

# Elementary Student Handbook

## 2020-2021

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Information provided in this handbook has been summarized to reflect key points.

For complete board approved policies, please see the school's website:

<http://gpacharter.org>

## Teacher & Student Success Plan

Gateway is required to share our Teacher & Student Success Plan with stakeholders, including some allocations for state funds that will be used to improve our school.

GOAL	TOTAL ALLOCATION
Increase school performance and student academic achievement by one percent.	\$91,541

### PLAN ELEMENTS

Strategy	Specific activities and personnel	Element Allocation
Support At Risk Students	<ul style="list-style-type: none"> <li>Behavioral Interventions</li> <li>Stress and anxiety management techniques</li> <li>Classroom meetings covering a variety of mental health topics</li> </ul>	10% of total
<b>Strategy</b>	<b>Specific activities and personnel</b>	<b>Element Allocation</b>
Professional Development	Providing content specific training including literacy, math, science, arts and any other Montessori specific training.	30%
<b>Strategy</b>	<b>Specific activities and personnel</b>	<b>Element Allocation</b>
Adding new technology instruction	Comprehensive computer science curriculum to ensure student and teachers are capable virtual learners and instructors	5%
<b>Strategy</b>	<b>Specific activities and personnel</b>	<b>Element Allocation</b>
Instructional Coaching	Changing assistant principal duties to include Increased time and efforts to instructional coaching	30%
<b>Strategy</b>	<b>Specific activities and personnel</b>	<b>Element Allocation</b>
Science Enrichment	<ul style="list-style-type: none"> <li>Enhanced science instructions provided by STEM endorsed teacher supplemental to in class instruction.</li> <li>School Land Trust money will be used to provide supplemental manipulative materials for use in the science enrichment class.</li> </ul>	25%

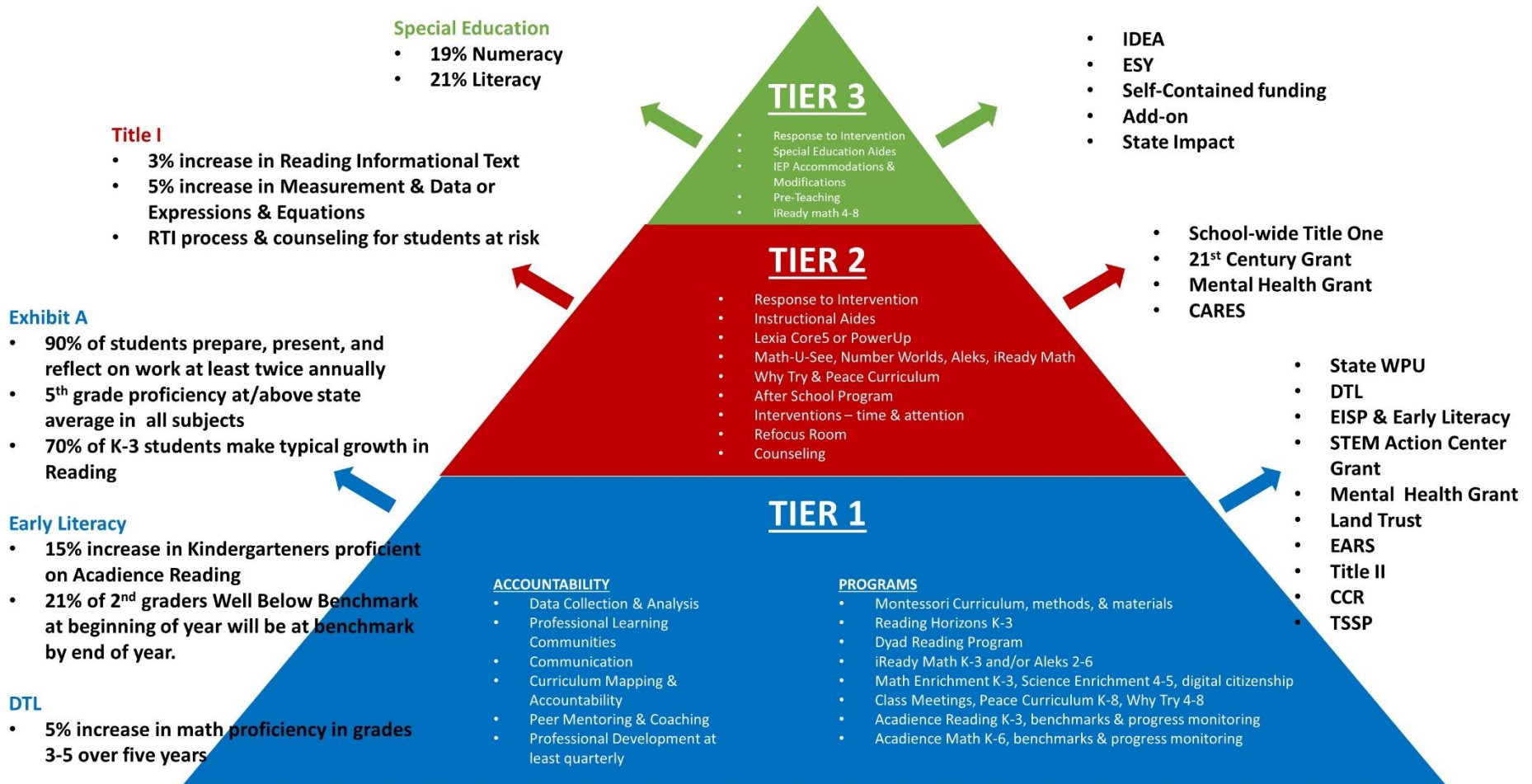


# School Improvement Plan

## 2020-2021

### GOALS

### \$ FUNDING





## Gateway's Reopening Plan 2020-2021

Our goal is for school to be as normal as possible for our students, however we will follow guidelines from the governor's office, Utah State Board of Education, and the local Health Department, as required. For more details, see the [school plan](#).

<b>Bus, Beginning, &amp; End of Day</b>	<b>In classrooms</b>	<b>Lunch &amp; Recess</b>	<b>School-Wide</b>	<b>Just in Case</b>
<ul style="list-style-type: none"> <li>• Parents should monitor their families for symptoms of illness. If you are sick, STAY HOME! If someone in your family is sick, please make a responsible choice</li> <li>• Students will have their temperatures taken before getting on the bus.</li> <li>• Students and Staff are required to wear face coverings on the bus</li> <li>• Family groups will sit together on the bus and stay apart from other family groups</li> <li>• Students will go to class or breakfast, but not wait in the gym</li> <li>• We will dismiss students at end of day in intervals, instead of all at once</li> </ul>	<ul style="list-style-type: none"> <li>• We will have assigned seating in class and try to seat students further apart</li> <li>• Students will wash their hands routinely and often and each classroom will have hand sanitizer available</li> <li>• Face coverings are required for students unless there is an exception as defined by USBE</li> <li>• We recognize that wearing face coverings can be challenging, so we will provide breaks during the day when students can socially distance outside without them</li> </ul>	<ul style="list-style-type: none"> <li>• Students will rotate eating lunch in the cafeteria and in classrooms</li> <li>• Staff will serve students their choice of items from the salad bar</li> <li>• All students will have 15 minutes of recess before or after lunch, and more recess time during the school day</li> <li>• We will clean the playground equipment and cafeteria between each class use</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will wear face coverings when within six feet of students</li> <li>• We will have signs throughout the school to show proper hygiene practices and where to stand when in transition</li> <li>• Visitors will be required to wear face coverings and asked to only visit when necessary</li> <li>• We will enter through one front door and exit through the other</li> <li>• We will not have whole school assemblies but will have special events with class groups</li> </ul>	<ul style="list-style-type: none"> <li>• We intend to be OPEN and serve our students as normally as possible, but</li> <li>• IF there is an outbreak at the school, we will follow the Health Department's guidance. This may include quarantining a classroom for a period of time</li> <li>• IF the Health Department or Governor's Office deem it necessary, we may go to a rotation schedule and have families bring their students two days per week</li> <li>• IF the Health Department or Governor's Office deem it necessary, we may have to go into soft closure; each elementary age group would log in for online instruction no more than one hour per day at different times to make this easier on families. Middle School students would be finished online by lunch</li> </ul>



## Attendance

- Student attendance is a high priority, and is an important responsibility of the student and parent.
- Parents must:
  - Excuse legitimate absences (call or text) through the excuse line: (435) 572-0205
  - Provide written documentation from a physician for absences due to illness which exceed 3 days.
  - Ensure that students arrive at school on time if they are not riding the bus. School begins at 8:20.
- Teachers will take attendance and contact parents if there is an attendance concern. They will also notify the office if attendance is problematic.
- Administration may take any of the following actions to ensure that students have adequate time in class:
  - Communicate with parents or hold an attendance meeting if needed
  - Assign students to catch up or complete work in the Refocus Room, possibly during the recess period
  - Conduct a home visit to offer resources
  - Send truancy letters to remind parents of the importance of attendance and possible consequences
  - Report chronic attendance issues as educational neglect to the Department of Child and Family Services

Complete student attendance policy can be found at the following URL:

<http://gpacharter.org/wp-content/uploads/2016/04/Attendance-Policy-2018.pdf>

## Picture Release

Throughout the school year, students may be highlighted in efforts to promote or celebrate Gateway Preparatory Academy activities and achievements. For example, students may be featured in materials to train teachers or to increase public awareness of our school through newspapers, radio, television, the internet, Facebook, displays, brochures, or other types of media. ***Gateway never displays pictures of students with names or other identifying information.*** Parents can specify what level of picture permissions they will allow for their child on the signatures page which is kept on file with the school. Virtual Instruction permission is for the recording of lessons which may be shared only with Gateway students.

## Code of Conduct

Our code of conduct is based upon the school pledge, which is:

“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, respect our learning environment, and the learning process of others.”

We are concerned that each student has the right to an uninterrupted education.

Students are required to be on time, be prepared, and act within the guidelines of the school pledge. If the student does not abide by the norms of acceptable behavior, he/she will be sent to the Refocus Room to work on academic assignments and refocus himself/herself. At the end of the lesson, the student will return to his/her next class period. Parents may be contacted at the discretion of the teacher if behavior does not improve.

If a student is sent to the Refocus Room on three occasions in a week then the parents will be asked to come in to meet with the Director. In this meeting, the student, staff, and parents will negotiate a specific contract in order for the student to be able to return to class.

## Student Discipline

- Students are expected to follow correct conduct at all times on campus, on school buses, or whenever participating in school activities, including when off campus for field trips.
- Dangerous or disruptive conduct is not allowed. Such conduct may include possession, use, or sale of physical or chemical weapons, damage to person or property, gang related activity, bullying, or illegal activity.
- Administration is responsible to investigate any incidents of misconduct, notify parents, and implement disciplinary action as appropriate, up to and including suspension.
- Students have the right of due process and appeal, and consequences for dangerous and disruptive behavior may NOT include verbal abuse, physical, or demeaning punishment.

Complete student discipline policy can be found at the following URL:

[http://gpacharter.org/wp-content/uploads/2016/04/Student\\_Discipline\\_Policy\\_2017.pdf](http://gpacharter.org/wp-content/uploads/2016/04/Student_Discipline_Policy_2017.pdf)

## Dress Code

Students are expected to have read and to abide by the approved dress code.

1.1. Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior.

1.2. Student clothing and accessories must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or deal with student confrontations or complaints.

1.3. Dress code standards prohibit: revealing clothing; apparel advocating illegal or inappropriate behavior or language; head wear; gang symbols; disruptive apparel; and unsafe apparel.

1.4 Specific student dress code standards are outlined in the full policy. [See website for details.](#)

1.5. Accommodations must be made for students whose religious beliefs are substantially affected by dress code requirements.

1.6. School officials may require students to wear certain types of clothing for health and safety reasons in connection with certain specialized activities.

1.7. Students who violate dress code provisions may be subject to student discipline and due process procedures must be followed.

## Contact Information

Staff Member	Title	Ext #	Email
Andrew Burt	Director	306	<a href="mailto:AndrewBurt@gpacharter.org">AndrewBurt@gpacharter.org</a>
Aimee DiBrienza	Middle School Director, Assistant Director	307	<a href="mailto:AimeeDiBrienza@gpacharter.org">AimeeDiBrienza@gpacharter.org</a>
Joni O'Hanlon	Elementary Registrar & Office Management	302	<a href="mailto:JoniOHanlon@gpacharter.org">JoniOHanlon@gpacharter.org</a>
Terie Simcox	Middle School Registrar & Office Management	301	<a href="mailto:TerieSimcox@gpacharter.org">TerieSimcox@gpacharter.org</a>

Most staff members may be reached via email, using [firstnamelastname@gpacharter.org](mailto:firstname.lastname@gpacharter.org).

Teachers are also available by voice mail. To leave voice mail, call the school at (435) 867-5558 and dial the room number as the extension.

## Acceptable Computer Use

It is a requirement that students and parents sign and return a Computer Usage Agreement each year before they are permitted to use the school computers.

- School network and email accounts are owned by GPA and are not private. GPA has the right to access student information at any time.
- Students are required to use computers and devices within the laws of the United States and the State of Utah.
- Violations include hacking, attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Students should use devices with etiquette and responsibility. Details may be found in the complete computer use policy at the following URL: [http://gpacharter.org/wp-content/uploads/2013/12/Policy-GPATechAcceptableUsePolicy\\_ApprovedMay2012.pdf](http://gpacharter.org/wp-content/uploads/2013/12/Policy-GPATechAcceptableUsePolicy_ApprovedMay2012.pdf)
- Internet use is a privilege, not a right, and inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close or suspend an account when necessary.
- Gateway operates an internet filtering system and guardian software intended to prevent students from accessing inappropriate content, however it is not guaranteed to block all content. School officials monitor computer use regularly to ensure compliance.
- For a complete list of applications that are used at Gateway, please see the MetaData Dictionary on the Data Gateway at the following URL: <https://datagateway.schools.utah.gov/DataDictionary/Home>
- Gateway uses Google applications including Gmail and Google Drive, and provides each student with a Google login in order to access technology at school.
- Middle School students will use the Summit Learning Platform to access resources and submit assignments.
- To access information about the school's plans related to data privacy, please see the parent information page on our website: <http://gpacharter.org/info-for-parents/>
- Gateway Preparatory Academy (GPA) provides electronic devices to students at a 1:1 ratio – one device for one student – in grades 4th through 8th while students are at school. Gateway Preparatory Academy expects students to use Gateway owned electronic devices for all academic work while at school.
- Students will not bring personal electronic devices to school for use during the day. Personal devices are often a distraction in the learning environment. However, Gateway Preparatory Academy will allow students to use privately owned electronic devices to access the GPA wireless network at the teacher's request under unusual circumstances. *Please see the [BYOT Policy](#) on our website for more details.*



## Family School Compact

### Student

1. I will come to school daily, on time, and prepared to learn.
2. I will respect my school and all of the people in it.
3. I will do my best to complete my work and get help when I need it
4. I will follow all school rules and behave safely toward myself and others.

### Family

1. I have read and commit to support the school's mission statement and goals.
2. I will provide volunteer service when possible, communicate regularly with my child's teacher(s), and attend two Parent Teacher Conferences each year.
3. I will be courteous and respectful when interacting with staff, students, parents, and the school community, and work cooperatively with appropriate personnel to handle any concerns.
4. I will bring my student to school on school days, on time, and support school guidelines for 95% minimum attendance. I will transport my student to and from school, following guidelines for drop-off and pick up if busing is not available for my child. If busing is available, I understand that it is a privilege that can be revoked for failure to follow rules and behave safely.
5. I will ensure that my child follows the school dress code
6. I will provide a place and a regular time at home each school day in which my child can engage in learning activities including reading and unfinished work, and I will review my child's work weekly.
7. I will regularly check and respond to school emails as needed. I will access tools such as ASPIRE and other online applications and make myself familiar with my student's progress.

### School

1. The school will provide high-quality instruction appropriate for the individual student's academic skills and needs, based on Utah State Standards.
2. The school will provide students with qualified teachers, per Utah's teacher licensing plan.
3. The school will provide a physically and emotionally safe learning environment.
4. The school will communicate regularly with the parent via email and/or other preferred methods, including two parent teacher conferences per year.
5. The school will provide multiple opportunities for relationship building between the family and school, including parent education events, parent teacher conferences, parent teacher organization, home visits, volunteer opportunities in and out of the classroom, and open board meetings.
6. The school will provide opportunities for students to practice life skills and to demonstrate their project-based learning.
7. The school will follow its policies and procedures in order to create ethical learning opportunities for all students.



**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_  
 (This page to be kept on file with the school)

I have read and commit to follow the following Gateway policies as outlined in the Student Handbook:

\_\_\_\_\_  
 initial

**Reopening Plan:** I have read the school's reopen plan and understand what the school will do and that I should keep my child home if he/she is sick.

\_\_\_\_\_  
 initial

**Attendance Policy,** requiring 95% attendance

\_\_\_\_\_  
 initial

**Picture Release**

(Except for yearbook, ***NO pictures will be used with names***)

My child may be photographed for; (check to give permission)

- |  |  |
|--|--|
| <input type="checkbox"/> The Yearbook (with name)        | <input type="checkbox"/> Virtual Instruction           |
| <input type="checkbox"/> Classroom and school activities | <input type="checkbox"/> Press releases and PR efforts |

\_\_\_\_\_  
 initial

**Directory Release** (circle one)

My child's name      MAY / MAY NOT appear on IN-SCHOOL lists such as Honor Society, class rosters, student ID cards, and other in-school materials. These lists may be visible to students, staff members, and visitors within the school.

\_\_\_\_\_  
 initial

**Code of Conduct** as outlined in the handbook

\_\_\_\_\_  
 initial

**Student Discipline Policy** as outlined in the handbook

\_\_\_\_\_  
 initial

**Dress Code;** safe, modest, appropriate, non-distracting clothing that reflects the importance of school

\_\_\_\_\_  
 initial

**Acceptable Computer Use as outlined in the handbook**

\_\_\_\_\_  
 initial

**Family School Compact as outlined in the handbook**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date