

# GATEWAY

## Middle & High School

4100 Zephyr Road

Killeen, Texas 76543



Parent and Student

Handbook

2023 – 2024

# **Gateway Middle and High School**

*KISD Discipline Alternative Education Placement (DAEP)*

4100 Zephyr Road  
Killeen, Texas 76542  
254-336-1700 (office)  
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## **Administrative Staff**

**Sharita Herrera, Principal**

**Heather Turner, MS Assistant Principal**

**Pamela Williamson, HS Assistant Principal**

**Erica V Cordero, Registrar**

**Marlene Adams, MS Counselor**

**Elsie Velez, HS Counselor**

**Antoinette Franklin, MS At-Risk Counselor**

**Monique Turner- HS At-Risk Counselor**

**Martha Benavidez, Special Program Facilitator**

**Billy Cones-Campus Technologist**

**Ruta Timarky, Nurse**

**Campus Website:** <https://schools.killeenisd.org/Page/77>

**Facebook Page:** <https://www.facebook.com/GatewayKilleenISD/> or @GatewayKilleenISD

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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. 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.

### **Gateway's Vision**

*Gateway Middle and High School is committed to providing a safe, structured, and welcoming learning environment that supports our students academically while teaching the social-emotional skills needed to make a positive impact on society.*

### **Motto:**

*RISE TO THE OCCASION!*

### **Core Values**

**Perseverance, Honesty, Open-mindedness, Empathy, Non-judgmental, Integrity and eXcellence!**

Together, these PHOENIX values will create a positive and supportive environment and foster a culture of personal growth and success.

### **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.
- Improve student academic progress.
- 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.

All students who are enrolling at Gateway must read this handbook and complete the student orientation. Parents can view our online orientation to learn more about our campus. The parent online orientation can be found on our campus website. Students must be in full dress code on their first day of instruction. Prior to enrollment, students and their parents are required to sign a statement of agreement that will be placed in the student's file and complete the registration card.

Students will not be able to enroll on school holidays, the last week of the semester, and during weeks of state testing.

## General Information

**Gateway campus hours:** Gateway is open from 8:30am-4:45 pm. If you have any questions, please call our line at 254-336-1700.

**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 **9:10 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 Gateway 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.**

**Arrival/Dismissal.** DAEP school hours are 9:00 a.m. to 4:30 p.m. on Monday – Friday; Doors will not open until 8:30 - Students are tardy at 9:10 – The campus should be notified if a student is going to be late or absent - Parent or designee shall drop off and pick up middle school students on the side of the building (Gowen St.) and high school student at on the back side of the building - Parent/guardian may NOT drop students off before the doors open and leave them unsupervised, nor pick them up later than 4:45 p.m. - When dropping students off or picking students up, parent/guardian must remain in their vehicle while on the DAEP Campus.

**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. Transportation will provide information regarding pick-up and drop off times and location. Bus transportation will take 2 – 3 days to be established. Once transportation has been established, please consider downloading the Edulog Parent App to track your students’ bus. You may find this resource to be beneficial since students are not allowed cell phones while assigned to the DAEP Campus. **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.**

**Breakfast and Lunch:**

- Students must eat breakfast and lunch through the school cafeteria.
- Students will be escorted to pick up their lunch and returned back to their classroom.
- No outside food or drink will be allowed.
- Students may bring one clear plastic water bottle.

**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 follow 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.

**Restroom and Water Fountain Breaks:** Students (high school) will be allowed restroom breaks in the morning (during 3<sup>rd</sup> period) and in the afternoon (during 6<sup>th</sup> period). Middle school students are expected to follow the classroom procedures for bathroom breaks. Students who consistently use the restroom outside of the scheduled times will result in disciplinary action. Students with medical condition documented by a doctor's note will be accommodated.

**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.

**Pictures and Cell Phones:** Pictures, photographs, and recordings of any type are not allowed to be taken at Gateway. Students are prohibited from bringing a cellphone to campus. If a student brings a cellphone, it will only be released to a **parent**.

## Academics

Gateway's academic program is aligned with the Killeen Independent School District curriculum. **Students are placed in most of 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](http://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 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.

## Mentors

Several times a week there will be multiple community leaders on campus to provide mentorship and support to the students. This is a great opportunity for our students to build positive relationships with members of our community, as well as get additional support they may need to get back on track and be successful in life.

## 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.
- Campus expectations:
  - Be on time to school and each class.
  - Be in compliance with the standard dress code.
  - Actively work on all assignments.
  - Use appropriate language.
  - Follow all classroom expectations (Adhering to all DAEP rules/procedures).
  - Show respect toward others.
- **Placement Review:** A student placed in a DAEP may be provided with a review after a set number of assigned days. This review may focus on the following criteria: academic status, attendance, behavior, tardies while in DAEP, and additional information deemed significant by the DAEP campus behavior coordinator and the home campus behavior coordinator or designee. If a favorable review is met, the student may return to his/her home campus. If not, the student remains at DAEP until further notice.

## Exit Requirements

Students earn the privilege of returning to their home campus when they have successfully completed their placement days or when an early return to their home campus has been granted per the placement review. DAEP placements may be lengthened by DAEP Administration due to any violations of the policy, procedures, or guidelines of DAEP and/or KISD Student Code of Conduct (SCOC).

## Contraband

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

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 – with the exception of food, which may be thrown away.

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.



# 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 Gateway.

**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 to all students 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.

**Disciplinary Consequences:** Below is a tentative list of possible consequences. Student behaviors will determine appropriate disciplinary consequence. Final disciplinary decision is at principal’s discretion.

- Student Conference and/or Parent/Teacher Conference/Cool down time
- After-school detention
- Behavior Tier 2 or 3 (high school students)
- Saturday Detention (9:00 am – 12 noon)
- In School Suspension (ISS) or Out of School Suspension (OSS)
- Campus & District level Hearings
- Expulsion

# Dress Code

Dress code is not optional. It is a requirement and mandatory. All students assigned to DAEP is expected to follow dress code expectations. In addition, all students shall dress in accordance with the dress code during the entire instructional day and while on campus. Wearing basketball shorts under their uniform is not allowed.

## Pants

1. **Black Dockers** type pants. Cargo pants are prohibited.
2. A **plain black/brown belt** must be worn daily.
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, and/or jumpers are not allowed.
6. Shorts may not be worn under pants.
7. Gateway requires all students to wear their pants at the waist- sagging is not allowed.



**Cargo & Jeans are prohibited!**



## Shirts

1. **Plain black shirt** with or without a collar; button down shirt is also allowed.
2. Shirts must be kept fully buttoned except for the collar button and they can be short or long sleeved.
3. Students may only wear one undershirt and these shirts must be solid white, black, or gray.
4. Shirts with a hood are not allowed.



## Sweatshirts & Jackets

1. Students can wear one sweatshirt – without a hood.
2. The sweatshirt must be in complaint with dress code: *black (only) with no hood.*
3. During extreme temperatures, coats and jackets can be worn but will be collected and stored away upon the student entrance to the building. Items will be returned to the student at the end of the day.

## Shoes

1. **Athletic type** shoes must be worn. Boots of any kind are not allowed.
2. If shoes have strings, they must be tied or strapped the entire school day.
3. Shoestrings must match.

### Jewelry, Make-up, and Other Information

1. Students **can** bring earbuds for use with online learning. Students are responsible for their earbuds.
2. Jewelry such as necklaces, brackets, watches, etc. are prohibited.
3. Earring piercings of diamond or pearl studs **only** are allowed. Hoops or dangling type earrings will not be permitted. Tongue, nose, eyebrow, etc. piercings are not allowed.
- 4.

#### Allowable earrings:



Or



#### Not allowable earrings:



5. Hats, purses, bags, backpacks, totes, or sacks are not allowed.
6. Sunglasses or shades may not be brought to school or onto the bus.
7. Cell phones, Smart watches, iPods, or other electronic devices/equipment are not allowed.
8. Students may have \$5.00 or less on their possession. More than \$5.00 will be held for parent pick up.
9. Outside food or drinks are not allowed and maybe thrown away.

**Any dress code issues or questions are subject to the administrator's discretion.** Gateway dress code is the responsibility of the student and guardian. 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.

## Confiscated items

All prohibited items will be confiscated at the door. The following steps will be enforced:

- Violation #1: Item(s) maybe returned to the student at the end of the day, with the exception of cell phones. All cell phones will have to be picked up by a parent.
- Violation #2: Item(s) will be returned to the student at the end of the week.
- Violation #3: Item(s) maybe returned to the student at the end of their placement or returned to a parent/guardian.

**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.

# 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 Gateway. The Handbook is also thoroughly reviewed on our online orientation video and can be found on our campus website.

This agreement page must be signed by both the student and the student's parent or guardian and submitted to Gateway administration during enrollment.

## 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.

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Student signature

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Parent / Guardian signature

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Student ID Number

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Date

Please return this signed agreement when you enroll your student. Enrollment is not complete until this form is received. This form will be filed in the student's record.