



# GATEWAY PREPARATORY ACADEMY

A M O N T E S S O R I C H A R T E R S C H O O L

Dear Parents and Students.

## **Welcome to Gateway Preparatory Academy (GPA)!!**

We are very pleased that you have chosen to join us in this unique learning opportunity. Our staff is committed to providing the best possible education for you as we honor your dreams and expectations.

At GPA we have accepted a challenge that is unprecedented in Iron County. We have committed to delivering instruction following a Montessori model. Our teachers, in addition to being licensed and certified in the State of Utah, have committed to 100's of hours of training in a Montessori model that focuses on students and their individual needs and abilities. Students interact with their environment and are guided by knowledgeable mentors that direct and inspire their learning. Projects are developed by students who are encouraged and supported in a structured quest for learning that is exciting, challenging, and stimulating.

We are committed to do all that we can to insure a safe and productive educational setting. We will listen to your concerns and encourage your participation and partnership. Our rules and policies are designed to promote a safe, exciting, and challenging learning experience for our students.

Parents, You are welcome and encouraged to be an active part of the school. We hope you will work with our excellent Parent Teacher Organization(PHAN club)and attend parent training opportunities that will help you become more familiar with and aware of a Montessori approach to education. We plan to get better every day and need your help to accomplish that goal.

Students, we hope that you will take advantage of this opportunity to learn in a fun and open way that allows you to progress and learn as fast as you are able. Accept the challenge to be the best you can be!

I look forward to seeing you at Parent teacher conferences, level orientation meetings, Montessori parent nights, Festivals or just having you stop by to say hi or ask a question. This is now your school and with your help we will do some amazing things!!

**Have a great year!! – Rob Lee, Director**

## **Student Handbook**

### **Welcome**

Welcome to Gateway Preparatory Academy (GPA). Our school administration, faculty, and staff will work hard to provide you with an outstanding year of learning. We know all students will find GPA an ideal caring environment in which to further their education. We look forward to an exciting school year as we help students meet their educational goals.

### **MISSION STATEMENT**

***Our mission is to provide children with a competency-based education founded on the principles of Maria Montessori. Also, to provide individual attention and second language acquisition in a safe, respectful, disciplined, and supportive environment.***

### **VISION**

**Gateway Preparatory Academy believes that children are individuals who have their own unique learning style and pace. By discovering and catering to children's strengths, we believe that all students will acquire the proper tools of learning to facilitate a well-balanced education.**

### **VALUES**

**Self-discipline  
Life long thirst for learning and knowledge  
Act with Caring  
Integrity  
Sense of Purpose  
Self-governing  
Resourceful  
Respect for the learning environment  
Respect for the learning process of others**

### **GATEWAY STUDENT PLEDGE**

**As learners at Gateway Preparatory Academy, we pledge to act with caring, integrity, and purpose; to self-govern and be resourceful. We commit to be actively engaged in learning, to respect our learning environment and the learning process of others.**

### **Our Philosophy**

**Gateway Preparatory Academy believes that children are individuals who have their own unique learning style, developmental pace, strengths and weaknesses.**

Montessori is a competency-based system of education that allows students to be directly involved in what they are learning. This fosters self-discipline and a life long thirst for knowledge.

Mentoring students to progress academically as quickly as they are able and also slowly enough to master what they are learning leads to student excitement, ownership, and interest in their education.

The use of an interdisciplinary curriculum creates an understanding to how subjects compliment and complete one another. Students are better able to integrate the skills they learn into real world contexts.

Through practical application and applied knowledge, students comprehend that they learn in order to create. The students learn to make a difference in their own life and in the world around them.

### **Festival**

At least twice a year students are given the opportunity to demonstrate their skills and knowledge to parents, peers, and community. This gives each student a concrete goal to work towards demonstrating excellence and mastery.

### **Effectiveness Goals**

Our philosophy at Gateway Preparatory Academy is that the most important skill our students can have is the ability to learn. This will prepare them for success in academic settings as well as for a lifetime of learning.

This will be accomplished by:

- Using a pedagogy emphasizing competency-based education methods:
  - Clear competency objectives for the student and teacher
  - Specific resources available to accomplish those objectives
  - Teacher and student standards for measurement of the student's accomplishment
  - A cycle of learning where students aren't expected to advance to more difficult topics until they have sufficiently mastered the prerequisite knowledge
- Students being taught to be skillful with the tools of learning such as:
  - Reading
  - Writing
  - Math
  - Different Learning Styles Analysis
  - Classical Grammar
  - Rhetoric
  - Logic

Using our student records and tracking system:

- Teachers will be able to update and monitor student progress immediately
- Students, teacher and parents will be able to see:
  - What competencies the student is currently working on
  - What resources are available for the student to learn from
  - The relationship between competencies
    - To know what has already been learned by the student
    - To better prepare the student for future topics

Student progress in competency areas will be measured by:

- Their own analysis of their work

- Their teacher acknowledging their competency in a particular area
- Their peers, parents and the community viewing work produced for demonstration at regular school festivals.

### **Title 1**

We provide extra help to students in Reading and Math throughout the school year if they are not performing at grade level. We are able to do this because of Federal Title 1 funding that we receive. We would like to have all parents and students to commit to doing their part, as we commit to our part, to work towards 100% competency for all of our students in reading and math

Please read this compact and sign the page with your commitment:

### **School Parent Compact**

#### **GATEWAY PREPARATORY ACADEMY AGREES TO:**

- Conduct a comprehensive needs assessment annually. Use multiple sources of information to determine strengths and needs of the school. Disaggregate data.
- From the needs assessment establish goals and set student achievement standards.
- Outline and align curriculum and instruction.
- Provide extended learning time and opportunities for children
- Provide accelerated high quality instruction
- Implement transition activities between each environment within the school.
- Ensure that educational services are provided by highly qualified teachers and support staff.
- Ensure that High quality professional development is on-going.
- Provide a safe environment conducive to student learning
- Involve parents in the development of goals and expectations.
- Build the capacity of parents to help children achieve high standards.
- Share assessment and evaluation data with parents and the public.
- Hold Parent teacher conference twice each year to discuss student progress and this compact.
- Present progress reports at the end of each term for all students.

- Communicate regularly with parents and provide opportunities for parents to communicate with the school.
- Provide opportunities to volunteer on a regular basis.

**PARENTS AGREE TO:**

- Ensure that their children attend school regularly.
- Read to/with their children on a regular basis.
- Volunteer at school when possible.
- Participate in decisions related to their child’s education.
- Attend parent teacher conferences.
- Communicate regularly with the school.

**STUDENTS AGREE TO:**

- Be present and attentive at school
- Read 30 minutes everyday outside of school time.
- Give “Wednesday folders” to parents with all of the information sent home by school.
- Complete homework when assigned.

**SIGNATURES**

PRINT

SIGN

Director \_\_\_\_\_

\_\_\_\_\_

Title Rep.. \_\_\_\_\_

\_\_\_\_\_

Teacher \_\_\_\_\_

\_\_\_\_\_

Parent/guard. \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

## **Administrative Information**

### **Class Size**

Our classes are limited to 25 pupils per class.

### **Hours of Operation**

Kindergarten

Monday – Thursday 8:20 – 11:15am 12:00 – 3:05 pm

Friday 8:20 – 10:30 am 11:00 am – 1:00 pm

For all other students

School hours will be from 8:20 am to 3:05 pm

Friday is an early out day and school will end at 1:00 pm

Students should not be dropped off from school before 8:00 am and they should be picked up from school before 3:30 pm. School office hours are 8:00 am to 3:30 pm

Monday through Friday.

### **Closing of School**

If school is closed due to storms, road conditions, etc., information will be available on our website ([www.gpacharter.org](http://www.gpacharter.org)) or at the school. If you are on our e-mail list a message will be sent out. Please call or check your e-mail. It is not generally our practice to close school but we urge you to take precautions for your children and make safe choices. We support you if you choose to keep your child at home because of concerns over the weather.

### **Arrival and Dismissal**

Student may enter the building no earlier than 7:45 am and in all cases should report to the gym. Students MUST be picked up at the end of the school day by 3:30 pm. In the event of an emergency, parents should call the school by 2:30 pm and make alternate plans for the student to be picked up. Students will NOT be allowed to use the office phone to make calls for last minute changes in plans.

### **Bussing**

**Busses are available for most students who choose to ride. We do not pick up at student homes but have designated bus stops along six separate routes. Please check at school if you have questions about the route. Bus stops will not be added or changed during the school year.**

### **Student Loading and Unloading**

We encourage all of our parents that are picking up students to go through the carpool lane. Please obtain a carpool tag from the office. For the safety of all the students, please don't park your car in the drop off lanes. If you need to get out of your car for any reason, please park in a designated parking spot so as to not hinder the flow of traffic.

### **Attendance/Absence Policy**

State school attendance laws require children to attend school 180 days a year.

Attendance is a joint responsibility of parents/guardians, their children, and the school.

If a student is to be absent from school, parents/guardians should call. After office hours, parents/guardians may call the same number and leave a message on voice

mail. Please provide the following information: name of student, individual calling for student, number of days absent, and the reason for absence. A written note signed by a parent may also be sent after the absence. **Attendance is critical to success in school. You will be invited to meet with the administration if your child has more than five unexcused absences or a total of ten absences. Teaching is crucial to student learning and our teachers cannot do their job if your child is not in school.**

### **Tardy Policy**

A student will be considered tardy if not in class at 8:20 am. Students arriving more than 15 minutes late must sign in at the office. Excessive tardiness will also result in an invitation for the parent and student to meet with the administration.

### **Withdrawal/Transferring Students**

If a student is transferring to another school, the parent should notify the school immediately. A withdrawal form will be generated for signature, transcripts will be created, and books and library materials collected. Student transcripts and health records will be forwarded, when requested, to the student's new school. We cannot send records with the family. In order to facilitate transfer of records and allow new students to apply for limited spots in the school, students not returning the next year need to notify GPA prior to June 1<sup>st</sup>.

### **Visitors and Volunteers**

We enjoy our guests and encourage volunteers. All visitors and volunteers must come to the front office upon arrival to receive an ID tag. The front door is the only door open during school hours.

To provide for a safe environment, students are not to have student visitors attend school with them at any time during school hours. This also applies to after school activities. A school administrator and the teacher must approve all exceptions.

### **Telephones and Messages**

All office phones are reserved for business purposes. Messages will be taken for students and given to them. Students will only be called out of class in the case of an emergency. Teachers have phones and students are allowed to use them on an emergency basis with teacher approval. School personnel will monitor phone calls. Please make any arrangements with your student that differs from their normal routine before they arrive in the morning.

Students may not use personal cell phones during the school day or at school activities. Teachers can be contacted during the day through the main office or via e-mail. Use of personal cell phones during regular school hours may result in confiscation of the phone. It will be returned only to a parent.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be scheduled two times a year. This is the time when parents and teachers talk about the students' progress in the school and their individual needs. Reasonable effort will be made to arrange for conferences at the parents' convenience. Parents'/Guardians may also ask for a conference at anytime there is a concern that needs to be addressed.

We also encourage regular, ongoing communication with teachers. Parents/guardians do not need to wait for scheduled conferences to contact teachers with questions or

concerns. Email is an excellent tool to facilitate communication. All teacher e-mail addresses can be accessed from the school website.

### **Report Cards/Grading Policy**

GPA tracks individual student accomplishment in the form of competencies mastered. A progress report will be issued at the end of each term.

### **Extra-Curricular Participation Policy**

A student needs to be present for four hours of a school day to participate in extra-curricular activities. Any student who has been suspended from GPA for any reason shall also be suspended from attendance at or involvement in any extra-curricular activity during the full period of suspension, including any non-school days spanned by the period of suspension. Students must maintain acceptable academic progress as reported by their teacher-mentor in order to participate in extra-curricular activities.

### **Testing Policy and Schedule**

GPA's aim for any test or assessment is to use the results as a tool to better understand the specific needs of the students. Administrators are then able to modify and adapt instruction to more fully meet the needs of the students matching where they are academically.

The following are approximate dates for GPA's testing schedule:

DWA: The National Writing Assessment test for 5<sup>th</sup>, and 8<sup>th</sup> graders will take place in late February or early March.

Dibels: Dynamic Indicators of Basic Early Literacy Skills Test. All Kindergarten through 3<sup>rd</sup> graders will take this test at the beginning of the year, in January and again at the end of year.

CRT: Criterion Referenced Tests in Math, Language Arts and Science will take place during the final term of school.

NWEA: Northwest Evaluation Association tests students from 3<sup>rd</sup> to 8<sup>th</sup> grade on their knowledge and skills in Reading, Math, language arts, and science. These tests will be administered in Fall, Winter and Spring.

Should a student have a planned absence at the time of these test they will be given an opportunity to take the tests any time during that week of testing. If they are unable to take the test during that specified time they will not be allowed to make up these tests.

### **Fees, Textbooks and Supplies**

There is no charge for textbooks and supplies. There are no fees required for participation in regular school activities. We reserve the right to charge a materials fee for student in our 12-14 (middle school) environment.

### **Library Policies**

Library materials may be checked out only by students and employees of GPA. The student may have a maximum of 4 books checked out for up to 4 weeks per book. GPA will accept gifts of books and other materials with the understanding that the library staff may make whatever use of the materials they feel appropriate.



### **Food/Drink Policy**

Food and drinks are permitted at lunchtime only, and in the designated eating areas, except as part of a teacher-directed activity or teacher approved snack.

### **FREE and REDUCED BREAKFAST AND LUNCH PROGRAM**

We have contracted with the Iron County School District for our food program. All of the food is prepared on site by qualified, licensed food handlers. We are involved in the Child Nutrition Program which allows students of all economic backgrounds to eat at school. Applications can be obtained and returned to GPA.

### **Free Lunches**

Once your student(s) are registered and your application is approved you will receive a letter from the Iron County School district letting you know your student(s) lunch status. You will not need to send any type of payment and your student will be able to eat both breakfast and lunch at no charge.

### **Reduced or Full Pay**

If you are paying reduced or full price for student meals you will need to pay for in advance for these meals. Payment can be made directly to the school. We accept cash as well as checks. Checks should be made out to ICUSD. Please call Paula Loveland at 435-586-2804 with any questions you may have.

### **Milk/Juice Only**

If your student would like to purchase milk/juice only this option is available. This can be prepaid or paid the day of purchase.

### **Birthdays**

Parents may recognize their child's birthday at the end of the school day. Prior notice to the teacher would be appreciated. It is recommended that treats or items brought into class be healthy or useful to the students such as fruit snacks, pencils, bookmarks, etc. Treats cannot, by Utah law, be homemade.

### **Community Service/Outreach Programs**

Community service is a fundamental dimension of the GPA experience. Students will participate in individual and grade level service projects throughout the school year. Parents who are aware of service opportunities in our community are encouraged to tell their student's teacher(s).

### **Parent Involvement/Volunteer Hours**

GPA recognizes that parents want to be actively involved in the education of their children. We encourage parents to be involved and volunteer. Please contact your teacher(s) or a PHAN club representative for volunteer opportunities.

### **Selling Products on Campus**

Selling any product not approved by the PHAN Club and/or Director to students is prohibited on campus. Individual students may not sell items at school regardless of whether it is for personal profit or fundraising for a non-profit organization other than the school.

## **Medical and Emergency Information**

### **Emergency Cards**

All Emergency Card forms for each child will be sent home in the fall to be completed by the parent/guardian. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, or contact names and phone numbers. If a child is in need of immediate medical assistance, they will be transported to the nearest medical facility.

### **Immunizations**

Current immunization cards must be maintained on all students not asking for an exemption. If parents/guardians have questions on immunizations they may leave a message at the school. The school will maintain the immunization histories of all children and will update those histories with information supplied by the local public health agency, parents/guardians, or private physicians. Immunization exemption forms must be obtained from the County Department of Health

### **Accidents/Illness**

If students become ill during the school day they should inform the teacher that they are not feeling well. The teacher will first suggest that students put their head down on the desk for a brief time to see if they recover enough to remain in class. If the teacher determines that the student is too ill to remain in class, they will be sent to the office and the school nurse notified. If a student has a fever, parents/guardians will be contacted immediately and asked to pick the student up or give the school permission to send the student home. If a student does not seem seriously ill, we will ask the student to rest for a short time and return to class. If they cannot return to class, we will contact parents/guardians. If a student receives a minor injury in class, such as a small cut, staff will be asked to take care of it in class (cleaning it, applying a Band-Aid). If a student is seriously injured, we will contact 911 and parents/guardians. Individuals supervising the student at the time of the accident are required to complete an accident report.

### **Chronic or Serious Conditions**

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted in the registration packet. This information is important for the safety of your child.

### **Student Health Guidelines**

A student should remain at home if:

- The student has experienced episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating regular diet.
- The student's temperature is not normal (approximately 100 degrees or higher) and the student feels ill.

- The student is aching and fatigued enough to be unable to participate in class and school activities.
- The student has an uncontrollable cough or runny nose so not able to be cared for in a sanitary manner.
- The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment.
- The student has an untreated contagious disease (impetigo, scabies, draining pink eye, etc...).
- The student has a recent injury that causes enough discomfort to significantly distract from being able to focus on school activities in class.

A practical question to ask is, "Does the student feel well enough to participate in and learn at school or would it benefit the student to rest at home today?"

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others. A phone call to school to explain an absence is required on the day your child will remain at home. Parents are required to provide the school with current, accurate phone numbers to support school contact with parents. If you have any questions about these guidelines, please call the school office.

### **Student Medication Policy**

The Academy Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code §53A-11-501.

The Administration authorizes the following guidelines for administering medication to students.

1. School personnel may administer prescription medication or nonprescription medication to a student during the regular school day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the school principal receives:

- \* A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
- \* A current, written statement signed by the prescriber of the medication that includes the following:
  - \* A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
  - \* A statement that describes the method, amount, time schedule for administration, and duration of the treatment.

2. The parent request and prescriber's statement must be resubmitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.

3. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
4. Oral, topical, and inhalant medication or injectable epinephrine may be administered by assigned school personnel if all other provisions have been met.
  - \* Medications requiring other routes of administration will not be given by school personnel, unless delegated by a registered nurse in accordance with the Utah Nurse Practice Act (Rule R156-31b).
- Medication administration that cannot be delegated to non-licensed personnel must be given by a licensed nurse.
5. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult.
6. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
7. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
8. All medication provided to the school must be kept under lock and key.
9. School personnel who are assigned to administer student medication shall receive appropriate training.
10. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.
11. Authorization for administration of medication by school personnel may be withdrawn by the school director after consultation with the school nurse at any time following actual notice to the student's parent or guardian.
12. School personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the school's discontinuing the administration of the medication under these guidelines.
13. Elementary students are not to carry or self-administer medication on school premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi-dose containers.

14. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed.

15. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of applicable policy.

### **Screenings**

Vision and hearing screenings will be conducted by the staff during the school year. Please contact the office if you have questions regarding these health-screening programs. Kindergarten students are legally required to have at least one vision screening before starting school.

### **Lice**

If any nits or lice are found in a student's hair, the student will be sent home. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Gateway Preparatory Academy reserves the right to discretely check students' hair for evidence of lice. Parents may choose to not have their child's hair checked at school, but must provide a medical check-up to confirm that there is no evidence of infection.

### **Emergency Drills**

As an important safety precaution, fire, earthquake and other emergency drills are held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. It is essential that when the signal is given everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible. Building and classroom evacuation maps are posted on each floor of the building.

## **Behavior and Expectations**

### **General Information**

The school is the learning and working environment for both students and staff. All are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians and teachers should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, and be responsible for their own actions. Students will be expected to be respectful at all times and follow these simple rules:

- No one may harm people or property.
- No one may use inappropriate (foul, abusive, harassing, vulgar) language.
- Students are to keep hands, feet and objects to themselves.
- Students are to do what they are told to do the first time they are told.
- Students may not interfere with learning or teaching.

### **Drug Free School**

It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance, alcohol or tobacco on school property. The same provisions are in effect at

all school-sponsored events or extra-curricular activities while off school premises. "Look-alike drugs" shall be considered the same as controlled substances for the purposes of this policy and related policies. Students who violate the provisions of the Drug-Free School policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution will be imposed on students who violate the law and standards of the school's policy.

### **Vandalism**

Students and/or their parents/guardians will be required to pay for damage to school property that results from rule violations, negligence, malicious mischief, vandalism, etc.

### **Positive School Climate**

GPA teachers have the right to maintain a safe, orderly, academically focused positive classroom environment. Students who openly defy the teacher's instructions, or disrupt the educational environment of another student will be addressed immediately.

Examples include, but are not limited to:

- Challenging a teacher's authority
- Refusal to cooperate or perform a task
- Refusal to do an assignment
- Inappropriate language
- Non-compliant or disgruntled attitude

### **Cold Weather**

Since fresh air and exercise are two very important aspects of a healthy life style, students are taken outside each day. If the teacher determines that the weather is inclement, students may have indoor recess or physical education activities. Students should dress appropriately.

### **Internet and other Computer Networks**

The use of the Internet and similar communication networks by students and staff is a privilege – not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Students who do not follow the rules may lose their privilege to use the system and/or be subject to other disciplinary action including possible legal action. Internet is to be only used for educational and research purposes that are consistent with educational objectives.

### **Electronic Devices**

Electronic devices are not to be seen, heard or used during school hours as they are a distraction to the learning environment. Some examples of prohibited devices are radios, compact disc players, mp3 players, ipods, hand-held game devices, pagers and cellular phones. Any electronic device seen or heard will be confiscated. Parents must come into the office to claim the device. Exceptions include: calculators and electronic hand-held planners (unless being used inappropriately). The school is not responsible for lost, stolen or damaged property.

### **Other Prohibited Items**

This includes many, but not all items, that have no place in school: knives, weapons of any kind, cigarettes, drugs, look-alike drugs/alcohol, lighters, matches, fireworks, spray devices, foams, water guns, electronic devices (including cell phones, pagers, laser, or mp3 players), hardballs, articles of pornography, gang jewelry/paraphernalia, or other

paraphernalia not conducive to a safe, orderly environment. These items, plus anything that causes problems of control at school, will be confiscated and disciplinary action will be taken.

Skateboards, in-line skates, heelies, and scooters are prohibited as there is no place to store them during the school day.

### **Confiscated Items**

Any item determined by the faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and may pick up the item from the school office.

## **Drug and Alcohol Policy**

### **Board Policy**

The Board recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the education process. The Board delegates to the Administration, responsibility for providing:

- Drug and alcohol use prevention programs
- Disciplinary procedures and consequences for students who possess, use, or distribute illegal drugs, alcoholic beverages, or prohibited substances on school Academy property, during school hours, or at school functions, and
- Support for students and families in drug and alcohol use identification and prevention efforts.

The possession, use, or distribution, by students, of any substance listed in the guidelines of this policy is prohibited on school Academy property, during school hours, and at any school-sponsored extra-curricular program or activity including those held off the school property.

### **Guidelines**

Prohibited Illegal Substances:

- All substances defined as illegal in Utah Code 58-37-1 et seq.
- Alcoholic beverages as defined in Utah Code 32A-1-105
- Any psycho-toxic chemical substance used illegally as defined in Utah Code 76-10-107

Illegal Substance Violations

- Possession (Personal or Property) or Use (Consumption, Inhalation, or Injection)

#### **First Violation**

A student possessing or using prohibited illegal substances for the first time will be suspended from school pending a meeting with the school director and parents. At the meeting the student will be given the following disciplinary consequences:

- The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

#### Second Violation

A student possessing or using prohibited illegal substances for the second time will be expelled in accordance with school policy.

#### Distribution (Selling, Sharing, or Delivering)

##### First Violation

A student distributing prohibited illegal substances for the first time will be will be expelled in accordance with school policy.

#### Prohibited Medication Substances

- Prescription medications in excess of a recommended 8-hour dosage.
- Over-the-counter medications in excess of a recommended 8-hour dosage.

#### Medication Substance Violations

##### Possession (Personal or Property)

##### First Violation

A student possessing medication substances (over-the-counter or prescription medications in excess of a recommended 8-hour dosage) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed and written documentation of the violation will be placed in the student's disciplinary file. The student will be readmitted to school after the meeting.

NOTE: The provisions of this section apply only to possession of over-the-counter or prescription medications in excess of a recommended 8-hour dosage.

Distribution of any amount of over-the-counter or prescription medications is prohibited and will be dealt with according to the distribution guidelines outlined in this policy.

##### Second Violation

A student possessing medication substances in excess of a recommended 8-hour dosage for the second time will be suspended from school pending a meeting with the school administrator and parents. The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

#### Distribution (Sell, Sharing, or Delivering)

##### First Violation

- A student distributing substances listed in Guideline C.1.b. (over-the-counter medications) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed. Disciplinary consequences for distributing over-the-counter medication will be determined by the school administration based on the severity of the violation.
- A student distributing prescription medications for the first time or over-the-counter medications for the second time will be suspended from school pending a meeting with school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for ten (10) school days.

##### Second Violation



A student distributing prescription medications for the second time will be expelled in accordance with policy.

### Procedures

- Due process procedures outlined in policy will be followed in the administration of this policy.
- All illegal violations covered by this policy will be reported to an appropriate law enforcement agency. Charter Academy will enforce the disciplinary consequences outlined in this policy independent of any court action.
- Students apprehended by school Academy employees or law enforcement officials for illegal violations covered by this policy while off-campus during regular school hours shall be subject to the guidelines of this policy.
- Resorting occurs when a student is apprehended by Charter Academy employees or law enforcement officials for being present where illegal substances listed in the guidelines of the policy are being used or possessed and the use or possession is open, obvious, apparent, and not concealed. Resorting violations will be dealt with according to the “possession and use of illegal substances” guidelines of this policy.
- Students found in possession of drug paraphernalia as defined in Utah Code 58-37a will be dealt with according to the “possession and use of illegal substances” guidelines of this policy.
- During the time a student is on the home-based alternative education program, the student may not be a spectator or participant in any school-sponsored extra-curricular program or activity including those held off the school property.
- If the designated days of home-based alternative education can not be completed by the end of the regular school year, the home-based alternative education program must be completed at the beginning of the following school year.
- School personnel will assist with identifying appropriate agencies qualified to make written assessment of potential substance dependence for students who violate the guidelines of this policy. These assessments will be at the expense of the parent(s).
- Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year.
- In addition to the disciplinary consequences outlined in this policy, a student will be suspended or removed from participation in leadership positions, candidacy for leadership positions, school organizations, and athletic teams upon violations of the guidelines covered in this policy.
- Utah Code 53A-11 requires educators to report information of suspected substance abuse among students to their parents. When student substance abuse is suspected, educators will complete a Suspected Illegal Activity Report form and submit it to the designated school administrator for referral to parents. Charter Academy and its employees will not be held responsible for any costs that result from the information provided on the Suspected Illegal Activity Report form.

## **Board Policy**

The Board recognizes that student discipline is essential to further the educational process and provide an environment conducive to learning. The Board authorizes the Administration to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about school property, or activities shall be dealt with in accordance with Academy policy and the law. (See Utah Code 53A-11-901)

## **Administration Policy**

The Administration shall take the appropriate disciplinary action when students engage in activities which disrupt the educational environment, threaten or harm persons or property, or disrupt school activities. This policy shall be administered according to the following guidelines.

## **Student Code of Conduct**

- The school administrator shall develop a student code of conduct in cooperation with faculty, parents, and students. The school code of conduct shall be consistent with this policy and other school policies.
- A copy of the school policies and student code of conduct, as amended each year, shall be distributed to students and/or parents prior to or during the first week of school each year. Students enrolling after the beginning of the school year shall be provided a copy of the school policies and student code of conduct at the time of registration. Teachers will be given a copy of the student code of conduct prior to the beginning of the school year.

## **Dangerous or Disruptive Conduct**

The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property and at or traveling to school-sponsored activities.

- Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
- Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:
  - \*Possession or distribution of drugs or alcoholic beverages.
  - \*Sexual harassment or fabrication of sexual harassment charges with malicious intent to defame character.
  - \*Arson-the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
  - \*Burglary-breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
  - \*Theft/Larceny/Stealing-the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
  - \*Criminal Mischief-willful or malicious injury or damage in excess to public property or to real or personal property belonging to another.
  - \*Battery-the unlawful and intentional touching or striking of another person

against his or her will.

\*Vandalism-willfully defacing, cutting, marring, injuring, damaging, or losing school or staff property. Official grade transcripts and diplomas may be withheld until the student or the student's parent(s)/guardian has paid for the damage or made appropriate restitution.

\*Gang-related Activity-dangerous or disruptive activity, which may include but is not necessarily limited to the following:

- (1) Wearing, possession, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang:
- (2) Using a name which is associated with or attributable to a gang; or
- (3) Designating turf or an area for gang activities, occupation, or ownership.

### **Bullying**

Aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.

- Physical bullying: hitting, kicking or punching
- Verbal bullying: teasing or name calling
- Non-verbal or emotional bullying: intimidation through gestures, social exclusion and relational aggression
- Cyber-bullying: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging
- Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these. These activities include, but are not limited to: extortion, forgery, lewdness, and distributing obscene or pornographic materials.

Students with prior knowledge of dangerous or disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

### **Due Process Procedures and Disciplinary Action**

Due process is an administrative procedure followed when continued attendance of a student is in question. Fairness and reasonableness in disciplinary actions are to be maintained in all proceedings.

1. The following disciplinary actions shall be taken in response to any serious violations which threatens or does harm to school property, to persons associated with the school, or their property, that involves the possession, control, use, or threatened use of a real or look-alike weapon, explosive, noxious or flammable material, with intent to intimidate another person or to disrupt normal school activities, regardless of where it occurs (USC 53A-11-904(1)(3)):

\*Immediately suspend the student from school.

\*As soon as possible following the incident, the school director or other administrator shall investigate and schedule a conference with the student and parent(s)/guardian.

\*The parent(s)/guardian shall be notified of the student's right to a due process

hearing which shall be conducted according to the procedures outlined in this policy.

\*The school director shall prepare a report for the Governing Board, which will Review each instance of such action.

2. The following actions will be taken for other violations of this policy:

\*Immediately remove the student from the scene of the violation.

\*As soon as possible following the incident, a school administrator shall investigate and document the charges and schedule a conference with the student involved. At this conference, the student may be suspended pending the informal parent conference.

\*If the issue cannot be immediately resolved, a school administrator shall invite the parent(s)/guardian to an information conference where information can be presented on behalf of the student.

(1) This informal conference shall take place at the first reasonable opportunity. In most instances this conference should take place within three school days of the incident.

(2) At the informal conference the charges shall be explained and supporting evidence reviewed

\*Following the informal conference, a school administrator shall take appropriate disciplinary action which may include, but is not limited to, one or more of the following.

#### INTERVENTIONS

Referral to:

(1) Anger management/self-discipline classes;

(2) Court/law enforcement agency;

(3) School guidance specialist; or

(4) Division of Family Services, Child Protective Services or other agency.

#### SANCTIONS

(5) Behavior contract;

(6) Community or school service;

(7) In-school suspension;

(8) Lunch/after-school detention;

(9) Restitution for damage/harm;

(10) Parent/guardian attending classes with student(requires teacher permission).

#### REMOVAL

(11) Short-term suspension less than or equal to 10 days

(a) 1-2 days suspension: makeup homework shall be made available to students upon students return to school. Students will be given one week to complete the assignments and turn them in to the teacher.

(b) Three to less than or equal to 10 days suspension: parents can make arrangements for makeup work during the suspension period.

(12) Students serving a suspension from school are prohibited from begin on school property and participating in school-sponsored activities.

3. In accordance with state law, the school director may suspend a student for up to 10 school days.

(a) The parent(s)/guardian shall be notified of the right to appeal the decision to the Governing Board.

4. A security or police officer may be invited to a due process hearing or any other

phase of the student disciplinary action whenever a school administrator deems it necessary for safety.

5. The policy for student disciplinary action and due process shall apply to students with disabilities only to the extent permissible under the law.

(a) Students with disabilities are subject to expulsion imposed for violations involving fire arms, explosives, and flammable materials (real, look-alike or pretended).

(b) Students with disabilities who are studying under Individual Education Plan (IEP) may not be expelled or have their school placement changed without a hearing of the IEP committee except for violations involving weapons, drugs or serious bodily injury (consistent with the Individuals Disabilities Education Act of 2004).

### **Right of Appeal**

1. A record of all expelled students shall be kept and a notation of the expulsion attached to the individual student's grade transcript.
2. In accordance with state law, if a student is suspended or expelled from Gateway Preparatory Academy for more than 10 school days, the parent(s)/guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension or expulsion.

Costs for educational services that are not provided by the school are the responsibility of the student's parent(s)/guardian.

### **Appeals to the Governing Board**

1. The final determination may be appealed to the Charter Board.
2. A written appeal must be submitted to the Board Chair within 20 days of the day of suspension or expulsion.
3. The Board shall review the determination, the evidence presented, and documents submitted by the student's family.
4. The Board may affirm the determination, amend the determination, or affirm the determination in part and amend in part.

The Board's written decision shall be issued within 21 working days of receipt of the student's written appeal.

### **Dress Code**

**Gateway Preparatory Academy has a dress code to provide guidelines for students' appearance. Adhering to these guidelines helps to maintain a learning environment that is academically and behaviorally productive, as well as to minimize distractions and focus students' attention on their work.**

**Parents and students are expected to use good judgment in choosing school clothes. A general statement regarding dress code is that the students' dress is safe, clean, and neat in appearance, reflecting the importance of school.**

**Teachers or administrators may, on certain days, require students to dress in a manner appropriate to a given activity.**

**For parents, the key aspects of this dress code are as follows:**

- **“Minimize distractions and focus student’s attention on their work.”**  
**Flamboyant dress that is overly expensive or flashy may be considered non compliant. Dressing for school in a Montessori setting means that students have a modest approach to dress that allows them to move freely around the room without calling attention to themselves and distracting the teacher or other students. At times they may be sitting in the hall or on the floor.**  
**T-shirts or other clothing with words or pictures will generally be considered distracting.**  
**Clothing that does not cover the body will be considered distracting.**
- **“Student’s dress is safe, clean, and neat in appearance”**  
**This will mean that dirty, unwashed clothing will be unacceptable. Clothing with holes or rips will be unacceptable. Shoes that leave open toes or clothing that is too loose or too tight will be considered unsafe.**
- **We trust that parents will help students determine what clothing “reflects the importance of school”.**

### **Enforcement**

The Academy Director (or designated personnel) shall be the final authority in determining if an individual’s attire meets the requirements of the dress code.

The Academy Director shall establish consistent enforcement guidelines and discipline procedures for school staff to use in enforcing the dress code. The Academy Director may require individuals to modify their attire before participation in school, or take other more or less severe enforcement consistent with the Academy’s disciplinary procedures.

The Academy Director shall establish procedures to inform parents about their student’s dress code violations to ensure that individuals understand the dress code policy.

The Academy Director may designate limited exceptions for specific days.

## **Student Computer Use Policy**

### **Board Policy**

The Board recognizes the need for a policy governing the use of the electronic information resources by students as outlined in Utah State Code 53A-3-422. Responsibility is delegated to the School Administration for implementing the policy according to established guidelines.

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines:

#### **1.Scope**

Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Gateway Preparatory Academy. While access to all materials on a worldwide network cannot be controlled, Internet access in Gateway Preparatory Academy is monitored on an ongoing basis.

## 2. Terms and Conditions of this Policy

### A. Acceptable Network Use

1. Students will use the internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
2. Students who formally publish school related information on the Internet must have proper approvals and abide by school publishing guidelines and procedures.
3. Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

### B. Unacceptable Network Use

1. Students may not intentionally transmit or receive material in violation of law or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
2. Students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations and policies of Gateway Preparatory Academy.
3. Students may not use the network for product advertisement or political lobbying.
4. Students may not reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the school is prohibited.
5. Students may not intentionally harm or destroy school data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school network to illegally access other systems.

### C. Expectation of Privacy

1. Student files, disks, documents, etc., which have been used or created with school electronic information resources are not considered private.
2. Electronic mail transmissions are not private.

### D. Discussion/Submission

1. Students will participate in a discussion with a parent or legal guardian.
2. Students will be required to submit a new Student Signature of Agreement form each year or upon special request.

### E. Disciplinary Action

1. The combined signatures indicate that the student and parent/guardian have carefully read, understand and agree to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.
2. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.

### F. Student Liability

1. Students and/or their parents will be responsible and financially liable for damage to computers or other equipment caused by his/her willful and/or negligent behavior. Signing the "Agreement" page of this form indicates an understanding and acceptance of this liability policy.

### G. Service Disclaimer

Gateway Preparatory Academy makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The School will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or

service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Gateway Preparatory Academy specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

# Gateway Preparatory Academy Student Computer & Network Acceptable Use Policy and Agreement

*Board Approved: May 10, 2012*

**Please Note:** When a student signs the Acceptable Use Policy individually or in a handbook, it is also referring to this and other Board Approved and published Gateway Preparatory Academy Policies. The Federal Law Appendix is located at the end of this document.

***Please return this agreement, signed by student and parent, to your mentor teacher.***

Gateway Preparatory Academy (GPA) provides a wide array of technology resources for student use. This agreement, along with any student handbooks and other GPA policies relating to acceptable use of technology, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the faculty & staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

As a GPA student, I understand that my school network and email accounts are owned by GPA and are not private. GPA has the right to access my information at any time.

## **GOVERNMENT LAWS:**

I will use computers in conformity with laws of the United States and the State of Utah. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the Internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## **NETWORK ETIQUETTE and RESPONSIBLE USE:**

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make



discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.

4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Twitter and Facebook should not reflect negatively on my fellow students, teachers, or on GPA. I understand that I will be held responsible for how I represent my school and myself on the Internet.
5. I understand that using school computers or networks to masquerade, spoof, or pretend to be someone else is forbidden and potentially illegal. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
6. I will use GPA computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of the GPA's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify a school employee immediately if by accident I encounter materials that violate appropriate use.
7. I will use GPA technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those GPA network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all directives set forth by the School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the School is not responsible for inaccurate information obtained from the Internet.
14. I understand that GPA administrators will deem what conduct is considered inappropriate use, if such conduct is not specified in this agreement.
15. I agree to abide by all Internet safety directives that are provided by the school and to complete all assignments related to Internet safety.

**CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:**

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, referral to law enforcement, or other appropriate and reasonable consequences.

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Gateway Preparatory Academy (GPA), and that student use for any other purpose is inappropriate. I recognize it is impossible for GPA to restrict access to all controversial materials, and I will not hold the GPA responsible for materials acquired on the GPA network if students receive reasonable and responsible supervision and Internet filtering is in place. I understand that at times Internet filtering is not perfect, and may not be effective 100% of the time. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at GPA.

Parent or Guardian's Name (please print)

\_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Disclaimer

If you have questions regarding content or clarification of information in this handbook please feel free to contact the administration, teacher, or a member of the Academy Board. This handbook does not contain all GPA policies. Additional GPA policies are available on the website. GPA reserves the right to change, modify, or revoke the policies contained herein at any time. Parents will be notified if changes are made. The most current version of the policy will always be used. If a GPA policy conflicts with a state law, then the state law will be followed. Parents and students have the responsibility to read the handbook, become acquainted with its contents, and to abide by the policies as stated.

Family Education Rights and Privacy (FERPA)/Protection of Pupil Rights Amendment (PPRA) GPA has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. For more information contact the school office.

## Appendix A – Unlawful Online Conduct and Applicable Federal Laws

The chart below details the type of unlawful online conduct, potentially applicable federal laws, and the section of the Department of Justice with subject-matter expertise. If the subject matter expert is not a section of the Department, but rather another agency, the entry will have an asterisk following its initials. In many cases, prosecutors may also consider whether the conduct at issue is a violation of 18 U.S.C. § 2 (aiding and abetting) or 18 U.S.C. § 371 (conspiracy).

<b>Unlawful Conduct</b>	<b>Applicable Federal Law</b>	<b>DOJ Section</b>
Denial of Service Attacks	<a href="#">18 U.S.C. § 1030</a> (a)(5)(A) (transmission of program, information, code, or command, resulting in damage)	CCIPS
	<a href="#">18 U.S.C. § 1362</a> (interfering with government communication systems)	CCIPS
<a href="#">Use of Misleading Domain Name</a>	<a href="#">18 U.S.C. § 2252B</a> (using misleading domain name with intent to deceive a person into viewing obscene material or with intent to deceive a minor into viewing harmful material)	CEOS
Password Fraud	<a href="#">18 U.S.C. § 1030</a> (a)(6) (trafficking in computer passwords)	CCIPS
	<a href="#">18 U.S.C. § 1029</a> (access device fraud)	Fraud/CCIPS
	<a href="#">18 U.S.C. § 1343</a> (wire fraud)	Fraud
Obscenity	<a href="#">47 U.S.C. § 223</a> (a)(1)(A) (using telecommunications device to make, create, or solicit, and transmit any obscene comment, request, suggestion, proposal, image, or other communication)	CEOS
	<a href="#">18 U.S.C. § 1465</a> (using interactive computer service for purpose of sale or distribution of obscene material)	CEOS
Piracy and Intellectual Property Theft	<a href="#">17 U.S.C. §§ 1201-1205</a> (Digital Millennium Copyright Act)	CCIPS
	<a href="#">17 U.S.C. § 506</a> and <a href="#">18 U.S.C. § 2319</a> (criminal copyright infringement)	CCIPS
	<a href="#">18 U.S.C. § 2319A</a> (trafficking in recordings of live musical performances)	CCIPS
Electronic Threats	<a href="#">18 U.S.C. § 875</a> (transmitting communications containing threats of kidnap or bodily injury) (Hobbs Act)	CTS
	<a href="#">18 U.S.C. § 1951</a> (interfering with commerce by robbery, extortion, threats or violence) (Hobbs Act)	DSS
	<a href="#">47 U.S.C. § 223</a> (a)(1)(C) (anonymously using telecommunications device to threaten person who receives communication)	CCIPS
Electronic Harassment	<a href="#">47 U.S.C. § 223</a> (a)(1)(C) (anonymously using telecommunications device to harass person who receives communication)	CCIPS
	<a href="#">47 U.S.C. § 223</a> (a)(1)(E) (repeatedly initiates communication with a telecommunication device solely to harass person who receives communication)	CCIPS

<b>Unlawful Conduct</b>	<b>Applicable Federal Law</b>	<b>DOJ Section</b>
Interception of Electronic Communications	<a href="#">18 U.S.C. § 2511</a> (intercepting electronic communications)	CCIPS
	<a href="#">18 U.S.C. § 2701</a> (accessing stored communications)	CCIPS
	<a href="#">18 U.S.C. § 1030</a> (a)(2) (accessing a computer and obtaining information)	CCIPS
Cyberstalking	<a href="#">18 U.S.C. § 2261A</a> (using any facility of interstate or foreign commerce to engage in a course of conduct that places person in reasonable fear of death or serious bodily injury to person, person's spouse or immediate family) See also Electronic Harassment	DSS
Hate Crimes	Look to civil rights laws and penalty enhancements	Civil Rights

Libel/Slander	Look to civil laws	
Posting Personal Information on a Website (e.g., phone numbers, addresses)	This is not a violation of law, but could be a violation of GPA Web Publishing policies.	
Invasion of Privacy	<i>See Interception of Electronic Communications</i>	
Disclosure of Private Information	<a href="#">18 U.S.C. § 2511</a> (1)(c) (disclosing intercepted communications)	CCIPS
Spam	<a href="#">18 U.S.C. § 1037</a> (CAN-SPAM Act)	CCIPS
Spoofing Email Address	<a href="#">18 U.S.C. § 1037</a> (CAN-SPAM Act)	CCIPS

\*\*\*Please return the signed sheet to the school office\*\*\*

## **School Parent Compact**

### **GATEWAY PREPARATORY ACADEMY AGREES TO:**

- Conduct a comprehensive needs assessment annually. Use multiple sources of information to determine strengths and needs of the school. Disaggregate data.
- From the needs assessment establish goals and set student achievement standards.
- Outline and align curriculum and instruction.
- Provide extended learning time and opportunities for children
- Provide accelerated high quality instruction
- Implement transition activities between each environment within the school.
- Ensure that educational services are provided by highly qualified teachers and support staff.
- Ensure that High quality professional development is on-going.
- Provide a safe environment conducive to student learning
- Involve parents in the development of goals and expectations.
- Build the capacity of parents to help children achieve high standards.
- Share assessment and evaluation data with parents and the public.
- Hold Parent teacher conference twice each year to discuss student progress and this compact.
- Present progress reports at the end of each term for all students.
- Communicate regularly with parents and provide opportunities for parents to communicate with the school.
- Provide opportunities to volunteer on a regular basis.

### **PARENTS AGREE TO:**

- Ensure that their children attend school regularly.
- Read to/with their children on a regular basis.
- Volunteer at school when possible.

- Participate in decisions related to their child's education.
- Attend parent teacher conferences.
- Communicate regularly with the school.

**STUDENTS AGREE TO:**

- Be present and attentive at school
- Read 30 minutes everyday outside of school time.
- Give "Wednesday folders" to parents with all of the information sent home by school.
- Complete homework when assigned.

SIGNATURES

PRINT

SIGN

Director \_\_\_\_\_

\_\_\_\_\_

Title Rep.. \_\_\_\_\_

\_\_\_\_\_

Teacher \_\_\_\_\_

\_\_\_\_\_

Parent/guard. \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\*\*\*Please return the signed sheet to the school office\*\*\*

**CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:**

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, referral to law enforcement, or other appropriate and reasonable consequences.

Student Signature: \_\_\_\_\_

Date \_\_\_\_\_

Parent or Guardian:

As the parent or guardian of this student, I have read the Acceptable Conduct and Use Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of Gateway Preparatory Academy (GPA), and that student use for any other purpose is inappropriate. I recognize it is impossible for GPA to restrict access to all controversial materials, and I will not hold the GPA responsible for materials acquired on the GPA network if students receive reasonable and responsible supervision and Internet filtering is in place. I understand that at times Internet filtering is not perfect, and may not be effective 100% of the time. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at GPA.

Parent or Guardian's Name (please print)

\_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_