



GEO

Gateway Educational Options

Handbook

2018 – 2019

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Welcome to GEO

Vision

Gateway Educational Options believes that our students will benefit from being career and college ready by possessing the essential knowledge and necessary skills to lead fulfilling lives.

Mission

We recognize the unique needs and interests of each student. We provide choices for students who are seeking a personalized and flexible learning path towards a high school diploma and beyond. In our safe and welcoming learning environment, our students receive support in defining and achieving their goals, while they develop the skills they need to be successful.

Schoolwide Learner Outcomes

GEO students will:

- Persist in striving for academic accuracy and mastery
- Reflect on their learning and respond to complex problems
- Develop digital literacy
- Demonstrate personal responsibility
- Create an education action plan for high school and beyond



What is Independent Study?

Independent Study is an instructional methodology that is different from traditional classroom instruction and is consistent with the Gateway Unified School District's courses of study. Independent Study is not an alternative curriculum. It provides individual students with a choice of ways to acquire the values, skills, and knowledge that all students should gain, and it involves an instructional strategy that responds to an individual's needs and style of learning.

Under the Independent Study strategy, teachers can help students achieve their goals by focusing on study skills and providing necessary materials, guidance, tutoring, academic counseling, vocational assessment, and coursework. GEO prepares students for college, career, and life.

Instruction through Independent Study

- ❖ Facilitates the student's active participation in his or her own education.
- ❖ Offers flexibility and choice in the student's educational program.
- ❖ Challenges each student to excel in his or her area of special interest and abilities.
- ❖ Provides a variety of ways for students to achieve mastery of basic skills.
- ❖ Collaboration occurs between student, teacher, and parent.
- ❖ Encourages the student to be resourceful.
- ❖ Allows the student to study at own pace within the limits of compulsory attendance and academic requirements.

About GEO



Gateway Educational Options (GEO) is a voluntary K-12 school under the auspices of Gateway Unified School District. Started in the 1993-94 school year as Shasta Lake Alternative School, the GEO high school program has presented high school diplomas to more than 800 students who met the school's graduation requirements. Many of these students continue their education at colleges and universities while other students move directly into jobs and careers.

Gateway Educational Options (GEO) is a school of choice serving students kindergarten to the twelfth grade utilizing California Department of Education's Independent Study/Home study strategies.

Who Benefits from Independent Study?

GEO is designed to meet the individual needs of any students, including students who:

- ❖ Excel academically
- ❖ Are enrolled in college courses
- ❖ Have jobs
- ❖ Have children
- ❖ Have athletic or artistic pursuits
- ❖ Seek an alternative educational environment.
- ❖ Have emotional or health-related related issues
- ❖ Are self-motivated

Enrollment

Enrollment in Independent Study must be a voluntary choice made by the student and parent. Attendance is based on a student's work within the terms and conditions of his or her written agreement and not on traditional seat time. Therefore, each student must be motivated to study on his or her own as prescribed by the Master Agreement. These are essential components for a student's progress and educational success in Independent Study.

The Enrollment Appointment

- ❖ The enrollment appointment provides an orientation for a successful journey at GEO and will take approximately one hour.
- ❖ During the appointment, the student, parent/guardian, and teacher of record will sign the Independent Study Agreement and a binding agreement of expectations of all parties.
- ❖ High school students are expected to bring a transcript and check-out paperwork from the previous school.
- ❖ Parents of kindergarten through eighth grade students are expected to stay and participate in all appointments.

Waiting Areas

- ❖ The waiting areas in the classrooms are for parents of high school students or students who are waiting for their appointment time.
- ❖ The high school appointment is for the student and teacher to meet for instruction, testing, and evaluation of assignments.
- ❖ We appreciate your help in protecting this quiet space for our students with a minimum of distraction. Please take conversations, phone calls, and other noise outside.



Digital Literacy & Technology

Once a student has demonstrated adequate compliance with Independent Study Agreement, he or she may check out a Chromebook. Students are responsible for bringing Chromebook charged to each appointment. The student must follow Gateway Unified School District Technology usage policies.

Parents/Guardians/Caregivers are responsible for the care and return of the Chromebook. GEO middle and high school offer an elective in Digital Literacy.



Physical Education State Guidelines

February through May, students in grades five, seven, and nine are required to participate in the California Physical Fitness Test that measures aerobic capacity, abdominal strength and endurance, upper body strength and endurance, body composition, trunk extensor strength and flexibility, and flexibility. Additional information is available at <http://www.cde.ca.gov/ta/tg/pf/>

There are a number of ways for students to achieve physical fitness as set forth by the California Education Code. Some ideas are as follows and must be accompanied by documentation of the activity, and a written assignment:

- ❖ Participate in an organized physical fitness program provided by a local recreation center, the YMCA, or a sports program.
- ❖ Join an athletic team such as swimming, football, basketball or baseball.
- ❖ Participate daily in viewing and following directions as set forth in an aerobic exercise video appropriate for the student's age and ability.
- ❖ Walk, bicycle, and play at a local playground at such a level that it will increase heart rate.
- ❖ Take classes provided by a registered gymnastics, dance, or martial arts club.

Kindergarten – 8th Grade Gateway Learning Center, Room 10

Success at GEO

GEO elementary students must attend with a parent or guardian. Upon evaluation of support, progress, and skill level, appointments are scheduled with their teacher of record for either **an hour-long, weekly meeting or a 90 minute session, every two weeks appointment.** Students that attend support sessions provide more evaluation time for teacher and are more likely to be eligible for two-week assignment periods. (See sample appointment).

Grades k-8 Follow All Enrollment Protocols Health Service Information and Requirements are located in the *District Handbook for Parents, Guardians, and Students* on page 13. A student cannot be enrolled until a copy of immunization record is faxed to **PJ Bullard, GEO registrar, 530-275-7006.**



Support Projects, Sessions & Groups

Books that Cross Borders is a multi-cultural, multi-age, community-writing project. Participants create and illustrate an 8-16 page story. The typed manuscript and illustrations are then bound professionally to create a hardbound, library quality book. The book is free of charge to the participant. High school students have used the BCB project to create college-portfolios and personalized yearbooks. This project is primarily completed at home, with some support from GEO Staff. Extended family of younger students are delighted to have an artifact that their family member completed. The finished kit is due April 1 and the product is returned at the close of school.

8th Grade Promotion Eighth grade students transferring to GEO need to remember that after the enrollment appointment, the student is officially a student of Gateway Educational Options (GEO). The student is no longer be eligible for any activities at other schools such as Shasta Lake School or Buckeye School of Arts. Eighth grade students have planned and participated in an 8th Grade Portfolio Showcase and Luncheon to celebrate with families.

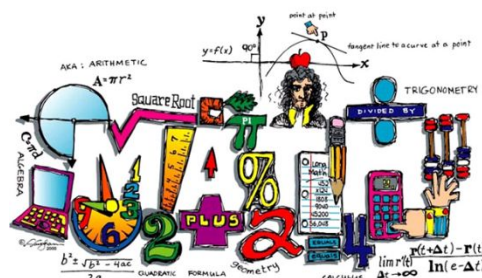




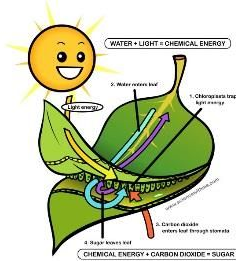
Miercoles de Escuela (ME or Wednesday School) is a multi-age class with the goal to provide GEO students with a venue to explore social-emotional skills through the framework of community gardening and garden science. Community gardening refers to the community collaboration with designated stakeholders such as the families of GEO students, other GUSD schools, GUSD Future Farmers of America, UC Extension, and **Shasta Lake Garden Project** (California Garden Club, Inc. The primary attendees are kindergarten through eighth graders, however, high school students may participate as assistants to earn elective or career-tech credit. High school students interested in the ME teaching assistant position must attend an employment-like interview and various training. ME is offered three times/month during the academic year; please check regularly with semester

schedule. Parents should read the daily schedule to complete discussions or research before the session. Modified schedule starts on the hour, ie special needs, primary students. **For safety, a parent or caregiver must sign the student in for each ME session.**

Study Lab-Room 10 is offered weekly to 4-8 graders. Please confirm the time with the website and your teacher of record. During the scheduled Study Lab time, students are welcomed to drop in for tutoring in any subject. Students participating in tutoring need to bring materials and knowledge of area that needs support. Students/families are may also set up individual appointments for tutoring.



Grades k-8 Sample Schedules



Miercoles de Escuela (ME or Wednesday School)

Objective: Dual Horizon Planning: short term and long term

Pre-class Challenge What are four things I know about planning?

Early Bird Research Race: Write/research three words that could be used with the today's question.

Parents upon arrival: or safety, a parent or caregiver must sign the student in for each ME session.

Students upon arrival: Choose & engage in CPM role for the day

CPM Roles: Facilitator, Resource Manager, Task Manager, Reporter/Recorder

9:00 Garden Maintenance **Lunch Prep Food Handlers Safety**

9:50 Walk & Talk GEO Alley (space between Rms. 10 and 9) potential new garden

10:00 A Long Term Plan The Garden Plan 30 minutes to plan for new garden

1. Look at drawings and words of others
2. Use some paper for drawing-older students should think about scale think about time and space
3. Create one group final proposal

10:30 A Short Time Plan Create a one-hour school carnival with time for set-up and clean-up

11:00 GEO's One-hour School Carnival including set up and clean up

12:00 Lunch Potluck Salad: some items harvested from garden, parents bring available salad ingredients

Learning Reflection: Something you learned today.

Gratitude Practice: A positive observation of the day

Lunch-parents/caregivers are welcome to join us.

12:30 Thanks for coming to Wednesday School.



Sample Individual Grades K-8 Appointment Schedule

A two-week appointment usually takes about 90 minutes. May be adapted for weekly 60-minute sessions.



Time	Tasks
9:00	Student gets pencil and recycled paper to create a 90-minute schedule by mapping by putting 15 minute times with a line. Parent/guardian will mute or turn cell off.
9:05	Grades k-3 Parent and student get work out to put in stack that corresponds with assignment sheet Grades 4-8 students are expected to INDEPENDENTLY get work out to put in stack that corresponds with assignment sheet
9:10	With Ms. H. and parent/guardian create a schedule for the 90 minutes
9:15	Ms. H. Briefly inventories turned in work while student is working on a basic skills task for evaluation ie multiplication/subtraction facts, spelling drills
9:30	Ms. H, student, and parent/guardian begin schedule of tasks
10:15	Closure Assignment Sheet, Learning Reflection for session Appointment would end at 10:30 with new assignment sheet issued.

The individual appointment is a mandatory meeting in Independent Study Strategy. For grades k-8, a parent/guardian must attend and participate in appointment. Modified arrangements can be made with approval of GEO's director. Refer to Master Agreement and dismissal protocol.



High School

GEO high school students can expect to attend an hour-long, weekly meeting with their teacher. The teacher will evaluate their work, give tests, and assign new work for the upcoming week. Assignments are typically a combination of online and traditional textbook learning.

Success at GEO

- ❖ Please schedule a full hour in your day, to not rush the learning process. Both the teacher and student are entitled to meet without feeling pressured.
- ❖ To encourage responsibility in our young adults, we ask that the students contact their teacher for setting appointments, managing their schoolwork, and asking questions.
- ❖ Be prompt to appointments.
- ❖ It is the student's responsibility to remember when their appointments are scheduled.
- ❖ Follow all policies and procedures outlined in the Independent Study Agreement and Expectations and Consequences document.

In addition to the weekly assigned work, GEO students can access further learning and credit earning opportunities through concurrent enrollment at Shasta College, the Regional Occupational Program (ROP), or through employment (ask your teacher for a work permit application or contact our school registrar at Mountain Lakes High School).

Digital Learning

Google Classroom, Reading Plus, Odysseyware, Khan Academy, Newsela, IXL, and more.

Students are required to augment online courses with written work for attendance credit. Some of the digital coursework satisfies the A-G subject requirements of eligibility to the UC/CSU system. Please check with your teacher of record

How Credits Are Earned (Carnegie Units)

- ❖ 15 hours of work = 1 high school credit
- ❖ 1 unit college class = 3.3 high school credits
- ❖ 3 unit college class = 10 high school credit

Pregnant & Parenting Students

Pregnancy and parenting should not be a barrier to education. It actually increases the need for education and support in order to cope with adult responsibilities and to prepare for an economically self-sufficient future. Pregnant and parenting GEO students may be eligible to receive high school credit for participation in any of the following:

- ❖ Gateway Infant Parenting Center
 - * Head Start promotes school readiness by focusing on the social, emotional, and brain development of children 8 weeks to 36 months old. Parent education is a key component of this goal.
- ❖ Discipline that Works (DTW) Parent Support Group
 - * Uses Triple P's Positive Parenting Program which takes the guesswork out of parenting by:
 - Creating a safe and interesting environment
 - Having a positive learning environment
 - Using assertive discipline
 - Having realistic expectations
 - Taking care of yourself as a parent
 - * Year-round except for holidays and winter and spring school breaks
Wednesdays, 6:00 - 7:30 at Bridges to Success Cottage 1544 Magnolia Street, Redding, CA 96001)
- ❖ Second Step
 - * (social, emotional curriculum) Offered to children during DTW



<http://www.triplep.net/glo-en/home/>

2-1-1

Shasta connects people with *community services* in Shasta County Call 2-1-1 to speak with a live Call Specialist for personalized service any time, day or night. (Callers from out of county or TTY users may dial 855-211-7822) or <http://211norcal.org/shasta>



Concurrent Enrollment with Community College

Concurrent enrollment is when a high school student enrolls at GEO and a community college at the same time. For more information about current courses visit www.shastacollege.edu/.

- ❖ GEO administrator must give approval and the course(s) must further the students' academic goals.
- ❖ Students take one course their first eligible semester.
- ❖ Students are responsible for the cost of tuition, textbooks, parking, health center, or other campus-related fees.
- ❖ College credits may count toward high school requirements and college credit at the same time.

Regional Occupational Program (ROP) Grades 11-12

ROP courses are designed to provide students with the opportunity to explore the world of work. By applying the academics and skills required while in high school to a real work environment, students may prepare for college or advanced training and/or upgrade their existing skills. All of this is accomplished through a combination of rigorous and relevant classroom instruction by qualified instructors and supervised internships at local businesses or industries. To enroll in ROP, contact your GEO teacher.

For more detailed information, updated course list, and course descriptions, please visit www.strop.org

Possible ROP Courses

- | | |
|----------------------------------|-----------------------------------|
| ❖ Cosmetology | ❖ Firefighter Training |
| ❖ Automotive Technology * | ❖ Fire: Public Safety |
| ❖ Advanced Automotive (Smog) | ❖ Patient Care Tech |
| ❖ Administration of Justice * | ❖ Certified Nurse Assistant (CNA) |
| ❖ Child Psychology * | ❖ Dental |
| ❖ Careers with Children * | ❖ Restaurant Occupations |
| ❖ CISCO Networking (Computers) * | |
| ❖ A+ Certification (Computers) | |

**These ROP courses meet the UC/CSU "a-g" admission requirements for entering a four-year university directly out of high school.*



High School Transcripts

For copies of official transcripts, please contact our school registrar at (530) 275-7000.

Graduation Ceremony

GEO graduates participate in a graduation ceremony at the end of the school year. In the spring, students are provided with information regarding ordering a cap and gown and other pertinent information. Students are required to attend graduation practices prior to the ceremony.



Contact Us – Staff Directory

Director

Mr. Mark Telles, (530) 275-7000

Counselor

Ms. Lynn Fredrickson, (530) 275-7000

Registrar

Ms. PJ Bullard, (530) 275-7000

Teachers

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GEO

Welcome to Gateway Educational Options!

Keep up with your assigned work and hours.

Keep your scheduled appointments.

Enjoy your success in Independent Study!



We have read the GEO Handbook.

Student Name _____

Student Signature _____ Date _____

Parent/Guardian/Caregiver Signature _____ Date _____