

Elementary Student Handbook 2026-27

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The information in this handbook has been summarized to highlight key points.

For complete board-approved policies, please see the school's website: <http://gpacharter.org>

Teacher & Student Success Plan

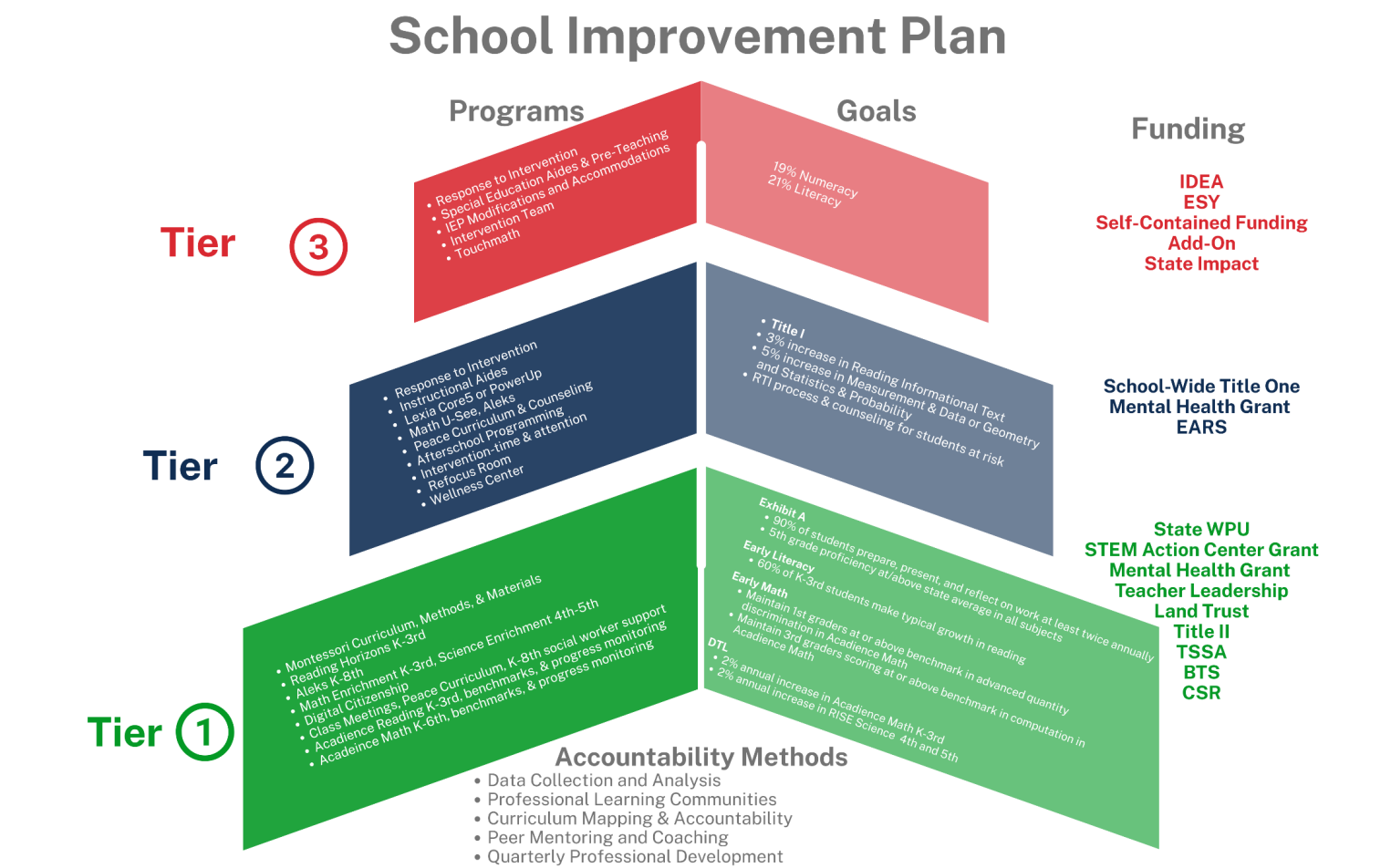
Gateway is required to share our Teacher & Student Success Plan with stakeholders, including some allocations for state funds that will be used to improve our school.

GOAL	TOTAL ALLOCATION
Increase School performance and student academic achievement by one percent	\$665,689

PLAN ELEMENTS

Strategy	Specific activities and personnel	Element Allocation
Increase Educator Salaries	Salary Increases for All Educators	10.5%
Professional Development	Providing content-specific training including literacy, math, science, arts, Montessori-specific training, and other training related to Behavioral Interventions, Stress and anxiety management, and mental health-related topics.	15%
Adding and/or upgrading existing classroom technology	Purchase new technology. Replace and upgrade existing devices (laptops, Chromebooks, Apple devices, etc.) used in the classroom.	15%
Purchase of a school-wide data analysis system.	Purchase Panorama – a school-wide data analysis and tracking system to help make better decisions about academics and behavior.	1.5%
Instructional Coaching	Hiring a highly qualified instructional coach.	5%
Science Enrichment	- Enhanced science instructions will be provided by STEM-endorsed teachers as a supplement to in-class instruction. Funds will also be used for science enrichment instructional supplies and curriculum. - School Land Trust money will be used to provide supplemental manipulative materials for use in the science enrichment class.	3%
Personnel Stipends for Taking on Additional Responsibility Outside of a Typical Work Assignment	Provide stipends to teachers and support staff for taking on additional assignments.	20%
Parent Engagement Home Visit Program	Training, Support, and Stipends for Teacher and Aide Home Visit program to improve student support and increase family engagement and involvement.	15%
Provide After-School Program and Summer Program Academic Support	To provide academic support during after-school or summer hours to students identified as needing academic or social support.	5%

Purchase additional Montessori materials for early childhood through fifth grade.	Help procure additional Montessori manipulatives to support concrete student learning and practical life experiences in alignment with our charter.	5%
Support student mental health and well-being.	To help fund the operations (personnel and supplies) of a wellness center focused on supporting students with their social, emotional, and mental well-being.	5%



Contact Information

Staff Member	Title	Ext #	Email
Dave Armour	Executive Director	306	davearmour@gpacharter.org
Amy Gibson	Asst. Director	307	amygibson@gpacharter.org
Joni O'Hanlon	Registrar & Student Services	302	joniohanlon@gpacharter.org
Mary Mitchell	Admin Asst. & Attendance	301	marymitchell@gpacharter.org

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 that exceed 3 days.
 - Ensure that students arrive at school on time if they are not riding the bus. School begins at 8:30.
- **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

The complete student attendance policy can be found on our website under student policies.

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.

School Counseling Consent

Our counselor provides both individual counseling for students as well as group counseling. From time to time, students request a visit to the counselor regarding school issues or issues of a more personal nature. Typical problems include not getting along with teachers or friends, and sometimes problems relative to the family or life outside of school. During the course of these visits, students may discuss their personal views and experiences as appropriate. The counselor will typically assist the students in identifying problem-solving options. Certain skills or areas that may be addressed in individual or group counseling are; friendship and social skills, dealing with anger and self-control, grief and loss, making it in tough times, self-esteem building, leadership skills, and responsible choices. If there are other concerns that you would like addressed, please make the counselor aware.

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 believe 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 so the student can 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.
- The administration is responsible for investigating any incidents of misconduct, notifying parents, and implementing disciplinary action as appropriate, up to and including suspension.
- Students have the right to due process and appeal, and consequences for dangerous and disruptive behavior may NOT include verbal abuse, physical punishment, or demeaning punishment.

The complete student discipline policy can be found on our website under student policies.

Student Survey

Gateway Preparatory Academy may administer student surveys throughout the school year in accordance with applicable state and federal law. When a survey requires parent notification or consent, parents will receive advance notice that includes the purpose of the survey, how the information will be used, and instructions for opting in or opting out, as required by law. Additional information is available in the Academy's Student Survey Policy.

Library Materials and Sensitive Content

Parents may view Gateway Preparatory Academy's library collection through our online catalog, [KOHA](#), which includes each item's title, author, and a brief description in accordance with R277-628-3(1)(d). Titles designated as objectively sensitive and flagged for statewide removal are not allowed on school

grounds. These materials may not be brought to school, used in class assignments, or read during school hours. Students and families are expected to support appropriate use of library materials in line with school policy.

Dress Code

- Students shall dress in a manner suitable to the day's activities, consistent with the standards of health, safety, and acceptable behavior.
- 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.
- Dress code standards prohibit: revealing clothing; apparel advocating illegal or inappropriate behavior or language; headwear; gang symbols; disruptive apparel; and unsafe apparel.
- Accommodations must be made for students whose religious beliefs are substantially affected by dress code requirements.
- School officials may require students to wear certain types of clothing for health and safety reasons in connection with certain specialized activities.
- Students who violate dress code provisions may be subject to student discipline and due process procedures must be followed.



2026 — 2027
DRESS CODE

**The complete student
dress code policy can be
found on our website
under student policies.**

TOPS



BOTTOMS



For a full list of items check out our dress code policy on our website

Shirts must cover midriff and shoulders. Shorts must be mid thigh or longer. No hats. No items promoting alcohol, drugs or tobacco.

Parent Portal

As required by Utah Code §53G-6-806, the State Board has launched a Parent Portal—a centralized website designed to provide parents and guardians of public school students with clear, up-to-date information regarding:

- Local Education Agency (LEA) policies related to student wellness, consent, and safety
- Steps and resources for responding to and reporting bullying, cyber-bullying, hazing, retaliation, or abusive conduct
- Mental health services and options for changes to the school environment when needed
- Grievance procedures and accommodations under federal laws including ADA, Section 504, Title IX, and more
- Constitutional rights and religious accommodations for students
- School safety data and comparison tools
- Services for military families
- Access to internal audit hotlines and public safety resources

How to access the portal:

Visit the Utah State Board of Education's Parent Portal at: <https://schools.utah.gov/parent/index>

This site will be updated annually to ensure the information remains current and relevant.

Student Toilet Training

Requirements

- A child can:
 - Communicate the need to use the bathroom to the adult.
 - Sit down on the toilet.
 - Use the toilet without assistance.
 - Undress and dress as necessary
 - Tend to personal hygiene after toileting.
 - If an accident occurs a "toilet-trained" child can independently tend to hygienic needs and change clothes.

Exceptions

- An LEA may enroll a student who is not toilet trained if the student's developmental delay is a result of a condition addressed by an IEP or section 504 plan.
- Consideration to be given to a student's delay in toileting capability that may be a sign of a disability which could impact the child's education, including initial evaluation consistent with the LEA's Child Find obligations.

*For exceptions listed above, please contact the school personnel for consideration and accommodations.

Acceptable Technology Use

Students and parents must sign and return a Computer Usage Agreement (this document) each year before they are permitted to use 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.
- 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.
- Please see the MetaData Dictionary on our website for a complete list of applications used at Gateway.
- Gateway uses Google applications, including Gmail and Google Drive, and provides each student with a Google login to access school technology.
- Middle School students will use the Summit Learning Platform to access resources and submit assignments. Students are expected to use their computer time productively.
- Gateway Preparatory Academy (GPA) provides electronic devices to students in grades 4th through 8th at a 1:1 ratio—one device for one student—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 during the day, as they are often a distraction in the learning environment.
- Please see the parent information page on our website for information about the school's plans regarding data privacy.

Phones, wireless headsets and earbuds, and Bluetooth devices (speakers/watches) are not allowed on school grounds.

1st Offense: The Electronic Device is confiscated from the student, placed in the office, and returned to the student at the end of the school day with a warning.

2nd Offense: The Electronic device is returned to the student at the end of the day after the teacher makes contact with a parent or guardian.

3rd and Subsequent Offense: The Electronic device is returned to the parent/guardian. With each subsequent offense, they must come into the school to retrieve the device.

For the complete Acceptable Use Policy, check out our website under student policies.

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 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(s) to school on school days, on time, and support the school attendance policy. 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 for my child to 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 also access tools such as ASPIRE and other online applications and familiarize myself with my students' 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 organizations, 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 _____ Mentor _____

(This page to be kept on file with the school)

Have read and commit to follow the included Gateway policies as outlined in the Middle School Student Handbook

☐ **Attendance Policy**, requiring 85% attendance

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

My child may be photographed for: (Check all that apply)

- ☐ The Yearbook (with name)
- ☐ Classroom and school activities
- ☐ Virtual Instruction
- ☐ Press Releases and PR efforts

☐ **FERPA 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.

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

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

☐ **Student Survey Policy** as outlined in the handbook

☐ **Library and Sensitive Materials** as outlined in the handbook

☐ **Dress Code** as outlined in the handbook

☐ **Acceptable Technology Use** as outlined in the handbook

School Counseling Consent (choose one)

- ☐ I give consent for my child to participate and waive the two- week waiting period.
- ☐ I give consent for my child to participate but would like the two-week waiting period.
- ☐ I do NOT give consent for my child to participate.

☐ **Family School Compact**; I will do my part and keep my commitments as outlined in the handbook.

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

Parent Signature _____ Date _____

Student Signature _____ Date _____