



**Gateway Charter School**  
*Kindergarten - 4<sup>th</sup> Grade*  
*Student Handbook*



***School Year 2010 - 2011***

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_



August 2010

Dear Parents & Students:

Welcome to Gateway Charter School!

The Parent Handbook and the Student Agenda/Planner are designed to contain valuable information about how Gateway Charter School operates and the expectations we have. It is imperative that you review this document and use it as a guide throughout the year.

The school calendar can be found in the Parent Handbook and the Code of Conduct will be distributed the first week of school. Please keep these documents handy at home as a reminder of important events and a summary of our expectations.

Our mission is to provide an environment that is conducive to optimizing teaching and learning. With parents, faculty, students, and staff working in concert, we will create a setting where all children learn and succeed.

Sincerely,

Sara Abraham  
Principal



# Gateway Charter School

## 2010-2011 School Calendar



### July 2010

S	M	T	W	T	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

July 4 – Independence Day

### January 2011

S	M	T	W	T	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					

January 1 – New Years Day

January 17 – Martin Luther King Jr. Day

January 18, 19, 20 – Early Dismissal (7<sup>th</sup> & 8<sup>th</sup>)

January 20 – Last Day of 2<sup>nd</sup> Quarter (47 Days)

January 21 – Teacher In-Service Day

### August 2010

S	M	T	W	T	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				

August 16 – First Day Teachers

August 16-23 – Teacher In-Service Days

August 23 – First Day Students

### February 2011

S	M	T	W	T	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					

February 7-11 FTE Week

February 18 – Teacher - In Service Day

February 21 – Presidents Day

### September 2010

S	M	T	W	T	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		

September 6 – Labor Day

September 9 & 10 – Rosh Hashanah

September 18 – Yom Kippur

### March 2011

S	M	T	W	T	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 1-4 – FCAT Writing

March 25 – Last Day of Quarter 3 (43 Days)

March 28 – Teacher In-Service Day

### October 2010

S	M	T	W	T	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						

October 11-15 – FTE Week

October 22 – Last Day of 1<sup>st</sup> Quarter (43 Days)

October 25 – Hurricane Make-up Day

October 26 – Teacher In-Service Day

### April 2011

S	M	T	W	T	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

April 11-22 – FCAT Reading, Math, Science

April 19-26 – Passover

April 22 – Good Friday

April 24 – Easter

April 25-29 – Spring Break

### November 2010

S	M	T	W	T	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				

November 11 – Veterans Day

November 24, 25, and 26 – Thanksgiving Break

### May 2011

S	M	T	W	T	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				

May 8 – Mother's Day

May 30 – Memorial Day

### December 2010

S	M	T	W	T	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	

December 2-9 - Hanukkah

December 20-31 – Winter Break

December 25 – Christmas

### June 2011

S	M	T	W	T	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		

June 8, 9, 10 – Early Dismissal (7<sup>th</sup> & 8<sup>th</sup> Grade)

June 10 – Last Day of 4<sup>th</sup> Quarter (47 Days)

June 10 – Last Day of School for Students

June 13 – Teacher In-Service Day

June 14 – Hurricane Make-up Day

June 19 – Father's Day

- Teacher In-Service Day
- Holiday – Schools Closed
- Hurricane Make-up Day
- Early Dismissal Day
- First/Last Day of School - Students

### Special Notes

- All Jewish holidays begin at sundown the day before they are listed
- The designations for June 13 and June 14 will be switched if June 14 is a Hurricane Make-Up Day



FILL OUT COMPLETELY-DETACH-RETURN TO SCHOOL

**Gateway Charter School Pledge**

**I have read, discussed, and pledge to follow the rules, policies, and expectations of Gateway Charter School.**

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**Student Signature** **Date**

**I am the parent of \_\_\_\_\_ . I have had an opportunity to read the rules, policies and expectations of Gateway Charter School that is included in the student agenda and have discussed it with my child.**

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**Parent Signature** **Date**

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**Teacher Signature** **Date**



## STATEMENT OF NON-DISCRIMINATION POLICY

The School District of Lee County does not discriminate on the basis of gender, race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, or disability, in the provision of educational programs, activities or employment opportunities and benefits that it operates, pursuant to the requirements of Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973, 1992, Americans with Disabilities Act and the Florida Educational Equity Act of 1984. This policy extends to both employment by and admission to The School District of Lee County. Inquiries concerning Title IX, Title VI, Title VII, Age Discrimination Act of 1967 and Section 504 of the Americans with Disabilities Act should be directed to the Director of Professional Standards and Equity, Student Services, or the Equity Coordinator at each school. Charges of violations of this policy should also be directed to the Director of Professional Standards and Equity and/or the Director of Student Services. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

<p>Student-Related Equity Issues          Director of Student Services          The School District of Lee County          2855 Colonial Boulevard          Fort Myers, FL 33966          (239) 337-8181          TTD/TTY (239) 335-1512</p>	<p>Employee-Related Equity Issues          Director of Professional Standards and Equity          The School District of Lee County          2855 Colonial Boulevard          Fort Myers, FL 33966          (239) 337-8181          TTD/TTY (239) 335-1512</p>
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<p>Florida Educational Equity Act states that discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or employee in the state system of public education is prohibited [1000.05 F.S.]</p>
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## TABLE OF CONTENTS GRADES K-4

Gateway Charter School Pledge	4
Statement of Non-Discrimination Policy	5
Absences	7
Agenda Book	7
Announcements	7
Arrival	7
Assemblies	7
Athletic Sports	8
Before School and After School Program	8
Bicycles	8
Bus Transportation	8
Cafeteria Program	9
Cell Phones	9
Change of Address	9
Check Return Policy	9
Communications	10
Conferences	10
Dances	10
Discipline Procedures	11
Dismissal	12
Dress Code	12
Early Dismissal	14
Emergencies	14
Family Rights & Privacy Act	14
Field Trips	15
Grading Scale/Report Cards	15
Grievance Procedure	15
Gum	15
Hallway Behavior	15
Homework Policy	16
Honor Roll Requirements	16
Instructional Books, Equipment, Materials, & Supplies	16
Labels	17
Lockers	17
Lost & Found	17
Medical Information	17
Not allowed at School	18
Parent Teacher Organization (PTO)	18
Participation in School sponsored extracurricular activities and field trips	19
Pupil Progression	19
School Advisory Council (SAC)	19
School Hours	19
Student Records	19
Students' Rights	19
Tardy Policy	20
Telephone	20
(Severe) Weather Information	20
Visitors	20
Volunteer Hours	20
Volunteer Guidelines	21
Withdrawal Procedures	21

**ABSENCES:** Anytime a student returns to school after an absence, a note **MUST** be brought from home. If a student is going to be absent, please call the school office (239-768-5048) before 8:30 a.m. Failure on the part of the parent to do either shall result in the student receiving an unexcused absence. Acceptable excuses for students' absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved, or a religious holiday.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will call for your child as long as it is 30 minutes prior to dismissal. An unexcused early dismissal will be posted to the student's record unless a doctor's note is provided for an excuse.

**Students will only be dismissed from the office, not the classroom.  
Early dismissal after a field trip is not permitted unless it is an emergency.**

Although the school does not support students missing school for vacation purposes, any student absent from school for vacation must notify administration. Notification must be made in writing at least two (2) weeks in advance so teachers can have the appropriate work ready for each student.

**Students exceeding a combination of 20 excused absences, tardies, or early dismissals will lose automatic re-enrollment privileges.**

**AGENDA BOOK:** All students are required to purchase an official school Agenda Book. **A parent must sign the Agenda Book daily.** This is an important form of communication and teaches responsibility. Students are required to show their parent's signature to the teacher every day.

**ANNOUNCEMENTS:** Each school day begins with the Pledge of Allegiance. Morning announcements are made for everyone's information. While announcements are being made, everyone is expected to be seated, remain silent, and listen carefully. Students wishing to have announcements read should submit them in writing to the office the day **BEFORE** they are to be announced. Other announcements may be made as needed throughout the school day; however, every attempt will be made to prevent disruption of regularly scheduled class activities.

**ARRIVAL:** Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time.** School doors are open to students at 7:30 am. There is **no supervision before 7:30 a.m.** for students who are not enrolled in the Before/ After School care program. All students dropped off before 7:30 a.m. will be placed in Before Care and charged \$3.00 per day based on the monthly program (see After Care Handbook). Breakfast is served between 8:00 am and 8:25 am in the cafeteria, and all students must be in their classrooms by the 8:30 am bell in order to not be counted tardy. **Instruction begins promptly at 8:30 a.m. for students.**

**ASSEMBLIES:** Assemblies are held during the year for the benefit of the student body. Assembly behavior should be refined and courteous. All students should give the speaker and/or performers their undivided attention. Gestures of appreciation should be in the form of applause. Manifestations of disenchantment or poor behavior are considered in bad taste and shall be subject to disciplinary action.

**ATHLETIC SPORTS (Intramural) PROGRAMS:** Gateway Charter School offers several athletic sports programs to our 6<sup>th</sup> – 8<sup>th</sup> grade students which operate after school. Some of these programs which occur throughout the school year are as follows: basketball, cross country, volleyball, soccer, and track and field.

**Student requirements**

- Student athletes **MUST** maintain proper academic status (C average or above) to fully participate during their sport.
- Student athletes **MUST** maintain proper behavior and conduct, especially when their sport is in season (any type of suspension will jeopardize the student’s participation during the intramural sport).
- Students must be present in school on game day in order to participate
- Students can only have three missed practices (both excused and un-excused) to continue to be a member of the team. This excludes prior GICS commitments.

**BEFORE SCHOOL AND AFTER SCHOOL PROGRAM:** Gateway Charter School operates a Student Before School and After School Program. Participation in the GCS Before School and After School Program require an information form to be completed (these forms can be picked up in the main office or on-line at [www.gatewaycharterschool.org](http://www.gatewaycharterschool.org) ). Completed forms can be returned to the main office.

**BICYCLES:** It is a privilege for students to bicycle themselves to and from school. Permission forms are available in the front office. Bike racks are provided on the school grounds. Bikes are expected to be locked at all times while at the bike racks. Bikes are not to be ridden around the school at ANY time. Responsibility for bikes cannot be assumed by the school. Florida law requires all bicycle riders under the age of 16 years of age to WEAR a properly fitted helmet, fastened securely onto the rider’s head by a strap. Not wearing a helmet can subject the bike rider to a citation issued by law enforcement.

**BUS TRANSPORTATION:** Riding a bus is a privilege. A student who violates these rules will be reported to the school administration. The school has sole authority to suspend a student from bus transportation. A bus suspension **does not mean** that a student is suspended from attending school. When a student is serving a bus suspension they are still required to attend school.

The following rules are in the interest of student safety and apply to all students when they are being transported on a school bus.

1. The driver is in full charge of the bus, and students **MUST** obey the driver.
2. Students shall keep assigned seats at all time with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be allowed on the bus.
4. Anything that interferes with safety will not be allowed: such as fighting, profanity, abusive language, abusive behavior, etc.).
5. Only *assigned* students can ride on the bus.
6. The Lee County Code of Conduct for Students states:  
*Suspension of bus-riding privileges may result when a student violates the Code of Conduct. The consequences for violation of these rules are not limited to removal of bus-riding privileges, since other sanctions, up to and including school suspension or expulsion, may be imposed when warranted.*

**If your child usually rides the bus and a transportation change is required, please notify the office in writing or by phone prior to 2:30 p.m. NO TRANSFERS ON BUSES WILL BE ALLOWED.**

**CAFETERIA PROGRAM:** In order to get the most from your school day, all students should begin the day with a good breakfast. At school, students are encouraged to eat a nutritious breakfast and/or lunch in our cafeteria.

Breakfast Regular Price	\$1.50
Lunch Regular Price	\$2.85 (includes milk)
Milk only	\$.50

A computerized payment system is used in the Gateway Charter School cafeteria. Each student is assigned an identification code. This code should be kept private and not shared with other students. A standard menu will be used. Breakfast and lunch will be served in the cafeteria. Students who bring lunch from home are able to purchase milk. Occasionally, students lose or forget their lunch or lunch money. When that happens, the student should report to the office after opening announcements, call the parent, and the parent should deliver the money or a lunch to school. **NO LUNCH CHARGES** can be made since public funds do not allow schools to extend credit. Students are not allowed to bring soda drinks to school. **Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch.** Store bought items are allowed for special occasions to share with an entire class (i.e. birthday). No homemade items allowed.

**Payment:** Gateway Charter School does not allow negative balances in a breakfast/lunch account. It is the parent's responsibility to check their student's account balance. To check your balance please call 239-768-5048. All parents are encouraged to pre-pay for lunches on a weekly basis. Checks should be made out to "Gateway Charter School". We recommend prepayment for the week's lunch should be made on the Friday of the preceding week.

**Free/Reduced Priced Lunches:** An application for Free or Reduced price meals will be sent home with students the first day of school. Parents must apply for the benefit yearly. The application should be completed and returned to the office as soon as possible. Notification pertaining to qualification for free/reduced lunch will be sent promptly.

**CELL PHONES:** Students are permitted to bring cell phones with them to school in case of emergencies before and after school. Once students arrive at school they will be required to turn the cell phone off and store with their personal belongings. Discipline for cell phone usage during school hours, on campus, and during school transportation will be in accordance with the Lee County Code of Conduct.

**CHANGE OF ADDRESS:** It is the responsibility of each student and parent to inform the registrar of a change of address or phone number immediately and provide needed support documentation. Having accurate information facilitates communication between school and home.

**CHECK RETURN POLICY:** All checks should be made payable to Gateway Charter School for students in grades K-4. All returned checks will be assessed a \$25 service charge. Restitution on returned checks must be made by either cash or money order.

**COMMUNICATIONS:** Good communication is the key to success! The administration and staff recognize this and strive to facilitate open and frequent communication with parents. From time to time, surveys will be sent home to ask your opinion on certain issues. An “End for the Year” survey will be conducted and your participation is vital in the assessment of our school operations and the areas in need of improvement.

The SIS (Student Information System) username and password will be sent home with student the second week of school. If you have not received your SIS username and password, please come to the main office with identification to retrieve the information. Additional information will be provided on the Student Information System (SIS). Progress Reports will be sent home once during the middle of each grading period. These reports are also available online via the (SIS).

Please feel free to consult with your child’s teacher regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parent and student, and every teacher welcomes a conference with any parent. We do urge, however, that parents make an appointment for the conference at a convenient time before or after school hours. Parents are asked not to meet with a teacher before or after class unless a conference has been scheduled.

Other formal school communications will be sent home on Fridays. **However, please make sure that you check your child’s backpack, Agenda, and SIS daily for informal notes from the teacher or from our staff.**

**CONFERENCES:** All parents should meet with their child’s teacher at least once during the school year. We encourage you to have conferences more often as effective communication is one of the cornerstones of education. Conferences are scheduled after 1<sup>st</sup> and 3<sup>rd</sup> quarter. Please see the Communication Guide (located in the office or at [www.gatewaycharterschool.org](http://www.gatewaycharterschool.org) ) for more details. Parent conferences may be scheduled BEFORE 8:00 A.M., AFTER 3:30 P.M., and during a teacher’s individual planning period. To schedule a conference, please EMAIL the teacher or PHONE the school office.

**DANCES:** Throughout the year there will be several school dances.

- ALL school rules apply to dances.
- Student dress MUST be in accordance with GCS school rules and good taste.
- Student conduct MUST be in good taste.
- Chaperones will REMOVE anyone they believe has been misbehaving. Students are subject to all school rules on drinking and smoking.
- Decorations are to be left for enjoyment for the duration of the dance – any student dismantling decorations may be asked to leave immediately.
- Students are NOT to leave the designated area and re-enter.
- If a student leaves before the end of the dance, they are to notify a chaperone and call their parents.
- Students must be picked up promptly from the dance. Students picked up late may lose the privilege of attending future dances.
- Students must be in attendance at school ON the day of the dance.
- Students asked to leave a dance for displaying inappropriate behavior WILL be subject to school consequences: detention, suspension, or the loss of the privilege of another dance/activity.
- GCS students ONLY may attend.
- Administration determines eligibility for dance attendance.

**DISCIPLINE PROCEDURE:** Gateway Charter School adheres to the discipline policies and procedures of Lee County District Schools. Any revisions to the district policies not reflected in this handbook will be available online at [www.lee.k12.fl.us](http://www.lee.k12.fl.us). Discipline is the process of changing a student's behavior from inappropriate to exemplary. Rather than merely stopping poor behavior, we desire to teach the student to do what is right, to make good choices.

Each teacher will establish appropriate procedures for classroom management in his/her classroom based on these guidelines. **The following list is not all-inclusive.**

1. Students are expected to respect the authority of teachers. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair, or payment for damages by the students or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in any of the school buildings or on the school grounds.
4. Items such as water pistols, matches, radios, CD players, skateboards, toys, collectable trading cards, electronic handheld games, weapons of any sort, etc. are not permitted at school and will be confiscated. All cell phones seen or heard by school staff on school grounds will be confiscated.
5. No notebooks, albums, magazines, lunchboxes, etc. will be permitted that display picture or slogans referring to the drug culture or alcohol.
6. No profane, abusive, or slang language is to be used.
7. **Zero tolerance for aggression - both verbal and physical.**

OFFENSES AND DISCIPLINARY ACTION

LEVELS OF DISCIPLINARY ACTION SUMMARY		
<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
<ul style="list-style-type: none"> <li>• Conference with Teacher</li> <li>• Conference with Principal</li> <li>• Conference with Counselor and/or Administration</li> <li>• Conference with School and Parents</li> <li>• Referral to Community Agency</li> <li>• Adjustment of Student's Program</li> <li>• Conflict Resolution</li> <li>• Assignment of Mentor</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Timeout</li> <li>• Work Detail</li> <li>• After-Hours School</li> <li>• In-School Alternative Placement</li> <li>• Lunch Detention</li> </ul>	<ul style="list-style-type: none"> <li>• External Suspension</li> <li>• Administrative Review</li> <li>• Alternative Reassignment</li> <li>• Expulsion</li> </ul>

**DISMISSAL:** Students must leave the school grounds immediately after dismissal unless enrolled in the after care program or involved in after-school activities.

Only individuals listed on the **EMERGENCY CONTACT CARD** will be allowed to pick-up students from the school. Valid photo identification will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will not be released. The only person who can make changes to the emergency contact card is the person who registers the child for school.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Friends and strangers will be denied access to a student in the absence of verified parental consent.

**Students not picked up by 3:30 pm from the cafeteria will be walked to an aftercare classroom. You will check them out through our After Care Director in the front office lobby. A late fee will be assessed of \$5.00 per every 15 minutes or portion thereof.**

**Parent Pick-up:** All parents must remain outside the school perimeter at dismissal time. Teachers will bring the students to the cafeteria. Parents who pick up their child by driving through the parent pick up line should remain in your car and hand the purple and white placard with the child's name on it to the GCS staff member. The staff member will get your child and walk them to the car.

**All students who are walking home must have written parental permission in the front office, wait to be released by school personnel, and must stay on the sidewalk while walking home.**

**DRESS CODE:** A higher standard of dress encourages greater respect for individuals, students, and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days. Gateway Charter School reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. **Every student in attendance shall wear a school uniform, purchased through the designated uniform company.**

**New Students** who start school during the school year are required to wear a purple Polo-type shirt. This shirt must be worn until all other uniform shirts are ordered and delivered. Khaki or navy blue pants, shorts/skortis must be worn until the purchased uniforms are delivered. ALL NEW students must make an appointment to order uniforms within 5 school days of starting GCS. NO JEANS/DENIM except on designated "jean days".

**Hair & Make-up:** Hair must be neat and clean with no "unnatural" colors, i.e., fluorescent, bright green, Mohawks, "Fohawks", spikes, etc. Blonde highlights are allowed. Hair that is distracting to the educational setting will not be allowed. Hats may be worn at recess and PE ONLY. No bandanas may be worn. NO make-up can be worn in school. Students wearing make-up will be asked to remove it in the nurse's office or a parent will be called to assist the student.

**Shoes:** Students must wear closed shoes at all times. No boots of any kind or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. No sandals or "Crocs". We recommend appropriate sneakers or flat dress shoes. NO roller-skate shoes allowed.

Socks: Socks must be worn at all times and **must** be white and no higher than mid calf. Tights or leggings worn under bottoms must be white, black, or grey.

Shirts: All shirts **MUST** be tucked in and buttoned at all times. Shirts must be purchased from the designated uniform company. If undershirts are worn, they **MUST** be white, grey, or black.

Slacks/Shorts/Etc.: All uniform slacks/shorts/skirts/skort/ etc. are to be purchased from the uniform company and must be worn at the waist with a belt and be in good repair and may not be shorter than a finger length above the knee.

Belts: A solid black or brown belt with no metal adornments and must be worn at all times with any article of clothing that has belt loops. Belt buckles may not be oversized. The belt should be fitted around the waist so that the excess length can be tucked in loops and NOT hanging.

Jewelry: Boys and girls may not wear body piercing other than earrings in the ear lobe. One earring per ear may be worn. Only a small stud earring or small hoop may be worn for safety purpose. Limited jewelry can be worn, such as watch, small bracelet, and thin necklace. Necklace should hang inside of the school uniform.

General: At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENT'S NAME.

Dress down days: Students will have the opportunity to participate in a dress down day once per month. This fundraising event will support classroom activities. Specific clothing is allowed and will be identified on a flyer sent home with the students and posted on SIS. Students not following the dress code will call home to have proper clothing brought to them.

Dances: Students will have the opportunity to participate in school dances or social functions. Appropriate dress or themed outfits will be required. Detailed information will be sent home in a flyer to describe the requirements of each activity/function.

PE Clothing: Elementary (K-5) students may wear the school PE t-shirt ONLY on PE days.

**Students may ONLY wear dark blue/navy school sweaters, sweatshirts, and/or fleece, purchased through the uniform company, if chilly during the school day. (No hoodies)** School sweatshirts and fleece jackets are outerwear only. No clothing may be tied around a student's waist.

**Uniform Consequences: The Lee County *Code of Conduct for Students* states:**

**Dress Code Violation (DCV)** – Failure to comply with dress code requirement(s).

- First offense – Correction/WRN of ISS
- Second offense – ISS Rest of Day
- Third offense – ISS & 1 day After-Hours School
- Fourth offense – Level II (3 days ISS)
- Fifth offense – Level II (3 days OSS)

**EARLY DISMISSAL:** Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Any time a child has 3 unexcused early dismissals in one month, the parent will receive a notification note.

**Excused early dismissals are given for doctor's appointments with notes from the doctor and extreme emergencies.**

**Students exceeding a combination of 20 excused absences, tardies, or early dismissals will lose automatic re-enrollment privileges.**

**No child may be dismissed from the classroom with less than 30 minutes before dismissal. Parents must wait until the dismissal time and pick them up through the Parent Pick-up Line.**

### **EMERGENCIES:**

**Illness:** The importance of regular attendance cannot be overemphasized, but **students should not be sent to school when they are ill.** If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions, or seizures). This heightens awareness in case of an emergency.

### **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UPDATED.**

**Injury:** The procedures listed below will be followed for an injured student:

1. Teachers will send the student to the clinic if the injury is minor.
2. Teachers will notify the office and the clinic if the student is unable to be moved.
3. Trained personnel will administer basic first aid.
4. The parent(s) will be called and the injury described. For a minor injury, the parent will make the decision about removing the student from the school. Emergency contact persons will be called if the parent cannot be reached.
5. The Emergency Rescue Squad will be called for critical injuries that require the type of care that school personnel cannot offer and the parent or emergency contact will be notified.
6. An accident report will be completed and filled for every accident.

**FAMILY RIGHTS AND PRIVACY ACT:** The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of the law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals have legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

**FIELD TRIPS:** As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as a chaperone. Parents serving in this capacity may not have other siblings accompany them. Parents who are **officially selected** to be chaperones may count their hours on the field trip as volunteer hours on SIS. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Any parent that wishes to join the field trip with their child **MUST** go to the front office first to fill out a volunteer form and have their ID scanned through our RAPTOR system.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior, conduct, or academic issues, at the discretion of administration.

Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information home 2 - 4 weeks prior to each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip, or the student will not be permitted to take part in the field trip.

**Early dismissal after a field trip is not permitted.**

**GRADING SCALE/Report Cards**

Grades K-1 <sup>st</sup>	Grades 2 <sup>nd</sup> -8 <sup>th</sup>
E - Excellent	90-100% A - Outstanding Performance
S - Satisfactory	80-89% B - Above Average Progress
N - Needs Improvement	70-79% C - Average Progress
U - Unsatisfactory	60-69% D - Lowest Acceptable Progress
	0-59% F - Failure

**GRIEVANCE PROCEDURE:** If a student or his/her parents feel they have a grievance or complaint they should do the following:

1. Carefully analyze the problem - be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher if applicable.
4. Set an appointment with a member of administration by calling or stopping by the front office.

**GUM:** Our goal at GCS is to maintain a clean and attractive environment; therefore gum is NOT permitted on campus. All violators will be subject to disciplinary action.

**HALLWAY BEHAVIOR:** Students should travel through the hallways quietly to avoid interrupting ongoing classes. Students should always arrive to class on time. Students are NOT allowed to show Public Displays of Affection. For safety reasons, students should walk on the right side of the hallway and keep their hands and feet off the walls. All students in hallways during school hours at times other than class changes are required to be carrying a hall pass.

**HOMEWORK POLICY:** The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand their assignment after trying to do it at home, please send a note to the teacher indicating the problem in the student agenda/planner.

Teachers use the following time schedule as a guide when assigning homework:

Grade K/1	15 minutes
Grade 1	20 minutes
Grade 2/3	30-45 minutes
Grades 4/5	60 minutes
Grades 6/7/8	90 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing homework. Some days' homework assignment may take less time one day and may take slightly more time on another day. A child who does not finish class work at school may have to complete class work in addition to homework.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency, which prevented homework from being done. If a student fails to bring in homework, he/she should complete it for the following day. The classroom teacher will determine grading of late assignments. Teachers keep daily records of homework assignments, but they are not used in determining academic grades. Homework will be assigned Monday-Thursday, as appropriate.

**Parents may help in the following ways:**

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.

It is important to note that "home learning" is the responsibility of the student.

**HONOR ROLL REQUIREMENTS:**

*Grades 2<sup>nd</sup> - 8<sup>th</sup> (only)*

**High Academic Honors** - All A's in all subjects (includes electives)

**Honors** - All A's & B's in all subjects (includes electives)

**INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES:**

All textbooks and library books needed by the students for school and homework assignments are furnished by the school from tax dollars. The school is also able to provide the materials and equipment requested by teachers for classroom instruction.

Students need to realize that books and materials are expensive and that they should be cared for properly. Students are required to cover all books that are issued to them. A brown grocery bag makes an excellent book cover. At the beginning of the school year, some businesses offer free book covers to

the students. Students should print in pencil their names and room number on the front of each book cover. Books must not be written in or on. **Charges will be made for damaged or lost books and/or materials.** Student must learn to be responsible for the care of personal and school materials.

Supply lists will be provided for all students on our website [www.gatewaycharterschool.org](http://www.gatewaycharterschool.org) and at the office during the summer. Students will be expected to provide all of these basic supplies. It is best to bring them to the Open House and deliver them to the teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

**LABELS:** Please have your child's name on all personal property such as lunch boxes, sweaters, raincoats, backpacks, etc.

**LOCKERS:** Middle School students (7<sup>th</sup> and 8<sup>th</sup>) will be assigned a locker. They are required to *rent* a lock from GCS. Only school locks are allowed, no private locks. All backpacks, coats, sweatshirts, books, and purses are to be stored in the locker.

**LOST AND FOUND:** Throughout the school year, items that have been lost are turned into the school office. Labeled items are easy to return to the owner. Anytime a student loses an item, he/she may ask the teacher or office staff to assist in checking the lost and found area for the lost item. There are many items lost and never claimed each year. These items are donated bi-annually to various charitable institutions. Therefore, please label your child's personal belongings. **Lost, stolen, or damaged items are not the responsibility of Gateway Charter School.**

**MEDICAL INFORMATION:**

*Emergency Cards:* You will receive an emergency card for your child by the first week of school. Please complete both sides and return to his/her teacher. **It is very important that you keep this information current so we can contact you during the school day if needed.**

*Screenings:* The following screening will be completed during the current school year

Type of Screening	Grades
Vision	K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> , ESE & All new to county K-8
Height/Weight/Body Mass Index (BMI)	1 <sup>st</sup> , 3 <sup>rd</sup> , 6 <sup>th</sup> & all new to county K-8
Hearing	K, 1 <sup>st</sup> , 6 <sup>th</sup> & all new to county K-8
Scoliosis	6 <sup>th</sup>

If a student does not pass one of the above screenings we will re-screen them in two weeks. If at that time he/she still does not pass the screening, a letter will be sent home to the parent/guardian so that you can follow up with your pediatrician. *Please note that these are only screenings, not a diagnosis.* If you do not want your child to participate in the above screenings, please notify the nurse in writing.

*Pediculosis (Head Lice):* Students will be checked periodically for head lice. If a student is found to have head lice, he/she will be sent home. The rest of his/her classmates will then be screened and notification will be sent home with each of them. Gateway Charter School personnel follow the Lee County no nit policy. Any infected student will not be allowed to return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student AND the parent MUST report to the clinic and the student will be checked to determine if any lice/nits are still present before he/she is allowed to return to class. **Three days** is the maximum amount of time allowed

for removal of eggs from the hair. Any absence over three days will be considered an unexcused absence. Please examine your child's head weekly to prevent an outbreak of head lice. This is a common problem that is very contagious but very preventable.

*Medications:* ALL medications, including over-the-counter medications such as Tylenol, must have written authorization from the parent and the physician. THIS IS A STATE LAW. Please do not ask us to violate this law by sending in medications without these forms completed. You can obtain the parent and physician medication forms from the clinic. Medication will not be given without the proper documentation.

*Illness:* Please do not send your child to school sick. If they have a fever or vomiting/diarrhea they need to stay home. They are contagious, more susceptible to pick up something else and probably don't feel well, which is not an optimal state in which to learn. *If a child is sent home from school with a fever, please note that they should be fever-free for 24 hours before they are sent back to school.* This is for the well being of your child and the other students at the school.

*Immunizations:* All students must be properly immunized for the grade they are attending. This information is on a blue card. These records are reviewed throughout the school year and must be current. If a student is found to be non-compliant the parent will be notified that new information is needed. If that information is not presented within one week the student may be excluded from school until the information is provided. This is in accordance with Lee County. A physical is also to be on file. This information is on a yellow card. The parent will be notified if a physical is not on file and will be asked to provide a yellow card, which is obtainable from your physician. This is also in accordance with Lee County.

**IF YOUR CHILD HAS ANY SPECIAL NEEDS OR MEDICAL ISSUE,  
PLEASE CONTACT THE NURSE.**

**NOT ALLOWED AT SCHOOL:** Students attend GCS to obtain a safe, solid, well-balanced education. The following items are prohibited from being brought to school as they may become a disruption to the learning environment. We will not be responsible for any lost or stolen items. In addition, these things will be confiscated by administration. Items such as, but not limited to: Gum, electronic devices, IPODs, handheld games, sprays or perfumes, non-educational magazines, collectible trading cards, toys, candy, caffeine drinks or soda, or playing cards.

**PARENT TEACHER ORGANIZATION (PTO):** A great portion of each child's day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO.

The faculty, staff and administration hope that all of the parents will become active members supporting the school and the association. Officers will be elected yearly according to the school's bylaws and district/state guidelines.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials and equipment for the students.

PTO board meetings will be held on a scheduled basis every other month (see posting on web page). They are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings.

**PARTICIPATION IN SCHOOL SPONSORED EXTRACURRICULAR ACTIVITIES AND**

**FIELD TRIPS:** Participation in a school sponsored extracurricular activity or field trip is a privilege. The standard of behavior should be one that exhibits pride, politeness, and responsibility. Students who are unable to follow school rules and behavior guidelines may not be able to participate in outside activities such as dances, sporting events, and field trips.

Students must be in attendance in school on the day they are participating in an after school function, sport, or event.

See ATHLETIC SPORTS PROGRAMS for further clarification.

**PUPIL PROGRESSION:** Gateway charter School will follow the Lee County School District Pupil Progression requirements and procedures for K - 8 students.

**SCHOOL ADVISORY COUNCIL (SAC):** A School Advisory Council will be organized and will work with the Principal on issues related to the overall operation of the school.

**SCHOOL HOURS:**

(K-6 <sup>th</sup> )	
Before School Care	7:00 – 7:30 a.m.
Breakfast Hours	8:00 – 8:25 a.m.
Students Begin Arriving	7:30 a.m.
School Begins	8:30 a.m.
Student Dismissal	3:00 p.m.
After School Care	3:00 – 6:00 p.m.
(7 <sup>th</sup> – 8 <sup>th</sup> )	
Breakfast Hours	7:00 - 7:30 a.m.
Students Begin Arriving	6:45 a.m.
School Begins	7:40 a.m.
Student Dismissal	2:30 p.m.
After School Care	2:30 – 6:00 p.m.

**STUDENT RECORDS:** Student records and grades cannot be released until property and textbooks have been returned or paid for. All accounts must be brought up to date from the library, cafeteria, and aftercare program, etc., prior to any records being released. Records are sent to the requesting school and may not be released to primary contact. Primary Contact may obtain copies of any information in the student’s record folder which may be needed to enroll them in another school.

**STUDENTS RIGHTS:** Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable and when they occur, they will result in time out, exclusion from participation in class activities, suspension, or expulsion.

**Parents who have a conflict with a student other than their own child are requested to speak to the Administration. At no time may parents approach the student directly.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment violence or other verbal or physical conduct against a student or employee will NOT be tolerated.

**TARDY POLICY:** A child is tardy when he/she is not in the classroom at the start time of 8:30 a.m.

**Excused tardy passes are given by the office for doctor's appointments with notes from the doctor and extreme emergencies. Unexcused tardy passes are issued from the front office after 8:30 a.m. and a parent is required to accompany the student to the front desk.**

After 5 unexcused tardies in a grading period:

- A letter will be sent to the parents requiring a conference to explain the seriousness of the matter and go over the consequences of another tardy.
- Suggestions will be discussed with parents to alleviate the tardiness problem.

**Students exceeding a combination of 20 excused absences, tardies, or early dismissals will lose automatic re-enrollment privileges**

**TELEPHONE:** The school has a business phone to help transact the business of the school and lines are to be kept open. Students may not use the telephone except for emergencies.

*School Office: (239) 768-5048*

It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Please refrain from asking the office staff to deliver message to students except in an emergency.

Students are permitted to bring cell phones with them to school in case of emergencies before and after school. Once students arrive at school they will be required to turn the cell phone off and store with their personal belongings. Discipline for cell phones usage will be in accordance with the Lee County Code of Conduct.

**(SEVERE) WEATHER INFORMATION:** Gateway Charter School will follow the same instructions as Lee County School District in case of severe weather emergencies. Parents should watch the local news for information about school closings.

**VISITORS:** Visitors, **INCLUDING PARENTS**, are **NOT** permitted to go to their child's class unannounced during school hours because this disrupts normal routines and instruction. **For the safety and protection of all students, visitors (including parents) must sign in and out with the office, state whom they are visiting, state the purpose of the visit, provide a driver's license, and obtain a pass only from ADMINISTRATION before proceeding to a classroom.** Cooperation will enable the school to provide a safe and orderly learning environment for all students.

**VOLUNTEER HOURS:** Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school's needs. Parents are required to log the volunteer hours into the sign-in sheets located in the office. Stickers will be given out at the office once a parent license has been run through the Raptor ID system in order to volunteer in a designated location.

Parents are REQUIRED to submit their own volunteer hours for credit through the Student Information System (SIS). Please be sure to enter your volunteer hours so accurate records can be kept. Parents are required to volunteer 20 hours for the first child and 10 hours per sibling for the school year.

1. Half of all volunteer hours should be completed by the end of December.
2. All volunteer hours must be completed by May 1<sup>st</sup> of the current school year OR this may result in your child being withdrawn from the school.

### **VOLUNTEER GUIDELINES:**

- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Individual student's grade records and abilities are personal and confidential information. Students have the right to confidentiality under Florida Statutes 227.093 that covers academic work completed, standardized test scores, health data, interest inventory reports, reports of serious or recurrent behavior patterns, family background information, attendance records, grades and teacher or counselor rating and observations.
- Volunteers may not give students medication.
- Volunteers will not contact parents regarding student performance or behavior.
- Classroom supervision and student discipline are the responsibilities of the teacher and school personnel.
- The teacher must always give permission for a student to leave the classroom.
- Volunteers are required to sign in and out. The office will determine where and when a volunteer is needed within the school.
- For identification, volunteers are required to be processed through our Raptor ID system and wear a name badge when helping with school activities.
- **Volunteers will be assigned only staff members requesting assistance.**
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and dressed appropriately.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when scheduled by the teacher in writing at the front office. Before sending you to the teacher's classroom, the volunteer request will be verified by the office staff.
- Volunteers are invited to assist in their own child's classroom ONLY with permission from the classroom teacher. Your help is needed in many areas throughout the school that may not be disruptive to your child's learning.

**WITHDRAWAL PROCEDURES:** Parents/Guardians must complete a withdrawal form with the Registrar when a child leaves the school during the school year. Be sure that the child has turned in all school property before he/she leaves the school. **All obligations and debts must be paid prior to records being released.** Records are sent to the requesting school and may not be released to primary contact. Primary Contact may obtain copies of any information in the student's record folder which may be needed to enroll them in another school.