



Staff Handbook

2023-2024

Mission Statement:

Gateway STEM Academy prepares a diverse community of students for academic success by providing an enriching and focused learning environment in science, technology, engineering, and mathematics.

Gateway STEM Academy
12119 16th Ave South
Burnsville, MN 55337
Phone Number: 952-206-4050

Web Site: www.gatewaystemacademy.org

Gateway STEM Academy is a charter school authorized by the Minnesota Department of Education. As a charter school, we are a public, non-profit entity and receive funding through the Minnesota Department of Education. We must comply with all state and federal mandates that govern public schools in the State of Minnesota. We must comply with requirements established by our authorizer, Pillsbury United Communities. Students are not assessed tuition fees to attend Gateway STEM Academy

Gateway STEM Academy Staff Handbook 2022-2023

Gateway STEM Academy School Board of Education Members:

Abdirahman Mukhtar – Board President
Abdisalan Osman – Parent Representative
unfilled – Parent Representative
unfilled – Teacher Representative
Brandon Haley – Teacher Representative

Gateway Administration

Ed Fellows – Executive Director
Abdimajid Irobe – Dean of Student
Jenny Fellows – Director of Curriculum and Instruction

Board Meetings are usually conducted on the last Tuesday of each month at 5:00 PM at Gateway STEM Academy with the exception of October. Meetings are open to the public. Board minutes are available on the Gateway website or upon request. See board meeting postings on the Gateway website or within the school building.

School Board Meeting Dates for the 2023-2024 School Year:

August 29 th , 2023	November 28 th , 2023	February 27 th , 2024	May 28 th , 2024
September 26 th , 2023	December 19 th , 2023	March 26 th , 2024	June 25 th , 2024
October 24 th , 2023	January 30 th , 2024	April 30 th , 2024	

Staff

Absent Staff

All staff **must** report an unexpected absence to the Executive Director prior to 6am. Should an absence need to be reported after 6:00 am, staff must contact the Director of Curriculum/Instruction via text or phone call so we can attempt to have proper coverage for absent staff.

Upon return to school, the ***Time-Off Request Form*** must be completed within three days to report the absence. Failure to submit this form in a timely manner may jeopardize payment for the absence. Time off request forms can be found on the Time Tracker website. Each employee will have a unique log-in to the TimeTracker website

For an planned absence, staff must submit a completed ***Time-Off Request Form*** to obtain approval prior to the absence. The time off request is to be submitted to the administration office. Once turned in, you will receive a confirmation stating if it was approved or denied electronically. **It is the employee's responsibility to submit all requests at least 5 days prior to the planned absence.**

For all absences, it is imperative that staff provide detailed lesson plans for their substitute. Additionally, please send your detailed lesson plans to team members and the director of curriculum/instruction.

When leaving the building anytime during the school work day, staff must sign out and in at the front office.

Employee's that begin their employment by September 5th, 2024 they will receive 7 sick days and 3 personal days. Employees that begin employment after September 5th will receive sick/personal leave on a prorated

basis. If an employee is absent beyond the number of allotted sick/personal leave days, the employee will not be paid for the day of absence.

Accidents

All accidents involving students and/or staff must be reported to the office as soon as possible after the incident. The person witnessing the accident or receiving the first report of the accident must fill out an **Incident Report**. Staff must use their best judgment in managing an emergency situation. It is critical to avoid decisions that could result in further injury to the individual(s). Always plan student activities with safety as a primary consideration, be alert to potential dangers and try to prevent accidents from happening.

Additional Hours

For non salaried staff, any hours beyond your contracted hours **MUST** be pre-approved by the building administrator. Not having hours pre-approved could result in not being paid for additional hours.

Appliances, Coffee Pots, and Furniture

Gateway must comply with federal/state occupational safety and fire codes. These are in place to guarantee the safety of students and staff. All staff are expected to comply with these requirements. Staff may not bring discarded furniture to use in school areas

Attendance – Student

- Attendance must be taken in **every** classroom by approximately 9:00 am. Calls will be made home between 9:30 and 10:00 am for students that are marked absent or that have been unverified by the homeroom teacher by a telephone call to parents informing the school of the absence. Notify the office of any changes in attendance immediately as they occur throughout the day
- Refer all notes, e-mails or telephone calls from parents regarding future absences, especially extended time away from the school to the office. Parents/guardians should be directed to speak to the executive director regarding extended absences. An “excused” absence can become an “unexcused” absence if it is not approved by the executive director in advance.
- **Attendance – Student Policy:**
 - o It is very important that staff members are aware of the student attendance policy, located in the Family/Student Handbook
 - o Parents will receive a letter home reminding them of the attendance policy. If the excessive absences continue, parents will be required to hand in documentation to excuse student(s) for each absence
- **Early Dismissal/Late Arrival of a Student**
 - o When a parent/guardian brings their student to school after the start of the school day, they must report to the office and sign the student sign-in sheet. Office staff will notify the teacher that the student has arrived and send him/her to class with a pass.
 - o When a parent/guardian wishes to dismiss their student from school prior to the end of the school day, they must report to the office and sign the student out sheet. Office staff will notify the teacher that the student’s school day has ended and students will then be sent to the office. Parents should not pick up their children from the classroom.

At Will Employment

Employees of Gateway are employed “at will”. This means that you have the option of resigning from your employment at any time for any reason or no reason with or without prior notice. This also means that Gateway STEM Academy has the same option to terminate your employment at any time for any reason or no reason with or without prior notice.

Bereavement Leave

Regularly assigned employees are eligible for funeral leave per the Funeral Leave Policy outlined below. If additional time is needed, the employee may be authorized to use Paid Time Off or take an unpaid leave of absence.

- 1) Death of spouse, child or stepchild: 5 days
- 2) Death of mother/father, sister/brother, grandchild/grandmother/grandfather, mother/father in-law, sister/brother in-law, grandmother/grandfather in-law: 3 days
- 3) Death of aunt, uncle, niece, nephew, of employee or employee's spouse: 1 day

Funeral Leave shall be paid to all regularly assigned employees at their daily rate according to their offer letter **if** there is personal/sick days available to the employee.

Blood Exposure Procedure

If you are exposed to blood, it is necessary to follow adequate procedures to avoid contamination. Consider the following guidelines:

Did the contact with blood include any of the following?

- Blood in the eyes, nose, or mouth; or
- Blood contact with broken skin (less than 24 hours old) including cuts or open skin rashes, or breaking of skin in a bite; or
- Penetration of skin by a blood contaminated sharp object (needle, lancet, glass, teeth, etc)

If any of the above occurred:

- Report the incident to the Office
- Follow instruction in **Blood Exposure Manual**
- Consider obtaining medical care

Bullying

The Board of Gateway STEM Academy actively promotes a safe and welcoming school, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The staff is expected to create a climate in which all types of bullying are unacceptable.

Bullying is defined as an written or verbal expression, physical act or gesture, or a pattern of those behaviors, that is intended to cause distress upon one or more students in the school environment, including the school building, grounds, vehicles, email, internet, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Anti-bullying efforts shall be aimed toward accomplishing the following goals:

- 1) To send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
- 2) To train staff and students in taking proactive steps to prevent bullying from occurring.
- 3) To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
- 4) To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
- 5) To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
- 6) To support victims of bullying with individual, group and/or peer counseling.
- 7) To help develop peer support networks, social skills and confidence for all students.
- 8) To organize and praise positive, supportive behaviors of students toward one another on a regular basis.

Bus Duty

All staff members are expected to participate in dismissal procedures for their students. All teachers will escort their classes to the parent pick-up area and to the bus line. Staff should ensure all of their 'bus' students are on their assigned bus before leaving the bus area.

Reminders for busses:

- Students must ride on their assigned bus only. Students are **not allowed** to take any other bus than the one officially assigned to them. They may not switch buses nor ride to a friend's home on a different bus.
- If parents send notes for students to ride home with their friends, refer them to the office. Students may not get off the bus for any reason (except emergency) once they are on the bus. This is an issue of safety and insurance coverage.

Celebrations

All school wide celebrations and dress-up days must be pre-approved by the building administration.

Communication (External)

Communication is essential for efficient functioning of the school and delivering quality education to all students. Teachers are expected to communicate with parents biweekly through newsletters, websites, parent letters, or other ways. Parent communications should not be limited to reprimands or missing assignments.

For all students under-performing in the classroom, especially those failing, teachers are expected to communicate to parents about the academic concerns. It is important to provide the students the opportunity to address and improve their grades on their own.

Any newsletter is expected to be edited by a team teacher or other staff member before leaving the building. Email all newsletters to the building administrators and administrative assistant, as this helps keep the office informed of the happenings in the classroom. Newsworthy activities and events from your classroom should be shared with the administrative team.

Communication (Internal)

Staff should check their email at least twice daily when school is in session and twice per week during the summer. Emails are expected to be professional and school related.

Confidentiality

Since school staff have access to private and confidential information about students and families, it is imperative that the student's right to confidentiality guide actions related to disclosure of student information. The sharing of any information about students or families can first be governed by the requesting individual's "right to know" the information. This includes sharing information between staff members. **Student issues (SPED, discipline, grades, test scores, parent concerns, financial status, etc.) will not be discussed unless in a closed classroom or office.** If in doubt about an individual's right to obtain information, ask the building administrator.

Copy Machine

It is very important that you know how to use the copier(s) before attempting to make copies. If the copier jams, ask office staff to assist in clearing the jam. Please ask for assistance or support from office staff. **Do not leave the jam for the next staff member!**

Conserve paper whenever possible. Try to use the double sided function. Recycle unused copies. Do

not copy originals that have dark backgrounds or edging because the copies use toner at an incredible rate.

Honor the guidelines preventing plagiarism.

You will use your employee code to login to the copier.

Cumulative Student Record

Each student has a Cumulative (CUM) Student Record folder in secure files in the office. This CUM record is a permanent record and is forwarded to the next school the student attends. In the CUM record you will find information about the student such as demographic information, standardized test scores, attendance records, progress reports, health records and other personal information. Students receiving special education services will have a Special Education Due Process file included in their CUM record. **Each teacher should review their students' CUM file prior to the start of the year** for any pertinent information.

Custodial Support

Please support the Gateway STEM Academy custodial staff by teaching your students an “end of the day” closing routine which may include putting the chairs up, picking up the classroom floor and surrounding floor areas, etc. Leave your teaching area at the end of the day in the same condition (or better) than when you arrived in the morning. Instructing and expecting students to be leaders in keeping our building clean is a high priority.

Daily Transportation Changes

All teachers are directed to refer to the shared Google Doc titled ‘Daily Transportation Changes’. It is imperative this is checked at least twice throughout the school day to ensure that students are sent to the right spot when they are leaving the building during the day OR at the end of the day. Teachers must make sure they follow the transportation requests listed in the ‘Daily Transportation Changes’. In order for a student to go anywhere other than their normal daily transportation, you must have written or verbal permission from the parent, **NOT THE STUDENT**. All changes made throughout the day will be communicated in the Daily Transportation Changes document.

Discrimination – Nondiscrimination

The Board of Education of Gateway STEM Academy has adopted the following policy regarding discrimination. *“No person shall, on the grounds of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affection orientation, familial status or disability be subjected to discrimination in any program operated by Gateway STEM Academy or in recruitment, consideration, selection, employment or rate of compensation by the Academy.”*

Staff should report concerns or policy violations to the Executive Director as soon as possible.

Duty Day

The duty day for certified staff is eight (8) hours, 8:00 a.m. until 4:00 p.m., as per the Offer Letter of Employment. Frequently the 8:00 a.m. to 8:30 a.m. and 3:30 p.m. to 4:00 p.m. time periods are dedicated to meetings involving staff throughout the school. There may be occasions when a staff member will need to arrive late or leave early. **You must get prior approval from the administrative team.** The official student day is from 8:30 am to 3:30 pm.

If staff must leave the school building during the duty day, she/he must obtain Administrator approval and use the **Sign In/Out binder** located in the front Office.

Dress Code - Appearance and Clothing

As an employee of Gateway STEM Academy, you are required to dress professionally. All employees are required to maintain dress, grooming and hygiene practices that are consistent with a professional workplace environment. It is unacceptable for employees to be unclean, disheveled or offensive.

Emergency Information

An **emergency message** from JMC and/or administration will be used if emergency information must be disseminated quickly to all staff. Staff will receive a text message with any emergency information. Please let the office know if your phone number changes.

Emergency Procedures - Please see Emergency Procedures Manual.

- **Severe Weather Plan**
 - The procedures to follow in case of severe weather are posted in each room of the building.
 - Please familiarize yourself and your students with these procedures which are located in the **Emergency Procedures Manual**.
 - Severe weather shelter signs are posted in the building.

- **Lock Down Drills**
 - All lock down procedures are located in the Emergency Procedures Manual.
 - Gateway STEM Academy will conduct two lock down drills per year.
 - The lockdown procedures should be kept confidential.

- **Fire Drills**
 - Minnesota schools are required to conduct five fire drills each year. At least one of these drills must be an obstructed exit fire drill.
 - Fire drills will be conducted on a regular basis as per the State Fire Marshall regulations.
 - In each room, an emergency escape plan is posted. Please familiarize yourself and your students with this plan. Refer to this map so you know how to evacuate your area of the building. You may want to practice evacuation with your students prior to an actual fire drill.
 - Please turn off lights and close all doors as you pass through them.

Energy Management

We request that all staff make an effort to conserve energy, especially during peak energy consumption times of the year. Consider classroom lights and electronic devices such as smart boards.

Field Trips

Grade levels are encouraged to plan for field trips in advance. Each grade level is expected to complete the **Field Trip Request Form** at least three (3) weeks prior to the planned event. Scheduling for transportation (bussing) is to be arranged by the Executive Director. The field trips should be carefully selected by the instructional staff to enhance and enrich students' learning.

If you must cancel a field trip for which arrangements have already been made, notify the office at least 24 hours in advance. Cancellation on the day of the trip may only be made in case of emergency (i.e. inclement weather) or conditions in which the safety and welfare of the students may be jeopardized.

If a teacher has concerns about a student attending a field trip, they are expected to communicate said concerns with the parents and administration. Denying a field trip to any student is not permitted.

Grade Reporting

Update grades in JMC one week after the assigned due date.

Grant Proposal Writing

Staff members are encouraged to write proposals to obtain grant funding to specific projects, activities, equipment or materials. The building administrator must be kept informed about your efforts at obtaining Grant funding and provide support to the application.

Grounds and Adjacent Park Area

If you need to do any planting or use the grounds for educational activities, consult with the administration prior to planning the activity. When using the grounds, make sure to clean up and dispose of trash properly.

Harassment

Gateway STEM Academy has a commitment to confront behaviors that are considered to be harassment. Prompt reporting and investigation by administration is mandated by the Gateway STEM Academy Board of Education. All staff will sign the attached Harassment Policy Acknowledgement Form on a yearly basis. (Policy 413) and return to Judy Theisen, HR.

The following definitions of harassment apply:

Harassment is participating in, or conspiring for others to engage in badgering acts that injure, degrade, disgrace or threaten other individuals (examples include religious persecution or cruelty directed toward an individual with a disability).

Sexual Harassment is defined as, but not limited to:

1. Words or actions relating to sex that are derogatory, offensive, exploitative and/or degrading; or...
2. A display or circulation of materials and/or pictures, which are sexually explicit or demeaning (including web-based or electronically transmitted information).

Racial Harassment and racial bias consists of physical or verbal conduct related to an individual's race when conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities

Religious Harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individuals

- work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Health Services

The Health Service Office is responsible for school health services. The health service office is also the reception area in the front lobby of the school.

If a student comes to school with medication, send that student to the Health Service Office to consult with personnel about administration of the medication. Our guidelines for administration of medication follow those established by the Minnesota Department of Education.

- Administering medication from unmarked bottles or envelopes violates the medical code of ethics.
- Students shall be administered medication in school only in exceptional circumstances, wherein the student's health may be jeopardized without it.
- Prescription medication may be given at school. Medications must be contained in the original container current labeled by the pharmacist or doctor. The pharmacist will provide parents with two prescription bottles, upon request. Medication authorization forms are available from the office.
- Over-the-counter medication, including Tylenol, aspirin and cough syrup, may be given when accompanied by a note from the parent/guardian **and** physician. Over-the-counter medication must be in the original container with printed instructions on the bottle or box.
- Students are NOT allowed in the Health Services area without approval from authorized staff personnel. All students reporting to the Health Service Office must be accompanied with a signed Health Service Pass.

Jury Duty

Gateway STEM Academy recognizes the responsibility of its employees to the community and urges all employees to fulfill their civic responsibilities. Jury duty is one such responsibility that all employees have. The Gateway STEM Academy shall assist the employee to fulfill this responsibility by granting them time off with pay for the period of 10 school days. Time off will be granted without pay beyond 10 school days. The employee shall inform the Executive Director of upcoming jury duty as soon as possible after receiving a summons.

Meetings

Staff meetings for regularly assigned staff will be scheduled in advance and communicated via email to include agendas. Routine announcements for the week will be sent to staff each via e-mail from the building administrators.

Mandatory Reporting

All school personnel are mandated to report any child abuse. All reports of suspected child abuse and neglect are to be made directly and immediately to the local police department, county sheriff or county Child Protection Office. This verbal report is followed by a **Mandatory Written Report** (see building administrator). Please work collaboratively with the administration to address your concerns about student welfare and the appropriate course of action to take.

Paid Time Off (PTO)

All regularly assigned employees are eligible for paid time off upon completion of 90 calendar days of continuous employment. Temporary employees are not eligible for paid time off. Paid time off is accrued one day per month, up to 10 days per year for regularly assigned employees working more than 36 hours per week, and up to 10 days for regularly assigned employees working between 30 and 35 hours per week.

Any paid time off requests **during the first two weeks or the last two weeks of the school year must be requested at least one month in advance**, and is subject to approval by the Administration.

During the school year, an employee may request two or more days of paid time off. This request must also be made at least one month in advance, and is subject to approval by the Administration.

In special/emergency circumstances, Administration will determine and adjust needed emergency paid time off accrued by the employee.

No more than 2 licensed staff members and no more than 1 non-licensed staff member may take a scheduled paid time off for one or more days, unless approved by the Administration.

Paraprofessionals

Paraprofessionals are Gateway STEM Academy school staff members serving in a supportive role to the teaching staff and administration. Paras provide instructional or behavioral support to students. They may be assigned to work one-to-one with a student, or work with small groups of students to pre-teach concepts or vocabulary, reinforce instructional concepts, or enhance or extend instructional time. They may provide behavioral cues, reinforcement, or proximity control to individual students. Paras are **not** expected to provide primary instruction to an individual student, small group of students or class. All paraprofessionals' interventions must be planned, guided and supervised by the teacher in charge.

Parent / Teacher / Student Conferences

The Gateway STEM Academy Board of Directors supports a conference procedure that gives parents a variety of formats in which they receive information about their student's progress. The conference schedule provides times that are convenient and encourage parental participation. All staff must convey to the parent/guardian the importance of face-to-face conferencing, the availability of conferencing, and the understanding that parents/guardians can request conferences at any time which is mutually convenient to the teacher and parent. Parent/Teacher conference dates and times are as following:

- **November 2, 2023:** 8:00-4:00pm
- **November 3, 2023:** 8:00am-4:00pm
- **March 7, 2024:** 8:00-4:00pm
- **March 8, 2024:** 8:00-4:00pm

Personal Leave

- All paid time off (PTO) requests for the first two weeks or the last month of school must be approved at least one month in advance by the administration.
- PTO of more than two days may be granted if approved one month in advance by

the administration.

- In special/emergency circumstances, administration will be able to determine and adjust needed emergency PTO already accrued by the employee.
- For each instructional day, no more than 2 licensed staff members and no more than 1 non-licensed staff member may take a scheduled Paid Time Off for one or more days, unless approved by the Administration.
- **Employees are responsible for monitoring their own PTO hours/time off. This information is available through your employee account on Time Tracker.**

All regularly assigned employees are eligible for PTO upon completion of 90 days of continuous employment.

Personal Property on School Site

Personal property brought to the school site should be clearly identified so items can be distinguished from school property. Valuables must be stored in secure locations, preferably in locked drawers or closets.

Professionalism

The image and reputation of Gateway STEM Academy is reflected in its staff, administration, and Board. The Gateway STEM Academy Board has high expectations for its employees in conveying a positive professional attitude, and maintaining honorable behavior. All staff are expected to present themselves as professional educators; which include wearing professional attire and appropriate jewelry. The communicative behavior of staff must be respectful at all times. Staff to staff communication must also be of professional nature.

Gateway STEM Academy staff are expected to be involved in their professional community to enhance their professional development and maintain an informed network of professional support.

Photo Identification

Gateway STEM Academy will provide each employee with a photo identification card. All staff are expected to visibly wear their identification in the building or at a school-related function. Remember that all visitors are expected to have a visible visitor badge, and if you do not see one, you are expected to ask for it.

Purchasing Procedure for Ordering, Purchasing, and Reimbursement

1. Obtain a Purchase Requisition form from the executive director's assistant.
2. Complete the form with as much detail as possible, including vendor name, address, and fax number, as well as individual items to be purchased and estimated costs (including shipping and handling, if known).
3. Administration will approve or disapprove based on items requested and cost.
4. You will be notified via email the result of your request.

DO NOT spend purchase school materials for reimbursement without administrative approval

Release of Private Information to Parents

Parents have a right to request/receive information about their child. Non-custodial parents also have a right to request/receive information about their child **unless** there is a court order to the contrary. Documentation of restricted access to records is retained in the student's CUM file

Repairs

Please report to maintenance or the front office any safety concerns or items in need of repair. This may be done via e-mail or by writing your needs on a note.

Resignation

An employee wishing to resign shall provide at least two-week written notice to Administration. Whenever possible, it is preferred that the employee submit their resignation to the Administration in a timely manner as so the school can minimize the impact of the transition for both the employee and employer. The date of the notice shall be the date when Administration receives the written notice of resignation. In certain circumstances the employee may be required to leave at the time of notice. Under these circumstances he/she may be paid for the two-week notification period. Failure to comply with the resignation timetable may result in forfeiture of certain benefits that the employee may have accrued.

Employees are not eligible for paid time off during the resignation period.

School Calendar

There is a copy of the school calendar in the office and school website.

School Closings

The following process is followed in the event of a school closure:

1. Gateway administration will make the determination to close school for the day.
2. Staff will be notified via email and/or text.
3. Hourly staff will be paid for up to **two** inclement weather days that are **not** made up. After the two days that are not made up, the options are to use PTO, take unpaid time, or make-up the work day with approval from the principal.

Security

Security and safety procedures have been established for the protection of students, staff, and all who enter our facility. Enter and exit the building using designated access doors only. To enter the building on non-school days (weekends and holidays) use the employee entrance.. Any and all keys, security access cards, and Picture ID's will remain the property of Gateway STEM Academy. Upon separation from employment at Gateway STEM Academy, all of the previously mentioned items shall be turned in to the Office no later than the last day of work.

Snacks in the Classroom

Teachers/grade levels may provide healthy snacks, embedded during instructional time. Snack time should not be a scheduled non-instructional time, but rather a working snack. Please model, practice, and review on how to eat snacks and work at the same time. Confirm with Student Health Records prior to providing snacks in the classroom. Only foods that meet minimal nutritional value will be used. **Candy, chips and sodas must not be used in the classroom.**

Standardized Testing

The State of Minnesota requires administration of the MCA (Minnesota StateWide Comprehensive Assessment) for 3rd- 8th grades and ACCESS testing for English Language Learners K-8. We follow the MDE (Minnesota Department of Education) calendar of testing dates. I-Ready Diagnostic Tests will be given in the fall, winter, and spring for all Kindergarten – 8th graders.

Student Discipline

It is essential that students understand the expectations for appropriate school behavior. All students are responsible for their own behavior. Classroom behavioral expectations must reinforce building-wide expectations. Although some variation in expected behavior is expected from

classroom to classroom, a quiet and organized environment conducive to learning is required for all students. Respect, responsibility, and positive reinforcement are valued. Students must understand that there will be consequences for making inappropriate choices. These consequences are designed to help the student make better choices in the future. Teachers are expected to be actively involved in designing and implementing behavioral consequences. Frequent parent contact regarding behavioral issues is also expected.

It is additionally important that appropriate behavior is maintained outside the classroom, in non-teaching areas (i.e. bathrooms, hallways, lunchroom, and playground, to and from the bus). If you witness a student displaying inappropriate behavior or being disruptive, please escort that student to his/her classroom for intervention by his/her classroom teacher.

If an infraction occurs which requires documentation into JMC, notify parents or guardians as well.

Substitute Teacher Folder

Each teacher **must** prepare an emergency substitute folder. In this folder you must outline your daily schedule from beginning to end of the day. These additional items should be included:

- Class list
- Attendance procedure with login information to JMC
- Bathroom procedures
- Prep time
- Lunch time
- Rules of the class
- Fire drill procedures/Lockdown procedures
- Special needs of students, to include paraprofessional duties, assigned to work in your room
- Activities that will keep the students constructively engaged throughout the day
- Transportation for all students in the classrooms
- Food allergies

Leave daily lesson plans and copies in a visible spot within your teaching areas. All grade level members should be able to locate this information in your classroom. Classroom anchor charts will be indicative of classroom routines and procedures.

Adequate planning for substitutes, clear expectations, and good communication will ensure the availability of substitute teachers when we need them. Follow-up with students, based on substitute reports, will delineate a link between teacher and substitute.

Tours

School tours are given upon appointment with the building administrator. The tours last about 30 minutes and are given to prospective parents, families, students, teachers, student teachers, interns,

community sponsors, university staff, etc. Please greet visitors warmly.

Timesheets

All paraprofessional, work service, and maintenance staff will use the Time Tracker website to clock-in and clock out for each day of work. If there is an error in the system, Timesheets will be kept in a binder at the front desk labeled 'Timesheets' to accommodate any potential computer issues.. Time Tracker clock-in and clock-out will be detailed with exact work times, and record work times in the proper department of work performed. All hours must be added, hours rounded to the nearest quarter hour, and Time Tracker must be used by the employee. People will not be allowed to log-in for other employees. Pay periods run from the 1st of the month through the 15th, and the 16th through the last day of the month. Staff will be paid twice per month.

Tobacco Use

The Board of Education prohibits the use of tobacco products (ex. – cigarettes, e-cigs, and other forms of tobacco) on Gateway STEM Academy property, including the school building and grounds.

Videos and Streaming Services

The use of videos and movies as instructional tools is an alternative method of instruction. All videos not included in the curriculum must be pre approved by the administration. Parent permission slips must also be sent home if the video is not G rated. Preview any video that you wish to show your class. Please consider the following when choosing to use a video:

1. It is appropriate for a school setting.
2. It is appropriate for your age group of students.
3. It is educationally relevant.
4. It is related to instructional goals / objectives. The use of videos/movies to fill down time is discouraged. If used as a reward, please use your professional judgment.

ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK
GATEWAY STEM ACADEMY
2023-2024

I acknowledge, with my signature below, I have been assigned a copy of the Gateway STEM Academy Staff Handbook and I understand it is my obligation to read the handbook and to understand what it says.

I acknowledge after having read the handbook, I am encouraged to contact the Executive Director at any time I have uncertainty about any personnel policy, practice or benefit.

I understand this handbook does not constitute or create a contract of employment between Gateway STEM Academy and any employee, nor does the handbook establish any terms or conditions of employment.

I understand additions to or alterations or modifications of the rules, policies and procedures contained in this handbook may be made by Gateway STEM Academy at any time and for any reason and that I am obligated to insert those additions into the handbook to assure it is remaining current. I understand I am to comply with and follow these additional, altered or modified rules.

Date

Employee Name (printed)

Employee Signature

HARASSMENT AND VIOLENCE POLICY
2023-2024

I acknowledge, with my signature below, I have been assigned a copy of the Gateway STEM Academy Harassment and Violence Policy 413. I understand it is my obligation to read the policy and to understand what it says.

I acknowledge after having read the policy, I am encouraged to contact the Executive Director at any time I have uncertainty about the Harassment and Violence Policy.

I understand additions to or alterations or modifications of the rules, policies and procedures contained in the staff handbook may be made by Gateway STEM Academy at any time and for any reason. I am obligated to insert those additions into the staff handbook to assure it is remaining current. I understand I am to comply with and follow these additional, altered or modified rules.

Date

Employee Name (printed)

Employee Signature