



# 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

## **03-116—Distance Education Policy**

Consistent with its charter and with state law, Gateway Preparatory Academy offers its educational program to eligible students across Utah. Students may attend school either on campus during regular school hours or attend virtually, primarily using technology and online curriculum and instruction, as authorized by State Board Rule R277-419.9.C-D.

### A. General Provisions

1. GPA's distance education program shall include only courses where the curriculum and instructional methods, reporting, or evaluation of student progress or mastery is provided or administered by school employees or agents which meet teacher licensure requirements of school policy and state law.
2. No funding shall be claimed for any Home School courses (as defined in Board rule) for students who are dually enrolled in a Home School as well as GPA, as authorized by [R277-438](#).
3. All state laws and school policies regarding pupil enrollment, attendance, and accounting apply to both on-site and distance education students.

### B. Third Party Vendors

1. A third party vendor who provides distance education services under this policy shall:

- a. not use public funding to provide monetary or other incentives for enrollment or referral bonuses to individuals or groups of individuals;
  - b. not use public funding to provide educational, curriculum, instruction, private lessons, or technology reimbursements to individuals, groups of individuals or third party vendors that are not available to all students enrolled on-site at GPA or required by an SEOP, IEP or 504 plan that is approved by GPA;
  - c. ensure that all purchased items or technology devices provided to students are the property of the GPA and are subject to GPA's asset policies;
2. Language to this effect shall be present in any third party vendor agreement. The Director shall monitor compliance with this policy and the agreement each year of its effect.
  3. Beginning with the official State Board of Education approval of R277-419.9, GPA shall submit documentation of compliance with law and Board rules to the State Superintendent's office for review prior to the initiation or continuance of the program
  4. GPA Administration shall supervise the vendor throughout the administration of the services and ensure compliance, at a minimum, with the following:
    - a. all student eligibility and membership/enrollment requirements of R277-419 are met;
    - b. all educator licensure requirements of R277-502 are satisfied;
    - c. all fingerprint and background check requirements for educators, employees and volunteers, consistent with Section 53A-3-410, 53A-1a-512.5, R277-516, and R277-520, are met;
    - d. the Board-directed core standards are used in student instruction, consistent with Section 53A-1-402(1)(a) and R277-700;

- e. all required statewide assessments are administered by the LEA, as required under Sections 53A-1-606.6 through 53A-1-611 and R277-404;
5. The Administration shall present to the Board a written supervision plan for any third party vendor of curricular or instructional services and shall maintain documentation of supervisory activities ensuring compliance with the written supervision plan (copy of the agreement, assignment of supervising personnel by title, meeting notes, correspondence with vendor) consistent with GPA's administrative records retention schedule.

### C. Enrollment Records and Verification

1. GPA shall ensure enrollment verification records are collected for distance education students with the same sound data collection, storage, and secure transmission procedures as required in school policy for on-site students.
2. GPA shall verify the accuracy and validity of enrollment records prior to enrolling students in the distance education program and provide students and their parents with notification of enrollment. Only GPA (and not any third party vendor) shall officially collect and store:
  - a. birth certificates or other verification of age and identity;
  - b. verification of immunization or exemption form;
  - c. proof of Utah public school residency;
  - d. family income verification; or
  - e. special education records, including:
    1. individualized education program;
    2. (b) 504 plan; or

3. (c) English learner plan.

D. General Compliance

1. GPA shall maintain documentation of the following with respect to the Distance Education Program:
  - a. that GPA complied with all provisions of R277-419-1 through 8;
  - b. that GPA complied with all educator licensure requirements of R277-502;
  - c. that GPA complied with all fingerprint and background check requirements for educators, employees and volunteers consistent with Section 53A-3-410, 53A-1a-512.5, R277-516, and R277-520;
  - d. that GPA established a school schedule consistent with R277-419-4A(1);
  - e. that GPA only enrolled students who met the eligibility requirements of R277-419-5A(1) (a-e);
  - f. that GPA directed the instruction of the core curriculum consistent with Section 53A-1-402(1)(a) and R277-700; and
  - g. that GPA scheduled and administered all statewide assessments, as required under Sections 53A-1-606.6 through 53A-1-611 and R277-404; and
  - h. that GPA has satisfied the requirements of R277-419-5A(1)(f).

E. Attendance and Continuing Enrollment

1. GPA shall measure the continuing enrollment of students in the distance education program at least every ten days and shall document the continuing membership or enrollment status for individual students consistent with R277-419-5A(1)(c), update student membership records in the student information system, and document

the adjusted the student membership information for students that did not meet the continuing enrollment measurement, consistent with R277-419-5A(1)(c).

- a. The GPA distance education coordinator shall track attendance daily. The distance education coordinator will have full access to the vendor's learning management tool to track student login information and participation. The distance education coordinator will also validate login information with weekly checks of student learning logs required by Gateway Preparatory Academy that discuss student learning and participation. In addition, Gateway Preparatory Academy's secretary will monitor attendance daily and will communicate any attendance issues for all students with the director. All student attendance will be kept in the school's SIS.
- b. When students display a trend of poor attendance initial contact is made by the student's teacher as well as the distance education coordinator. If the trend continues the student's parents are contacted by Gateway Preparatory Academy administration to offer support and discuss possible consequences. Ultimately, if attendance is not improved, students may be dropped from enrollment.
- c. The Gateway Preparatory Academy distance education coordinator shall track and record attendance daily in Gateway Preparatory Academy's SIS program. This information will be communicated to the director weekly or as attendance concerns arise.
- d. Attendance will be measured by:
  1. Weekly contact with a GPA school employee
  2. Daily tracking of student login/participation through the learning management system
  3. Weekly attendance checks by licensed teachers