COLLEGE PREPARATORY SCHOOL

Dear Gateway Families,

Welcome back to all our returning students, and welcome aboard to all our new students. We know you have a choice in education, and we are honored that you have chosen to become a member of the Gateway Prep family. From kindergarten to senior year, academics to athletics, and everything in between we know that your children will find their niche here, and their experiences challenging and rewarding.

Every year, at the start of the school year, the State requires all schools to gather updated information on each and every student. As a charter school, we are no different. There are two parts to the annual forms: online and paper.

Instructions:

Step 1 Online: You will update your information online and complete several online forms. To do this, please go to **https://orenda.tx01.teams360.net/selfserve/EntryPointHomeAction.do?parent=true**. You need to use Google Chrome as the internet browser to be able to successfully update your information and complete all the forms. If you have not previously registered with TEAMS, you will need your child's student ID located on the label on the top of this page to register as a new user. Returning users will use their existing TEAMS username and password. All parents need a TEAMS login to be able to access Blackboard, our new Learning Management System.

Step 2 Paper: We were hoping all forms could be online but to meet certain requirements, some forms need to be in paper form. The required paper forms are attached to this letter and listed below.

- Form for Compensatory Education Funding Qualification
- Acceptable Use Agreement Acknowledgement
- Acknowledgement and Approval of Parent-Student Handbook and Code of Conduct
- Electronic Communication Device Commitment Form
- School-Parent-Student Partnership Pledge

Please complete and return all the above paper forms for **EACH** student enrolled at Gateway College Prep. All students new to Gateway for 2016-17 have already completed all necessary forms and do not need to complete these forms again.

Send all completed forms with your child to their homeroom/academics teacher K- 8 or their English teacher grades 9-12 no later than September 9, 2016. Upon the return of all forms, you will receive a coupon good for a free lunch from our food services program.

Again, thank you for choosing Gateway for your child's education, I am looking forward to a fantastic school year.

Sincerely,

Alan Santucci
Head of School

2016–2017 Letter to Households to Qualify Orenda Charter School for Compensatory Education Funding

Dear Parent or Guardian:

The Orenda Charter School may qualify for additional funding from the state if any of our students meet certain guidelines. The additional funding, known as the Compensatory Education Allotment, is used to provide supplemental services to students who are at-risk or not performing at an appropriate level. Please help us collect the necessary information so that we may receive additional state dollars for the benefit of our students.

The district is automatically eligible for this funding if you receive food stamps or Temporary Assistance for Needy Families (TANF). Otherwise, the district may qualify for this funding depending upon your income and family size. Please complete the attached ***Form for Compensatory Education Funding Qualification*** and return it to your child's campus registrar.

Please complete a separate form for each child. Attached are more detailed instructions to help you fill out the form.

- Households receiving food stamps or Temporary Assistance for Needy Families (TANF): Complete the child's name and case number and have an adult household member sign the form. If you have more than one child attending school, complete a separate form for each child.
- Households with one or more foster child. List the child's name and the amount of "personal use" income the child received last month and have an adult household member sign the form. If you have more than one foster child attending school, complete a separate form for each one.
- Households that do not receive food stamps or TANF: If you do not have a case number, you should list the names of all household members, the amount of income each person received last month, and where the income came from. An adult household member must sign the form and include his or her social security number or indicate that he or she has no social security number. If you have more than one child attending school, you should complete a separate form for each one, but you only have to complete this section once.

Frequently Asked Questions:

Will the form be verified? Yes. State officials require us to verify the information that qualifies the district for the extra funding, therefore, the information that you send us may be checked at any time during the school year. School officials may ask you to send written documentation to verify that your income meets the eligibility guidelines.

Should I report any changes? Yes. If your income meets eligibility guidelines, please tell us if your income increases by more than $50 per month or $600 per year, or if the size of your household decreases. If your household receives food stamps or TANF, you should tell us when you no longer receive these benefits.

Will this information be kept confidential? Yes. We will use the information on your form only to see if your child or children meet the eligibility guidelines that will enable the district to receive the extra funding. The information will not be used for any other purpose.

Will my child receive extra services if I complete this form? Not necessarily. Funding for this program is based on the number of students with certain qualifying levels of family income, but the allocated funds must be spent for students that meet different eligibility criteria. If your child has performed poorly on TAKS or other required tests, or meets other criteria for being at-risk of dropping out of school, then your child will likely receive additional services. If your child does not directly benefit-- other children in the district may benefit from this additional funding.

If my family income does not qualify the district for extra funding now, can I apply later if my circumstances change? Yes. You may submit the required forms at any time. If your income does not meet eligibility guidelines now but circumstances change (like household income decreases, household size increases, a wage earner become unemployed, the household receives food stamps or TANF), complete the form again. If you need new forms or any other help or information, call the campus registrar.

Why does the consent in paragraph 6 refer to free or reduced price meals or free milk when my school does not participate in that program? State compensatory education funds are partially allotted on the basis of the number of students in a school district or charter school who are eligible for the national free or reduced-price lunch program in which some schools participate. Therefore, in order for your school to receive the amount of state compensatory education funds to which it is entitled, you are being asked to provide the same information that would be provided in an application to participate in that program. The consent paragraph is included on the form because federal law does not allow the disclosure of information about children eligible for free or reduced price meals or free milk without consent and further requires that the consent include a statement that the failure to sign does not make the child ineligible for the meal/milk program.

Thank you for your help.

Confidential Information

Orenda Charter School
Form for Compensatory Education Funding Qualification
School Year 2016–2017

Confidential Information

Please fill out one form for each child attending school, sign each form, and return it to your child's campus registrar Instructions for filling out the form are attached. If you need help, please call (512).868-4947 Gateway College Preparatory School, (512) 868-5299 Gateway Tech High School, (325) 938-5513 New Horizons School, or (512) 869-3020 Nolan Creek and Kingsland Schools.

1. Child's name: _____
(*Last Name*) (*First Name*) (*Middle Initial*)
Child's grade:_____ School:_____ SSN or student ID:_____
(*Optional*)

2. Is the child a foster child? If this is a foster child, check here [ ] and list the child's monthly personal use income: $_____. SKIP sections #3 and #4 and GO TO section #5.

3. Are you receiving food stamps or TANF benefits for your child? If you are receiving food stamps or TANF benefits for this child, check here [ ], list the case number, and then SKIP section #4 and GO TO section #5.
Food stamp case number:_____ TANF case number:_____

4. All other households. Complete this section if the child is not a foster child and you are not receiving food stamps or TANF benefits for the child (you did not complete sections #2 or #3). (If you have more than one child attending school and you are completing a separate form for each, you may complete this section only once.)

List all household members including the child listed above. Show all income. Then GO TO section #5.

NAMES	CURRENT MONTHLY INCOME				
Name of household members (include the child listed above)	**Check if $0 income**	**Monthly earnings (before deductions) Job #1**	**Monthly welfare, child support, alimony**	**Monthly payments from pensions, retirement, social security**	**Monthly earnings from job #2 or any other monthly income**
1.		$	$	$	$
2.		$	$	$	$
3.		$	$	$	$
4.		$	$	$	$
5.		$	$	$	$
6.		$	$	$	$
7.		$	$	$	$
8.		$	$	$	$

5. Signature and social security number. *I certify that all of the above information is true and correct and that the food stamp or TANF case number is current and correct or that all income is reported. I understand that this information is being given in order for the school to receive additional state funding and that school officials may verify the information.*

Signature of adult_____ Social security number___ ___ ___ - ___ ___ - ___ ___ ___ ___

Printed name_____ Home phone_____ Work phone_____
Mailing address_____ City_____ State_____ TX Zip_____ Date_____

6. Consent for release of information to Texas Education Agency for program audit purposes. *I consent to the release of the above information by the Orenda charter school to the Texas Education Agency for the purposes of auditing compensatory education funding reports. I understand that the Texas Education Agency will not share the information with any other entity or program. I also understand that the failure to sign this consent does not affect my child's eligibility for free or reduced price meals or free milk.*

Signature of adult_____ Date _____

FOR OFFICIAL USE ONLY: Food Stamp or TANF Eligible [ ]
Total Monthly Income $_____ Household Size _____ Income Eligible [ ]
Determining Official _____Signature _____ Date _____
Retain in District – Do Not Send to TEA SF – 141

Instructions for Completing the Compensatory Education Funding Qualification Form

Please complete the **Compensatory Education Funding Qualification Form** using the instructions below. Sign, date and return the form to the registrar at your child's campus registrar. If you need help, please call (512).868-4947 Gateway College Preparatory School, (512) 868-5299 Gateway Tech High School, (325) 938-5513 New Horizons School or (512) 869-3020 Nolan Creek and Kingsland Schools.. Complete a separate form for each child in your household that attends public school.

1. Child information. Print your child's name, grade, and the name of the school.

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2. Foster child. Complete this section if this is a foster child. List the foster child's monthly "personal use" income. Put "0" if the foster child does not receive "personal use" income. A foster parent or other official representing the child must sign the form in section #5. You are not required to list a social security number.

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3. Food stamps or Temporary Assistance for Needy Families (TANF) benefits. If you are receiving food stamps or TANF benefits for the child, complete this section of the form. List the current food stamp or TANF case number for the child. An adult household member must sign the form in section #5. You are not required to list a social security number.

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4. All other households. Complete this section of the form if the child is not a foster child and you are not receiving food stamps or TANF benefits for the child. (If you have more than one child attending public school and you are filling out a separate form for each one, you only need to complete this section once.)

List the name of everyone in your household even if they do not have an income. Include yourself, your spouse, the child, and all other household members.

List the amount of income each person received last month before taxes or any other payroll deductions. List the income source, such as earnings, welfare, pensions, and other income. (See examples below for types of income to report.) Each income amount should be entered in the appropriate column on the form. If any amount last month was more or less than usual, write that person's usual monthly income.

If anyone is self-employed, write the amount of income the person earns from self-employment. For example, self-employment income could be from operating a farm or a business such as a day care center.

Sign the form in section #5 and list your social security number. If you do not have a social security number, write "*none*."

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5. Signature and social security number. The form must have the signature of an adult household member. Unless you have a food stamp or TANF case number or the child is a foster child, the social security number of the adult who signs the form must be included. If the person who signs the form does not have a social security number, put "*none*."

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6. Consent. The adult household member whose signature appears in **5** should sign and date the consent.

Examples of Income to Report

Earnings from work
Wages/salaries/tips
Strike benefits
Unemployment compensation
Worker's compensation
Net income from self-owned business such as day care center, farm or other

Welfare/Child Support/Alimony
Public assistance payments
Welfare payments
Alimony/child support payments

Pensions/Retirement/Social Security
Pensions
Supplemental security income
Retirement income
Veteran's payments
Social security

Other Monthly Income/Self-Employment
Disability benefits
Cash withdrawn from savings
Interest/dividends
Income from estates/trusts/investments
Regular contributions from persons not living in the household
Net royalties/annuities/net rental income
Military allowance for off-base housing
Any other income

COLLEGE PREPARATORY SCHOOL

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the Gateway College Preparatory School Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

_____
Student Name

_____ _____
Student Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Gateway College Preparatory School Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Gateway has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Gateway to restrict access to all controversial materials and I will not hold Gateway responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

_____ _____
Parent/Guardian Date

COLLEGE PREPARATORY SCHOOL

Acknowledgement and Approval of Parent – Student Handbook and Code of Conduct

My signature below acknowledges that Gateway has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in Gateway, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby. The handbook can be found online at www.gatewaycps.org or a paper copy is available at the Student Union upon request.

Printed Name of Student:_____ Grade: _____

Signature of Student:_____

Signature of Parent:_____

Date:_____

COLLEGE PREPARATORY SCHOOL

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Gateway.

This Electronic Communication Device Commitment Form grants authority and permission to Gateway to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the School's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form, together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Gateway.
- If a student possesses such devices on school property or while attending school-related events, Gateway is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Gateway is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

_____
(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

COLLEGE PREPARATORY SCHOOL

School – Parent – Student
2016–2017 Partnership Pledge

The most effective learning takes place when school, parents, and students work together, communicating in a mutually respectful manner.

Therefore:

Orenda Charter School/Gateway College Preparatory School pledges to:

- Provide a safe place for children to learn
- Teach the Texas Essential Knowledge and Skills so children can achieve their maximum education potential
- Strive to be aware of children's unique needs
- Communicate regularly with parents on their child's progress

Student pledges to:

- Attend school regularly
- Be an active participant in his/her own learning
- Be a responsible learner
- Complete all class work and homework
- Follow school rules and promote school safety

Parents pledge to:

- Send child to school on time and prepared to learn
- Encourage child to complete all assignments at school and ensure child completes all homework assignments
- Work closely with classroom teacher to ensure the success of their child
- Support school rules
- Take a stand against drug and alcohol abuse

Student Name: _____

Student Signature: _____ **Date**: _____

Parent Name: _____

Parent Signature: _____ **Date**: _____