

GATEWAY

Middle & High School

GATEWAY MIDDLE SCHOOL

1307 Gowen Street
Killeen, TX 76543
Office 254-336-1690
Fax 254-336-1698

GATEWAY HIGH SCHOOL

4100 Zephyr Road
Killeen, Texas 76543
Office 254-336-1700
Fax 254-336-1711



STUDENT HANDBOOK

2020 – 2021

A Message from the Principal

Dr. Nino A. Etienne



Welcome to Gateway!

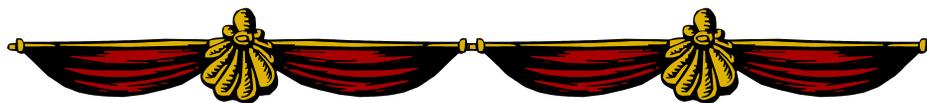
Here at Gateway our goal is to help you understand that in life you are going to make mistakes, but you can still be successful and “Rise to the Occasion!” As the principal at Gateway I am extremely honored to be working with you. Although this transition to Gateway will be brief, I hope to build a positive and lasting relationship that helps you start fresh and get back on the right path socially, emotionally, and academically. Our staff here at Gateway is also committed to providing the same academic standards of excellence for our students that every other campus in KISD provides.

In this handbook you will find our campus rules and expectations. All rules and expectations are geared towards keeping students safe and providing them with an experience that will allow them to learn from the mistake they made. During your time at Gateway we will try to provide the tools and strategies needed to help you make better decisions in the future and set personal goals to help you build success in your life.

At Gateway we will strive to help each student refocus on matters that will help them reach personal success. Together with the support of our Gateway staff we will work to build up students, their families, and the Killeen community.

“Rise to the Occasion!”

Table of Contents



Introduction to Gateway	3
Gateway Enrollment Procedures	4
General Information	4
Academics	7
Positive Incentives	7
Contraband	8
Tobacco, Alcohol, Drugs	9
Discipline at Gateway	9
Gateway Dress Code	10
Loss of Day	12
Virtual Learning Expectations	12
Parent and Student Agreement Form	13

Introduction to Gateway

Gateway is a short-term disciplinary alternative education placement facility serving grades 6-12 students in the Killeen Independent School District. Enrollment consists of students who are removed from their regular campus and placed in the center by a district level alternative placement hearing.

All teachers, aides, secretaries, and support personnel are exceptionally qualified, experienced, and caring professionals. Since Gateway is a disciplinary alternative campus, it must be realized that the program is of necessity more rigidly structured and more closely supervised than a regular campus, with immediate application of both positive and negative consequences for student behavior. We believe that this makes it even more imperative that every student assigned to our campus be treated with dignity, respect, and fairness. We expect our students to respond in like manner.

At Gateway, our motto is to RISE TO THE OCCASION!

We hold our students and ourselves to a high standard and we commit ourselves each day to three R's of success: Respect, Responsibility, and Relationships. As students go through our program, they will learn how to implement these values into their daily lives at school and in the community.

Campus Goals

- Help students understand that a mistake is part of life and how to create positive ways to learn from mistakes.
- Help students develop positive character traits and social skills needed to be successful at school and in life.
 - We focus on the following character traits and social skills: Honesty, Compassion, Leadership, Grit, Respect, Taking Responsibility, Building Relationships, Effective communication, and Conflict resolution.
- Maintain or improve student academic progress.
 - We will help with organization, time management, study skills,
- Provide opportunities for parental and community involvement to assist in the social, emotional, academic, and personal success of students.
- Provide students with tools on how to track their learning, behavior, and personal growth.
- Create a positive transition back to student's home campus.

Assignment to Gateway typically consists of 45 days but the district hearing officer may schedule for fewer or more days depending upon the circumstances. Upon the successful completion of the assigned number of days and a review of student progress, students will be eligible to return to the home campus. No student will be enrolled in or released from the DAEP program during the final week of a semester or during STAAR testing.

Below are important names and numbers on campus:

- Dr. Nino Etienne: Principal
- Mona Borgen: Principal's Secretary-254-336-1701
- Amy Hughes: Middle School AP-254-336-1690/1699
- Sharita Herrera: High School AP-254-336-238

- Charlotte Jackson-Butler: Receptionist-254-336-1700
- Milton Amundson: Middle School Counselor-254-336-1692
- Martina Highberger: Campus Registrar/Counselor- 254-336-1704
- Deleen Price: High School Counselor-254-336-1700
- Ronald Bain: High School Counselor-254-336-1700
- Cherie Wilkerson: Middle School Attendance- 254-336-1694
- Jennifer Stinehour: High School Attendance- 254-336-1703
- Kim Wilkes: Middle School CIS- 254-336-1693
- Alfreda Wooten: High School CIS-254-336-1706
- Dee Edwards: Campus Nurse-254-336-1719/1708

Gateway Enrollment Procedures

All students who are enrolling at Gateway must view the orientation video and read through this handbook. Students must be in full dress code on their first day of instruction. During enrollment, students and their parents are required to sign a statement of agreement that will be placed in the student's file.

Enrollment meetings are held on Monday, Wednesday, and Friday beginning at 8:30 AM.

Students will not be able to enroll on school holidays, the last week of the semester, and during weeks of state testing. Students should be in proper uniform and prepared for class with appropriate school supplies on enrollment day. All textbooks, ID badges and other materials belonging to the previous school should be returned to that campus before enrolling at Gateway.

Parents need to complete all necessary forms in the folder provided at the hearing. The forms include but are not limited to:

- Registration and Student Code of Conduct forms
- Medical history
- Acknowledgment of Receipt of Gateway handbook
- Parent permission to administer medication (if applicable)
- Physician Request for Administration of Medication by School or Personnel (if applicable)

General Information

Gateway class hours: Gateway class hours are from **9:00 AM until 4:30 PM**. Students should arrive on campus and enter the building no later than **8:45 AM** through the bus loading area. Students arriving late or leaving early must be signed in or out by a parent or guardian. All students must ride a KISD bus, be transported by an approved adult, or approved as a walker.

- Staff are on duty in the morning beginning at 8:30 a.m. Please do not drop off your student before that time.
- Students are not to leave campus once they arrive.
- Students will not be released the last 15 minutes of the school day.
- Students are to leave the school grounds as soon as school dismisses.
- Teachers are unable to conference with parents when students are picked up early. Please leave a message in the office and the teacher will call the parent or schedule a conference with the parent within 24 hours.
- Gateway Offices open at 8:30 a.m. and close at 4:45 p.m.

Emergency Contact: Emergency contact information is extremely important. Please be sure to include at least two contacts on the emergency card. It is also extremely important that the Gateway Middle and High School offices are notified immediately of any change of address or phone numbers.

Attendance Procedures and Policies: Attendance procedures and policies at the Gateway Complex are a continuation of those on the regular campus; therefore, absences obtained while attending the home campus are carried over to the student's attendance record at Gateway. Each absence will be verified by a phone call to the home or parent/guardian's workplace. **Unexcused absences or trancies are subject to disciplinary consequences.**

Tardiness: Tardiness is considered an attendance problem. It should be avoided if at all possible. Unexcused and/or chronic tardiness are subject to disciplinary consequences.

Bus Transportation: Bus transportation is provided to and from Gateway. All students must ride the specific bus to which they are assigned and must board and get off at their designated bus stop. On the first day of attendance, each student will be given the proper bus assignment. The bus driver will inform the student of the morning pick-up time. **If a student does not ride the bus for three consecutive days, the Transportation Office must be called to reestablish transportation.**

Any questions or concerns regarding bus routes, schedules, or bus personnel should be directed to the Transportation Office at **336-0138**. All KISD Code of Conduct, bus, and Gateway rules apply to students while riding the bus. Students who fail to conduct themselves properly on the bus will receive appropriate consequences and may have bus privileges removed.

School Supplies: Students will be provided with the supplies needed when they come to campus. **We recommend that all students bring a pair of earbuds for online learning.** Students will keep a portfolio that will track behavior, academics, and character building. Portfolios will stay on campus until the end of a student's placement at Gateway.

Breakfast and Lunch: Breakfast and lunch are provided each day by the KISD Food Services under the established district policy. All meals at the Gateway Complex are provided at no charge to all students. A new PIN number will be assigned for use at Gateway. Meals may not be shared, transferred, or given to another student. Students may not bring any type of lunch or candy to school unless it is specified by a written statement of a medical physician.

School Nurse: We have a full-time nurse on campus. In the event of serious injury or illness, the nurse will call the parent/guardian immediately. If neither parent nor guardian can be reached, the school nurse will obtain immediate medical attention for the student.

Medication: Use of medications at school must be in compliance with the KISD policy and procedures. Students are not allowed to carry medications to, from, or while at school, except prescription inhalers with proper documentation given to the school nurse. All student medication goes through the school nurse.

Telephone: Office telephone usage is not available to students during the school day except on an emergency basis as determined by the administration.

Hallway Behavior: At Gateway students will always walk looking straight ahead and will be in proper campus dress code. Students are not to talk in the hallway/breezeway/walkway, unless granted permission by staff. There is no spitting on campus. In addition, at Gateway High School students are to walk on the right side of the hallway on the blue line. Students must keep their hands out of their pockets when walking in the halls.

Restroom and Water Fountain Breaks: Water fountain and restroom breaks are scheduled by the teacher. Students will walk in single file with no more than one student in the restroom at a time throughout the school day.

Parent/Teacher Conferences & Communication: Parent conferences are encouraged. Please contact your teacher by email or call our receptionist (254-336-1700) to make an appointment for a conference. Students will take a weekly report home on the last day of each week that will document the days the student has remaining, academic progress, and weekly behavior (positive/negative). We encourage our parents to look these over weekly, sign, and return them the following week with your child.

Pictures and Cell Phones: Pictures, photographs, and recordings of any type are not allowed to be taken at Gateway. Students are not to bring their cell phones to the Gateway Complex.

Academics

Gateway's academic program is aligned with the Killeen Independent School District curriculum. **Students are placed in the same classes they were taking at their home campus if possible.** If that is not possible, students will be scheduled into classes consistent with their academic needs.

Transfer grades from the home campus are averaged with grades received at the Gateway when a student is not enrolled at Gateway for a full nine-week grading period. Grades from Gateway transfer back to the home campus. Parents can access grades through the Home Access Center, which can be found on the Killeen ISD home page at www.killeenisd.org. Progress reports and report cards will be sent home in accordance with Killeen ISD guidelines.

We offer several opportunities to help students get back on track academically. At Gateway we have a blended learning approach that incorporates both online learning, direct teach, and hands on learning. Our high school students also have the ability to take advantage of credit recovery options while they are enrolled at Gateway. All of our teachers provide tutoring, so we encourage you to reach out to your child's teacher if they are struggling academically and need additional support.

Students will not be assigned academic homework unless assigned by special arrangement with the teacher. Textbooks are normally available for in-class use only, unless other arrangements are made through the office.

Every student will maintain a portfolio where they track their academic progress daily. Every Friday a report will be sent home to parents detailing how your student is progressing academically.

Positive Incentives

At Gateway we have many different positive incentives to help students reduce the days that they are at Gateway. Our positive incentive program also helps students see the value in making positive choices and how it can benefit them towards accomplishing their personal goals. Some of the positive incentives that we have at Gateway include:

- **Positive Referrals:** Students that are caught doing a good job or deed here at Gateway can receive a positive referral. Earning multiple positive referrals can result in a reduction of time at Gateway.
- **Volunteering:** Throughout the year we will have volunteer opportunities here at Gateway for students to participate. Volunteering through the campus or off-campus can result in a reduction of time at Gateway. Reach out to your homeroom teacher for a volunteer tracking form.
- **Principal Review:** Students assigned to Gateway can request a Principal's Review once they have completed approximately 70% of their placement (30/45days) without any discipline referrals and if they are in good academic standing. In order to request a Principal's review students must submit the following documents to their Assistant Principal and request a meeting to speak with Dr. Etienne.

- Letter to their home campus principal detailing what they have learned at Gateway and what they will do differently when they return.
- Completed all Student Portfolio activities on Schoology
- Any positive referrals and/or volunteering completed while at Gateway
- A letter of recommendation from at least one Gateway staff member and one community member
- Daily portfolio organized with weekly reports and documents listed above

At the meeting with Dr. Etienne the student will present the documents and explain why they feel they are ready to return to their home campus. After the meeting Dr. Etienne will reach out to the home campus principal to see if the student can return early. **The final decision to return to campus will be by the home campus principal.**

Contraband

Students are prohibited from bringing any items on campus that are not related to assigned academic work and basic personal care. Anything else will be considered contraband and will be confiscated.

Students may not possess any written or printed materials, notes, letters, or drawings apart from approved class assignments. The following items are also prohibited at the Gateway: toiletries, grooming items, key chains, fobs, photos, or credit cards. Students are not allowed to bring gum, candy, or snacks to school, and should not have in their possession more than **five dollars**. **Prohibited Items listed in the Student Code of Conduct** are skateboards, rollerblades, scooters, dice, trading cards, hair picks, weapons, imitation weapons, knives, pacifiers, pornographic materials.

Students are thoroughly searched for contraband upon arrival each day. In addition, students are subject to being thoroughly searched again throughout the day if any Gateway staff member has a reasonable suspicion that a student may possess a prohibited item. Any items may also be confiscated if potentially dangerous, distracting, or disruptive.

Confiscated items will be identified with the student's name and, if not illegal or of an offensive nature, may be picked up by a parent or guardian, or returned at the end of the current nine week session if deemed appropriate by the principal.

In some instances, items may be thrown away such as items of an offensive nature which includes written materials, pictures, drawings, or any other items that represents racial, hate-oriented, lewd, sexually explicit, threatening, violent, gang-related, vulgar, or profane in nature. Illegal items include any type of dangerous item, illegal weapon, tobacco product, alcoholic beverage, illegal drug, or controlled substance. Food will also be thrown away.

Tobacco, Alcohol, and Drugs

Any controlled substance, illicit drug, alcohol, alcoholic beverage, other intoxicant, chemical substance for inhalation, “look-alike” products, or tobacco/tobacco-related products as described by the KISD Code of Conduct and state law are prohibited at the Gateway Complex.

Students in violation of this policy will be turned over to law enforcement authorities for action if appropriate. In addition, a Campus Level Conference will be scheduled to discuss a recommendation for expulsion or extending time in accordance with state law and school board policy. If a student is suspected of being under the influence of alcohol, a controlled substance, an illicit drug, or any intoxicant, a KISD police officer will be summoned to administer a field sobriety test to the student. If the test is positive, the student will be suspended, and a Campus Level Conference will be scheduled to consider a recommendation for expulsion or extending time in accordance with state law and school board policy.

Discipline at Gateway

***Please be sure to read through the KISD Student Code of Conduct. These rules still apply while your student is enrolled at Gateway.**

In addition to the academic program, Gateway employs a unique discipline program that is consistently applied to all students. Expected behaviors are plainly specified and positive and/or negative consequences are immediately assigned in accordance with the student’s performance. At Gateway, our goal is to help students learn from their mistakes so that they can make better decisions in the future. Some of the steps taken are outlined below:

- Teachers will give instructions.
- If not followed, a reminder to follow instructions will be given (**unless it is a major disruption**).
- If instructions are not followed again, students will participate in a student/teacher conference, which will include completing a Redirection Form
- If instructions are not followed again, Teachers will notify a parent by phone or e-mail if a phone conference cannot be made.
- If the student continues to not follow directions, a referral will be written, and parent will be contacted again.

At Gateway a Weekly Report is designed to provide communication between teachers and parents documenting the student’s behavior and current grades for the week. The Daily Report will be sent home the last day of every week with the student. The parent/guardian must **sign** the Daily Report and have their child **return** it signed by the start of the following week.

Disciplinary Consequences: Some disciplinary consequences at Gateway are listed below. Student behaviors will determine appropriate disciplinary consequence. Final disciplinary decision is at principal’s discretion.

- Student Conference
- Parent/Teacher Conference

- Cool down time
- After-school detention
- Saturday SAC
- ISS (virtual)
- Suspension
- Campus & District level Hearings
- Expulsion

Gateway Dress Code

All students assigned to an alternative campus for disciplinary reasons will follow the dress code. In addition, all students shall dress according to the dress code from the time they leave home, board the school bus, on the bus, during school, and until they leave the bus, or return home at the end of the school day. Students are not permitted to wear an additional set of outer garments (street clothes/basketball shorts) under their uniform.

Note: According to the K.I.S.D. Dress Code as printed in the K.I.S.D. Code of Conduct: "Clothing will be worn as it is designed to be worn."

Pants

1. Black jeans/pants or khaki pants that require a belt (no skin-tight jeans, no skintight skinny Jeans & no jeggings).
2. A black/brown belt must be worn daily with pants. Belt buckle may not have initials or logos.
3. Tears, frays, and or holes are not allowed.
4. Nylon, sweats, vinyl, wind suits, or plastic clothing are not allowed.
5. Shorts, skirts, overalls, suspenders, cargos and/or jumpers are not allowed.
6. Shorts may not be worn under pants.
7. Pants as well as baggy, sagging, tight fitting and/or and or oversized pants are not allowed.
8. Gateway requires all students to wear their pants at or above the waist.

Shirts

1. Plain white or black shirt with a collar.
2. Shirts must be kept fully buttoned except for the collar button and they can be short or long sleeved.
3. Student may only wear one undershirt and these shirts must be solid white, black, or gray. Hoods are not allowed.
4. Shirts must be long enough so as to be tucked in at all times.

Sweatshirts & Jackets

1. Students can wear a solid white, black, or gray sweatshirt/hoodie throughout the school day. Hoods cannot be worn at anytime on campus.

2. All other sweatshirts and jackets must be removed once a student enters the building and stored inside the student's desk or on the back of their chair.

Shoes and Socks

1. Traditional athletic type shoes will be worn.
2. Socks must be solid white, black, or gray. In addition, both socks must match.
3. Only one pair of socks may be worn and must be pulled fully onto the foot.
4. If shoes have strings they must be tied or strapped the entire school day.
5. Shoes strings must match.

Jewelry, Make-up, and Other Information

1. Students must wear mask while on campus and while riding the school bus.
2. Students **can** bring earbuds for use with online learning. Students are responsible for their earbuds. Students can store earbuds with teacher at the end of each school day.
3. Jewelry of any kind, including piercings (tongue, nose, eyebrow, etc.) are prohibited.
4. Hats, purses, bags, backpacks, totes, or sacks are not allowed.
5. Hairbrushes or combs of any type are not allowed.
6. Hairpieces (barrettes or elastic) must be black, white, clear, or gray.
7. Hair must be one color: no non-natural colors/hairstyles (pink, blue, purple, etc.).
8. No designs cut into hair and/or eyebrows.
9. Colored nail polish or cosmetics of any kind, including lip-gloss or lip balm are not allowed.
10. Sunglasses or shades may not be brought to school or onto the bus.
11. Cell phones, iPods, or other electronic devices/equipment are not allowed.
12. Students may have \$5.00 or less on their possession. More than \$5.00 will be held for parent pick up.
13. Gum, candy, and outside food or drinks are not allowed.

Any dress code issues or questions are subject to the administrator's discretion. Gateway dress code is the responsibility of the student and guardian. Gateway will not provide clothing for dress code compliance. Any student not in compliance with the dress code will be given an opportunity to comply. Compliance may take a variety of forms, including calling parents to bring a change of clothes to school.

*** Prohibited items will be confiscated and may be thrown away.**

Loss of Day

At Gateway, we will work with our students to try to avoid any loss of day. **Students losing their day is at administrator discretion only.** Please read below for situations that will result in an automatic loss of day(s) and can result in a District Level Hearing to add additional days at Gateway.

Gateway is a gang-free zone. Texas Senate Bill 2086 requires information regarding gang-free zones be included in each student handbook. Additional information can be found in the Killeen ISD Student Code of Conduct. All forms of gang identification and gang-related activity are strictly prohibited. **This includes gang language/talk, graffiti, signs, colors, gestures, handshakes, manner of dress or grooming, and any other identifying item or action that is determined to be, or appears to be, gang-related in nature.** Gang colors include, but are not limited to, red, green, blue, and yellow and may be expanded to include other colors if deemed necessary by the Principal.

***Any Gang-related activity will result in a loss of day, suspension, and possible District Level Hearing.**

Violent, dangerous, or threatening behavior in any form will not be tolerated! This includes profanity, verbal abuse, arguing, verbal conflict, and fighting. Any student who engages in any such behavior, whether physical, verbal, or written, will be subject to serious disciplinary consequences. Profanity, verbal abuse, or threatening behavior directed towards any Gateway staff member or visitor may result in a loss of day(s), suspension, and District Level Hearing.

Familiarity or any other forms of inappropriate physical contact or touching between persons is not allowed. This includes, but is not limited to, handshakes, holding hands, hugging, kissing, caressing, any form of sexual contact, or horseplay. Results of familiarity or any other forms of inappropriate physical contact or touching may result in a loss of day(s), suspension, and District Level Hearing.

Virtual Learning Expectations

Gateway will provide a virtual learning option for students assigned to Gateway throughout the school year. Students that choose online learning must comply with the following rules and expectations:

- Students needing a laptop must reach out to Gateway technologist, Mr. Cones to determine a day/time to pick up a device. Mr. Cones can be reached at 254-336-6843
- Students must login daily to each course and complete the assigned tasks in order to earn a successful day.
- If a student is failing a course, they must attend a mandatory online remediation session with their teacher via Zoom and/or Schoology.
- Students participating via Zoom or Schoology during synchronized instruction must be dressed appropriately and follow all KISD online learning rules/expectations.
- Students are required to work for 240 minutes daily to earn a successful day.

Parent and Student Agreement

The Gateway Handbook is included in the materials given to each student at the conclusion of the District Level Hearing in order that it can be carefully read by both the student and the parents or guardian before enrollment at the Gateway Complex. The Handbook is then thoroughly reviewed at the Orientation Meeting.

This agreement page must be signed by both the student and the student's parent or guardian and submitted to Gateway administration at the conclusion of the Orientation Meeting.

Agreement

I have received and read the Gateway Handbook and I understand and agree to abide by all rules, regulations and policies contained therein. In addition, I also understand that I (the student) will be subject to any and all disciplinary action that may result from non-compliance with the rules, regulations, and policies of the Gateway Complex.

Student signature

Parent / Guardian signature

Date

Please return this signed agreement at the conclusion of the Orientation Meeting. Enrollment is not complete until this form is received. This form will be filed in the student's record.