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| **School Policy** |

Jamaica Gateway to the Sciences

School Policy

**Trip policy**:

* Failure of two or more classes results in a disqualification from school trips
* Please provide Administration with six weeks prior notice to trip date
* All trips must be approved by Administration
* Provide one chaperone for every 15 students
* No trip should be scheduled after December 15/May 20
* Students with repetitive disciplinary problems will be barred from attending school trip(s)
* A Parental consent form must be signed by Parent/Guardian prior to attending any school trip
* Teachers must also approve a student’s eligibility to attend

**Computer policy**:

* Each student will sign-out laptop, during class, by placing their name next to their assigned number
* Please check for any inappropriate damages or content before using the laptop  and notify your teacher immediately if you find any type of damage
* Turn in your laptop five minutes before the period is over
* Place laptops back into the appropriate slot based on its number
* Sign-out next to your name to indicate that you have returned the laptop
* Be gently while handling the laptops!!

**Textbook policy:**

* Do not deface or leave your legacy on the books
* Each student is assigned the same book for the entire year (except for ELA)
* Check your book for prior damages, such as missing pages or any writing/highlighting inside the back. Notify your teacher if there is any type of damage
* All textbooks must be submitted to your classroom teacher
* Your graduation, transcript or report card will be placed on hold until the textbook you owed has been returned
* Books will be collected by June1-28 (based upon the teacher’s preference)
* If books are lost or stolen, there will be a replacement cost (prices of each book will vary)

**Attendance policy**:

***Excused absence***:  medical, court or an official document is acceptable for an excused absence

                    \*\*\**Parent/Guardian letter is up to the teacher’s discretion*\*\*\*

***Unexcused absence:*** Three unexcused absences from school for each marking period are permissible.

*\*\*More than three results in a conference with students and parents and /or any plausible intervention\*\**

***Lateness:*** Three lateness equivalent to one absence

**Bathroom Policy:**

All students must **sign out** to use the bathroom, after being in their class for ten minutes. Bathroom usage is not permitted towards the last ten minutes of class. Do not use the BATHROOM pass to wander the school building/hallway(s).

**Safety policy:**

* No cellphones or any other, non-academic, electronic devices will be permitted into the building
* This is a SCANNING school!!
  + Cellphones will be confiscated and withheld until further notice
  + Use EXIT 10 & 11 for your school (J.G.S) in the morning & for going to lunch
  + Do Not walk through other schools during regular school hours, unless you are with J.G.S staff member or you have written permission

**Dress Code policy:**

* Students should dress appropriately for an academic setting including no tank tops, no midriff showing, no short skirts or shorts
* The NYC DOE has a strict policy of no hats unless for religious purposes
* Gym: Wear a JGS t-shirt and navy/black shorts ($8 cost per t-shirt available in main office)

**Cell Phone policy:**

* **Students may bring their phones to school**
* **All phones and/or other electronic devices should be stowed away during school hours**
* **Students are not permitted to use phones during class, in hallways, in lunchroom or other common areas**
* **Students are strictly forbidden from recording themselves, fellow students and/or staff**