

12850 Commonwealth Drive, Fort Myers, Florida 33913
Phone: 239-768-5048 • Fax: 239-768-5710
www.gatewaycharterschool.org
A Member of the Charter Schools USA Family of Schools.

Gateway Charter School

2009-2010

SCHOOL COMMUNICATION

Contact Information

Principal – Mrs. Sara Abraham.....239-768-5048
sabraham@gatewaycharterschool.org
Assistant Principal – Mrs. Brooke Kaufman.....239-768-5048
bkaufman@gatewaycharterschool.org
Dean of Students – Mrs. Amber Jensen.....239-768-2491
ajensen@gatewaycharterschool.org
Dean of Students – Mr. William Tonks.....239-768-5048
wtonks@gatewaycharterschool.org

Charter Schools USA.....954-202-3500

PARENT CONFERENCES

Initial Teacher Conference

Conferences can be set up at the request of the school or at the request of the parent. **Parents requesting conferences** with school personnel for academic or student discipline issues should make this request **in writing or via email** directly to the teacher.

Parents without computer access can request a Parent Conference Request Form available at the school's front desk. The teacher will contact the parent and arrange a mutually agreed upon time for the conference.

Conferences **requested by the school** will include a mutually agreed upon specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing children.

If your child participates in a special program, the teacher will arrange for appropriate additional staff to attend the meeting:

- **Exceptional Student Education/Gifted Program – ESE**

Teacher/Specialist- Mrs. Meyers or Ms. Czajkowski

- **English for Speakers of Other Languages – Ms. Villar, ESOL contact**
At the Elementary School and Mrs. Vargas, ESOL contact at the Intermediate School.

Administrative Intervention Conference

Once parents have met with the teacher, should concerns still require administrative intervention, please contact the principal.

The administrator will contact the parent to arrange a mutually convenient time for a follow-up meeting.

Requests for General Information

There are times when a formal Parent Conference is not necessary. Should you need information about the following topics, please contact the indicated staff handling these areas:

- Registration – Mrs. Leddy 239-768-5048
- Library – Mrs. Thorstad 239-768-5048
- Grades 6-8 School Sports, Athletic Director – Coach Burgess 239-768-5048
- Tardiness/Absenteeism – Mrs. Emma Canizares, elementary 239-768-5048 or Ms. Morales, intermediate 239-768-2491
- Volunteer Hours – front office 239-768-5048
- Before/After Care – Mrs. Leddy 239-768-5048
- Health and/or Medications – Ms. Taylor, School Nurse 239-768-5048
- State Assessments/Required documents – Ms. Meyers, Guidance Counselor 239-768-5048

For questions regarding Uniforms, please contact the vendor.

- Uniforms – Jason at Step Ahead Uniforms, 1-800-582-2101