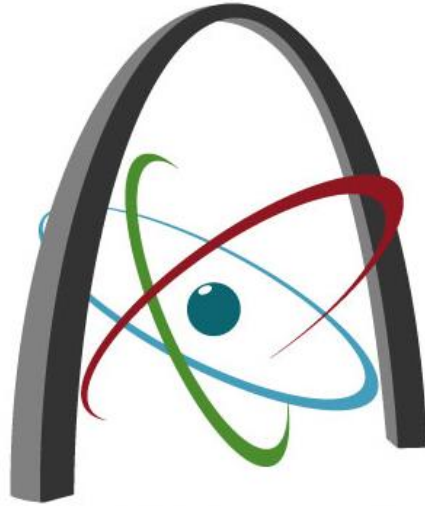


2018-2019 STUDENT/PARENT HANDBOOK



GATEWAY SCIENCE ACADEMY
of
ST. LOUIS



www.gsastl.org



info@gsastl.org



Home of the Gators

GSA 2018-2019 ACADEMIC CALENDAR - FINAL

<p>1-7: All Staff Summer Institute 6: Orientation/Open House Day 8: First Day of School 21: PD Day-I (No Students) 20-31: Fall Assessments: NWEA, Detroit, EOCs, and ACT</p> <p>17 Student Days 23 Staff Work Days</p>	AUGUST 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		FEBRUARY 2019 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table> <p>18: Presidents' Day – No School 21-22: Parent/Teacher Conferences Thursday, 3:00-6:30 Friday 12:00-3:30 22: Early Dismissal for Students</p> <p>19 Student Days 19 Staff Work Days</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																
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<p>3: Labor Day 14: PD Day-II (No Students) 27-28: Parent/Teacher Conferences Thursday, 3:00-6:30 Friday 12:00-3:30 28: Early Dismissal</p> <p>18 Student Days 19 Staff Work Days</p>	SEPTEMBER 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					MARCH 2019 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p>22: End of 3rd Qtr (Total School Days:144) 25-29: Spring Break</p> <p>16 Student Days 16 Staff Work Days</p>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30														
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<p>5: PD-III (No Student) 12: End of 1st Qtr (Total School Days: 44)</p> <p>22 Student Days 23 Staff Work Days</p>	OCTOBER 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				APRIL 2019 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1: School Resumes 15-May 3: State Assessments 19: PD Day-IV(No Students)</p> <p>21 Student Days 22 Staff Work Days</p>	S	M	T	W	Th	F	S								1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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<p>21: End of 2nd Qtr (Total School Days: 91) 24-7: Winter Break</p> <p>15 Student Days 15 Staff Work Days</p>	DECEMBER 2018 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S								2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						JUNE 2019 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>1st Qtr: Aug. 8 - Oct. 12: 44 Days 2nd Qtr: Oct. 15 - Dec. 20: 47 Days 3rd Qtr: Jan. 7 – March 22: 53 Days 4th Qtr: April 1 - May 24: 39 Days</p> <p>Summer School: May 29 – June 25</p> <p>183 Student Days 192 Staff Work Days</p>	S	M	T	W	Th	F	S								2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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<p>7: School Resumes 21: MLK Day – No School 22-1: NWEA Winter Testing</p> <p>18 Student Days 18 Staff Work Days</p>	JANUARY 2019 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																											
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Gateway Science Academy Middle & High School

It's a Great Day to be a Gator!

Principal

Mr. Murat "Matt" Sagnak (Mr. Matt)

Assistant Principal, High School

Mr. Mustafa Icel

Assistant Principal, Middle School

Dr. Brian Schick

Counselors

Mrs. Nazife Aktas – College Counselor

Mr. Ali Durhan – College Counselor

Ms. Laura Gershen – High School Social Worker

Ms. Kacey Selliers – Middle School Counselor

Nurse

Ms. Michelle Searcy

Office Staff

Ms. Dawn Stavenau

Ms. Jennifer Puleo

Ms. Karen Colombo

Ms. Katie Campbell

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 – Classes Begin

2:41 PM – Classes End

7:51 AM – 11:40 PM Half Days

Office Hours:

7:30 AM – 4:00 PM

Detention Hours: Afternoon – Tuesday, Wednesday & Thursday
2:45 PM – 3:30 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

www.hs.gsastl.org



Gateway Science Academy Smiley Elementary

It's a Great Day to be a Gator!

Principal
Mr. Nuh Celik

Assistant Principal, Academics
Dr. Janet Moak

Assistant Principal, School Culture
Ms. Kathie McCann

Counselor
Ms. Amanda Lindsey

Nurse
Mrs. Anne Knese

Office Staff
Mrs. Jeannie Voelker
Mrs. Adila Husic

6576 Smiley
St. Louis, MO 63139
Phone: 314-932-7513
Fax: 314-932-7514
info@gsastl.org
http://es.gsastl.org/

School Hours: 8:00 AM – Classes Begin
 2:42 PM – Classes End
 8:00 AM – 11:45 PM Half Days

Office Hours: 7:30 AM – 4:15 PM
 Phones are answered between 7:30-2:00 and 2:45-4:15

Visit the GSA-St. Louis website for key information

www.esgsastl.org

Gateway Science Academy South Elementary

It's a Great Day to be a Gator!

Principal
Mrs. Wendy F. Gilliam

Assistant Principal, Academics
Mr. Marvin Rice

Assistant Principal, School Culture
Ms. Debi Weaver

Assistant Principal, Facility Operations
Mr. Mehmet Okay

Counselors
Ms. Sarah Darby

Nurse
Ms. Nadja Basic

Office Staff
Ms. Mirela Muftarevic
Mrs. Pamela Rhodes

6651 Gravois Ave.
St. Louis, MO 63113
Phone: 314-669-9000
Fax: 314-669-9944
info@gsasouth.org
www.gsasouth.org

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

Office Hours: 7:30 AM – 4:00 PM

Visit the GSA South website for key information

www.gsasouth.org

Gateway Science Academy of St. Louis
Administration & Governing Board

Mr. Engin Blackstone
Superintendent

Orville Goerger, Jr.
Board President

Ben Diefenbach
Board Secretary

Patricia Hunt
Board Member

Mehmet Kahveci, Ph.D.
Treasurer

Vivian Resch
Board Member

Governing Board Contact Info:
gsaboard@gsastl.org

Board meetings are held at 5:30:
Gateway Science Academy of St. Louis (District Office)
6025 Chippewa St. Ste: 206, St Louis, MO 63109

August 20, 2018
October 15, 2018
December 3, 2018
February 4, 2019
April 15, 2019
June 3, 2019

GSA Mission Statement

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

Elementary and Middle School Vision

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

High School Vision

Our students will achieve 100% graduation and college acceptance.

School-wide Expectations

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

**GSA MS/HS BELL SCHEDULE
2018-2019**

6th Grade				7/8th Grade			
Breakfast 7:30 to 7:48				Breakfast 7:30 to 7:48			
1	7:51	to	8:35	1	7:51	to	8:35
2	8:39	to	9:23	2	8:39	to	9:23
3	9:27	to	10:11	3	9:27	to	10:11
Lunch	10:15	to	10:37	4	10:15	to	10:59
4	10:41	to	11:25	Lunch	11:03	to	11:25
5	11:29	to	12:13	5	11:29	to	12:13
6	12:17	to	1:01	6	12:17	to	1:01
7	1:05	to	1:49	7	1:05	to	1:49
8	1:53	to	2:37	8	1:53	to	2:37
Club/T ut	2:45	to	3:35	Club/ Tut	2:45	to	3:35
*Snack Break to be established in PM class.							
9/10th Grade				11/12th Grade			
Breakfast 7:30 to 7:48				Breakfast 7:30 to 7:48			
1	7:51	to	8:39	1	7:51	to	8:39
2	8:43	to	9:27	2	8:43	to	9:27
3	9:31	to	10:15	3	9:31	to	10:15
4	10:19	to	11:03	4	10:19	to	11:03
5	11:07	to	11:51	5	11:07	to	11:51
Lunch	11:55	to	12:17	6	11:55	to	12:39
6	12:21	to	1:05	Lunch	12:43	to	1:05
7	1:09	to	1:53	7	1:09	to	1:53
8	1:57	to	2:41	8	1:57	to	2:41
Club/T utor	2:45	to	3:35	Club/ Tutor	2:45	to	3:35

**ELEMENTARY LUNCH SCHEDULE
2018-2019**

	Smiley	South
Kindergarten	10:40 - 11:05 am	10:55 - 11:20 am
1st Grade	10:55 - 11:20 am	11:15 - 11:40 am
2nd Grade	11:15 - 11:40 am	11:40 am - 12:05 pm
3rd Grade	11:35 am - 12:00 pm	12:00 - 12:25 pm
4th Grade	11:45 am - 12:10 pm	12:45 - 1:10 pm
5th Grade	12:05 - 12:30 pm	12:25 - 12:50 pm

ADMINISTRATIVE DECISION

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

ALCOHOL, DRUGS, AND RELATED ITEMS

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

ANNOUNCEMENTS

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

ASSEMBLIES

Assemblies will be scheduled throughout the year. Students are expected to show respect for those leading the assembly or performing. Assembly attendance will depend upon the students' behavior. Students who cannot conduct themselves as responsible members of an audience will be removed from assemblies and

consequences may include loss of assembly privileges up to and including suspension. Students not attending will be assigned a place for supervision.

ATTENDANCE & ABSENCES, GENERAL POLICY

Attendance Rules

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

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

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

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

Absences

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

If the Office does not receive a telephone call from a legal guardian giving a reason for the student's absence, a telephone call from school officials will alert the parents of the absence. The parent/guardian then has the opportunity to contact the school to clarify any discrepancies. Parents may also check daily attendance in SIS (Student Information System) through the parent portal. Any absence not verified by the

parent/guardian after the student returns to school will count as an **Absence Without Reason**.

Attendance Procedures & Actions/Administrative

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

Topics Directly Related to Attendance and Absences:

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

- **Present**
Here on time for the entire school day.
- **Tardy**
Within the first 30 minutes of the start of school, students will mark 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.**
- **Absences With Reason/Without Reason**
Any time a student is not present for any reason, it counts as an absence.

Absence due to suspension is addressed on page xx.

Attendance At School Activities

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

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

Make-Up Work During Absences

Students will be required to make up missed work.

Any student who was absent from school has the responsibility of following up with teachers to obtain the missed assignments upon returning to school. The student is also

responsible for completing all class assignments and examinations. **Students will be given the number of days they were absent to receive full credit for their assignments.** If a student cannot complete the assignments or examinations before the end of the grading period, an “incomplete” will be given. If a student is going to be absent during the last week of the grading period, it is crucial that the student make arrangements with the teacher in order to receive credit for that grading term.

Pre-Arranged Absences

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

Sign-Out Procedures

- Students must never leave the school building without the permission and/or without their parent signing out. Failure to follow this policy is unsafe and may result in disciplinary action.
- Legitimate reasons for leaving early will be accepted provided 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.

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 & AFTER CARE (ELEMENTARY SCHOOLS)

Before Care Hours

6:00 – 7:30 AM (Smiley)

6:00 – 7:45 AM (South)

After Care Hours

2:45 – 6:00 PM (Smiley)

3:10 – 6:00 PM (South)

Students picked up within 30 minutes of dismissal will not be charged.

Students who arrive to school early (before 7:30a.m.) and are not supervised by a parent or guardian will be sent to Before Care and a charge will incur.

Additional information concerning After Care, including rates and payment information can be obtained from your school office.

Invoices will be sent at the beginning of each month through Kinderlime. Payments are due the 17th of the month.

Outstanding balances may be turned over to a third party entity for collection.

BICYCLES

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

BIRTHDAYS/CELEBRATIONS

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

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

Flowers, gifts, balloons and other personal items should not be delivered to the student at school. Items delivered will not be accepted from the deliverer.

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 the valuables, book bag, or its contents.**

BULLYING

Bullying is an act that is done on purpose and more than one time, 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 drop a note in one of the care and concern boxes located around the school.

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

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

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

This policy protects GSA students against bullying and harassment on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing

characteristic. The Board recognizes the particular vulnerability of students with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender.

Bullying is prohibited:

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

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

Intervening to Address Bullying

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

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

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

- 4) complete anti-bullying awareness program as designated by administrator and/or counselor.

- 5) participate in conflict mediation/reconciliation if other student(s) affected are agreeable to such meeting.

Responsibilities of Students, Parents and Guardians

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

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

CAFETERIA

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

- Gateway Science Academy of St. Louis has a closed lunch. Students are not to have food delivered.
- Breakfast is available for purchase in the cafeteria approximately 20 minutes before school starts.
- Lunch is available for purchase, or students may bring packed lunches.
- Food and drink is to stay in the cafeteria unless a student is reporting to another location for lunch at teacher direction and with a pass.
- Lunches are not to be shared.
- Parents and students should ensure that money is available in students account. Please monitor in order to ensure funds are available. Payments are due monthly. Parents are encouraged to keep a positive balance of \$30.
- Students who have outstanding balances greater than \$30 may receive an alternate lunch until the balance is paid.
- Invoices will be sent home with students at the beginning of each month. Payments are due the 17th of the month.
- Outstanding balances may be turned over to a third party entity for collection.

2018-2019 Meal Prices	Full Pay	Reduced
Breakfast	\$2.05	\$.30
Lunch	\$3.25	\$.40
Milk Only	\$.50	\$.25

CELL PHONES & OTHER DEVICES

Middle & High School Procedure

Disturbing the learning environment is prohibited. Phones/devices/earbuds are not to be out unless a teacher has announced a specific purpose. When phones or devices create a disruption, the teachers will first attempt to manage the cell phone misuse per their classroom management plan. Once a teacher determines a phone or device needs to be removed they will email the parent and “bag & tag” the phone and give to the Administration.

Operation or display of cellular phone, message device or any non-academic electronic devices during school hours including but not limited to CD’s, headphones, I pods (MP3’s), DVD’s, e-readers, tablets, etc. (in some instances, use of these items will be permitted at teacher discretion for academic purposes with prior approval from an administrator or as incentives as approved by an administrator). These should be off during school hours. Items in use or displayed during school hours may be confiscated. Confiscated devices may be searched for improper messages and/or images. The district is not liable for damage, loss or theft of device.

You as parents can help contribute to a positive and safe learning environment by stressing to your child that phones are to remain completely off during school hours per school policy unless a cell phone or device is being used in the classroom under teacher direction for instruction or a class privilege. 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.

Activated phones may be taken to the office to be returned to the student and/or parent. It is our recommendation that students keep their phones locked in their lockers. GSA is not responsible for lost or stolen cell phones, or any other personal property.

GSA Middle & High School has implemented the following practice once a phone/device has been “bagged & tagged” 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 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 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.

Elementary Procedure

Students are to keep cell phones in their lockers during the day. Phones will be taken away from students if they are on in class. Students will be able to pick up the phone at the end of the day. If a phone is taken away a second time, the parent will be required to pick it up from the teacher.

CLASSROOM DISCIPLINE GUIDELINES

Teachers and staff have the authority to assign detentions.

Offenses

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

Typical Disciplinary Action

Initial Problem	Teacher confers with student
Continued Problem	Teacher gives student a warning. Teacher contacts parent(s)/guardian(s). Teacher may try other interventions in class.
If problem is not resolved after warning	Teacher assigns detention or buddy room and contacts parents.
If problem is not resolved after assigning detention or buddy room	Teacher refers to administration.

CLOSING OF SCHOOL/DISMISSAL OF SCHOOL

In case of bad weather, due to snow or ice, or other emergency, school may be cancelled. 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 and webpage page as well.

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

CLUBS AND ACTIVITIES

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

After School Activities

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

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

Extra-curricular Eligibility

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

Parents or guardians must provide or arrange for transportation for their children who attend after-school activities. 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. GSA reserves the right to charge after hours fee which is \$10/each half hour for each middle or high school student who is not picked up on time. Any repeated violation may result in the student being asked to leave the club.

MSHSAA Requirements

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

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

CODE OF CONDUCT

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

COMPLAINT RESOLUTION PROCESS FOR ESSA

See Appendix 1

CURRICULUM

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

DETENTION PROGRAM / DETENTION SCHEDULE

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

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

transportation arrangements from afternoon detentions. Students **MUST** arrive on time to detention.

Possible Detention Programs

- Lunch Detentions – students get lunch and report to location arranged by the teacher.
- Afternoon Teacher Detentions – students will report to the room of teacher assigning the 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
- Saturday Alternative Program – specific Saturdays only as assigned by the administrator

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

Detention Rules

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

Removal or Truant from Detention

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

Missed or Unserved Detention Time

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

DISTRICT/SCHOOL PROCEDURES ADDRESSING DISCRIMINATION

See Appendix 2

DRESS CODE AND PERSONAL APPEARANCE

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

Dress code elements for students

Shirts and Bottoms: GSA requires all students to wear **khaki pants, shorts/skorts or capris** with an official **GSA polo** (short or long sleeves). Elementary students wear kelly or hunter green. Middle school students will wear a maroon polo. High school students wear royal blue polos. Shirts are to be **tucked in** at all times with the exception of Kindergarten and 1st grade students.

Belts are only required if pants/shorts drop below the waistline. Students in violation will be asked to put on a belt or use a makeshift belt to correct the problem.

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

GSA polos can be purchased through the link on the school website or at the front office.

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.

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

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

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

General Appearance on Non-uniform Days

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

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

communicated guidelines.

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

Any writing on clothing must be school appropriate. Appropriateness will be determined by school staff. Clothing and/or removable markings that promote drugs, alcohol, tobacco and/or its products, violence, sex or hate groups is prohibited from campus and must be covered, or removed. Clothing that permits visibility of undergarments is not to be worn.

Halter tops, tube tops, spaghetti strap tops, racerback tank tops, net shirts, sheer/see-through fabrics, shirts open on the sides, pajamas and short shorts/skirts are not to be worn. Bare midriffs are not allowed. Tank tops with one-inch straps are acceptable. Excessively low-cut shirts are not permitted. The appropriateness will be determined by a staff member.

Skirts and shorts should be appropriate lengths and not disrupt the learning environment. Skinny jeans, jeggings, leggings, tights, spandex, or any other excessively tight fitting pants are not permitted unless accompanied by a long shirt or a skirt of appropriate length. Pants with writing on the back are not permitted. A general rule of guidance would be no more than six inches from the knee (when kneeling), or below the fingertip when standing. Skirts must be at or below the top of the knee.

Wearing cut or slashed clothing, whether store bought or handmade, that will welcome disruptions will not be allowed. Slashes, cuts or rips on the upper thigh, rear end, front pockets or near private areas on shirts or pants are not allowed. Slashed style clothing may be worn with leggings underneath.

Chains dangling from clothing or other belongings are considered unsafe and are not allowed in school.

Any accessories (i.e. purses) often welcome disruptions to the learning environment, therefore teachers may establish an area where students are welcome to keep their items during the class period should there be a need.

If a student's appearance becomes a disruptive factor in the school, that student will be referred to the office. The student will be required to make the necessary changes. In the event that the changes do not take place in the time allowed, the administrator will prescribe the action to be taken.

All coats be hung in hall lockers/cubbies during the school day and **not worn** about the building.

In general, students must maintain modesty at all times. If you have any question as to whether or not a particular article of clothing can be worn, students should ask an administrator before wearing it to school. A good rule of practice is if a student questions if their appearance might violate the dress code he/she probably should not wear it.

General dress code rules and policies

General appearance deemed offensive or disruptive to the learning environment such as writing on skin, tattoos, hair styles and other elements affecting the general appearance of a student will require corrective action.

Administration withholds the right to make decisions concerning the acceptability of any apparel worn to school or to any other school function.

DRIVING TO SCHOOL (HIGH SCHOOL STUDENTS)

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

DROP-OFF / PICK-UP LOCATIONS

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

EARLY ARRIVALS

Students are discouraged from arriving on campus before designated arrival times, unless attending a sponsored before school activity or enrolled in elementary Before Care. Students attending a sponsored before school activity are to remain with their sponsors until the first passing period. GSA is unable to supervise elementary students who arrive prior to the designated arrival times. ***Students who arrive to school early***

(before 7:30a.m.) and are not supervised by a parent or guardian will be sent to Before Care and a charge will incur.

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.

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 criterion:

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

High School Grade Promotion Policy

Ninth Grade Promotion:

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

Tenth Grade Promotion:

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

Eleventh Grade Promotion:

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

Graduation

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

GSA Graduation Requirements

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

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

Electives	6,5
Total	28 credits

- 28 credits of coursework
- 50 hours mentoring / tutoring
- Senior capstone project
- Must pass examinations regarding the US Constitution and MO Constitution. (These tests will be taken with Government classes)

Must take the following EOC's:

- EOC Algebra I (Algebra II if took Algebra I in middle school) passing score: 200
- EOC English II (10th grade)
- EOC Government (11th grade)
- EOC Biology (10th grade)

Progress Reports & Grade Cards

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

Information about grading scales and GPA calculations can be found in appendices.

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—Fyler Campus Only

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

quarter or semester), when appropriate.

School Records

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

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

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

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

Testing Program

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

Transferring

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

HALL CONDUCT & EXPECTATIONS

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

1. Always WALK on the right side of the corridor.
2. Keep hands to self.
3. Use normal conversation tone and volume while in the building.
4. Move directly to your next class and be seated in the classroom when the bell rings.

5. Be on time for all classes.
6. Students in the corridors during class time must have an approved GSA Hall Pass. (Fyler only)
7. Students needing to work on assignments, etc., in the halls should be respectful of other classes.
8. Cooperation with all school personnel is expected at all times.
9. Use appropriate hallways per individual school expectations.

Hallway Disruption/Violations

Violation of hallway rules is considered a level one offense. Students are to act appropriately when in the hallway.

Hallway Pass Violations—Fyler Campus Only

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 Only

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 that require instruction outside of school due to medical and/or psychological condition(s). 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 parent. Communication between the classroom teacher and the homebound teacher is essential that the student is progressing satisfactorily with their studies.

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

INAPPROPRIATE MATERIALS

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

Nuisance Items

Items determined to be objectionable may be confiscated and later returned to a parent or guardian if their presence or use creates a disturbance to the maintenance of an atmosphere for orderly learning. Items herein include, but are not limited to, the

following objects which may detract from or interfere with the school program: laser pointers, shock/practical joke items/toys, electronic devices, blankets, walkie-talkies, cameras, all types of playing cards, skateboards, sports equipment, water pistols, and other toys or objects. Portable music devices and headphones should be kept in lockers during regular school hours. **GSA is not liable for lost or stolen items.**

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

Objectionable Items

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

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

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

Sale of Personal Items

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

INTERROGATIONS, INTERVIEWS OR REMOVAL OF STUDENTS FROM SCHOOL

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

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

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

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

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

Child Protective Services Investigations

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

LOCKERS

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

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

Locker Usage Expectations

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

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

Report any damaged or nonfunctional lockers to school administration. Unreported

damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

LOST AND FOUND

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

NURSE / HEALTH SERVICES

GSA has a nurse assigned to each 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 the students' health and wellness.

Feeling Ill or Injured - Reporting to Nurse

Any student who becomes injured or ill during the school day should report such an occurrence to the classroom teacher. In case of illness or injury during school, students must obtain a hall pass from their teacher to admit them to the nurse's office. In case of emergency and a pass from a teacher cannot be obtained, the student will go directly to the nurse's office. The school nurse, if available, will assess the situation and take the proper action.

If it is decided by school staff that a student is too ill to go to or remain in class, the parent or guardian must arrange for the student to be transported home, or give permission for him/her to walk or ride public transportation. He/she may only stay with administration until seen by a nurse, and must either leave the school or return to class.

A Student Unconscious or Seriously Injured

Do not move the student. Get help from a teacher, send for the nurse, and advise the office.

Guidelines for Parents

There are several guidelines that parents/guardians should follow to assist in maintaining a healthy school environment.

- **FEVER GUIDELINES** - Any student with a temperature of 100.4 degrees or higher will be sent home. Students must remain at home until they are fever free without the use of fever reducing medications, i.e.: Acetaminophen, Ibuprofen, for 24 hours.
- Students should also remain home if active vomiting/diarrhea.
- Students with pink eye must be on antibiotics for 24 hours before returning to school.
- A child diagnosed with strep infection must be treated with antibiotics for a full 24 hours before returning to school.
- It is highly recommended that a child with a rash of unknown origin should be

checked by a physician before attending school to assure that the rash is not contagious.

- Parents are asked to inform the school nurse if their student has head lice.

We would like to ensure that this school year gets off to a good start for all children and are requesting your cooperation in adhering to the following:

1. Return a completed health inventory form.
2. If your child has special health care needs, please notify the nurse.
3. Take note of the following GSA medication procedure.

GSA has a nurse or other first-aid trained professional available to discuss or assist with medical problems and concerns.

Medication policy

It is the policy of GSA to complete the following forms upon enrollment (these must be kept up to date for safety reasons):

- Documentation of Kindergarten, 3rd, 6th and 9th grade physical
- Emergency Medical Form,
- Prescription Drug Form,
- Over the Counter Drug Form, and
- Self-Administration Form: typically students with rescue meds or who self-administer meds (i.e. diabetics with glucagon) have a health plan or 504 on file. If prescription medicine must be taken by a student during the school day, the following procedures must be followed:
 1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the student's parent/guardian.
 2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian.
 3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
 4. Only the amount needed for the days that the student will be taking the medication should be provided for the school. For instance, if the student is taking Amoxicillin three times a day for two weeks, GSA should be provided with up to ten tablets, to be taken in the middle of the day.

Extra medication will not be sent home with a student, but must be picked up by the parent or guardian.

Students are not allowed to carry or self-administer any medications, including Tylenol, Aspirin, etc., except in the following circumstance:

- The student has a potentially life-threatening condition necessitating immediate administration.
- A Medication Self-Administration form is on file at the school signed by the student's parent or guardian, physician, and school administrator.

Medical forms

Immunization records are required. Failure to provide these up to date records will result in the students being sent home until the records are in compliance with state laws. Physicals, performed by a physician, will be required for kindergarten, 3rd grade, and 6th grade. (If you have questions or concerns, please see the nurse.) Each student must have a complete, up-to-date emergency medical/over-the-counter medication form on file.

Administration of Medication to Students

It is the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. GSA does recognize that some students may require medication for chronic or short-term illness/injury or disabling condition during the school day to enable them to remain in school and participate in their education.

Prescription Medicine/Medication Control

Should your child need to have medication to be taken at school, please contact the school nurse. Complete the prescription drug form if your student needs a prescribed medicine kept at school for emergency or daily administration.

All medication must be accompanied by a label affixed by a pharmacy or a physician showing:

- Name of student
- Total daily dosage and schedule of administration; number of pills enclosed
- Date purchased
- Physician's name
- Name of medication

It must also have a written physician's order and be accompanied by a written request from parent/guardian. If a student needs to carry an inhaler, a separate asthma packet needs to be completed and returned to the nurse's office. All medication authorization must be renewed each school year. Changes in medication dosage must be accompanied by a written request from a parent, a written physician order and be accompanied by an updated Rx label. No outdated Rx labels will be accepted. New medication must have a new Rx label and vial. All medication will be discarded at the end of each school year, unless it is picked up by a parent or guardian.

Over-the-Counter Medications

The student's physician must provide a written request that the student be given medication during school hours. The request must state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the name of the physician. The diagnosis/indication for the use of the medicine must be provided. When possible, the physician should state adverse effects and applicable emergency instructions.

Over-the-counter medications must be brought to school in their original container and kept in the health room in the possession of the nurse. Any over-the-counter medication that is brought, such as cough medicine, Tylenol, etc. needs to be in its original, unopened container.

The prohibition against the possession and use of the over-the-counter medication on school property and at school-sponsored activities on or away from school property does not apply to products containing sunscreen and sun blocking agents, including lotions, creams, lip balm, and other similar products, so long as such product (1) contains no other substances prohibited under this or any other GSA policy and (2) is in the original, clearly labeled manufacturer's container.

Acceptable Dosage

Acceptable dosage ranges will be determined by the dosages recommended in the *Physician's Desk Reference (PDR)*. Any medication dosage that is above the recommended dosage range will require the nurse to consult with the prescribing physician.

Nurse's Right to Question

It is the right and obligation of the 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. Such cases to question may include, but are not necessarily limited to, situations in which GSA is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the *Physician's Desk Reference* or other recognized medical or pharmaceutical text.

Field Trip Medications

In some cases, routine medications will not be given on field trips and will be given on an alternative schedule, i.e. when the student returns. Exceptions may be made for seizure medication, diabetes and for students with an Individualized Education Plan.

Students with severe sting allergies and/or asthma may carry an epi-pen auto injector/inhaler with them while on outdoor trips. If the student is not responsible because of age or other factors, the auto-injector/inhaler may be carried by the teacher, after the teacher has been trained by the school nurse.

Please contact our school nurse if you have any questions regarding this policy.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her child. The parent should report to the office to have the child summoned to meet the parent in the nurse's office.

Over-the-Counter Medications

Various over the counter medications are used in the in the nurse's office. If you would like a list of these over the counter medications, please contact the school nurse.

Doctor's Notes for PE (Physical Education)

During an absence from PE due to a medical condition or situation, the student **MUST** bring in a signed note from his/her doctor with regard to the absence. The original signed doctor's note is to be given to the nurse. The nurse will approve the absence and an excused note will be given to the student to take to his/ her PE teacher.

PARENT VOLUNTEERS

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

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

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

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

PLAGIARISM/ACADEMIC HONESTY

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

Plagiarism is defined as "the adoption and/or reproduction of another person's ideas,

words, or statements without appropriate acknowledgement.” Adoption and/or reproduction include, but are not limited to:

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

Requirements

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

Enforcement

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

Discipline/Consequences

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

PUBLIC NOTICE

See Appendix 3

RECOGNITION PROGRAM

GSA tries to recognize students in a variety of ways. Students who demonstrate school-wide values could be “caught” and their actions reinforced with positive recognition.

In addition, GSA provides various incentives, such as special events or activities, as rewards for achievement on standardized tests, MAP tests, and achieving various goals

such as accomplishing a summer reading program.

All classroom teachers have established positive consequences for their classrooms as a way to recognize and reinforce students demonstrating classroom expectations and helping create a positive learning environment.

GSA will continue to look for other ways to celebrate and recognize students in the areas of academics, attendance, and effort.

GSA Middle and High School also has a National Junior Honor Society and National Honor Society chapter and will celebrate students who qualify for that recognition as outlined in the NHS by-laws at a ceremony.

RIGHTS UNDER FERPA

See Appendix 4

RIGHTS UNDER PPRA

See Appendix 5

SEARCHES BY SCHOOL PERSONNEL

School Property

School lockers and desks are the property of GSA and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks 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 school employees.

Personal Property

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

Searches Involving Law Enforcement

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

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

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

SKATEBOARDS

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

STUDENT PICTURES

Student pictures will be taken during the start of school for such purposes as student files, ID cards and yearbook. All students are required to have pictures taken but are not required to buy them. Students may purchase pictures if desired. Different packets will be offered. The amount is payable in advance for those who desire pictures. After receiving them, if pictures are not acceptable due to imperfections they may be returned and a retake may be made during picture retakes. Students who were not able to have their pictures taken during schedule pick up will be able to have their pictures taken during retake day.

SUSPENSION

In-School Suspension Program (ISS)

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. The facilitator is a GSA staff member.

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

1. Students are to report directly to ISS location upon arrival to school on the day(s) they are assigned.
2. Any student who is tardy to ISS could receive additional time or suspension.

3. Misconduct in the program may result in an additional day(s) or out-of-school suspension.
4. Work not completed may be grounds for an additional day(s) in the program
5. Make-up work might not be allowed if ISS work is not completed by the day the student returns to class.
6. Lunch will be eaten at an assigned time.
7. A student in the in-school suspension will not be allowed to participate in extra-curricular activities until such time their ISS time is complete.

On Campus While Assigned ISS

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

Out of School Suspension (OSS)

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

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

MAKE UP WORK MIGHT NOT BE ALLOWED IF:

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

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

Statement of Prior Suspension, Expulsion or Criminal Offense

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

Suspended or Expelled from Another District

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

TECHNOLOGY

With the privilege to use technology comes the expectation that students will use it responsibly and respect the equipment. Student use of computers, computer hardware, software, networks, and files contained therein that are property of the District is restricted to course-related work unless prior approval is received from authorized staff.

Possible Disciplinary Action for violating the Acceptable Usage Policy include, but are not limited to, one or more of the following: 1) suspension or revocation of network privileges; 2) suspension or revocation of Internet access; 3) suspension or revocation of computer access; 4) school suspension; or 5) expulsion. Legal authorities may also be contacted. *See also electronic devices / cell phones*

Acceptable Use Policy

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

Student Internet Safety Education

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

appropriate unit of instruction may be incorporated into the current courses of study regularly taught.

TELEPHONES – CLASSROOM

The office and classroom telephones are for school business ONLY. Students may not make telephone calls from the office or classroom without permission from a staff member, nor may they receive phone calls unless it is an emergency and/or pertains to school-related business. Students are not to answer phones except in cases of emergency. Likewise, parents are asked not to call or text their student's personal phone during the school day. If a parent needs to contact their child, 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.

TEXTBOOKS

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

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

TOBACCO, E-CIGS, RELATED ITEMS

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

TRUANCY

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

VALUABLES

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

VIDEO SURVEILLANCE

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

VIOLATIONS OF THE CODE OF CONDUCT

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

VISITORS AND GUESTS

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

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

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

Also, any parent(s)/guardian(s) listed on the sex offenders list will be denied access. In order to maintain a climate that is conducive to student success, observations are subject to the following conditions:

- All classroom observations by parent(s)/guardian(s) must be arranged at least 72 hours in advanced with the building principal/designee. The purpose of the observation shall be discussed prior to the observation. The duration of the observation will also be established and shall not exceed 2 hours.
- The District reserves the right to refuse any request for an observation that

it deems inappropriate, excessive, or detrimental to the instructional process.

- The principal/designee may be present throughout any and all observations conducted by parent(s)/guardian(s).
- The use of tape recorders, video cameras and/or any device capable of recording audio/video/still pictures is not permitted.
- Parent(s)/guardian(s) MUST complete and sign the 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 will sign out and return their badge in the main office. For accountability and as to not interfere with instruction and our daily routine, high school students who do not have an educational purpose or appointment with a staff member will not be allowed. High school students failing to abide by this expectation will be referred to the high school administration.

WALKERS/WALKER PASS

All parents or guardians may 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.

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

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

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

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

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Dept. of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

School-Parent Compact ESSA

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

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

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

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

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

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

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

Dear Parent or Guardian:

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 with State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A 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 1.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

DISTRICT PROCEDURES FOR ADDRESSING DISCRIMINATION / HARASSMENT

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972

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

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

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

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

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

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

GSA CODE OF CONDUCT

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

School Title IX Coordinator: Assistant Principal of School Culture

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

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

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Rev. September 14, 2007

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

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

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

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

GSA has designated certain information contained in the educational records of its students as directory information for the purposes of FERPA. **The following information regarding students is considered directory information: the student's name, student's address, student's phone number, gender identification, parent email, 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 the 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 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**

Parent Notification

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.

CODE OF CONDUCT

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

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

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

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

Verbally or physically threatening to injure or harm a school staff member				x			x	x	x
Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety	x			x	x	x	x	x	x
Wearing non-dress code clothing when not approved, uniform or dress code violation	x	x	x	x	x	x			
Writing and/or passing notes	x	x	x	x	x	x		x	x
Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school				x			x	x	x

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 persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)

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

CORRECTIVE ACTION I

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

Redirection

Teacher conference with student alone or with parent(s)/guardian(s)

Administrator conference with student alone or with parent(s)/guardian(s)

Parent/guardian contact by telephone or email

Detention

In School Suspension

Out of School Suspension

The principal may utilize school based or agency mediation programs for conflicts between students as appropriate.

Related or chronic occurrence of Level I misbehaviors may result in suspension as a Level II-A misbehavior.

CORRECTIVE ACTION II

Level 2 offenses may rise to a Level 3 offense depending on the nature and impact of the offense.

An administrator may suspend a student for a period not exceeding ten (10) school days. Violation of another

Level I or Level II misbehavior while on a contract will result in expulsion.

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

BEHAVIOR CONTRACT

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

CORRECTIVE ACTION III

Students may be suspended out of school for 10 days with a recommendation to the Superintendent for additional days of suspension or expulsion.

Parents will be informed of any Level III misbehavior offense committed by their child by

the administration of the school once it is confirmed action needs to be taken.

- **Filing Criminal Charges**

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

Arson- The intentional setting of fire.

Assault- Physical threats or violence to a person.

Burglary- Stealing of school or personal property.

Explosive- Firearms are prohibited on school property or at a school sponsored event.

Extortion, Black Mail, or Coercion- Obtaining money or property by violence or threat of violence or forcing someone to do something against his will by force or threat of force.

Firearms- Firearms are prohibited on school property or at school sponsored events.

Weapons- Students are prohibited from carrying knives or any other weapon or object which could be used as a weapon in school, on school property, on a school bus or at any school function. Any student in possession of a knife or any other weapon or potentially harmful object will have it confiscated and may be subject from school if circumstances warrant it.

Larceny- Theft

Malicious Mischief- Property damage

Robbery- Stealing from an individual by force or threat of force.

Sale, Use of, Possession of, Alcoholic Beverage, Illegal Drugs, or Look-alike Drugs

Sexual Harassment - Sexual conduct including all forms of sexual harassment

Trespass- Being present in an unauthorized place or refusing to leave when ordered to do so.

Intimidation of School Authorities- Interfering with administrators or teachers by intimidation with threat of force or violence. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

Disruptive Conduct- Conduct which interferes with educational conduct is prohibited.

Failing to Cooperate with School Personnel- Students must obey the lawful instruction of school district personnel.

Refusal to Identify Self- All persons must, upon request, identify themselves to proper school authorities in the school building and school grounds or at school sponsored events.

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

ADMINISTRATIVE PREROGATIVE

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

ADMINISTRATIVE DECISION

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

AMENDMENTS TO THE GSA HANDBOOK

Amendments to the Handbook may be made throughout the academic school year to adjust and respond to 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.

GSA SMILEY~Grading & Honor Roll

Grading Systems

Third through fifth graders are evaluated using the following scale:

Grade	Range	GPA	Grade	Range	GPA
A+	98-100	4.00	C+	77-79	2.33
A	94-97	4.00	C	73-76	2.00
A-	90-93	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.00	D	63-66	1.00
B-	80-82	2.67	D-	60-62	1.00
			F	0-59	0.00

Kindergarten through second grade use a skill based report card that uses the following scale:

4	Advanced (Exceeds required level of performance consistently.)
3	Proficient meets required level of performance consistently.)
2	Basic (Working toward required level of performance, but inconsistently.)
1	Below Basic (Working below required level of performance consistently.)
0	Not enough work completed to score.


Honor / Merit Roll / Perfect Attendance:

GSA promotes the very best practices. In order to qualify for the Honor Roll, 3rd-5th grade students must meet the required GPA level in **ALL SUBJECT AREAS**. Students will be listed on the **Honor Roll** by attaining a 3.50 or higher GPA per grading period. Attaining a GPA of 3.00 to 3.49 per grading period will list the student on the **Merit Roll**. Students with a 4.00 GPA will be listed on the **Super Honor Roll**. GSA also gives **Character Awards** to those students who go above and beyond in other areas.

GSA gives **Perfect Attendance Awards** to K-5th grade students who have not missed any school days, hours or minutes during the quarter. Students who leave early after class parties or field trips **will not** be considered for this award.

GSA will acknowledge **High Attendance** each quarter and give awards to students who have been in attendance 96% of the time.

We will show how GSA ROCKS each and everyday

	R RESPECT	O OWNERSHIP	C COOPERATION	K KINDNESS	S SAFETY
CLASSROOM	<ul style="list-style-type: none"> Follow directions the first time Follow all classroom rules Listen to the teacher in charge 	<ul style="list-style-type: none"> Keep materials organized and be prepared to learn 	<ul style="list-style-type: none"> Positive participation and give your best effort 	<ul style="list-style-type: none"> Treat teacher and others kindly Help keep classroom neat and clean 	<ul style="list-style-type: none"> Stay in designated area Use materials in the correct manner Keep hands, feet and other objects to yourself
HALLWAY	<ul style="list-style-type: none"> Voice Level 0, quiet feet Respect hallway, posters, and boards Silent greetings 	<ul style="list-style-type: none"> Eyes forward Be responsible for yourself Remember your purpose 	<ul style="list-style-type: none"> Toes to heel in a straight line Keep to the right side of the hallway 	<ul style="list-style-type: none"> Hands to self Walk on the right side 	<ul style="list-style-type: none"> Walking feet Hands at side Eyes forward Keep hands, feet and other objects to yourself
PLAYGROUND	<ul style="list-style-type: none"> Line up ready to move Voice level 0 	<ul style="list-style-type: none"> Stop, look, and listen for the whistle Watch for others 	<ul style="list-style-type: none"> Take turns Be a problem solver Follow directions of teacher in charge 	<ul style="list-style-type: none"> Include others Check the buddy bench Be a good friend 	<ul style="list-style-type: none"> Feet first down slide No climbing on the outside of the playground Don't pass the tree on the field Keep hands, feet and other objects to yourself
CAFETERIA	<ul style="list-style-type: none"> Voice Level 2 Stack trays appropriately Pick up trash Stand quietly and calm in lunch line 	<ul style="list-style-type: none"> Pick up trash Eat all or most of your food and drink Get everything you need the first time 	<ul style="list-style-type: none"> Use table talk Follow directions of ALL adults 	<ul style="list-style-type: none"> Include everyone Say Please and thank you Raise hand for adult help 	<ul style="list-style-type: none"> Line up with a voice level 0 Walk to line Four people to a bench Keep hands, feet and other objects to yourself
RESTROOM	<ul style="list-style-type: none"> Close doors quietly Voice Level 0 Leave immediately when finished Respect others privacy 	<ul style="list-style-type: none"> Clean up mess Flush toilets Keep the floors and walls clean and dry 	<ul style="list-style-type: none"> Throw paper towels in trash Return to class quickly and quietly 	<ul style="list-style-type: none"> Be private and allow others privacy Keep myself and others dry 	<ul style="list-style-type: none"> Wash hands with soap Walking feet Keep hands, feet and other objects to yourself
DISMISSAL	<ul style="list-style-type: none"> Voice Level 0 Walk with a purpose 	<ul style="list-style-type: none"> Listen for your name Pack up everything you need quickly Leave a clean space 	<ul style="list-style-type: none"> Keep to the right in the hallway Students should go directly to designated area 	<ul style="list-style-type: none"> Silent reminder to friends whose name is called 	<ul style="list-style-type: none"> Walking feet Use correct door/stairway Keep backpack/lunch box still at side Keep hands, feet and other objects to yourself

\$2 Dress Down Days

August 31, 2018

September 28, 2018

November 30, 2018

January 31, 2019

February 28, 2019

March 22, 2019

April 30, 2019

Dress Down Days with NO Charge

October 1, 2018—Blue Day—Stomp Out Bullying

October 31, 2018—Orange & Black Day

November 12, 2018—Red-White-Blue Day

December 21, 2018

May 24, 2019

No School for Students

August 21, 2018—Staff PD

September 3, 2018—Labor Day

September 14, 2018--Staff PD

October 5, 2018--Staff PD

November 21-23, 2018—Thanksgiving Break

December 24-January 4, 2019—Winter Break

January 21, 2019—Martin Luther King Jr. Day

February 18, 2019—Presidents' Day

March 25-29, 2019—Spring Break

April 19, 2019--Staff PD

Early Dismissal—11:45

September 28, 2018

November 30, 2018

February 22, 2019

May 24, 2019

Section/Position	Teacher	Room & Extension	E-Mail Address
Superintendent	Mr. Engin Blackstone		blackstone@conceptschoools.org
Principal	Mr. Nuh Celik	106	ncelik@gsastl.org
Assistant Principal of Academics	Dr. Janet Moak	207	jmoak@gsastl.org
Assistant Principal of School Culture	Ms. Kathie McCann	302	kmccann@gsastl.org
KA	Ms. Caroline Pitchford	108	cpitchford@gsastl.org
KB	Ms. Theresa Winschel	109	twinschel@gsastl.org
KC	Mrs. Brittany Park	110	bpark@gsastl.org
1A	Ms. Lisa Wolf	105	lwolf@gsastl.org
1B	Mrs. Michelle Hamilton	104	mhamilton@gsastl.org
1C	Mrs. Kellie McEnaney	103	kmcenaney@gsastl.org
2A	Ms. Michele Golubski	201	mgolubski@gsastl.org
2B	Mrs. Brittany Leveque	102	bleveque@gsastl.org
2C	Mrs. Erica Besmer	101	ebesmer@gsastl.org
3A	Mrs. Tiffany Luis	202	tluis@gsastl.org
3B	Mrs. Syrita Morgan	204	smorgan@gsastl.org
3C	Mrs. Christina McCune	203	cmccune@gsastl.org
4A	Mr. Gokhan Ozturk	211	gozturk@gsastl.org
4B	Mrs. Mary Winter	210	mwinter@gsastl.org
4C	Ms. Emily Babcock	209	ebabcock@gsastl.org
5A	Mrs. Jenni Key	307	jkey@gsastl.org
5B	Mrs. Fatma Hoca	308	fhoca@gsastl.org
5C	Mr. Seyfullah Konukseven	212	skonukseven@gsastl.org
Art	Ms. Breanna Cashel	111	bcashel@gsastl.org
Music	Dr. Sarah Burk	306	sburk@gsastl.org
Counselor	Ms. Amanda Lindsey	304	alindsey@gsastl.org
PE	Mr. Corey Henderson	303	chenderson@gsastl.org
PE	Mr. Aladin Jasarevic	303	ajasarevic@gsastl.org
Computer	Mrs. Michelle Powell	301	dpowell@gsastl.org
Computer/IT	Mr. Sam Celepoglu	305	scelepoglu@gsastl.org
Library	Ms. Traci Behrens	205	tbehrens@gsastl.org
Elite Math	Mr. Bilal Turan	309	bturan@gsastl.org
Title Reading	Mrs. Jody Shaffer	206	jshaffer@gsastl.org
In-House Sub	Mr. Adam Lucas		alucas@gsastl.org
In-House Sub	Mr. PJ Brennan		pbrennan@gsastl.org
Special Education	Mrs. Debra Tucker	208	dtucker@gsastl.org
4th Grade Science	Mrs. Serpil Iyiyol	212	siyiyol@gsastl.org
Secretary	Mrs. Adila Husic	100	ahusic@gsastl.org
Secretary	Mrs. Jeannie Voelker	200	jvoelker@gsastl.org
Nurse	Mrs. Anne Knese	300	aknese@gsastl.org
Maintenance	Mr. Don Conner	311	dconner@gsastl.org
Kitchen	Ms. Ashley Hinton	314	ahinton3@yahoo.com
Cafeteria		313	
PTO President	Mrs. Libby Jiang	314-315-3203	gsasmileyppto@gmail.com
Men's Club President	Mr. Dan Earley	314-879-4708	dpearley@slmpd.org
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