

## **Gateway Classroom Procedures**

1. Students are enrolled in four semester courses at a time. These are determined by the individual graduation plan developed upon enrollment. As courses are completed, additional ones are assigned. Students will always have four semester courses assigned.
2. Students are required to work on all assigned courses each week, following the virtual bell schedule.
3. Students are expected to complete a minimum of 10% of each course each week. This keeps students on pace to complete a minimum of 8 high school credits in a full school year.
4. Students are allowed one twenty minute break per session. (see virtual bell schedule)
5. Cell phones or other electronic devices are to be turned off and turned in to the teacher at the beginning of the instructional day. The phones are kept in clear plastic pockets housed behind the teacher's desk. Students are allowed to use these devices only during the twenty minute break. The devices must be returned at the completion of the break period. The first incidence of non-compliance with this rule will result in the collection of the phone for the remainder of the session. The phone will be returned to the student at the close of the session. Any subsequent incidents of non-compliance will result in the collection of the phone by the administrator. The phone will be held by the administrator until the parent or guardian or the owner of the phone (person who pays the bill) comes to school and pays a \$10 fine. This fine is imposed for each subsequent offense after the first.
6. Students are not allowed to listen to music during the instructional time. This is allowed only during the break.
7. Students are expected to ask permission to leave the classroom for any reason during the instructional time. The student will obtain a pass from the teacher before he is allowed to leave the classroom.
8. Students are expected to follow the Student Code of Conduct and the Acceptable Use Policy at all times.
9. Students are to remain on the school property during the break. School property is defined as the school building, outside sidewalks, and parking lot. Students are not allowed to go to any car parked in the parking lot at any time during the four hour session.
10. Plagiarism, or copying someone else's work, is not allowed and will result in a zero for that assignment/quiz/test. This includes going to websites for answers during a quiz or a test and also creating and using an answer guide to refer to while taking the quiz or test. Sharing of information with other students is prohibited.
11. Students are expected to take written notes while working through coursework. This includes showing all work for math problems. A spiral notebook is required to use for note taking and may be left at school in the file cabinet at the end of the day.
12. Students are expected remain awake, engaged in their lessons, and quiet during the instructional time.
13. Drinks are allowed in the classroom during instructional time. Food should not be eaten in the classroom, but is allowed during the break outside of the classroom. A student refrigerator is provided for those who wish to bring a snack or drink. We also sell simple snack items and water/sodas during the breaks. There is a minimum charge for this that covers the cost only.
14. Students are expected to attend class regularly and on time. School starts promptly at 8:00 am or 12:00. Attendance (including tardies) is recorded each day and students are required to attend at least 90% of the semester to receive credit for courses and also to renew or obtain their driver's licenses.

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**Student Signature/Date**

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**Parent Signature/Date**