lobby at 211 West 61st Street), where they will be greeted by a staff member. Any caregiver dropping off students during the regular morning arrival time is responsible for helping their children get in and out of the car. Gateway personnel are not permitted to help students out of the car and must remain at the door for arrival duties. Bus monitors will similarly be in charge of walking bus students to the door. If a student rides a bicycle to school, they will not be allowed to store it on campus, and it must be sent home with the parent or guardian. Similarly, the school has minimal storage for scooters and skateboards. Parents are encouraged to limit their child's use of these items for transportation to and from school.

Transportation is offered through the New York City Department of Education.
Please see page 8 for information and guidelines on DOE Transportation.

Transit Metro cards are available for certain children. Please contact Bridget Morgan at bmorgan@gatewayschool.org after July 10 for information regarding these cards.

The start of the school day is 8:00 a.m. Advisory and Homeroom classes begin promptly at 8:00 a.m. Students will be noted as tardy starting at 8:20 a.m. Please ensure your child is arriving at school on time and ready for classes. If your child is running late, please submit this on the SchoolPass app as soon as possible. For students taking DOE buses in the morning, a late bus arrival will not affect your child's attendance record. If your child was picked up late by the bus, please report the late arrival on SchoolPass. This will notify all appropriate teachers and administrators.

Dismissal

Dismissal begins at 3:05 p.m. for Lower School and 3:10 p.m. for Middle School from the Main Entrance to the school, and concludes by 3:15 p.m.

All Middle School students are dismissed as walkers. For all other grades, if you or a caregiver are picking up your child, use the SchoolPass app to check-in at dismissal. All Lower School students will wait inside the school building until their pick-up person has checked in on the SchoolPass app. Once the pick-up person is logged onto the "Carline," the school will dismiss the student to meet them outside at the street level door.

Unless you have made prior arrangements for an early pick up, you or your caregiver will have to wait until at least 3:05 p.m. to retrieve your student. If you want your student dismissed early, they must be picked up by 2:40 p.m. No student will be dismissed between 2:40 p.m. and 3:05 p.m.

It is important that all students are picked up on time. This applies both to the end of the school day and to our After-School Clubhouse and Athletics programs. Being on time ensures a smooth transition home after a long day at school. Moreover, there are no staff members available to stay with your student once the school day or after-school activities end.

CHANGES TO YOUR CHILD'S ARRIVAL/DISMISSAL PLANS:

1. All parents and guardians must update changes to their student's arrival and dismissal information through the SchoolPass app. Please do not email your child's teacher and the Main Desk with any updates; simply add the information to the SchoolPass app. It will notify all appropriate staff members.
2. If your child rides the bus, please email your child's bus matron if you are changing your child's dismissal plans.

3. The Main Desk must have email confirmation from each family involved when two or more children are scheduled for play dates that necessitate any changes in their dismissal plans.
4. If any person the school does not know and who was not previously listed as an Authorized Driver will be picking up your child, you must add their name as an Authorized Driver on the SchoolPass app.
5. Divorced or separated parents who have joint custody: If you are making a change to the dismissal plan that is in effect through the remainder of the school year, the Main Desk (maindesk@gatewayschool.org) needs written notices from both parents.

DOE Transportation

Transportation through the New York City Department of Education works best when everyone follows the NYCDOE regulations. Drivers and monitors are not required to wait more than a few minutes for any child to board the bus, so we suggest you have your child ready at the time your monitor specifies. This ensures that all the children on your student's bus will arrive at Gateway on time.

For questions concerning DOE transportation, the following guidelines may prove helpful:

1. If a bus is late, call the Office of Pupil Transportation (OPT) Customer Service line, which will contact the bus company by radio. While bus drivers and monitors are not allowed to talk on cell phones, it is always recommended to know the name and cell number of your child's bus driver.
2. In general, service problems are the responsibility of OPT, and discipline problems are addressed by the school (see Code of Conduct on p. 34).
3. The student's Individualized Education Plan (IEP) defines what busing services OPT will provide. Parents need to provide medical documentation that specifies on the IEP the busing services that will meet the student's needs. Education Law (EL 3635) in New York State does not contain a maximum length of time that a pupil may be expected to spend riding on a school bus; however, it is accepted that en route time must be reasonable. While districts attempt to limit travel time to one hour, students may legally spend up to 90 minutes in each direction when the factors are held to be reasonable by the Commissioner of Education. *If the bus rides are too long for your child, it is important for you to advocate directly with the Office of Pupil Transportation.* Parents may petition for limited time travel as a mandate on their child's IEP.

REMEMBER: During the first days of school in September, it takes the bus drivers and monitors several days to become familiar with their routes. Therefore, the times for morning pick-ups and afternoon drop-offs may be delayed initially.

An overview of NYC DOE Transportation, including contact information and specialized transportation, can be found at https://www.schools.nyc.gov/school-life/transportation/transportation-overview.

Absences

If your child will not be in school for any reason, please submit this information on the SchoolPass app as soon as possible. If your child travels by bus, you should also call your child's bus company.

If your child has a contagious illness, please let our School Nurse know immediately in order to help us maintain a healthy school environment (nurse@gatewayschool.org).

If your child is out of school for three days or longer, we require a doctor's note upon their return. This note should state the nature of your child's illness, that they are no longer infectious and may return to class, and that your child is able to participate in all school activities. The same note should also state any limitations on your child's participation.

If your child has a fever of 100˚F, please keep them at home for a full 24 hours after the fever subsides before sending them back to school and follow current COVID-19 guidelines. If you have any questions, please speak with the School Nurse, at ext. 812. For all doctor appointments, please schedule appointments after school hours.

See Additional Policies on p. 15 for the Homework Policy when a student is absent due to illness.

School is occasionally open during religious holidays. If your family will be observing a religious holiday and your child will be absent from school, please alert the Main Desk so that they may be excused from school. Please see p. 15 for the Homework Policy during religious observances.

Lateness

The school tracks lateness to school and, in Middle School, lateness to class. Attendance and tardiness are part of a student's permanent educational record. Homeroom/Advisory begins promptly at 8:00 a.m. Consistent lateness will impact a student's academic performance. Parents should address issues of lateness with buses (see DOE Transportation on p. 8) and otherwise prevent lateness as an ongoing issue. If your child is running late, please submit this on the SchoolPass app as soon as possible.

When students arrive late or return from an appointment, they must come straight to the school building even if their class is currently off campus (for example, at the park). Students should not go directly to an off-campus location.

Vacation Policy

Regular attendance is required of all students with the exceptions being illness and family emergencies. Research on what works for children with language-based learning disabilities and/or attention deficits shows that they learn best through consistent and planned class instruction. Homework reinforces their work in the classroom but does not replace it. When a student is not in attendance, they do not receive the sequential and incremental instruction along with the reinforcement that is necessary for building skills and understanding. Their absence will impact academic progress.

Families with children enrolled in other NYC schools sometimes choose to remove students from Gateway when their siblings are on vacation. Missing school for this, or any reason, means the Gateway student will not be present for valuable instruction and work. Gateway discourages parents from removing students from school for family vacations that occur while classes are in session.

When parents remove a student from school for a vacation, they often ask teachers or other staff members to provide make-up work for the student to complete during their absence. **It is Gateway's policy that neither regular nor make-up schoolwork will be provided to students who miss school for a vacation while classes are in session.** Teachers will do their best to work with your student upon their return to provide instruction in concepts and to complete missed work. In general, Gateway cannot ensure a student's progress when the student is absent for an unscheduled break and otherwise repeatedly or excessively absent.

Other Early Dismissals and Absences

Gateway does not condone early dismissals or absences to allow students to participate in alternative programming of any sort and/or extracurricular activities.

Your Student and the Program

As an independent school, Gateway has developed a unique curriculum that teaches students the skills, strategies, and content which empower them to become independent learners. Students are assigned to ungraded classes in the Lower School and to graded cohorts in the Middle School. For both Lower School classes and Middle School grades, students are grouped within a limited age range by learning profile and language and social development. For skills-specific classes, such as Reading, Writing, ELA, and Math instruction, students are grouped within a limited age range by skill

level, and they rejoin their Homeroom class or graded Cohort for Social Studies/Humanities, Science, and Arts. An overview of the full curriculum can be found at www.gatewayschool.org/academics/.

We support students' academic progress by providing selected related services. All students receive additional instruction and remediation in Language. In the context of our Social Development program, students receive instruction in social skills, social communication, understanding themselves as learners, and self-advocacy. The youngest Lower School students receive Occupational Therapy in small groups. Older Lower School students receive Occupational Therapy as needed and on a "push-in" basis in the classrooms. Occupational Therapy is not offered in the Middle School.

Questions and Issues

A parent's first point of contact is the Head Teacher of their Lower School student's class or their student's Advisor in Middle School. This is the individual most familiar with your student's schedule and the events of any school day.

The Head Teacher of each Lower School class spends the majority of the day with the students in their class. As a result, the Head Teacher is the person best positioned to speak about issues as they arise, whether they pertain to instruction, activities, homework, or student interactions.

In the Middle School, we rely on an Advisory system. Advisors are responsible for tracking their advisees' academic and social progress, providing day-to-day support and guidance for the student and family, and creating a sense of community. The Advisor is in contact with their advisees' teaching team, therapists, and specialists in their work with the student. Advisors are the primary contact for families regarding questions, updates, or concerns regarding the child or their program. Each Advisory meets daily during morning and afternoon Homeroom (8:00-8:25 a.m. and 3:00-3:10 p.m.).

From time to time, you may want additional insight or to discuss broader concerns. The next point of contact is the appropriate Division Program Specialist or Division Director (either the Director of Lower School or the Director of Middle School). In some instances, it is reasonable to speak directly with the Psychologist, Language Therapist, or Occupational Therapist of your student's division or the school's Director of Language and Literacy. The Administration, Faculty, and Staff Directory appears on www.gatewayschool.org/about- us/faculty-staff-directory/.

Please remember that throughout the day, our faculty is either teaching, preparing for instruction, or engaged in other work with students. When you email them, please do not expect a response until after school hours. If

you would like to speak to them on the phone, please send an email to schedule a call.

Privacy and Communication

The Gateway School is committed to creating a safe and welcoming community in which everyone seeks to avoid insensitive behaviors and to be aware of other people's feelings and reactions. To this end, parents should communicate **directly and privately with the school** when their children report that something troublesome occurred at school. If you choose to email the school about an issue involving other student(s), respect the privacy afforded to you and all our families. **Refrain from sending emails with copies to other people who may or may not be involved.** Whatever the justification, broadly distributed emails may violate another family's privacy and must be avoided.

Privacy relieves the feelings of self-consciousness and shame that may interfere with a reflective and honest conversation. Sometimes, a child needs direct instruction in how to resolve a misunderstanding with a classmate, or time to process a wrong and commit to righting it. To do the hard work that these moments call for, a child or parent needs to feel secure. Privacy makes this possible. Every time we engage with families, we are committed to individualizing our teaching so that students learn from their mistakes. And, as our students become more socially adept and stop repeating their mistakes, we do not hold on to the past. Our focus is on helping our students change and grow in desirable and hoped-for ways.

Class and Group Placement

Lower School

In an ungraded program, students are grouped for Homeroom within a limited age range, and these groupings may shift from year to year. Both academic factors and the social-emotional development of the student impact Homeroom assignment. For Reading, Writing, and Math, students are grouped within a limited age range based on proficiency and stage of language development. In addition to regular reviews of homework, quizzes, tests, and writing assignments, we assess students informally and regularly. When warranted, we adjust our skill-based groupings to ensure that each student is properly placed to receive intensive support in their areas of greatest need. The school will notify parents when a change is to occur in their child's grouping.

The decision of when to transition a Lower School student to the 5th Grade Bridge Program is made by program administrators in consultation with Lower School faculty. Starting in the fall, administrators observe the academic classes of Lower School students who will be 10 years old by the following fall. Faculty collaborate to

help students who are ready to transition successfully to the 5th grade. In the spring, a meeting is held for parents to discuss the transition.

Middle School
Three times a year we conduct informal assessments in Writing and Reading, as well as after each curriculum unit in Mathematics. These assessments guide the goals and monitor progress of English Language Arts (ELA) and Mathematics groups, which target specific academic needs so that students can learn most effectively. They also help inform the instruction your child receives in Humanities and Science. These groupings are a part of Gateway's pedagogical process, and we continually assess and reflect on each student's progress and placement throughout the year. Program administrators, learning specialists, and faculty work together to design the goals, curriculum, and arrangement of each group. As a result, groupings are flexible, and students may move between groups throughout the year in order to accommodate specific learning needs.

Homework Policy

Lower School
In the Lower School, the purpose of homework is to reinforce what has been covered in class, to create a habit of making time after school for studying, and to introduce the basic executive function skills of planning, organization, and time management.

When students first begin to receive homework, it is assigned by their Reading, Writing, and Math teachers. As part of the 5th grade Bridge Program into Middle School, 5th graders will have Science and Social Studies homework later in the school year in order to help gradually increase the homework demands that will be present in Middle School.

While we encourage students to do their work independently, a component of daily homework in the Lower School is for the student to read aloud to a parent or caregiver. If your child has difficulty completing a particular assignment, it is important for the teacher to be made aware of this difficulty. When a student does not complete their homework, the teacher will address the issue. Questions or concerns about homework should be directed to your child's Homeroom teacher.

Middle School
The purpose of homework is to provide students with opportunities to practice independently what they have been learning in school, as well as to develop the strategies and skills required to start, complete, and submit multiple assignments. Their work should be clear and neatly presented, which not only demonstrates the student's best effort and pride in their learning, but also ensures that the document is legible and accurate should they need it for test preparation. Additionally, students are provided with opportunities to seek teacher feedback and make appropriate revisions. Homework expectations are as follows:

Organization

Jane Doe
January 25, 2024
Ms. Jones
Humanities
Current Event Questions

- Uniform heading on top left of page
  - First and last name
  - Date
  - Teacher
  - Subject
  - Title
  - If typed, heading should be single spaced. See example in the box above.
- Uniform formatting
  - All numbering is on left side of page.
  - Holes should be on left side when using loose leaf paper.
  - Typed font: Times New Roman, size 12, double-spaced
  - Assignment should be stapled to response.
  - Staple belongs at top left corner of the page.
- Consistent neatness
  - All writing must stay in the boundaries of lined response sections or be completed on an attached piece of loose-leaf paper.
  - No doodles or drawings may appear anywhere on the page.

Writing Requirements, Spelling, and Punctuation

- All words must be spelled correctly if provided in a word bank, elsewhere on the page, or in strategy notebooks.
- All sentences must be complete, with correct punctuation, and meet all expectations of the homework assignment, including sentence minimums.

Feedback

- All previous feedback should be applied; teachers will not accept repeat errors.

Homework is due on the day and by the time specified by the teacher. Hard copy assignments should be completed, printed and stapled at home, reviewed, and filed in the correct folder in the student's binder or accordion. Digital assignments are due the night before the assignment's due date and must be submitted via Google Classroom. **All homework must be completed independently. On the rare occasion that a child requires support from a parent or tutor, the adult should sign the homework and provide a brief note that characterizes the assistance provided.**

Homework will be assessed based on conceptual understanding and quality. The quality of homework will be assessed using the expectations described in the bulleted list above (and *not* content understanding). Each assignment will be marked with one of the following:

- check plus or 3/3 (✓+ or 3/3, work shows student's best effort and is of exceptional quality)
- check or 2/3 (✓ or 2/3, the work is complete with very minimal errors)

- check minus or 1/3 (✓- or 1/3, the work is incomplete, complete with errors, or complete but of poor quality)

Any assignment receiving a check minus or that is otherwise considered incomplete will be made up for homework the following evening or over the weekend, as determined by the teacher. Students cannot use the lunch period to finish or revise incomplete assignments. Conceptual errors will continue to be addressed on an individual basis by the teacher, likely by re-teaching of material in class or during a lunch or homeroom period.

Additional Policies

Occasionally, classes are in session during a religious holiday. Families who observe the holiday are permitted to opt-out their child from homework during the observance period. Please notify your child's Homeroom teacher or Advisor if this is the case.

When your child misses *more than two days of school due to illness*, parents may request missed work via an email to their child's teachers. At the teachers' discretion, classwork or homework assignments may be sent and include reading word lists, math fluency sheets, and/or independent class work and homework.

Structures at Home

Since homework relies on executive function skills, the routines and procedures for planning, organizing, goal setting, and time management are part of the homework process. While the work should be done independently, students may need support for developing strategies for building good study habits. The information below may be helpful.
Support your student by providing consistency and predictability:

- *Workspace* - Set up a dedicated space where homework can be completed daily and free from distraction.
    - Some students may need to complete their homework within close proximity to an adult who can monitor focus and attention to the task, especially if their work requires the use of a computer.
    - Remove non-essential technology such as cell phones and social media.
    - Some students find it particularly difficult to focus on homework when other family members are engaging in fun, enticing, and distracting activities, so setting a "quiet time" for the whole family may be necessary.

- *Routine* - Establish a consistent homework routine with the following in mind:
    - Students' schedules may vary, depending on after-school activities, so creating as predictable and consistent a schedule as possible is important.

Some families find it very beneficial to set a specific homework schedule for each day of the week that takes into consideration the child's other after-school commitments.
    - Make the schedule visible by posting it where your child can read it easily. Good locations around the home are the wall or bulletin board by their workplace, on the kitchen refrigerator door, on the dresser, or on bathroom mirrors.
    - Add a break for stretching or a small snack during the homework period that is brief and does not disrupt the routine.
    - Reviewing the planner or the assignments on Google Calendar should be the first step in the homework routine. It helps the students set a plan and get themselves organized. Creating a checklist or to do list is another strategy to support time management and self-monitoring.
    - Print homework or digitally submit homework and pack up the bookbag as part of the homework routine.
    - Clean up and maintain the homework workspace in preparation for the next day.

Encourage and monitor your student through the end of the homework routine:

- Students record their homework in their Google Calendar or a planner in their homework folder. Caregivers can review the calendar or planner with their student to ensure that the student has completed all assignments. Caregivers should also sign up for Guardian Summaries in Google Classroom.
- Remind your child to check for accuracy.
- Many assignments are given an estimated time duration or ask the students to indicate the starting and stopping points. This is important for developing self-monitoring and time management skills. Setting a timer for each assignment or for the total homework time period is recommended so students can monitor themselves.
- If a student is struggling to complete an assignment or takes longer than estimated, writing a note or leaving a comment on the digital assignment is suggested. This will help the teacher review any misunderstandings in class or make a note of the time needed for future assignments.
- If doing homework is a source of problems at home, please let us know. We can provide additional structures both inside and outside of school.

Set and maintain clear expectations to guide your student as they learn to study and complete homework independently:

- A clear statement of your expectation (that your child will do their homework assignments as requested by the teachers daily) is essential to this process.
- *Computers* - Some of our assignments require the use of computers. Since students are easily distracted by the Internet, chatting, games, music, etc., you should familiarize yourself with the security and parental controls on your child's

computer, and an adult should supervise them when work is being completed on a device.

Outside Services (Tutoring)

Homework that the student can complete independently is the best support for our instructional program. Therefore, we discourage the use of outside tutors for homework and content areas. Often, tutors are unfamiliar with the instructional programs and approaches used by the school and do not understand how content is taught in the service of skills and strategies. As a result, they may work at cross-purposes, and students become confused. However, if the school believes that outside support would be helpful for a specific reason, we will recommend it to the family. Parents should speak to the Division Director for help with recommendations. Parents seeking tutors for ISEE testing should contact Heather Ironside or Danielle Tandet in Admissions at admissions@gatewayschool.org.

Any requests regarding an outside service provider should go through the Division Director. They will provide an initial phone consultation with the family about the purpose and goals. Since we provide families with comprehensive reports about each student's progress several times a year, namely through Parent-Teacher Conferences and report cards, we ask that families share this information with the outside service provider. Should additional communication with the service provider be deemed necessary, the Division Director will make the necessary arrangements. This may include a conversation with a teacher but will not include sharing Gateway's proprietary curriculum.

After-School Clubhouse and Athletics

The Clubhouse: Through the Clubhouse, Gateway offers a variety of after-school programs. Gateway's faculty and outside professionals teach these classes from 3:30 to 4:30 p.m., Monday through Thursday. There are two seasons of programming (fall and winter/spring). Parents will be emailed when a new season's programming becomes available. Additional questions about the Clubhouse can be directed to Bridget Morgan at bmorgan@gatewayschool.org after July 10.

Athletics: Gateway offers an Athletics program for students in grades 6-8. Sports teams include soccer, basketball, and softball. The Lions of Gateway play interscholastically. Our teams typically meet twice weekly after school during the season. Specific information about After-School Athletics is posted approximately four weeks in advance of each season (fall, winter, spring). Questions should be directed to Joel Perez, Physical Education Teacher and Athletics Coordinator, at jperez@gatewayschool.org.

Neighborhood Walks

During the school day, Gateway teachers occasionally take students outside to explore the surrounding neighborhood (parks, Lincoln Center, etc.) for recreation as well as instruction. This may include simply walking to a park or observing areas of the community for an art project. One or more teachers will always escort students.

Emergency Drills

The Gateway School has carefully planned and practiced evacuation routes in the event of an emergency in the building. As required by New York State and the City of New York, at least twelve emergency drills are completed during the school year. Several of these take place early in the school year to familiarize employees and students with our procedures.

The primary assembly area during a temporary evacuation is West End Avenue between 61st and 62nd Streets; the secondary assembly area is 60th Street between Amsterdam and Columbus Avenues. In addition to fire drills, Gateway also practices other drills such as a lockdown ("Safety Drill") in which students and staff are instructed to shelter in their classrooms until further notice. The school evaluates its emergency procedures before, during, and after drills and on an ongoing basis to maximize the safety and well-being of its entire community.

Dress Code

The daily dress code reminds students of the distinction between the focused nature of the school day and the more relaxed atmosphere of after-school activities and home. It also supports their enthusiasm for and sense of belonging to The Gateway School community. Gateway's dress code is simple and straightforward.

Top – Polo Shirt or Polo Dress
A Gateway polo shirt or dress with the Gateway logo must be worn every day.
Either of the following options is acceptable:

- **Polo Shirt with Gateway Logo:** Available through *Lands' End*, any polo shirt color is allowed. Your student must own at least one in the "classic navy" color.
- **Polo Dress with Gateway Logo:** Available through *Lands' End*, any polo dress color is allowed.

Pictured on the next page are examples of the **Gateway polo shirts and polo dresses** in a wide range of available colors.

Inner Layer
A long-sleeved T-shirt may be worn underneath the polo shirt or dress. This top must conform to the guidelines for clothing worn on Dress Down Days detailed below.

Outer Layer – Sweater, Fleece, Sweatshirt, or Vest
A layer of clothing may be worn over the Gateway polo shirt or dress. The following options are acceptable:

Sweaters/Fleeces/Sweatshirts/Vests: These are available through *Lands' End*. While the Gateway logo is not required on sweatshirts, fleeces, sweatshirts, and vests, these clothing items must be solid navy blue and plain. **No other writing, graphic or embellishment is allowed.**

Pictured below are examples of the **sweaters, fleeces, sweatshirts, and vests** that conform to our dress code.

Middle School Recess Option – Dry Wick Athletic T-Shirt
Middle School students participating in P.E. or Recess may wear the following dry wick athletic T-shirts. Other T-shirt options are not permitted.

Bottoms
Students may wear bottoms (pants, shorts, skirts, dresses) of their own choosing, with the following conditions:

- Solid colors are recommended.
- Shorts must have at least a 5" inseam. Bermuda or midi-length is recommended.
- Swim trunks are not permitted.
- Skirts cannot be shorter than 4" above the knee.

Shoes
Sneakers or rubber-soled shoes are strongly recommended and required for students' participation in Recess, Movement, and P.E. If your child wears footwear other than sneakers or rubber-soled shoes to school, be sure to keep a pair of sneakers suitable for active play at school.

- Flip-flops and backless sandals are not permitted.
- Shoes with a heel higher than 1" and sneakers with wheels are not permitted.
- Rain and snow boots can be worn during arrival and dismissal but not during the school day.
- Younger students should wear sneakers with Velcro until they are proficient at tying shoes independently.

Outerwear
Students may wear outerwear (coats, jackets, etc.) of their own choosing during arrival and dismissal and while traveling to/from an off-campus location, but not during the school day. Students are encouraged to keep a dress code compliant sweater or fleece at school for those occasions when they are cold (see examples on p. 19).

Please label all student clothing in case it gets lost. Students in the Placement process will be exempt from the dress code on days when they are interviewing at other schools.

The school will inform the family when a student is not complying with the dress code and will lend them appropriate attire to wear for the day (except for footwear). Parents are responsible for laundering and returning the borrowed item within two school days.

If possible, the school will discuss dress code issues with the student privately and discreetly. The best way to ensure that your child will not feel uncomfortable about their outfit is to guide your child to follow the rules each morning. Compliance with the dress code is one of the many aspects of school life that benefits from a strong parent-school partnership.

The school reserves the right to send a child home if they are consistently not in dress code.

Dress Down Days
These will be announced in advance. On these special days, students may wear tops of their own choosing, with the following conditions:

- Straps on tops or dresses must be at least 1.5" wide; "spaghetti straps" or shirts with rips or holes are not permitted.
- No clothing that is deemed vulgar, obscene, or libelous, or that denigrates others on account of race, creed, color, ethnicity, national origin, religion, gender, age, gender identity, sexual orientation, citizenship status, or disability. Clothing may not promote or endorse the use of alcohol, tobacco, or illegal drugs, and/or encourage other illegal or violent activities.
- In general, clothing that reveals the midriff, is low cut, or reveals underwear is not permitted.

Parents are required to acknowledge in My BackPack that they have read, understand, and agree to abide by the dress code by **September 1, 2023.**

Non-School Parties

Gateway encourages parents to be sensitive when planning social events or parties for their children outside of school. Inclusion should be the guiding principle. Stress can occur with children coping with learning differences, so parents should strive for inclusion whenever possible. If a party will include a significant number of children, include everyone in the class or grade. If a party will be very small, use your best judgment—schedule it for a weekend and not immediately after school, and avoid posting to social media and using text messages. Guard against hurt feelings in a way that takes into account the modern digital age.

REPORTING ON STUDENT PROGRESS

We report on student progress in several ways and throughout the school year. The combination of our approach to reporting offers families detailed assessments of their child's progress within our program.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice a year in the fall and the spring, and these dates are posted on the school calendar far in advance. These meetings bring together parents with classroom teachers, advisors, and related service specialists to discuss their child from several perspectives. Guided by our belief that we must always ask "Who is This Child?", we talk with parents about how their child is developing linguistically, cognitively, academically, socially, and physically. With this holistic perspective in mind, we meet with parents to acknowledge their child's areas of growth, to identify hurdles, and to discuss how we will harness their strengths as we seek to remediate areas of weakness.

Because the school attempts to schedule a large number of individual conferences over a limited period, parents are urged to accommodate their designated time slot to the best of their ability. If you cannot make your assigned time, we cannot guarantee that all members of your child's teaching team will be present. Only parents who are legally responsible for their child's education are invited to Parent-Teacher Conferences.

Report Cards

Report cards are posted in My BackPack soon after each academic semester has ended. Each Lower School student's report card will include a specific report on skills and a brief overview of curricula for Reading, Writing, Mathematics, Social Studies, Science, Arts, and Physical Education. Each Middle School student's report card will include a specific report on skills and a brief overview of curricula for ELA (Reading and Writing), Mathematics, Humanities, Science, and Research. Parents will also receive a narrative highlighting the curriculum covered in Arts and Physical Education.

Standardized Tests

Students who are age 9 or older by December 31 take a standardized test in the spring of that year. This testing focuses on skill development in Reading and Math and is diagnostic, which means the test highlights deficiencies in skill acquisition. Together with the results of our ongoing assessments, the information gleaned from these tests helps the administrators better understand each student and informs the focus and instruction of our skill-based groupings. We administer diagnostic testing as follows:

- Students ages 9 and older take the Group Reading Assessment and Diagnostic Evaluation and the Group Math Assessment and Diagnostic Evaluation (GRADE/GMADE).
- The exception is 7th grade students; this group takes the Iowa Test of Basic Skills (ITBS). The ITBS is an achievement test that provides some diagnostic insight, and its scores can be converted to New York State achievement test scores. Since we have students interested in attending public schools, this is a reasonable way to diagnostically support all our rising 8th graders, while also providing the required achievement testing for those transitioning to public settings.

Placement

Gateway is always working to prepare students to transition to mainstream school settings when they can do so successfully. The goal of the Placement process is to find the right match for every student and to support families throughout the year-long application process. In any year, the majority of students in transition are graduating from 8th grade. The Director of Placement guides parents through the

many steps in this Placement process, initiating the conversation in the spring semester of 7th grade.

Through regular student assessment and discussions with parents about their child's overall learning profile and development, administrators and faculty may also identify younger students (non-8th graders) ready to transition out of Gateway. In these cases, the Division Director will typically initiate a conversation with the family, but any parent interested in learning more about their child's readiness to transition to a mainstream setting is encouraged to contact the Division Director. Questions about a Lower School student transitioning to Middle School should be directed to the Director of Lower School.

A list of schools to which Gateway students have been accepted in recent years can be found in the "Academics/Placement" section of the website.

Additional Conferences & Meetings

Gateway hosts meetings for all parents or specific groups of parents throughout the year to keep them abreast of the school program and to help them plan for the future.

- *New Family Initial Conference*: At the beginning of the year, Division Directors will invite parents of incoming students to an initial conference. This is the parents' opportunity to meet one-on-one with Directors. Families will also have the chance to meet their child's teachers. Like the Parent-Teacher Conferences, we ask parents to be flexible about their meeting times.
- *New Parent Orientation*: At the beginning of the year, all new parents will be required to attend a Parent Orientation. This orientation occurs at the beginning of school and precedes the fall Curriculum Night.
- *Curriculum Night*: All parents are required to attend Curriculum Night in the fall, which is a prime opportunity to meet teachers, learn about Gateway's direct instruction, and discover which skills and content will be taught.
- *Directors' Meetings*: At set points during your child's career, parents are invited in for Directors' Meetings. Directors' Meetings are meant to discuss the students' needs and how the school program will meet them, whether transitioning from the Lower to Middle School or in preparation for high school.

Other meetings include but are not limited to Positive Parenting Talks and PA Meetings. These meetings are announced throughout the school year and reminders are sent by email.

Whenever either Gateway educators or the parents feel it is important, an additional conference can be held. These meetings often require participation by faculty and therapists who would otherwise be teaching and by outside professionals, so we have identified a time of day when our personnel can participate, and outside professionals are often available. **Gateway has designated 8:15 to 9:15 a.m.**

Monday through Friday as the time during which we will hold such meetings with Lower and Middle School families.

COMMUNICATION

Gateway communicates with its parents and the larger community in several ways and with specific goals:

- to provide parents and students alike with a clear explanation of the organization and procedures upon which the successful operation of our program relies, as well as our expectations of parents and students,
- to disseminate announcements and provide timely notice or reminders of upcoming events,
- to facilitate communication among families within the community,
- to guide parents as they seek immediate answers to questions,
- and to explain our reporting procedures.

It is our policy to include both parents in all our private, written correspondence and, in the case of separated and divorced parents, to include the parent(s) with the authority to make educational decisions. Below is a listing of the various ways in which we communicate with our families.

My BackPack

My BackPack is an online portal for parents and should be your first stop for personal profile information, school forms, and documents. To access My BackPack, visit www.gatewayschool.org, and click on the "Parent Login" button in the top-right corner. The username and password are the same as what you used for your enrollment contract (if you are a new parent) or your re-enrollment contract (if you are a returning parent).

The three most important sections of My BackPack are:

- "My Profile": Click on this area to make changes to your mailing address, phone number, or email and to add emergency contacts. **The school considers the self-reported data contained here as the most up-to-date source of information for your family.**
- "My Forms": This section contains electronic forms that must be submitted online before the start of the school year.
- "Message Center": This section contains both informational documents and forms that can only be completed in hard copy. It is updated throughout the year. You may download and/or print these documents and forms at home.

Emergencies

In the event of an emergency and you need to contact the school, please call 212-777-5966 ext. 0 to speak with the Main Desk.

For the school to contact parents, it is essential that we have parents' daytime telephone numbers, cell phone numbers, and email addresses. This applies to each and every parent. To supply this information, fill out the "My Profile" section of My BackPack prior to the start of the school year.

If any of your contact information changes during the school year, please log back into My BackPack and enter the changes in the "My Profile" section as soon as possible. The successful delivery of information is dependent upon accurate contact information for each student. **To ensure accuracy, you must update this information yourself in My BackPack.** Please refrain from asking others to update it on your behalf.

In addition, **parents are required to provide Gateway with emergency contact information for other individuals authorized to pick up their child** (e.g., nannies, grandparents, parents of a classmate) in case the school must close for an emergency. School personnel will remain on site until all students have departed safely.

If an emergency requires medical attention, The Gateway School sends students to Mount Sinai West Hospital. The emergency entrance is located at 1000 10th Avenue (at 59th Street), New York, NY 10019. We notify parents immediately when an incident occurs. The emergency department's direct line is 212-523-4000.

In the event that the school population must evacuate the building and cannot return, Gateway has made arrangements with The Professional Children's School, located on 60th Street between Columbus and Amsterdam Avenues, to serve as our designated meeting place.

School Closings and Connect 5

The Gateway School uses an automated system, Connect 5, to send a telephone and/or email message to parents with important information about school closings, snow days, delays, or emergencies.

As a general rule, when the New York City public schools close, Gateway will also close. By listening to the radio (1010 WINS) for announcements of school closings, you can find out the status of New York City public school closings to obtain an indication as to what will be the case at Gateway. However, you must also check for a Connect 5 notification from Gateway. Sometimes, we remain open. If Gateway is open

on a day when the New York City public schools are closed, there will be no bus service provided by the Department of Education.

Please note the following:

1. Connect 5 messages will be sent to those individuals in the "My Profile" section of My BackPack whom you have identified as emergency contacts.
2. Caller ID will display the school's main number (212-777-5966).
3. If no one answers the phone, Connect 5 will leave a message on the answering machine or voicemail.
4. If you answer the phone and the Connect 5 message stops playing, press 1 and the message will replay from the beginning.

During school closures for snow days, Gateway students will take part in asynchronous learning. Work will be posted on Google Classroom for students to complete at their own pace and time. There will be no live Zoom instruction.

Weekly Email "Blast"

Every Monday while school is in session, parents receive an email "Blast" that contains reminders and announcements of interest to all our families. The Blast publishes valuable information for each week, including important dates, upcoming events, and links to sites we believe will be useful resources for our families.

To gain the full benefit of the Blast, it is important to read it in its entirety. Often, it contains several equally important notices. Not all of these can appear on a computer or mobile device screen at once; please scroll down to get the full benefit of the Blast.

Parent Directory

In the fall, Gateway posts a Parent Directory PDF in the "Message Center" section of My BackPack. The purpose of the Directory is to facilitate communication among the members of our school community.

In general, personal information about families and students is not disclosed by the school without prior written consent. We do make an exception for "directory information." "Directory information" includes a student's name, class or grade, parents' names, home address, telephone and cell phone numbers, email addresses, and work numbers of their parents.

Please remember that the addresses, phone numbers, and email addresses of Gateway families that appear in our Parent Directory are confidential. They may not be used for anything other than school and community communication and school business.

Additional Guidance on Whom to Contact with Questions

Below are general guidelines on whom to contact for certain issues. Refer to the Staff Directory on www.gatewayschool.org/about-us/faculty-staff-directory/ for email addresses.

Emergency	Main Desk	
Arrival, dismissal, attendance, absences	SchoolPass app and Main Desk	
Transportation	Bridget Morgan	Assistant to the Head of School
Health and medication issues	Lucy Khong	School Nurse
Homework issues in Lower School	Head Teacher of student's class	
Homework issues in Middle School	Advisor of student or Program Specialist	
After-School Clubhouse	Bridget Morgan	Assistant to the Head of School
After-School Athletics	Joel Perez	Physical Education Teacher
Tuition & Financial Aid	Maureen Ryan	Chief Financial and Operating Officer
Advocacy and funding issues related to Carter Funding	Sharyn Lico	Director of Academic Support

Administrative matters	Christy Brockhausen	Assistant Head of School & Director of Lower School
	Julie Nguyen	Director of Middle School
	Laurie Gruhn	Head of School
General issues	Main Desk	
Gifts and Fundraising	Jennifer Cherney	Chief Advancement Officer

Access to School Records

1. Parents have the right to read their student's educational records. Education Records are securely maintained on Gateway's premises. Please call the appropriate Division Director for an appointment. An administrator or someone they designate will review them with you and answer any questions. Records can be reviewed Monday to Friday from 8:15 to 9:15 a.m.
2. Education Records include documents pertaining to an individual student. These can be report cards, therapeutic progress reports, summaries of information transmitted to a local school district, attendance reports, standardized test reports, and significant communications between parents and the school. The Education Record may include selected samples of student work that are considered representative, but everyday classroom work and homework assignments are not retained as part of the student's Education Record and are not routinely available for review by parents or guardians.
3. Gateway will make copies of records at your request. A fee of $0.10 per page will be charged for more than fifteen pages.
4. When a parent thinks there are inaccuracies in the student's record, they may contact the Head of the School. The Head of School will arrange for a review. A parent may add a letter of explanation to a student's file, if they believe the information in the record is misleading.
5. Information in a student's record will not be released without the parent's express written consent, except under the following circumstances:
    a) A student's records may be reviewed within The Gateway School by Gateway professionals for the purpose of meeting the student's educational needs.
    b) Persons with whom Gateway has contracted to perform a specific task may also have access to your student's records to help Gateway teachers or administrators perform their responsibilities.

c) Directory information, as defined starting on page 26 of this handbook, may be released without parental consent unless the parent has advised the school that it may not do so.

BRINGING PERSONAL PROPERTY TO SCHOOL

We ask that students do not bring valuable items or money to school because they may get lost. If it is essential for your student to bring money to school on a specific day, please send it in an envelope labeled with their name. If your child is in Lower School, the teacher will hold on to a personal item until the end of the day. We expect Middle School students to be responsible for their own valuables and/or personal possessions. Students can store such items in their lockers, but we do not allow locks on any lockers.

Please refer to Gateway's Acceptable Use of Technology policy starting on page 37 of this handbook for details about bringing personal electronic devices and cell phones into school. We ask that families pay special attention to our policy regarding the use of such devices while in school.

Hats or head scarves may not be worn inside school. The sole exception is a head cover worn for religious reasons.

Please label all of your student's outdoor clothing. Since outerwear often looks similar, labeling allows our staff to identify clothing left at school and return it to the appropriate student.

Gifts

On behalf of all parents, the Parents Association expresses the parents' appreciation of Gateway's faculty and staff in a variety of ways. The Association gives a gift to each faculty and staff member before the Winter Break and prior to the end of the school year. In the spring, the Parents Association hosts a lunch in honor of all members of the faculty and staff. At this time, parents provide lunch and a small gift for each participant.

Families who wish to acknowledge staff may only give handmade items, mementos from the students, gifts, or gift cards of $25 or less in value.

While Gateway faculty and staff appreciate the thoughtfulness of food gifts, in keeping with the food policy, homemade baked goods cannot be accepted.

Pets and Animals

Pets will not be allowed in the common spaces and classrooms of The Gateway School. Exceptions are made for pets that are identified as Service Animals. An individual

seeking to bring a service dog to School may be asked to identify the specific work or task the dog has been trained to perform. In the absence of special circumstances, this exception for Service Animals does not apply to pets that serve as "emotional support animals" or "therapy dogs." Requests for permission to bring an emotional support animal to School must be directed to the Head of School at least two business days before a planned visit. A note from a New York licensed health professional may be requested and specific accommodations may apply.

HEALTH REGULATIONS

The New York City Department of Health requires all students to have a thorough medical examination before they are allowed into the school. The medical examination report on record with Gateway can never be older than twelve months. If the report on record was completed prior to June 15, 2023, you will be asked to obtain a new examination once the report is out of date. This new report must be completed in a timely fashion; otherwise, your student will not be allowed into the school. In addition, all students must be fully immunized and show proof of vaccination against COVID-19 before they can enter the school.

All health requirements and forms are available in students' Magnus Health portals. Parents must submit the completed forms electronically before September 1, 2023. Please contact the School Nurse at nurse@gatewayschool.org if you have any questions.

Medicine Dispensed to Students in School

If your child requires administration of any medication during school hours, including prescriptive and non-prescriptive medications, you must adhere to the following procedures.

1. The Medication Administration form, available in the Magnus Health Portal, must be completed by **both your child's prescribing physician and a parent** and returned to the school prior to the start of medication administration.
2. The parent must deliver the medication to the school in a ready-to-administer form (e.g., pre-cut if needed), and in its original container bearing the pharmacy label indicating:
   a. The student's name
   b. The name and phone number of the issuing pharmacy
   c. The licensed prescriber's name
   d. The name of the medication and the prescribed dosage
   e. The frequency of administration
3. Whenever there is any change in dosage and/or timing of administration or there is a new medication, Gateway must receive this new information in

writing from the licensed prescriber with an updated Medical Administration Form.

4. All over-the-counter medications to be dispensed during the school day require the Permission for Over-the-Counter Medications form (OTC form), completed by both a parent and physician. If there are additional medications to the ones listed on the OTC form, please indicate these on the OTC form and send them into the Health Office in their original container with the student's name and dose listed.
5. Students may not bring medication into the school without a written physician's order. This includes students who self-carry and self-administer inhalers or other emergency medications.

Student Health Designations

The Gateway School supports Independent and Supervised Students only, unless they require a Student Accommodation Plan as a *Nurse Dependent Student*.

Independent Student: Independent Students will be allowed to carry and self-administer their rescue medication.* To be approved as an Independent Student, a child's parent and physician must both sign off on the Medication Administration Form (available on the Magnus Health Portal). The student must additionally be approved by the School Nurse. For an Independent Student, staff intervention and support is needed only during an emergency. (Note, this is not allowed for any controlled substances.)

*Designation as Independent or "Self-Carry" allows 8th grade students to go off campus for lunch.

Supervised Student: Supervised Students will self-administer their daily prescribed medications with the assistance of, and under the supervision of, a trained administrator or teacher. To be approved as a Supervised Student, a child's parent and physician must both sign off on the Medication Administration Form (available on the Magnus Health Portal). The student must additionally be approved by the School Nurse. Medication for a Supervised Student is stored in the Nurse's Office and dispensed by the Nurse or a trained teacher or administrator.

School Wellness Policy

Parents are required to acknowledge in My BackPack that they have read, understand, and agree to abide by the following School Wellness Policy by **September 1, 2023**.

Deciding when to keep your child home can be difficult. However, if there is any doubt as to whether your child is well enough to attend school, please exercise caution and

keep your child at home. Use the following list of symptoms as mandatory guidelines for an illness related absence or dismissal:

1. Fever in the past 24 hours (100°F or more; must be 24 hours fever-free without medication prior to readmission)
2. Vomiting or diarrhea in the last 24 hours
3. Pink eye (bacterial conjunctivitis; 24-hour antibiotic treatment required prior to readmission)*
4. Strep throat (24-hour antibiotic treatment required prior to readmission)*
5. Head lice (No Nit Policy; must be assessed by School Nurse for nit-free status or receive a note from an organization, such as Licenders, prior to readmission)
6. Rash (of an unknown or contagious nature such as chicken pox, scabies, impetigo, tinea) with or without fever*
7. Excessive coughing and sneezing (especially with copious respiratory secretions, unless a physician's note has determined that they are not contagious)
8. Any illness or fatigue that could prevent comfortable participation in school activities
9. Confirmed diagnosis of flu or flu-like symptoms*
10. If the School Nurse requests an evaluation of a student by a doctor or advanced medical provider, a letter of clearance must be submitted before the student will be allowed to return and resume all activities.

**Associated symptoms with these conditions need to be ruled out by your child's physician, and medical documentation needs to be submitted, before your child can return to school.*

Please notify the School Nurse at nurse@gatewayschool.org if your child is diagnosed with any contagious illness. Any child absent for three consecutive days must be cleared by their doctor and provide the school with a note from that doctor prior to being readmitted to school.

If your child has been injured, especially when they have relied on crutches, splints, braces, or ace bandages for any period of time, a note of medical clearance from your child's doctor will be necessary in order for the child to resume participation in physical activities. If your child needs physical accommodations, please submit a doctor's note indicating the type of restriction and the duration of the accommodation.

Should your child develop any of the conditions listed above while in school, an early pick-up will be required. In addition, if your child sustains a significant injury, has a fecal accident, or is incontinent, an early pick-up will be required. If a second set of clothing has been provided, your child may stay in school after an instance of incontinence.

Since illness and accidents do happen during the school day, we strongly suggest you make contingency plans for your student before they are needed.

FOOD POLICY

The following Food Policy applies to all students at all times. Parents are required to acknowledge in My BackPack that they have read, understand, and agree to abide by the Food Policy by **September 1, 2023** and before your child can be served any food items or snacks at Gateway.

It is the parents' responsibility to notify Gateway of any and all dietary restrictions (allergies in addition to peanuts and nuts, sensitivities, intolerances, religious prohibitions). If you have questions about dietary restrictions or need more specific information, contact the School Nurse at nurse@gatewayschool.org before acknowledging the Food Policy.

Peanut Awareness

Gateway does not guarantee a peanut-free environment at all times, although it does make every effort to provide a peanut-safe environment. Gateway does not permit peanuts or peanut-containing products in school for individual or shared consumption.

Lunches and Snacks

Students will have the option of purchasing lunch through the school's contracted lunch program. These lunches will be peanut-free, healthy, balanced, and minimally sugared. The food vendor will make every effort to ensure nut and allergy safety but does not guarantee a peanut- or nut-free facility.

If students do not participate in the optional lunch program, they will need to provide their own peanut-free, healthy, balanced, and minimally sugared lunch. Students may not have lunch delivered to school. Students should not bring lunches that require heating, refrigeration, or special dishes. Similarly, all students will need to provide their own snack following the same guidelines provided for lunch. Lunches and snacks must be in disposable packaging. Students will need to bring a reusable or disposable water bottle for their use each day.

Caffeinated beverages (of any variety), soda, or candy are not permitted during school hours or for any Gateway event or after-school activity. These items will be confiscated and offenders with off-campus lunch privileges may lose their privileges.

Food Brought to School and Gifts of Food

Students may not bring food to school for sharing with or distributing to other students under any circumstances. This includes special occasions such as birthdays, Halloween, and Valentine's Day.

While Gateway faculty and staff appreciate the thoughtfulness of gifts of food, our Food Policy does not allow homemade baked goods to be accepted. Any purchased baked goods, for any purpose, can only be provided by the class parent representative or the Parents Association and must be chosen from the approved nut-safe products.

CODE OF CONDUCT

The Gateway School supports and values an inclusive school environment and multiple perspectives in its teaching in order to foster respect for differences, enhance personal growth, and prepare our students for full participation in the larger community. Our pedagogy incorporates topics of race, socio-economic status, family composition, age, gender, sexual orientation, religion, physical differences, disability, national and ethnic origin, and similarly recognized categories. The Gateway School prepares its students for success in school settings and their broader communities by providing them with the foundations for becoming independent learners who are self-aware and who respect the differences between and among themselves and others. The Code of Conduct outlined below was created with these goals in mind.

By establishing a Code of Conduct, Gateway seeks to: (1) ensure our school is a safe, inclusive, orderly environment in which teaching and learning can take place; (2) reinforce positive behaviors and provide students with opportunities to continuously develop appropriate behaviors and social skills; (3) create a consistent set of expectations for behavior from all students; and (4) specify the interventions and consequences for students who engage in inappropriate conduct.

Creating a school climate in which social and academic growth are promoted is the responsibility of all members of the community, including students, their families, faculty, and staff. In order to facilitate the development of skills that help students contribute to their school community productively, Gateway provides comprehensive programming related to social and emotional development, including understanding and managing emotions, developing care and concern for others, making responsible decisions, conflict resolution and problem-solving, and handling challenging situations constructively and ethically. Gateway also relies on parents, guardians, and other caregivers to be partners in this endeavor given their vital contributions to children's development in the same areas.

Gateway's Code of Conduct governs behaviors in the classroom, on school grounds, while traveling on school buses provided by the New York City Department of

Education, during or en route to school functions or activities occurring outside the school building (e.g., field trips, park visits, outside lunches, athletics, overnight trips, festivals, etc.), and in distance learning. It may also apply in other instances if the conduct is deemed by the Head of School to have a direct effect on the school community (e.g., cyber-bullying). The following standards of behavior are expected of all Gateway students and are also expected to be supported by their parents, guardians, and other caregivers. An overview of Gateway's Community Guidelines (the "Community Agreement") is available at this link.

Student Responsibilities

Responsible behavior by each student supports the goals set forth by the Code of Conduct. Students have a responsibility to:

1. attend school regularly and punctually and make every effort to achieve in all areas of their education;
2. observe ethical codes of completing school work responsibly; complete work to the best of one's ability and seek support and guidance as needed; refrain from plagiarizing, cheating, and/or copying the work of another student or other source;
3. be prepared for class with appropriate materials and properly maintain school materials, technology, and other equipment;
4. follow school rules regarding entering and leaving the school building and all classrooms both in the building and virtual;
5. help maintain a school environment free of weapons, illegal drugs, controlled substances, and alcohol; weapons include objects that can be used as weapons (i.e., razor blades) if they are not in the student's possession for another reason and may include toy weapons if they are used to frighten or intimidate;
6. behave in a manner that contributes to a safe learning environment and which does not impact other students' right to learn in the building, at school events, and through the learning management system;
7. respect the dignity and equality of others and refrain from conduct which denies or impinges on the rights of others; be polite, truthful, cooperative, courteous, and respectful toward others regardless of actual or perceived age, race, creed, color, ethnicity, gender, gender identity, gender expression, religion, national origin, weight, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs, and refrain from making slurs based on these criteria; refrain from sexually suggestive behavior, comments, innuendoes, propositions, or similar remarks; sexting; or engaging in nonverbal or physical conduct of a sexual nature;
8. protect the health and safety of all members of the community by adhering to rules, guidelines, and protocols for daily operations and emergencies; this includes following procedures during emergencies and drills and complying with guidelines related to personal protective equipment; share information with

school officials regarding matters which may endanger the health and welfare of members of the school community;
9. adhere to high standards of behavior while on school buses;
10. show respect for school property and respect the property of others, both private and public; access only your own cubby, locker, belongings, and technology; refrain from defacing, damaging, destroying, or stealing school property and/or the property of others; refrain from starting a fire, smoking, or possessing matches, lighters, and/or illegal substances; refrain from falsely activating a fire alarm; refrain from chewing gum;
11. follow all guidelines for food, including lunch and snack policies;
12. promote good human relations and build bridges of understanding among the members of the school community;
13. refrain from engaging in commerce at school or school-related events;
14. use non-confrontational methods to resolve conflicts; seek the support and guidance of school personnel when conflicts escalate and intervention is needed;
15. communicate in speech, writing, and other modes of expression (i.e., electronic posts) in a manner which promotes cooperation and respect for the educational process; as such communication with the school community is not obscene or defamatory;
16. bring to school only those personal possessions which are safe and do not interfere with the learning environment;
17. adhere to the guidelines established for dress and activities in the school gymnasium, physical education classes, field trips, distance learning, and other school events;
18. adhere to guidelines related to use of personal and school technology, including cell phones and laptops, as described in the Acceptable Use of Technology agreement;
19. provide positive leadership to encourage fellow students to follow established school policies and practices;
20. and meet these responsibilities whether participating in school or school-related events in the school building, off-campus, or online.

Violation of these responsibilities may lead to interventions and disciplinary measures including:

1. A conference between the student(s), teachers, and/or school administrators up to and including the Head of School
2. Notification of parent(s)/guardian(s) of the student's involvement in the misconduct
3. A conference between parents/guardians and school administrators
4. A mediation, problem-solving conversation, or educational experience dedicated to addressing the concern and/or revisiting content taught as part of Gateway social development curriculum
5. Logical disciplinary consequences, including revocation of privileges, reparation, suspension, referral for change of placement, or expulsion*

6. A mandatory referral to counseling services
7. A modification to the student's school day, classes, or schedule which may include a shortened day or shortened class period

***If a parent is notified to pick their child up from school, they are required to do so immediately. Prompt cooperation is expected.**

In general, disciplinary action is handled privately between the school, the relevant students and families, and outside services (if applicable). The school may or may not communicate with anyone else, in general terms, about an incident and the consequences imposed. The school reserves the right to include disciplinary action in a student's Education Record, as defined starting on page 28 of this handbook.

Parents and students are required to acknowledge in My BackPack that they have read, understand, and agree to abide by the Code of Conduct by **September 1, 2023**.

ACCEPTABLE USE OF TECHNOLOGY POLICY

Introduction and Overview

Access to information technologies is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of instruction, activity, and operation of The Gateway School (hereinafter referred to as "Gateway" or the "school"). This policy provides expectations for the use of technology as it affects our school and educational community. The school's information technology resources ("IT Resources") are provided for limited educational purposes, not as a public access service.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolutionary. We ask all students to employ their best judgment when it comes to the use of school technology, and to keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Although our school provides certain technologies, we recognize that members and guests of our community also have their own technology devices that they bring to our campus and school events. Our policies address the appropriate use of both technologies provided by the school and personally-owned technological devices. Please read the policies below before using our network and computers because by using our technology you agree to be bound by the terms, conditions, and regulations below.

Exceptions to this policy require the prior approval of Laurie Gruhn, Head of School, who can be reached by email at lgruhn@gatewayschool.org.

Supervision and Personal Responsibility

This Acceptable Use of Technology Policy applies to all students, parents, alumni, and all children and student visitors to campus. It applies to the use of the school's IT Resources on campus, at home, or at any other location.

Parents and students are required to acknowledge in My BackPack that they have read, understand, and agree to abide by the Acceptable Use of Technology Policy by **September 1, 2023** before they can utilize school technology. School technology resources will not be issued to a student until this acknowledgment has been completed.

Technology as a Privilege

The use of school IT Resources as well as personally-owned technology on school property or at school events is a privilege, not a right. This privilege comes with personal responsibilities; if you violate the responsible use of any school technologies, your privilege may be revoked and/or suspended.

Device Care, Protection and Responsibilities:
Gateway maintains a 1:1 Lenovo Chromebook program. The device and associated accessories (stylus/pen device, charger, and protective case) that students receive belong to The Gateway School and are loaned for the school year to the student and are to be used for academic purposes, both on and off campus. If a stylus, charger or protective case is lost or damaged, the family of the student is required to purchase a replacement. A WiFi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students, and their caregivers, have the responsibility of taking good care of the device and accessories.

Should any student experience a problem with their device case or device, they must report the problem to the Technology Help Desk as soon as possible.

- **DO** operate with respect and integrity. Utilize and post information, images, online names, and other data that shows respect for yourself and others. Do not visit sites that are degrading to others or inappropriate. Do not violate other's privacy online.
- **DO** use caution when posting online. Do not publish personal and identifying information. Protect passwords, accounts, resources, and personal details.
- **DO** protect yourself and others. Report any inappropriate behavior or any breaches of personal information while online. Do not forward inappropriate materials or communication and avoid unacceptable materials and communications. Acknowledge and site sources and request permission to utilize copyrighted or otherwise protected materials.

- **DO** protect your device and accessories. Keep them away from foods, drinks, and heat sources. Only use the touch screen with clean hands and/or the included stylus. Keep your device in the school-provided case at all times. Carry your device with both hands (not one) with the lid closed or in a backpack with padded laptop sleeve. Use your device only on a stable surface (i.e., do not balance it on your lap). **DO NOT** leave your device on the floor where it could be stepped on. Devices must be put on a desk or secured in the provided backpack stored off the ground when not in use.
- **DO** maintain your device responsibly. Charge your device nightly, only with the AC charging brick provided to you by the school. Use of non-approved charging devices can damage the device. Students will not be able to claim a forgotten or uncharged device as an excuse for failed or incomplete assignments.
- **DO** be courteous and mute the device's audio when using it at school and utilize your personal headphones when muting is not an option. Gateway does not provide headphones to students.
- **DO NOT** alter your device or accessories, including the case, in any way (i.e., stickers, writing).
- **DO NOT** intentionally destroy the integrity of device-based information.
- **DO NOT** install anything onto your Chromebook, including other operating systems, malicious programs, viruses, or any other disruptive mechanism. The Chromebook operating system, ChromeOS, is managed and supported by the school and the device updates itself automatically when connected to WiFi. There are times when the Chromebook will ask you to reboot your device to complete an update, please do so as soon as possible. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.
- **DO NOT** alter system files or configuration to disrupt device or network functions.
- **DO NOT** seek or gain unauthorized access to network resources on the Internet or attempt to breach security mechanisms.

Devices may not be used recreationally during breaks, recess, or lunch periods. Devices should not be put in situations that increase the risk of theft or incidental damage. Devices and chargers must never be loaned to someone or left unattended/unsecured. During the school day, students must have their devices with them at all times or in their school locker. **Devices should go home with students each evening and must not be left in a car for an extended period of time.** The use of stickers, paint, or markers on the device is prohibited. The device and all accessories should be returned one week before the end of each school year. If a student leaves Gateway midyear, the device and all accessories must be returned upon withdrawal.

Software
Chromebooks seamlessly integrate with Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Classroom, Google Docs (word processing), spreadsheets, presentations, drawings, and forms. The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the Chromebook's hard drive. The school will not be responsible for the loss of any student work.

Technology Help Desk
A Technology Help Desk is maintained on campus. The Help Desk is provided during school hours to help students with technical problems associated with Gateway devices, accessories, and authorized programs and platforms. A student must seek help as soon as a device problem surfaces by reporting the issue to their teacher. Unresolved problems can magnify support issues and cause other problems to occur. Students and caregivers are expected to be active participants in problem resolution.

Students and/or caregivers must make the IT Team aware of any loss or damage to school-provided technology, either in person or via email at support@gatewayschool.org, as soon as possible.

If a device is left at the IT Help Desk for repair, a loaner may be issued, and all policies set forth in this AUP shall apply to the loaner. The loaner device may not be the same make and model as the student was previously using.

Accidental Damage
The device loaned to you is covered by a limited warranty that covers accidental damage as long as all of the pieces of the damaged item are returned with the device. This warranty does not cover attempts to "repair" or "alter" the device in any way or as a result of intentional misuse.

Lost or Stolen Devices
In the case of lost or stolen devices, a student's parent(s)/guardian(s) are required to provide a police report stating that the device was lost or stolen, and they will be required to pay the full cost of replacing the unit (regardless of age of device) and accessories, which is approximately $500.

For families who receive Financial Aid, the cost of replacing the device will reflect the percent of tuition covered.

Privacy
The school may monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. The school may monitor and track all behaviors and interactions that take place on school-owned IT

Resources no matter the location. We will also investigate any reports of inappropriate actions related to any technology used during school. Students should be aware that emails and messages sent through the school's network can be inspected. Any files saved onto school IT Resources can also be inspected. Use of personal electronic devices on school property or at school events is subject to this acceptable use policy.

Filtering
Access to the Internet is filtered and monitored. The school will monitor activities that utilize school-owned technology. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content, including pornography. If information is filtered that is needed for an educational purpose, the student should discuss the information needed with the classroom teacher. The student and teacher together should then seek approval from the Head of School for the IT Administrator to remove the filter. The IT Administrator will be responsible for resetting the filter when the project is completed.

Right to Update
Since technology is continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

Termination of Accounts and Access
Upon graduation or other termination of a child's official status as a student at our institution, the student will no longer have access to the school IT Resources or network or any files stored on the school network or through school IT Resources.

Definitions and Terms

For the purposes of this policy, the following terms are defined below as:

Cyber-Bullying - Cyber-bullying is the term used to describe use of a technological medium to send derogatory, threatening, or harassing messages and/or images in an effort to ridicule or to demean another. Cyber-bullying is when someone purposely excludes someone else online. Cyber-bullying is when someone creates a fake account ("catfishing") or website criticizing, making fun of, or misleading another person.

Network – The School's network is defined as our computers and electronic devices such as printers, fax machines, scanners, etc. that are connected to each other for the purpose of communication and data sharing.

Technology – Under this policy, technology is a comprehensive term including, but not limited to, all computers, projectors, televisions, DVD players, stereo or sound systems, digital media players, gaming consoles, gaming devices, cell phones,

personal digital assistants, CDs, DVDs, camcorders, calculators, scanners, printers, cameras, external and/or portable hard drives, modems, Ethernet cables, servers, wireless cards, routers, software, and the Internet/WiFi. School technology refers to all technology owned and/or operated by the school.

User – For the purposes of this policy, user is an inclusive term meaning anyone who utilizes or attempts to utilize, whether by hardware and/or software, technology owned by the school. This includes faculty members, staff members, parents, and any visitors to the campus.

Acceptable Uses of Technology

User Orientation
All students must participate in orientation about acceptable and unacceptable behaviors related to technology at the start of every school year. This course is required before a student can utilize any school technologies.

Purposes and Use Expectations for Technology
The use of all school-owned IT Resources is limited to educational purposes. Educational purposes include classroom activities, career development, communication with experts, homework, and limited high-quality self-discovery activities. *Commercial and recreational use of school technology resources is prohibited. Students may not utilize school technology to sell, purchase, or barter any products or services. Students may not utilize school technology to play games, visit social networking websites, or send instant messages or emails unrelated to the educational purposes stated above. Exceptions must receive prior approval of a teacher or Gateway administrator.*

The school is not responsible for any damages, injuries, and claims resulting from violations of responsible use of technology.

Personal Responsibility
We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by the school to its students. Students bear the burden of responsibility to inquire with their teacher, a school administrator, or the Head of School when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

School-Provided Technology Resources
This institution has wireless Internet that is protected by a password. Unauthorized access is forbidden. The school provides individual technology accounts for all students to keep track of their technology use. Users must log off when they are finished using a school device or account. Failing to log off may allow others to use your account, and students are responsible for any activity that occurs through their account.

Unacceptable Uses of Technology

Personal Devices

Personal laptops are not permitted on campus. Other personal electronic devices are permitted on campus at the student's own risk but are **not to be used during school hours.*** These devices include but are not limited to cell phones, smartphones, smart watches, and other similar data-accessing devices. Students are required to remove all headphones and turn off and store all personal electronic devices prior to entering the school building, and they may not carry them on their person during the school day. Middle School and Lower School students are expected to turn off their devices and store them in their lockers, cubby, or other designated location throughout the school day. Students may ask their teacher to hold their devices for them.

School hours are defined as 7:45 a.m. to 4:00 p.m., as well as during school-related academic activities (e.g., school performances, rehearsals, school trips, Gateway after-school programs, and sports practices and games).

Recording, Video, and Photography

Students are not permitted to take or record photographs, video, or audio with their phones or personal electronic devices while on school property, at school events, or while participating in school activities in other locations (e.g., completing an assignment via a Chromebook in Google Classroom).

Devices capable of capturing, transmitting, or storing images or recordings may never be accessed, turned on, or operated at any time in restrooms, dressing rooms, or other areas where there is an expectation of privacy. Webcams are not permitted on campus. Do not install a webcam onto any school-owned computer.

Social Networking and Website Usage

Students may have social networking profiles or accounts, but social networking websites may not be accessed from school-owned technology at any time.

Students are only permitted to access or visit approved websites that require a password or login during academic hours.

The computer that a student uses at school is programmed to filter material that is offensive, profane, or obscene, including pornography and hate literature, but the filter does not block all such material. If an Internet search leads a student to offensive material, such as hate literature, that student should advise their teacher and take care not to access it or print it. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or

a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

Communication: Messaging, Email, Posting, Blogs
Students are not permitted to access from the school's technology any instant messaging services including, but not limited to, Skype, Gtalk/Gchat, Google Hangouts, iMessage, Snapchat, Facebook Messenger, Twitter, TikTok and Instagram.

Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told by school personnel to stop sending communications, they must stop.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. Students may not use any technology to misrepresent themselves ("catfishing"). This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyberbullying, on or off campus, that is determined to substantially disrupt the safety and/or well-being of the school is subject to disciplinary action. Do not post or send chain letters, practice spamming, impersonate or create false identities.

Intellectual Property, Academic Honesty, Personal Integrity, and Plagiarism
Students should not claim or imply that someone else's work, image, text, music, or video is their own. This is plagiarism and will not be tolerated. Incorporating a piece of someone else's work, including content from websites such as Wikipedia, into one's own work without giving appropriate credit is also considered plagiarism. All students are expected to maintain academic honesty. They will not pretend to be someone else online or use someone else's identity. Students will not use, post, or make accessible to others the intellectual property including, but not limited to, text, photographs, and video of someone other than themselves. This includes intellectual property that a student was given permission to use personally, but not publicly. This behavior violates school policy as well as state and federal laws.

Platforms, such as ChatGPT or other online artificial intelligence applications, may not be used unless directed by a Gateway teacher or administrator.

A work or item is copyrighted when there is exclusive ownership of the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement occurs when a person violates copyright law and uses or reproduces something without the authority to do so. Students must make sure to appropriately cite all materials used in their work. Do not utilize some else's work without proper permission.

Downloads and File Sharing
Students may never download, add, or install new programs, software, or hardware onto school-owned computers. Downloading sound and video files onto school-owned computers is also prohibited. This prohibition applies even if the download is saved to a removable hard drive.

The likelihood of accidentally downloading a virus or spyware when downloading music and movies is very high; therefore, students may not download any sound or video files onto their personally-owned technological devices through the school's technology. Students also may not download any computer game files or attachments from unknown senders.

Commercial and Political Use
Commercial use of school technology is prohibited. Students may not use school technology to sell, purchase, or barter any products or services. The school is not responsible for any damages, injuries, and/or claims resulting from violations of responsible use of technology. Students who are engaged in fundraising campaigns for school-sponsored events and causes must seek permission from their teacher before using technology resources to solicit funds for their event.

Political use of school technology is prohibited without prior, specific permission from the Head of School. Students may not use school technology to campaign for/against, fundraise for, endorse, support, criticize, or otherwise be involved with political candidates, campaigns, or causes.

Respect for the Privacy of Others and Personal Safety
Other's privacy: Our school is a community, and community members must respect the privacy of others in the community. Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. Do not misrepresent or assume the identity of others. Do not repost or circulate information that was sent privately without the permission of the original sender. Do not post or circulate private information about another person. Do not use another person's account. Do not film or record classes or classwork. Parents should never create social media accounts or other online accounts on behalf of a child who is not their own.

Personal privacy and safety: Do not voluntarily post private information about yourself online, including your name, age, school name, address, phone number, or other identifying information. No one may use the school's logo, mascot, or other likeness or representation on a non-school website without express permission from the Head of School.

Computer Settings and Computer Labs
Students may not alter, change, modify, repair, or reconfigure settings on school-owned computers. Exceptions require the express prior permission of the IT Department.

Purposefully spreading or facilitating the spread of a computer virus or other harmful computer program is prohibited. Food and drink are prohibited in school computer labs. Students may not eat or drink while using any school-owned computers or other technologies.

Students may not circumvent any system security measures. The use of websites to tunnel around firewalls and filtering software is expressly prohibited. The use of websites to anonymize the user is also prohibited. The use of websites, both domestic and international, to circumvent any school policy is prohibited. Students may not alter the settings on a computer in such a way that the virus protection software would be disabled. Students are not to try to guess passwords. Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

No policy can detail all possible examples of unacceptable behavior related to technology use. Our school technology users are expected to understand that the same rules, guidelines, and policies that apply to non-technology related student behavior also apply to technology-related student behavior. The Gateway School's technology users are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which they are unsure, they must ask a teacher, staff member, administrator, or the IT Administrator for assistance.

Response to Policy Violation
The school's network and other administrators shall have broad authority to interpret and apply these policies. Violators of our technology policies will be provided with notice and opportunity to be heard in the manner set forth in the Code of Conduct, unless an issue is so severe that notice is either not possible or not prudent as determined by school administrators. Restrictions may be placed on a violator's use of school technologies, and privileges related to technology use may be revoked entirely pending any hearing to protect the safety and well-being of our community. Violators may also be subject to other discipline within the school's discretion. Our school

cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally-owned technological devices that are in violation or used in violation of school policies.

If a student accidentally accesses inappropriate information or if someone sends them inappropriate information, they should immediately tell their teacher or a member of the IT Department. If a student witnesses someone else either deliberately or accidentally accessing inappropriate information or using technology in a way that violates this policy, they must report the incident to a school administrator as soon as possible.

The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data, without notice to the student if such action appears to be necessary to respond to a threat to the integrity of the school network or other safety concern of the school.

School Liability
The school cannot and does not guarantee that functions and services provided by and through our technology will be problem-free. The school is not responsible for any damages students may suffer including, but not limited to, loss of data or interruption of service. The school is not responsible for the accuracy or quality of the information obtained through school technologies. Although the school filters content obtained through school technologies, the school is not responsible for students' exposure to "unacceptable" information, nor is the school responsible for misinformation. The school is not responsible for financial obligations arising through the use of school technologies.

General Safety and Security Tips for the Use of Technology, On or Off School Premises

Posting Online and Social Networking: Never post personal information about yourself online. Personal information includes your phone number, address, full name, siblings' names, and parents' names. When creating an account on a social networking website, make sure to set your privacy settings so only your friends can view your pictures and your profile. Avoid accepting a friend you do not already know. If possible, set up your account so that you are notified of and have to approve any postings to your wall or page; and set up your account to notify you when someone else has posted and tagged you in a picture. If you have a public profile, be careful about posting anything identifiable, such as a sports team number or local park where you spend your free time.

Communications: Think before you send all forms of communication, including emails, IMs, text messages, images, and videos. Once you send the data, it is not retrievable,

and those who receive it may make it public or send it along to others, despite your intentions.

Strangers: Do not feel bad about ignoring instant messages or emails from unknown people. Save all contacts from known or unknown people who are repeatedly contacting or harassing you. These saved messages will help authorities track, locate, and prosecute cyberstalkers and cyberbullies. Do not communicate with strangers online. Let your parents or guardians know if you are contacted by someone you do not know.

Passwords: Do not share your passwords with your friends. When creating a password, do not make it anything obvious such as your pet's name or favorite sports team. Also remember to include both letters and numbers in your password if possible.

Downloads and Attachments: Do not open or run files on your computer from unknown or suspicious senders. Viruses and other undesirable consequences can result from opening these items.

Stay Current: Protect your own personal computer and devices by keeping antivirus and antispyware up to date. Keep your operating system and application software up to date and turn off the file sharing option on your computer. Set, maintain, and update high privacy settings on social networking sites.

FUNDRAISING AT GATEWAY

The Annual Fund is a collective undertaking by the community to meet the annual operating needs of the school, since tuition does not fully cover the cost of educating a Gateway student. Gifts to the Annual Fund help pay for everything from school supplies and professional development to field trips and technology upgrades. Moreover, the Annual Fund is a symbol of our community members' shared commitment to this generation of Gateway students and helping each one of them reach their potential.

The Annual School Gala is the signature fundraising event of our school year. Occurring every spring, this celebration brings together our entire community—current and past families, faculty, staff, alumni, professionals, and other supporters who have been involved with Gateway through the years. The funds raised at the Gala support the school's operating needs and help us invest in the continued enhancement of our educational program for future generations. Those interested in helping with the Gala should contact advancement@gatewayschool.org.

PROFESSIONAL ORGANIZATIONS

In addition to being accredited by the New York State Association of Independent Schools (NYSAIS), The Gateway School is a member of the following professional organizations:

Education Records Bureau (ERB)
Independent Schools Admissions Association of Greater New York (ISAAGNY)
International Dyslexia Association (IDA)
Learning Disabilities Association (LDA)
National Association of Independent Schools (NAIS)
National Business Officers Association (NBOA)
New York Guild of Independent Schools
New York State Association of Independent Schools (NYSAIS)
Parents League of New York

ADMINISTRATION, FACULTY, AND STAFF DIRECTORY

Parents can contact faculty and staff members by dialing the school's main telephone number and speaking with the Main Desk.

Main Number	212-777-5966
Fax Number	212-777-5794

A complete directory of email addresses and telephone extensions is available on www.gatewayschool.org/about-us/faculty-staff-directory/.

SCHOOL CALENDAR

The most up-to-date school calendar is available on www.gatewayschool.org/school-life/calendar-page/. Parents can click on the "Subscribe" icon in the lower-right to sync the online calendar with their mobile devices.

A print-friendly PDF calendar is also posted in the "Message Center" section of My BackPack. Because dates are subject to change, it is recommended that parents always double-check the online calendar prior to an event.

PARENTS ASSOCIATION

Mission Statement

The Gateway Parents Association seeks to:

- build a strong sense of community in our school,

- support the school's strategic plan,
- organize events and activities that will enrich the students' and parents' experience,
- act as a resource to the school in a variety of capacities, and
- provide a forum for the exchange of information among parents.

Everyone is a member of the PA, and we encourage everyone to get involved.

Events, Activities, and Volunteer Opportunities

PA general meetings are held three times a year at Gateway, and all parents are encouraged to attend. These meetings provide opportunities for school administrators to talk informally with parents about current activities in the school and for parents to plan upcoming events, share resources with one another, and discuss topics that can benefit the entire community (e.g., the January meeting features a discussion on summer camps). The general meetings are truly collaborative and open and allow parents to meet one another.

Class Representatives build community among parents in the school. Generally, two Class Representatives are designated for each class in the Lower School and each grade in the Middle School. All Class Representatives work under the direction of the PA Executive Board, and act as a liaison between the school/PA and the parents in their class or grade. Class Representatives are asked to organize at least one casual get-together, such as a family day in the park, cocktail party, or a coffee for parents. This usually occurs at the start of the school year to provide parents with an opportunity to meet one another early on. Other responsibilities of Class Representatives include encouraging parent participation in Gateway and PA events, communicating PA and school information to your class, serving on one special committee, and designing a class yearbook ad. Parents who have questions or concerns about school can contact their Class Representative for advice about whom to contact at school.

Volunteer opportunities encompass a variety of ways to support the school and local community, such as helping at an event, sharing a talent or expertise, donating goods or a service, serving on a special committee such as the Welcome, Community Service, or Gala Committee. Volunteer opportunities are frequently posted in the Weekly Blast. Parents can also sign up by completing the PA Volunteer Form, or by contacting the PA directly at gatewayparents@gmail.org. All are welcome!

The PA provides **events and activities** throughout the year that are intended to enrich our students' and families' experience at Gateway. The PA hosts these events independently and in collaboration with the school. Some events are for the students within a specific division, such as the Lower School Picnic or the Middle School Formal, while others are school-wide such as the All-School Book Fair and the All-School

Bowling and Ice-Skating Parties. There also are parent-only events and programs, as well as community service, teacher appreciation, and fundraising events.

PA fundraising efforts enable the PA to show Gateway's amazing teachers and staff how much they are appreciated. Fundraising is also vital to the PA ability to support the school in various events and activities throughout the year. PA fundraising includes the following:

1. **Dues:** PA dues are used to directly fund teacher and staff holiday and year-end gifts, and support staff appreciation breakfasts, luncheons, and other projects during the school year. The PA also relies on annual dues to fund its various events. Absent this financial support, the PA is not able to host the community events that so many families enjoy. We ask each family to donate $225 annually. Some donate more, some less. Everyone is a member of the PA regardless of their ability to contribute dues.

2. **Gateway School Store:** An assortment of shirts, sweatshirts, water bottles, umbrellas, and other gear bearing the Gateway name or logo is sold at various events throughout the year.

PA Committees are formed from time to time in connection with special or specific events or projects. One important committee is the **Community Service Committee** which supports student-driven or school-directed service efforts. Community service projects provide opportunities for children and their families to support organizations in the neighborhood and the community beyond the school. Parents chair events or organize specific projects, including The Ronald McDonald House Pantry Drive and Fun Run and Helen Brown Toy Drive to benefit The Iris House.

The Welcoming Committee, which launched in Spring 2022, is a parent-led group whose goal is to provide support for incoming families and encourage new social connections between new students and current ones. The committee organizes "buddy matches" in the spring for the incoming families and serves as a touchpoint for new parents throughout the fall as they become acquainted with the Gateway community.

Additional Committees include The Parent/School Partnership Committee, the Social Events Committee, the Book Fair Committee, and the Skating Party Committee.

PA Contact List 2023-2024

Email:	gatewayparents@gmail.com
Officers:	
President	Katherine Grier

Lower School Vice President	Katie Hart
Middle School Vice President	Christy Kennedy Messina
Treasurer	Lauren Epstein
Secretary	Monika Wyszomirska

Committee Chairs:

Welcome Committee	Leslie Edwards
Community Service Committee	Amy Elliott
Parent/School Partnership Committee	Kristin Aronsson
Social Events Committee	To Be Determined in Fall 2023
Book Fair Committee	Paige Darrah
Skating Party Committee	Rob Alfieri