



**SAN MATEO
COUNTY
OFFICE OF
EDUCATION**

Anne E. Campbell • County Superintendent of Schools

GATEWAY COMMUNITY SCHOOL

Parent/Guardian - Student Handbook

2018 - 2019

Additional information including parent/guardian
and student resources is available at our website at
<http://www.smcoe.org/parents-and-students/community-schools/>.



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Dear Parents and Guardians:

Welcome to Gateway Community School. We are pleased to have the opportunity to serve and support your student in his/her academic career.

Gateway offers a temporary program which provides students with a place to demonstrate positive behavior in the areas of academics, attendance, and attitude. Students are placed with us by the district schools for one or two semesters, and may, with the permission of the district, choose to stay longer.

While enrolled at our school, students have opportunities to make up for coursework they may have missed, receive instruction in the core areas required for a high school diploma or equivalent; participate in counseling, drug and alcohol awareness/anger management classes, law education, and job readiness programs; and work on developing positive habits that will help them to be successful in their return to a district school program...and life in general!

In this handbook you will find copies of the documents you will be asked to sign today, required annual notifications, and important information about the school.

Please feel free to contact us at 650-598-2150 if you have questions or if we can assist you in any way. Our office hours are 7:45 am to 3:45 pm, Monday-Friday.

We look forward to a successful school year!

Sincerely,

Jenee Littrell
Principal



Court and Community Schools

Mission

We believe in providing student-centered education that develops self-worth, promotes respect for diversity, and utilizes in-class instruction with real world applications. By providing empathy and character-based comprehensive education, we hold all of our students to the highest personal and academic standards. We view success not in terms of what we have accomplished, but as a standard to which we hold our students and ourselves accountable.

Vision

The Court and Community Schools meet every student where they are academically, socially, and emotionally and move them forward toward high school graduation, responsible citizenship, and success in college and/or career.

Regardless of the length of students' enrollment, we optimize their time with us by providing a rigorous, personalized learning experience that makes school useful and relevant, in order to give students an opportunity to take ownership of their education and their lives.

Schoolwide Learner Outcomes

The Court and Community Schools will prepare students to be...

Personally Accountable

Students will...

- Be safe
- Be respectful
- Be responsible

As evidenced by...

- Using coping skills when faced with life's stressors
- Interacting respectfully with peers and adults
- Making sound decisions regarding physical, mental, and emotional health
- Behaving appropriately in class and on campus
- Attending school 90% of the time

Academic

Students will...

- Improve academically
- Engage in learning
- Speak and write academically
- Develop organizational skills
- Think critically
- Determine and pursue realistic academic plans

As evidenced by...

- Following classroom expectations
- Contributing appropriately in class
- Communicating and collaborating with peers
- Elaborating and justifying thoughts and argument through academic discourse
- Making adequate progress each quarter
- Increasing reading and math scores on Measures of Academic Progress (MAP) assessments

Successful in Life

Students will...

- Internalize personal responsibility
- Value education and experience
- Be college and career ready
- Find purpose in life and in the world

As evidenced by...

- Demonstrating technological competence
- Exploring career pathways and building employment skills
- Graduating or passing the CHSPE, GED, or HiSET
- Transitioning successfully back to district
- Terminating probation
- Participating in the work force and/or post-secondary academic community

Gateway Community School Contact List



Administration

Jenee Littrell, Principal jlittrell@smcoe.org 650-598-2155

KarieAn Craig,
School Administrative Assistant kacraig@smcoe.org 650-598-2156

Teacher

Jennifer Angers
General Education jangers@smcoe.org 650-598-2165

Kathilynn Lehmer
Work Experience klehmer@smcoe.org 650-598-2150

Special Education

Tracy Bonaduce
School Psychologist tbonaduce@smcoe.org 650-598-2150

David Gale
Speech dgale@smcoe.org 650-312-5579

Alexandra Wolles
RSP, Transition, Credit Recovery awolles@smcoe.org 650-598-2163

Para-educators

Ana Espinoza aespinoza@smcoe.org 650-598-2150

Probation

Erick Rogers erogers@smcoe.org 650-598-2166

Custodial

Mario Tejada mtejada@smcoe.org 650-598-2167

Gateway Community School Hours

M/T/TH/F

8:30 AM – 2:40 PM

W

8:30 AM – 12:40 PM

Breakfast starts at 8:15 AM.

Plan to arrive no later than 8:20 AM for check in.

Attendance Line: 650/598-2166

It is the parent's/guardian's responsibility to call in your child's absence by 9:00 AM.

Be prepared to provide the following information:

- Student's name
- Date(s) and reason for absence
- Your name and relationship to the student
- A phone number where you can be reached during the day

2018/2019 Community Schools Internal Calendar 1st Semester

4 Independence Day

JULY 2018						
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				

AUGUST 2018						
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	

13-15 In-service days
16 First day of school/
Welcome Back Breakfast
First day of Quarter 1

3 Labor Day
13 Fire Drill
14 Progress Reports
26 Gateway Staff Meeting

SEPTEMBER 2018						
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						

OCTOBER 2018						
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			

8-12 Finals Week
10-12 Minimum days
15 First day of Quarter 2
18 Earthquake Drill
31 Gateway Staff Meeting

12 Veterans Day (Obs)
15 Family Night
16 Progress Reports
20-23 Thanksgiving Break

NOVEMBER 2018						
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	

DECEMBER 2018						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-21 Finals Week
19 Gateway Staff Meeting
19-21 Minimum days
24-31 Winter Break

- Wednesday afternoons: Teacher prep, planning, collaboration; staff meetings; staff development.
- Holidays/School Closed
- Minimum Day/Early Release Schedule - 12:20pm

Quarter 1- 08/16/18 – 10/12/18

Grading Window Opens 10/08/18 @ 6am
Grading Window Closes 10/11/18 @ 6am

Quarter 2- 10/15/18 – 12/21/18

Grading Window Opens 12/17/18 @ 6am
Grading Window Closes 12/20/18 @ 6am

2018/2019 Community Schools Internal Calendar 2nd Semester

1-4 Winter Break
7 First day of Quarter 3
21 Martin Luther King Day

JANUARY 2019						
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 2019						
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		

15 Progress Reports
18-22 Presidents' Week Break
27 Gateway Meeting

7 Fire Drill
11-15 Finals Week
13-15 Minimum days
18 First day of Quarter 4

MARCH 2019						
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 2019						
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				

1-5 Spring Break
19 & 22 Spring Break
25 Family Night

2 Earthquake Drill
27 Memorial Day
29 Graduation

MAY 2019						
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 2019						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-6 Finals Week
5-6 Minimum days
6 Last day of school

- Wednesday afternoons: Teacher prep, planning, collaboration; staff meetings; staff development.
- Holidays/School Closed
- Minimum Day/Early Release Schedule - 12:20pm

Quarter 3- 01/07/19 – 03/15/19
 Grading Window Opens 03/12/19 @ 6am
 Grading Window Closes 03/14/19 @ 6am

Quarter 4- 03/18/19 – 06/06/19
 Grading Window Opens 06/03/19@ 6am
 Grading Window Closes 06/05/19 @ 6am

Program Overview

Gateway Community School provides an open-entry/open-exit program for students who can benefit from an alternative school setting. Students are placed at Gateway when referred by juvenile probation or by a local school district for reasons such as expulsion or as a result of a School Attendance Review Board (SARB) hearing. Gateway may also serve homeless students and foster youth. Gateway's educational program is characteristically student-centered and adapted to meet individual needs. Gateway and referring districts are frequently involved in collaborative planning between the programs. Gateway is staffed with highly qualified teachers, paraeducators, and probation staff. To support individualized assistance and instruction, the average class size is 20 students. Special Education and English language development services and support are available to all qualifying students.

Students are enrolled in high school courses and earn credits to support their educational goals. Individual student learning plans are developed upon enrollment to assist students in achieving their identified educational goals which may include returning to a district school or earning a high school diploma or equivalent. Because many entering students often function below grade level due to previous poor attendance and/or a lack of acquired skills, the educational program works to address the specific needs of each student so that academic progress can be made during his/her stay in the program. Our curriculum is California State Standards based, using board adopted textbooks.

Graduation Requirements

<i>Canyon Oaks, Gateway, Camp Glenwood, Kemp Girls Camp, & Hillcrest</i>	
English – 40 is recommended	30
Math	10
Algebra	10
Science	20
Social Science	30
Visual or Performing Arts	10
P.E.	20
Health Education	5
Electives	75
Total	210

Transition and Readmission to District

Gateway Community School incorporates transition as a year-round process that begins when students and families first attend enrollment meetings and ends after the students are readmitted and begin attendance at a district school or graduate from our program.

Initial Transition: Enrollment Meeting

Once we receive an official referral from the home district, we invite the students and families to attend an enrollment meeting at Gateway Community School. At the enrollment meeting, parents/guardians and students are given specific information about the program, mandated paperwork is completed, and families meet staff members who will be working with their student. Both the parent/guardian and the referred student must attend the enrollment meeting. If the family and student do not attend an enrollment meeting after three invitations, the student's referral is sent back to the district for an alternative educational assignment by the district.

Mid-Transition: Community School Placement

Students have specific goals to meet before they will be considered for district readmission: an 98% attendance rate; grade point average of at least 2.0; no extreme disciplinary action; and, if applicable, completion of a counseling program. Gateway Support Staff meets with students throughout their stay to ensure students are meeting goals toward readmission. In the event that a student is not making progress, the staff will implement alternative plans or behavioral contracts to motivate success.

Formal Transition: Preparing to Return to Home District

If a student's expulsion ends in December, formal transition will begin the first week of November. If a student's expulsion ends in May, formal transition will begin the first week of April. If you receive a letter from your district about readmission meetings or hearings and have questions, please contact the Gateway Support Staff for assistance. The formal transition process will include the following: permission from the district to request to return; school recommendation; and probation recommendation, if applicable. The student's academics, attendance, and attitude/behavior will be evaluated by the Gateway Staff and the district's Attendance and Welfare Staff. Gateway Support Staff attends all readmission meetings to support and advocate for the student. A student may request to remain at Gateway if he/she feels that further progress needs to be made. Any future placement with Gateway after the full expulsion term has been served is at the discretion of the referring district's Attendance and Welfare Staff. In the event that a student does not meet the district's requirements, he/she will remain enrolled at Gateway until the following semester. When the following semester approaches, the student's progress will be reviewed and the process will begin again. When a student has his/her expulsion lifted, the Gateway Support Staff continues to follow up with the student and his/her family to facilitate the transition process.

Post Transition: Student and Family Follow Up With the Home District

Gateway Support Staff informs all students and their families when school starts for their specific placements. Support Staff follows up with district's Attendance and Welfare Staff to make sure that students have started attending their new schools. Support Staff will check in with students to make sure that students are enrolled in the appropriate classes and make themselves available to answer any questions a student may have when he/she begins a new school. If issues arise, Gateway Support Staff are in communication with the district's Attendance and Welfare Staff on an on-going basis and can assist throughout both the school year and summer sessions.

Standards for Academics, Attendance, and Attitude

Standards for Academics

Students are expected to remain in good academic standing at all times. Students in good academic standing:

- Attend class on time, every day
- Always give their personal best
- Come to class prepared--with their organized binder and a good attitude
- Participate in class
- Use academic language
- Take initiative to ask for help
- Maintain a passing grade (a C or better is preferred)
- Continuously work to complete credit recovery courses during the school day (if applicable) and outside of the school day as daily homework

Cheating and Plagiarism

Students are responsible for completing their class assignments and exams in accordance with teacher directions. Students are not permitted to use the ideas or writings of another individual without proper citations. Students who plagiarize or cheat on an exam or class assignment will receive consequences that will include, but not be limited to, a parent/guardian conference with the teacher; requirement to complete the assignment or its equivalent for a substantially reduced grade; and/or lose the opportunity to participate in school related activities.

Standards for Attendance

It's the Law!

State law holds the parent/guardian legally responsible for their student's school attendance which includes arriving at school on time every day. Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution. In addition, regular school attendance is a requirement for public assistance through the CalWORKs program and benefits may be reduced or stopped for student non-attendance.

Students are expected to attend school *every day*. They are to arrive at their assigned classes on time and prepared for the day's lessons. Students with more than three unexcused absences and/or three unexcused tardies of 30 minutes or more will be classified as a truant and the parent/guardian and the proper authorities will be notified. If the situation is not resolved, the parent/guardian and the student will be required to meet with the principal or designee. After this meeting, if the absences and/or tardies continue, the student becomes a habitual truant. Habitual truants may be referred for counseling or other support services, intervention from law enforcement, and/or a Student Attendance Review Board (SARB) hearing at the district or county level. Students who are habitual truants may be subject to school consequences.

Reporting an Absence

It is the parent's/guardian's responsibility to report the student's absence by 9:00 am. The attendance line is **650-598-2166**. You may leave a message. Be prepared to provide the following information:

- Student's name
- Date(s) and reason for absence
- Your name and relationship to the student
- A phone number where you can be reached during the day

Any absence not cleared within three days after the student returns to school becomes permanently unexcused.

Excused Absences

All absences must be verified within three days of the absence or the absence becomes an unexcused absence. Excused absences include, but are not limited to, the following:

- Student illness
- Quarantine by a county or city health officer
- Medical, dental, optometrical, or chiropractic appointment; a doctor's note helps verify an excused absence and may be required after three absences
- Attendance at a funeral of an immediate family member
- Jury duty
- Illness or medical appointment of a child of whom the student is the custodial parent
- Justifiable personal reasons such as the following:
 - religious holidays or celebrations
 - appearance in court
 - attendance at a funeral
 - attendance at an employment conference (requires prior approval by the principal or designee)

Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Any absence not cleared within three days after the student returns to school
- Missing the bus
- Oversleeping
- Cutting class
- Family vacations
- Going to work with a parent or other family member
- Going to the beach
- Going to a concert
- Getting ready for a date
- Babysitting or taking care of family members
- Under the influence of alcohol or drugs
- Hung-over
- Staying out late
- Personal problems
- Repairing car or household items
- Waiting for service or repair people to arrive
- Shopping
- Camping
- Attending a sporting event

Standards for Attitude

School Rules

Our three school rules are as follows: **Be Safe, Be Respectful, Be Responsible**. These rules will be explicitly taught specific to various locations in the school. However, the following school rules apply at all times and to all school settings, as well as to and from school and at any school sponsored event:

- Sunflower seeds are not allowed.
- Use public-appropriate language.
- Abstain from profanity, slurs, or negative comments related to a person's race, ethnicity, gender, and/or sexual-orientation.
- Bicycles, scooters, and skateboards may be used, but must be walked on and off campus.
- The following items are not allowed: lighters, lasers, matches, weapons, drugs, any smokeable items (i.e., spice, tobacco), paraphernalia, alcohol, legal mind-altering substances (intoxicants), or open or glass containers.

- Students may not be under the influence of alcohol or other drugs, including legal mind-altering substances.
- Fighting or instigating a fight is not tolerated.

Personal Items (Including Electronics)

You may bring a mobile device and/or mp3 player with you onto campus, but it must be checked in with probation staff at the beginning of the day. The item will be returned to you at the end of the school day. Failure to check in items will result in confiscation of the item. Purses and backpacks must be checked in with probation staff or stored in your un-locked locker. You may not carry these items with you while on campus. School and probation staffs are not to be held responsible if your items are lost or stolen.

Gang Free Zone

Gateway is a gang-free zone. Discussion or behavior regarding territory, neighborhoods, and/or affiliation will not be tolerated. Gang-related pictures, drawings, taggings or symbols on your personal or school property will not be tolerated. Gang-related dress will not be allowed on campus.

Dress Code/Appearance

The Gateway Staff believes that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

General

- Allowable colors for clothing and accessories are **black, white, brown, tan, khaki, or gray**. This expectation applies to all clothing and accessories, including, but not limited to, jackets, sweaters, sweatshirts, hair ties, socks, shoes, and bags/backpacks.
- Prints (e.g., stripe, plaid, check) are allowed provided the print is limited to allowable colors.
- Clothing and accessories must be free of words, graphics, symbols, numbers, and letters. The only exceptions are clothing provided by the school or that is part of a school sanctioned event or activity.
- Brand names and logos may be no larger than a credit card or i.d. card.
- Sports gear is not allowed.

Tops

- Muscle shirts, strapless tops, and spaghetti straps are not allowed.
- Straps must be at least 1 ½ inches wide and must cover bra straps.
- No bare midriffs.
- School shirts and sweatshirts are allowed.

Bottoms

- Bottoms are limited to pants, jeans, or shorts only. Shorts must be no more than 3 inches above the top of the knee. Jeans are the only blue item allowed, but may not have colored stitching, graffiti, or patches of any kind on them.
- Leggings are not allowed.
- Dresses and skirts are not typically allowed. If this practice presents a problem for you or your child, please contact the school principal to find a workable solution.
- No sagging. Students with recurring offenses will be required to wear a belt.
- Pants, jeans, and shorts may not have holes, rips, or tears in them.
- Chains hanging from pants, jeans, or shorts are not allowed.

Shoes

- Hard soles are required.
- House shoes and slippers are not allowed.
- Flip-flops are not allowed.
- Sandals with a back strap are allowed.

- If shoes are not appropriate for Physical Education (PE) Class, students must bring a change of shoes suitable for that particular class.

Miscellaneous

- Hats, hoodies, and beanies are allowed, but must be removed upon entering a building.
- Hair must be a natural color (e.g., no bright red or blue).
- Nail polish is limited to black, white, or clear.
- Sunglasses are for outdoors only unless required indoors for health or safety reasons.
- Tattoos and ankle monitors must be covered.
- Students are allowed to dress for PE, but clothing must not be a distraction in any way to the learning environment. Also, keep in mind that we do not have a locker room.

School and Probation Staff have the authority to make final decisions regarding the dress code. Any clothing which is deemed inappropriate by School or Probation Staff is not allowed. Examples of inappropriate clothing include, but are not limited to, clothing showing excessive skin, cleavage, or undergarments; clothing that sags or is too baggy; clothing that is excessively tight; clothing that in any way, shape, or form designates gang affiliation or promotes drugs or alcohol; and clothing that is transparent.

Students who violate the dress code will be provided with appropriate clothing when possible, or parents will be required to bring appropriate clothing to school. Students may not enter class until dress code violations are resolved. Students may be required to cut off or black out with a permanent marker a brand name tag or logo if it is an unallowable color or inappropriate in any way. Students will not be allowed to use duct tape to cover dress code violations. Clothing and accessories that are not allowed (e.g., shirt, hat with a sports team logo, chain) will be confiscated. Students who refuse to comply with the dress code will not be allowed to remain at school for the day. Recurring violations will result in school consequences.

IF IN DOUBT, DON'T WEAR IT!

Consequences for Failure to Maintain High Standards

Consequences will vary depending on the offense. Consequences may include, but are not limited to, the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Student conference • Call home • Contact probation officer • Confiscation of a prohibited item* • Parent conference • Class suspension • Detention (typically served on the same day that an infraction is made) • Restitution • Community service | <ul style="list-style-type: none"> • School beautification • In-school suspension • Out-of-school suspension • Saturday School • Parent required to attend school with the student • Referral to Sheriff • Student dropped from the program and referred back to the home district for placement |
|--|---|

***Confiscation**

Any items confiscated from a student (hats, chains, clothing, electronic devices, phones, etc.) will be released to a parent/guardian on the first violation. If items are confiscated a second time, they will not be returned until the end of the school year. The school is not responsible for the safe return of any confiscated item. Confiscated items not picked up at the end of the school year will be discarded.

Positive Consequences for Maintaining High Standards

Students are allowed to earn positive consequences for maintaining high standards. Positive consequences may include, but are not limited to, the following:

- Certificates
- Weekly perfect attendance prizes

- Pencils, pens, markers
- Stickers
- Water bottles
- Sit in the teacher's chair for a day
- Bus tokens
- Snacks
- Positive phone call or letter home or to a probation officer
- Free pass for an assignment or detentions (some restrictions may apply)
- Gift cards
- Movie tickets
- Entry into a raffle for "grand prizes"

Education Code Grounds for Suspension or Expulsion

For your information, the California Education Code 48900, Grounds for Suspension or Expulsion, has been summarized below.

- Caused or attempted to cause or threatened to cause physical injury to another (endangered the safety of others)
- Possession of, or otherwise furnished firearms, knives, explosives or other dangerous objects
- Unlawfully possessed, used, or sold, or been under the influence of a controlled substance
- Unlawfully offered for sale or negotiated the sale of a controlled substance
- Committed robbery or extortion
- Caused or attempted to cause damage to the school or private property
- Stole or attempted to steal school property or private property
- Possessed or used tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully passed or offered to sell drugs or drug paraphernalia
- Disrupted school activities or defied valid authority of school personnel
- Received stolen property
- Creates a hostile educational environment for others
- Hate violence
- Sexual harassment

Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS) is a systems approach to discipline that emphasizes prevention, social skills instruction, and data based decision making to reduce problem behaviors and increase academic performance. PBIS is used to establish a positive school culture.

PBIS provides for a decision making framework that guides selection, integration and implementation of the best evidence-based behavioral practices for improving behavioral outcomes for all students. In order to change problem behaviors, school staff members teach acceptable behaviors, change the environment to support positive behaviors, reinforce and recognize desired behaviors with positive consequences, generate and constantly update a continuum of positive consequences, and arrange consistent consequences for problem behaviors.

To maximize effectiveness, a system of positive reinforcement and recognition—at all times, by all adults—for following the expectations is in place throughout the school. Expectations are...

- positively stated: **Be Safe, Be Respectful, Be Responsible**
- posted in the multipurpose room, the office, the classrooms, the student binders, etc.
- specific to each location
- explicitly taught to students with formal lessons
- taught and reviewed at many times throughout the year

General School Information

Arrival and Dismissal/Closed Campus

There is no supervision prior to 8:00 am. Students must not arrive on school premises prior to that time. Gateway is a closed campus. Once a student has arrived on campus, he/she is not allowed to leave school premises until dismissal time without prior authorization from a parent/guardian or probation officer and consent of the principal or designee. Students are to leave school promptly after their dismissal time.

Buses

Gateway does not provide bussing or SAMTRANS passes. Contact your home district Attendance and Welfare Staff or your probation officer to inquire about receiving a SAMTRANS pass. Information about bus routes may be obtained from the school office. Sequoia Union High School District does provide transportation for Sequoia Union High School District students only.

School rules apply when taking public transportation or riding a referring district bus to and from school. Students are expected to demonstrate the same high standards on the bus as they do at school. Failure to do so may result in school consequences.

Classroom Visits

Parents/guardians and potential parents/guardians are welcome to visit the classrooms to observe our educational program in action. Please make arrangements with the school administrative assistant prior to your visit. Since we must identify every adult at school, please sign in at the office and obtain a visitor's badge before visiting the classrooms.

Conferences

Conferences will be arranged as needed upon the request of either the parent/guardian or teacher. Your student's education is best served when clear expectations and mutual support exist between home and school.

Daily Schedule

Monday/Tuesday/Thursday/Friday: 8:30 AM – 2:40 PM

Wednesdays: 8:30 AM – 12:40 PM

Plan to arrive no later than 8:20 AM for check in.

Early Release

Students who must leave prior to the regular dismissal time must sign out in the multipurpose room. Students will only be released to those individuals listed on the emergency card. Students may be released on their own with parent/guardian or probation officer permission.

Emergency Cards

It is essential that information on emergency cards be kept current. Please call the school office if there is any change in status during the year including phone numbers, names of people to whom we may release your student, addresses, and/or any other information. Listing additional names of people whom may be contacted in the event of an emergency is helpful. Students will only be released to persons listed on the emergency card.

Homework

Students are expected to participate in their credit recovery courses for one to three hours each night. Credit recovery courses are not optional; these courses are required coursework.

Illness at School

A school representative will notify you should your student become ill at school. No student will be sent home unless contact with parent/guardian or probation officer is made. A student will only be released to those persons listed on the emergency card. A student may be released on their own with parent/guardian or probation officer permission.

Lost and Found

Please turn in found items that do not belong to you to the probation staff.

Lunch Program

Hot/cold lunches, including milk, are available to order in advance. Lunches are ordered one week in advance. If you chose to purchase a lunch for your student, the order must be placed by Monday for the following week. On a daily basis, lunches may become available for sale. The weekly lunch menu is posted in the multipurpose room. Students who frequently order lunches are encouraged to purchase lunches in advance. Checks should be made payable to SMCOE. The price of lunch is \$3.50 each and the reduced price is \$.40 each. If your student is on the free lunch program a lunch will automatically be ordered for him/her. Those who qualify for free or reduced price meals are urged to complete the required form which may be obtained from the school office. Students who qualify for this program remain anonymous.

Medication at School

In order for the school to dispense any medication, including aspirin, the appropriate form (available in the school office) must be completed by a physician. The physician form as well as written parent/guardian consent must be on file in the school office. All medication must be in the original container and labeled with the student's name. Medication must be transported to and from school by the parent/guardian or adult designee. (Some exceptions may apply, e.g., auto-injectable epinephrine, inhaled asthma medication.)

Office

The school office is open between the hours of 7:45 am and 3:45 pm, Monday through Friday. Telephone: (650) 598-2150.

Report Cards and Progress Reports

Report cards are mailed home quarterly in October, December, March, and May. Progress reports are mailed home midway through each quarter.

Searches

The staff has a high degree of commitment to ensure a safe and secure environment for our students. While enrolled at this school, your son/daughter will be scanned with a metal detector daily and will be subject to searches of his/her property (e.g., backpacks, purses, shoes). Your child may also be subject to same-sex surface clothing searches of their person. The searches will be conducted by trained school or probation staff and in accordance to the San Mateo County Juvenile Probation Policy. Refusal to cooperate with searches will result in the denial of entry and/or disciplinary action.

Because lockers are under the joint control of the student and the school, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from the locker.

Visitors and Volunteers

For the safety of our students, Gateway Community School is closed to all visitors unless they obtain a visitors badge in the office. All visitors entering the school buildings or campus for any reason are required to first sign in at the office and receive a visitor badge. Visitors may not go directly to classrooms for any reason. Probation officers should check in with the on-site probation staff in the multi-purpose room.

Work Experience Education and Work Permits

Students who are working and under age 18 are required to have a valid work permit on file with their employer. Work permits are issued to protect the safety of the student and to ensure that the job meets parent/guardian approval. Students who are on probation must also have approval from the Probation Staff prior to issuance of a work permit even when parent approval has been granted. Students must meet the Gateway standards for academics, attendance, and attitude in order to obtain an unrestricted work permit.

Credit toward graduation requirements may be given to students who are working through the Work Experience Education (WEE) Program. WEE is an elective course for students to earn experience in the work force, learn needed soft skills, gain positive references, increase knowledge of laws of working in the state of California, receive academic/communicative counseling when part of the work force, and most importantly, gain communication skills in regard to scheduling, time management, and working well with peers/supervisors. Students are required to confer weekly with the Support Teacher.

Please contact the WEE Teacher for more information on WEE and work permits.

**San Mateo County Office of Education
Court and Community Schools Program**

Parent Involvement Policy

The San Mateo County Office of Education's Court and Community Schools Program developed this written parent involvement policy with input from staff, student, parent, and community representatives. This plan describes the means for carrying out Title I parent involvement requirements for the Title I schools in the Program, all of which run Schoolwide Title I Programs. Parent input was solicited at a regularly scheduled School Site Council/English Learner Advisory Committee/District English Learner Advisory Committee (SSC/ELAC/DELAC) meeting that was open to all interested parties. This plan will be periodically reviewed and updated as needed. The Program will distribute the plan through a variety of methods to include posting on school bulletin boards and websites and inserting in the student enrollment packet.

Belief Statement

The Court and Community Schools Program actively seeks to build a positive school culture and increase student achievement through a cooperative effort of the program staff, students, parents/guardians, juvenile probation staff, referring districts, 17th District Parent Teacher Association (PTA), community based organizations, partner agencies, and SSC/ELAC/DELAC.

In particular, the Program welcomes parent/guardian involvement in the life of the schools. Parents/guardians are encouraged to participate and/or directly assist in the school's educational programs. Ways to become involved include working in the classrooms, assisting with and attending special events, chaperoning on field trips, raising funds, supplying educational materials, providing technical assistance, serving on committees, and taking on various leadership roles.

In order to involve and inform parents about the School Wide Title I plan, the Program...

- ❖ Annually informs parents/guardians of the Title I requirements and their rights to be involved in the Title I program.
- ❖ Involves parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of its Title I programs and the Title I parent involvement policy.
- ❖ Provides parents/guardians with timely information about Title I programs.
- ❖ Explains to parents/guardians the curriculum, assessments, and proficiency levels students are expected to meet.
- ❖ Offers interested parents/guardians opportunities for regular meetings to participate in decisions relating to the education of their children.

The Program accomplishes the above tasks in a variety of ways, including, but not limited to, the following:

- Enrollment meetings
- SSC/ELAC/DELAC meetings
- Parent/teacher conferences
- Informational letters/flyers
- IEP meetings
- Parent/student surveys
- Parent education and training opportunities

In order to build capacity for parent/guardian involvement, the Program...

- ❖ Assists parents/guardians in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
- ❖ Provides materials, education, and training to help parents/guardians work with their children to improve academic achievement.
- ❖ Coordinates and integrates the Title I parent involvement program with other programs and conducts other activities and special events that encourage and support parents/guardians in more fully participating in the education of their children.
- ❖ Distributes to parents/guardians information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
- ❖ Develops, jointly with parents, a school – parent compact which describes specific ways the school and family will partner to continuously improve student achievement. The compact is included as part of this policy and is distributed upon enrollment.

The Program accomplishes the above tasks in a variety of ways, including, but not limited to, the following:

- Enrollment meetings
- SSC/ELAC/DELAC meetings
- Parent/teacher conferences
- Informational letters/flyers
- IEP meetings
- Parent/student surveys
- Parent education and training opportunities
- Partnerships with outside agencies
- Referrals to outside agencies
- Interpretation provided at school meetings and special events to the extent practical
- Written communiqué translated to the extent practical

In order to provide opportunities for all* parents to participate in the life of the school, the Program...

- ❖ Provides information and school reports in a form and language parents understand.
- ❖ Offers a variety of opportunities in which parents/guardians may become involved.

The Program accomplishes the above tasks in a variety of ways, including, but not limited to, the following:

- Interpretation provided at school meetings and special events to the extent practical
- Written communiqué translated to the extent practical
- School events, activities, and meetings offered at varying days/times

***All* parents/guardians includes those parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant students.*

If you have questions regarding this plan or want more information about how to become involved in the Community Schools Program, you may contact the following individuals:

Jenee Littrell, Principal, Gateway Community School
650/598-2150 or jlittrell@smcoe.org

Approved by School Site Council on April 10, 2013

Updated and approved on September 18, 2014

Updated and approved on November 19, 2015

**San Mateo County Office of Education
Court and Community Schools Program
School – Parent Compact**

It is important that families and schools work together to help students achieve high academic standards. This compact was developed in consultation with staff, student, parent, and community representatives from the School Site Council, English Learner Advisory Committee, and District English Learner Advisory Committee. As partners in education, we will carry out these agreed upon roles and responsibilities in order to support student success in school and life. This compact will be included in each student's enrollment packet.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide high-quality curriculum and instruction
- Endeavor to motivate my students to learn
- Have high expectations and help every child to develop a love of learning
- Communicate regularly with families and probation officers about student progress
- Provide a warm, safe, and caring learning environment
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards
- Respect the school, students, staff, and families

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Attend school on time, everyday
- Bring necessary materials to class
- Know and follow school and class rules
- Ask for help when I need it
- Communicate regularly with my parents/guardians, probation officer, and teachers about school experiences so that they can help me to be successful in school
- Respect the school, classmates, and staff

Parent/Guardian/Probation Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Engage in meaningful conversations with my child each day
- Provide a quiet time and place for homework
- Monitor TV viewing and computer usage
- Encourage reading every day
- Communicate with appropriate school staff when I have a concern
- Ensure my child attends school on time every day
- Make sure my student gets adequate sleep, regular medical attention, and proper nutrition
- Regularly monitor progress in school
- Participate in school meetings, activities, and special events as possible
- Communicate the importance of education and learning to my student
- Respect the school staff, students, and families

Signature of Parent/Guardian
(if student is under 18)

Signature of Student

The power of classroom wellness
Acknowledge Alliance

An on-site counseling program is available to Community Schools students.

This program is staffed by Interns, Practicum Students and Licensed Supervisors from the Acknowledge Alliance in cooperation with your child's school staff. Individual and Group Counseling services are routinely offered to all students when openings are available.

We ask all parents to give their prior consent for counseling services so that we can have this on file in the event that your child chooses to make use of this opportunity. I give my permission for my son/daughter to participate in the on-site counseling program and for his/her counselor to have access to the school files.

As part of the counseling program, the Acknowledge Alliance conducts an evaluation to measure how the program benefits students and to help improve its services. Your child will be asked to complete some questionnaires about his/her social and emotional well-being and experience with the program, and may be asked to be interviewed. Your Child's academic progress including credits attained and GPA may also be reviewed. This information is strictly confidential and will only be used to report the evaluation findings.

Your child's counseling is confidential. The counselor cannot discuss the treatment with anyone except his/her Licensed Supervisors (staff of the Acknowledge Alliance). There are two exceptions to this right of confidentiality:

The counselor is obligated by law to report to appropriate authorities any reasonable suspicion of child abuse, elder abuse, or disabled abuse.

The counselor is also obligated by law to report to appropriate authorities any reasonable suspicion that a person may be a danger to himself/herself or others.

If the counselor wishes to discuss your child's counseling with anyone else, he/she must receive written permission.

Signature of Student:
(if student is 18 or older)

Date: _____

Signature of
Parent/Guardian:
(if student is under 18)

Date: _____

SAN MATEO COUNTY OFFICE OF EDUCATION
Sexual Health and HIV/AIDS Prevention Education

Students enrolled in District programs or activities may receive instruction in comprehensive sexual health education and /or HIV/AIDS prevention education, and may participate in assessments on pupil health behaviors and risks

During this school year, in addition to the Gateway teaching staff, outside organizations will teach comprehensive sexual health and/or HIV/AIDS education. Those organizations are Each One Reach One (EORO) and Teen Talk Sexuality Education (Teen Talk).

EORO will provide instruction using the Keeping It Safe (K.I.S.) curriculum approximately one time per week for the duration of the school year for students enrolled in Health courses. K.I.S. is a comprehensive life skills curriculum and health education program.

The Teen Talk program, developed by Health Connected, will teach an eight to ten hour comprehensive sexuality education curriculum designed to educate students about sexuality and sexual health and empower youth to make informed decisions about their own sexual health. Dates for Teen Talk are September 21, 22, 24, 25, 28, 29 October 1 and 2. Teen Talk will instruct students enrolled in Science Courses.

If you DO NOT want your child to participate in the above named programs, you must inform your child's teacher in writing. You do not need to sign a permission slip (Education Code 51937: Comprehensive Sexuality Education and HIV/AIDS Prevention Act).

HOME LANGUAGE SURVEY

The California Education Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction to all students.

Your cooperation in helping us meet this important requirement is requested. Please answer the following questions. Thank you for your help.

Name of Student: _____
Last First Middle Grade Age

1. Which language did your son or daughter learn when he or she first began to talk? _____
2. Which language does your son or daughter use most frequently at home? _____
3. What language do you use most frequently to speak to your son or daughter? _____
4. Name the language most spoken by the adults in the home. _____

Signature of Parent/Guardian
(if student is under 18)

Signature of Student
(if student is 18 or older)

SAN MATEO COUNTY OFFICE OF EDUCATION

Consent, Release, and Waiver of Liability

I hereby give my consent to the Court and Community Schools Program ("the School") and the San Mateo County Superintendent of Schools ("the Superintendent") to photograph and/or film or videotape my son or daughter and use the photograph(s) for informational and educational purposes concerning the School and its services.

I understand that the photograph(s) may be used in the School's or the Superintendent's official publications, reports or other documents; or electronic or digital recordings. I also understand that the photograph(s) may be used without any further consent or authorization from me; the School or the Superintendent may modify the photograph(s) in the process of edition, and I will not be entitled to any compensation for use of the photograph(s).

I also agree to release the School and the Superintendent, their officers, employees, or agents from any and all liability arising out of or connected to the use of the photograph(s) as stated above.

I have read and understand the foregoing consent, release, and waiver of liability, and voluntarily accept and agree to its terms.

____ I approve consent

____ I decline consent

Signature of Parent/Guardian
(if student is under 18)

Signature of Student
(if student is 18 or older)

Walking Excursions

I hereby grant permission for my son/daughter/ward to participate in all local walking excursions.

I understand that these walking excursions are optional and attendance by my child is not required and that an alternative activity at school will be provided if my child is not able to participate.

Authorization to treat a minor: In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the school staff to secure proper treatment for my child.

I understand that Education Code Sec.35530 provides that all persons making a field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness or death occurring during or by reason of the excursion and I therefore acknowledge that as a condition of my son/daughter participating in the said activity, I waive any and all claims against the San Mateo County Office of Education, Court, and Community Schools Program for injury, accident, illness, or death occurring during or by reason of the participation in said activity.

Signature of Parent/Guardian
(if student is under 18)

Signature of Student
(if student is 18 or older)

Notice of Searches

The staff has a high degree of commitment to ensure a safe and secure environment for our students. While enrolled at this school, your son/daughter will be scanned with a metal detector daily and will be subject to searches of his/her property (e.g., backpacks, purses, shoes). Your child may also be subject to same-sex surface clothing searches of their person. The searches will be conducted by trained school or probation staff and in accordance to the San Mateo County Juvenile Probation Policy.

Refusal to cooperate with searches will result in the denial of entry and/or disciplinary action.

Signature of Parent/Guardian
(if student is under 18)

Signature of Student

San Mateo County Office of Education

2018-2019

Acknowledgement of Receipt and Review – Annual Notifications

The San Mateo County Office of Education is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact the administrator at your child’s school. She will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Signature of Parent/Guardian
(if student is under 18)

Signature of Student
(if student is 18 or older)

2018 – 2019

Acknowledgement of Receipt and Review – Parent/Guardian – Student Handbook

I have received a copy of the Gateway Community School Parent/Guardian – Student Handbook. I have reviewed the Handbook and agree to abide by all school policies, practices, and standards while I am enrolled at Gateway Community School.

Signature of Parent/Guardian
(if student is under 18)

Signature of Student



San Mateo County Office of Education Student Programs

Student Acceptable Use Policy for use of all Technological Resources

Introduction:

The San Mateo County Office of Education (SMCOE) provides technological resources to students including access to internet services through the SMCOE network. The SMCOE seeks to promote educational excellence by providing these technological resources to students. The SMCOE intends that these technological resources be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning.

Board Policy 6125 - Student Use of Technology: “It is the policy of the Board that appropriate technological tools and training to allow students to function successfully in society shall be available to students enrolled in County Office of Education programs. Technology shall be used as appropriate to access the internet and other online resources and to support diverse delivery systems, including distance and virtual learning.”

Acceptable Use Agreement:

No student will be allowed to access SMCOE technological resources, including the internet, until the student and a responsible parent/guardian sign and submit the SMCOE Acceptable Use Agreement to the designated administrator. The combined signatures at the end of this document indicate that the student and parent/guardian have read and understand the terms and conditions of appropriate use and agree to abide by them.

SMCOE Technological Resources:

SMCOE technological resources include, but are not limited to, computers, the SMCOE’s computer network including servers and wireless computer networking technology (Wi-Fi), the internet, email, USB drives, wireless access points, routers, tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through SMCOE-owned or personally owned equipment or devices.

Potential Consequences of Unacceptable Use:

Unacceptable use of SMCOE technological resources is outlined in the following section (Student Obligations and Responsibilities). Student use of SMCOE technological resources may be terminated, denied, suspended or revoked at any time. Disciplinary and/or legal action may be pursued in the event of violation of any conditions of applicable law, Board policy, administrative regulation, or the Student Acceptable Use Policy.

Student Obligations and Responsibilities

Students are authorized to use SMCOE technological resources in accordance with user obligations and responsibilities specified below. Students may not violate any Federal, State or local laws or use the

SMCOE network for any illegal activity, including the unlawful use of copyrighted works, plagiarism and unlawful downloading of files. Specifically:

1. Students shall not use SMCOE technological resources for commercial or other for-profit activities, political purposes, or personal use unrelated to an educational purpose.
2. Students shall not purposefully disable or circumvent any technology protection measure, including any monitoring software installed on SMCOE technological resources.
3. Students shall not damage or take any equipment, or use SMCOE technological resources to commit acts of vandalism.

Any damage to or theft of SMCOE property can lead to financial or criminal charges. Vandalism includes, but is not limited to, hacking, intentionally uploading, downloading, transferring, or creating computer viruses and/or any malicious use of SMCOE technological resources. Also included are any actions that attempt to harm or destroy equipment or materials, whether paper or electronically based, or data in any form of any other user. Public offenses related to computer crime are further defined in Penal Code section 502.

4. Students should be aware of online safety rules including protecting one's self and others from online predators. Students should not give out personal or identifiable information about themselves or others. Personal information includes, but is not limited to, digital images, name, address, telephone number, and Social Security number.
5. Students are prohibited from accessing, downloading, posting, transmitting, publishing or displaying harmful or inappropriate matter that is obscene, disruptive, sexually explicit, or that could be construed as harassment or disparagement of any member of a group protected by State or Federal law. Cyber Bullying will not be tolerated and may result in disciplinary/legal actions.

Harmful matter as defined by Penal Code section 313(a) means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Cyber bullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, the sending or posting on the internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.

6. Students shall not use technological resources to post, transmit, or publish copyrighted material, including multimedia and software, without appropriate permission or user license. Students may download copyrighted material for their own academic use only as permitted by copyright laws.
7. Students shall not knowingly access and without permission read, delete, copy, or modify other users' electronic files or mail messages; interfere with other users' ability to send or receive electronic content; or forge or fraudulently use other users' electronic files or mail.
8. Students shall not use technological resources to encourage the use of drugs, alcohol, or tobacco, or to promote or participate in unethical practices, such as cheating and plagiarism, or conduct any activity prohibited by law, Board policy, or administrative regulation.
9. Use of SMCOE technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the SMCOE for the

purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the SMCOE technology.

Access and Security:

Some uses of the SMCOE technological resources may require an individual account with username and password. Sharing username and password information with others or accessing another user's files without his/her knowledge or permission or under the direction of a teacher/supervisor will result in access being revoked or suspended. In addition, inappropriate use of these electronic resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities.

Internet Safety:

In compliance with the Children's Internet Protection Act (CIPA), SMCOE will implement filtering and/or blocking software or hardware to restrict access to internet sites containing child pornography, obscene illustrations, or other materials harmful to minors less than 18 years of age. However, no filtering is foolproof and there is still the risk a student may be exposed to unacceptable content. If a student accidentally connects to such a site, he or she should contact his/her teacher/supervisor immediately. If a student sees another user accessing inappropriate sites, he or she should notify a teacher/supervisor immediately.

Legal References:

- Education Code 51006 Computer education and resources*
- Education Code 51007 Programs to strengthen technological skills*
- Education Code 51870-51874 Education Technology*
- Penal Code 313 Harmful matter*
- Penal Code 502 Computer crimes, remedies*
- United States Code, Title 20, 6777 Internet safety*
- United States Code, Title 20, 6801-6979 Technology for Education Act of 1994*
- Code of Federal Regulations, Title 16, 312.1-312.12 Children's online privacy protection*
- Code of Federal Regulations, Title 47, 54.520 Internet safety policy and technology protection measures*

Student Acceptable Use Agreement:

Students shall report alleged violations of the student obligations and responsibilities specified above, the applicable acceptable use agreement, and any other misuse of technological resources to a member of the instructional staff, a supervising adult, or a designated SMCOE employee.

I have read, understand, and agree to the conditions of this SMCOE Student Acceptable Use Policy.

Student Name _____ **Student ID Number** _____
(Please print)

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Agency Signature (Probation/BHRS) _____

Date _____

2018-2019 California High School Proficiency Exam

Informational flyer for students in grades eleven and twelve.

What is the CHSPE?

The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The CHSPE consists of two test sections: mathematics and English-language arts (ELA). The ELA section has two subtests (reading and language). Eligible persons who pass both parts of the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. The test is given in English only.

Who is eligible to take the CHSPE?

You may take the CHSPE only if on the test date, you:

- are at least 16 years old, or
- have been enrolled in the tenth grade for one academic year or longer, or
- will complete one academic year of enrollment in the tenth grade at the end of the semester during which the next regular administration will be conducted. (Regular administrations are the fall and spring administrations each school year.)

When is the CHSPE offered?

The administration dates for the 2018–2019 school year are as follows:

Test Date Saturday Morning
October 20, 2018
March 16, 2019

There is at least one test administration center in most California counties; some counties have more than one test administration center. A list of the counties and test centers may be found at the [CHSPE Test Location Web page](#) in the CHSPE Information Bulletin also available on this Web site.

Certificate of Proficiency

California law requires that the Certificate of Proficiency be equivalent to a high school diploma. Institutions that are subject to California law and that require a high school diploma also must accept a Certificate of Proficiency. A student who receives a Certificate of Proficiency may, with verified parental approval, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. Speak to your school counselor to understand the benefits of the Certificate of Proficiency. This certificate meets the federal financial aid requirement of a high school diploma or equivalent. If you are planning to continue your studies in a college or university, contact the admissions office so that you may understand its requirements and whether or not the CHSPE certificate will be accepted.

For More Information

Additional information about the examination, visit the [CHSPE Web site](#) or call 1-866-342-4773.

Homeless Students' Rights

Homeless students are guaranteed enrollment in school by the federal McKinney-Vento Act and California state law. Living conditions may include a shelter or transitional living program, motels or hotels, shared housing due to economic hardship, trailer parks or campgrounds, public or private places not designed for sleeping, temporary foster care or with an adult who is not the parent or guardian, and temporary residence due to runaway or unaccompanied youth status.

Homeless students must be immediately enrolled in school. "Enroll" and "Enrollment" are defined to include attending class and participating fully in school activities. To enroll in or attend school, homeless students do not need to provide proof of residency, immunization records, tuberculosis skin test results, or legal guardianship papers. Homeless students must have equal access to all programs run by the school/district, the school meal program and before and after-school programs. Homeless students qualify automatically for child nutrition programs (free and reduced-price lunches and other district food programs).

There are several new laws affecting homeless children and youth that took effect on January 1, 2014. These laws assist homeless children and youth in California with specific barriers that they face in accessing a public education. For a complete description of each of the bills listed below, please visit California's Legislative Information Bill Search at <http://leginfo.legislature.ca.gov/faces/billSearchClient.xhtml>.