

Gatewood Family Handbook

Gatewood Elementary School

14900 Gatewood Drive
Minnetonka, MN 55345

Phone: (952) 988-5250

Fax: (952) 988-5276

School Hours: 9:20 a.m. – 4:05 p.m.

Office Hours: 8:00 a.m. – 4:30 p.m.

Website:

gatewood.hopkinsschools.org



Updated 08-16-2024

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Principal's Welcome



Greetings Gatewood Community!

We welcome all Gator families back to Gatewood for the upcoming school year. We are excited to meet and have you be part of our learning community.

As of June 2025, Gatewood is an authorized International Baccalaureate (IB) world school that offers the Primary Years Programme (K-5).

The IB PYP is a globally recognized, inquiry-based curriculum framework designed for children aged 3–12. It emphasizes conceptual understanding through a transdisciplinary, student-centered approach that encourages curiosity, agency, and deep learning. For these reasons it is well aligned to the Hopkins Framework and supports our work toward Vision 2031.

Students experience hands-on learning that explores multiple subjects through transdisciplinary themes, concepts, and skills.

Transdisciplinary Themes	Concepts	Approaches to Learning Skills
• Who we are • How we express ourselves • How the world works • Where we are in time and place • How we organize ourselves • Sharing the Planet	• Perspective • Form • Function • Causation • Change • Responsibility • Connection	• Thinking Skills • Research Skill • Communication Skills • Social Skills • Self Management Skills

Also, woven into the IB programme is the Learner Profile. These are traits we believe all students are capable of reflecting and growing in at Gatewood. Students are recognized monthly for displaying different traits. Join us at one of our monthly breakfasts!

Click [here](#) for more information on IB PYP Programme.

Outdoor Education Our Outdoor Education Program provides a holistic approach to learning, leveraging our beautiful grounds and outdoor classrooms, onsite naturalist, wellness programs, and a state-of-the-art greenhouse.

Gatewood Elementary scholars will develop critical-thinking and problem-solving skills, build connections to the natural world, develop curiosity, and increase school engagement with an authentic environmental focus.

Click [here](#) to watch a short video about Outdoor Learning.

We also offer a strong social emotional learning team that uses restorative practices to help facilitate student growth and learning.

We will see you soon!!

Calendar & Dates You Need To Know

Gatewood Events Calendar: <https://gatewood.hopkinsschools.org/families/calendar>

District Events Calendar: <https://www.hopkinsschools.org/district/calendars>

A printable one-page PDF can be found [here](#)

Hopkins Public Schools Calendar 2025-2026

Rev. 5/15/2025

Legend: No School E-12 (light blue), No School E-5 (dark blue), No School E-8 (light blue), No School 6-8 (orange), No School 9-12 (blue), Teacher Workshop/PD Day (black line), Digital Learning Day 9-12 (circle), Early Release 6-8 and Digital Learning Day 9-12 (circle), Grade 9 and new scholars in grade 10-12 Orientation Day (Full School Day) (triangle).
There are nine digital learning days for high school students and four early release days for middle school students on the calendar this year.

Visit HopkinsSchools.org for complete District and school calendars.

July 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

October 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

February 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

May 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

March 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

25-29 Teacher Workshop Week

SEPTEMBER 2025

1 No School E-12, Labor Day
2 First Day of School, Grade 1-6, 9, and new scholars in 10-12
3 First Day of School, Grades 7-8, 10-12, and Kindergarten
4 First Day of School, VirtualEDU Online
8 First Day of School, Preschool/ECFE
18 Digital Learning Day (Grades 9-12)
23 No School E-12, Rosh Hashanah

OCTOBER 2025

2 No School E-12, Yom Kippur
3 No School 9-12 (Conferences)
13 No School E-5 (Grading Day and Professional Development)
14-15 No School E-5 (Conferences)
16-17 No School E-12 (MEA)
23 Early Release (Grades 6-8) and Digital Learning Day (Grades 9-12)

NOVEMBER 2025

3 No School 6-8 (Conferences)
4 No School E-12 (Professional Development E-8, Grading Day 9-12)
20 Digital Learning Day (Grades 9-12)
26-28 No School E-12, Thanksgiving Break

DECEMBER 2025

1 No School E-12 (Professional Development)
2 No School 9-12 (Conferences)
11 Early Release (Grades 6-8) and Digital Learning Day (Grades 9-12)
22-31 No School E-12, Winter Break

JANUARY 2026

1-2 No School E-12, Winter Break
15 Digital Learning Day (Grades 9-12)
19 No School E-12, MLK Day
23 No School E-12 (Grading Day)

FEBRUARY 2026

16 No School E-12 (Professional Development)
19 Early Release (Grades 6-8) and Digital Learning Day (Grades 9-12)
26 No School 9-12 (Conferences)

MARCH 2026

4 No School E-5 (Grading Day and Professional Development)
5 No School E-8 (Conferences E-5, Professional Development 6-8)
6 No School E-8 (Conferences)
12 Digital Learning Day (Grades 9-12)
20 No School E-12, Eid al-Fitr
30-31 No School E-12, Spring Break

APRIL 2026

1-3 No School E-12, Spring Break
6 No School E-12 (Professional Development E-8, Grading Day 9-12)
16 Early Release (Grades 6-8) and Digital Learning Day (Grades 9-12)

MAY 2026

7 No School 6-12 (Conferences)
14 Digital Learning Day (Grades 9-12)
25 No School E-12, Memorial Day

JUNE 2026

10 Last Day of School E-12
11 Grading Day E-12
12 Last Teacher Day

Staff Directory & Contact Information

Staff email and phone numbers can be found in the online directory.

Gatewood Staff Directory:

<https://gatewood.hopkinsschools.org/contact/directory>

If a teacher is instructing she/he will not answer the phone, so please leave a message on the teachers voicemail given to you at Open House and the teacher will call you back.

Main Office: (952) 988-5250
Attendance: (952) 988-5250
Health Office: (952) 988-5213
Transportation: (952) 988-4115
Technology Service Desk: (952) 988-4111

Interpreters & Translation

Hopkins offers [translation and interpreter services](#) for families whose primary language is not English.

Translation and Interpreters

Providing clear communication between our schools and families.

Hopkins Public Schools partners with Weaving Cultures for translation services. If you are a parent, guardian, or community member and need to arrange for an interpreter, please contact Patty Ryman at patricia.ryman@hopkinsschools.org or call 952-988-4000.

For Staff Members

If you are a staff member and need an interpreter you will make arrangements through Weaving Cultures. For instructions on how to do this please visit the staff portion of our website and choose [translation and interpretation](#).



Communication Between School & Families

Communication is important

Communication between Gatewood staff and families is critical in our partnership for the benefit of your children.

- Your student's teacher will share their contact information with you at the beginning of the school year.
- Parent-teacher conferences are scheduled twice each year, and provide an opportunity in which to share knowledge between school and home.
- Email updates are sent weekly by the Principal with important information for families about Gatewood events.
- It is your responsibility to read the communications sent to you by your child's teacher and the school principal

Communication goes both ways

Make sure that teachers and staff can reach you. **Please check that the school has your correct phone numbers and email in the [Infinite Campus Parent Portal](#).** Address, phone and email changes should be relayed to school as soon as possible. Keep your information updated.

Parent Portal

If you do not have a log-in for Infinite Campus, complete a portal request form online:

<https://www.hopkinsschools.org/services/technology/infinite-campus-info>

If you already have an account, follow this link:

<https://hopkinsmn.infinitecampus.org/campus/portal/hopkins.jsp>



With an account you can:

- Make sure your contact information is correct
- Pay fees for lunch, field trips, etc.
- Check attendance
- Access grades

Parent Portal accounts are for all students in your family and will follow them from kindergarten through graduation.

Calling teachers

Teachers are with students during the day; they are unable to answer the phone or be available for in-person meetings during the school day unless they are pre-arranged. If you have an urgent message for a teacher or your student during the school day, (such as a change in pick-up routine) , call the school office at 952-988-5250, and we'll relay the information.

Other supporting staff

If you have a question or a concern, please first contact your child's teacher. They are often the best able to assist, and can also connect you to additional resources. If the matter is not resolved, then call the main office at 952-988-5250 and staff will connect you with another member of our Student Support team. We have a School Counselor, School Social Worker, Case Managers, and Restorative Culture Specialists, to support your child.

School closing announcements

If Hopkins Public Schools are to be closed because of severe weather conditions or other emergencies, our automated messaging system will notify families. **It's very important that we have your correct phone number and email address for these announcements to get through to you.** An announcement will also be made over local radio and TV news stations. Road conditions causing unsafe bus transportation are usually the determining factor. Early dismissal from school in session will be announced approximately one hour before dismissal. If school is closed, starting late or dismissing early, Kids & Company will follow the same procedures.

Data Privacy

The school district must obtain and use information about each student. This need is balanced with the right of each student and parent/guardian for privacy. Access by third parties is limited and controlled. Directory information is public information and may be disclosed in the form of class or other lists unless prior denial of disclosure is received from a parent or guardian. Hopkins uses your information for school purposes only. Additionally, uses family contact information to publish a student directory. Families have the ability to opt out of the directory. Please contact the main office before September 15 of the current year. **If you do not wish your student's image to appear in the yearbook or in a Hopkins School's publication, please contact the main office at 952-988-5250.**

Attendance Expectations & Procedures

Please do all you can to have your students in school when they are well. If they're not here, they miss out on important learning and relationship building. Taking your child out of school, whether for a doctor's appointment or a family trip, has some benefits for you and your child – a needed immunization, a learning experience, or family time. We understand and value those benefits, and we know that sometimes those interruptions of the school day can't be avoided. However, we ask that you understand that when your child misses school, he or she is missing a learning experience that can't be duplicated, even if the work is “made up” afterward. Our staff works very hard to make sure that class time provides worthwhile learning activities. Please carefully weigh the advantages and disadvantages whenever you choose to take your child out of school and avoid conflicts whenever possible.

Gatewood Attendance Line: 952-988-5250

Students should be in school every day when they're healthy. Regular attendance is an important factor in your child's progress and success at school. We understand that children get sick and sometimes need to miss school for “once in a lifetime” events. If your child will be absent, call the **Gatewood Attendance Line (952-988-5250)** or fill out the **Attendance Form** <https://gatewood.hopkinsschools.org/families/attendance> to explain the absence.

Excused absences

- Illness (**Ten absences for illness can be excused by a parent phone call; absences of more than 10 days for illness will require a doctor's note.**)
 - Please communicate with the School Nurse regarding chronic health conditions that impact attendance
- Family emergency
- Medical, dental, legal, or mental health appointment
- Religious holiday/observance

Unexcused absences/tardies (arriving to school after 7:50 a.m. or not at all)

- Parent needed child to help at home
- Parent did not know the school schedule
- Child missed the bus
- Child overslept or was sleepy
- Child didn't feel like going to school
- Family vacation
- Failure to notify the school of absence

To report an absence

If your child will be absent, call the school attendance line at 952-988-5210 and leave a message with your child's name, teacher's name, and reason for the absence. A message can be left at any time. Otherwise, fill out the Attendance Form <https://gatewood.hopkinsschools.org/families/attendance>. If you do not call or fill out the

form before 8:30 a.m. on the day of the absence, you'll receive an auto-generated reminder to contact us.

If something is getting in the way of your child attending school (health, financial, transportation, etc.) help is available. Call the office at 952-988-5250 to be connected with the right resource.

Gatewood's Attendance Team:

Aileen White, School Data Specialist, 952-988-4203
Chris King, Licensed School Counselor, 952-988-5255
George Nolan, Principal, 952-988-5251
Health Office Associate, 952-988-5213

Attendance Policy References: Minn. Stat §120A.22 - Minn. Stat. §120A.34 - Minn. Stat. §260A.02, Subd. 3.

For additional information about Hopkins District 270 policies associated with attendance, see the following link: [Policy 503: Student Attendance](#)

Makeup school work

If the student is ill for one or two days, makeup work will be given after the student returns to class. If a student is ill for three or more days, parents may arrange with their teacher to provide work either for pick up or online. **Please wait for confirmation from the teacher before coming in to pick it up.** If a student is absent because of a trip, work will be made up after the student returns unless the teacher offers to send some of the work. Please coordinate makeup work directly with the teacher.

Vacation

In order to maintain instructional time as our highest priority, *we strongly encourage parent/guardians to schedule vacations to coincide with school vacations.* We recognize the educational value of family trips, but ask you to put your child's formal school education first and foremost. If you are planning a family vacation and cannot do so during regular school vacation days, please have your child arrange for his/her make-up work upon your return. Teachers cannot predict in advance the day-to-day activities your child might miss. While it is possible for your children to make up their homework, they cannot make up learning experiences that happened during their absence. Any and all vacations during the school year on school days must be pre-approved by our principal Dr. George Nolan. Feel free to email him at George.nolan@hopkinsschools.org

Gatewood Elementary

Drop Off & Pick Up Loop Directions



Directions

- Students must be picked up in the pick-up loop. They cannot be picked up in the school bus lot or the parking lot.
- Drive around the loop as far as possible and keep close to the car in front of you so several cars can load at the same time. You will move your vehicle many times while waiting in the loop. STAY IN YOUR CAR. Your child will come to your vehicle.
- Students must enter and exit the car only from the passenger side of the vehicle for safety. No students should enter a car using the door behind the driver, as that opens into the moving vehicle driving lane.
- After your child is safely out of or in the vehicle, carefully leave the curbside waiting car lane and use the inside lane to exit and turn right.
- If you need to leave your car for any reason, park in the parking lot and not in the loop. If your child needs help getting into a car seat, park in the parking lot and retrieve your child from our staff so you have time to assist your child.

Keep all students safe

- When your vehicle is in motion, watch carefully for other vehicles and pedestrians.
- Stay off your cell phone.
- Follow staff member directions to keep the line moving safely and efficiently. Your courtesy, cooperation and patience are important and appreciated.
- Do not use pick up or drop off times to visit with staff members supervising the area.
- Do not park in the loop between 9:00 to 8:00 a.m. or 3:30 to 4:30 p.m. If you need to enter the building for any reason during those times, park in the parking lot.

Dropping Off & Picking Up

We want our school and its surrounding areas to be safe for all of our students and families.

Please drive slowly and refrain from using cell phones whenever your car is in motion on school grounds (Hands Free Law). Our front loop and parking lot are busy and deserve your full attention. The bus-loading zone is south of the building and cannot be used for parking while school is in session. When entering the building, please use the crosswalks and refrain from walking across driving lanes.

Some students walk or bike to school. We encourage parents to accompany students. The streets and intersections near our school are busy.

Arrival

School begins at 9:33 a.m. Doors open to students and buses arrive at Gatewood at 9:20 a.m.

Students who are dropped off or walk to school should arrive between 9:20 and 9:33 a.m. We ask that students are not dropped-off at school earlier than 9:20 a.m

Students who arrive early will need to wait outside of Door A until the school doors are opened at 9:20 a.m.

Students who arrive after 9:33 a.m are marked tardy and will need to check-in in the office on arrival.

Appointments

If your child must leave school early for an appointment, come to the school office and sign your child out. The main office staff will call the classroom for your child when you arrive. Please allow approximately 5 minutes for your child to put away their work, gather their things, and walk to the office. These procedures are for the safety of your child, as well as to ensure the student misses the least amount of class time. Sending a note to the teacher before an appointment is helpful and appreciated. When your child returns during the day from an appointment, please come to the office to sign them back in.

Departure

School dismissal occurs at 4:05 p.m. Please do not arrive in the Pick-Up Loop in front of the building before 3:50 p.m. Even though our pick up line looks long, it's done within 15 minutes of dismissal time.

It is important for student safety that there not be any unsupervised children waiting for rides after dismissal. If you arrive after the Pick Up loop has finished, your student will be waiting in the office for pick-up.

Dismissal changes

Please notify the teacher in writing at least 24 hours in advance of any dismissal changes. If your child is to go to someone's home after school, please have that prearranged before your child leaves for school in the morning and notify the teacher. *If during the school day there is an unexpected change of plans to your child's regular pick up routine, call the office at 952-988-5250 before 3:45 pm so that we may notify your child. Calls received after 4:00 p.m. may not get to the student in time.*

Kids & Company Before and After School Programming

Hopkins Community Education offers before and after school care at Gatewood through Kids & Company. If you would like to learn more about Kids & Company and the services they offer for child care, visit the [website](#) or call 952-988-4080.

Kids & Company will be at Gatewood in the am and Glen Lake in the pm for the 25-26 school year. The students going to Kids & Company in the afternoon will take a school bus to Glen Lake.

Hopkins Literacy Tool Kit

We have a fantastic resource for families looking to help their students brush up on their reading and fluency skills.

Click [HERE](#) for this free resource

Minnesota Department of Education Resource

Click [HERE](#) for the MDE Families READ Toolkit

Health Services

Gatewood has a school health associate who collaborates with students, families, staff, and community partners to promote student health for academic success. First aid is provided for minor injuries and parents are contacted regarding illness or serious injuries that are treated by health services. If you have health information important to your child's participation in school activities, please inform the school health associate as well as your child's teacher. District information on health and illness guidelines can be found on the Gatewood website at: <https://gatewood.hopkinsschools.org/support/health>.

Parents requesting that medication be administered during school hours are required to provide medication in the original bottle with a parental and/or doctor release. Contact the health office for the release form or more details on medication administration.

School Health Associate:
Phone: 952-988-5213
Email: Health Office Hours: 9:33 a.m. – 4:05 p.m.
Supervising Nurse: Shailee Zatz

If your student is not feeling well enough to fully participate in learning, please keep them home until they feel better. If your child is ill, please call the school attendance line daily to report the illness, 952-988-5210, or fill out the online [attendance form](#).

There are times when a child should be kept at home for the sake of his or her own health as well as the health of other children. Please keep your child home in the following situations:

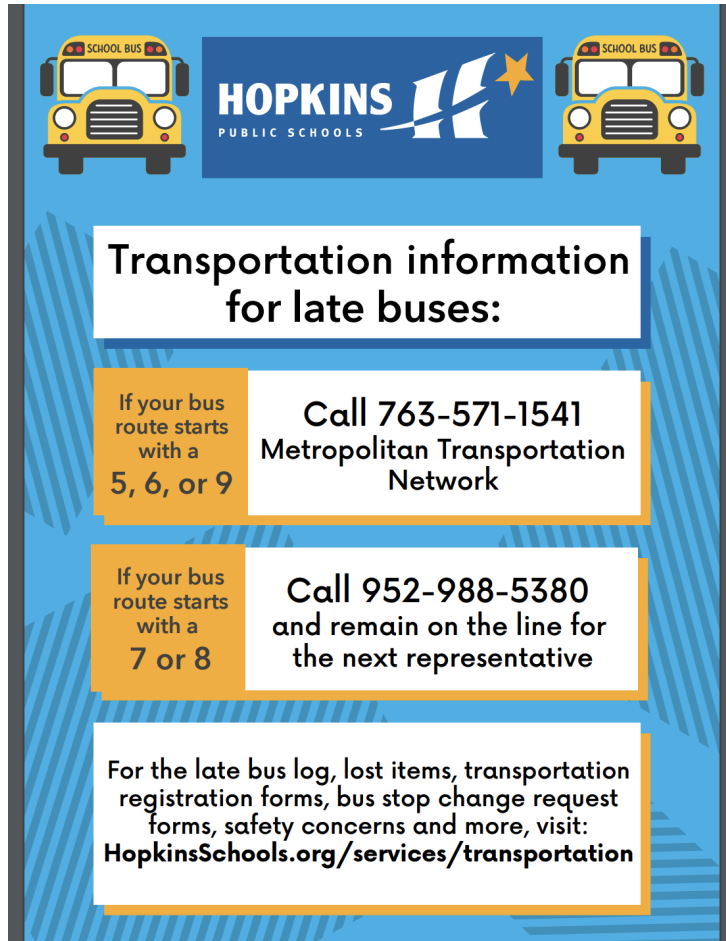
- Fever: A fever of 100 or more in the past 24 hours. Students can return once they are fever free for 24 hours without needing medicine.
- Vomiting or Diarrhea: If your student has had these symptoms in the past 24 hours, keep them home. They can return once they are feeling well for 24 hours without needing medicine.
- Rashes: A rash where the cause is unknown. Please see a health care provider before returning your student to school.

If you have any questions about student health, please call the school health office during school hours or your family physician's office. You can also access the links below for additional information:

- [Hopkins Health Services Website](#)
- [Medications](#)
- [Communicable Diseases](#)
- [COVID](#)

Transportation & Bussing

Hopkins Public Schools provides transportation to all students in grades K-5 who live in the students living within the Gatewood attendance area. The goal of Hopkins Public Schools is for every student to have a safe, comfortable, and orderly ride to and from school.

A graphic with a blue background and white diagonal stripes. At the top, there are two yellow school bus icons flanking the Hopkins Public Schools logo, which consists of the word "HOPKINS" in white on a blue background, with "PUBLIC SCHOOLS" in smaller white text below it, and a white star to the right. Below the logo, the text "Transportation information for late buses:" is written in black. Underneath this, there are two orange boxes. The first orange box contains the text "If your bus route starts with a 5, 6, or 9" in white. To its right, a white box contains the text "Call 763-571-1541 Metropolitan Transportation Network" in black. The second orange box contains the text "If your bus route starts with a 7 or 8" in white. To its right, a white box contains the text "Call 952-988-5380 and remain on the line for the next representative" in black. At the bottom, a white box contains the text "For the late bus log, lost items, transportation registration forms, bus stop change request forms, safety concerns and more, visit: HopkinsSchools.org/services/transportation" in black.

Transportation information for late buses:

If your bus route starts with a **5, 6, or 9** Call **763-571-1541** Metropolitan Transportation Network

If your bus route starts with a **7 or 8** Call **952-988-5380** and remain on the line for the next representative

For the late bus log, lost items, transportation registration forms, bus stop change request forms, safety concerns and more, visit: **HopkinsSchools.org/services/transportation**

In August, you will receive an email from Transportation regarding your child's assigned bus stop, bus number, and approximate time of pickup and drop-off. If you have questions regarding this information, please call the Transportation Office at 952-988-4115. If you need to request a bus or make changes to a child's bus stop, fill out the form on the [Transportation website](#).

students are expected to have exemplary behavior on the bus. If a student is acting in an inappropriate manner, the incident is handled by the driver or reported to school staff for appropriate follow-up action. If your child reports a problem on the bus to you, there are several steps you can take.

1. First, help your child brainstorm ideas for handling the problem responsibly themselves and offer lots of encouragement to try these ideas.
2. Next, you should have your child talk to the bus driver about the situation.
3. If issues appear to be ongoing, and attempts to resolve the issue by your child are not working, call the school office and a member of the Student Support Team will work

with the students involved. *If a problem affects the safety or wellbeing of riders, the student should report it to the bus driver immediately.*

During the first week of school, students will receive training in bus safety and appropriate conduct. The [Safety Rules](#) as well as a [Bus Safety Video](#) can be found on the [District Transportation website](#). **Please review these expectations for bus safety with your child.**

The following are the rules of safe behavior:

1. Students remain a safe distance from the roadway while awaiting the arrival of the bus. They should refrain from destructive or dangerous behavior at the stop.
2. Students enter the bus in an orderly manner and go directly to a seat and remain seated until the destination is reached. The bus driver is authorized to assign seats if necessary.
3. Students keep their hands, arms, and heads inside the bus.
4. Students do not throw objects in, around, or out of the bus.
5. All articles such as athletic equipment, books, musical instruments, etc., must be out of the aisles. If the items are too large to be kept out of the aisle, the article is too large to be transported on the school bus. For safety purposes, articles that create a hazard will not be transported.
6. The emergency door is for emergencies only. Students should not touch the safety equipment.
7. The school bus is tobacco- and drug-free.
8. No weapons or look-alike weapons are allowed on the bus in accordance with the school district's weapons policy.
9. Students shall follow all directions given by the bus driver.
10. Students are to be courteous to other students, other adults, and the bus driver, and refrain from profane language.
11. There shall be no eating or drinking on the bus except on field trips or co-curricular trips when prearranged and supervised by a teacher or coach.
12. There shall be no animals of any kind on the bus.
13. Students who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. If crossing a street is necessary, it shall always be done 10 feet in front of the bus. This means that the student should be able to see the face of the bus driver. The driver shall hold the bus with warning lights flashing and the stop arm extended until the crossing is completed.
14. Students shall refrain from dangerous behavior including pushing and shoving in school bus loading and unloading zones. Students shall enter and leave the bus in an orderly manner.
15. Students will be held responsible for any damage to the bus, and they will be expected to make restitution.
16. It is the responsibility of the parent or guardian to review with their student on a timely basis the rules for bus ridership. It is expected that the parent or guardian will support the school in enforcement of this policy.

We ask that you discuss with your child these guidelines for bus safety. Please remember — bus transportation is a privilege, not a right. This privilege will be withdrawn for inappropriate behavior.

*For additional information, please click on the links below:

- [Policy 707: Student Transportation Services](#)
- [Policy 711: School Bus Video Camera](#)

My Stop App live GPS information(is this still correct)

My Stop is a web-based application that families can use to track their child's bus in real-time. This service will be especially useful during days when winter weather has slowed transportation. You can access My Stop at [this link](#) or on our [transportation webpage](#). You can also download the My Stop App on Apple or Android platforms.

Parents can sign in to MyStop with their child's district username and district password.

- Student's Username is first4of LN followed by first4of FN followed by last 4 of their school id e.g.: WhitAile1234
- Student's PW is their FN&LN initials followed by their 6-digit lunch PIN e.g.: AW987654
PW is case sensitive

Tech Support: For all questions regarding My Stop, please contact IT at mystop@hopkinsschools.org. Do not contact the Transportation department, as they cannot answer questions regarding My Stop.

Nutrition Services

Gatewood offers breakfast and lunch on all school days. Nutritious school meals are a vital link to the physical and intellectual fitness of students. The monthly [Breakfast & Lunch Menu](#) is posted online.

Breakfast

A nutritious and balanced free breakfast is offered to students in their classrooms after arriving at school in the morning. Students are encouraged to eat and drink all of the food they take so they are nourished and ready to learn for the entire morning without wasting food.

Lunch

Each class is scheduled in the lunchroom for 30 minutes. The Hopkins School District serves a variety of nutritious meals for lunch each day, or students may choose to bring lunch from home. The lunch provided at school includes a hot entrée, milk, fruit/vegetable, and bread items. Students may substitute a variety of sandwiches for the main meal.

State and federal guidelines require students to have milk with their lunch. There are two exceptions: students may bring a note from home requesting lactose-free milk or students may receive juice or an orange drink if they have a note from the doctor stating the student's name, food allergy, and what the substitute beverage is to be. A note is needed each year for our records if this affects your child.

No Soda or Pop for School Lunches brought from home:

The Hopkins School District tries very hard to instill in our students good eating habits. One way we do this is by not allowing students to bring soda or pop to school as part of their lunch. Water, milk, or juice are great options, however if a child brings pop or soda as part of their regular school lunch, we will ask them to bring it home to enjoy there instead of at school. Thanks for your support by not allowing your child to bring pop or soda to school for lunch.

Dietary Restrictions

If your student requires a special diet, please fill out the [Student Diet Request Form](#)

Payments

Starting in the school year 2023-2024, Hopkins Public Schools is joining Minnesota's Free School Meals Program. All students can get one breakfast and one lunch free of charge each day at school. One milk is included with the free meal. An extra milk, or a milk only will be charged at 60 cents.

You can make payments and check balances online through the Parent Portal. Please click on [Parent Portal](#) to access your students account. Parents may also pay for student lunches with cash, or check payable to Hopkins Royal Cuisine.

Application for Educational Benefits

Starting in the school year 2023-2024, Hopkins Public Schools is joining [Minnesota's Free School Meals Program](#). All students can get one breakfast and one lunch free of charge each day at school. Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important! Your child(ren) may qualify for other benefits like reduced fees at school and activities. Your application may also help the school qualify for education funds.

[2025-26 Application for Educational Benefits](#) are available here. If you have questions about the application, please contact school nutrition staff at (952) 988-4060. A new application must be completed each year.

For further information, call 952-988-4060. You can also visit the [School Nutrition Services website](#).

Snacks

Students have a daily snack break. Students are encouraged to bring a healthy snack to school every day. Snacks high in sugar, fat and/or caffeine are discouraged. We recommend a snack from one of the food groups rather than a high-energy treat. Please do all you can to support sending a snack to school each day with your child.

Some ideas for peanut free, nutritious snacks include: whole grain crackers, Rold Gold or Old Dutch pretzels, Nabisco Wheat Thins, Cheez-It's, Keebler Club Crackers, Kix, Alphabets Cereal, Cheerios, graham crackers, etc.

Cell Phone & Personal Electronics Policy

Students do not need a cell phone in school. Because of the potential for distracted behavior, students are discouraged from bringing cell phones, smart watches and personal electronic items to school. ***Our school policy is that we do not allow students to have cellphones out during school hours.*** If a cell phone comes to school, it needs to remain in your student's locker or backpack. If a phone or personal electronic device is damaged, lost or stolen on a bus or on school property, the school is not responsible. For more information, the complete policy can be found here: [Gatewood Personal Technology Policy 2024-2025](#)

Arrival: Cell phones and personal electronics need to be turned off and stored in backpacks before you get out of a car or off the bus.

During the day: If seen or heard during the school day, a staff member will place the phone in a Ziploc bag labeled with your student's name, and it will be stored in the office until a parent or guardian comes in to pick it up. (We have had some parents delay picking up the phone for a week or two to help their child understand the importance of following school rules and expectations.)

Dismissal: Cell phones and devices can come back out when you get seated in the car or on the bus.

If you need to get a message to your child during the school day, please call the office at 952-988-5250 and we will get the message to your child by 1:45p.m.

Thanks for your help with this matter! We want our students interacting with friends and learning and not their devices.

Digital Citizenship & Internet Use

Computers and technology are important resources in our children's learning. Students and teachers have many resources available to them via technologies that enhance, enrich, and extend learning experiences and the district curriculum.

Students use the internet for research and information. These resources provide many excellent sites for our students; however, there are places on the internet that are not appropriate for children.

Our goal is our children's safe and appropriate use of the computer and technology resources. Our school district has installed a filtering program that blocks sites that are deemed inappropriate. While these filtering programs are effective, an important part of our technology education program is teaching our students the proper, appropriate, and ethical uses of these resources. Our classroom teachers, media specialist, and school staff do this on an ongoing basis. We emphasize education, supervision by staff, clearly defined expectations, and user agreements.

We have developed the following guidelines for the use of technology and the Internet in our school:

- Use of the computers, technology, and the Internet must be in support of the mission of Gatewood School and the Hopkins School District.
- Computer and technology usage must have a learning or curriculum purpose.
- Internet access is intended for school-related projects and research only.
- Students using the Internet must have direct staff supervision.
- Students may not "surf the net" without a specific topic or purpose.
- Teachers will have preset bookmarks and home pages, if feasible.
- Instruction is provided for students in proper use of search programs on the internet.

If your home has internet access, we recommend you also discuss with your children safe and appropriate usage at home. The web sites www.safeteens.com and www.safekids.com provide some excellent information and guidelines.

If your child does not have Internet access at home, please contact the district technology help desk at (952)988-4111 to help with resources.

Through education, supervision, and understanding of roles and responsibilities, our children will have continued and safe access to many technology resources.

- [Policy 524: Acceptable Electronic Resources Use](#)

Fees & Scholarships

Throughout the year, money may be collected for various activities such as field trips, band instrument rentals, yearbooks, etc.. Payment may be made with check, cash, or through the online Parent Portal. Always indicate on the check or in a separate note what the money's for and your child's name and teacher's name.

Scholarships

Gatewood Elementary School has scholarships available to any student or family unable to afford field trips fees or other costs that arise during the year. Contact your child's teacher or the main office at any time if we can assist with the fees. *We also gratefully accept donations to our scholarship fund. Please send a check or money to the school office labeled "Scholarship Fund" if you are willing and able to donate. Thanks in advance for helping all of our students experience the opportunities available to them.*

Property Losses and/or Damage

Students are loaned a variety of school items each year including textbooks, desks, chairs, and lockers. It is the students' responsibility to take care of these items and keep them in good condition. If a child is negligent in the care of their loaned items, a fee will be assessed depending on the damage to the item and the item's value. These fees are to be paid prior to the end of the school year. Students also need to act responsibly with their own belongings. If they choose to bring an item from home and it turns out to be misplaced or missing, the school will not be held responsible for the item.

Book Replacement

As we purchase textbooks and library books, we make selections we hope will serve students for a number of years. Because of the investment we make in learning materials, we ask that you reimburse the school for the replacement cost of lost or damaged books. This will ensure the availability of materials for current and future students. If you have questions about the replacement or cost of a lost or damaged book, please contact the Media Specialist at 952-988-5250

Additional Student Expectation Policies

For additional information about District 270 policies associated with student expectations, see the following links:

- [Policy 413: Anti-Harassment, Safe Learning Environment Policy](#)
- [Policy 501: Weapons Policy — District-Wide](#)
- [Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [Policy 506: Student Conduct and Discipline](#)
- [Policy 514: Bullying Prohibition](#)
- [Policy 524: Acceptable Electronic Resources Use](#)

Outdoor Recess & Playground Expectations

All students should plan to go outside for a 30 minute recess each day. If the temperature is 10 degrees below zero or the windchill is -10 degrees or below or if it is raining, students stay inside.

The weather in Minnesota is unpredictable. We ask for your support and cooperation in making sure your child is dressed appropriately for school each day by dressing in layers and wearing weather appropriate clothing. In the winter for health and safety reasons, students should wear coats, hats, mittens or gloves, boots and snow pants. If you need assistance obtaining winter gear for your child(ren), please contact the Gatewood office at 952-988-5250.

Label all clothing with your child's name as these items often end up in the Lost & Found.

Playground Expectations

Teachers review playground expectations and equipment use with students frequently, and teachers supervise at recess. Guidelines on the playground are: be safe, be fair, be kind, follow instructions, and use equipment the right way. If you have questions or concerns about your child's recess experience, please contact your child's teacher.

Lost & Found

Please impress upon your student the importance of taking responsibility for their belongings. Label all of your child's belongings with their name. When lost items are found with names, we can return them to students. Every day we find items without labels that end up in Lost & Found. Gatewood's Lost & Found is located in the hallway near the main office, and there are also items left near the Playground doors from when students go outside. Have them check all areas, and their classroom as well. We do not have sufficient room at school to store these items for extended periods of time. Families are able to come to school anytime to look through items in Lost & Found. Items are also displayed on tables during conferences. At the end of each term, all unlabeled and unclaimed clothing is donated to a local charity.

Dress Code

Clothing should be comfortable and appropriate for both outside and classroom conditions. Students, under the guidance of their parents, have the right to choose their manner of dress and personal grooming to assure that it is respectful to oneself and others. Cleanliness and good hygiene are encouraged. Hats and headwear are allowed. All written messages on student clothing must be respectful. Shirts that promote the use of drugs, alcohol or tobacco are not allowed. If student's clothing does not follow these guidelines the school will contact you.

Items NOT Allowed at School

Students should not bring these items to school because they can disrupt learning:

- Toys
- Trading Cards
- Gum, candy, pop, energy drinks
- Fidgets (unless previously discussed as part of a learning plan with the teacher)
- Sprays, cologne, perfume
- Personal sports equipment (baseball bats, skateboards, etc.)

Birthday Celebrations & Classroom Treats

Birthdays are important! We recognize the birthday of each and every child at our school through the morning announcements. Additionally, teachers have different ways of recognizing the birthdays of students in their classes to make the students feel special. Please speak with your child's teacher about how you can partner to make the day special.

We have a responsibility to help students establish and maintain lifelong, healthy eating habits. Schools can help promote positive choices by providing healthy celebrations that shift the focus away from food and to the child. The [District Wellness Policy \(Code 533\)](#) states, "Community building activities and celebrations that involve food during the school day should be limited." We also have seen an increase in food allergies and sensitivities in our students. Many allergens are not easily found on food labels, which can lead to health issues.

Individual teachers decide on age-appropriate ways to recognize birthdays within the school day. Some examples include: special activities chosen by the birthday child, families coming to read a book to the class, extended break time, etc.

If children want to hand out birthday party invitations at school it should be done discreetly. Please ask their classroom teacher the best way of doing so.

School Safety & Drills

Hopkins School District 270 and Gatewood Elementary School consider the health and safety of students, staff, and visitors top priority. We are committed to providing an environment that is reasonably free from crisis situations and to preparing students, staff, and visitors to respond immediately and appropriately to any crisis situation that does occur.

State guidelines require all public schools in Minnesota to hold five fire drills and five lockdown drills during the school year. We also practice a tornado drill in the spring of each year. We conduct these drills so that students will know what to do in case of an emergency. We encourage you to have similar drills at home as well.

What is the common language Gatewood uses when addressing school safety?

We keep our language positive and supportive. We remind students that when we want to improve on a skill, we practice it. Basketball players practice dribbling and passing, piano players practice songs, readers practice reading, and we practice safety by holding drills. We let students know that it is unlikely that we would ever need to follow the procedures due to a real emergency, however we want them to confidently know what to do just in case.

What are the guidelines the students need to follow during a drill?

When holding the drills, we set very high standards of conduct, and we are proud of how our students meet the expectations for **using quiet voices** and **following adult directions**. The instructions we follow have been set by experts who know how to best keep students safe in the cases of severe weather, fire, or the need for a lockdown.

How are teachers prepared to conduct drills?

Just like our students, practice improves performance. Behind the scenes, we talk about different reasons we might need to follow safety procedures. We discuss the importance of calmly running drills so that students feel calm as well. After each drill, staff members provide feedback about what went well and make needed adjustments to improve our practices.

Where are the meeting spots for the different drills?

We intentionally do not share specifics about our drills, including meeting spots. Know that depending on the situation we have different meeting locations around the building and grounds. *Know that when we choose meeting locations, safety is our top priority.*

In summary, you can be proud of your children and Gatewood staff; and the way we calmly, quietly and respectfully practice our drills. Practice, in combination with safety enhancements in each of our buildings, help us to maintain safe learning environments for our children. Thank you for your ongoing support as we work to bring out the best in our students in all situations.

If you have any questions regarding our school or district safety procedures and plans, please call George Nolan, Principal at (952) 988-5251.

Visiting School

Our school community welcomes you and looks forward to your visit. Minnesota State Law requires all visitors to check in at the office.

Arrangements to visit a classroom or child during the school day must be made in advance with the classroom teacher. This ensures that the lesson and learning underway in the classroom is not disrupted by an unexpected visitor.

Forgotten items: If your child forgets their lunch or belongings at home, drop them off in the main office. A staff member will deliver the item(s) for you.

Lunch visitors: You can visit your student for lunch. Follow the Procedures for Visitors listed below. Your student may invite one or two friends to join you, and you will eat in the Tiger's Den just outside the main lunchroom.

Procedures for visitors:

- Come to the main door (Door A). All other doors are locked during the school day.
- Check in at the office and get a visitor badge. Even if you visit our school often, you need to check in and put on a visitor badge that is easily visible.
- At the end of your visit, return to the office to check out.
- If you are picking up or dropping off a preschool student, you must use your issue key card to enter the secure doors. No need to check in at the main office.

Thank you for supporting our procedures to keep all of our students and staff safe.

Volunteers

Our Gatewood school community welcomes volunteers! Please call the Gatewood office at 952-988-5250 for additional information on what volunteer opportunities are available, or if you have a specific skill set you would like to offer.

For District 270 policies associated with volunteering, please see [Policy 653: Volunteer Management Policy](#) and the [Hopkins Public Schools Volunteer Application](#).

Parent Teacher Organization (PTO) - How to Get Involved

Gatewood has an active Parent Teacher Organization that provides outstanding support for our school. Through fundraising, the PTO financially supports field trips and many other educational enhancements at our school. See the many events sponsored by the PTO here! Being an active PTO member is a great way to connect to our community and meet other families at Gatewood. If you would like to volunteer to help with an event, please contact gatewoodpto@gmail.com

Gatewood Mission Statement

At Gatewood, we are an inclusive community that values diversity and each student's unique story. We use inquiry and environmental education to advocate for social change and care for our world.

Hopkins Public Schools District Mission Statement

In Hopkins, we are working collectively to set the standards for the future of educating our scholars so they are prepared for today and for whatever tomorrow brings.



Our Mission

Hopkins Public Schools serves the community by welcoming all learners, honoring culture, and inspiring remarkable growth and achievement. Our district is a special place and unique in many ways. We are academically focused, but also human focused. There is no typical Hopkins student, and we value that diversity. We are a blend of faiths, cultures, and backgrounds.

Everyone belongs in Hopkins.

Our Values

In Hopkins, our core values represent how we show up to work every day. The more we are able to embody and embrace our core values, the more successful we will be in our goal of reaching Vision 2031.

The values that define us are:

- Authentic Inclusivity
- Intentionally Adventurous
- Optimistic Innovation

- Humility of Heart
- Vigilant Equity
- Love

VISION 2031

Hopkins Vision 2031 is a vision of innovation created with the core belief that every student deserves a brilliant future. It is the result of multiple avenues of feedback designed to find out what our community, staff, and students think a world-class education should look like and what traits each student in the graduating class of 2031 should have.

To learn more, please click on this link: [Vision 2031](#)

Gatewood Character Strengths

As a Gatewood Gator, your child will take part in our character-development focus areas as we explore and develop character traits each month such as resilience, honesty, creativity, kindness, and more. We recognize our learners as deep thinkers who are curious, capable, and ready to explore the world around them as we help them reach their personal level of academic greatness. Character strengths are incorporated by classroom teachers into daily instruction. Once a month students are nominated by their teachers and recognized for demonstrating character strengths at assemblies.

Gatewood's Character Strengths are: Global Mindedness, compassion and celebration of a diverse learning community. Our goal is to have students appreciate the values of our outdoor environment.

Neighborhoods

Gatewood has four neighborhoods that are made up of staff and students in inclusive learning communities. It's an opportunity for students to make connections and foster community. Types of Neighborhood events may include gym time, reading together, an art or craft project. It's an opportunity for students to get to know other students in other grades, as well as connect with staff they may not know.

Curriculum & Class Organization

The majority of Gatewood students are in homerooms by grade level. Gatewood's Kindergarten classrooms spend about 60 percent of their time outside with our outdoor immersion program. During the school day, students may transition to another classroom for a variety of learning and outdoor curriculum experiences.

All students have the opportunity to work with several Curriculum Resource teachers. Our students will receive 60 minutes of instruction from one of the following Curriculum Resource teachers for a specific amount of time per school year:

- Music teacher
- Physical Education teacher
- Art teacher
- Spanish teacher
- Naturalist (School Wide Enrichment)
- Counselors (SEL)
- Students may also have the opportunity to learn from the Media specialist in the library.

Gatewood students are introduced to a broad curriculum at each grade level. Our teachers work within their classrooms and with grade-level teams to present the curriculum most

effectively. Some material is presented to the entire group of students, and reinforced with small-group and individual support.

- Science of Reading
- Math

To learn more about our instruction and support of language learning, checkout our [Language Guidance Document](#) ([English](#), [Spanish](#), [Somali](#)). This describes our goals and approach to instruction that supports language development and reading instruction. It also identifies support and resources for ELL students and Spanish language instruction.

Throughout the day, children also have systematic instruction in social studies, language arts, science, art, health, music, and physical education. Students engage content through subject specific lessons and through the units of inquiry that engage with the following themes:

- Who We Are
- How We Organize Ourselves
- How the World Works
- How We Express Ourselves
- Sharing the Planet
- Where we are in Time and Place

These themes help students connect their learning in different subjects and allow for opportunities to inquiry using our IB PYP framework.

Students in grade 5 may also choose to participate in either band or orchestra and participate in the capstone project called the PYP Exhibition.

Our staff also includes Special Education staff, an ELL teacher, and paraprofessionals who work with individuals or groups of students to meet their social or academic needs.

Social Emotional Learning & Counseling Services

Our school counselors provide a variety of services for students at Gatewood. Each homeroom has regularly scheduled sessions of Social Emotional Learning (SEL) guidance. Some of these classes involve presentations of our district SEL curriculum, [Second Step](#).

Some students may also be involved in ongoing small group work focused on areas such as family change, social skills, and problem solving. A parent/guardian's permission is required for participation.

A primary focus of the counseling program is to help children deal with immediate concerns and difficulties. You may contact the teacher or counselor directly to access this kind of support. Our hope is to promote a climate that educates and supports the “whole child” at . If you have any questions, or need assistance, please contact Mr. King (School Counselor), at (952)-988-5255.

Media Center

Gatewood features an outstanding media center and staff. Our media center and technology resources enhance the learning experiences of all members of our learning community. A Media paraprofessional assists both students and staff in the media center. Our technology specialist helps to coordinate our computer training, computer network, and software.

We have an excellent book collection that meets a wide range of needs and also complements our curriculum. Our resources feature electronic access to encyclopedias and interactive books. You can also visit the Gatewood Media Center Website for additional information and resources.

Class Assignments

It is our goal to have every student in an instructional setting that will allow him or her to learn as much as possible in a safe, secure and supportive environment. Classrooms, being heterogeneous in their make-up, have a wide variety of talents, abilities and interests. A balanced classroom is in everyone's best interest. Class lists are started in May by the teaching staff and reviewed in August. Your child's current grade level divides the children into balanced class groups for the following year since they know the students and their learning styles very well. Class lists are made public at our Back to School event to allow us time over the summer to make adjustments to the classes as needed to account for students leaving Gatewood and new students joining our school.

The following factors are considered in placement of students: academic achievement & potential, personality, friendships with other students, family input, diversity, learning style, and special learning, emotional or behavioral needs.

Parent Input

We believe that parents/guardians have valuable information to help teachers with the class assignment process. You will receive a questionnaire that will be given to parents sometime in May. Please fill out and return the questionnaire in a timely manner so we can consider your input. You will be responding to questions on the form regarding your child's needs in the areas of learning, social and emotional development. These forms will be shared with the teachers in your child's current grade level and with the teachers in next year's grade level as well. Remember that you are only providing information to guide us in the class placement of your child. Do not request a specific teacher on the form, as that is not a factor considered in class placements. We are unable to honor such requests. *The final decision for placement remains with the teaching staff and principal.* After school begins, please allow at least one month for your child to build relationships with the new teacher and classmates before requesting a look at the placement. It is important to provide this time and space so that children can adjust to their learning environments.

Homework Philosophy

At Gatewood homework is viewed as an opportunity for parents and school staff to work cooperatively to assist children in gaining the skills and abilities necessary to become self-directed learners. Family involvement and support in homework activities have proven to be positive influences on student learning. Homework may vary, depending on the grade level and teacher. A few years ago the staff, along with a group of parents, created guidelines meant to clarify homework expectations and the purpose of meaningful homework.

THE PURPOSE OF HOMEWORK

- Provides children with opportunities for reinforcement and extension of classroom learning.
- Allows children to independently practice learning concepts.
 - Promotes life-long learning.
- Advances a sense of responsibility for work completion.
- Encourages the development of skills related to becoming a responsible adult.

COMMUNICATION ABOUT HOMEWORK

- Teachers will inform families about homework assignments (e.g. web pages, calendars, Peek of the Week, special notes, student assignment books).
- Families will be informed at the beginning of the school year at our Back to School event of regular assignments (e.g. Spelling, math facts, book reports, etc.) and expectations for homework completion and quality.
- Classroom teachers or grade level teams will address expectations of reasonable daily homework time requirements.
- Students will be encouraged, both at home and school, to make steady progress toward the completion of special (i.e. extended or long term) projects through creating and following informal or formal timelines.

Families are encouraged to stay in touch with teachers via email, voicemail or notes with questions or any special circumstances that the school needs to know concerning homework and its completion.

WAYS FAMILIES CAN HELP THEIR CHILDREN

- Help your child organize their homework space and materials.
- Monitor your child's use of time.
 - Plan when homework will be completed each day, taking into consideration other daily commitments and the need for family time.
 - **Create time to read (shared or independent) with your child daily. Regular reading is a proven support to overall school and life success.**
 - Build in regular discussion times about school activities during family conversations. These discussions develop your child's ability to communicate about their learning and demonstrate a value for learning.
 - Encourage your child to come to school each day ready to learn (e.g. encourage your child to get a good night's sleep and to eat a good breakfast, etc.).

The Gatewood staff encourages a parental role in homework that provides both support and interest. Please know that we are looking for homework assignments that reflect your child's needs. Assignments are generally designed to reinforce skills taught at school and provide an opportunity for your child to practice in a more independent context. When appropriate, we encourage families to extend and reinforce learning through activities not assigned as well: visit museums, zoos, have your child use math at the grocery store or restaurant, etc. Your child's homework should be an important learning experience supported cooperatively at home and school. We appreciate all you do to enrich and support the learning of your child at home. School success is a partnership between home and school, with both sides working as a team to help the child reach his or her potential.

Testing

Gatewood is an International Baccalaureate Candidate School.*¹ We at Gatewood believe all students are capable of growing in their knowledge, understanding, and skills. We believe various forms of assessment throughout the year allows interested parties to gather and reflect on evidence in order to support learning and inform instructional practices. We believe that student, family, and caregiver participation in this process is essential.

For more about our goals and developing practices around assessment, please review the Gatewood Assessment Guidance document ([English](#), [Somali](#), [Spanish](#)). Additional information about state and district testing can be found below.

District assessment calendar:

<https://www.hopkinsschools.org/fs/resource-manager/view/7e84efa7-12fd-4ccb-b1f9-084ff1db289d>

TESTING

Minnesota State Assessments

Minnesota state-wide assessments are given to students in grades 3, 4, and 5. The purpose of these tests is to assess student, school, and district progress. MCA testing will take place in the spring. You will receive information from us about the dates of this testing. You can best support your child by making sure she or he is well rested and has had a good breakfast on testing days.

Additional Information about school testing is on the [district website](#) or in the principal newsletter.

¹ *Only schools authorized by the IB Organization can offer any of its four academic programmes the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit www.ibo.org.

MINNESOTA COMPREHENSIVE ASSESSMENTS

The Minnesota Comprehensive Assessments (MCAII) will be used to evaluate reading and mathematics in grades three, four, five and six. The science portion of the test is taken in fifth grade. All students throughout the state of Minnesota will take the tests in April or May. The mathematics and reading tests contain both multiple-choice and open-response items.

These tests will provide information as to how well students, schools, and districts are meeting identified standards. They are designed to give accurate information for students of all ability levels. In addition to individual student information, school and district level results will be reported in the newspaper by subject area, in terms of percentages of students who fall within four levels. These test scores are used to determine a school's adequate yearly progress. Exemptions from the statewide testing requirement are only permitted under very special circumstances.

MEASURE OF ACADEMIC PROGRESS, OR MAP

The Hopkins School District adopted the Northwest Evaluation Association (NWEA) computerized adaptive tests called Measure of Academic Progress or MAP in 2005. This "norm-referenced" test compares individual students and groups of students to a typical or normal national sample of students. A purpose of norm-referenced tests is to provide a means to gauge an individual student's achievement against a typical, national group of students' achievement at the same grade level. Each year, students in grades three through six complete the reading and math MAP assessments. The MAP assessments are used to measure your child's progress or growth in school.

Conferences

You and your child will be invited to participate in at least two conferences during the school year. Fall conferences will take place in October, and spring conferences will take place in March. These important meetings provide valuable information about your student's growth in their learning and social skills. Between conferences you are invited to contact the teacher with questions or comments regarding your child's progress with their goals. There may be other times during the school year when communication between parent and teacher is necessary. If your child seems troubled, confused or unhappy about school, email or call their teacher.

If you as a parent or guardian require accommodations to effectively participate in the education of your child please contact the school or district office.

Report Cards

Report cards will be sent home at the end of each semester, which will be at the beginning of February and at the end of the school year in June.

Restorative Culture

Restorative Culture & Practices

Steeped in the traditions of indigenous people and communities of color around the world, Restorative culture (RC) & practices (RP) adhere to a belief that people are profoundly relational, interconnected and inherently good.

At Gatewood, we use Restorative practices to build a community that honors these interconnected relationships. Restorative practices are also used to repair relationships when harm has been caused, therefore addressing the needs of all people impacted by the harm. The focus of Restorative practices is on prevention, intervention, and reintegration into the school community. For more information about restorative practices, please follow the links below:

TEDx: [Restorative Practices in Schools Have Power to Transform Schools](#)

Video: [What are Restorative Practices In Schools](#)

Video: [Continuum of Restorative Practices](#)

Video: [The Social Discipline Window in Restorative Practices](#)

Student Behavior

Elementary Progressive Response to Behavior			
Distracted (D1) *Hopkins Universal Behavior Referral Form	Distracting (D2) *Hopkins Universal Behavior Referral Form	Disruptive (D3) *IC	Dangerous (D4) *IC
AN ISSUE OF PERSONAL ENGAGEMENT	AN ISSUE OF COMMUNAL ENGAGEMENT	BEYOND AN ISSUE OF ENGAGEMENT	AN ISSUE OF SAFETY
I am impacting myself and/or <i>distracting</i> from my learning.	I am <i>distracting myself and a few others</i> . I am <i>disrespecting</i> myself and the learning space.	I am being <i>disruptive</i> . I am <i>disrespecting</i> the learning community at large.	I am acting in an unsafe manner. <i>I am disrupting the physical and emotional safety of myself and others.</i>
Description: Individual behavior in the learning environment that <i>impacts the student's personal learning</i> .	Description: Behavior that <i>impacts the student's learning as well as the learning of others</i> .	Description: Behavior that impacts the majority of the students and stops the progression of learning for the whole class.	Description: Behavior that impacts the safety of any student or adult.
Examples of Distracted Behavior: - Avoiding class without permission - Non-academic use of devices	Examples of Distracting Behavior: - Touching other's property without permission - Wrestling and roughhousing	Examples of Disruptive Behavior - Directed use of profanity - Insulting or abusive language - Argumentative	Examples of Dangerous Behavior: - Possession/use of a weapon - Possession/use of illegal/illicit substance - Pyrotechnics
- Sleeping/head down - Doing unrelated work - Defacing school property.	- Using device to distract others - Talking over teacher - Casual use of profanity - Refusal to follow	- refusal of teacher direction - Provoking or instigating conflict in class or on social media - Verbal abuse,	- Arson - Assault - Physical fighting - Cyber bullying - Bullying - Theft - Sexual, racial,
	teacher directions	threat, intimidation • Peer conflict	religious, or gender harassment • Threat to harm to another person

The IB learner profile in the PYP

As an IB Authorized school Gatewood uses The Learning Profile to help support and encourage positive approaches to learning and relationships in the classroom.

The IB learner profile represents a broad range of human dispositions, capacities and traits that encompass intellectual, personal, emotional and social growth. Developing and demonstrating the attributes of the learner profile is an expression of what the IB means by international-mindedness.

The IB learner profile permeates all facets of school life in the Primary Years Programme (PYP). All members of the learning community from the youngest learners to school leaders to parents, educators and beyond, have a responsibility to be guided by and demonstrate a commitment to the development of the IB learner profile attributes.

[Learner Profile Traits](#)

Family Resources

If you or a family member are in need of resources, please click the link below that will guide you to resources located in Hennepin County.

[Resource West](#)

ICA

Local therapists

Local Daycares

HourCar: non-profit car sharing

- Hourcar (<https://hourcar.org/>) is a non-profit car sharing service in Twin Cities. People can get a membership and rent cars for brief periods for relatively low fees. HOURCAR – Nonprofit Carsharing for Minnesota

Closing Thoughts

Creating a positive elementary school experience for your children sets them on a path to success in middle school, high school, college, and beyond. As a parent myself, I can tell you that the effort and energy that you put into your children's education today will reap countless benefits for many years to come.

Parenting is not easy...but it is worth it! Be involved, be supportive, and be the best person and role model you can be for your children. When families and school staff work together as a team to support children, amazing things can happen. Although life is busy, we need you to be active at Gatewood during the elementary years.

Thank you for taking the time to look through our handbook. If you notice information missing from it that you would like to see added in future years, please let Josie Kroics, or me know. We want this to be a useful document for our families as we work as a team to make Gatewood Elementary School an amazing place to learn, work, and grow!

Dr. George Nolan - Principal

THANK YOU!

We would like to thank you for believing in our Gatewood staff. We promise to do our best to support, educate, and develop your child in a safe, healthy , and supportive school environment.

Gatewood Elementary School
14900 Gatewood Drive Minnetonka, MN 55345
Phone: (952) 988-5250
School Hours: 9:33 am – 4:05 pm
Office Hours: 8:00 am-4:30 pm
Website: gatewood.hopkinsschools.org



Gatewood Elementary
Student Handbook Receipt Confirmation