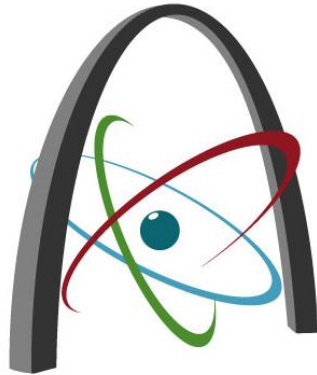


2021-2022  
STUDENT/PARENT  
HANDBOOK



GATEWAY SCIENCE ACADEMY  
of  
**ST. LOUIS**



[www.gsastl.org](http://www.gsastl.org)



[info@gsastl.org](mailto:info@gsastl.org)



## GSA 2021-2022 ACADEMIC CALENDAR

<p>2-4: New Teacher Orientation 5-13: All Staff Summer Institute 12-13 Student Orientations 16: First Day of School</p> <p>12 Student Days 19 Returning Staff Workdays 22 New Staff Workdays</p>	<p><b>AUGUST 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>17: Parent/Teacher Conferences Thursday, 12:30-6:30 17: Early Dismissal at 12:00 pm 18: PD Day-V (No Students) 21: Presidents' Day - No School</p> <p>18 Student Days 19 Staff Workdays</p>	<p><b>FEBRUARY 2022</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12		13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
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# Gateway Science Academy Middle & High School

*It's a Great Day to be a Gator!*

MS Principal                      HS Principal  
**Dr. Brian Schick**                **Dr. Mustafa Icel**

Assistant Principal of School Culture, High School  
**Ms. Jacquelyn Hibbler**

Assistant Principal of School Culture, Middle School  
**Ms. Rebecca Austin**

Assistant Principal of Academics, Middle School  
**Dr. Sukru Kaya**

Assistant Principal of Facility Operations  
**Mr. Bilal Gurses**

Counselors  
**Mrs. Yasemin Ozkaya**, College Counselor  
**Dr. Suleyman Karaman**, College Counselor  
**Mr. Nicolas Cruz**, High School Counselor  
**Ms. Amanda Taylor**, Middle School Counselor

Nurse  
**Ms. Jillian Monshausen**

Administrative Assistants  
**Ms. Ana Juricic**  
**Ms. Amra Alibasic**  
**Ms. Kayla Green**

\*\*\*\*\*

**Address: 5049 Fyler Avenue**  
**St. Louis, MO 63139**  
**Phone: 314-261-4361**  
**Fax: 314-261-4364**  
[infomiddle-high@gsastl.org](mailto:infomiddle-high@gsastl.org)  
[www.hs.gsastl.org](http://www.hs.gsastl.org)

**School Hours:**                      7:51 AM – 2:41 PM Mondays, Tuesdays, Thursdays, Fridays  
7:51 AM - 1:30 PM Wednesdays  
7:51 AM – 11:40 PM Early Dismissal

**Office Hours:**                      7:30 AM – 4:00 PM  
**Detention Hours:**                Tuesday Detentions  
2:45 PM – 3:40 PM

**Saturday School:**                Friday Detentions  
2:45 PM – 4:45 PM  
Scheduled Saturdays Only  
8:00 AM – 3:00 PM

*Visit the GSA-St. Louis website for key information*

[www.hs.gsastl.org](http://www.hs.gsastl.org)



# Gateway Science Academy Smiley Elementary

*It's a Great Day to be a Gator!*

Principal  
**Mr. Nuh Celik**

Assistant Principal of Academics  
**Dr. Janet Moak**

Assistant Principal of School Culture  
**Ms. Kathie McCann**

Counselor  
**Ms. Robyn Gunn**

Nurse  
**Mrs. Anne Knese**, Lead Nurse

Administrative Assistants  
**Ms. Tasha McIntosh**  
**Ms. Selma Avdagic**

\*\*\*\*\*

**Address: 6576 Smiley**  
**St. Louis, MO 63139**  
**Phone: 314-932-7513**  
**Fax: 314-932-7514**  
**Email: [info@gsastl.org](mailto:info@gsastl.org) Website: <http://es.gsastl.org/>**

**School Hours:** 8:00 AM – Classes Begin  
3:00 PM – Dismissal  
8:00 AM - 1:45 PM Wednesdays  
8:00 AM – 11:45 AM Early Dismissal

**Office Hours:** 7:30 AM – 4:00 PM  
Phones are answered between 7:30-2:15 and 3:00-4:00PM

*Visit the GSA-St. Louis website for key information*

[www.gsastl.org](http://www.gsastl.org)

# Gateway Science Academy South Elementary

*It's a Great Day to be a Gator!*

Principal  
**Mrs. Wendy F. Gilliam**

Assistant Principal of Academics  
**Ms. Debi Weaver**

Assistant Principal of School Culture  
**Mr. Todd Robinson**

Assistant Principal of Facility Operations  
**Mr. Mehmet Okay**

School Counselor  
**Ms. Sarah Darby**

Nurse  
**Mrs. Haley Pepper**

Administrative Assistants  
**Ms. Caitlyn Bolozky**  
**Ms. Patrice Jefferson**

\*\*\*\*\*

**Address: 6651 Gravois Ave.  
St. Louis, MO 63113**  
**Phone: 314-669-9000**  
**Fax: 314-669-9944**  
**Email: [info@gsasouth.org](mailto:info@gsasouth.org) Website: [www.gsasouth.org](http://www.gsasouth.org)**

**School Hours:** 8:10 AM – Classes Begin  
3:00 PM – Classes End  
8:10 AM – 12:00 PM Half Days

**Office Hours:** 7:30 AM – 4:00 PM

*Visit the GSA South website for key information*

[www.gsasouth.org](http://www.gsasouth.org)



**Gateway Science Academy of St. Louis**  
**Administration & Governing Board**

**Orville Goerger, Jr.**  
Board President

**Tim Bagwell**  
Vice President

**Ben Diefenbach**  
Board Secretary

**Patricia Hunt**  
Board Member

**Jacquelyn Lewis-Harris**  
Board Member

**Mr. Engin Blackstone**  
Superintendent

**Mr. Matt Sagnak**  
Asst. Superintendent

**Governing Board Contact Info: [gsaboard@gsastl.org](mailto:gsaboard@gsastl.org)**

**2021.2022 BOARD MEETING DATES**

TBD

**GSA MISSION STATEMENT**

The mission of the Gateway Science Academy of St. Louis is to provide quality education with an emphasis on science, mathematics, and technology while balancing all core subjects. We strive to create an atmosphere that provides students, parents, and teachers the opportunity for continuous growth, enabling them to reach their highest potential.

**ELEMENTARY AND MIDDLE SCHOOL VISION**

Our students will enter high school ready to tackle any academic challenge and will excel in the STEM subjects.

**HIGH SCHOOL VISION**

Our students will achieve 100% graduation and college acceptance.

**SCHOOLWIDE EXPECTATIONS**

<i>GSA Middle &amp; High School</i>	<i>GSA Elementary</i>
<i>The Gator Way</i>	<i>GSA ROCKS!</i>
<i>Be Respectful</i>	<i>Respect</i>
<i>Be Responsible</i>	<i>Ownership</i>
<i>Be Safe</i>	<i>Cooperation</i>
<i>Be of Service</i>	<i>Kindness</i>
	<i>Safety</i>



**GSA MS/HS BELL SCHEDULE 2021-2022**

**Bell Schedule  
6th Grade**

<b>Mon, Tue, Thur, Fri</b>		<b>Wednesday</b>	
1st Hour:	7:51 - 8:35	1st Hour:	7:51 - 8:26
2nd Hour:	8:38 - 9:22	2nd Hour:	8:29 - 9:06
3rd Hour:	9:25 - 10:09	3rd Hour:	9:09 - 9:46
Lunch w/3rd hr:	10:11 - 10:31	4th Hour:	9:49 - 10:26
4th Hour:	10:33 - 11:17	Lunch:	10:29 - 10:50
5th Hour:	11:20 - 12:04	5th Hour:	10:53 - 11:30
6th Hour:	12:07 - 12:51	6th Hour:	11:33 - 12:10
7th Hour:	12:54 - 1:38	7th Hour:	12:14 - 12:50
8th Hour:	1:41 - 2:25	8th Hour:	12:54 - 1:30
Advisory:	2:27 - 2:42		
Clubs/Tutoring:	2:45 - 3:35		

**7th/8th Grade**

<b>Mon, Tue, Thur, Fri</b>		<b>Wednesday</b>	
1st Hour:	7:51 - 8:35	1st Hour:	7:51 - 8:26
2nd Hour:	8:38 - 9:22	2nd Hour:	8:30 - 9:06
3rd Hour:	9:25 - 10:09	3rd Hour:	9:09 - 9:46
4th Hour:	10:12 - 10:56	4th Hour:	9:49 - 10:26
Lunch w/ 4th:	10:58 - 11:18	5th Hour:	10:29 - 11:06
5th Hour:	11:20 - 12:04	Lunch:	11:09 - 11:30
6th Hour:	12:07 - 12:51	6th Hour:	11:33 - 12:10
7th Hour:	12:54 - 1:38	7th Hour:	12:13 - 12:50
8th Hour:	1:41 - 2:25	8th Hour:	12:53 - 1:30
Advisory:	2:27 - 2:42		
Clubs/Tutoring	2:45 - 3:35		

### Bell Schedule 9th/12th Grade

Mon, Tue, Thur, Fri		Wednesday	
1st Hour:	7:51 - 8:35	1st Hour:	7:51 - 8:26
2nd Hour:	8:38 - 9:22	2nd Hour:	8:29 - 9:06
3rd Hour:	9:25 - 10:09	3rd Hour:	9:09 - 9:46
4th Hour:	10:12 - 10:56	4th Hour:	9:49 - 10:26
5th Hour:	10:59 - 11:43	5th Hour:	10:29 - 11:06
Lunch w/6th hr (before)	11:45 - 12:05	6th Hour:	11:09 - 11:46
6th Hour:	12:07 - 12:51	Lunch w/7th hr	11:49 - 12:10
7th Hour:	12:54 - 1:38	7th Hour:	12:13 - 12:50
8th Hour:	1:41 - 2:30	8th Hour:	12:54 - 1:30
Clubs/Tutoring:	2:35 - 3:30		

### Bell Schedule 10th/11th Grade

Mon, Tue, Thur, Fri		Wednesday	
1st Hour:	7:51 - 8:35	1st Hour:	7:51 - 8:26
2nd Hour:	8:38 - 9:22	2nd Hour:	8:29 - 9:06
3rd Hour:	9:25 - 10:09	3rd Hour:	9:09 - 9:46
4th Hour:	10:12 - 10:56	4th Hour:	9:49 - 10:26
5th Hour:	10:59 - 11:43	5th Hour:	10:29 - 11:06
6th Hour:	11:46 - 12:30	6th Hour:	11:09 - 11:46
Lunch w/ 6th hr (after)	12:32 - 12:52	7th Hour:	11:49 - 12:26
7th Hour:	12:54 - 1:38	Lunch w/ 7th hr	12:29 - 12:50
8th Hour:	1:41 - 2:30	8th Hour:	12:53 - 1:30
Clubs/Tutoring	2:35 - 3:30		

### ADMINISTRATIVE DECISION

In all decisions concerning the application of school rules and policies to a given situation or student, when and if all appeals are addressed, the decision of the administrators of GSA shall be final. In all cases, **GSA will follow all local, state and federal laws pertaining to child safety.**

### ALCOHOL, DRUGS, AND RELATED ITEMS

Sale/purchase, use/under influence, distribution, receipt of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, controlled substances, prescription drugs, or substances represented by the seller to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, controlled substances or prescription drugs, as well as drug paraphernalia is prohibited on campus or school sponsored events.

### ANNOUNCEMENTS

Student and school announcements and communications will be shared in a variety of ways. Students and parents are encouraged to check postings on a regular basis. Announcements may be shared via Facebook, SIS notifications, rapid notification system, school email and other methods deemed appropriate.

### ASSEMBLIES

Assemblies will be scheduled throughout the year. Students are expected to show respect for those leading the assembly or performing. Assembly attendance will depend upon the students' behavior. Students who cannot conduct themselves as responsible members of an audience will be removed from assemblies and consequences may include loss of assembly privileges up to and including suspension. Students not attending will be assigned a place for supervision.

### ATTENDANCE & ABSENCES, GENERAL POLICY

#### Attendance Rules

Any time a student is not in school, he or she misses out on learning experiences. Regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers, and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school. Missouri School Law under the Compulsory School Attendance subsection places the burden of responsibility for school attendance on the parent/guardian. (R.S.MO.167.031). **It is better for the child to be late to school, or present for a portion of the day, than not to attend at all.**

Parents/Guardians have a responsibility for requiring and promoting their child's regular school attendance, the first step in achieving academic success. The purpose of the attendance policy of GSA is to encourage regular school attendance. Regular and punctual attendance is an important factor in a student's success in school.

An integral part of the learning experience is the interaction between students and teachers. Students who are absent from school are not able to participate in class discussions, small-group activities, or class experiments. They miss out on explanations of concepts and ideas that will appear on homework assignments and tests. Missing school results in poor work habits, lower grades, lower self-esteem, and a lack of self-discipline. In the event of an attendance problem, parents and the school shall cooperatively work to resolve the situation.

Since there is a direct relationship between attendance, grades, and success in school, GSA believes that students must maintain a good attendance record. This attendance policy has attempted to establish reasonable standards regarding absences with the purpose of encouraging and supporting students toward achieving the highest possible academic success.

### Absences

All absences must be called in to the school office before 8:45 AM. Please leave a detailed message on our answering machine. Calls to report absences are our best assurance that all students are safe. If we do not receive a call from your family about your child's absence, the absence will be counted as an **Absence Without Reason**.

If the Office does not receive a telephone call from a legal guardian giving a reason for the student's absence, a telephone call from school officials will alert the parents of the absence. The parent/guardian then has the opportunity to contact the school to clarify any discrepancies. Parents may also check daily attendance in SIS (Student Information System) through the parent portal. Any absence not verified by the parent/guardian after the student returns to school will count as an **Absence Without Reason**.

### Attendance Procedures & Actions/Administrative

**Note that any time a student is not in attendance at school, it is counted as an absence.** Attendance is required by the State. **The State does not differentiate between absent with reason and absent without reason.** Per the State of Missouri students are expected to be in attendance 90% of the time or better for the school year. The school will send letters on a monthly basis for those students who have less than 90% attendance. When a student experiences a large number of absences, with or without reason, a conference with the parent and administration may be held and the student's name may be referred to the juvenile court system for truancy. This reinforces the priority of being at school unless there are extreme circumstances preventing it. Habitual truancy may result in retention in the current grade level.

### **Topics Directly Related to Attendance and Absences:**

**Any time a student is not present, it counts as an absence.** Student attendance will be marked as follows:

- **Present**  
Here on time for the entire school day.
- **Tardy**  
Within the first 30 minutes of the start of school, students will marked Tardy. **After 30 minutes late students must be signed in at the office by a parent/guardian** and the time of arrival will be noted. Any missed time accumulates and counts against a student's overall minutes present per state expectations. As a reminder, the minutes of tardiness can and will eventually equate to an unexcused absence and will fall under consequences listed for unexcused absences.
- **Absences With Reason/Without Reason**  
Any time a student is not present for any reason, it counts as an absence.

Absence due to suspension is addressed on page 36-37.

### Attendance At School Activities

Students **MUST** attend school during the school day hours to participate in any after school or evening activity. All students who represent the school in activities must meet, in full, all scholastic and organizational requirements for participation

Students may **NOT** miss more than two hours of a school day to attend/participate in any after or evening activity. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the administration a **WRITTEN** doctor's note stating that the student may participate in the activity. **Students who have been assigned ISS or OSS will NOT be allowed to attend after school or evening activities for the days they are suspended.**

**Make-Up Work During Absences**

Students will be required to make up missed work.

Any student who was absent from school has the responsibility of following up with teachers to obtain the missed assignments upon returning to school. The student is also responsible for completing all class assignments and examinations. **Students will be given the number of days they were absent to receive full credit for their assignments.** If a student cannot complete the assignments or examinations before the end of the grading period, an "incomplete" will be given. If a student is going to be absent during the last week of the grading period, it is crucial that the student make arrangements with the teacher in order to receive credit for that grading term.

**Pre-Arranged Absences**

If a student plans on being absent for more than three consecutive days, arrangements can be made through his/her teacher to receive work in advance. Such request must be in written form or emailed to the main office and teachers.

**Sign-Out Procedures**

- Students must never leave the school building without permission and/or without their parents signing out. Failure to follow this policy is unsafe and may result in disciplinary action.
- Legitimate reasons for leaving early will be accepted providing a note signed by the parent is presented to the school.
- Once signed-out, the time the student left will be noted and will count against attendance.\*\*
- Students shall not be dismissed from school while final exams are being given.
- Attendance shall be checked and recorded each class period.
- Students participating in school-sponsored activities are NOT considered absent.

\*Students 17 years of age or older may sign themselves out with written permission from a parent for each time.

\*\*Students who have individualized course schedules will be coded based on their required attendance time.

**We may be unable to facilitate an early dismissal in the 20 minutes prior to official dismissal time. This is a very busy time for the office as we prepare for dismissal.** We encourage parents to pick up their children at the regular dismissal time to maximize instructional time and ensure student safety.

**Tardies**

See page 13 for **tardies**.

**ATTENDANCE & PROMOTION**

Being present and engaged with the curriculum and instruction is a critical part of grade level learning. Students whose attendance is below 90% for the year may have attendance taken into consideration as a basis for promotion to the next grade or course credit.

**BEFORE & AFTERCARE (ELEMENTARY SCHOOLS)**

Before care hours: 6:00-7:30 am (Smiley), 6:00-7:45 am (South)

After care hours: 3:30-6:00 pm (Smiley), 3:10-6:00 pm (South)

Students picked up within 15 minutes of dismissal will not be charged.

Invoices will be sent at the beginning of each month through Kinderlime. Payments are due 10 days before the last day of the month. Outstanding balances may be turned over to a third party entity for collection and/or the student may be restricted from attending Aftercare. Additional information concerning Aftercare, including rates and payment information can be obtained from the school office.

**Commented [1]:** What page is this referring to?

**Commented [2]:** \_Marked as resolved\_

**Commented [3]:** \_Re-opened\_  
I think it should be page 14 now.

### **BICYCLES**

Students may ride their bikes to school. A bike rack is provided for students. GSA assumes no liability for the use or security of bikes brought to campus. Students are required to walk their bikes while on the parking lot.

### **BIRTHDAYS/CELEBRATIONS**

**The school does not allow food and other outside items to be brought into classes or lunches to recognize birthdays.** However, the school will recognize student birthdays each month, with summer birthdays included in May or August.

If you would like to celebrate with your child during lunch, you are welcome to join him or her. Please sign in the main office before meeting your child in the cafeteria. We encourage parents who are bringing food for their own child's lunch to stay and enjoy the time with their child.

### **BOOK BAGS / BACKPACKS**

All book bags and backpacks must be kept in lockers. Small bags and purses may be acceptable at the discretion of the school administration. **The school will not be liable for any loss, theft, or damage to valuables, book bag, or its contents.**

### **BULLYING**

Bullying is an act that is done on purpose and on multiple occasions, establishing a pattern of behavior, in the following ways:

- Physical bullying happens when there is kicking, hitting, taking people's belongings or other acts that hurt people physically
- Verbal bullying happens when people are teased in an unkind way or are called hurtful names (this can include racial slurs, derogatory comments about values, religion, appearance etc., or anything that can cause another student to become uncomfortable)
- Indirect bullying happens when people spread rumors, use gossip against another, intentionally exclude someone, or use inappropriate gestures
- Cyber bullying happens when people are teased or threatened through the use of email, cell phones, text messaging, social networks, or other electronic methods that cause disruption to school.

Gateway Science Academy calls upon students to behave kindly and respectfully to others; acts of unkindness/disrespect are not acceptable. Bullying is the systematic tearing down of another person. GSA will investigate and respond to acts reported as bullying. There are ways in which students, staff, parents and guardians can help to address concerns. For students, if you see a friend or another student being picked on and you don't feel comfortable telling the person to stop, there are things you can do to help get the situation addressed. Tell a friend, tell your parents, tell a teacher, tell a counselor, tell a principal, or write a note and deliver it to a trusted adult.

The administration of GSA asks every student, with the support of his/her parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include students who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

According to *Missouri House Bill 1583, Section A, Section 160.775*, "bullying" means intimidation, **unwanted aggressive behavior**, or harassment that is **repetitive or is substantially likely to be repeated and** causes a reasonable student to fear for his physical safety or property; **substantially interferes with the education performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school.**



This policy protects GSA students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender.

**Bullying is prohibited:**

- 1) during any school-sponsored or school-sanctioned program or activity;
- 2) in school, on school property, at school-related events or on any means of transportation to/from school-related events.
- 3) through the transmission of information from a GSA computer or computer network, or other electronic school equipment;
- 4) when communicated through any electronic technology or personal electronic device while on school property, on buses or other transportation, and at school-sponsored or school-sanctioned events or activities;
- 5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school- related or sponsored program or activity;
- 6) when it is a violation according to the student handbook that occurs off campus or outside of school hours but seriously disrupts any student's education (students who exhibit bullying behavior while off-campus or outside of school hours may still be disciplined just as if it occurred at school or at a school-related activity).

**As stated in Missouri State statutes, "several courts have determined that the district policy may also apply to student behavior off school grounds that directly interferes with the operation of the school or endangers the safety of other students or staff."**

**Intervening to Address Bullying**

Responsibilities of GSA Employees who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying, must:

- 1) intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- 2) report the incident of bullying or retaliation to administration as soon as practicable, but within 24 hours
- 3) cooperate fully in any investigation of the incident and in implementing any safety plan established by the Principal/Designee.

In addition to consequences per the handbook for bullying or harassment, the student disciplined may also be required to:

- 4) complete anti-bullying awareness program as designated by the administrator and/or counselor.
- 5) participate in conflict mediation/reconciliation if other student(s) affected are agreeable to such meeting.

**Responsibilities of Students, Parents and Guardians**

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult at school and an adult at home as quickly as practicable. Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Administration as quickly as practicable. Reports can be made to any GSA employee or contractor in person.

Students and parents are encouraged to notify the counselor or administrator via email or other means established by the school (e.g. a Care & Concern Box, incident reporting forms, etc.) of any bullying / safety concerns. Whether you have seen the situation first hand or know that is taking place, it is the responsible and safe choice to let someone know who can help address the situation.

### **CAFETERIA**

The cafeteria offers balanced lunches to students at a reasonable price. Free and Reduced lunch information and applications are available in school Main Offices and applications need to be filled out on a yearly basis at each campus. The rules listed below are to be followed by each student.

- **Gateway Science Academy of St. Louis has a closed lunch. Students are not to have food delivered.**
- Breakfast is available for purchase in the cafeteria approximately 20 minutes before school starts.
- Lunch is available for purchase, or students may bring packed lunches.
- Food and drink is to stay in the cafeteria unless a student is reporting to another location for lunch at teacher direction and with a pass.
- Lunches are not to be shared.
- Parents and students should ensure that money is available in students account. Please monitor in order to ensure funds are available. Payments are due monthly. Parents are encouraged to keep a positive balance of \$30.
- Students who have outstanding balances greater than \$30 may receive an alternate lunch until the balance is paid.

**2021-2022 Meal Prices:** There is no cost to students for the federal breakfast and lunch program this year.

### **CELL PHONES & OTHER DEVICES**

#### **Elementary School Procedure**

Students are to leave cell phones turned off and in their lockers during the school day.

If phones are in view and/or on during class, it will be confiscated and turned over to administration.

#### **Middle & High School Procedure**

Middle and High School students have access to school issued devices during the day for learning activities. Disturbing the learning environment is prohibited. Phones/devices are to be kept in lockers at the start of the first period and are to remain in lockers during the instructional periods. Students will be allowed the privilege to bring and use their devices during lunch for the following purposes:

- Play school appropriate games
- Use apps without using messaging features or texting
- Listen to school appropriate music with earbuds
- Read books
- Check SIS for grades

At the end of lunch, students are to power off devices and earbuds and be prepared to place devices back in lockers. Any student not adhering to the lunchtime tech privilege expectations may lose that privilege for a period of time or indefinitely.

Operation or display of cellular phone, message device or any non-academic electronic devices during instructional times, in the hallways or during classes including but not limited to CD's, headphones, I pods (MP3's), DVD's, e-readers, tablets, etc. will result in the student's device being confiscated and turned into the grade level administrator. Confiscated devices may be searched for improper messages and/or images. The district is not liable for damage, loss or theft of device.

GSA has implemented the following practice once a phone/device has been confand brought to an administrator:

- First Offense- The student will be able to pick up the phone/device at the end of the day or may be returned to the parent.
- Second and Subsequent Offenses- The parent will need to pick up the phone/device in the office.
- Subsequent offenses may require the parent to conference with administration and the student, and additional consequences such as Detention or ISS may be assigned. When other issues accompany cell phone/device use, there are other consequences which may be assigned.

**Work with your child to develop a routine to check text messages or voicemails from you before or after school only. Should you need to contact your child during school hours, please call the main office before 2:00 and a staff member will deliver the message to your child.** Again, GSA is not responsible for lost or stolen cell phones, or any other personal property.

**CLASSROOM DISCIPLINE GUIDELINES**

Teachers and Staff have the authority to assign detentions.

**Offenses**

Classroom disruptions including, but not limited to: excessive talking, out of seat, throwing objects, disturbing others, improper use of electronic devices, note passing and/or other actions which interfere with the educational process are not acceptable. Typically, Level 1 offenses on page 49 are addressed at the classroom level. Below is a typical classroom behavior plan.

**Typical Disciplinary Action**

Initial problem	<ul style="list-style-type: none"> <li>• Teacher confers with student</li> </ul>
Continued problem	<ul style="list-style-type: none"> <li>• Teacher gives student a warning</li> <li>• Teacher contacts parent/guardian</li> <li>• Teacher may try other interventions in class</li> </ul>
If problem is not resolved after warning	<ul style="list-style-type: none"> <li>• Teacher assigns detention and contacts parent</li> </ul>
If problem is not resolved after assigning detention	<ul style="list-style-type: none"> <li>• Teacher refers student to administration</li> </ul>

**CLOSING OF SCHOOL / DISMISSAL OF SCHOOL**

In case of bad weather, due to snow or ice, or other emergency, school may be cancelled or dismissed early. Parents should check the following for announcements of closing. When school is called before the start of the day, begin listening and watching for information on the closing of the Gateway Science Academy of St. Louis between 5:00 a.m. and 7:00 a.m. We will post key closing and other information on our Facebook page as well. Parents will be contacted through School Messenger if school will be dismissed early due to weather conditions.

<u>Radio Stations</u>		<u>TV Stations</u>		<u>Other</u>
KMOX	1120 AM	KTVI/FOX	Channel 2	GSA Website
KTRS	550 AM	KMOV/CBS	Channel 4	Facebook
KWRE/KFAV	730 AM & 99.9 FM	KSDK/NBC	Channel 5	Twitter
				Automated phone message
				SIS Message

### **CLUBS AND ACTIVITIES**

GSA activities are for students currently enrolled at GSA unless otherwise specified per information communicated per the event. GSA offers students a variety of clubs and after school activities throughout the year that meet before or after school. Some activities require parent-signed permission slips for student participation. Some high school organizations and high school athletics must adhere to the policies and guidelines set forth by the Missouri State High School Activities Association (MSHAA).

### **After School Activities**

Gateway Science Academy will offer several clubs. At the beginning of each semester, students will be asked to sign up for the club of their choice. Spaces in clubs may be limited. These clubs are encouraged and free to students of GSA.

Students who wish to start clubs or other activities may do so by finding a faculty sponsor who will seek approval for the club from administration. After the approval, the club may begin. All clubs, sports teams, etc. must be sponsored, supervised and attended by a faculty member.

### **Extra-curricular eligibility**

- Students must meet school attendance requirements for activities.
- Students may not participate in an extra-curricular event if they had an ISS or OSS on the same day. The student may participate on the next school day. If a student is suspended on a Friday, he/she is not eligible to participate until the following Monday.

**Students must be picked up promptly after the activity is concluded. Elementary students not picked up on time will be sent to After Care and fees will incur at the After Care rate. Any repeated violation may result in the student being asked to leave the club.**

### **MSHAA Requirements**

A student in Grades 9-12 must meet MSHAA requirements in order to be academically eligible to participate in interscholastic activities. Current MSHAA requirements will be communicated to students by Activities Director, Athletics/Activities Handbook, and posted on the school website:

<https://www.mshsaa.org/Activities/Eligibility/EligibilityStandards.aspx>

### **CODE OF CONDUCT**

The Gateway Science Academy of St. Louis has adopted a Code of Conduct that organizes student offenses into three levels. Most Level 1 issues will be addressed and consequences assigned by teachers or school staff. Level 2 issues are considered “major” and will be addressed by the school administration. The Code is utilized as a guide for handling student discipline matters. The Code of Conduct is outlined toward the back of this document. At the beginning of each semester it is reviewed with students so that they are aware of various disciplinary offenses and the possible consequences if an offense is committed. The Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of GSA schools and school sponsored events. Parents are to review the Handbook and Code and sign and submit the Success Compact indicating they have reviewed the Handbook and Code with their students. All rules and regulations listed in the Code of Conduct are applicable and enforced at GSA schools. (See page 50-56)

## **COMPLAINT RESOLUTION PROCESS FOR ESSA**

*See Appendix 1*

## **CURRICULUM**

Questions or needs regarding curriculum can be addressed to our Department Chairs or the level Assistant Principal of Academics.

## **DETENTION PROGRAM / DETENTION SCHEDULE**

The art of discipline is the teaching of positive and appropriate student behaviors. It is a process that enables students to make right choices when given clearly defined expectations and classroom limits. When home, school and community work together, every GSA student can be assured of a safe and positive environment in which to learn. Negative behavior takes away from the learning experience and compromises the integrity of the Gateway Science Academy. No one has the right to infringe on another's right to learn. Students serving detention may perform community service at the teacher's or administration's discretion as a way of giving back.

Students may be assigned detention(s) for school or classroom misconduct, excessive tardiness, truancy or for other infractions. Detentions may be assigned by a teacher or administrator for a breach of discipline. Students will need to serve their detention on the day assigned as communicated with parents. Parents are responsible for transportation arrangements from afternoon detentions. Students **MUST** arrive on time to detention.

### **Possible Detention Programs**

Lunch Detentions- students get lunch and report to location arranged by the teacher.

Afternoon Teacher Detentions - students will report to the room of teacher assigning detention or to the school detention sponsor for that day (students should check with assigning teacher)

Friday Detention-specific Fridays only as assigned by the administrator (MS/HS only)

Saturday Alternative Program- specific Saturdays only as assigned by the administrator (MS/HS only)

**Students assigned to detention should attend with a positive attitude and excellent behavior.**

### **Detention Rules**

- Students **MUST** have transportation arranged from school when serving a detention.
- Students **MUST** go immediately to the detention classroom.
- Students **MUST** follow the detention supervisor's directives the first time, every time.
- Students may **NOT** sleep or disturb others during detention.
- Students arriving late will possibly **NOT** be allowed to serve at that time.
- **Students asked to leave detention for NOT following the above rules will be asked to call a parent to be picked up immediately. A minimum of doubling the detention may be assigned.**

### **Removal or Truant from Detention**

Removal from detention is considered a level one offense. Students are expected to be prepared and follow all rules while in detention. Those unable to follow the rules will be removed from detention. **Removal from detention may result in minimum doubling the detention time or ISS.**

### **Missed/Unserved Detention Time**

Unserved detention time may be doubled and may result in a full day of ISS.

## **DISTRICT/SCHOOL PROCEDURES ADDRESSING DISCRIMINATION**

*See Appendix 2*

### **DRESS CODE AND PERSONAL APPEARANCE**

Our building is air conditioned so that extremes in dress are unnecessary. Dress in good taste. The general appearance of students reflects the character of our school to the community. The grooming and general appearance of students affects the classroom climate and the sense of respect for charter school education. The atmosphere of a school must be conducive to learning. It is to this end that GSA has a uniform for students. Students must be in the GSA uniform before, during and after school. This includes school functions and clubs, field trips, etc. unless otherwise noted by staff.

### **DRESS CODE ELEMENTS FOR STUDENTS**

**Shirts and Bottoms-** GSA requires all students to wear **khaki pants, shorts/skorts or capris** with an official **GSA polo** (short or long sleeves). Elementary students wear kelly or hunter green. Middle school students will wear a maroon polo. High school students will wear royal blue polos.

Pants should not drop below the waistline. Students in violation will be asked to put on a belt or use a makeshift belt to correct the problem.

Students may wear long sleeved shirts under their GSA shirts any day of the week.

GSA polos can be purchased through the link on the school website.

**Middle and High School:** Students are allowed to wear grade level colored or gray GSA outer wear that is identified on the school store link as school uniform. In addition, other outerwear may be deemed uniform appropriate per individual school for various allowances.

**Elementary Schools:** Students are allowed to wear any GSA sweatshirts as part of their uniforms.

**Shoes-** Shoes must be closed toed, have a back to them and have rubber soles. Students must always have shoes that are deemed safe by school personnel.

**Jewelry-** Jewelry will be permitted as long as it is non-obtrusive or non-distracting.

### **GENERAL APPEARANCE ON DRESS DOWN DAYS**

Students will be allowed to dress casually on certain days throughout the school year to show Gator Pride or school spirit.

There will be designated Gator Wear Days when students are encouraged to wear their other GSA/Gator spirit wear, team shirts and team/class sweatshirts. In addition, the school or club might sponsor an approved spirit day on which students must follow communicated guidelines.

**Hats, bandanas, do-rags, sunglasses, shower caps, combs, or other non-therapeutic or non-religious headgear are not to be worn inside the building during regular school hours.** These items are to be placed in lockers upon arrival at school and remain during these hours. Spirit Days that call for school appropriate hats would be an announced exception.

Any writing on clothing must be school appropriate. Appropriateness will be determined by school staff. Clothing and/or removable markings that promote drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from campus and must be covered, or removed.

- Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
- Students must wear closed toed and closed back shoes, unless the student has a medical order prohibiting such on file.
- Clothing must cover the chest, torso, and thighs. A general rule of guidance would be no more than six inches from the knee (when kneeling), or below the fingertip when standing. Skirts must be at or below the top of the knee.
- Clothing must cover undergarments
- Clothing must not be see-through.
- Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards or specialized attire or safety gear is required.
- Students and parents/guardians will be informed about dress and grooming standards at the beginning of the school year through the Student Handbook and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.
- Wearing cut or slashed clothing, whether store-bought or handmade, that welcome disruptions will not be allowed. Slashes, cuts or rips on the upper thighs, rear end, front pockets or near private areas on shirts or pants are not allowed. Slashed style clothing may be worn with leggings underneath.
- Chains dangling from clothing or other belongings are considered unsafe and are not allowed in school.
- Any accessories (i.e. purses) often welcome disruptions to the learning environment, therefore teachers may establish an area where students are welcome to keep their items during the class period should there be a need.
- If a student's appearance becomes a disruptive factor in the school, that student will be referred to the office. The student will be required to make the necessary changes. In the event that the changes do not take place in the time allowed, the administrator will prescribe the action to be taken.
- All coats/jackets be hung in hall lockers/cubbies during the school day and **not worn** about the building.
- In general, students must maintain modesty at all times. If you have any question as to whether or not a particular article of clothing can be worn, students should ask an administrator before wearing it to school. A good rule of practice is if a student questions if their appearance might violate the dress code he/she probably should not wear it.
- General appearance deemed offensive or disruptive to the learning environment such as writing on skin, tattoos, hair styles and other elements affecting the general appearance of a student will require corrective action.
- **Administration withholds the right to make decisions concerning the acceptability of any apparel worn to school or to any other school function.**

#### **DRIVING TO SCHOOL (HIGH SCHOOL STUDENTS)**

Students are not to park on campus. Violation may result in detention and/or suspension. GSA assumes no responsibility for lost, stolen or damaged property to vehicles. GSA disclaims all risk for vehicles towed or ticketed by the police. We encourage all drivers to take proper safety precautions while on the property or risk the loss of parking privileges. Students will not be allowed to use the school lot, driveway, and drop-off/pick-up areas to park at any time. Students are required to find street parking. This is to ensure staff, volunteers, and guests can be accommodated. Student drivers should keep in mind that they are representatives of GSA and their families and should be mindful or respectful, responsible, and safe driving when driving through neighborhoods. Be mindful of traffic laws and respectful of our neighbors. The school may require a copy of the student driver's license and insurance. **Staff will have parking permits that are to be displayed when parking on campus. Students parking on campus without permission or unapproved vehicles may be towed at owner's expense.**

#### **DROP-OFF / PICK-UP LOCATIONS**

During arrival/dismissal, please follow the established flow of traffic. Please be patient and watchful for students, parents, or staff who may be crossing. Please refrain from cell phone usage during drop off and pick up times. Please obey traffic laws and posted signage. Refer to your individual campus for specific information.

### **EARLY ARRIVALS**

Students are discouraged from arriving on campus before designated arrival times, unless attending a sponsored before school activity or enrolled in elementary Before Care. Students attending a sponsored before school activity are to remain with their sponsors until the first passing period. GSA is unable to supervise elementary students who arrive prior to the designated arrival times. **Students who arrive to school early and are not supervised by a parent or guardian will be sent to Before Care and fees will incur.**

High School Seniors who do not have a first period class should not arrive on campus until their first class. They are to sign-in in the main office upon arrival for attendance and safety purposes. Seniors without a first period can only arrive prior to the start of their school day if they are assigned to a middle school class as a teacher's assistant in order to gain GSA service hours or A+ hours, or if they have another service project/need arranged and approved by the administration.

### **EMERGENCY PROCEDURES**

GSA schools have Site Emergency Operations Plans in place in preparation for a variety of situations. They are located in every classroom/office near the phone.

### **FIELD TRIPS**

Students taking part in school trips are under the authority of duly assigned school personnel. All policies of GSA are in effect during these activities. Any student leaving campus to go on a school-sponsored field trip must turn in a signed parent permission form or the student will remain at school. Students are not to ride in private transportation unless proper driver and rider permission forms have been completed and approved. All parents or guardians are required to sign a walking permission form at the beginning of the school year that provides permission for all walking field trips within a 1 mile radius throughout the year. Permission slips will be sent home individually for all other field trips. All field trips during school are a part of the curriculum, and students are expected to attend. **If a parent or guardian prefers that his/her child not attend a given field trip, that student is expected to be in attendance at school and will be expected to complete an alternative assignment that substitutes for the learning experiences received on the trip.** Students not in attendance will be counted as absent. Student participation for any school activity or field trip is subject to the discretion of the administration.

### **GRADES, PROMOTION, AND GRADING SYSTEM**

#### **Elementary & Middle School Grade Promotion Policy**

Promotion from one grade to another in GSA shall be based on the following criteria:

- Students must have a passing grade in all of the four core subjects: Language Arts, Mathematics, Science, and Social studies; and half of the remaining courses taken or be promoted by Team including the parent.
- After a thorough review including attendance and standardized test scores, a student who did not meet the aforementioned requirements might be promoted contingent upon a personalized, agreed upon success plan.
- Student attendance may be taken into consideration as a basis for promotion to the next grade.

#### **High School Grade Promotion Policy**

##### **Ninth Grade Promotion**

To be promoted from ninth to tenth grade, students must pass at least two of the core subject courses (Math, Science, English and Social Studies) and must have successfully completed a minimum of five units of credit.

##### **Tenth Grade Promotion**

To be promoted from tenth to eleventh grade, students must accumulate a total of six core subject credits (Math, Science, English and Social Studies) and must have successfully completed a minimum of 12 units of credit.



### Eleventh Grade Promotion

To be promoted from eleventh to twelfth grade, students must accumulate a total of ten core subject credits (Math, Science, English and Social Studies) and must have successfully completed a minimum of 20 units of credit.

### GRADUATION

To be able to graduate from our school, students must complete 28 required credits, 40 hours of community service learning and a senior thesis. Students must have met the minimum credit requirements for all areas indicated below. Those who fail to fulfill the requirements will not be able to walk on the stage at graduation or receive their diplomas. The minimum requirements for graduation are as follows, though more is recommended for college readiness.

### GSA Graduation Requirements

The minimum requirements for graduation are as follows, though more is recommended for college readiness.

Subject	Credits
English (English I-II-III-IV or AP Language, AP Literature, )	4
Mathematics (Algebra I, Geometry, Algebra II, Precalculus or College Algebra or AP Calculus or AP Statistics)	4
Social Studies (World History, US History, US Government , Economics (.5) P. Finance (.5)	4
Science (Physical Science, Biology, Chemistry, Physics, OR AP Biology, )	4
Foreign Language (Spanish I, Spanish II or Turkish I, Turkish II)	2
Computer Technology ( Microsoft Office, or Web Design, AP Computer Science, Game Programming, or PLTW)	1
Fine Arts ( Art I or Art II,or Band or Orchestra or AP Studio Art or Fine Arts App or Music App)	1
Physical Education	1
Health	0.5
Electives	6,5
<b>Total</b>	<b>28 crt</b>

- 28 credits of coursework
- 50 hours mentoring / tutoring
- Senior capstone project
- Must pass examinations regarding the US Constitution and MO Constitution. (These tests will be taken with Government classes)
  
- **Must take the following EOC's**
- EOC Algebra I (Algebra II if took Algebra I in middle school) passing score: 200
- EOC English II (10th grade)
- EOC Government (11th grade)
- EOC Biology (10th grade)

### **PROGRESS REPORTS & REPORT CARDS**

Parents will be notified when progress reports and official grade cards are available on SIS, sent home with students and/or mailed. Hard copies may be requested from the main office. GSA will make every attempt to involve the parent in their child's successes. Academic intervention conferences may be required. Grades will be discussed during parent-teacher conferences. Progress reports can be printed upon request of the student and/or parent. Grade cards are for the information of the parent, as well as the student. Students are issued on-line computerized grade cards and/or mailed home reflecting all subject areas four times in a school year. Parents are encouraged to attend Parent-Teacher Conferences to monitor student progress. Parents expecting the use of a student planner, combined with parental establishment of a homework routine and monitoring of homework completion usually results in success. The "academic grade" is the teacher's evaluation of scholastic progress based upon homework, reports, tests, and class participation.

### **STUDENT ENROLLMENT AND RECORDS**

#### **Request for Student Records**

Within two business days of enrolling a new student, the school office will request copies of the new student's transfer and discipline records from all schools in which the new student attended at any time within a twelve (12) month period preceding enrollment in the school.

#### **Schedule/Academic**

Requests for schedule changes may not be honored once the master schedule has been completed. Changes may only be made at the discretion of the administrator as needed. Schedule changes may be allowed at the end of a natural grading period (i.e., quarter or semester), when appropriate.

#### **School Records**

A copy of this record is sent to other schools attended, to employers, and to colleges. Parents may review their child's records by making an appointment with an administrator or counselor.

Any parent or legal guardian will have the right to inspect and review any and all official records, files, and data directly related to their children intended for school use or to be available to parties outside the school or school system including, but not necessarily limited to, identifying data, academic work completed.

Whenever an employer, college admissions office, or other agency requests a record of a student's schoolwork, forwarded to the individual or agency. School records will not be sent until the principal's office has a request in writing. Record release forms are available in the office.

Under laws governing "directory information," certain information about a student can be released without parental permission. If you do not wish to have such information released, you must provide written notification expressing the information that you do not want released. If you have any questions regarding the District's directory information, please contact the school office.

### **TESTING PROGRAM**

A variety of assessments will be administered during the school year. This information is filed in the student's permanent records and is used in a confidential manner by the teachers and counselors. Please encourage your child to do his/her very best on any testing.

### **TRANSFERRING**

Please allow a full school day for your student to check out and return books before departure. When transferring, parents must notify the main office and complete a withdrawal form by the student's last day of attendance. The student is responsible for returning all materials that belong to the classroom and school. This would include textbooks and novels, independent reading materials in English Language Arts, as well as any classroom library books or other school equipment that was loaned to the student. Yearbook and student pictures will be forwarded for a mailing fee. Students are also responsible for settling any unpaid balances (lunch, after care, library fines, etc.). Outstanding balances may be turned over to a third party entity for collection.

### **HALL CONDUCT & EXPECTATIONS**

To avoid confusion, students are to observe the following expectations:

1. Always WALK on the right side of the corridor.
2. Keep hands to self.
3. Use normal conversation tone and volume while in the building.
4. Move directly to your next class and be seated in the classroom when the bell rings.
5. Be on time for all classes.
6. Students in the corridors during class time must have an approved GSA Hall Pass.
7. Students needing to work on assignments, etc. in the halls should be respectful of other classes.
8. COOPERATION WITH ALL SCHOOL PERSONNEL IS EXPECTED AT ALL TIMES.
9. Use appropriate hallways per individual school expectations.

**Hallway Disruption/Violations-** Violation of hallway rules is considered a level one offense. Students are to act appropriately when in the hallway.

**Hallway Pass Violations-** A student out of class without an appropriate GSA hallway pass, who fails to comply with the limits of the hall pass, or who takes advantage of the hall pass privileges is subject to the loss of hall pass privileges (except in emergency circumstances). Hallway restrictions, or disciplinary action up to and including out-of-school suspension may be applied.

**Hallway Restrictions-** Students may be placed on hall restriction. Hall restrictions are coordinated by the administrators, counselors and/or teachers. Conditions of individual hall restrictions are made available to teachers.

### **HARASSMENT**

Harassment is defined under §565.090 RSMO as knowingly communicating a threat to commit any felony to another person and in so doing, frightens, intimidates, or causes emotional distress to such other person; knowingly uses coarse language offensive to a person of average sensibility and puts a reasonable apprehension of offensive physical contact or harm from such language; or knowingly frightens, intimidates or causes emotional distress to another person by anonymously making a telephone call or any electronic communication; or knowingly communicates with another person who is or purports to be, seventeen years of age or younger, and in so doing and without good cause recklessly frightens, intimidates or causes emotional distress to such other person; or knowingly makes repeated unwanted communication with another person; or without good cause, engages in any other act with the purpose to frighten, intimidate or cause emotional distress to another person.

**Sexual Harassment-** Every student and staff member has the right to attend school and work in an environment free of sexual harassment. Such conduct is improper, contrary to district policy, and unlawful and, therefore, prohibited for all students and employees of the district. For the purposes of this policy, "sexual harassment" is defined as "unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile or offensive educational or work environment." This definition includes, but is not limited to, both overt and subtle types of harassment such as uninvited letters, telephone calls, looks, gestures, touching, teasing, jokes, remarks, pictures and questions of a sexual nature as well as other verbal or physical conduct of a sexual nature. **Whether a student voluntarily submits to sexual advances or requests is irrelevant.**

All reports of harassment/sexual harassment will be investigated. All reports will be kept completely confidential.

## HAZING

All students have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated. All reports like this will be kept completely confidential.
- If you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem or use one of the other ways available for reporting. The situation will be investigated. All reports like this will be kept completely confidential.

## HOMEBOUND

Homebound instruction is a service that is available for eligible students. For more information about Homebound instruction, contact your child's Assistant Principal of Academics, to request a Homebound Application form, eligibility information and guidelines as it relates to the Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973 (Section 504\*).

Once a Homebound Application has been completed, a homebound consideration meeting is held with the student's educational team and parents. Communication between the classroom teacher and the homebound teacher is essential that the student is progressing satisfactorily with their studies.

**\*A medical diagnosis of ADHD does not automatically mean a student can receive services under Section 504.**

## INAPPROPRIATE MATERIALS

Any material or object(s) deemed inappropriate by a teacher or administrator will be confiscated. Some materials may be held and returned only to parents. Additional disciplinary action may be taken.

### Nuisance Items

Items determined to be objectionable may be confiscated and later returned to a parent or guardian if their presence or use creates a disturbance to the maintenance of an atmosphere for orderly learning. Items herein include, but are not limited to, the following objects which may detract from or interfere with the school program: laser pointers, shock/practical joke items/toys, electronic devices, blankets, walkie-talkies, cameras, all types of playing cards, skateboards, sports equipment, water pistols, and other toys or objects. Portable music devices and headphones should be kept in lockers during regular school hours. **GSA is not liable for lost or stolen items.**

Toys are considered nuisance items and should not be brought from home.

### Objectionable Items

A student shall not be in possession of objectionable items which are:

- a. weapons
- b. an object capable of causing physical injury which a student uses or threatens to use for that purpose, or
- c. Any other items whose presence causes a disruption to the educational process.

A student is in possession of an objectionable item if it (1) is on his or her person, (2) is in anything which the student is carrying (satchel, purse, book, etc.), (3) is in any locker assigned to the student, (4) is found anywhere on school premises, including vehicles, and is determined to belong to the student, except in those instances when the student demonstrates to the satisfaction of the administrator that he/she is not responsible for its presence at school. School personnel may take possession of and retain objectionable items. Objectionable items shall be returned upon parental request unless they were turned over to the police.

### **Sale of Personal Items**

Only students or groups of students with an administrator's permission may sell items to support school activities. **Students must not sell unauthorized items of any kind on the school grounds.** If such a sale is allowed by the administration, a staff member must be present to observe the sale.

### **INTERROGATIONS, INTERVIEWS OR REMOVAL OF STUDENTS FROM SCHOOL**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant,
2. Probable cause to believe a crime has been committed on school property or at a school function, or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the administration shall first try to notify the student's parents to give the parents the opportunity to be present during the police questioning or search. The administration will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

### **CHILD PROTECTIVE SERVICES INVESTIGATIONS**

Consistent with GSA's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or mistreated. GSA follows all local, state and federal laws pertaining to child safety.

### **LOCKERS**

Each student will be assigned a locker/cubby to be used for books and personal belongings. Use of the locker/cubby should be kept to a minimum during the school day.

When assigned a locker combination, students should not share that combination with anyone else. Do not keep personal items of value in the locker. School locks and lockers are the property of Gateway Science Academy of St. Louis and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers may be searched by school administrators who have a reasonable suspicion that the lockers contain drugs, alcohol, material of a disruptive nature, stolen property, weapons, or other items posing a danger to the health or safety of students and staff.

### **Locker Usage Expectations**

1. Students must use the school assigned lock. (middle and high school)
2. Students should keep lock secured at all times. Students should not “pre-set” or “rig” their lock for easy access.
3. Problems or concerns with lockers should be reported to the office immediately.
4. Students are to only use the locker assigned to them.
5. Students are NOT to share their lockers or locker combination with any one.
6. Students are responsible for EVERYTHING that is in his/her locker.
7. Students are to respect locks and lockers assigned to other students and are not to tamper with them.
8. Lockers must be kept clean of stickers, markings, labels, and leftover food and drink. If markings cannot be removed by a student a fine could be assessed.
9. All materials left unclaimed at the end of the school year or when a student withdraws, becomes the property of the GSA and will be dealt with accordingly.

Failure to follow these expectations may result in loss of locker privileges and possible disciplinary action up to and including out-of-school suspension.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

### **LOST AND FOUND**

All articles found should be turned in to the designated Lost & Found area. Also, if articles are lost, please report this to the school office. Valuable lost items will be locked in the office. If you wish to claim an item, you will need to give the office your name and the description of the item you are claiming. The office may verify the ownership of the item with a parent prior to returning the item.

### **NURSE / HEALTH SERVICES**

All GSA campuses have a registered nurse assigned to the building. The role of the school nurse is to provide health services that will appraise, protect, and promote the health of GSA students. The nurse will work with students, teachers, and parents for the purpose of improving students’ health and wellness. Please contact the school nurse with any questions or concerns about student health.

#### **I. School Health Confidentiality and Record Maintenance Policy**

Student health information shall be protected from unauthorized, illegal or inappropriate disclosure according to FERPA guidelines. The information shall be protected regardless of source (i.e. oral, written or electronic means) and regardless of the type of record, record keeping, or method of storage. According to HIPAA guidelines, student health information may only be shared with a specified individual or entity if a parent or legal guardian has signed the “Consent to Release Information” form. Student health records shall be maintained in accordance with the records retention schedule developed by the Missouri Secretary of State’s office.

#### **II. Communicable Disease Policy**

GSA shares the responsibility for communicable disease control with parent(s)/guardians and community health officials.

##### **a. Immunizations**

1. In accordance with the State of Missouri, Department of Health and Senior Services, each school will complete the *Summary Report of Immunization Status of Missouri Public, Private, and Parish School Children* annually by October 15<sup>th</sup> of each school year and submit it to the Department of Health and Senior Services.
2. All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization prior to attending school.
3. Any student who does not have up-to-date immunizations must have an Immunization in Progress, a Religious Exemption, or a Medical Exemption form signed by a physician and on file.

4. Any student who does not have up-to-date immunizations or exemptions on file will be sent home with an unexcused absence and is not allowed to return until arrangements have been made with the school nurse and administration.

5. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

b. Universal Precautions

All employees of GSA shall follow universal precautions when exposed to blood borne pathogens, bodily fluids, or other potentially infectious materials to decrease the chance of exposure to infectious disease for themselves and students.

c. Reporting Illness

Parents/guardians are encouraged to report highly contagious communicable diseases or medical conditions to the school nurse. This allows the nurse to track incidence and report to the school community any necessary safety precautions. Some examples of diagnosed and reportable diseases/issues include: chickenpox/shingles, mumps, influenza, head lice, MRSA, impetigo, or pertussis. If you are unsure if you should report an illness or issue, please consult with your student's health care provider.

**III. Guidelines for Parents**

a. Maintaining a Healthy School Environment

Students should not attend school if any of the following are present:

- Fever of 100.4 or higher is present. Students should be kept home until student is fever free for 24 hours without the use of fever reducing medications like Tylenol or Ibuprofen.
- Repeated vomiting or diarrhea.
- Rash of unknown origin. This should be assessed by a physician before a student returns to school to ensure it is not contagious.
- Pink eye symptoms include redness, itching, burning, or discharge from the eye. Students can return to school if diagnosed with pink eye after using antibiotic eye drops for 24 hours.
- Severe sore throat. If a student is diagnosed with strep throat they may return to school after taking antibiotics for 24 hours.
- Any student who is requiring narcotic pain medications after surgery or medical procedure should not return to school until over the counter medication controls pain.
- Active head lice. Students may return after one treatment if no live bugs are present.
- Students who have any other active communicable disease should not return until cleared by a physician.  
If your child has special health care needs, please notify the school nurse to discuss diagnosis, treatment and any necessary accommodations.

b. Required Documents

We want to ensure the health and safety of all students during this school year. We are requesting your cooperation in filling out and turning in the following required documents before the first day of school:

- *Health Information and Over the Counter Medication* form
- Students entering K, 3<sup>rd</sup>, 6<sup>th</sup>, or 9<sup>th</sup> grade must have a current physical that was performed within the last calendar year
- Up-to-date immunization records or an exemption.
- *Authorization to Administer Medication* form (only if your student requires prescription medications be given at school)
- Students with moderate to severe allergies or asthma should turn in their most recent action plans

**IV. Ill or Injured Students During School Hours**

a. Reporting to Nurse for Illness or Injury

Any student who becomes ill or injured during the school day should report such occurrence to the classroom teacher. In the case of an emergency with significant injury or illness, the student will not be moved and the nurse will be called for assistance. A parent or guardian will be contacted if their student is experiencing any emergency illness or injury. GSA will contact emergency medical services (EMS) personnel if appropriate.

b. Dismissal for Illness or Injury

If it is decided by school staff that a student is too ill or injured to remain in class, a member of the office staff will contact a parent/guardian who must arrange for the student to be transported home, or give permission for him/her to walk or ride public transportation.

c. Exclusion/Restriction from Physical Education or Recess

If a student needs to be excused from Physical Education or recess, due to a medical condition or situation, the student MUST bring in a note detailing the reason. The school nurse may require a doctor's note for extended periods of exclusion/restriction.

**V. Medication Policy**

a. Over the Counter Medication

The health center carries over the counter medications for common illness/pain. These include Acetaminophen, Ibuprofen, Benadryl, Phenylephrine, Hydrocortisone, Icy Hot, Visine, and antacids. Acceptable dosage ranges will be determined by the dosage recommended in the *Physician's Desk Reference Guide*.

When filling out the *Health Info and Over the Counter Medication* form, parents/guardians can choose to give the school nurse and trained staff permission to administer these medications as needed, request that no medication ever be given to their student, or require that staff contact a parent/guardian prior to administering any medication.

b. Prescription Medication

If a prescription medication must be taken during school hours or kept at school for emergencies, the following procedures must be followed:

1. An *Authorization to Administer Medication* form must be filled out by parent/guardian and signed by the prescribing physician.
2. Medication must be turned in **to the school nurse only**. Medication must be in original container and have a current pharmacy label with the student's name, name of medication, dosage, dosage instructions, and time of dosage.
3. Only the amount needed for the days the student will be taking the medication should be provided for the school. The school nurse will not send medication back and forth from school to home each day.
4. Changes in medication must be accompanied by a written request from a parent, a written physician's order, and an updated and current pharmacy label.
5. All medication will be discarded at the end of the school year, unless it is picked up by a parent, or sent home with the student with written parental consent.

c. Self-Carry Medications

An *Authorization to Administer Medication* form that has "self-carry" checked, and is signed by a parent and the prescribing physician, must be on file with the school nurse.

Students who have possible life threatening illness/disease need to have an Individualized Health Plan or 504 on file with the school nurse. Parents/guardians should contact the school nurse to discuss appropriate plan.

d. Field Trip Medications

In most cases, routine medications may not be given on field trips and may be given on an alternative schedule, i.e. when student returns. Exceptions will be made for seizure, asthma, allergies, or diabetes medication and for students with an Individualized Health Plan or 504.



The school nurse will send necessary medications with the supervising staff member when they leave school grounds. If a student has permission to self-carry medication on file with the school nurse, it is the student's responsibility to ensure they take the medication with them any time they leave school grounds.

e. Nurse's Right to Question

It is the right and obligation of the school nurse to question medication orders the nurse deems potentially inappropriate, and to verify the validity of any medication order. It is also the right of the nurse to refuse to give any medication that he/she feels does not meet the criteria established for giving medication.

**PARENT VOLUNTEERS**

GSA can only continue our current programs or add new programs to the benefit of our students through the efforts of our parent volunteers. Parent volunteers are a valued and necessary part of the school experience. GSA encourages and desires parent volunteers all the time. Please feel free to join us as a community. Your value to GSA cannot be overstated. Parents make a difference. We ask that all parent volunteers follow these guidelines.

1. **If you volunteer you may be expected to have a background check. Parents who are assigned students to supervise (i.e. field trips, class parties, etc.) may also be required to have a Child Abuse and Neglect (CAN) check.**
2. Sign in at the office and present your drivers license whenever working at the school during school hours.
3. Sign out upon leaving the school grounds.
4. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration and/or secure a faculty sponsor for the activity planned.

Teachers will communicate with parents about class parties. Parents will sign up to volunteer directly with the teacher or PTO. **GSA may limit the number of parents in attendance.**

These few guidelines will help us to avoid unplanned disruptions of the school day, allowing administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs.

**PLAGIARISM / ACADEMIC HONESTY**

Each student is expected to produce his/her own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments. GSA recognizes that honesty in academic endeavors is essential and the basis for true success. GSA, therefore, will not tolerate any form of academic dishonesty including plagiarism or "the taking of ideas or writings from someone else and presenting them as one's own" (Webster's New World, 1996). In order to deal appropriately with issues of academic honesty, the school uses the following definitions:

Plagiarism is defined as "the adoption and/or reproduction of another person's ideas, words, or statements without appropriate acknowledgement." Adoption and/or reproduction include, but are not limited to:

1. Quotation of another person's actual words, either oral or written;
2. Paraphrasing another person's words, either oral or written;
3. Using another person's idea, opinion, or theory;
4. Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.
5. If a student uses the exact words of another, he or she must place the phrase in question in quotation marks and include an appropriate citation to indicate its origin.

**Requirements:**

1. All academic work submitted by a student must be the result of his or her own thought and/or research.
2. If a student has a question regarding plagiarism in his or her work, it is the student's responsibility to consult the teacher before submission of work.
3. If a student has a question or is unsure of whether discussion of the assignment among other students is allowed, it is his or her responsibility to ask the teacher. Unless a teacher explicitly tells his or her students that collaboration on an assignment is permitted, all work submitted must be a student's own.
4. When a student's assignment involves research, the student must acknowledge outside sources or information as references.
5. If a student uses the exact words of another, he or she must place the phrase in question in quotation marks and include an appropriate citation to indicate its origin.

**Enforcement:**

In addition to the traditional forms of detecting plagiarism, the District may utilize computer programs that scan student's written product to determine whether it contains unauthorized passages from prominent works of literature.

**Discipline/Consequences:**

Any student who engages in plagiarism shall be subject to disciplinary action, up to and including expulsion. Plagiarism is considered a level one offense but could rise to a higher level depending on the nature of the offense. It could result in a zero on the assignment / test and notification of the parent/guardian of initial problem (includes electronic cheating).

**PUBLIC NOTICE**

*See Appendix 3*

**RIGHTS UNDER FERPA**

*See Appendix 4*

**RIGHTS UNDER PPRA**

*See Appendix 5*

**PERSONAL PROPERTY**

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information. Personal searches, and searches of student property, will be limited in scope based on the original justification of the search. The privacy and dignity of students will be respected. Searches will be carried out in the presence of adult witnesses, and never in front of other students. Students will not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes/socks, and other accessories for examination if reasonable under the circumstances. Any item deemed inappropriate or potentially disruptive to the learning environment may be confiscated and secured and returned only to a parent.

**Searches Involving Law Enforcement**

Law enforcement officials will be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of the law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents will be contacted when law enforcement officials are involved.

A school administrator shall be responsible for the custody, control and disposition of any illegal or dangerous items taken from a student. The administrator shall retain control of the items, unless the items are turned over to the police. The administrator shall be responsible for personally delivering dangerous or illegal items to police authorities.

The school administration may utilize the services of a trained drug dog and its handler based upon reasonable suspicion. They may also be used for random searches of lockers and non-private areas.

### **SKATEBOARDS**

Should students ride skateboards to school, they are responsible for the skateboard, and it should be secured in the student's locker. **Skateboards are not to be ridden on campus.**

### **SUSPENSION**

#### **In-School Suspension Program**

In some instances students will need to be removed from the mainstream in lieu of suspension from school. They will be assigned to in-school suspension (ISS). It is a supervised environment in which students are expected to complete their class assignments for the day or an alternate assignment as assigned.. The facilitator is a GSA staff member.

Expectations of the program are discussed when a student is assigned. Some general information is:

1. Students are to report directly to ISS location upon arrival to school on the day(s) they are assigned.
2. Any student who is tardy to ISS could receive additional time or suspension.
3. Misconduct in the program may result in an additional day(s) or out-of-school suspension.
4. Work not completed may be grounds for an additional day(s) in the program
5. Make-up work might not be allowed if ISS work is not completed by the day the student returns to class.
6. Lunch will be eaten at an assigned time.
7. A student in the in-school suspension will not be allowed to participate in extra-curricular activities until such time their ISS time is complete.

#### **On Campus While Assigned ISS**

Students may serve after school detentions while assigned to ISS. No in-school suspended student may be on any other District property or at a school related activity (at home or away) during the time of the in-school suspension without administrative approval. Students who violate this regulation may face further disciplinary action.

#### **Out of School Suspension - OSS**

Out-of-School Suspension (OSS) removal from attendance at school. A parent/guardian conference may be required prior to the student's return to school. Students who receive OSS will have the opportunity to make up their missed work for 100% credit except in circumstances indicated below. OSS will be assigned by an administrator when the presence of the student constitutes a threat to other students or has a negative effect on the learning environment. It may also be assigned when lesser consequences have failed to correct the situation. Students are expected to complete any assignments missed while on suspension. **No out of school suspended student may be on any other District property or at a school related activity (at home or away) during the time of the suspension without administrative approval.** Students who violate this regulation may face further disciplinary action.

A student's grade during suspension time will be based on the work that was provided for the student to complete outside of class during the suspension period. If a student is offered an alternative setting and this setting is declined, the parent(s)/guardian(s) will assume responsibility for the student's education for the duration of the suspension.

Make up work may not be allowed if:

1. OSS return work not submitted by due date
2. ISS work not completed by the day the student returns to class
3. Student/Parent(s)/Guardian(s) opts not to take an alternative placement for long-term suspensions

Any student who is suspended from school may not be present on school property or any other District property during the time of the out-of-school suspension. Furthermore, a suspended student may not participate in nor attend any extracurricular activities either on or off campus. However, a student is allowed on District property to attend an administrative disciplinary meeting and to attend an assigned alternative program if arranged. Any student returning to school following an out-of-school suspension must attend a re-entry meeting involving an administrator and the student's parent(s)/guardian(s).

**Statement of Prior Suspension, Expulsion or Criminal Offense**

Parents/guardians of students new to the District will be required to complete and sign a “Safe Schools Act” form informing the District concerning suspension or expulsions incurred at schools previously attended.

**Suspended or Expelled from Another District**

No student may enroll in a school in the District during a suspension or expulsion from another District if it was determined upon attempt to enroll that the student’s conduct would have resulted in a suspension or expulsion at GSA. The parent, guardian or student may request a conference with the Superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in GSA, the Superintendent or designee may make such suspension or expulsion from another District effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this District, the Superintendent or designee shall not make such suspension or expulsion from another District effective. Prior to enrollment of any student who is under suspension or expulsion from another District, a remedial conference will be held.

**TECHNOLOGY**

With the privilege to use technology comes the expectation that students will use it responsibly and respect the equipment. Student use of computers, computer hardware, software, networks, and files contained therein that are property of the District is restricted to course-related work unless prior approval is received from authorized staff. Possible Disciplinary Action for violating the Acceptable Usage Policy include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion. Legal authorities may also be contacted. *See also electronic devices / cell phones*

**Acceptable Use Policy**

Gateway Science Academy of St. Louis operates under an acceptable use policy concerning the internet, which means we offer free access to the internet to all students and staff. Every effort will be made to monitor student usage of the internet as well as the websites student’s access. Ultimately, however, it is the responsibility of the student to refrain from accessing sites which are inappropriate for viewing in the school setting. Student violations of the acceptable use policy may result in revocation of internet privileges, school disciplinary action and/or legal action.

**Student Internet Safety Education**

In accordance with the school’s acceptable use policy, each school shall incorporate into the school curriculum a component on Internet safety to be taught at least once each school year to all students. At a minimum, the unit of instruction shall address: (a) safety on the Internet; (b) appropriate behavior while online, on social networking Web sites, and in chat rooms; and (c) cyberbullying awareness and response. The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught.

**TELEPHONES – CLASSROOM**

The office and classroom telephones are for school business ONLY. Students may not make telephone calls from the office or classroom without permission from a staff member, nor may they receive phone calls unless it is an emergency and/or pertains to school-related business. Students are not to answer phones except in cases of emergency. Likewise, parents are asked not to call or text their student’s personal phone during the school day. If a parent has an emergency and must contact their child immediately, call the main office **prior to 2:00** and a staff member will get a message to the student or have them come to the office phone.

### **TEMPERATURE**

Students will not be taken outside for recess or PE if the temperature/wind chill/heat index is above 95 or below 32 degrees. Students should be dressed for going outside everyday.

### **TEXTBOOKS**

Textbooks are furnished by the school. They are loaned to the student and become his/her responsibility. If the student loses a book, the student must pay the replacement price for the book. Students should check books for any damages at the time the books are issued. The teacher and student should check the book number together at the time it is checked out. That SAME book is to be turned in. All books should be checked in before the close of school and all fines paid. If the books are returned in good condition, there will be no charge for the use of the books.

The average replacement cost may be assessed for any lost or damaged materials borrowed from school and billed to the parent.: (\*Please Note: Replacement costs are approximations and are subject to change based on publisher availability, copyright age, and the format of the material.)

### **TOBACCO, E-CIGS, RELATED ITEMS**

Possession, smoking or use of any tobacco product including electronic cigarettes, essential oils, hookah pipes, matches, paper, lighter, etc. on any school property before, during or after school hours is not allowed. Tobacco products will be immediately disposed of, including electronic cigarettes.

### **TRUANCY**

Truancy is defined as deliberate absence from school, class, lunch or mandatory academic intervention on the part of the pupil with or without knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern becomes evident, the principal will investigate and take such action as circumstances dictate. Notification of appropriate authorities also may be made. Chronic absenteeism or tardiness may result in a referral to the Truancy Officer assigned to GSA.

### **VALUABLES**

Valuables, large sums of money, etc. should not be brought to school. Students are strongly discouraged from having large amounts of money at school and the school cannot be held responsible for money that is lost, misplaced, or stolen. Large sums of money will be removed from the student and kept in the office for safekeeping until a conference can be held with the parent/guardian. GSA is not responsible for a student's personal property.

### **VIDEO SURVEILLANCE**

GSA reserves the right to utilize video surveillance on any GSA property. Areas with an expectation of privacy, i.e. locker rooms and restrooms, will not be subject to camera surveillance, but all other areas may be subject to surveillance. Any actions captured by surveillance measures that violate Revised Statutes of Missouri, or any applicable federal law, will be cause for disciplinary or legal actions consistent with GSA policy or applicable law.

### **VIOLATIONS OF THE CODE OF CONDUCT**

Students are expected to follow the Code of Conduct as set forth by GSA. Failure to follow and comply with the rules and expectations will result in the following consequences as set forth by the Code of Conduct.

### **VISITORS AND GUESTS**

We welcome and encourage visits from parents and patrons. Students are NOT allowed to bring other students/visitors to school without prior permission from the building principal. Parents, of course, always are welcome, but are asked to make prior arrangements with the main office.

Parent(s)/guardian(s) of District students are welcome to visit District schools and events. Parent(s)/guardian(s) may visit the classroom for the purpose of observing their children at school; however, the District does not permit others to conduct such an observation.

The District will deny access to any parent(s)/guardian(s) if the District has been directed to do so by a valid court order or have been restricted by the Superintendent of Schools.

Also, any parent(s)/guardian(s) listed on the sex offenders list will be denied access.

In order to maintain a climate that is conducive to student success, observations are subject to the following conditions:

- All classroom observations by parent(s)/guardian(s) must be arranged at least 72 hours in advance with the building principal/designee. The purpose of the observation shall be discussed prior to the observation. The duration of the observation will also be established and shall not exceed 2 hours.
- The District reserves the right to refuse any request for an observation that it deems inappropriate, excessive, or detrimental to the instructional process.
- The principal/designee may be present throughout any and all observations conducted by parent(s)/guardian(s).
- The use of tape recorders, video cameras and/or any device capable of recording audio/video/still pictures is not permitted.
- Parent(s)/guardian(s) MUST complete and sign a confidentiality agreement to protect the rights to privacy of all students.
- Parent(s)/guardian(s) who violate this policy may be declined future visits to the classroom for any purpose.

**All visitors must sign in at the main office and receive a visitor's badge to wear while in the building. Upon leaving, visitors must sign out and return their badge in the main office.** For accountability and as to not interfere with instruction and our daily routine, high school students who do not have an educational purpose or appointment with a staff member will not be allowed. High school students failing to abide by this expectation will be referred to the high school administration.

#### **WALKERS**

All parents or guardians may sign a permission form at the beginning of the school year that provides permission for all walking field trips within a 1 mile radius throughout the year.

Students who regularly walk to and from school each day should also have a signed walking permission form on file.

#### **WATER GUNS/TOY GUNS/GUN REPLICAS AND OTHER WEAPON REPLICAS**

Any student who is in possession of a water gun, toy gun, gun replica or weapon replica any of which can be mistaken for a real gun or weapon or is responsible for such being brought to school, will be suspended from school for up to 10 days and a recommendation to the Superintendent for additional days of suspension and/or expulsion may be made. To use such a toy or weapon replica in a way as to threaten or intimidate someone will result in a minimum 10 day suspension with a recommendation to the Superintendent for additional days and/or expulsion.



*Appendix 1*

**Missouri Department of Elementary and Secondary Education  
Every Student Succeeds Act of 2015 (ESSA)  
COMPLAINT  
PROCEDURES**

*This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).*

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Dept. of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**School-Parent Compact ESSA**

Section 1116 (d) SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT.—As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Such compact shall—

- (1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children’s learning; volunteering in their child’s classroom; and participating, as appropriate, in decisions



relating to the education of their children and positive use of extracurricular time; and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

#### **Parent Request of Information per Every Student Succeeds Act of 2015**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

·Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

·Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

·Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

·Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I funds must provide to each individual parent:

·Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

·Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION / HARASSMENT**

**TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972**

The statute states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the policy of the GSA District to maintain a learning and working environment that is free from discrimination on the basis of sex in the educational programs, activities, and vocational opportunities offered by the District. The provisions of Title IX extend not only to students with regard to educational opportunities and freedom from harassment, but also to employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.

It is a violation for any employee of the District to harass another staff member or student through conduct or communication of a sexual nature. It is also a violation of this policy for students to harass other students through conduct or communication of a sexual nature. It is a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

**TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Actionable behaviors include, but are not limited to, language, jokes, threats, actual physical aggression, or the failure to effectively address such behaviors on the part of a teacher or administrator. Educators have an obligation to actively encourage the maintenance of an environment free from racial and/or national origin discrimination/harassment and to effectively respond to instances of such behavior.

**GSA CODE OF CONDUCT**

Any person who alleges discrimination and/or harassment by a district employee, student or volunteer may complain directly to a building principal or designee or the School Title Coordinator. If an investigation substantiates the allegation of sexual harassment and/or harassment or discrimination, disciplinary action commensurate with the severity of the violation will be taken.

**School Title IX Coordinator: Assistant Principal of School Culture**

**School Section 504 Coordinator: Contact your school. In most cases it is an administrator or counselor.**

**District/School Title VI Coordinator: Assistant Principal of School Culture**

**PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The GSA assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a development delay.

The District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the District Office from 8:00 a.m. to 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

Rev. September 14, 2007

**NOTIFICATION OF RIGHTS UNDER FERPA FOR  
ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

## DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Gateway Science Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, GSA may disclose appropriately designated "directory information" without written consent, unless you have advised GSA to the contrary in accordance with GSA procedures. The primary purpose of directory information is to allow Gateway Science Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Gateway Science Academy to disclose directory information from your child's education records without your prior written consent, you must notify GSA in writing within ten (10) days of the annual public notice.

GSA has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. **The following information regarding students is considered directory information: the student's name, student's address, student's phone number, gender identification, parent email, MOSIS ID, date of birth, photograph, grade point average, dates of attendance, grade level, participation in officially recognized activities and sports, height and weight of members of athletic teams, diplomas and awards received and the most previous school attended by the student.**

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records without the consent of the parent or eligible student if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that conditions listed in §99.31 (a)(1)(i)(B)(1) – (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or to enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF  
PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents/guardians and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent(s)/guardian(s);
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parent(s)/guardian(s); or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

GSA will develop policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GSA will directly notify parents/guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

GSA will also directly notify parents/guardians and eligible students, such as through U. S. mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U. S. Department of Education**

**400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
CODE OF CONDUCT**

Students are considered to be subject to the authority of the GSA Code of Conduct and school discipline when they are en route to or from school, on campus during the school day, and at school related or school sponsored events even though those activities may not take place on school grounds. Some examples include athletic meets and games, clubs, field trips, contests, dances and concerts.

**CORRECTIVE ACTION I**

Disciplinary responses will be used by the teacher/administrator to correct Level I misbehaviors. Disciplinary responses may include:

- Redirection
- Teacher conference with student alone or with parent(s)/guardian(s)
- Administrator conference with student alone or with parent(s)/guardian(s)
- Parent/guardian contact by telephone or email
- Detention
- In School Suspension
- Out of School Suspension
- The principal may utilize school based or agency mediation programs for conflicts between students as appropriate.
- Related or chronic occurrence of Level I misbehaviors may result in suspension as a Level II-A misbehavior.

**CORRECTIVE ACTION II**

- Level 2 offenses may rise to a Level 3 offense depending on the nature and impact of the offense.
- An administrator may suspend a student for a period not exceeding ten (10) school days. Violation of another
- Level I or Level II misbehavior while on a contract will result in expulsion.

A BEHAVIOR CONTRACT MAY BE ISSUED AT THE DISCRETION OF THE ADMINISTRATION AT ANY TIME.

**Behavior Contract**

A Behavior Contract is a personalized behavioral contract signed by the student, the legal custodian of the student, and the administration. The behavioral contract states the rules and regulations that the student will follow without exception and any violation thereof (Level I, Level II, or Level III) will result in a series of outlined consequences. The behavioral plan must be agreed upon by all parties; otherwise GSA will take further serious consequences.

**CORRECTIVE ACTION III**

- Students may be suspended out of school for 10 days with a recommendation to the Superintendent for additional days of suspension or expulsion.
- Parents will be informed of any Level III misbehavior offense committed by their child by the administration of the school once it is confirmed action needs to be taken.

**Filing Criminal Charges**

Listed below are acts which are considered to be a criminal offense according to the laws of the state. Any violation of these acts may cause for filing criminal charges against the offender by the appropriate school offices.



- Arson- The intentional setting of fire.
- Assault- Physical threats or violence to a person.
- Burglary- Stealing of school or personal property.
- Explosive- Firearms are prohibited on school property or at a school sponsored event.
- Extortion, Black Mail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.
- Firearms- Firearms are prohibited on school property or at school sponsored events.
- Weapons- Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or any other weapon or potentially harmful object will have it confiscated and may be subject from school if circumstances warrant it.
- Larceny- Theft
- Malicious Mischief- Property damage
- Robbery- Stealing from an individual by force or threat of force.
- Sale, Use of, Possession of Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs
- Sexual Harassment - Sexual conduct including all forms of sexual harassment
- Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.
- Intimidation of School Authorities- Interfering with administrators or teachers by intimidation with threat of force or violence. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.
- Disruptive Conduct- Conduct which interferes with educational conduct is prohibited.
- Failing to Cooperate with School Personnel- Students must obey the lawful instruction of school district personnel.
- Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events.

Conduct in violation of other criminal or civil laws may, at the Board's discretion, be the basis of legal action against the student if the severity of the conduct renders such action appropriate.

#### **ADMINISTRATIVE PREROGATIVE**

Every effort is made to assign consequences in accordance with the accepted schedule of infractions and consequences. Administration retains the privilege to skip or add steps at its discretion. This would most often happen when the infraction is deemed to be of such a severe nature as to warrant a more fitting consequence, or when considering an individual student's situation and underlying motivators for a certain infraction. Adding steps to an individual student in no way obligates administration to do the same for any other student.

#### **ADMINISTRATIVE DECISION**

In all decisions concerning the application of school rules and policies to a given situation or student, when and if all appeals are addressed, the decision of the administrators of Gateway Science Academy shall be final.

Level	I			II			III		
	ES	MS	HS	ES	MS	HS	ES	MS	HS
Abusing internet and acceptable use privileges	x			x	x	x	x	x	x
Academic Dishonesty				x	x	x			x
Any behavior prejudicial to the good order of school.	x	x	x	x	x	x	x	x	x
As defined by the administration, chronic violation of Level I or II misbehaviors				x	x	x	x	x	x
Assault while on school property				x			x	x	x
Bullying, acts of bullying, and other forms of harassment	x			x	x	x	x	x	x
Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs including synthetic drugs				x			x	x	x
Cell phone/personal device or other electronics misuse	x	x	x	x	x	x	x	x	x
(Devices are to remain completely silent and out of site at all times, unless they are being used for educational purposes and only with the permission of the classroom teacher. It is our recommendation that cell phones be locked in the student lockers. GSA is not responsible for lost or stolen cell phones, or any other personal property.)									
Chronic Minor Infractions				x	x	x	x	x	x
Damaging or attempting to damage property. Any property damaged/broken by the student, whether playfully or intentionally, may be required to be repaired/replaced at the parents' or guardians' expense.	x			x	x	x	x	x	x

Disrupting education or normal operation of the school in any way	x	x	x	x	x	x	x	x	x
Disrupting education or normal operation of the school in any way	x	x	x	x	x	x	x	x	x
Disruption to the school environment	x			x	x	x	x	x	x
Drug or drug paraphernalia to school or having such items in his/her possession				x			x	x	x
Engaging in displays of mutual affection.	x	x		x	x	x	x	x	x
Engaging in drug related activities, including but not limited to: making, selling, or distributing drugs/counterfeit drugs at school, including over the counter; using or possessing drugs/counterfeit drugs at school.				x			x	x	x
Extorting or attempting to extort property or money	x			x	x	x	x	x	x
Failing to attend school on time or to attend classes on time including the lunch period/ Failing to attend all assigned classes including the lunch period	x	x	x	x	x	x	x	x	x
Failure to come to class prepared	x	x	x	x	x	x			
Failure to turn assignments in on time.	x	x	x						
Falsely communicating or causing to be communicated that a bomb is located in or on school property				x			x	x	x
Fighting/mutual combatant, instigating a fight, or failing to disperse from or encouraging a fight	x			x	x	x	x	x	x

Forcibly entering a school building locker, classroom, or secured enclosure	x			x	x	x	x	x	x
Gambling on school premises including possession of dice or playing cards	x			x	x	x	x	x	x
Institutional vandalism				x			x	x	x
Insubordination	x			x	x	x	x	x	x
Intentionally burning or attempting to burn property				x			x	x	x
Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way that could reasonably cause physical harm to another person				x			x	x	x
Intentionally causing physical injury to a school staff member				x			x	x	x
Leaving school without permission	x			x	x	x			x
Lying to school personnel	x			x	x	x	x	x	x
Marketing of ephedrine							x	x	x
More than one person acting together to intentionally cause harm or injury to an individual				x			x	x	x
Negligence- Engaging in an activity that may create a condition that is unsafe or unhealthy to others including but not limited to excessive horseplay	x			x	x	x	x	x	x

Possessing or using tobacco or tobacco substitutes at school	x			x	x	x	x	x	x
Possession and self-administration of medication in school				x			x	x	x
Possession of materials that are considered pornographic or obscene and/or are sexually explicit, including images/written communications on any electronic device. Students are responsible for all content on their phone regardless of where the content originated.	x			x	x	x	x	x	x
Posting or distributing materials on school property that causes a disruption to the educational process	x	x	x	x	x	x	x	x	x
Sexual harassment and all forms of harassment	x			x	x	x	x	x	x
Sexual Misconduct, including the possession or distribution of pornographic material or images that would be				x			x	x	x
Sexually assaulting another person				x			x	x	x
Showing disrespect to teachers or staff and/or using inappropriate language and behavior (insubordination)	x			x	x	x	x	x	x
Signing the name of another person for the purpose of defrauding school personnel (forgery)	x			x	x	x			
Skipping an assigned detention (teacher and/or admin may address; repeated)	x	x	x	x	x	x			
Stealing, attempting to steal, or possession of stolen property	x			x	x	x	x	x	x
Using abusive or profane language (including name calling/racial slurs)	x			x	x	x	x	x	x

Verbally or physically threatening to injure or harm a school staff member				x			x	x	x
Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety	x			x	x	x	x	x	x
Wearing non-dress code clothing when not approved, uniform or dress code violation	x	x	x	x	x	x			
Writing and/or passing notes	x	x	x	x	x	x		x	x
Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school				x			x	x	x
<p>A weapon is anything that is commonly used or designed to hurt someone or put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters etc.) A dangerous instrument is anything that, although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, combination locks, etc.) An explosive is any substance that can potentially generate A release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.) -Any object closely resembling A weapon or explosive that could put people in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns,smoke bombs, etc.)</p>									

## **MOCAP**

The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses, flexibility in scheduling, and interactive online learning.

For more information about MOCAP go to: <http://www.mocap.mo.gov>

Gateway Science Academy is partnering with one of the prominent MOCAP vendors, Edgenuity Inc. which is a leading provider of online and blended learning solutions, offering a comprehensive suite of AdvancED accredited digital curriculum. <https://www.edgenuity.com/>

The following are required to take an Edgenuity (MOCAP) Online course:

- The student has attended a public school or charter school for at least one full semester immediately prior to the request;
- The student resides and is enrolled as a full-time student in the district;
- The student is not carrying the maximum academic load for the semester requested (i.e. this course would not be beyond the normal full load). You can continue to access MOCAP courses however in these cases the district is not required to pay for these courses;
- The student has been successful in previous online courses (If applicable);
- The student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding;
- The student has demonstrated time-management skills that indicate the student is capable of submitting assignment and completing course requirements without reminders;
- The student's IEP team has determined that a virtual course is consistent with the "appropriate" education the district is required to provide the student (if applicable);
- Complete and submit the enrollment form no later than the first week of each new semester.

Please contact school academic counselor to discuss course options and enrollment details.

## **Chromebook and Internet Access**

Chromebooks will be distributed by each building and to every student to use for their educational use. If a family is in need of assistance for internet connection they should contact the main office of the student's school and make a request. Hot spots have limited data and should only be used for school purposes. If technical issues arise families should utilize the information found under Technology Support and Training.

## **Assessments**

Students will continue to complete online assessments such as Northwest Evaluation Association (NWEA) and iReady. These assessments are used as universal screeners to indicate a student's current level of achievement and growth over time. It is important to assess what students can do independently therefore it is important for students to complete these assessments without assistance. These assessments are not included as a part of a student's grade.

### **Student Support**

Students will be assigned a staff member to serve as an advisory teacher. This teacher will be a point person for each student, someone who will check in with students on a weekly basis to discuss progress. If families have questions, concerns or need clarification about something beyond classroom work or assignments, we encourage them to reach out to the assigned advisory teacher. Building administrators will still be available to respond to questions as well. Teachers will provide detailed instructions about how to contact them with academic related questions.

### **Special Education and English Language Learner**

Special education and ELL teachers will continue to provide all services virtually as indicated on the student's IEP or individual learning plan. Any questions can be directed to the student's case manager.

### **Communication**

Families will receive weekly communication via email from individual schools. Emails will come from Concept SIS. Please make sure to check your spam folder if you are not receiving notifications. Families will be given a school directory with the phone numbers and emails of staff within the school building. The main office of each building will be accessible by phone and by appointment.

### **Technology Support and Training**

If families need technical support with the Chromebook, internet connection, etc., each building has a contact person:

**Mr. Bayar at South [ebayar@gsasouth.org](mailto:ebayar@gsasouth.org)**

**Mr. Royal at Smiley [rgasimov@gsastl.org](mailto:rgasimov@gsastl.org)**

**Mr. Zack at Fyler [zack@gsastl.org](mailto:zack@gsastl.org)**

### **AMENDMENTS TO THE GSA HANDBOOK**

Amendments to the Handbook may be made throughout the academic school year to adjust and respond to the needs of the students and school or to comply with changes in state law or district policy. Parents, students, and staff will be notified of any amendments to the Handbook upon adoption of the administration and staff.



## **Safe Return to School and Continuity of Services Plan 2021-2022**

Gateway Science Academy Safe Return to School and Continuity of Services Plan is a companion document to the *City of St. Louis Public Schools Infectious Disease Control Administrative Guidelines and Procedures*.

The spreading of respiratory illnesses, including COVID-19, could necessitate the closing of schools to help break the spread of disease. The nature of the disease will be important to a decision that schools be closed, and the following questions should be considered:

1. Can someone spread the disease without showing symptoms?
2. What are the ways in which the disease can be transmitted to/between persons?
3. What is the incubation period for the disease?
4. Is there a vaccine available for the disease?
5. Are the numbers of students and staff getting sick increasing day-to-day?

In addition, the local health authority or the Director of the Missouri Department of Health and Senior Services (DHSS) (or their designated representative) are empowered to close schools in order to protect public health (19CSR 20-20.050). If the Director of DHSS determines that the local health authority does not take adequate control measures to protect public health, including the closure of schools, the Director may do so [19CSR 20-20.040 (2) (J) and (3) (C)].

Gateway Science Academy (GSA) will continue to consult with local health officials to answer the above questions before advising our Board on the decision to close, or subsequently, reopen schools. GSA will also seek guidance from the local health authority on other recommended measures leading to the decision to close. Measures will include (but not be limited to) increased hygiene and social distancing.

In addition to daily general cleaning for classrooms, custodial staff will immediately institute the additional sanitation measures outlined in the *City of St. Louis Public Schools Infectious Disease Control Administrative Guidelines and Procedures*, including:

1. Wipe down all hard surfaces with a disinfectant solution and disposable towels. This includes but may not be limited to desktops, tabletops, and chairs.
2. Mist the room with a disinfectant spray as a final step before leaving the room.
3. Dispose of all towels used to disinfect a room. Disposable towels will not be used to disinfect more than one room.

Custodians are to ensure there are tissues available in all instructional areas. Teachers will instruct students on the use and disposal of tissues when sneezing or coughing.

Custodians are to make sure soap is available in all restrooms. Teachers will supervise students in frequent and thorough hand washing and hand drying.

GSA will advise all students and staff to be particularly mindful of eating well, drinking plenty of liquids, and getting adequate sleep.

Part of the problem associated with developing immunity to a new strain of virus is that the markings by which the immune system recognizes the virus (called antigens) are not yet recognizable. Just as the virus is mutating, the antigens associated with the virus are changing (a process referred to as antigen drift). After a new strain of influenza has been acquired, specialized white cells (called 'memory T cells') and antibodies that bind to the antigen remain in the body. If an invader carrying the same antigen attacks again, the immune system responds far more quickly than the first time, but when antigen drift occurs, the virus can gain a foothold even in people whose immune system has loaded itself with antibodies that bind to the older shapes. (p. 109, *The Great Influenza: The Epic Story of the Deadliest Plague in History*, by John M. Barry, 2005).

It is because of the continued mutation of the influenza virus and the antigen drift that pandemic influenza strikes in waves. The same areas that experienced the influenza several weeks to several months earlier will experience it again in the new form. Fortunately, this succession of mutations tends to result in less virulent strains, but not always. People who had gotten sick in a previous wave may have a fair amount of immunity to another attack, but it may have mutated enough, its antigens drifted enough, to rekindle the epidemic. The 1918 influenza pandemic resulted in wave after wave, finally fading away after January 1922 (Barry, p. 391).

## **Infection Control Guidelines and Procedures**

### **Coronavirus (COVID -19)**

Locally, the St. Louis City Health Department has been working closely with school organizations and other large organizations to guide and advise. The virus is being transmitted from person-to-person and can be transmitted from an individual who is non-symptomatic.

Health experts advise that the best course of action is to practice good hand washing skills; avoid touching eyes, nose, and mouth; practice distancing yourselves from others, and avoid large groups. The first two points are certainly the easiest to control.

GSA is engaged in efforts to provide for and promote personal hygiene practices among students and teachers. We have secured supply lines and additional orders of soap and hand sanitizer. Adjustments are being made to ensure that students have more personal space in classrooms and cafeterias. In addition, we are enlisting parents in the effort to promote good handwashing at home and to keep lines of communication open with their child's school.

### **Prevention:**

The best way to prevent illness is to **get vaccinated (age 12 and over)** and avoid being exposed to this virus. However, as a reminder, the CDC (Center for Disease Control) always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth. Viruses can remain on frequently touched objects such as doorknobs and cell phones for quite some time. If you touch a contaminated surface and then touch your face, you can transfer the germs, which can lead to illness.
- Stay home if you are sick, especially if you have a fever.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Block the spread of germs by using a tissue or the inside of your elbow. Do not use your bare hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

**Testing:**

GSA employees and families should consult with the school nurse when determining whether to be tested for COVID-19. Testing is available free of charge at many places in the city. Please get in touch with the school nurses for a list of testing locations.

- Staff members and students may not report to the building while awaiting test results. Once received, employees should share a copy of the test results with the school nurse.
- GSA may require that employees receive additional COVID testing periodically.
- GSA prefers PCR testing as opposed to antigen testing when a community member demonstrates symptoms of COVID-19. GSA does not have an antigen testing program and sends community members who require tests offsite.

**Face Coverings:**

COVID-19 is a respiratory illness. Face coverings that cover both the nose and mouth are our best tools to prevent the spread of COVID-19 and other illnesses spread by respiratory transmission. The following are requirements related to face coverings at GSA:

- Face coverings are required for all staff, students and visitors when entering the GSA facility.
- Face coverings must cover both the nose and mouth completely.
- Face coverings must be worn when two individuals are working in the same space.
- Best efforts should be made to allow a minimum of three feet of distance between persons working in the same space - even when they are wearing face coverings.
- There is no need for individuals to wear a face covering when working on their own in their own space.

- Individuals must wear face coverings over their mouth and nose in common areas such as hallways and restrooms.
- Face shields will also be provided for teachers who want to wear the face shield with their mask, recommended when working closely with students.
- An individual's face covering must cover their mouth and nose when another person enters their workspace.

**Social distancing:**

- At a minimum, students will maintain a three (3) foot radius around each student's desk in the classroom. GSA will minimize contact and social mixing during school hours.
- Maintain 3-6 feet of distance in the following settings:
  - Between adults in the school building (teachers and staff) and between adults and students. Several studies have found that transmission between staff is more common than transmission between students and staff, and among students, in schools.
  - When masks can't be worn, such as when eating.
  - During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. Move these activities outdoors or to large, well-ventilated spaces.
  - In common areas.
- Modify learning stations and activities as applicable, so there are fewer students per group.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls (e.g., guides for creating "one-way routes" in hallways).

We will consult with and obtain approval from the City of St. Louis Department of Health prior to planning any school assemblies.

**Arrival:**

ALL parents will drop off their students in the drop-off lane. **Each student must have a completed COVID CONTRACT turned into the office before the school begins on August 16th.** If they do not have this, one will be provided for the parent to fill out at their arrival. Students will go directly to the classrooms. Extra staff will be available for the safe direction of children. The students will be met at the door by the teachers, who will have hand sanitizer available. All their belongings will go with them to their classroom. **Parents will not be allowed to go to the classroom.**

**Dismissal:**

It is preferred that ALL parents wait in their cars, your student/students will be called for and will walk down to you. We will have all available staff to help children get to their correct cars. We will be calling for small groups at a time to limit a large crowd gathering. If you are walking to pick up, you must social distance while in line and waiting for your child.

**Office:**

Parents who need to make a payment or drop off an item may do so by coming to the front office with a mask on and following social distancing guidelines. We will limit the number of people in the lobby to 2 families at any given time.

**Hand washing:**

Hand washing is the single most effective means of preventing the spread of infection. Hand washing procedures should be followed even if gloves have been worn. If an emergency situation precludes proper hand washing, the hands should be washed as soon as possible after exposure.

Any skin surface that comes into contact with blood or other body fluids should be cleansed using the same procedures used for hands. Hands should be washed:

- Before and after touching open wounds (even if gloves are worn)
- Before eating
- After any direct exposure to blood or other body fluids.
- After removing gloves
- After handling soiled or contaminated items and equipment
- After using the toilet

The correct method used for hand cleaning and decontamination is with soap and water:

- Wet hands
- Lather hands with either bar soap or liquid soap
- Rub repeatedly for at least 20 seconds
- Rinse
- Turn faucets off using a dry paper towel.
- Dry hands properly and dispose of used paper towel in a plastic bag

In areas where running water is not readily available:

- Remove obvious soil with a wet towelette
- Use waterless foams or hand sanitizers (that contain at least 70% alcohol) to clean skin.

**Staff Reporting of Health Status:**

All teachers and staff will be asked to review symptoms and take their temperature daily at home; they will stay home if symptomatic. All staff will remain home with any of the following symptoms to prevent the possible spread of COVID, fever, chills, headache, nausea and/or vomiting, loss of taste or smell, cough, muscle aches/pain, tiredness/fatigue, shortness of breath or difficulty breathing. All staff and students may be required to self-quarantine and stay home if they are living in a household with a positive COVID patient, whether vaccinated or unvaccinated, according to the latest health department guidelines.

School administration will follow school policy regarding staff illness and prevention; school administration may contact the Human Resources department for guidance and support.

**Student Temperature Checks:**

- Temperature check has not proven to be helpful in identifying COVID-19 cases. Therefore, daily temperature checks in the morning will not be done this year. We ask parents to take their students' temperatures at home.
- The school nurse may check the temperature of students upon the recommendation of school personnel during the school day.
- Students with elevated temperatures or flu-like symptoms will be referred to the school nurse for assessment.
- Nursing staff will follow protocol for students that exhibit fevers and notify parent/guardian for pick up if needed.

**Cleaning Protocols:**

- GSA will provide all classrooms with all necessary supplies, including sanitizing wipes, hand sanitizer, and face coverings.
- Custodial attention will be increased in the following areas:
  - Classrooms
  - Restrooms
  - All surfaces and items with frequent hand contact (like doorknobs, desks, faucets, handrails, and cell phones) are being managed, particularly areas visibly soiled.
- Custodial and cafeteria staff have access to cleaning agents that all staff can use in between regular cleanings as needed.

**School Operations:**

GSA will be strictly following these and other safety procedures across all areas of the school building:

- Limiting visitors to essential personnel only.
- Documentation of all persons on campus, including but not limited to vendors, parents, and faculty.
- Designating a quarantine space.
- Designating an outdoor waiting area for parent pick-up.

- Social distancing in all indoor areas.
- Scheduled transition times to prevent close contact of multiple groups of students.
- Physical education will take place outside as often as possible. Children may remove their masks during this time. Students are expected to place their masks back on before returning to the building.
- Encouraging all students to bring a water bottle. They will be allowed to drink from them as we will turn all drinking fountains off to prevent the possible spread of infection.
- Special subjects will still be offered, students may be traveling to those classrooms with masks on. The students will wipe their area in the new classroom before sitting down.
- NO toys or other objects from home that are not on the school supply list.
- NO outside visitors for volunteering, coming for "lunch date," etc. (We need to keep a minimal amount of people in the building.)
- If you need to pick your student/students up early, please notify the front office by email at least 30 minutes prior to picking your child up
- Students who develop cold or flu-like symptoms in school will immediately be sent to the nurse after the teacher has called the nurse to be assured of no or few other students in the nurse's office to prevent possible exposures.

**Recess:**

- Students will not be required to wear masks during outside recess.
- Recess activities must be limited to choices that permit social distancing.
- Recess times will be staggered to allow social distancing.
- Students will be taught how to use the playground safely and practice social distancing. Designated areas will be assigned in the outdoor play area to allow for distancing between student cohorts.

**Health Room Procedures:**

- Each school will have an isolation room (with air purifiers with HEPA filters).
- Any student with flu-like or cold symptoms will be placed in the isolation room. They will be provided with a mask if they do not have one. This is to help prevent the spread of any potential virus.
- The nurse must complete the Suspected COVID19 Case Form, call the City of St. Louis Department of Health, and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person WILL wear a protective mask, gown, face shield, and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the City of St. Louis Department of Health, the name of the employee/student should not be provided. (per HIPPA AND FERPA LAWS)

**Health Protocol for teachers and staff:**

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the school nurse or administration. You will be asked to submit a healthcare provider's note before returning to work.

**Communication**

GSA will ensure that students, staff, parents, community, and media receive information, tips, and updates on district procedures (including dismissal of classes or schools) in accordance with health guidelines. Information sources include, among others, the St. Louis City Health Department and the Centers for Disease Control (CDC), and the World Health Organization. We also work with other public school organizations to share best practices.

GSA website includes dedicated health information for community viewing. When community health concerns are amplified, information is highlighted on the website and through social media as updates are made available.

**Health Emergency Procedures**

- GSA will verify that staff and parent emergency contact lists are up-to-date.
- The school principal and school nurse will inform staff to observe for signs and symptoms of flu.
- The school nurse implements protocols for managing students who fall ill at school and track and report information to the St. Louis City Department of Health.
- The school nurse will report daily to the school leader the percentage of enrolled students who are absent. The same report is required for staff absences.
- The school nurse/attendance secretary will keep a record of students and staff who leave school due to illness. (As standard protocol, nursing staff regularly file reports with the St. Louis City Health Department.)
- The school has identified an area to temporarily hold students suspected of having influenza and/or a respiratory illness until parents arrive. This same space or another will be used in the event large numbers of students or staff become ill.
- Counselors/Social Workers will develop specific strategies and share calming techniques with students, staff, and parents coping with fear and anxiety about current health events.

**School Closure:**

- The school leader will work closely with the St. Louis City Health Department in deciding on a school closure(s) due to a health threat. Such decisions will vary depending upon the number of absences, severity of cases, and risk factors.
- In Missouri, local public health agencies (LPHA's) or the Department of Health and Senior Services have the authority to close and/or open schools for public health reasons. In the



event of a severe health situation, schools may be closed and/or opened **only** by order of the Director of the Department of Health and Senior Services (DHSS) designee. **(See 19 CSR 20-20.050 (3).)**

- Due to the need for consistency throughout the state, school closures and/or openings to protect public health and safety may be directed at the state level.
- In the face of a health crisis or heavy absenteeism, the school leader has the authority to cancel ALL activities scheduled on school property, including those of outside groups.
- In most instances, closed schools can be reopened by the school leader/superintendent. However, in cases where schools were closed by DHSS or an LPHA, only the Director of DHSS, his/her designee, or the LPHA may authorize the reopening of schools. Schools will be reopened only when the situation that caused the schools to be closed has sufficiently abated.
- In the event a school is temporarily closed due to a health emergency, teachers will use the network's Remote Learning Plan (AMI and AMI-X) to communicate class assignments to students.

### **Academics**

Virtual and in-person instructional options are available for families. If a parent/guardian opts for a fully virtual classroom, students will be assigned classes, after administrative approval, via the Edgenuity learning platform (<https://www.edgenuity.com>)