



**GATEWAY MIDDLE SCHOOL
MATH - SCIENCE - TECHNOLOGY
STUDENT & PARENT HANDBOOK
2019-2020**

“BE STRONG!”

Believe, Expect, Study, Train, Reflect & Ruminare, Optimize, Nurture and Grow & Go!

Dr. A. Michael Shaw, PRINCIPAL

Mr. Kenneth Griffin, ASSISTANT PRINCIPAL



Dear Parents and Students,

It is truly an honor to work at Gateway Middle School (GMS) for year two as your Principal. We made significant strides last school year academically, behaviorally and in attendance. As I begin the year, it brings me joy to collaborate with remarkable educators and community stakeholders in fostering a positive educational experience for our students. Gateway Middle School was established in 1995 to foster a unique learning experience for students from throughout the SLPS District. Our goal is to educate for excellence by empowering students to become compassionate, confident, creative, resourceful members of a global society. Our Moto this school year is: **“BE STRONG!”** which stands for *Believe, Expect, Study, Train, Reflect & Ruminare, Optimize, Nurture and Grow & Go! Each month of the school year we will embrace one of the ten Power Words to guide us to greater success!*

Gateway Middle School encourages the involvement of parents and the community in your child’s educational experience. Parental involvement, mentorship and partnerships are an essential component to student success, as research continues to show a strong correlation between increased stakeholder involvement and high student success. Gateway Middle School invites you to participate in our school activities throughout the year. Please feel free to contact me at any time.

It is important that you and your child familiarize yourself with the student handbook and guidelines presented at enrollment to assure that it is understood what it takes to be successful at GMS. It is important that your child puts forth strong academic effort, maintains good behavior and maintains high regular attendance. The specific goals for these areas will be explained in detail in the student handbook that you will receive. In addition, please use our website as a resource for updated information and news happening at GMS. My hopes are for you to get a snapshot of your child’s school experience through our updated webpage.

I am privileged and honored to have the opportunity to service your student at Gateway Middle School for another year. Together we will have a great school year as we prepare your child for success.

Be Strong Always,
Dr. A. Michael Shaw, GMS Principal



Welcome to Gateway Middle School. I am incredibly excited to join Dr. Shaw and the rest of the faculty for the 2019-2020 year. My name is Kenneth Griffin, I have over nine years' experience in education, as a teacher, and a Director of a major Education Preparation Program at Southeast Missouri State University. I am a proud product of the St. Louis Public School System, attending Beaumont High School, Yeatman Middle School, among others. It is with that background that I plan to work hard every day to ensure the success of our students and help prepare them for their next level! It is important for me to learn and work with our student body, but I also want to get to know you, the parents and other community leaders, feel free to contact me any time.

I am very thankful for this opportunity and will demonstrate this on a daily basis. I am confident that along with this team we can and will be successful this school year! I look forward to meeting and working with you all! **BE STRONG!**

Kenneth Griffin, GMS Assistant Principal

I. INTRODUCTION

Welcome Gateway Middle School MST students to an exciting new school year. This year we are going from GREAT to GREATER and you the students are the most intricate part of this movement. The following pages in this handbook explain the expectations and other necessary information for you to be successful at Gateway Middle.

SCHOOL MOTTO

BE STRONG!

Believe, Expect, Study, Train, Reflect & Ruminare, Optimize, Nurture, Grow & Go!

Focus each month:

August – Believe, September – Expect, October – Study, November – Train, December – Ruminare,
January - Reflect, February – Optimize, March – Nurture, April – Grow, May – Go!

SCHOOL COLORS

Green and Gold

SCHOOL MASCOT

Baby Jags

STUDENT BODY

Our student body is diverse, integrating many different philosophies, cultures, backgrounds, and experiences into a dynamic learning community. Tolerance, acceptance of individual differences, respect, courtesy, and patience are expected. More importantly, students learn to enjoy the rich diversity of the human experience.

STUDENT RESPONSIBILITY

TO OUR STUDENTS: As you mature, you are expected to assume greater responsibility for your academic and behavioral performance. Middle school is a place to learn more about you and grow into who you want to be as you prepare for High-School. This means that you must obey rules as they have been explained to you, as well as listed in the Students' Code and Conduct Handbook. Rules are necessary in our lives in order to understand how we are expected to act in a variety of situations.

TO OUR PARENTS: It is critical that students see the joint relationship and shared responsibility between parents and the staff of the school. We believe that this is a key component in a productive learning experience and in achieving the desired end result – a successful, contributing member of society. Attendance is important in

your child being successful in school, we need your support in ensuring that they are here every day for instruction.

PARENTAL INVOLVEMENT

YOU ARE WELCOMED! Join the Gateway Middle School PTO. Participating in the PTSO is strongly encouraged. In an effort to promote this within our building our staff, will be inviting you to several events to get acquainted. Together we can help assure your students have a great school year. For the latest information please visit our website at www.slps.org/gatewayms for a schedule of PTO Meetings. In addition, we ask that you attend all parent conferences and feel free to schedule a conference at any time throughout the school year. In addition, we have multiple Parent – Teacher Conference days schedule throughout the school year. Please see SLPS calendar for details. In addition, parents can make appointments to meet teachers during planning and visit a class with the principal.

II. ACADEMICS

ACADEMIC EXPECTATIONS

We, the staff and faculty of Gateway Middle School, welcome all students and their parents. Students are expected to actively participate in all classes. Students are expected to bring all materials to class each day that will enable them to be successful. Any student who is not successful at the fifth week progress report will receive an academic concern letter for his/her parent to attend a conference with the grade level team. It is our hope that by the 10 week reporting period that no further academic concern exists. If so, we will conduct another meeting with the grade level team, counselor and administration to determine next steps toward academic success.

COMPUTER USE

Computers at Gateway Middle School are to be used for assigned research, word-processing, and enhancing keyboarding skills. Unauthorized use and/or vandalism of computer hardware or peripherals will result in loss of computer privileges. **Replacement of computer parts due to vandalism will be at the expense of a student's parent or guardian.** Gateway Middle School students are expected to follow the rules, regulations,

and policies of the St. Louis Public School District. **Authorization forms for use of the Internet signed by the parent must be returned before students will be allowed to use the computer.**

HOMEWORK POLICY

Studies on excellence in education encourage homework as a valuable tool for strengthening educational opportunities for all students. *It is the policy of the St. Louis Public Schools that the teachers regularly assign homework that enhances the educational development of students.* In adopting this Homework Policy, the Board reaffirms its belief that homework is an essential and required part of the student's total educational program for it broadens and extends the principles, concepts, and information taught and learned in the classroom.

In the event of an absence, it is the responsibility of the student to secure all missing assignments immediately upon return and return them within the time frame given by the teacher. For long-term illnesses (2 days or more) parents are required to contact the Main Office at and arrange to pick up their child's homework assignments.

REPORTING PERIODS

The academic year is divided into 4 ten weeks periods called quarters. Parents will receive an academic report at the end of each five (5) week period. Progress Reports will be issued on September 13th, November 15th, and February 7th this school year. Report Cards will be issued at the end of each quarter. Parent-Teacher Conferences are held to provide an opportunity for parents to discuss their child's academic progress. Parent Teacher Conferences will be held on October 15-16, March 10-11 and times TBA. Any student receiving a failing grade in 2 subject areas during any reporting period will be issued a letter "Academic Concern" where teachers and/or administration will request individual parent conferences.

GRADING POLICY

Students are evaluated using their portfolios (a sampling of the individual's work), scoring guides, as well as traditional grading instruments. Grades may be earned based on daily and/or weekly test results, class participation, projects, and assignments. Teachers will use the following district grading scale.

GRADING SCALE

100% – 90% = A

89% – 80% = B

79% – 70% = C

69% – 60% = D

59% – 0% = F

Each teacher’s grading procedures and assignment submission requirements are available on the course syllabus provided to each student at the beginning of the year and available on the school website.

III. ATTENDANCE

Gateway Middle School students are expected to attend school daily, and to be on time daily.

We will work with you and your student to maintain 90% attendance. Research shows that students who attend school 90% of the time have higher academic success. In any instance of absence, tardiness, or emergency, parents are expected to notify the school secretary or parent community specialist by phone at 314-241-2295.

SCHOOL HOURS

7:30 a.m.	School opens for breakfast
7:55 a.m.	Students pass to their lockers for 1st Period
3:02 p.m.	Dismissal to buses/ After School Clubs

All students are to remain on campus for the entire school day unless they are involved in an out-of-building activity approved by the administration or if the legal parent /guardian or designee (listed on emergency release form) picks up the student for early dismissal. **No student will be released to any person under the age of 21 or to any person not listed on the emergency release form completed by the parent/guardian for the current school year unless authorized by the parent/guardian.**

Attendance records are maintained in the student’s permanent school file along with academic and behavioral records. **Parents are responsible for the regular attendance of all school age children between the ages of 7 and 17 years.** The school social worker is available to respond to parents regarding the student’s tardiness or absence from school. All tardy and absent time from school will be recorded. A *cumulative record* is kept of all time absent from school. (This includes absences, tardiness, appointments or early dismissals.) When absent, parents should contact the main office at 314-241-2295.

1. Tardiness:

When tardy, students are required to report to the office, sign in, get a tardy slip and report to their class. Any announcement regarding school closings, due to inclement weather or other circumstances will be carried on local television and radio stations.

- a. When arriving **more than 10 minutes after the beginning of the school day**, the parent is required to **accompany the student into the building to sign in** with the student and assist in explaining the reason for the student's tardiness. Although this is our preference, we understand that at times situations may arise in which the parent may need to call the school and notify us that your student will be late. This may be acceptable at times, because our goal is that your student be in school and in class learning.
- b. A student with **continued tardiness will be referred to the school administration and follow-up will be done by the school social worker**, when indicated.

2. Early Dismissal and Appointments:

Any **early dismissal requires a parent to sign the student out in the office**. If the parent will not be the one to pick up the student, the following guidelines must be met:

The parent must phone the school with the name of the person who will be picking up the student. Any person picking up a student must be 21 years of age or older and must be on the child's *Authorization To Release* form and have appropriate identification– NO EXCEPTIONS!

- a. Early dismissals must **also be documented with a call or written statement by the parent/guardian**.
- b. **Telephone the school or send a written statement before your child is absent** due to an appointment scheduled during school hours. If your child will be absent due to an appointment scheduled during school hours, parents are asked to telephone the school or send a written statement before the absence.

Administration discourages early dismissals because it negatively impacts student achievement and attendance.

3. Absence:

- a. **Each absence must be documented with a telephone call and a written statement** from the parent/guardian or physician as appropriate.
- b. The parent of a student with a chronic medical condition is requested to **submit annually a written statement from the student's health care provider** verifying the student's absence is related to the existing medical condition. This information needs to be submitted to the school social worker and school nurse at the beginning of each school year.
- c. Extended illnesses at home or in the hospital must be documented with a telephone call and a written statement from the parent and the student's health care provider.
- d. The parents of students having **more than 10 unexcused absences can be referred to juvenile court.** Prior to referral to the court the parent will be requested to contact the school social worker. The parents will be notified in writing that a court referral is being made.

The school social worker can be contacted at the school when school is in session. Leave your name, the student's name and a telephone number where you can be contacted when the social worker is not at Gateway Middle School. You will be contacted as soon as possible. We suggest that you ask for the name of the person receiving your inquiry each time you contact or telephone the school regarding your child.

IV. SCHOOL CLIMATE & CULTURE

STUDENT RULES AND GUIDELINES

All students have the right to a safe education. There is pride in Gateway Middle School. Everyone must work together to maintain a positive school environment. Gateway Middle students are expected to make informed decisions, think and act responsibly, and when in doubt, get assistance from staff, faculty, and parents. At Gateway Middle, we will be respectful, be responsible and be our best at all times inside and outside the school community.

Gateway Middle School students are expected to follow the rules, regulations, and policies of the St. Louis Public School District. Review the 'Students Rights and Responsibilities'

handbook with your parent(s) or guardian(s). Parents and students must sign the tear-out acknowledgment page and return it to school immediately.

GATEWAY MST MIDDLE SCHOOL~HOME OF THE JAGS

UNIFORM/DRESS CODE POLICY

“Dressing Our Youth for a Successful Future”

At Gateway MST, we want to establish a culture of unity, sense of belonging, and Jaguar Pride! School uniforms help promote a safe and healthy socio-emotional learning environment where students can focus on academics, the arts, and character development. Students and families of Gateway MST are expected to adhere to the newly revised uniform policy.

SHIRTS

WHITE short/long sleeved polo collared shirts



FOREST GREEN short/long sleeved polo collared shirts



GOLD short/long sleeved polo collared shirts



Absolutely NO SAGGING will be permitted. Belts are to be worn daily with pants, skirts, and shorts.

PANTS, SHORTS, SKIRTS, JUMPERS

ALL grades are to wear khaki or navy bottoms.  
(No jeans, denim, or camouflage apparel are permitted)
All shorts, skirts, and jumpers must be knee-length.

JACKETS, SWEATERS, SWEATSHIRTS

Uniform colors are acceptable with the appropriate uniform shirt. **HOODED JACKETS, HOODED SWEATERS or HATS are NOT Permitted to be worn in the building. We ask that parents/guardians please do not send students to school with hoodies.**

UNIFORM VIOLATIONS

Students will receive a loaner uniform if they are not in uniform. They are responsible to turn the loaner uniform in at the end of each day. Students in violation of the uniform policy will receive an appropriate consequence as follows:

- 1st Offense: Loaner Uniform (Each Offense)
- 2nd Offense: Conference with Student
- 3rd Offense: Phone call to parent (s)/guardians
- 4th Offense: Referral to ISS (In-School Suspension)

5th Offense: Admin conference with parent/guardian and student

If you have any questions regarding the uniform policy contact the principal. If you need additional information on how to secure the uniform items contact the school counselor **314-241-2295**. We will gladly work with families to help meet our students' needs.

MORNING TRANSITION PROCEDURES

A.M. ENTRY

Students will enter the building using rear gymnasium doors each morning using the following protocol:

1. Get off the bus and line up at the rear doors.
2. Enter the building with book bags open.
3. Place book bags, jackets, and other loose items on the table for inspection by security.
4. Walk in a single file line through the metal detector. If a student sets off the metal detector. They are to empty their pockets and walk back through. If the detector still beeps, security will use the hand held wand to further check the student. (Wand is the use of a hand-held metal detector)
5. After entering the building, students should proceed to the cafeteria for breakfast. Upon receiving breakfast all students are to be seated. Students are not to roam around the cafeteria. Students are not to walk down the halls or congregate anywhere in the building. If students do not elect to eat breakfast, they are to sit on the middle school side of the cafeteria until dismissed to class.
6. While in the cafeteria, students are to quietly eat their breakfast and remain seated.
7. Students will be released from cafeteria by grade level teams.
8. After dismissal from the cafeteria, students will quietly travel up the main hallway to their respective classroom. All students should proceed to lockers and be in class by 8:02.

P.M. Dismissal

Students will prepare to exit the building each afternoon using the following protocol: Students will go to their locker for P.M. locker time as designated by grade team leaders. Students should gather all needed materials & belongings and go to their last period class.

- When notified students are to come down the assigned hallway or stairwell during dismissal, walk to their bus and get immediately on their bus. Students are released by their teacher not the school bell. **No playing is allowed at bus time to avoid students injuring themselves or others, missing the bus or causing bus dismissal to be late.**

- **LOCKERS**

Each student will be issued a combination lock and be assigned a locker for the school year. Students are responsible for maintaining the privacy of their lock combination number. Replacement locks are \$6.00. Students may use their locker only at designated times. Students are responsible for returning the lock to their advisory teacher prior to promotion to the next grade. Lockers should remain closed and locked at all class times. Students who fail to lock their lockers will be responsible for any missing items. Students should keep their lockers neat and organized through periodic cleaning and removal of unneeded items. Students are not to place anything on the outside of their lockers, which should remain empty. Random locker checks will be done throughout the year.

Only locks issued by the school are permitted on the lockers. Locks not issued by the school will be immediately removed from lockers. The school will not be responsible to replace or remunerate for locks that are removed. Students are to use their lockers to store and retrieve books, coats, and other school materials during the designated time communicated by the grade level Team Leader. Students are only permitted to use their lockers during designated times because locker noise disturbs the instructional program. Students should plan ahead and choose the appropriate books and materials needed for their next classes. Students will be allowed to leave their class and go to their lockers at the teacher's discretion.

ELECTRONIC DEVICES

All parents and students must sign the Cell Phone and Technology use Policy form. See Cell Phone Policy.

FIELD TRIPS

Students with acceptable behavior will participate in out-of-building field experiences. Parents of students with unacceptable behavior will be required to accompany them on out-of-building field experiences. **All students are required to submit a signed Field Experience form (permission slip) in order for students to participate in field experiences. Phone calls, faxes, and hand-written notes will not be accepted as parent permission slips. In many cases, transportation cost maybe at the expense of the parent.**

LUNCH

1. Students will be escorted to lunch during their scheduled lunch period by their classroom teachers. Students are to be seated quietly in the cafeteria until their table is called to line up for lunch. Tables will not be called until all students are quietly seated in the cafeteria.
2. Lunch monitors will call students to line up for lunch.
3. Students will get their lunch from the cafeteria staff and then punch in their lunch ID number.
4. After getting their lunch, students are to return to their seat and complete eating their lunch.
5. Before leaving the cafeteria, students must have their eating area clean. All trash and debris must be in the trash can.
6. The last 10 minutes of lunch, students may be allowed to go out onto the school yard, **weather permitting**.
7. At the end of the lunch period, the adult monitor(s) will blow a whistle and students will line up in their designated location for re-entry into the building.

All meals are to be eaten in the lunchroom. **Gum and Sun Flower Seeds are not permitted in the school building. No food will leave the cafeteria.**

At the discretion of lunch monitors, recess or opportunities to access snacks may be revoked for failure to follow the lunch periods rule.

HALL PASSES

The school is responsible for the students between 7:50 a.m. and 3:02 p.m. It is necessary to know where students are during these hours. A certified hall pass will be issued to any student who has been given permission to leave the classroom when the class is in session. When students pass from one class to another, they are to *walk* in the hallways, keeping to the right so all students may arrive on time to their class and in an orderly fashion.

Students are required to have a hall pass issued by their classroom teacher or school administrator whenever they are in the hallway without adult supervision. Hall passes are issued in the following instances:

- Restroom visit (individual)
- Media Center (library) visit
- Class visit (to see another teacher in another class)
- Support services (nurse, social worker, counselor)
- Office visit (to go to the office for emergency reasons only)

When students have the privilege of passing in the hallway with a hall pass, it is expected that students are respectful of their learning and the learning of others. They are to arrive on time and follow the expected decorum for hallway behavior – quiet and well-mannered with adults and peers. Any student caught or reported to be on the elementary side of the building without administrator approval will face immediate consequences. Please refrain from instructing your middle school child to tend to an elementary family member unless the middle school and elementary office are notified and approval granted.

TRANSPORTATION

Students are expected to arrive at their bus stop on time, use extreme caution in approaching and leaving the bus, and behave in an orderly manner at all times to insure the safety of all. Transportation concerns should be reported to the assistant principal or dean of students. Call First Student for pickup/drop off concerns.

Students who do not use transportation provided by the St. Louis Public Schools should make their afternoon travel arrangements prior to coming to school in the morning. It is expected at the middle school level that students take more responsibility for themselves, and not have to make daily contact with a parent

for those arrangements. RIDING THE SCHOOL BUS IS A PRIVILEGE. IT IS ULTIMATELY THE PARENT'S RESPONSIBILITY TO SEE THAT THEIR CHILD IS AT SCHOOL EVERY DAY AND THAT STUDENT BUS BEHAVIOR ALLOWS FOR A SAFE AND ORDERLY BUS RIDE.

V. SUPPORT SERVICES

COUNSELING AND SOCIAL SERVICES

The Counselor and Social Worker are available to provide a variety of services to all students and families in an effort to encourage regular attendance, build positive character and maximize achievement. Career guidance and referrals for special education concerns and/or needs are also offered.

HEALTH SERVICES

The School Nurse is available for health concerns. All students entering middle school are required to have an updated immunization history to include **3 hepatitis dates, 2 MMR dates and a Td booster.** Students should receive needed immunizations over the summer break, and then send an official copy from their medical provider and/or a copy of the shot record with the student's name and birth date to the school nurse.

The nurse is **not allowed to dispense any medication (this also applies to adults) nor is she to administer any medication without a completed medication form signed by a licensed physician and a parent or legal guardian. All medication must be received in original labeled container with the student's name on it.**

When a student becomes sick at school, he/she will see the school nurse. After the nursing evaluation, if it is necessary for the student to go home the legal parent/legal guardian will be contacted by the nurse.

The school nurse should be informed if your child has any health concern (asthma, allergies, diabetes, seizures, heart issues, takes daily medication, etc.).

In addition, please be advised of the following:

1. All medical excuses must be updated with a physician's statement every school year.
2. A completed physical examination is required of all students *new* to the St. Louis Public Schools.
3. For students with health concerns, a yearly completed physical examination is required.
4. To participate in supervised interscholastic athletics, a physician's signed physical examination is required yearly.

POSITIVE BEHAVIOR INTERVENTION SUPPORT - PBIS

The purpose of this initiative is to increase the positive behavior of our students, with the understanding that behavioral skills impact academics, socialization, and many other aspects of our students' lives. PBIS allows for teachers to gain some insight and understanding of students with challenging behaviors. Gateway Middle School will promote positive behavior of students by encouraging them to "Be Responsible, Be Respectful and Be Their Best". Students will engage in learning activities throughout the year that focuses on this motto. We encourage Gateway Middle School parents to speak with their students about lessons and activities they participated in to promote positive behavior.

IMPORTANT INFORMATION TO KNOW

Principal – Dr. A. Michael Shaw

Assistant Principal – Kenneth Griffin

Dean of Students - Valerie Carter-Thomas

Academic Instructional Coach – Michael Jonagan

Positive Behavior Intervention Supports (PBIS) Dana Harris-Gibson

Administrative Secretary – Cynthia Robinson

Counselor –Roshana Hamm and Florence Field

Social Worker – Gerold Watson

School Address – 1200 North Jefferson, St. Louis, Mo 63106

School Phone Number – 314-241-2295

School Fax Number – 314-244-1786

Transportation: First Student

- | | | |
|-------------------------|---------------------|---------------------------|
| 1. Spring Street | 314-772-3184 | (Routes 1000-1999) |
| 2. Union/70 | 314-389-1111 | (Routes 2000-2999) |
| 3. Hall Street | 314-621-9790 | (Routes 3000-3999) |

Gateway Middle School Acceptable Cell Phone Use Policy

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all Board Policies.

Gateway Middle School allows the possession of cell phone devices by students on school premises during the school day. During the school day (defined as being from the time a student arrives each morning until school is dismissed for the day), these devices must be turned off and may not be used by students. There is no reason that a student should need to use their cell phone during the school day. In any instance requiring an emergency communication with a student, our school will use the school telephone directly.

The only reason(s) for school teachers/staff to ask a student to surrender a cell phone would be:

1. Cell phone rang and/or vibrated (violation of the policy),
2. Teacher/staff member saw the cell phone (violation of the policy).

When a device is on school property, students WILL NOT:

- Answer an incoming SMS (text) message or phone call
- Be on any social media site (Facebook, Twitter, Instagram etc...)
- Access or play any game, application (app), or access any entertainment site on device
- Take or upload any picture or video (social media sites, websites)
- SMS (text) message or email any picture or video taken in class to any person, including themselves
- Access any type of mobile web browsing for any reason
- Take any picture, video or text any class assignments or assessments

Phones that are used, or are visible, will be confiscated by the classroom teacher/staff member

- **1st offense:** Device will be confiscated from the student and returned to the student at the end of the day.
- **2nd offense:** Device will be confiscated from the student and will be returned ONLY to the parent/guardian of the student before school or after school.
- **3rd and Subsequent Offenses:** Device will be confiscated and returned to the parent/guardian before school or after school **and** the student will lose device privileges by not being allowed to have device on school premises.

Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Additionally, filming or videotaping is grounds for immediate confiscation of cell phone device. At this time, parent is required to schedule a meeting with administration.

Lost, Stolen, or Damaged Devices:

Each student user is responsible for his/her own cell phone and should use it responsibly and appropriately. Gateway Middle School takes no responsibility for stolen, lost, or damaged cell phones.

We realize that having to pick up a student's phone or device may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. Confiscated phones and devices will be labeled with the student's name and kept until the parent takes possession.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____