



PARENT - STUDENT HANDBOOK

2023-2024

IT IS A GREAT DAY TO BE A GATOR!

www.gsastl.org

Gateway Science Academy of St. Louis Administration & Governing Board

Mr. Engin Blackstone
Superintendent

Mr. Matt Sagnak
Assistant Superintendent

Dr. Brian Schick
Director of Teaching and Learning

Ms. Trudy Williams
Director of Special Education

Grace Whitestone
Future Institute Coordinator

Tim Bagwell
Board President

Orville (Beau) Goerger
Vice President

Ali Durhan
Board Secretary

Kennedy Maranga
Board Treasurer

Patricia Hunt
Board Member

Jacquelyn Lewis-Harris
Board Member

Governing Board Contact Info: gsaboard@gsastl.org

Board meetings are held at 4:00 pm at:
Gateway Science Academies of St. Louis (District Office)
6025 Chippewa St. Ste: 206, St Louis, MO 63109

2023-2024 Board Meeting Schedule:

Wednesday, August 16, 2023
Wednesday, October 11, 2023
Wednesday, December 13, 2023
Wednesday, February 7, 2024
Wednesday, April 17, 2024
Tuesday, June 4, 2024

Board meetings are open to the public.

It's a Great Day to be a Gator!
GSA Middle & GSA High School

Principals

Dr. Mustafa Icel (High School)
Dr. Sukru Kaya (Middle School)

Assistant Principal, High School

Mr. Ergul Gunerhan (Assistant Principal of Academics)
Mrs. Jacquelyn Hibbler (Assistant Principal of School Culture)
Mr. Bilal Gurses (Assistant Principal of Facility Operations)

Assistant Principal, Middle School

Ms. Christie Doyle (Assistant Principal of Academics)
Ms. Kelly Barber (Assistant Principal of School Culture)
Mr. Bilal Gurses (Assistant Principal of Facility Operations)

Counselors

Mr. Ihsan Demirezen, College Counselor
Mrs. Yasemin Ozkaya, College Counselor
Mr. Nicolas Cruz, High School Counselor
Mrs. Amanda Taylor, Middle School Counselor

Nurses

Mrs. Jillian Monshausen - High School Nurse
Mrs. Tara Watson - Middle School Nurse

Office Staff

Ms. Ana Juricic
Ms. Briana Woodward
Ms. Amra Alibasic

5049 Fyler Avenue
St. Louis, MO 63139
Phone: 314-261-4361
Fax: 314-261-4364
infomiddle-high@gsastl.org
www.hs.gsastl.org

School Hours: 7:51 AM – 2:30 PM Mondays, Tuesdays, Thursdays, Fridays (HS only)
 7:51 AM - 2:40 PM (Middle School only)
 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

Friday Detentions
2:45 PM – 4:45 PM

Saturday School: Scheduled Saturdays Only
 8:00 AM – 3:00 PM

Visit the GSA-St. Louis website for key information
<https://hs.gsastl.org/> <https://ms.gsastl.org/>

GSA Smiley Elementary

It's a Great Day to be a Gator!

Principal

Mr. Nuh Celik

Assistant Principals

Dr. Janet Moak (Assistant Principal of Academics)

Ms. Kathie McCann (Assistant Principal of School Culture)

Counselor

Mrs. Monica Stokes

Nurse

Mrs. Anne Knese, Lead Nurse

Office Staff

Mrs. Selma Avdagic

Mrs. Kadefa Saltaga

Address: 6576 Smiley
St. Louis, MO 63139

Phone: 314-932-7513

Fax: 314-932-7514

Email: info@gsastl.org Website: <http://es.gsastl.org/>

School Hours: 8:05 AM – Classes Begin
2:50 PM – Dismissal
8:05 AM – 12:00 PM Half Days
2:00 PM - Wednesday 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:

<https://smiley.gsastl.org/>

GSA South Elementary

It's a Great Day to be a Gator!

Principal

Ms. Debi Weaver

Assistant Principals

TBD (Assistant Principal of Academics)

Mr. Todd Robinson (Assistant Principal of School Culture)

Mr. Mehmet Okay, Assistant Principal of Facility Operations

Counselors

Mrs. Megan Anvender

Mrs. Sarah Darby

Nurse

Ms. Haley Pepper

Office Staff

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 Website: www.gsasouth.org

School Hours: 8:05 AM – Classes Begin
 2:50 PM – Dismissal
 8:05 AM – 12:00 PM Half Days
 2:00 PM - Wednesday Dismissal

Office Hours: 7:30 AM – 4:00 PM

Visit the GSA South website for key information

<https://south.gsastl.org/>

GATEWAY SCIENCE ACADEMY 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 SCHOOL VISION

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

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.

SCHOOL WIDE EXPECTATIONS

GSA Middle & High School	GSA Elementary
The Gator Way	GSA ROCKS!
Be Respectful	Respect
Be Responsible	Ownership
Be Safe	Cooperation
Be of Service	Kindness
	Safety

At GSA we will ...

- create a climate of responsibility among students and staff through strong, clear, ethical expectations and accountability.
- make collaborative decisions by openly sharing ideas and concerns with colleagues.
- seek ways to create collaborative time during the day.
- provide opportunities for students to experience academic success while continually assessing and responding to their needs.
- model respect.

SUCCESS

Those students who strive to be a success will be more likely to do so than those individuals who merely take life as it comes. Students at Gateway Science Academy will find the following points useful in their pursuit of success.

- 1 Always perform at your very best giving your very best effort.
- 2 Be in class on time with the required materials.
- 3 Be well organized.
- 4 Plan ahead.
- 5 Make an effort.
- 6 While in class, be alert and attentive at all times.
- 7 Keep daily notes about the important matters.
- 8 Be sure you clearly understand each lesson assignment and that the assignment is completed and handed in on time.
- 9 Homework usually counts for a significant portion of your grade.
- 10 While in class, do not hesitate to ask questions about the assignment or discussion of some topic.
- 11 Good, intelligent questions are welcomed by the teacher.
- 12 Learn to respect the adults in the school.
- 13 School will be more worthwhile if you are involved in clubs and other school activities.
- 14 Set goals and work toward achieving them..
- 15 When beginning to study at school or at home, be sure to have all the necessary materials on hand.
- 16 Establish a regular study time and study in a quiet, well-lighted and ventilated room, which will add to the span of concentration.
- 17 Strive to always do your best.
- 18 Learn from your mistakes.
- 19 Always do and give your best effort.
- 20 BE KIND

In an attempt to encourage success for all students, a variety of interventions to encourage work completion may be implemented. Our staff may work with students and parents by using such interventions as: daily parental signed planners, counselor check-in sheets, weekly reports, incentives, contracts, etc. We also may specifically address attendance, behavior, and academic issues for those students who require additional assistance.

MS & HS BELL SCHEDULES 2023-2024

HIGH SCHOOL BELL SCHEDULE

9/12th Grade			
MON- TUE- THUR - FRI			
1st Period	7:51: AM	to	8:41: AM
2nd Period	8:45: AM	to	9:35: AM
3rd Period	9:39: AM	to	10:29: AM
4th Period	10:33: AM	to	11:23: AM
5th Period	11:27: AM	to	12:17: PM
LUNCH A	12:21: PM	to	12:42: PM
6A Period	12:46: PM	to	1:36: PM
7th Period	1:40: PM	to	2:30: PM
Club/Tutoring	2:35: PM	to	3:30: PM

HIGH SCHOOL WEDNESDAY			
	9/12TH GRADE		
1st Period	7:51: AM	to	8:26: AM
2nd Period	8:29: AM	to	9:06: AM
Advisory	9:09: AM	to	9:46: AM
3rd Period	9:49: AM	to	10:26: AM
4th Period	10:29: AM	to	11:06: AM
5th Period	11:09: AM	to	11:46: AM
LUNCH	11:49: AM	to	12:10: PM
6th Period	12:13: PM	to	12:50: PM
7th Period	12:53: PM	to	1:30: PM

10/11th Grade			
MON- TUE- THUR - FRI			
1st Period	7:51: AM	to	8:41: AM
2nd Period	8:45: AM	to	9:35: AM
3rd Period	9:39: AM	to	10:29: AM
4th Period	10:33: AM	to	11:23: AM
5th Period	11:27: AM	to	12:17: PM
6B Period	12:21: PM	to	1:11: PM
LUNCH B	1:15: PM	to	1:36: PM
7th Period	1:40: PM	to	2:30: PM
Club/Tutoring	2:35: PM	to	3:30: PM

	10/11TH GRADE		
1st Period	7:51: AM	to	8:26: AM
2nd Period	8:29: AM	to	9:06: AM
Advisory	9:09: AM	to	9:46: AM
3rd Period	9:49: AM	to	10:26: AM
4th Period	10:29: AM	to	11:06: AM
5th Period	11:09: AM	to	11:46: AM
6th Period	11:49: AM	to	12:26: PM
LUNCH	12:29: PM	to	12:50: PM
7th Period	12:53: PM	to	1:30: PM

MIDDLE SCHOOL BELL SCHEDULE

A - Days - M/F			B - Days - T/H			C - Days - Wednesdays		
1	7:51 - 8:41	50	1	7:51 - 8:37	46	1	7:51 - 8:29	38
2	8:44 - 9:30	46	2	8:40 - 9:21	41	2	8:32 - 9:09	37
3	9:33 - 10:18	45	Advisory	9:24 - 9:54	30	3	9:12 - 9:49	37
6th Grade Lunch	10:19 - 10:39	20	6th Grade Lunch	9:55 - 10:15	20	8th Grade Lunch	9:50 - 10:20	20
4 - 6th Grade	10:42 - 11:27	45	3 - 7th & 8th Grade	9:57 - 10:39	42	4 - 6th & 7th Grade	9:52 - 10:29	37
4 - 7th & 8th Grade	10:21 - 11:06	45	3 - 6th Grade	10:18 - 11:00	42	4 - 8th Grade	10:23 - 10:50	37
7th Grade Lunch	11:07 - 11:27	20	7th Grade Lunch	10:40 - 11:00	20	7th Grade Lunch	10:30 - 10:50	20
5 - 6th & 7th Grade	11:30 - 12:15	45	4 - 8th Grade	10:42 - 11:24	42	5 - 6th Grade	10:32 - 11:09	37
5 - 8th Grade	11:09 - 11:54	45	4 - 6th & 7th Grade	11:03 - 11:45	42	5 - 7th & 8th Grade	10:53 - 11:30	37
8th Grade Lunch	11:55 - 12:15	20	8th Grade Lunch	11:25 - 11:45	20	6th Grade Lunch	11:10 - 11:30	20
6	12:18 - 1:04	46	5	11:48 - 12:30	42	6	11:33 - 12:10	37
7	1:07 - 1:53	46	6	12:33 - 1:14	41	7	12:13 - 12:50	37
8	1:56 - 2:42	46	7	1:17 - 1:58	41	8	12:53 - 1:30	37
			8	2:01 - 2:42	41			

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.

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.

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, PowerSchool notifications, rapid notification system, school email and other methods deemed appropriate.

ASSEMBLIES

Assemblies may 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

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. 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.

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.

Truancy is defined as a deliberate absence from school, class, lunch or mandatory academic intervention on the part of the student with or without knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern becomes evident, an administrator or designee may investigate and take such action as circumstances dictate. Notification of appropriate authorities (ie. DFS, truancy officer, etc) may also be made.

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 Unexcused Absence.

If the school 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 PowerSchool through the parent portal. Any absence not verified by the parent/guardian after the student returns to school will count as an Unexcused Absence.

Attendance Procedures & Actions/Administrative

In the eyes of the state, please 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 excused or unexcused absences. 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, whether excused or unexcused, 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 or chronic absences 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 be 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.

Any time a student is not present for any reason, they are absent from academic instruction. It also counts as an absence for DESE recording purposes.

Absence due to suspension see Suspension.

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 a 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 Topics Directly Related to Attendance & Absences.

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

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

Invoices will be sent at the beginning of each month through ProCare. 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. Families who have an outstanding balance are not eligible for enrollment in before/after school care.

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 in 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 or other celebrations.

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 bags, 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:

- During any school-sponsored or school-sanctioned program or activity;
- In school, on school property, at school-related events or on any means of transportation to/from school-related events.
- Through the transmission of information from a GSA computer or computer network, or other electronic school equipment;
- 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;

- 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;
- 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."

Intervention 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:

- Intervene immediately in a manner that is appropriate to the context and ensures the safety of all people involved;
- Report the incident of bullying or retaliation to administration as soon as practicable, but within 24 hours
- 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:
- Complete anti-bullying awareness program as designated by the administrator and/or counselor.
- Participate in conflict mediation/reconciliation if other student(s) affected are agreeable to such a 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 applications are available on the GSA Website 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.

- The Superintendent determines the meal charge amounts at the beginning of the year.
- Families are notified of the pricing and they are given an account number.
- They are asked to deposit money into their child's account and keep the balance positive
- Statements are sent on a monthly basis.
- If a student has a negative balance over \$30, parents are asked to send meals from home until the balance is paid.
- 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.
- Breakfast and lunch are not to be shared.

2023-2024 Meal Prices	Full Pay	Reduced
Breakfast	\$2.50	\$.30
Lunch	\$4.00	\$.40
Milk Only	\$.35	\$.35

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.

- 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.

Middle & High School Procedure

Middle and High School students may have access to school issued devices during the day for learning activities. Disturbing the learning environment is prohibited. Phones/devices are to be kept out of sight during instructional periods unless usage is approved by the teacher. Students may be allowed the privilege to bring and use their devices during lunch per the administration 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 PowerSchool for grades

If the privilege is allowed, at the end of lunch, students are to power off devices and earbuds and be prepared to place devices back in lockers or backpacks. 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 the 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, iPod (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 the device.

GSA has implemented the following practice once a phone/device has been confiscated and 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.**

CHILD PROTECTIVE SERVICES INVESTIGATIONS

GSA staff members are Mandated Reporters and as such are required to communicate with authorities in a timely manner to report concerns in good faith. 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.

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 are addressed at the classroom level. Below is a typical classroom behavior plan.

Typical Disciplinary Action

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

CLOSING OF SCHOOL / DISMISSAL OF SCHOOL

In case of bad weather, due to snow or ice, or other emergency, school may be canceled 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 KTRS 550 AM KWRE/KFAV 730 AM & 99.9 FM	KTVI/FOX Channel 2 KMOV/CBS Channel 4 KSDK/NBC Channel 5	GSA Website Facebook Twitter Automated phone message Power School

CLUBS AND ACTIVITIES

GSA activities are for students currently enrolled at GSA unless otherwise specified per information communicated per the event. GSA may offer students a variety of clubs and 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 (MSHSAA).

After School Activities

Gateway Science Academy may offer after school clubs. At the beginning of each semester, students may 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 (elementary school only). Any repeated violation may result in the student being asked to leave the club.

MSHSAA Requirements – High School

A student in Grades 9-12 must meet MSHSAA requirements in order to be academically eligible to participate in interscholastic activities. Current MSHSAA 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 ensure 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 Appendix 8*

COMPLAINT RESOLUTION PROCESS FOR ESSA

See Appendix 2

CURRICULUM

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

Smiley Campus - Dr. Moak, jmoak@gsastl.org

South Campus - Ms. Weaver, dweaver@gsastl.org

Fyler Campus, Middle School - Ms. Doyle, cdoyle@gsastl.org

Fyler Campus, High School - Mr. Gunerhan, egunerhan@gsastl.org

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 the 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 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*.

Missed/Unserviced Detention Time

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

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.

DISTRICT/SCHOOL PROCEDURES ADDRESSING DISCRIMINATION

See Appendix 3

DIRECTORY INFORMATION

See Appendix 5

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. Hats and caps are not permitted at any time, other than designated spirit-wear caps. Please refer to "General Appearance on Dress Down Days" for specific restrictions. Jewelry will be permitted as long as it is non-obtrusive or non-distracting.

DRESS CODE ELEMENTS FOR STUDENTS

Shirts and Bottoms:

GSA requires all students to wear **uniform** pants (ie: Dockers, Dickies), shorts/skorts, or capris (in black or khaki only) with an official GSA polo (short or long sleeves). Leggings/jeggings (and any such pants of similar fit), jeans and any sport pants are **not** allowed. 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. A general rule of guidance for uniform shorts/skorts would be at mid-thigh. Street shorts which are usually very short are not allowed..

Elementary students will wear an official GSA kelly or hunter green. **Jumpers are not part of the GSA elementary uniform.** Middle school students will wear an official GSA maroon polo. High school students will wear official GSA royal blue polos. Students may wear solid colored, long-sleeved shirts under their GSA shirts any day of the week. GSA shirts can be purchased through the link on the school website (https://stores.inksoft.com/gsa_uniforms/shop/home or <https://www.gatewaytogators.com/shop-6>) or at the front office of each campus when available.

Elementary Schools:

Students are allowed to wear any GSA sweatshirts as part of their uniforms. 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.

Middle and High School:

Students are allowed to wear grade-level colored or gray GSA outerwear 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. GSA Hoodies can be worn at any time. (However, the hoods cannot be worn on their heads on campus.) These must be GSA uniform hoodies only! Leggings or “Jeggings” (yoga pants included) are not acceptable uniform bottoms unless worn under a skirt. Fridays are reserved for GSA spirit wear. Shoes must be completely enclosed the foot, and have rubber soles for safety concerns. House slippers, Crocs, sandals and other such footwear are not permitted. Regular street or athletic shoes are allowed.

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.

Non-therapeutic or non-religious head coverings (ie: hats, bandanas, do-rags, sunglasses, shower caps, bonnets) are not to be worn inside the building during 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 are 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 that bottoms (shorts or skirts) are at mid-thigh when standing. 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 excessively cut or slashed clothing, whether store-bought or handmade, that welcome disruptions will **not be allowed without leggings**. Slashes, cuts, or rips on the upper thighs, rear end, front pockets, or near private areas on shirts or pants are not allowed at all. Administration has the right to determine what is or is not acceptable. **If in doubt, don't wear them.**
- 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 should be hung in hall lockers/cubbies during the school day and not worn or carried throughout 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 the skin, tattoos, hairstyles, 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 when driving through neighborhoods. Be mindful of traffic laws and be 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 the 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.

Regarding the FYLER CAMPUS:

Please do not obstruct traffic by dropping your students off in the middle of Fyler Ave or on the northeast corner of Brannon (beside the school). 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. Elementary students who arrive at 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 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.

See Parent Volunteers

FOOD, DRINKS, DELIVERIES, ETC.

Drinks, gum, candy, and other food may not be consumed during class time unless by teacher permission. Any food or drink purchased in the cafeteria must be consumed in the cafeteria. We highly suggest that high energy/sugar drinks not be brought or consumed at school as to not impede student learning and focus. Food and drinks brought into school are not to be shared.

Parents/Guardians are not to drop off pizzas, fast food lunches or large meals for any student as this causes a huge disruption in the cafeteria. We share this information with our students as well. Food deliveries (i.e. doordash, grubhub, etc.) are not allowed.

Be sure to remind your child to grab his/her lunch bag/box when heading off to school each day to help avoid the middle of the day call to you requesting lunch to be brought to school. Periodically checking your child's lunch account balance also is helpful so he/she knows that money is available when in the checkout line.

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 credits.

GRADUATION

To be able to graduate from our school, students must complete 27 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 High School 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	5.5
Total	27 credits

- 27 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)

GUIDANCE DEPARTMENT - TOPICS DIRECTLY RELATED

PROGRESS REPORTS & REPORT CARDS

Parents will be notified when progress reports and official grade cards are available on PowerSchool, 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. 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, parent 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:

- Always WALK on the right side of the hallway.
- Keep your hands to yourself.
- Use normal conversation tone and volume while in the building.
- Move directly to your next class and be seated in the classroom when the bell rings.
- Be on time for all classes.
- Students in the hallways during class time must have an approved GSA Hall Pass or use the E-Hall Pass online system.(Fyler Campus)
- Students needing to work on assignments, etc.in the halls should be respectful of other classes.
- COOPERATION WITH ALL SCHOOL PERSONNEL IS EXPECTED AT ALL TIMES.
- 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 - (Fyler Campus)

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 - (Fyler Campus)

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.

HOMEWORK PHILOSOPHY & GUIDELINES

See Appendix 1

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, 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:

- weapons
- an object capable of causing physical injury which a student uses or threatens to use for that purpose, or
- 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. It is common for our School Empowerment Unit of the SLMPD to visit our campuses, not only for official business. 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:

- A search or an arrest warrant,
- Probable cause to believe a crime has been committed on school property or at a school function, or
- 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:

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

LATE ARRIVALS

Students arriving after the 8:15 bell **MUST** sign in at the attendance office. Students **MUST** obtain a pass to be admitted to class. Students who arrive late during standardized testing and/or finals may not immediately be admitted to class.

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. (Fyler Campus) 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

- Students must use the school assigned lock. (middle and high school)
- Students should keep lockers secured at all times. Students should not “pre-set” or “rig” their lock for easy access.
- Problems or concerns with lockers should be reported to the office immediately.
- Students are to only use the locker assigned to them.
- Students are NOT to share their lockers or locker combinations with any one.
- Students are responsible for EVERYTHING that is in his/her locker.
- Students are to respect locks and lockers assigned to other students and are not to tamper with them.
- 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.
- 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 into 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.

MOCAP - MISSOURI COURSE ACCESS & VIRTUAL SCHOOL PROGRAM

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 and 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 the school academic counselor to discuss course options and enrollment details.

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 15th 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: COVID 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 the student is fever free for 24 hours without the use of fever reducing medications like Tylenol or Ibuprofen.
- COVID positive (contact school nurse)
- 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
- All students entering K, 3rd, 6th, or 9th grade and any new student to GSA 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. If the student has a cast, boot, wrap or sling on any extremity, they must submit a doctor's note stating what their activity may be. A second note must be submitted for return to all activities.

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 into the school nurse only. Students are NOT allowed to carry medication on them unless previously approved by the nurse and authorized by a parent. Such exceptions would be an EpiPen or an albuterol inhaler. The nurse should still be made aware of any such instances. Medication must be in the 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 (ie. an EpiPen or albuterol inhaler).

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 plans.

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 the 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. Parents who are assigned students to supervise (i.e. field trips, class parties, etc.) will be required to have a Child Abuse and Neglect (CAN) check, Background check, and GSA-required training.
2. Parents who chaperone field trips with teachers will be required to do a Quick Scan background check at the main office.
3. Sign in at the office and present your drivers license whenever working at the school during school hours.
4. Sign out upon leaving the school grounds.
5. 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.

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.

PHYSICAL EDUCATION AND HEALTH

The PE department's objective is to provide a positive learning environment with sequential skill development in order to maintain a healthy body, mind and character. The program is designed to promote participation and a lifelong commitment to a healthy lifestyle through physical activity.

Students are required to have athletic shoes for PE. They are not required to change into a PE uniform. However, students may bring a shirt and shorts to change if they prefer.

Illness/Injury:

A parent note may be written to the school nurse to excuse a student from PE due to illness or injury for up to 3 days. Students may have no more than 2 parent notes per semester. All notes must be taken to the nurse for her records when arriving at school. Any student excused from P.E. with a doctor's note or parent note will complete alternate assignments during class to earn their points for any days missed.

Health Class Information:

Health classes will be embedded with lessons throughout the year. More information will be given to students as health lessons begin.

PLAGIARISM / ACADEMIC HONESTY

Student generated work through the use of Artificial Intelligence (AI) and presented as their own personal work will be considered academic dishonesty. 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:

- Quotation of another person's actual words, either oral or written;
- Paraphrasing another person's words, either oral or written;
- Using another person's idea, opinion, or theory;
- Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.
- 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:

- All academic work submitted by a student must be the result of his or her own thought and/or research.
- 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.
- 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.
- When a student's assignment involves research, the student must acknowledge outside sources or information as references.
- 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 the initial problem (includes electronic cheating).

PUBLIC NOTICE

See Appendix 7

RIGHTS UNDER FERPA

See Appendix 4

RIGHTS UNDER PPRA

See Appendix 6

STUDENT PROBLEMS

Students having problems in hallways, restrooms, or anywhere on campus should report the incident to a teacher, counselor, or administrator as soon as possible with student names, time, and date of the incident.

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 and will apply a restorative discipline format to decrease the chance of recidivism.

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

- Students are to report directly to the ISS location upon arrival to school on the day(s) they are assigned.
- Any student who is tardy to ISS could receive additional time or suspension.
- Misconduct in the program may result in an additional day(s) or out-of-school suspension.
- Work not completed may be grounds for an additional day(s) in the program
- Make-up work might not be allowed if ISS work is not completed by the day the student returns to class.
- Lunch will be eaten at an assigned time.
- 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.
- ISS assignment may include some form of community service.

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 for 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:

- OSS return work not submitted by due date
- ISS work not completed by the day the student returns to class
- 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 or 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 Cell Phones & Others Devices*

Computers are furnished by the school. They are loaned to the student and become his/her responsibility. If the student loses or damages a computer or any other loaned technology, the student must pay the replacement/repair price.

The average replacement/repair 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 availability.)

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, if used, 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, VAPE PENS, RELATED ITEMS

Possession, smoking or use of any tobacco product including electronic cigarettes (vapes), 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. (Level 2 or 3 infraction).

TRANSPORTATION

Transportation is not provided by Gateway Science Academy. Transportation to and from school is the responsibility of the parent. Please follow the drop off and pick up procedures for your child's school.

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 administration.

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 has 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 total.
- 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 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

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 must also have a signed walking permission form on file.

WATER GUNS/TOY GUNS/GUN REPLICAS & 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, may 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.

Homework Philosophy & Guidelines

At GSA we strongly believe in the power of play, experiences, and the importance of letting children be children. Further, research does not indicate significant benefits of homework at the elementary level, and at any level is only effective when it meets certain guidelines. Therefore, we have focused assigned homework on the most significant skills and meant only to be part of your evening routine. We believe that the main purpose of “homework” is to reinforce and provide extra practice for concepts already taught in class in order to help students consolidate their learning as well as develop some personal responsibility skills. Homework is meant to support, not burden, learning.

To foster community and self-reflection, your student will have frequent monitoring and feedback from their teacher on “homework” assigned (more about that below!), and we highly encourage your child to read with someone each evening or to read a book of choice independently. *Note, if a student fails to complete an assignment in school, the assignment may be sent home for completion.*

GSA Homework Guidelines

- The expectation of parental/adult involvement in homework activities will vary depending on the age of the child. Younger children may need more direct support/supervision from parents/adults, while older children should be working independently on activities. *However, we do believe that whatever teachers assign, students should be familiar with the expected task and be able to complete it with little support.*
- Parents should familiarize themselves with their student’s homework and reach out to the classroom teacher with questions or concerns.
- Students should complete the assigned homework by the due date to the best of their abilities.
- Teachers should assign homework according to the Guidelines and with careful consideration of type and quantity. Teachers should provide regular feedback to support students' learning and growth.

Some examples of “homework” include, but are not limited to:

Elementary:

- Home reading
- Practice of basic skills in math and/or reading using resources such as IXL, Razkids, iReady, Eureka Math2 Apply practice
- Completing unfinished classwork
- Continued work on Science Fair Project
- Studying for tests

Secondary:

- Reading in preparation
- Completing unfinished class work
- Continued work on Science Fair Project, research project, or essays
- Studying for tests
- Completing science lab reviews, journals
- Practice of basic skills in math and/or reading using resources such as iReady, Aleks, or other independent practice
- Instrumental practice for music students

Grade Level Expectations:

The time allotted for homework will increase gradually from grade to grade, beginning at grade 3. The time limits are guidelines that should remain flexible. Individual differences among children will be taken into consideration.

PK-2nd Grade:

Homework may be assigned pre-K through second grade to address foundational skills. We encourage families to commit to reading to and with their children at these grades each day.

3rd-5th Grades:

Students in 3rd through 5th grades may have more consistently assigned “homework”. However, homework will be used as an opportunity to focus on specific skill development. Elite Math may be assigned additional independent tasks per the program.

6th Grade:

Students in 6th Grade will have some homework assigned most school days. The purpose of the homework is to prepare students for the demands of 7th-12th grades.

6th grade will focus on helping students understand how to organize their time, modeling various agenda and planner strategies, and will coordinate assignments across the grade level team to gradually increase student capacity to manage more secondary “homework” expectations.

7th & 8th Grades:

7th & 8th grade students can expect 60-90 minutes of “homework” across all courses most days.

9th-12th Grades:

Students can expect 1-2 hours of “homework” across all courses most days with students in Advanced Placement (AP), Dual Credit Classes, and college prep courses may be assigned additional independent tasks per the programs.

*Approved by Admin Team May 2023

COMPLAINT RESOLUTION PROCESS FOR ESSA

Missouri Department of Elementary & Secondary Education
Every Student Succeeds Act of 2015 (ESSA)

This guide explains how to file a complaint about any of the programs 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)2.

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA	Complaints filed with the Department
4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handle differently?
Appeals	
9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint under NCLB?
For these purposes, a complaint is an 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 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 fifty 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 forty-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 ten 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, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

7. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

8. 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. The 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.

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

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

1 Programs include Title I, A, B, C, D, Title II, Title III.A.

2, Title IV.A, Title VI, Title VII. C Revised 7/15 2 In compliance with NCLB Title IX Part C. Sec. 9304 (a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

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 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

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

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 District 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 developmental 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 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 Education 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 – 4:30 p.m. each school day.

This notice will be provided in native languages as appropriate.

CODE OF CONDUCT

Students may 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 given the circumstances or scope of a situation. 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) consecutive school days. Violation of another Level I or Level II misbehavior while on a contract may 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 may consider other 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 to disciplinary consequences if circumstances warrant it.
- Larceny- Theft
- Terrorist or Bomb Threats-Whether the threat is real or false, making terrorist or bomb threats will result in disciplinary action by the school regardless of whether or not criminal charges result.
- Vandalism- 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 are 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.

CODE OF CONDUCT	Level I			Level II			Level III		
Behavioral Infractions / Offenses	ES	MS	HS	ES	MS	HS	ES	MS	HS
Academic Dishonesty / Plagiarism — includes cheating and electronic cheating.				x	x	x			x
Alcohol — bringing alcoholic beverages to school/school activity/event or having alcoholic beverages in possession, or coming to school under the influence of alcohol or drugs including synthetic drugs				x			x	x	x
All behavior prejudicial to the good order of school.	x	x	x	x	x	x	x	x	x
Arson — Intentionally or recklessly setting fire to another's property.				x			x	x	x
Assault — through the use of physical force with the intent to do bodily harm. This could include Sexual Assault.				x			x	x	x
Bomb Scare / Threat — Falsely communicating or causing to be communicated that a bomb is located in or on school property. Threatening to set off explosives, including any written or phone threats.							x	x	x
Bullying — acts of bullying <i>See Bullying</i>	x			x	x	x	x	x	x
Chronic Violation of Level I or II misbehaviors — as defined by the administration				x	x	x	x	x	x
Demeaning Language or Conduct — Including, but not limited to, use of hate language (written or spoken) to demean another person due to the person's race, color, sex, national origin, age, ethnicity, disability, religion, sexual orientation or perceived sexual orientation. This includes conduct, verbal, written or symbolic speech, name calling/racial slurs.				x	x	x	x	x	x
Disrespect — disrespect to students or adults, including, but not limited to words, tone of voice, facial expressions, written expressions, gestures and behavior	x	x	x	x	x	x			

Disruptive Behavior — conduct which has the intentional effect of disturbing the learning environment and classrooms, including, not not limited to, excessing talking, out of seat, throwing objects, disturbing others, note passing and/or other actions which interfere with the educational process. This included activities off campus such as field trips or other school related events.	x	x	x	x	x	x	x	x	x
Dress Code Violations <i>See Dress Code</i>	x	x	x	x	x	x			
Drug or drug paraphernalia — bringing to school or having such items in his/her possession				x			x	x	x
Electronic Device Misuse — operation or display of any non-academic electronic device during non-approved school hours, including but not limited to, cellphones, headphones, iPods, e-readers, etc. The district is not liable for damage, loss, or theft of the device. This includes the inappropriate, unauthorized, capturing, transmitting or duplicating an unauthorized picture of school staff, students, or school documents. It should be noted that taking pictures in the restrooms is not permitted and may be considered a higher level offense. Confiscated devices may be searched for improper messages and/or images. Students will be held accountable to the contents on the phone regardless of where the inappropriate content originated. In some instances, use of these devices may be permitted at teacher discretion for academic purposes or as incentives as approved by an administrator.	x	x	x	x	x	x	x	x	x
Extorting or Attempting to Extort Property or Money	x			x	x	x	x	x	x
False Accusations — Deliberately made against students or staff.				x	x	x	x	x	x
False Alarm / Fire Equipment Misuse — Tampering with emergency equipment or setting off a false alarm or filing a false report (e.g. dialing 911).				x	x	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
Fireworks — possession or use of fireworks				x	x	x	x	x	x
Forgery — of parent/guardian signature (includes impersonating a parent via phone), teacher or official signature (hall pass, attendance slips, etc.)	x	x	x	x	x	x			

Gambling — is not permitted on school property or when attending activities off campus such as field trips or other school related events.	x			x	x	x	x	x	x
Harassment / Sexual Harassment <i>See Harassment</i>	x			x	x	x	x	x	x
Improper Display of Affection — Inappropriate display includes consensual kissing, fondling, etc.	x	x		x	x	x	x	x	x
In-School Suspension (ISS) — Failure to comply with ISS guidelines.				x	x	x			
Indecent Exposure / Removal of Attire — includes display in public location of buttocks and/or genitals or removal of another person's or one's own attire exposing any private area of the body and/or undergarments. "Pantsing" falls under this infraction.	x			x	x	x	x	x	x
Insubordination — Refusal to follow reasonable requests and direction from a person in authority; defiance of staff authority.	x			x	x	x	x	x	x
Lying — Intentionally providing false or inaccurate information.	x			x	x	x	x	x	x
Medication — possession and self-administration of medication in school. Not adhering to requirements regarding medication at school.	x			x	x	x			
Negligent Behavior — Engaging in an activity that may create a condition that is unsafe or unhealthy to others including but not limited to excessive horseplay, scuffling, play fighting, pushing, slapping, etc. This may include student pranks or dares.	x			x	x	x	x	x	x
Physical Contact / Physical Harm — 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
Pornography — 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
Possession, Use or Under the Influence — of alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription drugs or controlled substances; or substances represented to be alcohol, "non-alcoholic" malt beverages, illegal drugs, non-prescription legal synthetic substances that cause impairment, prescription drugs or controlled substances; or possession of drug							x	x	x

paraphernalia (e.g. scales, pipes) or items represented to be drug paraphernalia for use of illegal or controlled substances.									
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.									
Restroom Violation — Misuse of restroom and restroom materials (soap, water, paper towels, toilet paper). Entering the restroom of the “opposite gender” (includes pushing another student into a restroom of the opposite gender).	x	x	x	x	x	x			
Riotous Activity — More than one person acting together to intentionally cause harm or injury to an individual				x			x	x	x
Sale, Sharing or Distribution — 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 any of the aforementioned.				x	x	x	x	x	x
Sexual Misconduct — including the possession or distribution of pornographic material or images that would be deemed overtly sexual in nature and inappropriate for school.				x			x	x	x
Stealing — attempting to steal, or possession of stolen property	x			x	x	x	x	x	x
Tardiness — excessive tardiness to school and or classes.	x	x	x	x	x	x	x	x	x
Technology Misuse / Abuse of the Internet and Acceptable Use Privileges.	x			x	x	x	x	x	x
Terrorist Threat — threat made to more than 10 people				x	x	x	x	x	x
Threats — Verbally or physically threatening to injure or harm a school staff member or intimidating another person by creating fear for personal safety.				x	x	x	x	x	x
Tobacco Products / Smoking / Vaping — Possession, smoking or use of any tobacco products including vaping devices, electronic cigarettes, pils, hookah pipes, matches, papers, lighter, etc. on any school property before, during or after school hours. Tobacco products will be immediately disposed of, including vapor and electronic cigarettes.	x			x	x	x	x	x	x

<p>Trespassing — being present on school property and/or district property when suspended or when school or activities are not in session.</p> <p>This infraction also includes forcibly entering a school building, classroom, or other secured enclosure</p>	x			x	x	x	x	x	x
<p>Truant — Absence from a class, lunch, mandatory academic intervention or school day without permission; includes leaving school grounds without permission or not providing a note from a parent or a parent phone call verifying an absence, as well as, skipping an assigned detention.</p>	x	x	x	x	x	x			
<p>Unprepared for Learning — Failure to come to class prepared or failure to turn assignments in on time.</p>	x	x	x						
<p>Vandalism — 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.</p>	x			x	x		x	x	x
<p>Weapons / Firearm Possession — Possession or use of a weapon</p> <p><i>See Weapon Definition</i></p>							x	x	x
<p>Weapon Definition - 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.) Pepper spray and other defensive weapons can be used as weapons and are prohibited at school.</p>									