



Welcome



**Dr. Corey J. Barnes**

Principal  
Adjunct Professor

**Dr. Meesha Downing-Townsend**

Assistant Principal  
Adjunct Professor

**Mrs. Tania Chandler**

Student Resource Specialist  
Adjunct Professor

**Ms. Tanya Jones**

School Counselor

**Ms. Kimberly Battle**

Administrative Assistant

**Mrs. Cherie Murray**

Program Assistant



- Mrs. Consuela Bonney, Social Studies
- Mrs. Tiffany Clayton, English
- Mr. Patrick Jean, Mathematics
- Mrs. Amy McIntosh, Social Studies
- Mrs. Kari Misa, Mathematics
- Mrs. Amanda Ryan, Science
- Ms. Maya Smith, English/Reading
- Mrs. Cynthia Terry, College Success & Interpersonal Relationships

Welcome to the 2020-2021 school year!! We are very excited for this year and are very happy that you have chosen to continue your educational journey with us here at Gateway!! We pride ourselves on being nontraditional as well as one of the top educational options in all of Polk County. As you are aware, we are all being affected by the current pandemic at both Gateway and Polk State College. It is always our number 1 priority to keep our students and staff safe. As such, we will be in full compliance with all CDC guidelines as they relate to social distancing and other protocols in place. Please be sure to stay connected with us through our variety of communication channels as we navigate through this unforeseen circumstances and uncharted waters.

Once again, welcome to Gateway!!

*Dr. Corey J. Barnes, Principal*



*Special note: Polk State Lakeland Gateway to College Collegiate High School does not follow the calendar or directives of Polk County Schools. We are governed by the members of the Polk State College District Board of Trustees.*

**FALL CLASSES & SCHEDULING**

All FALL Classes for Polk State College and Polk State Lakeland Gateway to College Collegiate High School will be virtual classes. What does that mean? Our instructors on the high school side and those who may teach college classes will provide instruction for the students virtual via Canvas, Plato (Edmentum) and other methods that they choose to use. Those who have college courses, PLEASE be sure that you are closely reading the course syllabi for what the instructors are requiring. We provide all materials that you will need for your classes, **please be that these materials are picked up during the scheduled times for textbook pick-up (for college courses only).**

Mrs. Chandler will be emailing schedules before August 3, 2020. Some of you will have a full college schedule, some of you will have a college and high school blended schedule and some may have just a full high school schedule depending upon your goals. If you've not taken the Pert, please be sure to do so by July 31, 2020. **While Pert is not required to be admitted to Gateway, it is required to have scores on file.** Some of you may notice that although you haven't passed the Pert, you have some college courses. Here at Gateway we have a few courses that we can offer without having passing Pert scores, and there was a directive from the Governor of the State of Florida that will allow for the FALL semester those who have an unweighted GPA of at least a 3.0 to take dual enrolled college courses. Please note that we will use our discretion when scheduling to ensure that you get what you NEED for high school graduation FIRST! **Please note that no student can register themselves, only Mrs. Chandler or Dr. Downing-Townsend can schedule you.**



How do we communicate?



Canvas mail IS NOT your my.polk.edu email. Canvas mail is used if we need to send announcements. Canvas mail is used to communicate with some instructors, please confirm method of communication via course syllabus. Canvas is not to be used as your main method of communicating. We are empowering you to use your my.polk.edu email accounts.



TELEPHONE

If we call the telephone number that's on your Polk State College Profile, will it ring to you or your parent(s)? Students and parents, please be sure that your Polk State College Profile has the Students phone number listed. Emergency alerts are sent to the number listed. If we need to contact the student via phone immediately, it won't work if mom or dad's number is listed. To change that information, please log into Passport.



## THE BAND APP

Dr. Downing-Townsend sent emails to all students and parents inviting them to join their respective bands. The Parent Band is solely for the parents and the Student Band is solely for the students. Students will be invited to other Bands such as classes, mentoring, club, etc.... It's important that ALL students join the Band app. This app can be accessed via a mobile phone or a web access. Students who don't join the Band app for communication will miss a lot of valuable information. In the Band we've posted how to videos, welcome videos, career videos and much more! Haven't joined? Email Dr. Downing-Townsend TODAY!

### Band App Protocol:

1. Please be mindful that when you send a message that's not directed to one person, it goes to everyone. Try to direct your messages to one person and private message that one person. This reduces the amount of whole group messages.
2. Please read and watch videos in the band before asking a question as it probably has already been answered via video or a separate post.
3. Please ONLY send messages between the hours of 8:00AM – 5:00PM. Remember our faculty and staff have families outside of the work hours.
4. Please allow for up to 24 hours for a response when asking a question.
5. Please be sure to follow the instructions of First and last names on your personal Band for students. Parents, please be sure to list your name and the students name as your profile name. We are aware that some names are longer than others and not all will fit.
6. If you elect NOT TO join the Band app, please make sure you have a buddy to get pertinent information from.
7. If you have questions regarding the Band app, please contact Dr. Downing-Townsend or Mrs. Chandler.



## EMAIL

Your my.polk.edu email should be a MAJOR part of your educational experience while with us at Gateway. MANY of the emails that you'll receive from instructors, office staff or the college in general will come from your my.polk.edu email account. **PLEASE SEE THE VIDED IN BAND ON HOW TO CHECK YOUR my.polk.edu email account.**

Don't miss deadlines, responses, events, class cancellations, etc. because you didn't access your email. Please check your email at least once or twice a day. Remember your my.polk.edu email account IS NOT your Canvas mail. If you have questions, please email Dr. Downing-Townsend. For password resets, please contact the help desk at 863-298-6839.



## Communication is KEY!

Many of you have goals and dreams of completing college degrees, many of you have goals and dreams of going into the workforce, and many of you have goals and dreams of enlisting in the US Armed Forces. One of the main skills that you'll need in any of those areas is COMMUNICATION. You'll have to be able to speak up for yourself, you'll have to be able to thoroughly read instructions, listen to others and pay attention to detail.

Parents we need your help with this. How you may ask? Empower your student(s) to check their own email accounts and other messages. Empower your student(s) to self-advocate when things may not be going well or if they just want to ask questions. Empower your student(s) to jumpstart their journey to becoming an independent self-actualized citizen. Help guide them through a successful path on their journey, no matter where it may lead. At Gateway we are also here with them every step of the way!



**FOCUS is the system that is used to maintain your high school records.**

This system is where you will see your current and final grades in high school courses. FOCUS will show your schedule once it's posted and it's where you can see all your testing data and graduation requirements.

**STUDENTS**, once you've been loaded into our system your username for FOCUS will be your Polk State college my.polk.edu email address and your password will be your Polk State College ID Number with a capital letter at the beginning.

**PARENTS**, for your username and password please contact Mrs. Murray at [clmurray@polk.edu](mailto:clmurray@polk.edu)

If you try to access it now and can't get in, you may not be in our system yet. Please allow us until next Friday to have all current new students enrolled.



**PASSPORT is the system that is used to maintain your college records. NO HIGH SCHOOL DATA WILL APPEAR IN THIS SYSTEM.**

This system is where you can look up college courses, see your college course schedule, college grades at the end of the semester, your Polk State college email address, your degree audit if you're working towards an AA or AS degree and much more as it pertains to the college. This is also where you can update your personal information for the college, i.e. address and phone number.

**PARENTS**, there is no separate access allowed for you on this system as it's a college system. Your student would have to show you the information. (A video has been posted into the Band app on how to access this system).

If you get locked out of the Passport system or need to reset your my.polk.edu email password, please contact the Help Desk at 863-298-6839. Gateway staff does not have the ability to reset any passwords, etc.



**Canvas is the system where the Gateway shell is located.** In the Gateway shell is where you can find scholarship opportunities, the volunteer form, the mentoring list, and much more.

**This system is also where the college courses and maybe a few high school courses will have shells.** The college course shells will typically have modules where your work is housed for those classes, list your up to date grades and more.

If high school instructors use Canvas, they will have a shell and includes assignments, grades, etc.... Be sure to check your course Canvas shells daily as instructors will often post information. Canvas also has a link to the TLCC for tutoring in every course shell. Please use the Gateway shell link for high school course tutoring. A few videos on how to navigate Canvas is in the Band app.

**New & Returning Student Orientation – "It's VIRTUAL!"**

**On July 31, 2020** we will hold a virtual orientation. What will this look like you might ask? We will post to the Band app a video entailing a lot of information for our students and parents by 1PM. This video will allow you to go back and revisit information that you may have missed or forgotten or need clarification. Our orientation will have information on the following:

- \*textbook distribution   \*Beginning school forms   \*Testing   \*Scheduling   \*Communication   \*Attendance
- \*SAT/ACT   \*Tutoring   \*Faculty/Staff Introductions   \*Clubs   \*Mentoring   \*First Day of Class
- \*Academic & Activity Calendar   \*Etc....

**\*\*Please note that some videos are too large to be emailed and will only be posted in the Band app.\*\***



**COMMONLY ASKED QUESTIONS:**

1. Where can I find my schedule?
2. How do I access Passport?
3. I'm locked out of my passport account what should I do?
4. What's my ID number?
5. What's my Polk State College Email address?
6. When will schedules be sent out?
7. Who do I contact about scheduling?
8. When is Orientation?
9. My friends received an email from Polk County Schools, but I didn't get the email. Why?
10. When do I get my books?

**Answer:** Please read the newsletter all the answers are there.

**IMPORTANT CONTACT NAMES, EMAILS AND NUMBERS**

**Dr. Corey J. Barnes, Principal** ([cbarnes@polk.edu](mailto:cbarnes@polk.edu)) 863-546-0394

**Dr. Meesha Downing-Townsend, Assistant Principal** (Testing, School Pictures, Admission & Withdrawals to the Program)  
([mdowning-townsend@polk.edu](mailto:mdowning-townsend@polk.edu)) 863-417-9952

**Mrs. Tania Chandler, Student Resource Specialist**  
(Scheduling, Senior & Junior Conferences) ([tchandler@polk.edu](mailto:tchandler@polk.edu))  
863-417-9715

**Ms. Jones, School Counselor** ([tajones@polk.edu](mailto:tajones@polk.edu)) 863-669-2923  
(Mental health, IEP's, 504's and wrap around services)

**Ms. Kimberly Battle, Administrative Assistant**  
([kbattle@polk.edu](mailto:kbattle@polk.edu)) 863-669-2923 (Free/Reduced Lunch, Hearth Program)

**Mrs. Cherie Murray, Program Assistant** ([clmurray@polk.edu](mailto:clmurray@polk.edu))  
863-669-2923 (Enrollment, Admissions documents, Textbooks)

The above staff may be contacted between the hours of 7:30AM and 4:30PM.

**Are you committed to YOUR education?**

**Are you committed to studying to achieve your goals?**

**Are you committed to communicating when things may be going wrong?**

**Are you committed to advocating for yourself?**

**Are you committed to getting back up and starting anew when you fail?**

**Are you committed to reaching out for academic help when things get hard?**

**Are you committed to YOURSELF, knowing that your FULL potential lies within YOU?**

**Are you committed to trusting us to know what you need to reach your goals?**

**Our goal is to be COMMITTED to YOU and YOUR success, what is YOUR commitment?**