

2023 - 2024

GATEWAY ALTERNATIVE PROGRAM STUDENT/PARENT HANDBOOK

RESPONSIBILITY

RESPECT

INTEGRITY

SELF
DISCIPLINE

PERSEVERANCE

DREAM

BELIEVE

ACHIEVE

Gateway Alternative Program
2330 W 15th St N
Wichita, KS 67203

PREPARING STUDENTS FOR COLLEGE – CAREER – COMMUNITY

Contact Information

Phone: 973-3215

Fax: 973-3210

Language Line: 866-8000

Bus/First Student: 832-9231

After School Emergencies: 973-2100

Gateway Website

www.usd259.org

www.usd259.org/gateway

GATEWAY AGREEMENT

Student Printed Name _____ Date _____

This agreement between the student, guardian and the Gateway staff is the first step in becoming a Gateway student. By signing, the student and guardian agree to meet the expectations set by the hearing letter and to follow all Gateway expectations outlined in this handbook.

The student agrees to:

- ❖ BE KIND
- ❖ show consideration for the rights, wishes and feelings of others
- ❖ accept responsibility for your actions; Be accountable
- ❖ preserve a positive learning environment by being engaged
- ❖ follow all directions or request when given
- ❖ follow the student dress code and code of conduct
- ❖ be in your assigned place at the proper time
- ❖ use all materials, equipment, and furniture properly
- ❖ have appropriate conversations and use appropriate language
- ❖ maintain passing grades
- ❖ **Check their cellphone in every morning with admin/security (no exceptions) and get it back at the end of the day; (or leave your cellphone or other technology at home)**
- ❖ leave all food, drinks, candy, and gum at home
- ❖ leave all backpacks, purses, and bags at home

The parent/guardian agrees to:

- ❖ ensure the school always has up-to-date contact number(s)
- ❖ ensure my child attends school regularly
- ❖ show respect and support for my child, the staff and the school
- ❖ attend parent-teacher conferences (in-person or virtually)
- ❖ support the school's policies and decisions
- ❖ work with the school to address any concerns or problems

Gateway agrees to:

- ❖ provide a safe, caring, supportive and restorative learning environment
- ❖ show respect for every student and family
- ❖ provide a standards-based, engaging curriculum that is designed to meet the individual needs of every student
- ❖ communicate with the parent/guardian regularly about your student's performance
- ❖ contact the parent/guardian if there is a problem in relation to attendance, academic progress or behavior and be available to discuss these should any arise
- ❖ enforce school and classroom rules fairly and consistently
- ❖ support every student in becoming future ready

We have received a copy of the **Student Code of Conduct**, the **Student/Parent Handbook** and the **Bully, Harassment and Sexual Harassment** pamphlet and understand this agreement.

A copy of this Agreement is signed by both the student and parent/guardian before admittance to Gateway. Original copies are on file in the main office.

Student's Signature _____

Parent/Educational Advocate Printed _____

Parent/Educational Advocate Signature _____

Parent/Educational Advocate Phone Number _____

Alternative Contact Name/Phone Number _____

PO or ISO Name and Phone # _____

Welcome to Gateway Alternative Program

Dear Parents and Guardians,

Welcome! My name is Ben Mitchell, and I am proud principal of the Gateway Alternative Program. I have been serving in the field of education for nearly thirty years. I am excited to be serving the Gateway students, parents and staff. I look forward to working with you to help your child meet the shared goals that we established together.

As the principal at Gateway, I have one simple goal for all who enter our school building. **"I want people to become better versions of themselves."** This may sound simple and possibly even cliché, but the work is actually applying it to your daily actions, interactions, and conscious deeds with others to actually make it become a reality. We will take a "Whole Child" approach when we interact with your student. What does the whole child approach mean?

- **The Whole Child Approach**

- Each child deserves to be healthy, safe, engaged, supported, and challenged
- We support the Whole Child through Grace and Accountability
- We want students to learn the concepts of grit, ownership, respectful communication, empathy, employability skills, and resilience
- We will advocate for students to become their best selves by coaching them up

"Uncoachable kids grow up to become unemployable adults."

Along with the teachers and staff, I will work hard to build strong relationships with you, your child and the community. We will focus on social and emotional skill building, effective communication, improving academic deficits, improving missing skills (patience, respectfulness, understanding our triggers, etc.), and developing our "superpowers" (positive skills we already have that make us unique).

This handbook is intended to aide parents/guardians and students to understand the procedures, policies and regulations at Gateway. While Gateway has a specific process designed to meet the needs of the students assigned, the program is still regulated by USD 259 Board of Education Policies. Therefore this handbook is not intended to be an all-inclusive list of rules and regulations. Please refer to our districts website at <http://www.usd259.org> for more information. Items that fall outside those listed in the handbook will be handled at the discretion of the administration based upon BOE policies and what's best for our building.

All of us here at The Gateway Alternative Program bring enthusiasm and hopefulness into every school year. This year is sure to have some milestone moments when our students are their best selves and can celebrate their growth moments. This year will also have some moments when any of us can attest that we were not the best representation of who we are or what we can be. My goal as the building leader is to have all of us grow and learn from both sets of experiences. Our passion is to work with every student that enrolls at Gateway to become a better version of themselves. We realize that you have made some mistakes in the past. Our hope is to learn from those mistakes. You and your child should always feel welcome here as we focus on today and tomorrow, not on the past. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout your child's assignment.

Best Regards,

Ben Mitchell, Proud Principal Gateway Alternative Program/Hearing Officer

Table of Contents

Page 5

Program Mission Statement
School Vision Statement
School Core Values
Program Purpose
Notice of Discrimination

Page 6

Academic Success
Guidelines for Success: Students
Guidelines for Success: Parents

Page 7

Standards-Referenced Grading

Page 8

School Hours
Arrival/Dismissal
Bell Schedule
Breakfast/Lunch

Page 9

Attendance Guidelines
Busing Guidelines

Page 10

Student Dress Code
School Day

Page 11

Cell Phones & Electronics Devices
Restrooms
Medication

Page 12

ParentVUE
Visitor Procedures
Conference Dates
Progress Report Dates

Page 13

Positive Behavior Interventions and Support System
Champ/Achieve
Daily Points

Page 14

Behavior Consequences

Page 15

B.O.E. Policies

Gateway Office Staff

Principal, Mr. Mitchell, bmitchell@usd259.net

Registrar, Ms. Rosalez, rosalez@usd259.net

Counselor, Ms. Kuntz, bkuntz@usd259.net

Social Worker, Mr. Reeves, areeves@usd259.net

Behavioral Health Liaison, Ms. Juarez, ajuarez@usd259.net

Gateway Student/Parent Handbook

PROGRAM MISSION STATEMENT

To provide a safe, supportive learning environment with opportunities for each student to develop the skills and knowledge to transition back to a comprehensive setting and/or their community.

SCHOOL VISION STATEMENT

To be an exceptional program where every student is inspired and empowered to become lifelong learners and successful citizens.

SCHOOL CORE VALUES

- Strive to see all students are successful academically, socially, emotionally and behaviorally.
- Individualize instruction as needed as all students are different.
- Value all students and treat them with fairness.
- Provide all students the support necessary to enable them to successfully complete a program of studies which supports their entry into the adult world.
- Work as a team.

PROGRAM PURPOSE

To prepare students to successfully return to a comprehensive setting and/or community by working on standard-based academics, social, emotional and behavioral skills.

NOTICE OF NONDISCRIMINATION

The Wichita Public Schools do not discriminate on the basis of race, color, national origin, sex, handicap/disability, or age as to the treatment of students in programs and as to employment. Persons having inquiries concerning the District's compliance with title VI, title IX, section 504, Americans with Disabilities Act, and Age Discrimination Act may contact the school district's ADA and section 504 coordinator at 201 N. Water, Wichita Ks 67202 or at (316)973-4420.

ACADEMIC SUCCESS

Our schedule allows for students to get extra help as needed in the areas of math and English. We will use FASTBRIDGE and other assessments to monitor growth and make the appropriate student adjustments. Students seeking help in other curricular areas should work closely with that particular teacher. Students are expected to pass all classes and leave Gateway with the best grades possible. Students choosing to attend school daily with a positive regard for self and others will be able to learn to their highest potential.

Guidelines for Success: Students			
Learning	Respect	Responsibility	Relationships
Be actively engaged in classroom activities	Treat yourself, other students, the teacher and all property with courtesy, care and dignity	Be on time for class every day and be "learning ready"	Listen to what others have to say and respond appropriately
Have pride in your work and advocate your own learning style	Allow the teacher and other students to talk without interruption	Finish homework on time and request makeup work when absent	Treat others the way they want to be treated
Strive for perfection	Challenge yourself to make the right decisions	Be productive whether working alone or in a group.	Have a positive impact on others
FINISH STRONG			

Guidelines for Success: Parents			
Learning	Respect	Responsibility	Relationships
Assist staff in preparing my child academically for post high school opportunities	Model respectful behavior	Check grades on ParentVUE and make sure contact information is correct	Attend school events
Help my child with homework and monitor to make sure it is complete	Understand and support school policies	Provide all needed resources (academically, social, physical and emotional)	Get to know teachers by attending Conferences
Make sure my child is present and on time for school	Treat all with courtesy, care and dignity	Communicate with teachers/school regarding student issues	Support teachers and Administrator when dealing with discipline issues
BE INVOLVED			

STANDARDS-REFERENCED GRADING

Wichita Public Schools and The Gateway Alternate Program are committed to helping every student be future ready. An example is improving our grading practices and how we report what students know and can do. In education, the term standards-referenced refers to instructional approaches that are aligned to learning standards — i.e., written descriptions of what students are expected to know and be able to do at a specific stage of their education. In other words, *standards-referenced* refers to the use of learning standards to guide what gets taught and assessed in schools.

What are standards?

Standards are statements about what students should know and be able to do at each grade level. The Kansas State Department of Education posts adopted standards at the following site:
www.ksde.org

How is standards-referenced grading different than what we're currently doing?

Traditionally, many elements are combined to determine your child's grade – test scores, quizzes, completed homework, classroom participation, coming to school on time, extra credit – then, the average of the quarter or semester's work equates into a percentage for a grade.

Standards-referenced grading separates those elements. Parents will be able to see specifically if their child needs help with an academic concept, or if he or she can't remember to turn in homework. Standards-referenced grading measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance.

What is a Grading Scale?

Teachers will use a scale from 0-4 to communicate students' academic and behavior performance based on standards. In the 0-4 point scale, a 0 represents, even with help, a student is unable to demonstrate understanding of the learning goal(s) while a 4 represents a student's knowledge exceeds the goal(s). A score of a 3 on the grading scale indicates success and should be celebrated.

What are the advantages of SRG?

Improved communication and additional feedback for parents, students and teachers - parents and students will see areas of academic strength and weaknesses in the grade book rather than seeing a test score or homework assignment and wondering what the next steps might be. Teachers will know which standards they need to re-teach. Students will know which standards they need additional learning opportunities and/or practice.

SCHOOL HOURS

School begins at 6:45am and dismisses at 1:30pm. Students are allowed to enter the building at 6:45am.

STUDENT ARRIVAL/DISMISSAL

Bus riders will enter the building and report immediately to 1st period.

Students that are dropped off will not be allowed in the building until 6:45am. All students arriving late must sign in at the main office. Students will stow all coats, jackets, and backpacks in their lockers. Parents picking up their student after school should park in the parking lot to avoid bus traffic. Dismissal is at 1:30pm and your promptness is appreciated.

Bell Schedule

1st	6:45 - 7:50
2nd	7:52 - 8:32
3rd	8:34 - 9:14
4th	9:16 - 9:56
5th	9:58 - 10:38
6th	10:40 - 11:20
7th	11:22 - 12:26
8th	12:28 - 1:08
9th	1:10 - 1:30

Breakfast Times


Middle School	7:00 – 7:11
Middle School	7:12 – 7:23
High School	7:25 – 7:37
High School	7:38 – 7:50

Lunch Times

Middle School	11:22 – 11:37
Middle School	11:38 – 11:53
High School	11:55 – 12:10
High School	12:11 – 12:26

BREAKFAST/LUNCH


All students will be able to eat breakfast and lunch unless they have a modified schedule. Food items must be consumed in the cafeteria/gym. **No food is to be taken out of the cafeteria/gym.** Students may not bring outside food without prior permission from the office. We encourage our students to nourish their bodies so they are able to focus on learning. Parents are always welcome to eat with their student here at Gateway however **students are not allowed to leave campus for breakfast or lunch.** Please contact our office at 973-3215 if you have lunch or breakfast questions.



School Year 23-24

BREAKFAST PRICES	LUNCH PRICES	ADULT PRICES
EI M Hi FREE	Elementary Full - \$2.70 Reduced - \$.40 Middle Full - \$2.85 Reduced - \$.40 High Full - \$3.00 Reduced - \$.40	Breakfast - \$2.70 Lunch - \$4.80 Milk - \$.65

Visit our website for more information <https://www.usd259.org/Nutrition>
or email nutrition@usd259.net

 **WICHITA**
PUBLIC SCHOOLS

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

ATTENDANCE GUIDELINES

School attendance is critical to student success. All students must attend daily unless they are excused by the building principal. Guardians, please call by 8 a.m. to notify us of all absences. Students considered truant will be reported to the appropriate agencies. It is important to note all students are placed here on probationary status with attendance being one important part of the probationary agreement.

EXCUSED ABSENCES

A student's absence may be considered excused at the discretion of the building principal. The parent/guardian must contact the school office by phone at 973-3215 or in person within three days of the absence. The absence must meet school guidelines to be excused. For absences beyond three consecutive school days, or if absences become excessive, a signed note from a doctor must be provided to the school office. Appointments will be excused for the time of the appointment plus travel time only. School is out at 1:30pm. Parents are encouraged to make all appointments after school hours.

TARDIES

Tardiness are unacceptable. Students are expected to arrive at school at the beginning of the school day on time and are expected to pass from class to class in the allotted time without being late for class. Students who arrive late to school must report to the office immediately after entering the school. Students who arrive late due to a bus problem will not be counted as tardy.

NON-ATTENDING STUDENTS

Student has missed one day: Parent/Guardian will receive an automated call if the school hasn't been notified.

Student has missed three consecutive days: The Attendance Clerk will call the parent/guardian and notifies the administrator that the student has unexcused absences for three consecutive days. The Attendance Clerk will send home a letter indicating that should the student continue to be absent, there will be a report filed with district attorney's office for students ages 13 and older. A report is submitted to DCF when the student is 12 years of age and younger.

Student has missed five unexcused days: The Attendance Clerk will send out a letter stating that the District Attorney or DCF will be notified of the unexcused absences.

Note: The appropriate authorities will always be contacted for truancy as defined above.

CLOSED CAMPUS

All students must be on campus and in assigned areas during school hours. Parents will be notified for students leaving school grounds without permission. Guardians will be allowed to check their student out of school for approved appointments only.

BUSING GUIDELINES

Students are not allowed to drive to school. If they are not eligible for a bus they will need to be dropped off and picked up by a Parent/Guardian, ride the city bus, bike or walk.

- Show respect to self and others at all times
- Be on time to your stop so others can arrive on time
- Follow all rules set forth by your bus driver
- Buckle up to stay safe

Riding the bus is a privilege and students choosing to disobey the bus driver, bus rules, or jeopardize the safety of others will be removed from the bus. Students can be suspended from the bus for a few days or permanently. Respectful and appropriate behavior on the bus is always expected. Students must understand all rules that apply in school also apply when students are on the bus. This includes the bus stop, riding the bus, and the drop-off of students. Respect yourself and others at all times!

For late bus or lost items please call First Student at 832-9231. For all other issues please call the office at 973-3215.

STUDENT DRESS CODE

All students are expected to dress appropriately and modestly for school. Staff will work with all students so that they are in compliance. **Students out of compliance will have the opportunity to make corrections at school or by calling a parent to bring them clothing. Students will work in the refocus room until they are dressed appropriately.** 1st hour teachers will correct all dress code issues. Appropriate support staff or security will be notified for extreme cases. Not all dress code matters can be addressed in this handbook. Students choosing to dress appropriately for a school setting will not have problems in meeting the dress code requirements. Do the right thing and come dressed modestly and appropriately for school.

General Guidelines

- Coats, jackets and all other outerwear will need to be secured in the student's locker upon arrival.
- Undergarments must be covered. Undergarments is defined as other clothing worn under outer pants or tops.
- Clothing that advertises and/or suggests offensive material will not be allowed. For example, clothing promoting sex, militias, guns, tobacco, drugs, alcohol, racial slurs, or gang connotations.
- Clothing that exposes excessive skin will not be allowed.
- Hats, scarves, or other garments worn on the head are not allowed.
- With pants that have spandex and/or lycra such as leggings, jeggings, or yoga pants, a long shirt, skirt or dress must be worn.
- No Bandanas.
- Hoodies are not considered outerwear and can be worn in the building if the hood always remains down.
- **Administration has final discretion on all dress code issues.**

Dress Code Violation Consequences

1. 1st hour teacher will assist the student in complying with the dress code.
2. Support staff will assist the student until the student complies with the dress code.
3. Student will work in the refocus room until they comply with dress code.
4. Students refusing to comply with the dress code will be sent home.

SCHOOL DAY

- All students will be scanned or searched upon entering the building
- All bags and backpacks will be searched upon entering the building.
- Students will enter and exit through the front door only.
- Passing periods are 2 minutes long, students should be in their assigned seats before the 2nd bell rings.
- All passing periods are monitored by staff.
- Students are expected to conduct themselves in a courteous and considerate manner, follow the student code of conduct, dress code and electronic devices policies while on school property and buses.

CELL PHONES & ELECTRONIC DEVICES

Middle School/ High School

- All cellphones and personal electronic devices (PED) will be checked in with admin/security upon arrival to school every day (**no exceptions**). At the end of the day admin/security will redistribute the devices back to students.
- If parents or students do not want to comply with this cellphone policy then they should instruct their student to leave their cellphone or PED at home
- If parents need to speak to their student during the school day they can call the main office 973-3200 and we will arrange to have you child come to the office to have a conversation with you.

Cell phone violation consequences

1. Students who choose to violate this policy will be asked to wait in the refocus room until we can reach a parent to come and pick them up.
2. Students refusing to comply a second time will have a mandatory phone conference with a parent, admin (or the behavior interventionist, security) to discuss compliance with the policy; if the student fails to relinquish the phone then they will be sent home suspended
3. A third offense become automatic in-school suspension for the remainder of the day; any subsequent offenses become out of school suspension

RESTROOMS

- All students have the opportunity to use the restroom in the cafeteria during Breakfast and Lunch.
- Restrooms breaks will not be given during passing period.
- No students are allowed to use the restroom during the first and last 10 minutes of class.
- Requests to use the restroom during class are granted only if a staff member is available.
- No more than one student is allowed in the restroom at a time.

MEDICATION

By BOE policy, medication is administered at school only upon written request from the parent and a licensed physician or doctor. This includes both prescription and over the counter medications. The medication must be brought to the school in the correctly labeled container. If at all possible medications should be taken before arriving or after leaving school. Please see the office for questions or to obtain the correct forms.

PARENTVUE

If you need a ParentVUE account or need assistance with your current ParentVUE account, please contact the school office. ParentVUE website: <https://parentvue.usd259.net/>

VISITOR PROCEDURES

All visitors must enter through the main entrance and go directly to the office to check in through Hall Pass. A valid driver's license or government issued I.D. is required to check in and get a visitors pass.

CONFERENCE DATES – Virtual or Conference Call

October 11 th	4:00 – 7:30
November 15 th	4:00 – 7:30
February 8 th	4:00 – 7:30
April 17 th	4:00 – 7:30

PROGRESS REPORT DATES

Grades will be available on Parentvue the following dates:

September 8th
September 22nd
October 6th
November 3rd
November 17th
December 8th
January 19th
February 2nd
February 23rd
March 7th
March 29th
April 12th
April 26th
May 10th

GATEWAY'S POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT SYSTEM

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS – Is a proactive approach to establishing the behavioral supports and interventions needed for all students in the program to achieve social, emotional and academic success. Attention is given on creating and sustaining a school wide, classroom and individual systems of support and interventions by decreasing and eliminating targeted behaviors of concern and replacing them with a more desired and socially-appropriate behavior. Furthermore, we want all students to be able to dream, believe and achieve all their academic, social, behavioral and personal goals which hopefully includes graduation.

CHAMP/ACHIEVE

Gateway staff will use CHAMP/ACHIEVE to explain and implement important classroom and building expectations. This is a district-wide program for clarifying classroom and building expectations so students are always aware of the expectations. Students following CHAMP/ACHIEVE will have a high rate of success academically and behaviorally. Classroom teachers will use CHAMP/ACHIEVE often so that students completely understand the expectations for the particular assignment or activity.

Conversation - What conversation is allowed and at what voice level

Help - How does the student get help when needed

Activity - What is the activity that will be taking place

Movement - Can the student move around? If so, how

Participation - How will the student benefit from active participation

Activity - Lesson Plan for the class period

Conversation - What conversation is allowed and at what voice level

Help - How does the student get help when needed

Integrity - What are student expectations for a given activity

Effort - What behaviors demonstrate active participation

Value - How would active participation be of benefit to student

Efficiency - What methods will increase student productivity

DAILY POINTS

Students will have the opportunity to score 2 points in the categories of Attendance, Participation, and Completed Work in each class for a total of 6 points each period and cumulative total of 54 by the end of the day in all nine classes. An additional 5 points will be awarded under CHAMPS and 5 points under Grades at the end of the week.

During the last minutes of class, teachers will give students' feedback regarding their points in each of the categories. If students have been removed from class for the hour this will instead be filled out by the administration or support staff for a total of 290 points possible per week.

Point totals will be totaled the following Monday by support staff. Support staff will meet with assigned students one on one to go over the points. Students will be identified as being on Gold level if they have received (85-100%) of the total points for the week, Silver (75-84%), Participant (74% or below). Activities and Rewards will be available to students based on their point level.

Attendance

2 = Student was in class on time and stayed all hour.

1 = They were in class for any length of time.

0 = They didn't come to class at all.

Participation

2= The student stays engaged with instruction 90% or more of the time.

1= The student stays engaged with instruction 50- 90% of the time.

0= The student is engaged with instruction less than 50% of the time.

Complete Work

2 = The student participates and completes the work assigned that day.

1 = The student participates and completes some part of the work assigned that day.

0 = The student does NOT participate or complete any of the work assigned that day.

BEHAVIOR CONSEQUENCES

Disruptive/Defiant behavior will result in the student being removed from the learning environment. Student may be placed at a reflection table or refocus room for a period of time as determined by the teacher or security. If defiant/disruptive behavior becomes chronic, additional disciplinary measures will result. Support staff and Security will work with any student who is struggling behaviorally to try and work out any issues so that the student can remain at school if possible. If the student cannot redirect after a reasonable amount of time and continues to disrupt the learning of others, they will be sent home.

Incident Report

The teacher will complete a report for disruptions that require attention from the support staff/principal. Consequences for an incident report include:

- Verbal Warning
- Phone call to Parent
- Removal from classroom (short term or long term)
- Student conference with principal/support staff
- Parent conference with principal/support staff
- In school suspension
- Lunch detention
- Restitution/Community service
- Out of school suspension
- Return to Hearing

B.O.E. Policies

Please refer to the following Policies:

- 1230 – Acceptable Device and Communication Use by Staff, Students, and the District
- 1462 – Pupil Behavior – Assault and/or battery of Staff Member
- 1464 – Pupil Behavior – Regulations
- 1465 – Pupil Behavior – Alcohol, Drugs, Drug Paraphernalia, and/or other controlled substances
- 1466 – Possession or Use of Weapons
- 1470 – Search and Seizure – Student and their Personal Possessions and School Facilities
- 5113 – Suspension and/or Expulsion of Pupils
- 5116 – Emergency Safety Interventions
- Bullying, Harassment and Sexual Harassment

See all USD 259 B.O.E. policies at

www.boe.usd259.org