



# *Gateway Academy to Innovation & Technology*

## **Scholar Handbook 2023-2024**

**#WeAreGateway**

<p><b>Health Science Campus</b> 715 North Drive</p> <p>BioMed</p> <p>Health Science Academy EKG Tech Nursing Pharmacy Tech Phlebotomy Tech Sports Marketing</p>	<p><b>Technology Campus</b> 705 North Elm Street</p> <p>Aircraft Maintenance Automotive Computer Science Engineering Academy Industrial Maintenance Graphic Design Residential Maintenance Teaching and Learning Welding</p>
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**Gateway is not a place...it is an EXPERIENCE!**

## **Welcome!**

Welcome to Gateway Academy! We are honored that you have chosen to spend part of your school day with us and look forward to watching you progress in your career pathway. Gateway offers many opportunities for scholars to be successful and to be involved in their educational and career pursuits.

An excellent Gateway Team works hard to create a safe learning environment where scholars can be innovative, challenged, and industrious. We seek to hire the best experts in each field of study to prepare scholars for what comes next ~ whether that be college, career, or something else (maybe an entrepreneur)! The Gateway Team has high expectations for each scholar on a daily basis. Gateway Academy also offers many opportunities for experiences beyond the classroom. The VEX Robotics team has been the State Champion three of the past four years! Team 8349K is the current National Champion! Scholars also have opportunities to join student organizations ~ Educators Rising, FCCLA, HOSA, IRHS, SkillsUSA, and TSA.

We expect scholars to work hard, rise to the challenge, and bring their BEST SELF every day! We expect you to set goals and work towards a career pathway. We expect you to care for others, respect equipment, and always represent Gateway in a professional and positive way. We expect you to get involved in competition and strive to earn industry certification in your chosen pathway.

We also expect scholars to know and adhere to the Code of Acceptable Behavior. At no time should scholar behavior cause real or potential harm to others or interfere with the learning environment. This includes horseplay in shop/lab areas and behavior on the bus from and to Gateway.

In turn, we promise to work hard and bring our BEST SELVES every day! We also promise to provide rigorous and challenging learning environments where each scholar has opportunities to be involved in hands-on learning relevant to today's academic and career standards. We also promise to care about you and celebrate your successes!

Gateway is not a place...it is an EXPERIENCE! Welcome to the experience!!

## **How Gateway works for Instruction:**

1. Each morning, scholars report to their home high school for breakfast and Advisory
2. At the appropriate time in the day, scholars will be instructed to board the bus to Gateway
3. Once at Gateway, scholars will be greeted by administrators and teachers and will unload the bus at the designated locations

4. When Gateway time is over, scholars will load the bus to return to the home high school
5. Due to limited parking and liability issues, driving permission is only granted to scholars who participate in Dual Credit classes, have a Co-Op job, or are a member of the District Help Desk Team or Yearbook

### **Daily In-Person Schedule:**

Gateway Academy does not operate on a bell schedule. However, the following general times apply:

- 1st Block ~ 8:40-10:15
- 2nd Block ~ 10:25-11:50
- 3rd Block ~ 12:25-1:50
- 4th Block ~ 2:00-3:10

### **Co-Curricular Opportunities:**

Scholars are encouraged to join, be actively involved, and compete in Student Organizations and Activities. The Co-Curricular opportunities that are offered at Gateway Academy include the following:

- **Educators Rising** ~ Membership is open to scholars in the Teaching and Learning pathway. The Lead Advisor is Alissa Riley.
- **FCCLA** ~ Family, Career, and Community Leaders of America. Membership is open to scholars involved in the Family and Consumer Management pathway. Co-Advisors are Jessica Winstead and Rayven Bettis.
- **HOSA** ~ Future Health Professionals. Membership is open to all Health Science Academy and Biomed scholars. The Lead Advisor is Dawn Ray.
- **IRHS** ~ International Robotics Honor Society. Membership is by invitation only. Scholars who are members of the Gateway VEX Robotics Team and meet the national standard qualifications are invited to membership during the 2nd semester of the sophomore year. The Advisors are VEX Coaches.
- **SkillsUSA** ~ An organization dedicated to improving the Skilled Workforce. Membership is open to any scholar who attends Gateway Academy. The Lead Advisor is Casey Cotton.
- **TSA** ~ Technology Student Association. Membership is open to Engineering, IT, and Graphic Design scholars. The Lead Advisor is Ben Smith.
- **VEX Robotics** ~ Membership is open to any scholar who attends Gateway Academy. The Head High School Coach is Ben Smith. The Head Middle School Coach is Robert Lee. The Assistant Coach is Shawwna Combes.

### **Gateway Academy Ambassador Program:**

Select scholars are chosen each year to represent Gateway Academy at local, state, and national events. These scholars are trained in greeting visitors, giving tours of Gateway Academy campuses, speaking at Board of Education meetings and other events across the state, etc. Ambassadors are chosen by administration based on an application and interview process. Ambassador Program Coaches are Penny Knight and Christina Russell. The application will be available in August.

### **Advanced Placement Courses**

AP courses will be taught according to a specific curriculum that has been developed by the American College Board. Teachers are specifically trained to facilitate these courses and hold scholars to the standards required of the AP Course Work. Scholars who take and pass the AP Exam may earn college credit if the college allows.

AP Courses available through Gateway Academy include:

- AP Biology
- AP Computer Science

### **GAIT ~ Positive Behavior Intervention System:**

GAIT ~ Gateway Academy to Innovation & Technology

GAIT ~ “A person’s manner of walking”

<b>G~Go With Purpose</b>	<b>A~Act With Integrity</b>	<b>I~Interact With Respect</b>	<b>T~Take Initiative</b>
<ul style="list-style-type: none"><li>❖ Be engaged</li><li>❖ Follow classroom procedures</li><li>❖ Stay on Task</li><li>❖ Leave at appropriate time during dismissal</li></ul>	<ul style="list-style-type: none"><li>❖ Listen to instructions</li><li>❖ Stay in assigned area until teacher dismisses you</li><li>❖ Lab safety</li><li>❖ Work until dismissal</li></ul>	<ul style="list-style-type: none"><li>❖ Use appropriate language</li><li>❖ Be kind and courteous</li><li>❖ Cell phones and earbuds put away</li><li>❖ Food/drink put away</li></ul>	<ul style="list-style-type: none"><li>❖ Keep hallways/bathrooms clean</li><li>❖ Keep areas clean and uncluttered</li><li>❖ Report unsafe activity in lab/shop</li></ul>

### **Field Trips:**

Gateway Academy scholars are encouraged and have opportunities to participate in field trips, co-curricular activities, and competitive events. Scholars shall abide by all district, school, program, and activity rules and expectations in order to attend special activities and while attending the activities.

Specifically, a scholar must be passing all classes, not have any 4+ behavior events, or a prior history of behavior events on a field trip.

Scholar attendance at any event is at the discretion of the program advisor and Gateway Administration.

### **Medication:**

Scholars are not permitted to carry medication during the school day or while on field trips. Any required medication, **prescription or Over The Counter**, shall remain with the home high school nurse. A Dr.s note must be on file with the nurse as well.

While on Field Trips, teachers are trained each year to monitor necessary medications. Parents/guardians shall put necessary medication in a ziplock bag with the scholar's name clearly visible. All medications must remain in the original container or packaging with instructions for distribution.

\*Prescription medications that alter the ability to operate heavy equipment are not permitted in shop classes. If a scholar has taken prescription medication with a warning label that indicates not to operate heavy equipment prior to arriving at Gateway, a parent note should be presented to the teacher so the scholar is given an alternate activity for the day. ~Gateway will follow industry standard guidelines in all shop areas.

### **Dress Code:**

Gateway Academy adheres to the district policy for dress code with the addition of career related/safety requirements for specific programs. Scholars are to abide by the Gateway Academy policy when they are at Gateway and on trips representing Gateway. The excuse "they didn't say anything to me at my home school" is not a valid reason for not following dress code while at Gateway. For scholar safety and identification in the case of a traumatic event, **BADGES must be worn and visible at all times while at Gateway!**

Scholars are to dress in clothes promoting a safe and respectful learning environment. Clothes creating a disruptive environment or causing a health or safety hazard are not appropriate and not acceptable at school.

#### Headwear

- Only for health, safety, or religious reasons
- Scholar must clearly display ticket to participate in home school hat days

- Hats may be worn in shop areas as deemed necessary for safety by the individual instructors ~ hats may not be worn in other parts of the building

### **Shoes**

- No bare feet or house shoes
- For safety, in Automotive, BioMed, Industrial Maintenance, Residential Maintenance, Welding, and science labs ~ shoes must be closed toe. The Welding shop requires steel toe shoes. Instructors will share shoe requirements during the first week of school.

### **Clothing**

- Shall not promote profanity, obscenity, violence, or symbols of hate
- Shall not promote alcohol, tobacco, or drugs
- Shall not promote gang colors or gang related signs
- Shall not show underwear or sag. All pants and shorts shall be worn at the hip or above.
- Shall not show bare skin between upper chest to mid-thigh
- Career Related Dress is required per program
  - **Health Science Academy** ~ Scrub Days
  - **BioMedical Sciences** ~ Scrub or White Lab Coat Days; Closed toe shoes and safety glasses required on lab days
  - **Engineering Academy** ~ Professional Dress Days
  - **Automotive** ~ closed toe shoes, and safety glasses are required in the shop area; No loose jewelry; Long hair must be pulled back
  - **Industrial and/or Residential Maintenance** ~ closed toe shoes and safety glasses are required in the shop area; No loose jewelry; Long hair must be pulled back
  - **Welding** ~ scholars are required to dress out on shop days ~ long jeans, welding jacket or sleeves, steel toe shoes, appropriate PPE (gloves, safety glasses, ear protection), and welding hood.
    - With COVID concerns, it is highly recommended that each scholar bring their own shoes, gloves, and hood to class
    - Scholars are NOT allowed to bring their own tools, tools will be provided
- For optimal safety in Skilled Trades Shops, scholars shall not wear jewelry, long hair must be pulled back, no flip flops or open toed shoes, and in most cases no short pants or skirts. Failure to dress out will result in a behavior referral, a zero for the day, and a call home.

### **Career Pathways:**

Scholars who successfully progress through a Career Pathway have opportunities to earn industry certification, dual credit through HCC and/or MSU, and Work Based Learning experiences. To have certain opportunities, scholars must progress through a sequence of state approved courses. Once the 2nd credit in a pathway is successfully completed, the scholar is considered a CONCENTRATOR and may sit for the industry certification associated with the program. Gateway Academy covers the costs associated with industry certification through Federal Perkins Funds.

Once a scholar has successfully completed FOUR approved courses in a pathway, they are eligible to apply for Work Based Learning experiences (most commonly known as Co-Op). A scholar should begin preparing for this possibility on day 1 of Freshman year. The high school record is considered when approving scholars for WBL opportunities. Most specifically, the requirements include (but are not limited to):

- Concentrator in a pathway
- 2.5 overall high school GPA
- No 4+ behavior events during junior year
- No 5+ behavior events during high school career
- Excellent attendance record

### **Gateway Academy Stoles for Graduation:**

Gateway scholars may earn a graduation stole by:

- Successfully completing coursework in the Career Pathway their senior year
- Pass the End of Program Assessment OR earn Industry Certification

Gateway Academy stoles will be gifted to scholars at the annual Gateway Awards night in May each year

### **Late Work Policy:**

Since every scholar has a district provided chromebook and the CANVAS platform, there are very few reasons for work to be missing or late. If work is late, the following Gateway Policy is in effect:

- Late assignments will be assessed a 10 point penalty for each day the assignment is late.
- Scholars will have 1 day per missed day to make up missed work. After that, the late work penalty will apply.

- Scholars are encouraged to attend extra curricular activities, however scholars are required to complete work through the online learning system ~ CANVAS. All work must be submitted per the late assignment policy as stated above.
- LATE WORK is the responsibility of the SCHOLAR not the TEACHER!

### **Academic Dishonesty:**

In the Christian County Public Schools Code of Acceptable Behavior, cheating is defined as “A student acting deceptively or dishonestly, including a student copying another’s work and using it as his/her own, and/or tampering with official school records.”

Scholars who are caught cheating at Gateway Academy will receive a ZERO on the activity and a parent/guardian will be notified.

### **Driving to Gateway:**

Due to limited parking and liability issues, scholars are not generally allowed to drive to Gateway. There will be special allowances for scholars involved in Work Based Learning, Help Desk, or Dual Credit college classes. The special allowances are handled through the front office. Scholars involved in those situations must see administration to complete appropriate paperwork, receive guidelines, and receive a driving pass that must be displayed in the car at all times.

### **Personal Electronic Devices:**

Cell phones and earbuds are the #1 distraction in high school classrooms and the #1 reason for behavior referrals at Gateway Academy! We ask all Gateway Families to join us in our efforts to keep scholars productively engaged in course work.

We EXPECT scholars to be engaged and abide by Gateway Policies. Administrators and teachers should NOT need to constantly ask scholars to put away items such as cell phones and earbuds.

At Gateway Academy, we believe that Cell Phones can be used appropriately for instructional purposes. We also believe that if used inappropriately, Cell Phones severely detract from the instructional environment.

Gateway Academy scholars are asked to keep cell phones put away unless a teacher directs scholars to use the technology for instructional purposes.

Consequences do apply if a scholar **chooses** to use their cell phone for other reasons than instructional practices. The following protocols are in place:

- The first offense is a warning and the scholar is asked to put the device away ~ **A minor infraction will be submitted to admin**



- The second offense, the teacher will ask the scholar to put the device away and a call home will be made ~ **A minor infraction will be submitted to admin**
- The third offense, the principal will confiscate the device and the parent will be required to come in for a meeting to pick up the device ~ **A behavior referral (major) will be submitted to admin and recorded in Infinite Campus**

**“I was texting my parent” or “my parent was texting me” is not a valid excuse** for using an electronic device during instruction. We expect parents and family members to be part of our team and assist with the adherence to the rules and protocols set forth to allow for uninterrupted instruction.

### **Food and Drink:**

Due to OSHA safety regulations, board policy, and state Non-Compete laws, food and drink are not allowed in classrooms, labs, or shops. Food and drink are a safety hazard in shops with heavy equipment and computer labs. All shops and hallways have water fountains with single use cups available as needed. In classes where chemicals are used, such as BioMed, Health Science, and Science, food and drink creates a hazard due to the dangers of cross contamination.

Our highest priority is to keep every scholar and staff member safe as they participate in hands-on learning.

Scholars may have a closed bottle of water in the original container while in the classroom area; however it should not be taken to the shop or lab area.

### **Gateway Promotion:**

Please visit the Gateway Academy facebook page and give us a LIKE. We use the page to keep families informed of important information and to CELEBRATE our scholars and staff. <https://www.facebook.com/CCGAIT>

We also have a website <http://gatewayacademy.ky.schoolinsites.com/>

### **Gateway is not a place...it is an EXPERIENCE!**

We are so excited to get this year started, to meet our new Gateway Friends, and touch base with our current Gateway Friends!!

The Gateway Experience is yours for the making...what will you make? :)

