

Gainesville Exploration Academy 2026-2027

Student Handbook

ARRIVAL AND DISMISSAL TIME

GEA will open at 6:45 AM. Classroom instruction begins at **7:30 AM and ends at 2:20 PM**. After 7:40 AM, **parents must walk the student inside and sign them in**. The student will receive a tardy slip. Perfect Attendance requires students to attend school every day.

Due to safety and security measures, the following will apply:

- **There will be no student checkouts after 1:45PM.** If a student needs to be checked out for any reason (including medical), please make plans to pick them up before 1:45 PM.
- If a student needs to change transportation in the afternoon, **he/she must bring a note (with a daytime phone number to contact you for verification) to the teacher describing the change or call the front office- 770.287.1223, before 1:00 PM. No transportation changes AFTER 1:00 PM.**
- Parents should **NOT** park in the front parking lot from **6:45 AM – 8:00 AM or 2:00 PM – 2:45 PM. This is a safety procedure. Parents may park in the side parking lot and walk students to the office.**
- Car riders will be released at **2:20 PM** and should be **picked up in front of the school**. For safety, **parents are to stay in their cars and follow the car line. Your child must be picked up by 2:45 PM.**
- A GEA sign with the child's number must be clearly visible and hung on the rearview mirror in the car. One car rider tag will be issued per family.
- Students will not be released if the car rider sign is not visible. Parents will need to park, come into the office, and show ID before the child can be released. Replacement signs are \$5.00.
- Parents should not come to the bus lanes during dismissal times.

BREAKFAST AND LUNCH

No visitors are allowed during breakfast or lunch. Parents are not allowed to send or leave 'outside' food (restaurants, shops, etc.) for students- breakfast or lunch.

CONFERENCES WITH TEACHERS

Conferences with your child's teacher are an important and necessary means of keeping parents informed. Parents and/or teachers may request a conference when necessary. Requested conferences can take place during teacher planning times or after school. Translators are available for parent conferences.

DRESS CODE

The mandatory dress code of Gainesville City Schools allows students to wear pants or jeans **at waist level**, shoes securely fastened, and dresses /shorts to the knees. Overcoat and headgear **must be removed upon entering the building**. Lightweight sweaters or jackets can be worn during class. Students **cannot** wear: spaghetti-straps, midriff shirts, bandanas, T-shirts with inappropriate words, **or shoes without a back**.

ELECTRONIC DEVICES/ CELL PHONES

GEA provides electronic devices for student use during instructional time. Students may not use their personal cell phones or electronic devices during the instructional day (6:45 AM-2:20 PM) or while on campus. If personal devices are brought to school, they must be kept in the student's backpack, and the ringer must be "set to silent."

PARENT/TEACHER ORGANIZATION

The PTO is an organization composed of parents and staff members at GEA. The PTO will assist the school by conducting special activities, programs, and fundraising. PTO membership dues are **\$5.00**, and all GEA parents are encouraged to join.

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PARENT-SCHOOL COMPACT

GEA's Parent-School Compact describes the roles that each have agreed upon to ensure a successful learning experience. **Parents will receive a copy of the compact in their Open House packet and during conferences. The compact must be signed and returned to GEA.**

PARENTAL ENGAGEMENT- GEA

GEA outlines a Parent Engagement plan designed to invite parents to become full partners in the education of their children through Parent workshops, Science, Music Fun Nights, PTO, and/or our School Governance Council. Parents are encouraged to participate in all activities.

PBIS SCHOOL STORE

The PBIS school store operates from 7:20 AM to 7:45 AM every Friday.

PERFECT ATTENDANCE for the YEAR

Students must be present every day and no more than one tardy per quarter for Perfect Attendance for the Year.

PERSONAL PROPERTY

Please write your **child's name on backpacks, jackets, sweaters, hats, gloves, etc.** to reduce the number of lost items. When an item is sent to the office, we look for some kind of identification before placing the item in the Lost and Found Box. Please check Lost and Found often for lost items.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is implemented throughout our school to ensure consistent school-wide expectations and procedures. Our expectations are: **Be the One- Ready, Respectful, Responsible, and Role-Model.**

SCHOOL FUNCTIONS

A parent or guardian must accompany students to all school functions, including but not limited to, Science, Music Fun Nights. **The parent/guardian must remain with the student the entire time.**

SCHOOL PARTIES and SENDING TREATS

We have an academic focus at GEA and hope parents understand that instructional time will not be interrupted for birthday parties. **Student birthday parties are not permitted at GEA;** therefore, please do not send birthday treats (cupcakes, cookies, pizza, etc.) for the class. Our District policy allows for two (2) parties per year: Winter Holidays and the End of the Year. For our two (2) allowable parties, parents may send or bring to the office store-bought treats only. Due to limited classroom space, parents **may not** stay during the parties.

TOYS

Toys should be kept at home. Please check your child's book bag before he/she leaves your home.

VISITATION

Your child's health and safety at school are very important to us; therefore, visitors will not be permitted in the building at this time- this includes NO lunch visitation. Parents must remain in the main lobby/office of the school. Parents are encouraged to arrange a time for a conference after school or during the teacher's planning period. No outside food deliveries for students are permitted.

VISITOR'S PARKING

Visitors must park in the side parking lot (third driveway on the right) from 6:45 AM – 8:00 AM and 2:00 PM -2:45 PM. **Visitors must enter and exit through the front doors of the school ONLY.**

WITHDRAWAL FROM SCHOOL

In the event that a student needs to be withdrawn from school, parents must file a withdrawal form with the main office. Once the form is submitted, there is a **24-hour wait** for student records. Withdrawals are completed after the school day ends and will be processed the next business day. **Students must turn in all books and clear up any accounts (lost library books) before withdrawal can be completed.**