

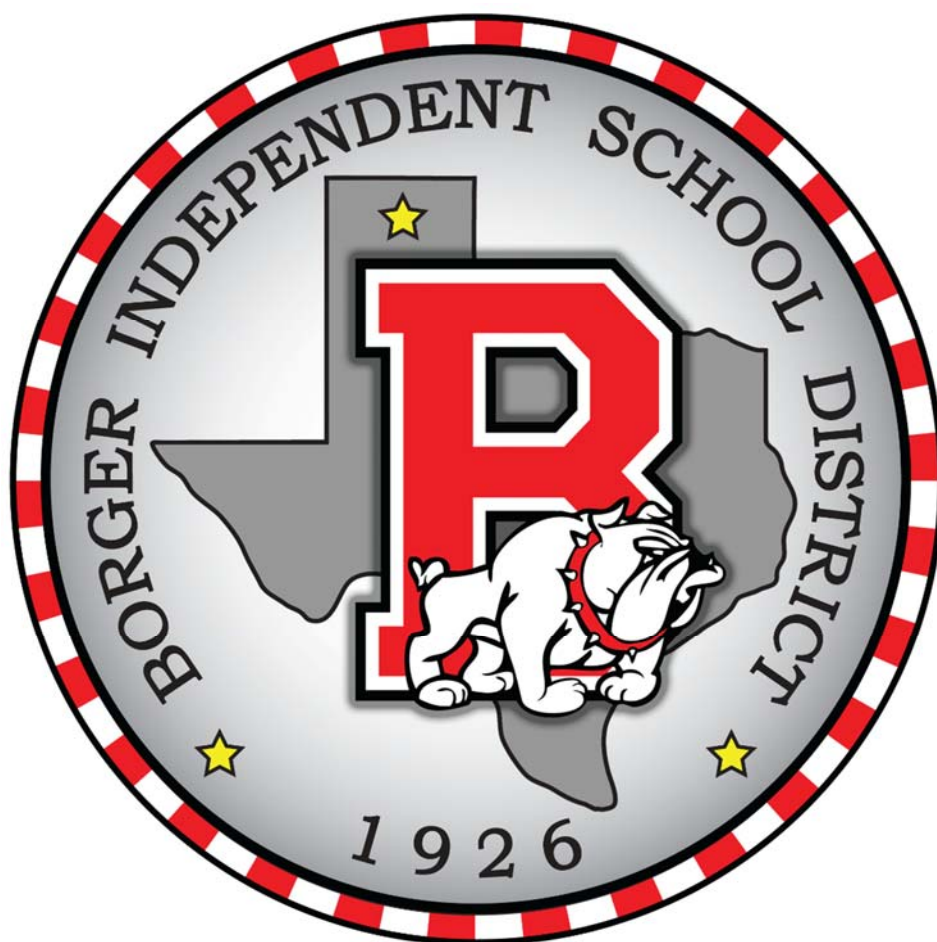
Gateway Elementary

401 Tristram

Borger, Texas 79007

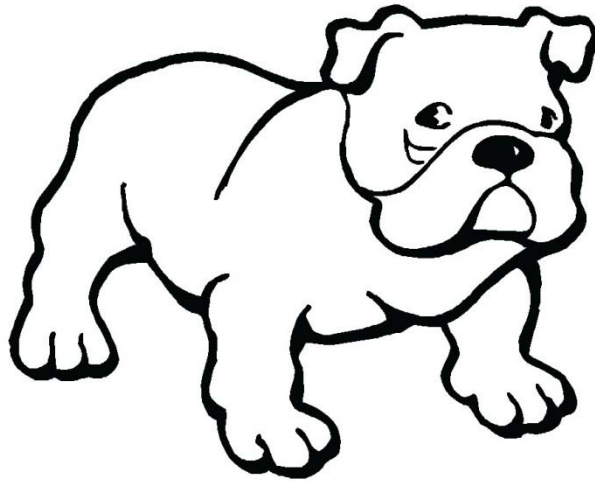
2016-2017

Student Handbook



Campus Information

2016-2017



Phone Numbers

Office Main Number	(806) 273-1044 or (806) 273-1045
To Report a Student Absence	(806) 273-1044 or (806) 273-1045
Cafeteria	(806) 273-1047
Nurse	(806) 273-1048
Library	(806) 273-1058

Accidents:

If your child is injured at school, we will make him/her comfortable and then call you immediately if a serious injury has occurred. If you cannot be reached, we will contact the emergency number listed on the emergency care form. **It is important to keep your child's records and emergency numbers updated.** If no one can be reached, your child will be taken to the local hospital emergency room if the injury needs immediate attention.

Announcements:

School-wide announcements will be made at 8:10 a.m. No announcements will be made during the school day except in the case of an emergency.

Arrival:

Morning Arrivals

Children may arrive at school as early as 7:30 AM. The front doors of the school will be unlocked at 7:30 AM. Classes begin at 8:10 A.M. To maximize instructional time, **please bring your child before 8:10 AM** so they can be seated in the classroom and ready to receive instruction. If they need to eat breakfast in the cafeteria, please bring them prior to 8:00 AM.

Students arriving prior to 8:10 A.M. should report to the gym. Students must remain in the gym until they are picked up by their classroom teacher. Teachers pick up students from the gym and escort them to their classrooms at 8:00 A.M.

Breakfast is served from 7:30 A.M.-8:00 A.M. The serving line closes at 8:00am. In order to be served, students eating breakfast must arrive prior to 8:00 A.M.

The tardy bell rings at 8:15 A.M. Students arriving at 8:15 A.M. or later must report to the office to obtain a tardy pass. Students without a tardy pass will not be admitted to class. Students experiencing excessive tardies will be required to make up instructional time during their recess and/or after school with their teacher.

Attendance:

If a student must be absent for any reason, please report the absence by calling the main office: 273-1044 by 8:30 A.M. Attendance is taken at 9:30 A.M.

Texas Compulsory Attendance Laws

Refer to District Student Code of Conduct Handbook

Attendance Helpful Hints:

1. If a child is vomiting or has a fever, please keep the child home.
2. If a child is not vomiting or does not have a fever – please SEND THEM TO SCHOOL.
3. If a child is absent, please call the school immediately and let the school know the child's name and why the child is not in school. Please do this as early as possible!!
4. Tardiness is *unacceptable*. A child is considered tardy at 8:15 A.M. If a child has a medical or dental checkup or appointment, please schedule those as late in the afternoon as possible so that the student does not miss instructional time.
5. If a child has a medical or dental appointment and returns to school, the absence will not count against them if a doctor's note is presented within 3 days from the absence.
6. If a child is out for **three consecutive days or more**, documentation from a medical doctor must be presented to the office upon return to excuse any of the absences. If a student is absent for one or two consecutive days, a parent note will be accepted to excuse the absences. Notes must be received by the third day after the absence.
7. Gateway follows the State of Texas attendance guidelines and will file truancy against parents whose children meet the following guidelines:
 - a. Is absent from school for ten or more days or parts of days within a six-month period in the same school year, or

Doctor/Dentist Appointments:

State law does not penalize a student who has a medical or dental appointment if the following steps are taken.

1. If a student has an early morning medical/dental appointment, signs in late for school (with documentation) and attends school for the rest of the day, no absence or tardy is recorded on the student's permanent record.
2. If a student attends school all morning, signs out for a medical/dental appointment after lunch period and brings documentation to the office upon his/her return to school the next day, no absence or tardy is recorded on the student's permanent record.

Regular school attendance is essential for the student to make the most of his or her education.

Bus Regulations:

Riding the school bus is a privilege. Improper conduct on buses could result in the privilege being denied. A copy of the bus safety rules will be given to each child who rides the bus at the beginning of the school year. Please review these rules with your child.

Breakfast And Lunch Program:

Breakfast will be served in the cafeteria each morning between 7:30 A.M. and 8:00 A.M. The serving period will end at 8:00a.m.

School cafeterias serve a balanced lunch to students. If students prefer, they may bring sack lunches and may purchase milk from the cafeteria.

Students may not share food items or lunches with each other.

Lunch charges are issued in emergencies only. They are not provided as a matter of convenience.

Menus are sent home monthly and can also be viewed online at –
<http://www.borgerisd.net/food/index.htm>

Meal Money:

For convenience and a reduction of lost money, parents are urged to consider the advance purchase of breakfasts and lunches for students. The money will be deposited into the student's individual account. You may deposit any amount of money, enough to cover meals for five days or the entire school year.



A NOTE FROM THE CAFETERIA

Federal guidelines and Borger ISD policy states the following regarding cafeteria procedures:
Parents **MAY NOT:**

- Feed their child in the school cafeteria, children must feed themselves
- Feed other children including younger siblings from the student's tray
- Eat from a student's tray
- Take food or drink from the cafeteria.

These guidelines are in place and **MUST** be followed to ensure Borger ISD receive federal funding for food services.

Lunch time at school is a wonderful opportunity for you to have lunch with your child. There is a separate table set up in the cafeteria for this purpose. Just be sure to let your child's teacher or the cafeteria know in advance if you plan to purchase a lunch from school. Your child may have one friend sit at the table with him/her.

Cafeteria Rules:

1. Talk softly and remain seated. Raise hand if needed.
2. Practice good table manners. Clean up table and floor around your area before leaving.
4. Do not touch another person's food or tray.
5. Always walk in the cafeteria.
6. **Be respectful and follow directions.**

Conferences:

A child's academic progress and general education opportunities are greatly enhanced when teaching becomes a cooperative effort of the home and the school. Much can be accomplished in this endeavor through parent-teacher conferences.

When you feel that a conference with your child's teacher is needed, we would like to ask that you send a note to the teacher and arrange for a conference appointment. This will help you avoid a possible inconvenience since teachers are regularly scheduled in instructional planning sessions, in-service meetings, etc., as well as in conferencing with other parents.

Custody Agreements:

A copy of all court ordered custody agreements and associated documentation must be kept on file in the office. Please submit a copy of all paperwork to the office at the beginning of the year.

Dismissal Times:

Parents should make arrangements for prompt pick up of students after dismissal. Students will be dismissed at 3:40. For the safety and security of our students, the front interior doors will remain locked until this time.

Discipline:

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your child(ren) the importance of and need for good behavior and a good attitude while at school. Our school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and district staff. The district's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Gateway will not tolerate fighting, disrespect toward others, obscene language, destruction of school property, or a child disrupting the learning environment. Students may also be excluded or suspended from school or school activities as a means of punishment for severe discipline problems. Corporal punishment may be used as a means of punishment, as stated in school board policy.

Dress Code:

DRESS AND GROOMING

Refer to the BISD Student Handbook

Emergency Messages For Students:

To avoid interruption of an entire class's learning, messages will be delivered to classrooms only in emergencies. **Parents should make prearrangements with the child as to who will pick the student up from school, etc.** We also ask that parents refrain from calling the school and asking to speak with their child. This takes the child out of the classroom and away from value instructional time.

Bilingual/E.S.L. (English as a Second Language):

A Bilingual/ESL program is provided daily by specially trained staff members for students who qualify.

Fire and Disaster Drills:

Fire and disaster drills will be conducted during the year to comply with safety standards. Exit diagrams are posted on the wall of each classroom.

Gifted/Talented Program:

Students at Gateway may be nominated for the gifted/talented program at any time by teachers or parents. Assessment tools to determine eligibility may include: achievement tests, intelligence tests, behavioral checklists, tests of creativity, and student work products. Parents will be notified of the results of the assessments by the learning facilitator:

Racheal Oeleis, Coordinator
Advanced Academic Services
Borger Independent School District
806-273-1054

GO Books: Please check your child's backpack every day for your child's GO Book. This binder contains valuable information regarding calendars, notes from the teacher, discipline concerns, etc. It is designed to act as a two-way communication tool between school and home.

Lost and Found:

Articles found in and around the school should be turned in to the lost and found areas provided in the school. You are encouraged to label everything on the tag of your child's item. This makes it easy for us to locate it and get the item back to the happy owner. Also, if you have something missing, we encourage you to check the lost and found table near the cafeteria because lots of items over the year will build up. **A few times a year, we will remove unlabeled and unclaimed items from campus and donate to charity.**

Parent and Volunteer Participation:

Parents and community members are always welcome to visit and help in our school. Your interest and involvement is always appreciated. A few ways you can become involved are:

- Mentoring a child
- Volunteer program—this program includes, but is not limited to, helping teachers prepare instructional materials, listen to children read and or read to children.
- PTO membership
- Male figures may sign-up and volunteer to become Watch D.O.G.S (Dads of Great Students)
- Help with class parties, projects, field trips, etc...
- If you are interested in serving in any way, please contact the school office. You will be asked to complete a DPS Criminal History Background check at the BISD Administrative office.

State law requires us to conduct a background check on all volunteers, please contact Elia Smith (Parent Involvement Coordinator) for more information.

Parent/Administrator Or Parent/Teacher Conference:

We try to maintain an open-door policy so parents can stop by any time to visit. However, to ensure a conference with the principal, teacher or counselor, please call the office to schedule an appointment.

Personal Possessions:

All personal belongings, including lunch boxes and coats, should be carefully labeled with the child's name and school. The school has a Lost and Found table located near the cafeteria. The school requests that you check this table if your child is missing a clothing item: coat, glove, scarf, etc.

Please **do not send toys, electronics, and other related items** to school. These items are very distracting for the class and will be taken up by the teacher. By bringing these items to school, the student risks the item being stolen or broken. The best place for such items is at home.

PTO:

Parent Teacher Organization (PTO) is a volunteer child advocacy organization. PTO collaborates on projects that benefit children. General PTO meetings are held monthly in the school cafeteria.

Report Cards:

Gateway follows a 6 week assessment period. Report cards will go home on the first Thursday after the end of each (6) weeks period. Parents should sign the bottom portion of the report card and return to school within a week.

1 st 6 weeks ends:	October 6, 2016
2 nd 6 weeks ends:	November 17, 2016
3 rd 6 weeks ends:	January 19, 2017
4 th 6weeks ends:	March 2, 2017
5 th 6weeks ends:	April 20, 2017
6 th 6weeks ends:	May 26, 2017

Schedules:

While schedules will vary, a typical elementary day will include:

- literacy and math instruction
- centers: academic reinforcement
- science, social studies, and health instruction
- physical education
- music
- library time
- computer lab
- recess with peers
- lunchtime

Secure Campus:

For security reasons, all outside doors to the building are locked at 8:20 a.m. every morning. During the rest of the day, the only open door to the building is at the front entrance by the office. The interior glass doors have a security entrance on them with a buzzer system. Please press the button and an office staff member will buzz you in to the building. All visitors are required to stop by the office to have their picture ID scanned and to obtain a RAPTOR Badge. Parents are asked to wait outside or in the foyer by the doors until 3:35 to prevent congestion in the hallways during the instructional day. If a student needs to be picked up prior to 3:35, parent will need to come to the office with proper ID to check the student out. School staff will retrieve the child once the parent has checked in at the office. We are not able to have students wait in the office prior to the parent's arrival.

School Nurse:

The school provides the services of a nurse. Our campus nurse is Nurse Ward (273-1048). Please assist us in maintaining the most conducive environment for learning by keeping children at home when ill. Sick children cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Children who become ill or injured at school will be taken to the nurse. She will determine whether the child is to remain in school. If not, the nurse will contact the parent or nearest relative. All medication for a child (prescription or over the counter) will be administered by the nurse.

- All medicines (prescription and over the counter) to be given at school will require a written prescription from your child's doctor.
- The medicine must be in its original container and must be properly labeled.
- The dispensing date for the medicine must be within one year of the date it is sent to school for dispensing.
- The parent or guardian must give written permission to allow nurse to administer medication.

Tardy Policy:

Students are expected to be in the classroom by 8:10 A.M. Announcements are made at 8:10 A.M. The tardy bell rings at 8:15 A.M. Students arriving at 8:15 A.M. or later or not in class by 8:15, must report to the office to obtain a tardy pass. Students without a tardy pass will not be admitted to class. Students experiencing excessive tardies will be required to make up instructional time during their recess and/or after school with their teacher.

Traffic Rules/Parking Lot Procedures:

If you use the drive through located in the parking lot of the campus to drop off and pick up your child, we are requesting your help with the following:

- You must never leave your vehicle running while you come inside or leave young children in the car unattended. Drivers can receive tickets for this.
- If you are dropping off students or picking them up, please make sure that you do not resume driving until your attention is on the road in front of you. If you are looking in the back seat at your child or watching him/her walk in and attempting to drive, then you may hit another car or a pedestrian.
- If you are walking across the drive with your child, please wait for the crosswalk monitor to signal that it is safe to cross. If a monitor is not present, please look both ways before you step out into the drive through area. If you see a car, make eye contact and make sure that the driver is aware that you are there.
- Please understand that we often have grandparents, aunts, etc. that have been asked by parents to pick up students. These individuals may not be familiar with our procedures.

- Demonstrate courtesy and patience. You are your child's first and foremost teacher. When you allow yourself to become upset and say or do something inappropriate, please remember that your child or another child could be watching. Children get their cues from watching the adults around them as to what is an appropriate way to handle a situation. Please set a good example.
- Obey the 20 MPH speed limit around the school grounds. Cell phone use is prohibited in school zones.
- STOP at all crosswalks. Do not park in crosswalks. Only proceed after children have safely crossed. Pedestrians have the right of way. Obey the crosswalk monitors at all times.
- Do not park in the designated bus parking area at anytime.
- Do not pass the school bus if lights are flashing and/or stop signs are out.
- Always park next to the curb for loading and unloading children. Students should not be loaded or unloaded in the pull-out lane. Please use the lane closest to the school to load and unload children. They must exit/enter the car on the passenger side only. The driver must stay in the car if dropping off students in this lane.

Visitors:

Visitors are always welcome at Gateway Elementary, we do request that all visitors report to the school office upon entering the building during regular school hours. Please bring a valid picture ID when visiting campus. Any item for a child (lunch, snack, homework, jacket, etc.) should be left at the office to be delivered to the child by office staff. **State law** requires that classrooms have the least amount of interruption during instruction.

Withdrawing from School:

If you plan to withdraw from Gateway Elementary at anytime during the school year, please notify us as much in advance as possible. Please call us or send a note with your child telling us the date you will leave. We need to officially withdraw the student on that day. Please pay all money owed to the cafeteria and/or library. Return library books and textbooks to the school before leaving.