



Elementary Student Handbook

2023-2024

- Teacher & Student Success Plan
- School Improvement Plan
- Attendance
- Picture Release
- Code of Conduct
- Student Discipline
- Dress Code
- Contact Information
- Acceptable Computer Use
- Family School Compact

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>

“Our mission is to provide children an individualized education emphasizing practical life skills and demonstrations of student learning in a safe, respectful, and supportive environment.”

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.	\$149,255

PLAN ELEMENTS

Strategy	Specific activities and personnel	Element Allocation
Support At Risk Students	<ul style="list-style-type: none"> Behavioral Interventions Stress and anxiety management techniques Classroom meetings covering a variety of mental health topics 	10% of total

Strategy	Specific activities and personnel	Element Allocation
Professional Development	Providing content-specific training including literacy, math, science, arts, and any other Montessori specific training.	30%

Strategy	Specific activities and personnel	Element Allocation
Adding new technology instruction	Comprehensive computer science curriculum to ensure students and teachers are capable virtual learners and instructors	5%

Strategy	Specific activities and personnel	Element Allocation
Instructional Coaching	Changing assistant principal duties to include Increased time and efforts to instructional coaching	30%

Strategy	Specific activities and personnel	Element Allocation
Science Enrichment	<ul style="list-style-type: none"> Enhanced science instructions provided by STEM endorsed teachers supplemental to in-class instruction. School Land Trust money will be used to provide supplemental manipulative materials for use in the science enrichment class. 	25%

School Improvement Plan 2023-2024

GOALS

FUNDING

TIER 3

- Response to Intervention
Special Education Aides & Preteaching
- IEP Accommodations & Modifications
 - Intervention Squad
 - iReady math 4-8

Special Education
19% Numeracy
21% Literacy

IDEA
ESY
Self-Contained funding
Add-on
State Impact

TIER 2

- Response to Intervention
- Instructional Aides
- Lexia Core5 or PowerUp
- Math-U-See, Number Worlds, Aleks, iReady Math
- Peace Curriculum & Counseling
- After School Program
- Interventions – time & attention
- Refocus Room

Title I
3% increase in Reading Informational Text
5% increase in Measurement & Data or Geometry and Statistics & Probability
RTI process & counseling for students at risk

School-wide Title One
Mental Health Grant CARES
Stronger Connections Grant
Early Intervention Charters Grant

TIER 1

ACCOUNTABILITY

- Data Collection & Analysis
- Professional Learning Communities
- Communication
- Curriculum Mapping & Accountability
- Peer Mentoring & Coaching
- Professional Development at least quarterly

PROGRAMS

- Montessori Curriculum, methods, & materials
- Reading Horizons K-3
- Dyad Reading Program
- iReady Math K-3 and/or Aleks 2-8
- Math Enrichment K-3, Science Enrichment 4-5, digital citizenship
- Class Meetings, Peace Curriculum K-8, counselor support
- Acadience Reading K-3, benchmarks & progress monitoring
- Acadience Math K-6, benchmarks & progress monitoring

Exhibit A

90% of students prepare, present, and reflect on work at least twice annually
5th grade proficiency at/above state average in all subjects
70% of K-3 students make typical growth in Reading

Early Literacy

10% increase in Kindergarten nonsense word fluency (CLS)
4% increase of 2nd graders in oral reading fluency

Early Math

Maintain first graders at or above benchmark in math computation

DTL

5% increase in math proficiency in grades 3-5 over two years

State WPU DTL
EISP & Early Literacy
STEM Action Center Grant
Mental Health Grant Land Trust
EARS
Title II
CCR
TSSP
OEK

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 the 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:

- <https://default-connect.schoolinfo.app/api/files/829d0635-c760-4af8-9856-8a3f1487f28e?inline=true>

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 their 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 to due process and appeal, and consequences for dangerous and disruptive behavior may NOT include verbal abuse, physical or demeaning punishment.

The complete student discipline policy can be found at the following URL:

- <https://default-connect.schoolinfo.app/api/files/1194035f-2427-45b7-a7bc-d348fece2b4c?inline=true>

Dress Code

Students are expected to have read and 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; headwear; 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
Erin Waldman	Administrative Team Lead	304	erinwaldman@gpacharter.org
Dave Armour	Dean of Students	307	davearmour@gpacharter.org
Joni O'Hanlon	Elementary Registrar & Office Management	302	JoniOHanlon@gpacharter.org
Mary Mitchell	Office Secretary	301	marymitchell@gpacharter.org

Most staff members may be reached via email, using `firstnamelastname@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: <https://default-connect.schoolinfo.app/api/files/56d3ed1f-d84a-4503-b431-6ed6297a5a4d?inline=true>
- Internet use is a privilege, not a right, and inappropriate use may result in losing 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://sdpc.a4l.org/district_listing.php?districtID=6927
- 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 tab 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 [Electronic Device and Acceptable Use 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 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 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 unavailable 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 where 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 parents 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 to create ethical learning opportunities for all students.

Name: _____ Grade: _____ Teacher: _____

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

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

Attendance Policy, requiring 95% attendance

Picture Release

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

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

_____ The Yearbook (with name) _____ Social Media
_____ Classroom and school activities _____ Press releases and PR efforts

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

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

Acceptable Computer Use as outlined in the handbook

Family School Compact as outlined in the handbook

Parent Signature

Date

Student Signature

Date