

# Gate City Charter School

## Policy & Expectations Update

### BUILDING USE POLICY – BOARD APPROVED

Teachers will be allowed in the building for instruction, professional development and meetings. Teachers will be expected to maintain social distance at all times while in the building.

Office hours for parent meetings will be by appointment only.

Building usage will not be permitted for students except for emergency use of the bathroom during school sponsored gatherings\*. All student gatherings will be held outdoors during Phase I of re-opening.

**Student/Volunteer Participation in gatherings at the school will require:**

- ◆ Screening upon arrival
- ◆ Temperature check
- ◆ Signed liability form
- ◆ Masks must be worn when social distancing with a minimum of 6 feet cannot be maintained
- ◆ Teachers, staff and volunteers will wear masks at all times

**Drop-off procedure will be as follows:**

- ◆ Arrive to school wearing masks
- ◆ Enter through the main parking lot entrance
- ◆ Pull up to the main office door
- ◆ Wait in your vehicle until you have been screened



Social distancing and masks will be required during drop-off and pick up.

\*Bathroom usage will be allowed for emergencies only and only one student will be permitted in the building at a time.

### ACCEPTABLE USE POLICY – PENDING BOARD APPROVAL\*

At GCCSA, especially during Remote Learning, technology is a vital tool for learning and communicating who we are, what we value, and how we represent our family, school, and community. Because our technology choices affect ourselves and others, *and because the use of technology is a privilege not a right*, the expectation is that all students will abide by and support this agreement. **When using technology at home, you are expected to follow these guidelines when interacting with any member of the GCCSA Community.**



#### September 8th:

Reverse Parade "Meet your teacher" and Popsicle Social- see flyer at the end of the Newsletter

#### September 9th:

First Day of School! Students required to sign on to Google Classroom

#### September 14th:

Band starts with Mrs. Mason

#### September 16th:

Instrument lessons starts with Mrs. Mason

#### September 21st:

Enrichment Activities & Clubs to begin

While we understand that any of us can make a mistake, we believe that living according to these values is critically important. Infractions will be enforced using the GCCSA Student Code of Conduct.

**Use technology resources responsibly.**

- I will use all technology only for assigned and intended school purposes. I will ask for teacher approval if I am not sure.
- I will use only my GCCSA issued email for school assignments.
- I will keep my passwords to myself.
- I will access only my own assigned account, and/or files. I understand that posing as someone else will result in disciplinary consequences.
- I will only download items from the Internet under an adults direction.
- I will inform my teacher if I have concerns about the functionality or suitability of the hardware or software I am using.
- I will not give out my identifying information or identifying information of others over the Internet.
- I understand that the technology I use is the property of GCCSA and I'm responsible for taking care of it and keeping it in good condition. Tampering with Chromebooks, iPads, Computers or other technology is not permitted. I will not eat or drink near any technology. I understand that I'm responsible for any damage to technology that I have contact with.
- I will not damage GCCSA hardware or software, delete any files not belonging to me, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.

**Be respectful of others (including cell phone and other electronic device use).**

- Both in school and at home, I will be kind, respectful and responsible with my technology use. I will not participate in harassing<sup>1</sup>, stalking or teasing other people or publicly defaming people by spreading gossip, insults or other unkindness, and/or accessing any social network, website, blog, Wiki, etc. with the purpose of creating, viewing or participating in the humiliation of others.
- If I see a message, comment, image or anything else online that makes me concerned for my safety or the safety of another student (for example, something that could be considered harassment, teasing or a threat), I will bring it to the attention of a trusted adult immediately.
- If I'm uncertain whether an activity is permitted or appropriate, I will ask an adult, either guardian or teacher before engaging in that activity.
- I will not make or forward sexually suggestive photographs.
- I will not retrieve material that is obscene, profane, violent, discriminatory or depicts or describes illegal activities.
- I will not create a false identity or steal someone's password and/or identity.
- I will not use technology in any other inappropriate way.
- I will uphold my classroom's Choose Love Constitution.

**Use of Google Applications responsibility.**

- I will only post to my Google Classroom if it is related to the content and subject that I am working on.
- I will keep my conversations related to the topic on Google Meet or Zoom during live classroom sessions and morning meetings.
- I will not change my chat name in Google Hangouts.
- In a shared Google Document, I will only make edits to the work that I have contributed to the assignment.

### **Publish ethically.**

- I will not plagiarize<sup>2</sup> by representing the work of others as my own. I will cite any and all use of websites, books, images, media, etc.
- I will not manipulate technology to cheat.
- I will obey copyright and software licensing laws.

## **ATTENDANCE POLICY- BOARD APPROVED**

Gate City Charter School for the Arts recognizes that a strong correlation exists between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her parents. Excessive absenteeism may cause students to feel overwhelmed and unable to keep up impacting the learning process especially during remote learning.

For Middle School: Daily participation is required in all of the live classes.

For Elementary (upper & lower): Daily participation is required in all live classes.

Participation is defined as:

- Student is logged in
- Student is in appropriate clothing for a school day
- Student should be in an area that is conducive to learning and free from excess noise
- Student should be participating in classroom discuss when appropriate



While we understand that students do occasionally become ill and have appointments that might interfere with the school schedule, it is important, especially in the highly collaborative nature of our program, to attend consistently. In the event your student must miss school, please notify the school ahead of time by contacting the School Office at (603) 943-5273 or by emailing [attendance@gccs-nh.org](mailto:attendance@gccs-nh.org).

Excused Absences may include:

- ◆ Personal illness
- ◆ Quarantine under the direction of a certified healthcare provider or health officer
- ◆ Personal medical, dental, or optometrist appointment (school may require verification)
- ◆ Funeral services for a member of immediate family
- ◆ Personal court appearance (requires verification)
- ◆ Religious services, retreat or holidays
- ◆ To obtain required immunizations

At the discretion of administration and with prior notification, there may be other just causes which can be authorized as an excused absence or tardy.

Unexcused Absences that may have the knowledge or approval of the parent, but not the school, are considered unexcused.

After three (3) unexcused absences, teachers will reach out to parents.

Six (6) or more unexcused absences will start an Administrative Review Process. Families will be notified that the student's attendance records reflect truancy under the law and if immediate corrections are not made further action will be taken. If truancy continues, further action may include:

- Request a meeting with parents and student
- Requiring missed work and time to be made up
- Loss of privilege for extracurricular activities
- If situation persists contacting DCYF
- In severe cases, suspension, and or expulsion may result.
- Students absent more than 20 days may be considered a drop-out

## PARENT/GUARDIAN EXPECTATIONS

- Assist students in accessing remote learning classes and activities.
- Encourage your students to follow the remote attendance guidelines outlined in the Remote Attendance Policy
- Report your student's absence by notify the school ahead of time by contacting the School Office at (603) 943-5273 or by emailing [attendance@gccs-nh.org](mailto:attendance@gccs-nh.org).
- Respectfully communicate concerns with teachers, related service staff, and/or support staff.
- Support your child(ren)'s participation and engagement in Remote Learning each day; however, understand that student work should be done independently.
- Consider setting limits on additional technology use for games, social media, etc.
- Help students make a learning environment with required learning supplies.
- Encourage healthy habits by taking movement breaks, eating nutritious foods, practicing hygiene, and getting consistent sleep.
- Emphasize the importance of education while recognizing that your student may have challenging days.
- Remember that quality is more important than quantity. Teachers want to see a child's best effort.

# STUDENT EXPECTATIONS

- Log in daily M-F
- Complete assigned work/ learning activities to the best of their ability and by the due dates indicated.
- Participate in video/real time lessons or view available recorded lessons if live viewing is not possible.
- Create a space and dedicated time for learning.
- Break up the day to be your productive best.
- Seek help when needed (teachers, guidance, parents, administration).
- Follow the Technology Acceptable Use Policy.
- Attend live lessons ready to learn (i.e. appropriate dress, in a learning frame of mind with learning tools accessible).
- Contact teachers through Google Suite or email.
- Begin classes with microphone muted and video on.
- Be kind. Choose Love! Collaborate with peers using respectful language and behaviors.
- Be patient with yourselves and your teachers- we are all learning together!
- Commit to following the remote attendance guidelines outlined in the Remote Attendance Policy.

