



Parent/Student Handbook  
2023-2024

*We believe it is the right of every child to enjoy a full life  
of learning through reading.*

Loomis Gateway Academy is a non-sectarian private school registered with the State of California. We are approved by the Western Association of Schools and Colleges (WASC) as a Candidate for Accreditation.

**Disclaimer:**

This Handbook is not intended to be a comprehensive list of all policies and procedures but is intended to provide general information parents and students need to know about Loomis Gateway Academy (LGA). The School reserves the right to amend the school year calendar, modify curriculum, change programming and policies or otherwise make changes in the best interests of the School and at the School's sole discretion.

**Non Discrimination Policy:**

LGA does not discriminate on the basis of disability, race, color, creed, ethnic, or national origin in the administration of its educational policies, admission policies, or School-administered programs. The School admits students who possess the motivation, ability, and character which would enable them to succeed in our School community.

**Loomis Gateway Academy**

**3268 Penryn Rd.**

**Loomis CA 95658**

**916-778-6540**

[www.loomisgatewayacademy.com](http://www.loomisgatewayacademy.com)

**SCHOOL HOURS**

- School Hours:** 8:15 a.m.- 2:30 p.m. (Monday)  
8:30 a.m.- 2:30 p.m. (Tuesday - Thursday)
- Morning Drop Off:** 8:00 a.m. - 8:15 a.m. (Monday)  
8:00 a.m. - 8:30 a.m. (Tuesday - Thursday)
- Afternoon Pick Up:** 2:30 p.m. (Monday - Thursday)  
2:45 p.m. Aftercare Fees Apply
- Aftercare:** 2:30 p.m. - 5:00 p.m. (Monday - Thursday)

**DAILY SCHEDULE**

- 8:15 a.m - 8:30 a.m Advisory (Monday only)
- 8:30 a.m. - 9:30 a.m. 1st period
- 9:30 a.m. - 10:30 a.m. 2nd period
- 10:30 a.m. - 10:45 a.m. Snack Break
- 10:45 a.m. - 11:45 a.m. 3rd period
- 11:45 a.m. - 12:45 p.m. 4th period
- 12:30 p.m. - 1:30 p.m. Lunch/Recess
- 1:30 p.m. - 2:30 p.m. 5th period

# LGA SCHOOL CALENDAR 2023-24

Aug. 15th First Day of School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 19th - 22nd Winter Break

Sept. 4th Labor Day

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 25th - April 1st Spring Break

Oct. 9th - 12th Fall Break

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov. 20th - 23rd Thanksgiving Holiday

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 23rd Last Day of School

Parent/Teacher Conferences

Dec. 20th - Jan. 8th Holiday Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 24th - July 18 Summer School

Jan. 15th-MLK Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4th- Independence Day

Days in Session  No School  Conference Week  Summer School

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## **PURPOSE OF THIS HANDBOOK**

This Handbook was developed to answer many of the commonly asked questions which students and parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use - it can be a valuable reference during the school year, to help avoid confusion and misunderstandings when questions arise.

Loomis Gateway Academy reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. The School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.



## **AFTERCARE**

Loomis Gateway Academy offers aftercare Monday-Thursday, 2:30-5:00 p.m. The rate is \$17 per hour. Please let the Administrative Office know in advance if you are in need of aftercare. Aftercare will be billed monthly on the next month's tuition invoice.

## **ATTENDANCE**

Students need to attend school regularly, to benefit from the sequence of instruction. Please avoid scheduling vacations, trips, doctor appointments and other planned absences during the time school is in session. Our structured sequential teaching methods makes it difficult for teachers to re-create lessons for students who spend excessive time away from the classroom. The School is under no obligation to modify, amend, or otherwise provide alternative programs for students missing school for extended periods of time due to medical conditions, extended vacations, suspension or other non-school activities.

### **Absences**

When it is necessary for your student to be absent, please notify the School by 8:00 a.m. by calling the Administrative Office at 916-778-6540 or sending an email to [office@loomisgatewayacademy.com](mailto:office@loomisgatewayacademy.com). Each student may be absent (unexcused or excused) from school a maximum of 8 days per semester (half year). Unused absences may not be transferred to another semester. Absences in excess of 8 days will require a conference between parents, teachers and LGA administration. In the event that a student misses 5 or more consecutive days due to illness, a doctor's note is needed before re-admittance to school. Please note that our student records indicate the number of days a child has been absent from class.

### **Early Pick Up**

If you need to pick up your student earlier than the designated dismissal time, you must do so through the Administrative Office. Parents are required to sign out their student in the Administrative Office, and are not permitted to go directly to the classroom. If your student will be leaving school at a different time (e.g. for a doctor's appointment, trip out of town, etc.) or will be riding home in a different car (e.g. with grandparents, with another student, etc.), please contact the Administrative Office at 916-778-6540. Students will not be allowed to go with an unauthorized driver unless the School has received prior notification. If you are faced with an emergency or unavoidably changed plans, please call or email the Administrative Office as soon as possible.

### **Release of Students**

Students will not be dismissed to persons who are not authorized on the Driver Permission form unless a phone call or email is sent to the Administrative Office.

## **Tardies and Signing-In**

Students are to be in class by 8:15 a.m. on Mondays and 8:30 a.m. Tuesday-Thursday. After that time, access to the building is through the Administrative Office only. Students arriving after class has started are considered to be tardy. For the safety of the student, we require that any student who arrives after 8:30 a.m. **must be accompanied into the building by an adult and signed in through the Administrative Office.** Parents of students who are late 5 or more times in a semester will receive a courtesy letter from the School. All students with 10 or more tardies in a semester will have a parent/administration conference. **Please remember that punctuality is important.**

## **CLASSROOM**

### **Class Placements**

Class assignments result from a process of careful consideration based on the professional knowledge, judgment and discretion of the School administration, with input from classroom teachers. Although the School is happy to hear from parents who have information to share about their student's learning style and developmental issues, the School cannot honor special requests for teachers.

### **Parent-Teacher Conferences**

Scheduled conferences are held once a year in late November or early December to coincide with the first Report Card. Parents (only) are expected to attend all scheduled conferences. Additional conferences may be scheduled by contacting [office@loomisgatewayacademy.com](mailto:office@loomisgatewayacademy.com).

### **Homework**

Homework is seen as a continuation and reinforcement of study begun in School and not as a routine task. Homework is developmentally and age appropriate and expectations vary from class to class and per grade level. Homework at LGA is not assigned "just because", but to help a student practice recall of information taught during the day.

A parent may request that work be sent home with their child in the Administrative office. That message will be relayed to the math or reading teacher and that teacher will assemble appropriate "homework" that can be sent home with the student.

Although it is not assigned, nor required homework, LGA encourages parents to have their children listen to books on audio recordings. You can request a referral to Learning Ally, a non-profit organization that has all books including text books on audio, OR you may use any source of your choice for audio books. The 'listening' to books will promote vocabulary growth as they hear those words they may not yet be able to read. Allow your child to listen without having to follow text on a screen. The enjoyment of a story and books is the goal. Their reading instruction at school is separate from the listening activity.

## **Assessments**

Math and reading assessments are conducted at the end of each semester. The School regards these as useful measures and means of assessing students and our School. We strive to create a relaxed, supportive testing environment in the hopes that positive experiences will affect future assessment. Scores are reported to parents on report cards and teachers are available to assist with interpretation.

## **Report Cards**

Report Cards are intended to be a developmental record of student growth. Report Cards are issued at the end of the first semester (December) and again at the end of the year (May).

## **Student Records: Monthly Documented Work**

LGA provides monthly documentation and samples of student work by subject area. The documented work goes into your child's cumulative file and will be sent on to the next school they attend. Parents are emailed a copy without the samples.

## **Academic Goals**

Academic Goals are set individually for each student. The pace of learning is also set by each student/class. If a student is moving at a different pace than the others, they will be moved to a group that better suits their pace. Our goal is to have students prepared to re-enter a public or private school in an average of 4 year's time. A student may stay at LGA longer if needed. Our reading curriculum **cannot be rushed** and still have the desired outcome it is designed to produce; it must be used with fidelity. WRS (Wilson Reading System) recommends 3 Steps be taught in one school year. There are 12 Steps in total. 4 years is the expected time it will take to complete the WRS.

LGA uses specific curricula for all academic subjects; and **does not ascribe to an "eclectic" approach to learning**. If an LGA student is asked to work from or utilize different curricula via outside tutoring or at home support, the student's progress cannot be measured accurately and may even be compromised. Educational programs outside of LGA approved curriculum materials can impede the student's progress. When a parent wishes to support their child at home, the LGA faculty is happy to send appropriate work home that will not conflict with the daily methods being used with your student. In this way, LGA can assure the quickest path for your child to reach their academic goals.

# **COMMUNICATION**

## **Communication Policy**

Timely and open communication among the School, students, and parents is essential to supporting students along their journey. **Please make sure to provide LGA with up-to-date contact phone numbers and email address(es) and check your email**

**daily to ensure you are receiving all communication.**

### **Faculty**

Email is an efficient method of communicating non-urgent information. Messages may be sent to individual faculty members. All individual email addresses are the faculty member's first name, followed by [@loomisgatewayacademy.com](mailto:). Please do not use contact information for anything other than for School purposes.

### **Newsletter**

The School produces an e-newsletter with monthly updates about news and events.

### **Social Media**

Loomis Gateway Academy Parent Page is a private group on Facebook. We encourage everyone who uses Facebook to request access to this group to stay in touch regarding school activities and events, shared knowledge and other information pertinent to your student. From your Facebook page, please search Loomis Gateway Academy and request access. In addition to Facebook, you may wish to follow LGA on Instagram at [loomis\\_gateway\\_academy](https://www.instagram.com/loomis_gateway_academy).

## **CURRICULUM**

LGA utilizes instructional programs proven to support the learning of dyslexic students.

**Math:** Making Math Real [www.makingmathreal.org](http://www.makingmathreal.org) Making Math Real, created by David Berg, is a complete system of integrated and sequenced math teaching methods - multi-sensory, and highly structured. The system progresses from Kindergarten through Algebra 2, maintaining key concepts and language throughout the grades. Teachers at LGA have taken most of the math seminars offered by MMR, and the methods taught have become the foundational basis of most of the math instruction at our school.

**Math:** Multisensory Math [www.mutlisensorymath.com](http://www.mutlisensorymath.com) is based on the Orton-Gillingham methods of teaching. It applies the research-based Concrete-Representation-Abstract (CRA) approach to teaching mathematics as advocated by the National Math Panel and the National Council of Teachers of Mathematics. Students learn to use manipulatives effectively to reinforce concepts and to aid memory. This approach is effective for initial instruction as well as remedial work at all levels.

**Reading:** Wilson Reading System [www.wilsonlanguage.com](http://www.wilsonlanguage.com)

The Wilson Reading System is one of three Wilson programs, all of which are Structured Literacy Reading Intervention programs. WRS is the most intensive Tier 3 program of the three and is aimed at teaching even the most challenged reader. It is taught in small groups (maximum 4) or 1:1 for reading and spelling success.

**Reading:** Barton Reading System [www.bartonreading.com](http://www.bartonreading.com)

The Barton Reading System is Orton-Gillingham influenced, it is Research & Evidence based, and is an intense intervention for the dyslexic student.

**Reading:** Foundation in Sounds [www.foundationinsounds.com](http://www.foundationinsounds.com)

When a student does not yet have mastery of Auditory Discrimination, he/she will need a preliminary program prior to beginning Barton or Wilson Reading. Foundation in Sounds is “kid-friendly” and very effective.

**Writing:** [www.iew.com](http://www.iew.com) - Institute for Excellence in Writing, Writing Skills I, and The Paragraph Books 1, 2, 3 and 4.

LGA uses four Writing Curricula (Keyboarding skills, Wilson instruction with special paper to help the student with Dysgraphia, IEW, and The Paragraph Books) as a foundation for teaching our students how to form letters, write simple sentences, compound sentences, short paragraphs, extended paragraphs, and essays.

**ChromeBook use:** Keyboarding is a primary need for highschool and college as most or all papers are required to be typed. LGA utilizes, depending on age/grade of student, Keyboarding Without Tears and Typing.com.

**Social Studies and Science:** LGA utilizes the homeschool curriculum Moving Beyond the Page (MBTP) for social studies and science. MBTP is a concept-based program that helps learners to go beyond simple memorization toward critical and creative thinking. Through hands-on projects and experiential learning, students gain an understanding of the world around them. The curriculum is interdisciplinary and integrates real-world issues and practices. MBTP closely follows the grade-level sequences of the Common Core curriculum. Teachers can readily adopt and tailor the lessons to meet the unique learning difficulties of dyslexia students.

**Electives:** Art & Crafts, PE/Health. Each year LGA teaches at least 2 electives. We feel these are an essential part of our curriculum because they engage the students in different instructional modalities. You could think of these classes as the “out-breath” and the academic classes as the “in-breath”. Both are necessary.

**Ethics:** We use the course “Ethical Leadership for Middle-Level Students”, created by the MGA Research and Curriculum Center. Through studying hypothetical ethical situations. students explore key concepts like Respect, Responsibility, Integrity, Fairness and Trust.

**Color Theory:** LGA is fortunate to have a faculty member who is fully trained in the Waldorf approach to teaching Art for grades 1-12 based largely on Goethe’s “Color Theory.” Johann Wolfgang von Goethe suggested that *colors* are varying degrees of darkness that appear between light and dark. *Color Theory* refers to the “nature of color;”

how it appears in nature and why does it appear as it does? Included in the classes of Color Theory will be Form Drawing and working with light and dark with pencil and charcoal.

LGA uses specific curricula for all academic subjects; and **does not ascribe to an “eclectic” approach to learning**. When an LGA student is asked to work from or utilize different curricula via outside tutoring or at home support, the student’s progress cannot be measured accurately and may even be compromised. Educational programs outside of LGA approved curriculum materials can impede the student’s progress. When a parent wishes to support their child at home, the LGA faculty is happy to send appropriate work home that will not conflict with the daily methods being used with your children. In this way, LGA can assure the quickest path for your student to reach their academic goals.

# DIRECTORY

## Administration

Stuart Demmy: Executive Director  
Lead Math Teacher  
Building and Grounds Safety

Tesa Briles: Senior Director and Principal  
Lead Reading Teacher  
Dyslexia Screening

Melissa Emerzian: Administrative Director

Mary Cartwright: Administrative Coordinator

## Faculty

All faculty are certified in at least one program on Dyslexia.

### Reading

Hannah Castillo  
Jennah Richmond  
Sarah Schofield  
Stephanie Sparrow  
Tesa Briles\*

### Math

Lauren Wilson  
Melissa Emerzian  
Stuart Demmy\*  
Nathanael Thomasson

### Writing

Kali Miller  
Valerie Brown\*

### Science and Social Studies

Cori Brown-Ticer  
Valerie Brown

### Electives

Stuart Demmy - Ethics  
Tesa Briles - Ethics and Color Theory  
Trena Beach - Art, P.E., and Nutrition

\* Lead subject teacher

## DISCIPLINE / BEHAVIORAL STANDARDS

The School views discipline as a branch of learning rather than simply a list of rules. Children are taught behavior management and self-regulation. Classroom rules are agreed upon at the beginning of each year. These rules stress the importance of creating a classroom in which learning can take place and the importance of respecting the rights, feelings and property of all.

Our goal is to maintain a secure, challenging and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others. Our Ethics classes are intended to raise student awareness of these issues.

Another equally important goal is to help students mature and learn a sense of self responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible. The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community.

Our Student Behavioral Expectations should be read carefully. Violations may result in serious consequences, up to and including suspension or dismissal from the School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

The policies and expectations outlined in this Handbook should not be read as an all inclusive description of the School's standards, which are based on **honesty, respect, trust and safety**. Any behavior that constitutes a breach of these School values may be treated as a major infraction. Students may be dismissed or otherwise disciplined if the student does not meet the behavioral standards of the School, or whose conduct at any time or place interferes with School programs or operations, or brings discredit to the School. Determination of compliance is in the sole discretion of the School. The School reserves the right at all times in its discretion to issue discipline, up to and including removal from School.

### **Student Behavioral Expectations**

- Students are expected to be considerate and respectful of adults, visitors, and each other.
- Students are required to show good sportsmanship and courtesy.
- Students are expected to cooperate with School staff at all times.
- Students are expected to listen and respond appropriately.
- Students are expected to respect School property and the property of others.



- Students are expected to respect other children and to listen to their wishes regarding personal space, personal belongings, etc.
- Students are expected to settle their own problems whenever appropriate.
- Students are expected to follow classroom rules.
- Students are expected to be honest.
- Students are expected to treat others with kindness and respect.
- Students are expected to use appropriate language and actions.
- Students are expected to refrain from fighting and horseplay.
- Students are expected to refrain from bullying, harassing, or intimidating peers at all times.

### **Classroom Approach**

The teacher of each class is in charge of discipline in the classroom. The student is expected to comply with whatever rules or disciplinary measures the teacher may impose.

- Class rules: these are simple, discussed and posted in each classroom
- “Environmental” handling of problems: change seating, change activity, etc.
- Directly and privately talk with a student: “What can we do about the talking during math class?”
- Behavior modification: incentives to encourage appropriate behavior such as earning points or tickets that can be exchanged for activities or privileges, etc.
- Isolating a student: any student who continually interferes with the learning of others may be asked to take his/her work to another area of the School to finish. If this is a regular occurrence, this situation will be discussed with the parents.

### **Problem Resolution Procedures**

Each situation will be handled at the School’s discretion in accordance with the School’s rules, policies, and practices as well as general common sense. The first step to problem resolution is to listen and try to understand the student’s perspective on an event. We implement the policy to “look behind the words or the action” to see what’s really going on. If the teacher or staff member present is not able to resolve the situation on the spot, students are sent to further discuss the situation with a member of the administration. Additional procedures employed to may include:

- Collaboration: Individual situations that require additional attention are put on the agenda for weekly staff meetings. Teachers collaborate by forming a complete picture of the student and/or situation under discussion.
- Assemblies: Students like to see their teachers and fellow classmates role play “undesirable behavior.” We often create assemblies in order to show our students what is “desirable” rather than what is “undesirable.”
- Student Contracts: If the student’s behavior doesn’t change, LGA will write up a contract between the teacher and the student. They will write what they need to

correct, what the consequences are if it is not corrected and what the reward will be for when it is corrected.

- Parent Meeting: Only as a last resort do we call a parent meeting to find a resolution for a student's behavior. In these cases, there would have been repeated instances when the student was not able to change the "undesirable" behavior into more "desirable" behavior.

### **Behavioral Consequences**

Students who do not behave appropriately or who consistently break the rules will be given consequences that are developmentally and situationally appropriate. When a student is sent to the office multiple times, the parent will receive a phone call or email that their child has been sent out of class or in from recess. In rare cases (for example, if the student is so disruptive that other students are deprived of their class time, or a student cannot be calmed down, the parent may be called to pick up their child immediately. Any continued violation of Student Behavioral Expectations will result in a conference with the child's parents, teachers and administrative staff, as well as with the child. Disciplinary incidents will be considered over the entire time a student is enrolled at the School. However, there may be only one very serious incident or infraction that could lead to suspension or removal from School.

### **Bullying and Harassment**

The physical and emotional safety of each student is the primary concern of the administration, faculty and staff of our School. To encourage positive social interactions, the teachers work closely with each class to encourage the courtesy, respect and kindness essential to a supportive and nurturing academic environment. Any behavior, either in person or with the use of technology, including but not limited to intimidation and/or harassment, which threatens the emotional or physical safety of any of our students will not be tolerated. This includes but is not limited to teasing, ridiculing, threatening, and inappropriate touching/hitting. We are confident that we have our parents' full cooperation and assistance in expecting from our students only those behaviors which affirm the highest ideals of good citizenship and healthy peer relationships.

All concerns relating to harassment or bullying should be reported immediately to the School administration. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including suspension or removal from school. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **Cell Phones and Other Electronics**

When a student brings any electronic devices to School (smart/cell phones, iPads, gaming devices, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations.

All electronic devices must be turned off and stored in the student's backpack while on campus, unless a teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment including using devices to take, transmit, or post pictures or videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a School rule.

Students who violate this policy will have their cell phones or electronics confiscated and kept in the office for the remainder of the school day. Students may also be subject to disciplinary procedures for violation of this policy.

## **DRESS CODE**

Loomis Gateway Academy hopes that students will come to school mentally eager and physically prepared for all of the challenges and excitement the school day will hold. Appropriate and comfortable clothing and shoes play a significant role in their well-being as they go about their time in the classrooms and playground.

Please read the following overview and requirements carefully. We thank you for your adherence and cooperation.

### **Overview**

- Only in extreme weather do students remain inside for recess. A warm jacket and long pants are important attire during the winter months.
- Athletic shoes are necessary for participation in P.E.
- Sandals must have a secure heel strap.
- Shorts must be mid-thigh length. *LGA will provide regulation shorts for a student to change into if shorts do not meet length requirements.*
- Accessories are allowed if they don't have to be removed to write or run and play
- Necklines that fall off shoulders, spaghetti strap tops or crop tops showing a bare midriff are not allowed. *LGA will provide a T-shirt for a student to change into if a shirt does not meet dress code.*
- No political slogans or inappropriate references on hats, or clothing. Students will be asked to turn such clothing items inside out or be placed in their backpack.

## **FAMILY**

### **Family Situations**

LGA welcomes notification of family situations that arise regarding students such as births, deaths, serious illness, hospitalizations, divorce or separation, etc. at the time of occurrence so the School can respond accordingly to best support your student.

### **Statement of Parental Support**

A positive and constructive relationship between the School and the students' parent(s) or guardian(s), or other adults or children interacting with the School and/or School community by virtue of their relationship with the student, is essential to the mission of the School and the School's responsibility to its students. As a parent or guardian of a student attending LGA, it is your responsibility to support the School's philosophy and uphold the School's standards of academic and moral excellence. Parents/guardians agree that they will:

- Be responsive to teacher and administration communication and expectations
- Be responsible for getting students to school on time
- Provide time and space for the completion of homework as needed
- Read the *Student Behavioral Expectations* and discuss it with their student

### **Legal Custody Issues**

Unless LGA is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to School records, information regarding School calendars, School activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student. Each parent has the right to pick up the student at School either during the normal school day or other activities. Each parent has the right to consent to any emergency medical procedure that may become necessary. In the case of separation or divorce, the School requires a copy of any/all court documents pertaining to custody arrangements.

## **FOOD POLICY**

### **Lunch and Snack**

Students have a 15-minute morning snack break and 25 minutes for lunch. Please send a nutritious lunch and snack with your student every day. Lunch and snacks from home should not include sugary drinks. Please use a thermal container for warm or cold foods and include any necessary utensils. Lunches brought from home cannot be refrigerated and students do not have access to a microwave.

### **Food Allergies**

For children with severe food allergies, it is the family's responsibility to notify the School of the allergies, in writing. Working in conjunction with the family physician, the family should submit written protocols for the student. The School will work with the parents to

implement reasonable protocols in the form of an Allergy and Anaphylaxis Emergency Plan and assist in communication with the greater school community. The School cannot guarantee that a student will never experience an allergy-related event while at School, but we are committed to student safety.

### **Birthdays**

If desired, parents may bring treats for their student's birthday. To be considerate of the feelings of all the students, please bring treats for ALL students. The birthday student will hand the treats out at the end of the day as students depart from school. We ask families to be mindful of any food allergies among the students at LGA.

## **IEP MEETING ATTENDANCE**

LGA is not required to attend IEP meetings, nor are we required to follow IEP Goals set up by a Public School. When LGA receives a request (approved by the parent) by a school district psychologist, for example, to observe a student, LGA has certain limitations which are as follows: one observer only in a classroom, one to two observers in one school day, and if discussions with LGA teachers is needed, these must be scheduled with the teacher at the teacher's convenience.

## **INCLEMENT WEATHER**

Should inclement weather or power outages necessitate the closing of School, families will be contacted by phone, text, and/or email.

## **INSPECTION/ INVESTIGATIONS POLICY**

The School reserves the right to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's book bag, backpack, computer, or personal electronic devices. Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Students are expected to cooperate in investigations and inspections. Failure to cooperate with an investigation may be cause for disciplinary action.

## **LOST AND FOUND**

**Please put your student's name on all items**, including jackets, sweaters, sweatshirts, lunch boxes, and water bottles. Labeling of all items helps prevent loss. Personal items that are left at the end of each day will be placed in the Lost and Found bin (located in

the Administrative Office) and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals.

## **MATERIALS**

Your students needs a small backpack (to fit in a 13"x13" cubby) to carry a snack, a water bottle, a lunch and at least one binder. Please remember to put your student's name on all items (clothing, water bottles, lunch boxes and backpacks).

## **MEDICAL**

### **Wellness Policy**

It is very important that a child is kept home when sick, both for the child's health and for the well-being of other students. Students must stay home until there is no fever, excessive coughing, headache, unexplained rashes, nausea/vomiting, diarrhea, or pink eye without using medication for 24 hours. Parents or guardians will be called to pick up their student if he or she is too ill to remain in school, thought to be contagious, or has more than a minor injury.

### **Student Health Records**

Parents must complete a Student Health Survey Form yearly. It is the parent's responsibility to keep their child's health records current to reflect any allergies, medical, physical conditions and communicable diseases. If you need to update your student's record please contact our office by phone at 916-778-6540 or by email [office@loomisgatewayacademy.com](mailto:office@loomisgatewayacademy.com).

### **Medication Administration**

LGA recognizes that it may be necessary to have medication given to students during regular school hours, and we are prepared to assist in that need. It is preferable; however, if you and your health care provider can arrange the giving of medication on a schedule outside of school hours.

The requirements for dispensing prescription and over-the-counter medications are:

- The licensed health care provider (who must be licensed in California) provides written directions and authorization for the medication prescribed via the *Medication Authorization Consent Form*.
- The medication supply is brought to school by the parent or an adult representative, in a pharmacy container with current and complete directions. Over-the-counter medication must be in the original unopened package with the student's name on the bottle.
- A renewal of the consent form is needed whenever the prescription changes and at the beginning of each school year. We will not alter a student's medication at any time unless a new consent form has been submitted.

Parents must remove the former medication from the School the day the medicine has been changed or at the end of the year. No medication will be given to a student to take home. LGA will dispose of expired medicines and medication that remains unclaimed at the end of the year.

The School staff must oversee the administration of any and all medication including over-the-counter medications. With the exception of asthma inhalers, Insulin, Glucagon and Epi-pens, students are not permitted to carry prescribed OR over-the-counter medication on campus.

### **Medical Situations and Emergency Treatment**

If a medical situation occurs (ex. bump on the head, cuts or scrapes, serious injury received at PE or recess, fall with noticeable pain, etc.) the injured student will be brought to the Administrative Office. In the event an emergency requires immediate medical care, 911 will be called and parents will be notified. Parents are responsible for keeping the School informed of changes in emergency contact information.

When a student is recovering from an injury or illness and will miss physical education or recess, parents should send in a note to the Administrative Office. If any student suffers from a concussion, the protocol from the doctor must be shared with the School so proper precautions can be taken.

### **Lice**

Loomis Gateway Academy follows guidelines established by the American Academy of Pediatrics and the Centers for Disease Control. Head lice are not a health hazard or sign of poor hygiene, nor are they responsible for the spread of disease. Once lice have been identified, the child may return to school once appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. When there is a confirmed case of head lice, an email will be sent out to all parents.

### **Immunizations**

Immunizations, as required by California Health and Safety Code Sections 120325-120375, must be completed before a student may attend LGA. **This includes the 7th grade TDap/Varicella booster.** LGA is required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

## **PARKING**

As we share parking spaces with other tenants of Penryn Plaza, parking at the School is limited. Parking is allowed in any space marked 3268 in yellow, OR in the parking lot along the field off of Penryn Rd. *Parking is not allowed in any other area in the complex.*

## **PERSONAL PROPERTY**

While we take great care to help children learn to be responsible for their possessions, we cannot take responsibility for objects brought to School. In particular, we highly discourage children from bringing toys to school. Under no circumstances are children allowed to bring any form of toy weapons. Please mark all clothing, book bags, and other items with the child's name. Cell phones must remain off and in students' backpacks during school hours.

## **REPORTING OF CHILD ABUSE**

We are under legal obligation to report to Child Protective Services (CPS) suspected physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation seriously and will cooperate with governmental authorities in connection with their investigations.

## **SCHOOL PROPERTY**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage School property or equipment, will be required to pay for the damage done or replace the item.

## **SAFETY AND SECURITY**

### **Safety and Security on Campus**

Loomis Gateway Academy has a Crisis Management Plan that details actions of all faculty and staff in case an emergency and/or crisis occurs at the School or in the community. Parents will be notified by letter, phone, email and/or website as to the extent of the emergency and how it is being handled.

Each classroom has an emergency notebook with our crisis management plans. Classrooms are equipped with building maps, evacuation plans and procedures.

### **Weapons and Threats Policy**

School policy prohibits any person from bringing to School any item that can be used as a weapon, or that resembles a weapon.

Whether or not School is in session, these items may not be brought onto School grounds unless a member of the School's administration authorizes the person to have a weapon for use as part of an activity being conducted at the School. This authorization must specify the weapons authorized and the time period during which authorization is valid.

Please note that the definition of weapon is broad and can encompass items that may not ordinarily be considered weapons, such as steak knives, art knives, utility knives, Swiss army/toy knives, and box cutters. If it is necessary for any of these items to be



brought to School, written authorization must first be received from a member of the administration.

All weapons may be confiscated and, if appropriate, turned over to law enforcement.

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employees, or the School. Any pictorial depictions of weapons, or verbal or written comments that the administration determines are threatening in nature, may result in disciplinary action.

### **Fire Drills**

Our building is approved by the Placer County Fire Department, equipped with fire sprinklers, fire extinguishers, and a full fire alarm system. We follow all recommended procedures by the fire department. We schedule 2 silent-alarm fire drills a year, more frequently when we feel it is necessary. We will schedule one additional fire drill per year when we sound the alarm. We notify the students ahead of time of a planned fire drill.

## **SOCIAL MEDIA AND NETWORKING POLICIES AND PROCEDURES**

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

### **Use at School or a School-Related Event**

We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media/networking sites on our network. However, since technology advances rapidly, we cannot ensure that access to all sites is immediately blocked. Therefore, even if students are able to access such sites on School property or at a school-related event, all students should understand that their activities are in violation of School policy and may result in disciplinary action.

### **Use Away from School Property**

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or School employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies. For example, students should ensure that their online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, that activity may result in an

investigation and possible discipline.

- Students are not permitted to use the School's name or logo on any online activities.
- Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online.
- Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newsletter.
- Disparaging or negative comments about the School, administration, or faculty member that is disruptive to the School's educational mission or activities violate School conduct code.
- Students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

### **School's Right to Inspect**

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

## **STUDENT RECORDS AND INFORMATION**

Requests for student records and transcripts must be directed in writing to [office@loomisgatewayacademy.com](mailto:office@loomisgatewayacademy.com). The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript, or other records or information, will be released. School records are intended to move from school to school. If a parent requests their child's school records, they may receive copies only.

## **TECHNOLOGY**

As new technologies continue to change the world in which we live, these also provide many new educational benefits for classroom instruction. The School is committed to providing students with the technology necessary to participate in classroom activities.

### **Personal Technology on Campus**

In the event a student brings privately owned technology to School, the responsibility to keep the device secure rests with the student and parents. Neither LGA, nor its staff or employees, is liable for any device stolen or damaged on campus, at School events, in carpool, or while using School technology resources.

Students using personal devices are responsible for complying with all electronic device rules, as well as the School's computer & technology policies (including without limitation the Acceptable Use Policy) and all other School policies and rules. In addition:

Students must take full responsibility for their personal devices. The School and staff are not responsible for the security of personal technology. By choosing to bring devices onto School grounds, students accept the risk of potential loss or damage to personal property. Personal devices cannot be left on campus before or after School hours. Students should not allow other students to take possession of their devices.

- Students must immediately comply with a teacher's request to shut down devices or close the screen. Devices must be put away when asked by teachers. Devices must always be in silent mode while on the School campus.
- Students are not permitted to take, transmit, post photographic images/videos of any person while in class or at School with your own personal device. Students will only use devices to access files or sites relevant to classroom curriculum using their built-in network access. Non-instructional games and other non-instructional purposes, such as making personal phone calls or messaging, are not permitted on campus.
- Students understand that introducing a virus, Trojan, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information in the network is in violation of the Acceptable Use Policy and will result in disciplinary actions. The School has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection. In such cases, students must provide any passwords to inspect the device upon request by a School administrator.
- Students realize that processing or accessing information on School property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy and will result in disciplinary actions. Students can only access files on the computer or internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Printing from personal devices is not permitted at School.
- Violations of the above listed rules, any law or any School policy may result in confiscation of personal electronic devices by teachers or staff, as well as other disciplinary action. Return of the same may be dependent upon a parental conference where deemed necessary.

### **Acceptable Use Policy**

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, etc.) on School property for educational purposes or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All technology should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including removal from School for serious offenses.

- **Purpose:** The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.
- **Privilege:** The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.
- **The School has a firewall in place.** Although doing so generally can eliminate access to offensive and inappropriate materials, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is inappropriate, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.
- **Pirated Software:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student's own software brought to School for personal use.
- **Network Access/Passwords:** Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School's web page is prohibited. Obtaining another's password or rights to another's directory or email on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.
- **School's Right to Inspect:** The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The School also reserves the right to inspect any personal electronic devices brought onto campus. In such cases, students must provide any passwords to inspect the device upon request by a School administrator. Students should not assume that any messages or materials on their computer or the School's systems are private.
- **Email:** Email may not be used to harass or threaten others. The School reserves the right to randomly check email or text messages. Email messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share with all students and families at a School meeting. Students should be made aware that deleted emails can be undeleted. Any person who believes that they

have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

- **Viruses:** Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. The School is not responsible for the transmission of any virus or for damage suffered from a virus.
- **Computer Care:** Members of the School community will not abuse, tamper with, or willfully damage any computer equipment or use the computer for other than appropriate work. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.
- **Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via email or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the administration so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer Acceptable Use Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

## TRANSPORTATION

Parents are expected to provide transportation for their child(ren). The School will be glad to help identify neighboring families; however School personnel cannot be responsible for the formation of carpools. Students must go home with their own driver or carpool unless prior arrangements have been made, and the School has been notified as set forth by the School.

Please email any and all pickup changes to [office@loomisgatewayacademy.com](mailto:office@loomisgatewayacademy.com) before 12:30 p.m. - only call the Administrative Office in case of an emergency. This policy ensures the accuracy of the School's information and attendance records and the safety of your child.

### **Morning Drop-Off**

Your child may be dropped off as early as 8:00 a.m. Do not drop off your child any earlier than 8:00 a.m.--there is NO teacher on duty. Students must remain in cars until the car has reached the "Stop" area at the base of the stairs on the East end of the building. School representatives will check each student in as they exit their car. Late arrivals must enter through the Administrative Office and be escorted and signed in by an adult.

### **Afternoon Pick-Up**

Afternoon pick-up begins at 2:30 p.m. If for any reason you have arrived early for afternoon pick-up, please park in a yellow space marked 3268. From 2:30p.m. you may follow the yellow arrows and join the queue monitored by a teacher. To avoid ALL traffic, you may park in the lot just off of Penryn Rd. Your child will NOT be allowed to walk to

your car unassisted, so you will need to walk up to check your child out. DO NOT park in any other spot even if it's empty, and even if you think you'll just be a minute. We have worked very hard to be "good" neighbors to other tenants in the office park.

### **Late Pick-Up**

Policy states that students not picked up by 2:45 p.m. (Monday – Thursday) will be sent to Aftercare to wait and will be charged an Aftercare fee.

## **TUITION AND BILLING**

The School strives to provide the highest quality education. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority.

Student accounts must be current at the start of the school year and at the end of December in order for the student to remain enrolled and before outplacement records are made available. In the event the account is more than 30 days past due, the School reserves the right to withhold progress reports and/or transcripts. The School reserves the right to dismiss a student due to overdue payments.

### **Billing Procedures**

LGA bills on the first day of the month. You will receive an ***emailed invoice***, stating what is owed for that month. If you select Autopay, LGA will automatically charge your account or credit card on file. (Most tuition agreements specify 10 equal monthly payments, from August through May). You may pay in several ways:

1. Mail a check to LGA.
2. Drop off a check or cash in the metal collection box in the Administrative Office.
3. Pay online by ACH withdrawal or credit card directly from the email.
4. Authorize LGA to process Auto-Pay via ACH or credit card information on file

Payment is due fifteen (15) calendar days after the date of the invoice (Net 15 days). If payment is delinquent, LGA will automatically charge the payment method on file.

## **VISITORS**

**Parents and visitors are not permitted to go directly to their child's classroom or to walk freely around the building.**

- All visitors must enter the building through the Administrative Office.
- Visitors will sign a visitor log and be issued a visitor badge.
- All class visits must be pre arranged with a School administrator.
- Visitors will be escorted on campus when possible.

**Please Note:** For the safety and security of our students, anyone seen on campus during

School hours without a visitor badge will be escorted to the Administrative Office to sign in and obtain a visitor badge.