

**Gateway Michael
School
PARENT HANDBOOK**

Michael Mustangs



2023-2024

“We are Safe, We are Different, We are a Team”

**Susie Doyle, Secretary
Petra Baker, Principal**

Dear Parents/Guardians:

Welcome to Gateway Michael School! We are excited to have you as a new/returning parent of our school community. On behalf of the faculty, staff, and fellow students, I want to extend a warm and heartfelt welcome to you.

At Gateway Michael, we believe in creating an inclusive and supportive environment where every student can thrive. We understand that each student is unique, and we recognize and value the diverse abilities, talents, and strengths that he/she brings to our school.

Educating your child is one of the most important tasks that you face as a parent/guardian, and we are happy that you have chosen us. As a parent, we want you to know that we are here to support your child in his/her educational journey. Our dedicated team of teachers, specialists, and support staff are experienced in working with students with diverse needs. We are committed to providing them with the necessary resources, accommodations, and personalized instruction to help them reach their full potential.

We strive to meet our students' individual needs, incorporating various teaching strategies, assistive technology, and adaptations. Our goal is to ensure that they have access to a meaningful and engaging education that nurtures their growth and development.

The goal of this handbook is to provide you with answers to your most immediate questions about school policies and procedures. Please refer to the Saint Louis Public Schools Student Code of Conduct Handbook for questions regarding discipline protocol and procedures. Feel free to contact the school for an appointment to discuss your child's progress or any other school-related matter. We ask that you and your child review this handbook carefully. All students are required to return the final page of this handbook which must be signed by the parents/guardians.

Children learn best when their families and teachers work together. Communication and collaboration are important to us. We encourage open lines of communication between parents and our staff. We value your input and insights, as they are essential in tailoring our support and instructional strategies to best meet your needs. We will work together as a team, holding regular meetings to discuss progress, address any concerns, and celebrate achievements.

Our expectation for all of us is that we strive for the goal of making this year the best year ever! Should you have any questions or concerns, please do not hesitate to call the school at (314) 241-0993. I look forward to working with you this school year!

Sincerely,

Petra Baker

**Petra Baker, EdS
Principal**

St. Louis Public Schools Vision

Saint Louis Public Schools is the district of choice for families in the St. Louis region that provides an excellent education and is nationally recognized as a leader in student achievement and teacher quality.

Gateway Michael School Mission

We strive to challenge, support and nurture the growth and development of all students.

Vision

We provide quality education through:

- Respect**
- Character Development**
- Functional Curriculum**
- Individualized and Group Instruction**
- Safe Environment**
- Community Involvement**

Core Values

WE ARE SAFE!

WE ARE DIFFERENT!

WE ARE A TEAM!!!!

Gateway Michael School History

Gateway Michael School serves students with serious health problems and multiple disabilities, ages three through fourteen. Its distinct location allows students opportunities to be integrated with general education students' from Gateway Elementary/Middle throughout the day for meals, classes, recess, assemblies, or other activities as their health and abilities allow. Established over 80 years ago to educate a largely ignored group of children labeled "crippled" by society, Gateway Michael continues to provide opportunities for children who require extra help to make progress in an educational setting.

The backbone of our instructional program is the federally-mandated Individual Education Program (IEP) which defines the services and supports necessary to facilitate educational success for students with special needs. Tailored to specific individual goals that range from traditionally academic pursuits, such as reading and mathematics, to those not covered in the general education classroom, such as motor skill improvement or self-help skills, the IEP, in concert with the District's curriculum, sets the course for the educational experience of our students.

Gateway Michael has the services of three full time nurses to handle a plethora of physical needs, including, but not limited to, tube feeding, suctioning, monitoring respirators, and dispensing medications. Licensed occupational, speech/language, physical, vision, and music therapist' address a wide range of the student's development, including, but not limited to, self-help, feeding, communication, sensory motor issues, motor planning and vision deficits. Ancillary classes such as physical education, music, and art have to be adapted to meet the needs of our students.

Gateway Michael has developed a number of partnerships with community groups, particularly those who serve people with disabilities. Life Bridge provides camp/winter program for our students during both the regular calendar year and the extended school year. Students are able to participate in Special Olympics through a partnership with Special Olympics. Students participate in Challenger Baseball. Prior to Covid, the Optimists Society visited the students several times throughout the year and celebrated a Student of the Year annually. Students from DeSmet, Bishop Dubourg, Cardinal Ritter College Prep, and St. Louis University High Schools, have partnered with Gateway Michael to complete community service hours. A former student founded I AM SOMEBODY, an organization that encourages students to be and do their best; thus not allowing their disabilities to set limitations for them.

Gateway Michael prides itself on the commitment and dedication of its staff to ensure that, with accommodations, students are given the opportunity to engage in activities that same aged peers participate in. Parents are taught how to advocate for their children in school and in the community.

Our students are challenged, nurtured and supported to maximize their growth and development.

Our ultimate objectives are to foster independence, promote individual achievement, and create confident students willing to take chances.

Our mascot:



Mustangs

Use

Supportive

Teamwork

And

Nurture

Growth

Successfull

Gateway Michael School Pledge



**Gateway Michael is our school
We do our best to follow the rules
We will not fight
Peace is the way
To succeed in school
EVERYDAY!!!!**

General School Information

SCHOOL COLORS: Royal Blue and White

SCHOOL MASCOT: Mustangs

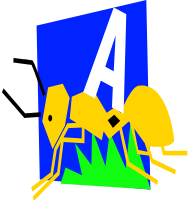
The Gateway Michael School uniform consists of the following:

- ❖ Khaki/blue pants (straight or cuffed), shorts (no shorter than 4 inches above the knee), skirt (knee length), or skorts.
- ❖ Uniform shirts may be purchased from the school starting at \$12.00 and up. Shirts must be plain royal blue/white polos or uniform shirts with the embroidered Gateway Michael logo.
- ❖ Low-heeled shoes or tennis worn with socks – Toes must be covered.
- ❖ Acceptable outerwear is a Royal blue, black, or white cardigan, sweatshirt or sweater.
- ❖ A belt must be worn at all times with pants and shorts.

*Students have an option to wear uniforms.

Clothing that is NOT PERMITTED:

- Sagging pants
- Shirts that expose the midsection
- Oversized, baggy, tight fitting, or tattered clothing.
- Sunglasses, hats, bandanas, or other headgear.
- **NO FLIP FLOPS**
- **NO OPEN TOED SANDALS**



ABSENCES

Personal illness or death in the immediate family is an excusable absence. If a student is absent from school, he or she should do one of the following upon returning to school:

- 1. Bring a note to their teacher and office from a parent or guardian stating the date(s) of the absence and the reason(s)**
- 2. Have your parent or guardian call the office and give the date(s) of the absence and the reason(s)**

PATTERNED ABSENCES

If contact cannot be made, or if no reason is provided for the absence/tardiness, the school shall prepare a referral to the school social worker on the appropriate form.

When a student is absent for three (3) consecutive days (unexcused or unexplained absences) or has 3-5 total absences, the school shall prepare and send a 1st letter to parents/guardians. Further additional absences, excused and/or unexcused, shall be addressed in the following manner:

- 6-9 absences = 2nd parent letter

- 10 or more absences = 3rd parent letter and notification to the Missouri Division of Children's Services, Juvenile Court and/or City Court.

The Missouri Compulsory Attendance Law (Section 167.031 of the Missouri Revised Standards) says that every parent, guardian, or other responsible persons in this state who have charge, custody, and control of a child are responsible for enrolling a child in school and are responsible to see that they attend school regularly. We do understand extenuating circumstances. However, violation of this law could result in a hotline call for educational neglect.

Parents of absent students shall be contacted by the social worker. Community resources shall be utilized by the social worker in addressing problems of the family that may be contributing to absenteeism. If chronic absenteeism continues, the social worker shall notify the Juvenile Court, City Court, and/or the Missouri Division of Children's Services.

ACCIDENTS

It seems that accidents are inevitable in schools. When children play, they do sometimes acquire minor injuries. In most cases, these will be small abrasions and cuts which are attended by the school nurse. The nurse will contact parents via telephone and send a note home with your child to inform you of the incident in question. Please identify someone for an emergency contact in the event that you, the parent, cannot be reached. It is essential that you identify someone who can pick up your child in the event that he/she is injured. This person should be listed on the enrollment form as an emergency contact. In the event that your child has a toileting accident, staff will assist in changing your child's clothes. If your child does not have an extra change of clothes, a parent/guardian or a designee will be expected to bring clothes to the student or pick him/her up from school. Your child will not be allowed to ride the bus home.

ADULT CONDUCT

We welcome positive parental involvement at Gateway Michael School. This includes the following:

- Cell phones placed on vibrate
- Appropriate dress for an elementary school
- Appropriate language for an elementary school
- Food and drink left in the office
- Address only your child's behavior and allow the administration/staff or other parent to address other child's behavior.

ARRIVAL TIME

All students are expected to arrive at school by 8:02 am; however, there is no supervision prior to 7:45 am. For safety reasons, students should NOT arrive prior to 7:45 am. Teachers will meet students at 8:00 am during Morning Meeting. Our instructional day begins at 8:30 am. Students arriving after this time miss important instruction. Please ensure your child is prompt at all times.

Tardiness to class is not accepted, as minutes can accumulate to hours and even days of absence. Tardiness can also negatively affect your child's academic performance. If your child arrives after 8:30, you and your child must report to the office for a tardy slip. You will be sent back to the office with your child if you fail to adhere to this request.

ATTENDANCE

All residential students, between the ages of five and twenty-one years of age, shall be provided a free public education. As stated by

Missouri law, any child between the ages of seven and sixteen must attend a full-time day school, public or private.

We know that absences are often unavoidable and we have listed those that are excusable by law below for your convenience. We are required by law to report students missing more than 10 days per year so we appreciate your efforts in ensuring your child attends regularly.

Good attendance is essential for each student. High achievement and excellent attendance go hand-in-hand. We encourage parents to emphasize the importance of maintaining good attendance and being on time daily. Good attendance is rewarded and prizes are given to students on Awards Day at the end of the school year.

AWARDS/STUDENT RECOGNITION

Awards will be given periodically throughout the school year to commend students who have achieved academic, attendance, service, and citizenship recognition. Academic awards are given to students to have achieved high honors, attendance awards to students who have been present for at least 170 days, and service and citizenship awards for students who give service to their school and/or school community and have demonstrated good social skills.



BREAKFAST PROGRAM

A nutritional breakfast gives a body fuel to start the day. Breakfast is served daily starting at 7:45 am. Breakfast will be served until 8:30 am.

BUS PROCEDURES AND SAFETY RULES

Students must be accompanied on/off the bus by a parent/guardian or designee sixteen or older. No exception!!! All students are expected to display appropriate conduct at all times, especially when being transported to and from school. Students must obey the driver's instructions. Students must remain seated for the entire ride. For the safety of all, absolutely no distractions to the bus driver will be tolerated. Bus warning letters and/ or bus suspensions will

be issued to all who violate bus safety rules. The following behaviors can violate bus safety or are unacceptable behaviors while riding on a school bus:

- Throwing objects inside or outside of bus
- Tampering with Emergency Door
- Hitting/Fighting students, monitor, or bus driver
- Refusal to stay seated
- Sticking head/hands out of the window
- Using profanity
- Disrespect
- Vandalism of bus property
- Stealing

During the suspension of bus privileges, it is a parent's/guardian's responsibility to provide the student's transportation to and from school. Please stress to your child/children the importance of adhering to bus safety rules. We want everyone to have a pleasant, safe bus experience each day. **REMEMBER: RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!**



CAFETERIA

Breakfast and lunch are served daily. Meals will not be served after the indicated times 8:15 a.m. for breakfast and 12:45 p.m. for lunch. Please make sure your students arrive to school in time to eat breakfast/lunch if desired. In the event that your child is tardy, please ensure that your child eats before he/she arrives to school.

Our Food Service Department works diligently to ensure every child receives a lunch every day. To ensure better student service in the cafeteria, the following regulations should be observed:

- Students should enter and exit the cafeteria in an orderly fashion
- Breaking the line or cutting in line will not be permitted
- All food products must be eaten in the designated eating areas
- All students will leave their area and table clean and dispose of any trash in the containers provided

CARE OF SCHOOL PROPERTY

All students are responsible for the care of our building, classroom property, textbooks, bulletin boards, library items, technology equipment (computers, keyboards, headphones and Smartboard) and supplies assigned to them each year. If books are lost, damaged, or defaced, parents or guardians agree to reimburse the school for the lost or damaged articles.

CELEBRATIONS

Gateway Michael School wants to remain one of America's Healthiest Schools. Only food and beverages that meet the districts and the Alliance for a Healthier Generation's food and beverage guidelines will be allowed. Therefore all food/drinks during celebrations will be healthy. That includes birthday parties, assemblies, balls, dances, and etc... Examples of healthy foods and drinks would include yogurt, fruit snacks, fruit, fruit juices, and etc... Cakes, cupcakes, ice cream, soda, and etc... will no longer be allowed. Please confirm with teacher prior to scheduling any celebrations.

CHANGE OF ADDRESS

In the event that you move and your child rides the bus, please notify the school at least two weeks in advance, when possible. This will prevent an interruption in transportation services.

CLASS DOJO

All announcements and pertinent information will be uploaded to Class Dojo. If you have not signed up, please check with your child's teacher and sign up immediately. The expectation is that all parents/guardians sign in to Class Dojo for communication purposes.

CLASSROOM RULES

Each teacher has developed classroom rules for his/her students. Copies of these rules and procedures will be sent home to allow parents and guardians the opportunity to review them with their child. Please stress the importance of always following the rules. Each classroom teacher establishes rewards and consequences for acceptable and unacceptable behaviors.

COMMUNICATION

Parental communications will be sent home regularly from classroom teachers and the administration, as well as uploaded to Class Dojo. Important announcements and general information will be sent on an "as needed" basis. A monthly calendar and newsletters of upcoming events will keep families informed.

Teachers will communicate good and bad news and may call parents and guardians to inform them of student progress. Feel free to call the school and leave a message for your child's teacher. Your call will be returned as quickly as possible. Teachers will call preferably on their planning time.

COMPUTER INSTRUCTION

Students will be involved with computers on a daily basis. Each student is assigned an I-pad at the beginning of the school year. Parents are responsible for I-pads and chargers. All parents must sign for their child's I-pad before it can be distributed.

CONFERENCES

Conferences can be scheduled with teachers or administrators whenever deemed necessary. We are anxious to work with our students' families in a collaborative effort to maximize student performance and progress. Please call 314-241-0993 and we will make every effort to arrange a meeting or conference at a mutually convenient time.

St. Louis Public School District schedules two parent conferences during the school year. Please review the District Calendar enclosed in this handbook or the notices sent home to remind you of the dates. Your attendance is needed and appreciated.

COUNSELOR/SOCIAL WORKER

Our counselor/social worker is available to assist students and families. Our counseling program is designed to help all students as they grow and develop. A student may request a private conference by asking his/her teacher for permission to see the counselor/social worker. Parents or guardians may call the counselor/social worker to schedule an appointment at 314-241-0993.



DAILY ROUTINE

All students arrive between 7:45 am and 8:15 am. Students report to the Multi-Purpose room for breakfast. At 8:20 students will circle up

with their teacher and classmates for Morning Meeting. Students will be dismissed by class after Morning Meeting. Instruction will begin at 8:30 a.m.

DISCIPLINE POLICY

School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle in the classroom, hallways, and on the school grounds. All rules will be publicized, explained, and equitably enforced.

The responsibility for school discipline involves students, teachers, parents, administrators, and community to ensure an effective discipline program. Please review the discipline procedures along with consequences to help your child understand his or her responsibility.

DISCIPLINARY ACTION

If a student violates school rules, the principal may impose out-of-school suspension, attendance or behavioral contracts, parent/guardian conferences, revocation of student procedures, or expulsion.

All students and parents/guardians at Gateway Michael should realize that suspension from school is an extreme measure. In order to provide students and staff with a safe and orderly environment, disciplinary actions must be executed.

- Any student reported to the office for any of the following reasons may receive disciplinary action.
- Fighting – The role of the school and home should be to help children understand that there are better ways of solving problems or disputes without resorting to violence. Therefore, fighting will not be tolerated at school.
- Obscenities and Inappropriate Language – The use of vulgar language or that which demeans another person is totally unacceptable. These are sensitive topics which may also be deemed unacceptable.
- Possession of tobacco, controlled substances, weapons, and dangerous items are prohibited.
- Disrespect toward staff members is unacceptable. Respect between students and teachers is a mutual behavior. Staff members will model and enforce Gateway Michael expectations and will not be expected to tolerate verbal abuse

from students who choose not to follow school and/or classroom rules.

- Pupils' actions which damage property or create situations that disrupt school or classroom operation are unacceptable.

An out of school suspended student may not return to school until a parent/guardian has conferred with the principal and/or teacher. This requires that the parent confer with school staff to discuss methods of preventing future situations.

Any suspended student will be given a letter to take home at the end of the school day. This letter will state the cause and length of suspension. An effort will be made to contact parents by phone to advise them of the suspension so it is important that the school has a working number for your child.

DISMISSAL PROCEDURES

The following dismissal procedures have been put into place to provide a safe and orderly school dismissal:

- Students will be dismissed from the **Multi-purpose Room** in an orderly manner. Proper supervision has been put into place to ensure all dismissal procedures are adhered to.
- Parents picking up their child are asked to park and not block the busses. Parents picking up students should arrive by 3:00 pm to ensure safety and timely dismissal of busses.

For any questions regarding dismissal procedures and protocol, please call the main office at (314) 241-0993. **Should a student need to change his/her way of getting home, a written note is required by the parent/guardian or a phone call prior to 1:00 pm. Failure to do so will result in your child being placed on his/her bus.**

DOCTOR/DENTAL APPOINTMENTS

Please make every effort to make appointments after school hours. It is permissible to take the students to their appointments and return them to school. We must communicate to children that school is important and it is their job to attend school.

Whenever possible, medical and dental appointments should be made after regular school hours. A written note from the parent/guardian, including the date and time of the appointment, is expected by the main office before such absences can be determined as excused. It is the responsibility of the student and/or parent/guardian to request the make-up work and turn in completed assignments within the agreed period of time. Upon return, a note

from medical personnel should be placed in the child's book bag to verify the excused absence.

DROPPING OFF STUDENTS

Students are not to be dropped off prior to 7:45 am. When dropping students off, parents or designee must park in a parking space, bring the child to the Multi-purpose room and hand the student to an adult. **Students are not to be lifted on/off the ramp. Students are not to walk into the building alone.** The staff that are on the ramp are unloading busses. Therefore they are unable to take your child into the building. Exceptions are medical conditions such as surgery, arthritis or debilitating illnesses that causes a hardship for a parent or designee to walk. Please help us to keep your child safe.



EARLY DISMISSAL

In order for our students to receive the full benefit of the instructional day parents are discouraged from requesting their children be dismissed early from school. Some instances are unavoidable due to special circumstances; however, we do request that doctor and dental appointments are scheduled during non-school hours when possible. If appointments are prearranged, please send a note to school with the information for the teacher and the main office so that attendance can be recorded accurately. If an early dismissal is required, the parent/guardian or designated proxy must sign for the child in the main office and may be asked to provide identification if necessary. Parents or their designee will be given a visitor's badge that must be worn in the building, as well as an early dismissal slip. Teachers will not allow parents or their designee to pick up students without a visitor's badge or the early dismissal slip.

The Gateway Michael Staff recognizes that parents may need to convey messages to their child's teacher during the school day. Please notify the main office prior to 2:00 p.m. or as soon as you are aware that important information needs to be made available for your child's teacher. This will help to ensure that the important information can be delivered in an efficient and timely manner.

EMERGENCY FORMS

Emergency Forms must be completed immediately and need to be kept up to date. If you move, change your phone number, or your emergency contact information changes, please contact the office immediately. Emergency Forms are filed in the office and all changes will be forwarded to the classroom teacher.

In the event of an emergency, we will use the numbers given us to contact you at home or work before we try the emergency contact number. All emergency information is kept confidential and will never be published or distributed to anyone outside the building.

For your child's safety only persons listed on the emergency form will be allowed to pick up your child. **NO EXCEPTIONS**

EMERGENCY PROCEDURES

Gateway Michael School developed emergency procedures for fire, tornado, earthquake, and intruders. Drills are conducted throughout the year and all students will be taught the appropriate procedure for each type of emergency.

We believe preparation and training enable students to react in an organized and safe manner to any situation that may arise. If we must evacuate the building and seek emergency shelter, students and staff will be transported to Carr Lane VPA Middle School, 1004 N. Jefferson, 63106.



FAMILY VACATION TRIPS

The scheduling of family vacations during school session for prolonged periods of time is discouraged. When a vacation/trip is of a longer duration than 4 school days, a written request to administration is required.

FIELD EXPERIENCES/TRIPS

All field experiences/trips are planned, organized and conducted in strict adherence to the present regulations of the Special Administrative Board and the guidelines established by the Elementary School Education Office. Student participation in field experiences/trips requires written permission from the

parent/guardian of the student for each individual field trip. There are no exceptions to the written permission requirement. Verbal permission is not acceptable.

Students are expected to respect and follow the direction of supervising adults at all times.

FIGHTING

Fighting is defined as physical contact or other acts of violence where all parties have physically contributed to the conflict. Students are expected to seek nonviolent means of solving disputes. Parties joining in the fight other than the original participants will be considered as parties to the fight. If physical confrontation is anticipated, students should seek assistance from an administrator or teacher. Students involved in violence of any kind (before, during, after school on school property, or in an area that will reflect negatively on the school) are subject to suspension from school and a parent conference held. Gateway Michael is a fight-free school; therefore, violence will not be tolerated.



GRADING POLICY

Students are expected to perform according to their highest potential. All students are required to demonstrate consistent progress/mastery of all goals/benchmarks according to his/her Individualized Education Plan. (IEP) Both 5 week progress reports and quarterly goals/benchmarks are sent home to inform parents of their child's academic progress, effort, conduct, and work habits.



HOMEBOUND STUDENTS

Homebound students receiving homebound instruction shall be considered officially present in class during the period of time that they are homebound. In order to participate in homebound services, students must have a homebound packet complete with a doctor's

signature. The student requires an updated IEP to change the placement from a school setting to homebound. Once the child is released from the doctor's care, the release from the doctor with restrictions must be turned in to the school nurse. A new IEP will be scheduled to change the child's placement from homebound services to a school setting.

HOMEWORK POLICY

Weekly homework is encouraged and promoted by all Gateway Michael teachers. Please refer to your child's teacher for specific questions/concerns regarding homework assignments. Parents your partnership is needed to ensure progress in your child's achievement. Daily recreational reading is highly encouraged as well to increase students' independent reading levels. Parents or designee can spend at least 15-30 reading with your child daily.

Hospitalization

There are times when a student becomes ill to the point where the school nurses are unable to stabilize them and a 911 call must be made. In the event your child has to be transported to the hospital, a staff member will be transported with your child and remain until a parent or designee arrives. The expectation is for someone to meet the child upon arrival or soon after. Staff need to return to the school to care for the other students they are responsible for.



ILLNESSES

We at Gateway Michael School make every effort to accommodate our parents/guardians. However there are occasions where students will have to be picked up from school for your child's protection and the safety/protection of the other students.

If your child has the following symptoms, he/she will be monitored by the nurse until a parent/guardian or designee is able to pick him/her up.

- Excessive diarrhea
- Excessive vomiting
- Fever of 100 degrees or more
- Pink eye
- Chicken Pox

- Strep Throat
- Lice
- Scabies
- Unusual spots or rashes on the skin
- Severe coughing that prevents him/her from participating in activities.

Children must be free of all illnesses for 24 hours before returning to school. They also must be fever free for 24 hours (without any medication). We understand that picking up a child early may sometimes present a hardship. It is very important to have emergency contacts listed in the event that you are unable to pick up your child. Under no circumstances will sick children be allowed to ride the bus. If a child is not picked up in a reasonable amount of time, a referral will be made to the school social worker.

INJURY AT SCHOOL

In case of an injury, a child will be temporarily cared for by the school nurse or an authorized member of the staff. In an emergency, the parent or guardian will be contacted immediately to inform them of their child's status. If a parent/ guardian or designee is not available, the child will be taken to the emergency room at the nearest hospital. All efforts will be made to contact the parent, guardian or emergency contact. Remember, a current phone number and an emergency telephone contact must be on file at all times.

INCLEMENT WEATHER

Schools may close due to inclement weather. Please listen to radio and television broadcasts to find out whether St. Louis Public Schools will be in session. If you hear that St. Louis Public Schools are closed, Gateway Michael School will be closed.

Classes may be canceled by the Superintendent of Schools because of severe and hazardous conditions. When this occurs before the school day begins, you may receive this information from the following sources:

All Local radio and television stations as well as the district website (www.slps.org) will announce when school is canceled. Most announcements begin as early as 5:30 a.m.

Television Channels

Channel 2 – KTVI

Channel 4 – KMOV

**Channel 5 – KSDK
Channel 11 – KPLR
Channel 30 – KDNL**

A.M. Radio Stations

**KTRS – AM 550
KMOX – AM 1120
WIL – AM 1430
KATZ – AM 1600**

F.M. Radio Stations

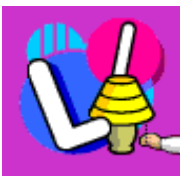
**WIL – FM 92.3
KXOK – FM 97.1
MAJIC – FM 104.9**

If schools are to be closed, and it is known on the prior evening, an announcement will be made on local radio and television stations. It is advantageous to watch the late evening news or listen to any of the above mentioned radio programs, in weather conditions are such that a school closing is a possibility.

In the case of emergency evacuation of the building, students will be relocated Carr Lane VPA Middle School, 1004 N. Jefferson, 63106.



The schools will follow the emergency instructions of public officials (i.e. police and fire department). Optimal care will be taken to ensure the safety of all students and staff. Parents are expected to make certain that all emergency contact information remain current on file.



LIBRARY

Our library and media center is a vital part of our instructional program. Students learn library skills as well as experience a wide variety of both printed and hands-on materials. Through regularly scheduled class times and open library time, students are

encouraged to explore the many unique components of our library and media center.

Parents/guardians are expected to help their children handle materials borrowed from the library and are expected to replace any missing or damaged materials.

LOST AND FOUND

Occasionally, children lose or misplace important items such as coats, jackets, and books. Items found are placed in the Lost and Found area, located in the multi-purpose room. In the event something is misplaced, please direct your child to check in the Lost and Found. Labeling or marking items makes return easier. Please place your first name and either the last name or initial. There are many students who share either the same first name or the same last name.



MEDICATION

All prescription medication must be taken to the nurse's office with the pharmaceutical label affixed, showing the child's name, dosage, scheduled administration, name of medication, date of purchase, and physician's name. No over-the-counter (OTC) drugs, including aspirin and Tylenol, will be dispensed by school personnel other than the school nurse or designee. The medicine must be accompanied by a completed form from the parent requesting the administration of prescribed medication. All medication will be stored in the nurse's office. Parents need to inform the nurse if a student has a change in his/her medication.

Please do not place medication in a child's book bag or give to transportation staff. Any medication placed in a child's book bag will be given to the principal. It will remain with the principal until the parent can pick it up and give it directly to the nurse with any instructions.

MEALS

All students are entitled to a free breakfast/lunch. Gateway Michael School will not refuse a child a meal for disciplinary purposes.



NURSE'S OFFICE

The school nurse's office exists for emergency situations and as a waiting area for ill students who are going home. If a student must take medication while at school, the parent/guardian must bring it to the nurse in the original pharmacy bottle along with specific instructions signed by the prescribing physician. Medication must be brought to school by the parent. Students are not permitted to possess any prescription or non-prescribed drugs at any time. If a student brings medication to school on the bus, it will be confiscated and held in the principal's office until the parent/guardian comes to the school and presents it to the nurse. We have to adhere to the policy to ensure the safety of those students who ride the bus. Many of our students will remove items from his/her book bag. If this is not typical of your child, please be mindful of the other students who ride your child's bus.



PICKING UP STUDENTS

Students are not to be picked up prior to 2:45 pm unless the child has an appointment. When picking students up, parents or designee must park in a parking space, come to the office, sign the child out and proceed to the Multi-purpose room or the child's classroom. Students are not to be lifted on/off the ramp. Students are not to exit the building alone. The staff that are on the ramp are loading busses. Therefore they are unable to take bring your child to you. Exceptions are medical conditions such as surgery, arthritis or debilitating illnesses that causes a hardship for a parent or designee to walk. Please help us to keep your child safe.

PROHIBITED PARAPEHNALIA

Students are not permitted to bring electronic devices of any kind to school such as cell phones and video equipment or other items described as toys such as playing cards, firecrackers, explosive

devices, fireballs, cherry bombs, stink bombs, etc. Such items will be confiscated by any staff member and turned in to Ms. Baker. Parents will be required to physically come to the school to retrieve the item(s) from the principal. The item(s) will not be returned to the student. This will result in disciplinary action and could also result in suspension from school.

PROGRESS REPORTS – Benchmarks

Benchmarks are distributed four times during the school year or at the end of each quarter. Each student at Gateway Michael will receive a copy of his/her goals/benchmarks. Progress Reports are distributed at the middle of every quarter to inform parents of students' progress and provide an opportunity to meet with the teacher with any questions or concerns. The following is the schedule of distribution for Benchmarks and Progress Reports.

- **FIRST QUARTER**
 - Benchmarks go home on September 15, 2023
 - Parent/Teacher Conferences on October 16-19, 2023
- **SECOND QUARTER**
 - End of the 1st Semester on December 19, 2023
 - Benchmarks go home on December 19, 2023
- **THIRD QUARTER**
 - Benchmarks go home on February 2, 2024
 - Parent/Teacher Conferences on March 11-14, 2024
- **FOURTH QUARTER**
 - Last Day of School is scheduled on May 23, 2024
 - Benchmarks go home on May 23, 2024
 - In the event of days canceled due to inclement weather, additional school days may be added to the school calendar.

PTO ORGANIZATION

Active family involvement has a profound effect on a child's performance in school. A child will put forth more effort in response to families who are actively involved in the school. As a member of this school and home team, you are telling your child that you value education. Gateway Michael PTO adheres to the guidelines established by the National PTO Organization. Teachers as well as parents are encouraged to be active participants. Contact our Parent Specialist to see how you can become involved and the dates and time for monthly meetings.

RECESS

Gateway Michael students receive a twenty minute recess daily. Gateway Michael School will refrain from denying a child recess due to disciplinary reasons.

RELATED SERVICES

Students participate in art, music, and physical education twice a week for forty five minutes. Gateway Michael School will refrain from denying students related services due to disciplinary issues.



SMOKING ON BOARD PROPERTY

Smoking on board property is not permitted for any students, parents or staff members. Smoking is prohibited in accordance with Board of Education Policy P4841 and R4841. Smoking is prohibited in all facilities under Board jurisdiction. Student violators are subject to suspension as stated in The Student Rights and Responsibilities Related to Conduct booklet.

STATEMENT OF ASSURANCE (Title IX)

The Board of education does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to treatment or employment in its programs and activities. Inquiries regarding compliance with Title VI, Title IX, Section 504, or ADA should be directed to the Director of Human Resources, 801 N. 11th Street, St. Louis, MO.



TARDINESS

It is important that all students arrive on time to take full advantage of the instructional day. Tardiness is considered a disruptive behavior and will be treated as a discipline problem. Students are expected to report to class on time every day.

Being on time for school is not only important, but also expected. Please ensure that your child is at school on time. You must have your child/children here no later than 8:30 am. Students who arrive after 8:30 am are tardy and must report to the office to receive a tardy slip before they will be admitted into class. All students arriving after 8:55 am are late and must report to the office with a written note from their parent/guardian. Parents are contacted if the student is tardy three or more times a week. Tardiness negatively affects your child's academic performance.

TELEPHONE USE

School telephones are for business use only. Make necessary plans before your child comes to school. If you need to speak with a teacher, leave a message or schedule a conference during the teacher's planning time.

TRANSFER POLICY

Parent or guardians who plan to transfer their child to another school/school district should notify Gateway Michael School office as soon as possible prior to the transfer. This will allow us to prepare transfer information and enable the new school to place your child in the proper program. When transferring out of Gateway Michael School, a transfer card must be filled out by the parent/guardian. The new school will use the transfer card to verify important information and the correct grade placements. Student records (transcripts) will be transferred to the new school after verification of admittance

TRANSPORTATION

Students are expected to follow the guidelines and expectations set forth by Gateway Michael and the Saint Louis Public Schools. Questions regarding bus routes and times may be answered by the Transportation Department. Please refer to the number listed on your child's bus letter. All students being picked up are expected to be picked up by 3:00 pm unless prior arrangements have been made. Riding the school bus is a privilege. Students unwilling to comply with bus riding expectations will be suspended and/or expelled from riding the school bus. Students must ride the bus route assigned to them and should return home on the assigned bus to ensure safe travel to and from school.

For each student's safety, the following behavior is expected while boarding and riding the bus. Please discuss these rules with your child to ensure the safety of all of our students.

- 1. Students must obey the bus driver at all times.**

2. Students are to remain seated during the entire bus ride.
3. Yelling, cursing, hitting, kicking, spitting, throwing, pushing and other unruly behaviors are not permitted on the bus and will result in bus suspension.
4. Students are not permitted to eat on the bus.
5. Toys/stuffed animals are not permitted on the bus or at school unless on designated special days.

Repeated failure to follow bus rules will result in bus referrals and the loss of bus riding privileges from 3 days up to and including a full semester or longer. In the event your child is suspended from the bus, it will be your responsibility as the parent/guardian to provide transportation for your child until such time bus privileges are reinstated.



VANDALISM

Destruction or defacing of school property is considered vandalism. When this occurs, a parent/guardian conference is required. Payment for damages or other forms of restitution will be expected after the conference. Please refer to the Students Rights and Responsibilities Related to Conduct booklet for additional information. Please have a conversation regarding touching others' belongings.

VISITORS

We have many visitors at Gateway Michael School. For safety reasons, please enter and exit at the front door, sign in at the office and wear a Visitor Pass while in the building. Please do not proceed to your child's classroom without first stopping by the office. Parents/guardians are encouraged to visit the school at any time and may observe outside their child's classroom. If you wish to speak to the teacher about your child, schedule a conference time.

VOLUNTEERS

Gateway Michael encourages parent volunteers on a regular basis. For additional information and required application, you may contact our secretary or website. There are many ways parents can

assist in the educational growth of their child during the school day. Opportunities include assisting in the:

- Classrooms
- Lunchroom
- Preparing Bulletin Boards
- Field Experiences
- School Performances
- School Activities
- Preparing of PTO mailings
- Mentoring
- Serving as a role model
- Tutoring
- Office support
- Reading to students

We are grateful for any assistance you can provide. We can adapt a schedule to fit your availability. For example, one can volunteer:

- Hourly
- Daily
- Weekly
- Monthly

Please contact our secretary at (314) 241-0993. She will be happy to assist you in setting up a volunteer schedule.



WEAPONS

We have a **ZERO TOLERANCE POLICY ON WEAPONS**. Any student in possession of any weapon will be suspended. See Student Rights and Responsibilities Related to Conduct booklet. Please check your child's book bag before he/she comes to school. Students often put items in their book bags and bring them to school.

Gateway Michael School
Student/Parent Handbook
Acknowledgement Form 2023-2024

Please complete form and return to your child's teacher.

Student Name (please print)

Room Number

Teacher's Name

*Our signatures indicate that we have received, read, and understand
the 2023-24 Gateway Michael Student Parent Handbook.*

Student Signature If applicable

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Home Phone

Work Phone

Cell Phone



2023-2024 SUPPLY LISTS

Preschool

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*2 glue sticks
1 pocket folder

Kindergarten

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*2 glue sticks
1 pocket folder

First Grade

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*1 box of crayons
*2 glue sticks
*5 #2 pencils
1 pocket folder

Second Grade

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*1 box of crayons
*2 glue sticks
*5 #2 pencils
1 pocket folder
1 12'30 cm ruler
1 package of markers

Third-Fourth Grade

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*1 box of crayons
*2 glue sticks
*5 #2 pencils
1 pocket folder
1 package of markers

Fifth-Eighth Grade

Age appropriate book bag/backpack
1 Box of tissue
Complete change of clothes (socks)
Diapers/wipes
*1 box of crayons
*2 glue sticks
*10 #2 pencils
2 pocket folders
1 package of markers

*(OPTIONAL)

Character Ed

Words of the Month



September	Respect
October	Responsibility
November	Honesty
December	Kindness
January	Trustworthiness
February	Self-Control
March	Cooperation
April	Perseverance
May	Pride

