

Gately Academy Family Handbook

A Guide for Students, Parents and Staff

2011-2012 School Year



Gately Academy's mission is to provide a safe and enriching academic environment where students with learning differences can explore their role in the world as learners and members of the community.

Gately Academy

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Introduction & Welcome

Welcome to Gately Academy! We are delighted that you have chosen the Academy and we are sure your child will have a wonderful year.

This handbook contains guidelines, policies and information about the Academy. We hope the information will be a useful reference throughout the school year. We suggest that students and their families read the family handbook together. Don't worry if it seems like a lot of information. Once your child is actually in school this information will make sense and school life will seem much easier.

As students become a part of the school, they will learn and practice necessary academic, social and life management skills. Students participate in the Academy by giving their best effort as learners and citizens. All students are expected to demonstrate respect and cooperate with teachers and other students.

Again, welcome. We are looking forward to a great academic year.

Philosophy

Gately Academy strives to meet the unique social, emotional and academic needs of middle school students. Many of our students have a learning disability and in order to be successful, it is our belief that students need a small, multisensory classroom that helps increase their academic skills and enhance their self-confidence.

A History of Providence Youth Services

Providence Youth Services (PYS) is a division of Portland's Providence Medical Center/Behavioral Health Services. PYS opened in 1986 on NE Broadway, originally serving adolescents suffering from acute emotional issues that kept them from being able to attend school. The name Gately was chosen to honor Sister Loretta Gately, an early Sister of Providence dedicated to bringing education to mining towns and other remote settlements in the West.

In 1997 a summer day camp was started for ADD/LD children. Gately Academy grew out of this program when parents expressed the need for a middle school to serve underserved ADD/LD students. With the parents' active support, Gately Academy opened in September 1998. As enrollment increased, the need for a larger facility became imperative. After an intensive search, we found and extensively remodeled our current site, a former private school. The move to a new school facility in 2003 provided an excellent opportunity to help meet our expanding population of middle school students.

Gately Academy has a multidisciplinary team that includes administrators, licensed academic teachers, a social worker, an art therapist/teacher and a school counselor.

Staff

An important component to ensuring the success of each student is to have faculty who fully understand the developmental characteristics and unique learning needs of middle school students. It is also important to develop and implement a curriculum that addresses the unique needs of individual students. The Academy is fortunate to have a very professional, creative, knowledgeable and caring staff.

Parents as Gately Academy Partners

Parents are crucial partners in their child's education here at Gately Academy. Consistent communication with parents is a way of life at Gately. Parents receive frequent feedback from the teachers and do an excellent job of keeping the staff informed of issues at home which could become barriers to the learning process such as medication changes, change in sleeping habits, or changes affecting the family.

We are committed to regular communication throughout the year so parents are well informed about their child's progress. Along with the informal communication process of phone calls, e-mails and curb-side chats at the end of the school day, formal communication happens through scheduled parent-teacher conferences, mentor/liaison reports and report cards.

Gately's parents participate in their child's education by:

- Supporting their child in completing homework
- Volunteering 30 hours each school year
- Communicating in a timely and open manner with Gately staff
- Making tuition payments by the 15th of each month
- Informing the school of other adults who can pick up their child
- Maintaining a positive school environment for students and other parents, both in and outside of school
- Informing the school of any medication changes, and providing an emergency supply of those medications

Volunteering is a crucial component that adds greatly to the success of Gately Academy. We are reliant upon our talented family volunteer contributions. Our hope is that each family can give 10 hours/trimester, which equals 30 hours a year. Our Volunteer Coordinator will provide an ample list of ways that parents can satisfy this request for assistance, which might include such activities as serving on various committees that serve the school (Library, Technology, Fundraising, Marketing, Festival of Trees, etc), assisting with the annual Art Festival in February, and helping out with field trips. There is sure to be a need that will match each family's skill and interest level.

Academic Programs & Opportunities

Mentor Group

Gately Academy students begin each day in a mentor group (9 students to one mentor teacher). The main intent of these meetings is to build and model positive social skills and create a strong and caring student community. Students are also encouraged to take leadership roles at the school and we often talk about opportunities they have. Mentor groups help facilitate effective organizational habits, enhance social skills and set a positive academic tone for the school day.

Key to our mission is to educate students so they gain the academic skills necessary to achieve their fullest potential as high school students. The academic day is designed to include: Language Arts (reading [decoding, fluency and comprehension], processed writing and spelling), Mathematics, Science, Social Science and Fitness/Health. The curriculum and objectives for each academic subject address the Content Standards of the Oregon State Department of Education. Curriculum is enhanced with adapted teaching models and learning strategies.

Mathematics

The Academy provides a multi-year mathematics program designed in accordance with the Oregon State Content Standards and Grade Level Benchmarks. Students study computation, estimation, number theory, measurement, organization of data, probability, Algebra, Geometry, and problem-solving. Students are grouped according to ability level as determined by a skill assessment. The teachers use a multi-modal approach to instruction in order to best serve the unique needs of each student. One of the primary goals of our mathematics program is to help students better understand the role mathematics plays in the real world. We encourage the students to use mathematical language when discussing their problem-solving process. Additionally, students are provided opportunities to work in collaborative groups when they are learning about conceptual and computational skill development.

Language Arts

The Language Arts program has an overarching focus on reading comprehension skills which are reinforced in all content areas. Students receive individualized and group instruction in reading, writing, conventions of grammar and spelling on a daily basis. The following descriptions convey additional information about the major topics covered in Language Arts.

Comprehension

All academic activities emphasize the essential role of comprehension strategies that enhance students' understanding of text before, during, and after the reading process. The comprehension strategies that are taught to help students become proficient readers include: questioning, synthesizing, making inferences, determining importance, relating new to known, visualizing, and using fix-up strategies to repair meaning.

Writing

Students are taught how to write different genres of compositions (i.e. expository, persuasive, narrative, etc). Teachers use the students' varied interests as a springboard for writing and they encourage students to write for meaningful purposes and this helps motivate them to develop their writing skills. Students learn that well written compositions have order, details, interesting words, sentence variety, contain few mistakes and, in general, are enjoyable to read. Students develop their skills by writing their own autobiographies, letters to authors, and articles for the yearbook and web page.

Reading

The reading program is designed to focus on what proficient readers do in order to decode and comprehend written language. Students are taught a variety of word attack and comprehension strategies in order to assist them in making meaning. Some of the reading strategies we use to help students pronounce words correctly include: semantic cues, syntactic cues, and visual cues. Semantic cues aid students in learning to ask themselves “*Does it make sense?*” Syntactic cues use the grammatical patterns of language to know what word should come next. For example, a verb normally follows a noun. Visual cues involve learning the conventions of print, such as, directionality, letter sounds, and punctuation. All students strengthen their abilities to comprehend, interpret and evaluate a given passage by utilizing such strategies on a daily basis. We also use literature as a springboard to teach the 8 different comprehension skills in a variety of forms and genres. For students who have proven to be more proficient readers we also teach literary forms and devices. All students receive instruction in spelling, vocabulary and grammar.

Social Science

According to the Teacher’s Curriculum Institute, “Teaching history in an interactive and engaging way necessitates creating a cooperative, tolerant classroom. In this environment, students will learn to share ideas, to work together cooperatively, to tolerate differences, to disagree honestly, and to take risks. All students will feel valued and respected.” The Academy’s approach to Social Science allows students to “experience” history while enhancing their comprehension, language arts, and social skills by working together. At Gately students learn history through interactive slide lectures, experiential exercises, problem-solving group work, writing for meaningful purposes, and reading a variety of expository and fictional literature.

Science

Science is cooperative discovery. Students learn best when they can make discoveries on their own or in small groups. From these discoveries students are able to form their own knowledge based on theories of how the world works and begin to formulate their discoveries into the structure of the scientific process. An important role of scientists is the explanation of their findings—why they came up with their answers. Gately Academy teaches scientific concepts by having students experience them both in the classroom and in the “real” world.

Art

Students participate in art class twice each week. Art classes are designed to encourage students to express themselves creatively through drawing, painting, collage and the use of three-dimensional art media. Students are taught basic art technique and gain a greater understanding of the elements of art and the use of perspective. Art class also provides students with an opportunity to increase their sense of mastery, frustration tolerance, and problem-solving abilities, which often leads to an increase in self-esteem. Art projects are often an integrated part of the students’ academic assignments.

Fitness

Each week students participate in Fitness, a physically active group that concentrates on increasing physical coordination and building cooperative team skills. Fitness focuses on new activities every four to six weeks and includes activities like soccer, basketball, wall ball and volleyball.

Challenge Course Activities

Students also participate in challenge course activities weekly. In these “hands on” problem-solving games, students find success by working together. They learn to communicate more clearly, to lead more effectively, and to develop trust in themselves and their classmates.

Social Thinking Class (an additional option that is prearranged by parents)

Students participating in Social Thinking receive both small group and individual coaching from experienced therapists in order to learn, practice and reinforce positive social skill building mastery. At the beginning of each group session a specific social skill is introduced and then practiced through role plays, art therapy, and group games. Input from participants' parents, staff and fellow group members is incorporated in participants' individual coaching sessions to further reinforce social skill functioning.

Library

In addition to visiting public libraries, we have teamed up with the Multnomah County Library's School Corps program. The School Corps services teach students to take full advantage of the many resources available at Multnomah County Libraries. Additionally, the Academy is very proud of the recent development and expansion of our on-site library that is available to students, parents and staff.

Service Learning

Service learning is an important part of the Academy. Not only does it provide much-needed help to non-profit community organizations, but it also offers an experience for students to practice their acquired social skills. Our students experience the pride of knowing their work and skills are valuable and necessary. The students have volunteered for several organizations including Providence ElderPlace, Project Linkage, Loaves & Fishes, and Oregon Food Bank.

Field Trips

Small class sizes allow classrooms to schedule field trips throughout the year based on the content area themes. The students have attended Northwest Children's Theatre, Portland Art Museum, local art galleries, and OMSI. We select field trips that are educational, culturally enriching, and fun.

Outdoor School

Every other year (in the spring of odd-numbered years) Gately Academy's 6th grade students have the opportunity to attend Outdoor School, typically held at an OMSI-sponsored site. Current 7th graders who have not previously attended any school-sponsored outdoor education may also be included. Supervision and transportation are provided by Gately staff; OMSI staff present all program content. Sites previously attended are Camp Hancock, Camp Kiwanilong and Camp Magruder.

Student Council

Gately Academy enjoys a strong student governance program through its Student Council, composed of President, Vice-President, Secretary and Treasurer. Elections are held each trimester and elected officials meet weekly with their advisor to plan various school events. In the past year Student Council helped support weekly pizza lunches on Fridays, the end of year all-school luncheon, raised funds to help pay for field trips and 8th grade promotion, and to purchase new fitness equipment.

Student Ambassador Program

Each trimester students have the opportunity to apply for this student leadership program and to serve as Ambassadors for the school. Ambassadors share exclusive duties such as welcoming visitors and leading tours, hosting students who shadow for the day, reporting daily attendance to the office, and assisting at special events and in the school office. Ambassadors are expected to keep homework current, attend weekly lunch meetings, and demonstrate appropriate behavior at home and in all classes.

Homework

We recognize that our students expend a great deal of energy focusing on their work during the school day. We strongly support student involvement in extracurricular/community activities after school. Additionally, we believe students require a reasonable amount of time to relax and engage with family. Gately's approach to homework may be somewhat different than our students have experienced at previous schools. We work with parents, encouraging the development of confident and independent learners.

Studies of children with ADD/LD have suggested that teachers need to assign homework that focuses on repetition and mastery learning of skills previously introduced, can be completed efficiently and with a minimal amount of stress. In consideration of our students' learning needs, the following guidelines are used when assigning homework:

- 1) With teacher assistance and oversight, students keep track of assignments and their due dates through an organizational method that works best for them.
- 2) Before homework is sent home, teachers highlight expectations and answer questions to insure students can independently complete the assignment.
- 3) Long-term projects are a compilation of smaller related assignments.
- 4) Homework is not assigned on weekends nor during vacation periods. Typically, assignments are not due on Monday, nor are assessments scheduled for that day. Enrichment activities are suggested for students who would like to do additional work on the weekend or during vacations.
- 5) If a student is absent, we encourage parents or students to e-mail teachers for assignments. Instructional materials may be picked up from the teacher with advance notification.
- 6) Our 8th grade Mythology/High School Prep class is intentionally designed to be more intense through increased individual accountability. The objective of the class is to prepare students to successfully transition to the increased academic demands of high school.

Mentor Teachers

Each teacher serves as a mentor with assigned students/parents. Communication between the mentor and family is usually about:

- Academic/social skill updates
- Medication issues
- General concerns

Teachers in each subject area are responsible for communicating with parents regarding the course expectations and the student's performance in their class. The fall class schedule indicates the student's teacher for each subject. Parents are always free to contact teachers with questions or concerns.

Student Assessment, Evaluation and Records

The focus of each evaluation is to convey the student's progress on the mastery of skills introduced during the reporting period. The evaluation information is intended for the student and his/her parents. Students receive report cards three times a year and they reflect the student's portfolio of assignments, assessments and any additional student records.

Gately Academy maintains records on each student. Student records include admission application forms, records from previous schools, progress reports, report cards, attendance reports, standardized test results, health records, behavior records, and correspondence. Student records are used by the faculty and are open to inspection by parents upon request. No one else has access to the records without the consent of the administration, parents, or both. Gately Academy admission forms and behavioral records *do not* become part of a student's cumulative record file and are not forwarded to any other school.

Gately Academy Rules & Guidelines for Students

- Be kind
- Stay safe
- Work hard
- Follow directions

Gately uses the two concepts of *respect* and *responsibility* for setting standards of behavior. In order to create a positive and supportive community, we expect that each student will:

Respect Self & Others

- Make positive choices
- Treat all students and staff with respect
- Politely listen to feedback

Respect School Environment

- Be considerate of others' feelings and personal space
- Respect one another's confidentiality
- Be honest
- Use appropriate language
- Make safety a priority -- tell staff or parents about any violent or threatening behavior (even if that's difficult to do)
- Respect school and personal property
- Follow all safety and clean-up procedures
- Keep the campus clean
- Keep hallways clear of belongings and cubbies neat

Responsibility

- Contribute to a positive learning atmosphere
- Act to solve problems for yourself and others
- Be on time and come prepared for all classes and activities

It is important for students to feel safe and to be safe at Gately. Behaviors that are considered inappropriate include:

- Bullying: physical gestures, aggressive language and/or teasing that is intentionally intimidating
- Physical expressions of affection, i.e. holding hands, hugging, etc.
- Rough play that pushes the limits of safety

Violations of physical behavior guidelines may result in loss of break time, social interaction time or other privileges, calls to parents or suspension.

Non-Negotiable Rules

Gately Academy has three non-negotiable rules. They are:

- 1) Zero tolerance for violence toward people or property. Any damage to school property or the property of others will be charged directly to the student(s) involved.
- 2) Illegal drugs, alcohol, tobacco, lighters or matches, fireworks, drug paraphernalia or weapons (including small pocket knives) cannot be brought to school.
- 3) Students cannot come to school under the influence of illegal drugs, alcohol or inhalants.

There are no warnings given for the violation of non-negotiable rules. Students are made aware of the rules during their initial school orientation. Immediately after orientation, all students are held accountable for these rules.

When a non-negotiable rule is broken the student is removed from the group and the parents are contacted. The Administration or teachers decide on an appropriate consequence, which may include sending the student home for the day, suspension or expulsion.

If a student is going to be sent home for breaking a non-negotiable rule, the student's parents are contacted and they are expected to pick their child up in a timely manner. Requirements for the student's return to Gately will be communicated, either by e-mail or phone. Students must have completed the assigned requirements before they can return. Upon return to school there will be a re-entry conference to include the student, parent/s, involved staff and administration.

Conflict Resolution

In the event that a family has a concern regarding their child, we request that they first discuss it with the teacher/s. If this discussion fails to resolve the situation, the family is encouraged to call the director to discuss their concerns. The director will attempt to resolve the problem and, if necessary, will call in other involved parties.

Clothing Standards

Clothing should be clean, comfortable, suited to the school activities and the season. Flat or low-heeled shoes must be worn at all times. *Gately Administration decides if clothing does not meet the dress code standards.* Violations of the clothing guidelines are handled on an individual basis. Students will be required to switch into Gately-provided clothing if their clothing is inappropriate. We suggest that students label all clothing and personal property with their last names.

The following guidelines apply:

- No halter tops or cut off T-shirts (i.e. no exposed midriiffs)
- No flip flops or other open-toed shoes; heel straps are required for safety reasons, as our students move through a variety of physical activities and classes during the day that require appropriate footwear
- Tank-top shoulder straps should be at least 3 finger-widths wide
- No clothing and/or jewelry with inappropriate pictures or sayings related to drugs/alcohol, violence, gangs, weaponry, vulgarity or sexuality
- Any clothing with large holes, torn/ragged edges, etc is inappropriate to wear to school
- Clothing that is too revealing such as tight pants and tops, very short skirts or shorts (hems must be at least fingertip length), sagging and/or very baggy pants and any garment that allows underclothing to show should not be worn to school
- No wallet chains or heavy metal jewelry
- Sunglasses, hats or hoods may not be worn inside the school building

Due to the nature of the students we serve, Gately reserves the right to minimize any distracting behavior, items or attire.

Personal Belongings, Electronic Devices & Cell Phones

Students and families assume personal responsibility for loss or damage to any electronic devices (including cell phones, handheld games, music players, etc.) that are brought to school. It is our policy that students are not permitted to use cell phones during the school day and will be required to turn off and put any cell phone away out of sight during school hours. Misuse of phones or handheld games during class time will result in confiscation for the remainder of the day.

Students are not allowed to trade or sell items of any sort at school.

Research has demonstrated that some students who listen to music can better focus on their studies. At Gately, following teachers' direct instruction, students have the privilege of using individual music players during independent worktime. Students may also listen to their own music during breaks and lunchtime. **Sharing of music is not permitted, however.** If students do so, their music players will be confiscated for the remainder of the school day and parents will be contacted.

Absences

Though Gately teachers willingly give attention in the case of excused absences, it is still impossible to reconstruct the classroom learning once it has been missed. Therefore, we request parents not schedule appointments or vacations during scheduled school hours/days.

If an extended absence is unavoidable, please let us know as soon as possible. When feasible, the teachers may be able to give advance assignments. In most cases, work will need to be made up upon the student's return to school.

General policies regarding absences:

- Excused absences will be granted for illnesses or emergencies. Absences for other reasons, especially extra vacation days, are not excused. However, they may be considered as excused on a case by case situation by the director. Teachers should be notified in time to allow special assignments or make-up of the missed class work. Examinations and tests missed during an absence must be taken at the convenience of the teacher after the student returns.
- Gately Academy should be notified by telephone at 503-215-2672, or e-mail at gatelyacademy@providence.org, by 8:30 a.m. if a student will be absent from school.
- Medical and dental appointments should be scheduled during vacation periods or after school. If dismissal from school for these reasons is absolutely necessary, a note from the parent/guardian to the teacher/mentor *or* the office manager indicating the reason for dismissal and the time of departure and return is necessary.
- Students who have been absent for one day are asked to e-mail or contact the teacher/mentor, who will collect the following day's assignments. For longer absences, assignments and books may be picked up at the classroom after arrangements have been made with the teachers.
- Students who have been excused for illness will be allowed 2 days for each day missed to submit make-up work.

Inclement Weather Policy

Gately Academy follows the Portland Public Schools decision about late openings or school closures due to weather. If there is any doubt about weather issues, please check radio/TV/internet news sources for more information (a definitive website is <http://pdxinfo.net>). You may also call the school office; the voice mail announcement will advise of closure status. Please do not send your student to Gately if PPS has announced a closure, as staff will not be on site. If a late opening is announced, we ask that students **NOT** arrive before the adjusted starting time.

Illness or Injury, Medication, and First Aid

Accidents and Illness

If a student becomes physically ill or is injured while at school, the nature of the illness or injury will be assessed. Staff will decide if the student should be removed from the classroom or is in need of emergency medical services. Should emergency services be required, staff will get the student to the nearest hospital and notify parents as soon as possible.

Students who are ill may be removed from the classroom and parents will be notified. The family is responsible for arranging or authorizing transportation home, if necessary. Medical emergency reference forms containing the parents' and designated alternates' telephone numbers are kept on file and carried on all outings. An injury report form will be completed and placed in the student's file in any instances of injury at Gately Academy.

If a student has been exposed to, or is absent because of, a communicable disease or condition (i.e. pinkeye, impetigo), the parent will be asked to call Gately immediately. Health Bureau regulations for control of communicable diseases govern the student's return. Gately Academy reserves the right to request, at any time, a physician's permit for re-entry.

Medications at School

If it is necessary for prescription or over-the-counter medications to be given to your child at school, the following steps must be taken in order to dispense medications in accordance with Providence Portland Medical Center's policy and Oregon statutes:

- 1) All prescription medications must be contained in properly labeled pharmacy containers that include the student's name, the dosage, expiration date, prescribing physician's name and a clearly identified administration schedule.
- 2) All over-the-counter medications **must be provided by the parents** and are required to be in their original containers.
- 3) Medications are stored in a locked container at school. In order to keep an accurate record of medications dispensed, a medication log is maintained. The log is checked every time a request is made to insure the student receives the proper medication and prevents a mistake in the type of medication.
- 4) A 72-hour supply of any medication a student normally takes during a 24-hour period must be kept at school in case of emergency. This supply must be kept current regarding dosage or any changes.

First Aid

All staff members have been certified in CPR. A first aid kit is maintained at school and in any Gately-operated motor vehicle.

Safety

Fire/Earthquake/Lockdown Drill Procedures

Fire drill procedures and a map with exit routes are posted in the school building in accordance with local fire ordinances. An unannounced fire drill occurs at least once per month. All staff and students are taught the proper fire exits and procedures. The date of fire drills is logged and kept on file.

Staff and students are also taught what safety measures to take in the case of earthquake. Drills occur throughout the year.

Lockdown procedures are instituted if administration receives notice from local authorities. Staff are well-trained in the actions necessary to keep students safe.

A detailed Emergency Response Plan can be found in each classroom/office.

Emergency Policy

In the case of a catastrophic emergency in which transportation may be interrupted or extremely difficult, Gately staff is committed to staying with all students until they can safely be reunited with their families.

Upon admission, each student's family is asked to provide a 72-hour supply of medications, which *must* be kept current. In addition, most Gately staff are trained in CPR and we are within easy walking distance of Providence Portland Medical Center. We also ask families to fill a Gately-provided container with emergency items from a list that can be found in the back of this handbook. In the event of an extended emergency, the kits will be utilized, with shared use of all supplies.

In an emergency, Gately will make every effort to contact parents as soon as possible. If the Gately phones are inoperable, parents may call the Providence Portland Medical Center switchboard (503-215-1111) for news, as well as the Providence Health & Services Disaster Hotline (503-216-4444). In the case of damage or unsafe conditions at the school, we would utilize PPMC services as needed and take students there if necessary for safety.

Student Drop Off/Pick Up & Parking

Classes begin at 8:45 a.m.. Students may enter the school beginning at 8:30. We respectfully ask that students **NOT** arrive before 8:30, as staff is not available to supervise them. Due to safety and liability concerns we ask that students remain with a parent until the doors open at 8:30. At the end of the school day, staff supervise students for 10 minutes outside for pick up. If students have not been picked up by that time, they are brought into the school for continued supervision in the classroom.

Please follow the traffic pattern indicated on the map enclosed in the back of this handbook (travel south from NE Everett toward NE Couch on 50th). This helps mitigate traffic congestion during peak drop-off and pick-up times. Always drop your child on the curbside near the school for safety. You may also park in the lot across NE Couch Street. Please do not park in the lot designated for

Church parking only. Our neighbors have asked that access to their driveways not be blocked and that the designated school zone speed limit be observed.

Telephone Calls and Personal Messages

Gately accepts emergency calls for students and attempts to relay messages during the day. It is not always possible to deliver messages in a timely manner, especially those messages received near the end of the day. Parents who wish to arrange transportation changes or send personal messages to students are asked to call as early in the day as possible to insure that the message is delivered.

Students are not to initiate phone calls from school without a teacher's permission.

Lunch and Snacks

Students are required to bring a lunch to school that does not need refrigeration, microwaving or heating. We strongly urge parents to be sure that students bring a substantial lunch, and request that caffeine and/or high sugar content foods (candy, cookies, soft drinks, etc.) be excluded or kept to a minimum. Occasionally we will provide lunch for special outings or events. Parents will be notified in advance if lunch is being provided. Designated times will be provided for snacks throughout the day. Students who need snacks should bring nutritional snack foods *in addition* to their lunch.

Visitors

Parents and other community members and professionals may visit the classroom while it's in session provided prior arrangements have been made with the teacher. As part of our admission process, parents of prospective students are invited to tour the classrooms for brief periods of time. Prospective students are also asked to shadow for a day prior to acceptance at Gately. Current students will be told in advance when visitors will be coming.

Admissions

Gately selects its students with care, making every effort to ensure that Gately is the best choice for each student. Enrolled students enjoy the first opportunity to re-enroll for the next school year, assuming academic and behavior expectations have been met. Enrolled families are asked to meet re-enrollment deadlines in order to guarantee their space.

Non-Discrimination Policy

Gately Academy does not discriminate on the basis of sex, race, religion, color, sexual orientation, or national and ethnic origin in the hiring of staff, administration of educational policies, student admissions, financial aid or other school-related programs. Gately Academy/Providence Youth Services is an Equal Opportunity Employer.

Tuition

Upon acceptance, families are asked for a non-refundable deposit to secure their enrollment. The deposit is subtracted from the annual tuition and the balance is divided into 10 equal installments.

Statements are mailed home at the first of each month (August-May) and payments are to be made by the 15th. Any payments made after the 15th will incur a \$25.00 late fee.

Tuition is not refunded if a student should leave. Families who are not current with tuition payments will not be allowed to re-enroll until their account balance is resolved. Should a family find that special consideration is necessary due to financial obligations, the office manager should be contacted as soon as possible to establish an alternative payment option and avoid delinquency. If no arrangements have been made and payment remains delinquent for a second month, parents will be notified in writing that their student will be placed on a leave of absence until the balance has been satisfied.

Academic and Activity Fees

Because our students have the opportunity to take many interesting field trips each year (see Academic Programs section) a general activity fee of \$250 is assessed at the beginning of the school year. This fee will cover all outings, transportation and associated costs throughout the school year.

Gately students also create a wonderful yearbook each year. There is a separate fee to cover production costs, and students receive the yearbook just prior to the last day of school.

Financial Aid

Gately and its fundraising committee raise money each year for student scholarships. The amount of financial aid provided is determined by the amount of money raised and the number of applicants who qualify and have been identified as eligible. Financial aid is used to help families who demonstrate financial need. All awards are based on demonstrated financial need. No award covers 100% of the cost of tuition; the maximum financial aid award is approximately 40%.

Applications for financial aid are sent to the School and Student Services by NAIS (National Association of Independent Schools). SSS is a national screening organization that calculates a family's 'expected' financial contribution based on information provided by the family. Gately's Financial Aid Committee reviews the SSS reports and assigns an amount of aid based on the total amount of funding available in a given year. Please realize that **timely submission of the application is necessary** in order to be considered for aid. These dates are available in the office.

All commitments for financial aid are for **one year**. Families must reapply each year to be considered for aid. It is Gately's goal to provide continued support if the need continues to be demonstrated.

Providence Youth Services Programs

Gately Academy

Gately Academy is a private, non-denominational middle school that serves the needs of students in grades 4-8 whose educational needs may previously have been underserved. Many of the students have learning disabilities which may include attention deficit disorders. The Academy provides multi-sensory academic instruction for all students. **The goal of Gately Academy is to help prepare students to be successful in high school.**

Providence Adolescent and Family Outpatient Services

This clinic provides individual adolescent and family counseling after school and in the evenings. The goal of the clinic is to provide therapeutic assistance to help adolescents and their families explore healthy solutions to their concerns. Information regarding insurance coverage is available upon request.

Gately Summer Academy

The Summer Academy was created to provide intensive instruction for rising 4th, 5th & 6th graders who are struggling readers and/or writers, or who wish to improve math skills. Using multi-sensory techniques, experienced teachers provide a six-week daily focus on reading, writing and math skill acquisition. Students love the classes and most often show significant gains.

Gately Social Thinking Summer Camp

Gately Social Thinking Summer Camp is designed to help students entering grades 6-9 who are looking to develop or improve social interactions. The emphasis focuses on building social thinking skills through fun indoor/outdoor practice-oriented activities and cooperative games. Campers visit prearranged locations twice weekly in order to practice social thinking skills with new people in different settings. Professional counselors provide plenty of direction and coaching.