



# **GATEWAY ACADEMY**

**420 W. Street  
Bedford, IN 47421  
(812) 275-4821 Fax: (812) 277-7726**

**2021 – 2022**

**Principal / Program Director: Kelly A. Storms**

**Program Website:**

## **Gateway Academy**

***Acknowledgement of the Gateway Academy handbook of rules and student expectations.***

***2020 - 2021***

***NLCS Gateway Academy Program serves as an extension of NLCS Middle Schools and Bedford North Lawrence High School. It should be understood that our students are still attached to their enrolled school and all MS / HS rules apply. Additional student responsibilities and guidelines also apply to Gateway Participants. Those are outlined in the following pages.***

***I acknowledge that I have received a copy of the Gateway Academy parent/student handbook. I further acknowledge that NLCS personnel have reviewed the rules with me and I have been directed to share these with my parent/ guardian.***

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***Student Signature***

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***Date***

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***School Personnel Signature***

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***Date***

***I have seen or reviewed my son's / daughter's Gateway Academy handbook of rules and expectations. I agree to encourage and assist my child to fully comply with the guidelines set forth by NLCS.***

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***Parent / Guardian Signature***

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***Date***

## Gateway Academy Daily Schedule

All Gateway Students are to use ENTRY 6 for ARRIVAL and DISMISSAL

8:30	Class Begins, pledge, set daily goals
8:30 – 11:30	Academics, *Special Programming as scheduled
11:30 - 12:30	Midday student transition, lunches
12:30 - 2:30	Academics, *Special Programming as scheduled
2:30	Dismissal Procedures

\*special programming may include: physical fitness, mindfulness, yoga, enhanced learning activities, guest speakers, community involvement

### 2 Hour Delay

Arrival: 10:30

### Note:

Gateway Academy will participate in all NLCS weather related school delays or cancellations.

Gateway Academy will also follow any schedule adjustments in order to align with the BNL High School campus.

### Gateway Academy Staff

Director / Principal Mrs. Kelly A. Storms

Classroom Staff: Mrs. Maleaha Evans  
Mr. Charlie Titche  
Mrs. Brittany Garcia  
Mrs. Mary Gabbard

**Welcome to Gateway Academy!**  
**Academic Achievement, Personal Growth, Community Minded**

**Our primary goal at Gateway Academy will always be academic success.**

Whether working toward high school graduation or simply not falling behind in classroom assignments, it is the goal of our staff to meet the student where they are in the moment they arrive and assist them in achieving their academic goals.

Gateway Academy offers a different approach to reaching graduation. Students that are at risk of graduating due to their individual circumstances are able to earn needed credits with the goal of reaching graduation on time. Gateway Academy students are actively enrolled NLCS students in need of a different approach to a BNL High School diploma.

Gateway Academy serves to transition students grades 7-12 back into their traditional school settings. Due to specific circumstances, some students are unable to successfully attend the traditional school setting. Gateway Academy provides small classroom settings with increased one/one instructional assistance as well as programming to help students grow socially and emotionally. Often, having a different school setting for a period of time can lead to renewed confidence and the ability to be successful at a traditional school again.

Gateway Academy provides structured school days to students that have been excluded from their enrolled school due to suspension or expulsion. We provide a carefully designed day allowing suspended or expelled students to complete assignments and continue earning classroom credit.

**Placement Procedure:**

All students participating at Gateway Academy are referred by their enrolled school Principal. After a referral is made, there may be additional team discussions to determine if the academy is the proper placement for the student. A team will consist of (but may not be limited to) school administrators, parents, the student, school counselor, teachers, and other adults that serve as a person of interest for the student. A final determination is made to accept or deny the placement by the Gateway Academy Director.

## **Student Participation:**

### **HS Credit Recovery:**

- All credits earned at Gateway Academy will be through online courses. All exams must be taken on campus with Gateway instructional staff supervision. Online courses require appropriate time spent on daily lessons. **Students falling off the required daily pace will be considered to have homework and should arrive the next day on pace.**
- Courses are determined by BNL High School counselors. This ensures that students are completing all coursework necessary for graduation.
- In some cases, students may participate in Gateway Academy while still attending the Bedford North Lawrence High School or NL Career Center.
- Online credit recovery priority is to attain credits once lost. Obtaining online credit for first time courses will be at the discretion of BNL Administration and the BNL Counseling department.
- Students will be expected to be engaged in coursework making steady progress to earn credits and meeting HS credit requirements.
- Gateway staff and administration will create specific plans that meet the needs of each student. Special circumstances may be considered in order that the student is able to continue to work toward academic achievement while also meeting essential needs for family or self.
- The Gateway Academy director will recommend for early completion any participant that has meet all needed graduation requirements. This will ONLY be determined through confirmation of BNL Counseling. Once determined, GA staff will continue to work with the student to obtain employment, obtain needed resources, etc until the date of the BNL graduation ceremony. All Gateway Academy participants meeting graduation requirements for their graduation cohort will be permitted to walk at commencement.

### **Alternative to Expulsion (ATE):**

- High school students under an alternative to expulsion contract will also work toward earned credit. All coursework will be online.
- A specific plan is created for each ATE student by the school administrator, expulsion hearing officer, Gateway Academy director, and parents/ guardians. Once that expulsion contract is agreed upon and signed by all parties, the student may attend the academy.
- Any ATE student that violates his/her expulsion contract may be asked to leave the academy. Alternative options may be offered, or the student may be excluded from all NLCS schools/events for the duration of his/her expulsion.

- Middle School student participants will continue to stay connected to their classroom teachers. Gateway staff works closely to communicate with NLCS teachers. Middle School students will continue to receive grades during their ATE time.

### **Alternative to Suspension (ATS):**

- Students serving an out of school suspension may be given the option of attending Gateway Academy during that time. These students are provided a structured day and assignments are provided by their classroom teachers. The goal would be to return to school after the suspension period, having received credit for all completed classwork.

**\*All ATE and ATS participants are provided daily opportunities for community involvement. We feel that building connections with community is very important for our students. It gives them a sense of pride to give back and provides opportunity to practice appropriate social interaction skills.**

### **Attendance Policy**

**Attendance is critical for success! We cannot stress the importance placed upon being present every assigned school day. Gateway Academy fully supports and will enforce NLCS attendance policy as well as Indiana Compulsory School Attendance laws.**

**Each Gateway Academy student's schedule is specifically designed to meet individual needs. Once this schedule has been set and the student and their parent/guardian have been informed, it must be adhered to. It will be the expectation that the student attend daily, without fail, or provide acceptable communication regarding any missed day or partial day. The parent or student (where he/she is 18 or older) must report to Gateway Academy on the day of absence that they will not be in attendance. This must be followed up with a physical note explaining the absence (i.e. parent note, doctor statement, or court commitment notification). Please note that NLCS students are given 5 parent notes per semester. However, it is the parent's responsibility to indicate to the school the specific days they wish to use a parent note. Any occurrence of non-attendance beyond this will be unexcused if documentation of appointment is not presented.**

**Students are expected to log in and make progress with their online courses even on days that they do not physically attend school. Gateway staff should be notified, by a parent, if circumstances arise that prevent the student from working when absent.**

## **For Seniors entering Gateway Academy Trimester 3:**

Please be aware that many need this extra support this year in order to graduate with their class on time. Due to unforeseen circumstances, many Seniors have found themselves behind in credits this school year. A very strict attendance policy WILL BE enforced.

- **2 unexcused absences = meeting with Academy Director / Parent**
- **3 unexcused absences = final warning**
- **4 unexcused absences = removal from Gateway Academy**

**An Unexcused Absence will be defined as not attending in person on a scheduled day and not providing information regarding that absence. In order for an absence to be considered excused the following MUST OCCUR:**

- Call or email to the school prior to the start of your Gateway scheduled time
- Logged in and working on coursework from home. and making progress in at least one class.

**OR**

- Doctor's statement
- Court Commitment

## **Daily Rules and Expectations:**

All student cell phones are to be placed with Gateway Academy office personnel upon arrival. Phones are returned daily at the end of the student's scheduled time at the academy.

- Headphones are only allowed when the online lesson requires their use. No music.
- No sodas, energy drinks, or other sugary drinks. Water and a daily snack will be provided. Students have opportunity for daily breakfast and lunch at regular NLCS costs. The student will be charged through their school lunch account. Students are not permitted to bring outside drinks into Gateway Academy.
- Students are expected to use manners and to be respectful of others at all times.
- Students are expected to let staff know if they need assistance, are experiencing frustration, or need a short break.
- Foul language, name-calling, or verbal aggression of any type is not permitted.
- It is a violation of NLCS policy (and in many cases a violation of law) for medications, tobacco, vaping devices, or drugs to be brought onto the campus. Those found in possession or under the influence will be subject to school consequence as well as appropriate response from local authorities.
- All over-the-counter medications, cough drops, and any medication prescribed to the student must be immediately checked in with the building nurse or Gateway Academy administration.
- Student are expected to work cooperatively with our staff, following directives and complete all academic work as assigned.

\*Gateway Academy is a program extension of NLCS middle schools and BNL High School. All rules that apply in those schools apply at our campus as well when applicable.

## **Student Searches:**

Please understand that we will maintain a safe and secure environment for you and others. As a student of Gateway Academy, you will be searched routinely, perhaps daily. This includes backpacks and personal belongings brought into the school, pockets, shoes, etc.

Items found that are not permitted be in your possession or on school premises will be confiscated. Items of an illegal nature will be released only to BPD and there will be an appropriate response supported by Gateway Administration.

Items that are not to be with a student but are not banned from the school will be returned to the student at the end of the day unless a parent requests the item only be released to them or not returned (wherein the student is age 17 or younger). Examples would include but are not limited to; a cell phone, electronic device, or item creating classroom disturbance or distraction.



## **Dress Code Policy:**

We will strive to avoid any unnecessary distractions. That is the purpose of having a non-negotiable dress code policy. This just needs to be understood and not be an issue that takes time from learning.

- Nothing is to be worn shorter than mid-thigh. This includes shorts, skirts, and dresses.
- Every upper body garment is to have sleeves.
- No garment with anything deemed inappropriate by admin will be allowed. Examples are print referring to alcohol, tobacco, vape, anything of a sexual nature, and foul language.
- Hats will not be worn in the building or during school related activities, this includes hoodies.
- Garments that have holes, manufactured or otherwise, that are deemed inappropriate by admin will not be worn.
- Gentlemen will keep pants at the waist, wear a belt if necessary. One will be provided if needed.
- Ladies will not wear tops that are deemed inappropriate by admin (i.e. low cut and revealing).

If there is a question about a garment, simply ask. Again, this is not an issue that anyone wants to spend learning time addressing. The policy is non-negotiable.

## **Student Drivers:**

Students that possess a driver's license will be permitted to drive to and from Gateway Academy. Students must park in the designated student parking area and enter / exit through Entry 6. Students that drive to school must have a BNL parking permit, must follow all BNL student driver rules.

A student choosing to drive to/from Gateway Academy will be responsible for his/her own safety. However, no student will be permitted to transport others to/from the academy without explicit permission from the Gateway Academy director and a parent/guardian of each student seeking permission for a special transportation plan. It must be understood that should there be no compelling reason to allow one student to transport another, this permission will not be granted. For example, if student A and student B are assigned to Gateway in the morning and attend BNL in the afternoon, permission to ride together will not be granted if there is an NLCS bus providing transportation to the BNL campus.

## **Parent Involvement:**

Gateway Academy staff very much encourage a high level of parent involvement. You are your child's number one teacher and greatest advocate. We encourage you to stay in communication with your child about their academic progress. Also communicate often with their Gateway Academy Instructor.

Gateway Academy currently offers three classroom settings. Below you will find some detailed information about each of our instructional programs. While we all strive for student academic achievement and personal success, we approach this a bit differently in each of our classrooms. Our staff does collaborate frequently with one another and we will at times transition a student from one program to another. However, at any given time during your student's enrollment he/she will be assigned to one of our instructors. We encourage you to build a relationship with that staff member and work together as a support team for your student. You will find each instructor's contact information embedded in their program descriptions.

## **High School Credit Recovery:**

**Mrs. Maleaha Evans**      [evansm@nlcs.k12.in.us](mailto:evansm@nlcs.k12.in.us)  
**Grades 11-12**

The credit recovery program at Gateway Academy offers an alternative to traditional high school education where students can be successful through online coursework. It is designed to help students who struggle in a traditional school environment. Students enrolled in Gateway's credit recovery have an option of working on courses at Gateway during a morning or afternoon session. This allows students to participate in career center classes or Work Based Learning through the NLCS Career Center. Placement in the program is limited and generally caters to upperclassmen with a desire to graduate. Students take responsibility for their own learning and work at their own pace with teacher assisted goal setting so either a general diploma or a Core 40 diploma can be earned. Students can graduate with a BNL accredited diploma. The flexibility of Gateway's credit recovery education allows students to achieve success!

Volunteerism is encouraged so students may participate in community involvement activities.

Gateway's credit recovery promotes practical work experience/training with school or community projects.

The following is recommended for students being referred for placement in our credit recovery program (special circumstances may also be considered as deemed appropriate):

- Junior or Senior at BNL high school
- Already have PE credits
- Good reading level - for independent learning
- Willing and able to work on computer-based credit system (PLATO)
- Credit minimum
  - 12 credits by the end of 10th grade
  - 24 credits by the end of 11th grade
  - A total of 40 credits is needed for a General or Core 40 diploma to graduate
- Goal to earn a high school diploma

In order to remain in good standing Gateway Credit Recovery students must comply with the following:

- Maintain pacing with coursework.
  - If a student drops below 50% of their weekly goals, a discussion with the program administrator will occur and that student may be asked to work full day at Gateway, perhaps losing privileges or the ability to attend CC classes, until progress achieved. If a student fails to maintain their pace for 3 weeks, he/she may be removed from the Gateway program.
  - Total number of days of 0% or lack of progress will be tallied, this will also be considered for removal from the Gateway program.
  - When absent because of illness or chronic medical condition, continue to work on Plato at home to achieve daily progress... absences are not an excuse not to be making progress. Excessive absences can lead to removal from Gateway program and referral to the truancy intervention program.
- Follow the Gateway behavior contract and other school rules.

## **Alternative to Expulsion (ATE) / Alternative to Suspension (ATS):**

**Mr. Charlie Titcher**

[titchec@nlcs.k12.in.us](mailto:titchec@nlcs.k12.in.us)

**Grades 7-12**

Alternative to Expulsion/Suspension students work in a structured environment in which a personalized academic plan for each is established as their day begins. ATE students sit with an instructor, review previous work, and strategize their academic lessons for the day. ATS students also sit with an instructor, assess Google Classroom assignments and physical book work due, and design a day that will allow for all currently assigned work to be completed, along with any past homework can still be submitted for credit. Gateway instructors work closely with each ATS student's classroom teachers to ensure daily lessons and materials are provided to Gateway students that parallel the student's actual home classroom activities, regardless of school or grade level.

Academic time for ATE/ATS students is concentrated but balanced with complementary activities designed to maximize their class productivity while allowing for moments of personal growth. A snapshot of a day for a Gateway ATE or ATS student would begin with the creation of that day's personalized plan, followed with a small snack/breakfast. Dedicated academic time would follow, with individual breaks when appropriate. After focused study time, a 30-60 minute group activity - which may include time working out with a physical trainer or in a structured gym environment, or could involve a presentation from a professional on a personal development issue - builds individual and group esteem. More academic time is allotted before a 30 minute lunch break.

A review of each student's morning's progress allows for tweaking of targeted goals for academic time after lunch. Toward the middle of the afternoon, students who are on track with their academic goals and have met behavior expectations are invited to Community Involvement projects. These collaborations allow Gateway students to give back to Lawrence County, see the impact that their volunteering makes on lives in their hometown, and get a bit of a change of scenery. Gateway students are involved with the Bedford Public Library, the Boy's and Girl's Club, Becky's Place, Bertha's Mission, Head Start, the Parks Department, and many other local organizations deserving of support. Community Involvement has become an integral part of the ATE/ATS program, with students embracing hard work and leadership opportunities that build both self-confidence and teamwork skills.

An ordinary day for the ATE/ATS student at Gateway ends with a quick review of that day's academic progress and a discussion about the next day's expectations. Assignments for ATS students returning to their home school the next day are presented to be turned in as complete. ATE students update their daily/weekly progress reports, students prepare the classroom for the next day, and each is escorted to their transportation home.

## **Transitional Learning:**

### **Grades 7-12**

This program serves many types of students to meet a range of goals, such as helping students earn academic credits, providing career preparation and credentials, or assisting students in transitioning out of a detention or treatment program and back into traditional schools. This program may also be offered to students that are significantly behind in credits or academic skill due to environmental or medical factors that keep the student from being able to find success in the traditional school setting. The goal of this program is to provide a platform for the student to find success and begin stepping back into a more traditional setting as they are ready.

Services provided will be individualized based upon the student's needs at the time of enrollment and adjusted accordingly as the student progresses. Services may include but are not limited to; regular academic instruction, behavioral services, social skills and support services, and career education. There is no need for students to compare their education paths to others in the program as each student will progress by working on their own plan, at their own pace.

Flexibility is a key component for this program. Parents, students, and staff will need to be willing to adjust as needed keeping the student's predetermined goals as the focus.

Students placed in this program that may be transitioned to our Credit Recovery program as soon as the team and the student feels that they are ready. This would mean having a minimum of 20 high school credits, the ability to work independently, the ability to self-regulate in that setting, and the desire to make this change.

#### **Sample Daily Schedule:**

8:30-9:00

Homeroom. Pledge, announcements, general check-in with each student this would include social-emotional as well as academic advisement.

9:00-10:15 Academics. A variety of instructional strategies meeting the needs of all students (i.e. independent work/study, small group instruction, one/one with teacher)

10:15-10:45 Break. (i.e. light snack, stretching, yoga/mindfulness, student choice). This may also be a time used by Mrs. Wilkinson to meet individually with students.

10:45-11:00 Wrap up morning academics, prepare for lunch

11:00-11:30 Lunch

11:30-1:00 Academics. A variety of instructional strategies meeting the needs of all students (i.e. independent work/study, small group instruction, one/one with teacher)

1:00-2:00 Community Involvement

2:05-2:30 Work on academics, document daily progress, clean up

2:30 Dismissal

*Thank you for taking the time to review the Gateway Academy Parent-Student Handbook. If you have any questions or where unable to find information that you were seeking in this document, please do not hesitate to contact me. It is my true desire that you find your experience with Gateway Academy to be a positive and effective path for you and your student. Please know that my staff and I will do everything possible to provide a safe and comfortable learning environment. Communicate with us if you have questions or thoughts about your child and their success. We want to help! You are important to us and without your support and partnership we will not be providing the best possible.*

*Mrs. Kelly A. Storms  
Gateway Academy Director  
[stormsk@nlcs.k12.in.us](mailto:stormsk@nlcs.k12.in.us)  
812-275-4821*