

Middle School Student Handbook

2025-2026

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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: <https://gpacharter.org>

Teacher & Student Success Plan

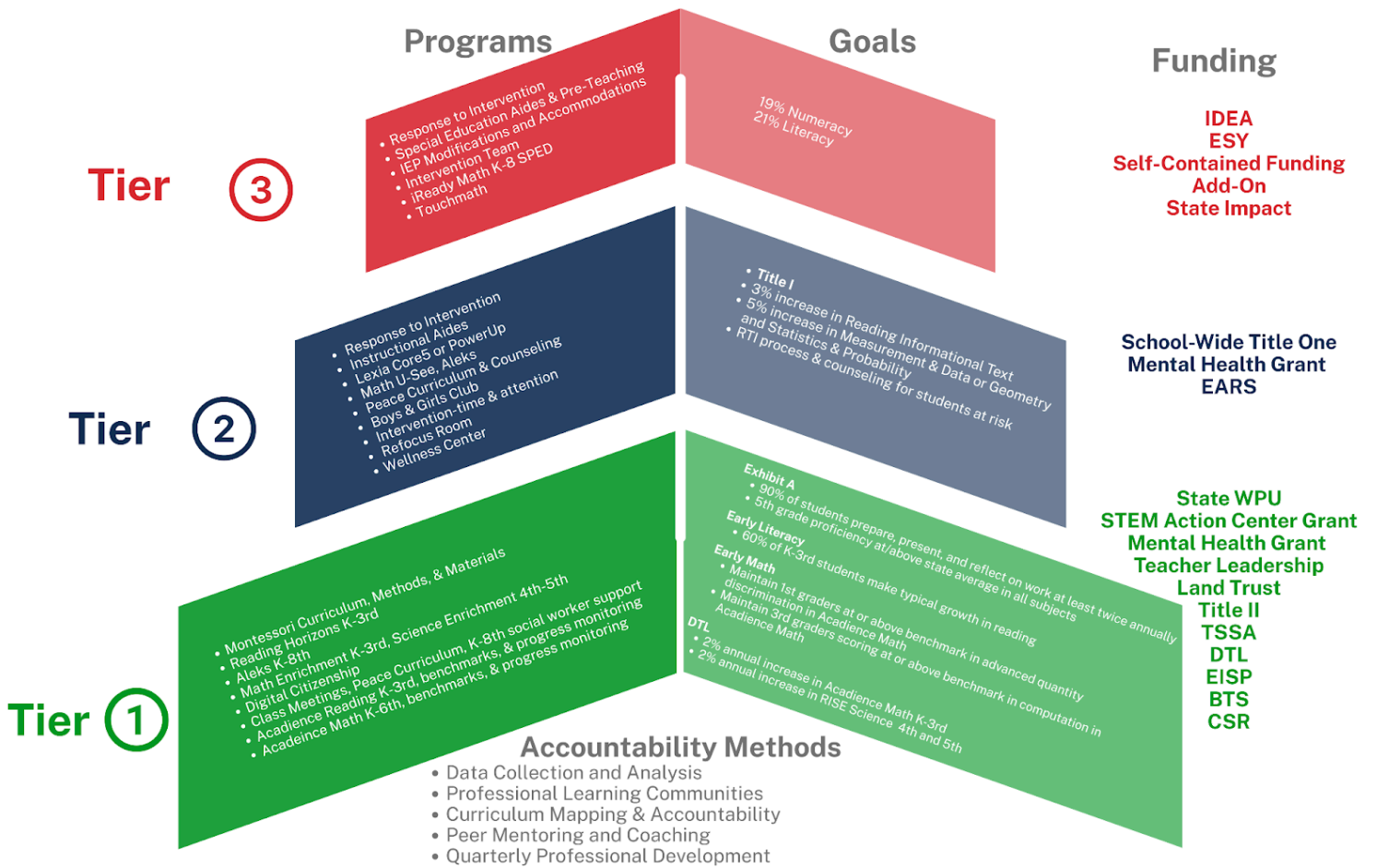
Gateway is required to share our Teacher & Student Success Plan with stakeholders, including some allocations for state funds that will be used to improve our school.

GOAL	TOTAL ALLOCATION
Increase School performance and student academic achievement by one percent.	\$192,833.92

Plan Elements

Strategy	Specific Activities and Personnel	Allocation
Increase Educator Salaries	Salary Increases for All Educators 30%	30%
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.	30%
Adding and/or upgrading existing classroom technology	Purchase new technology. Replace and upgrade existing devices (laptops, chrome books, apple devices, etc.) used in the classroom.	18%
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.	6%
Instructional Coaching	Hiring a highly qualified instructional coach.	13%
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%

School Improvement Plan



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 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 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.

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.



**2025 – 2026
DRESS CODE**

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.

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

Daily Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:25	A1	B1	A1	B1	Self-Directed Learning & Mentoring Time
9:30-10:25	A2	B2	A2	B2	
10:30-11:25	A3	B3	A3	B3	
11:30-12:25	A4	B4	A4	B4	
12:25-1:00	Lunch				
1:05-2:00	A5	B5	A5	B5	
2:05-3:00	A6	B6	A6	B6	

6th-grade students have a core class that lasts 3 periods daily (Math/Science or ELA/S.S.).

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.

Contact Information

Staff Member	Subject(s)	Ext	Email
Vickie Davies	6th Math/Science	111	vickiedavies@gpacharter.org
Megan Liberatore	6th Health/FACS/Study Hall	112	meganliberatore@gpacharter.org
Laura Larson	6th ELA/Social Studies	113	lauralarson@gpacharter.org
Zachary Duty	School Counselor	136	zacharyduty@gpacharter.org
Sharyn Manley	Library, Study Hall	201	sharynmanley@gpacharter.org
Keith Wilson	PE, Health & Spanish	208	keithwilson@gpacharter.org
Athena Rael	7th & 8th Math	210	athenarael@gpacharter.org
Travis LeFevre	7th & 8th Science	211	travislefevre@gpacharter.org
David Cowley	Art	212	davidcowley@gpacharter.org
Carice Bulloch	Social Studies	213	caricebulloch@gpacharter.org
Angela Walker	7th & 8th ELA	214	angelawalker@gpacharter.org
Birgit McMullen	7th & 8th Special Education	215	birgitmcmullen@gpacharter.org
Mary Mitchell	Admin Assistant & Attendance	301	marymitchell@gpacharter.org
Joni O'Hanlon	Registrar/Office Management	302	joniohanlon@gpacharter.org
Monica Clifford	Counseling Support	305	monicaclifford@gpacharter.org
Dave Armour	Executive Director	306	davearmour@gpacharter.org
Amy Gibson	Assistant Director	307	amygibson@gpacharter.org
Sunny Chen	Band	308	lijuchen@gpacharter.org
Dan Little	Information Technology	309	it@gpacharter.org
Nathan Fergason	Art, Drama	312	nathanfergason@gpacharter.org
Jenna Behm	Special Education Director	314	jennabehm@gpacharter.org
Jarom Coleman	Orchestra	408	jaromcoleman@gpacharter.org
Zach Smith	Choir	408	zacharysmith@gpacharter.org
Emilee Clements	Dance	N/A	emileeclements@gpacharter.org

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.

Offense 1: 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.

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

Offense 3: 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.

Assignment Completion Policy

Students in the Middle School environment (Grades 6 - 8) at Gateway are expected to complete assignments set during class time. Normally, there is sufficient time given during class for the students to be able to complete their work; **however, if such work is not completed, then it is the student's responsibility to complete the work at home before the next class period.** Teachers in the various subject areas will give guidelines on how students can improve their performance in different subjects by doing extra practice at home. **Homework is an expected, integral part of the student's Middle School experience at Gateway.**

Consequences of non-completion of work:

Non-completion of assigned work is taken seriously in the Middle School environment. If the student fails to complete the given assignment in any subject, the following consequences will result:

- **Parent conference:** If the student continues to not submit the required work OR if the teacher(s) deem it necessary, a parent/teacher conference will be organized and an in-school contract will be developed.
- **Study Hall:** As part of the in-school contract, it may be decided by a committee working for the success of the student that the student be moved into Study Hall for the remainder of the school year. Once in Study Hall, the student will not be able to move back into his/her mainstream class until he/she has completed all the requirements of the in-school contract and the Class Change Policy. Movement into Study Hall will necessitate a change in the student's schedule.

Class Changes

Students at GPA are involved in the creation of their schedules and have many opportunities to adjust and finalize them prior to the start of the new school year. As such, careful consideration must be given to the selection of courses based on availability and the student's interests, and if the student needs to make any changes after the start of the new school year, then the following needs to be considered:

- Changes made after September 1 will incur a \$15 fee for each class change, which must be paid at the front office before the change takes effect.
- The student may make only one change per school year unless there are extenuating circumstances.
- Any changes must be in the student's best interest and not negatively affect the overall class program, course, or graduation requirements.
- No changes will be considered until after a discussion with the student, parent, administration representative, involved teachers, and SPED representative (if applicable) is held to discuss the reasons for the requested change.

The following is the procedure students **MUST** follow to obtain a course change:

1. The student must obtain the change form from the counselor.
2. The top half of the form must be completed by the student and parent, including signatures.
3. The student must get the outgoing, incoming, and SPED (if applicable) signatures.
4. The form must be returned to the counselor, who will initiate the finalizing steps.

The student will not be allowed into the new class without the counselor's final approval indicating that the class roll has been updated. Student Services will file all documentation relating to the subject change in the student's cumulative file.

Science Safety Contract

All middle school students must sign a contract to participate in science lab activities. This agreement, which also requires a parent signature, emphasizes the importance of maintaining a safe and responsible environment and will be distributed at the start of the school year.

Purpose of This Contract

Hands-on experience is essential in the Science course at Gateway Preparatory Academy. All GPA Middle School Science classes will be conducted in the lab. Classes from the Lower EI and the Upper EI Environments will also be using the lab as needed. Because of this, the safety of the students and staff is the number one consideration. Because of the nature of the Science course, students will be conducting potentially hazardous experiments. This Science Safety Contract outlines the basic safety rules that ALL students are required to follow in order to be in the lab.

Safety Rules

1. No student is to enter the lab unless there is a teacher present.
2. All Middle School students must bring their Science journal and pencils to the lab.
3. Backpacks and coats are to be left on the coat racks outside the lab.
4. Long hair is to be tied back before doing any experiment.
5. Do not wear loose clothing in the lab.
6. Never do any experiment without the approval and direct supervision of the teacher.
7. Listen carefully to and follow all instructions given by the teacher.
8. Always wear safety goggles and other safety equipment as directed throughout the duration of the experiment.
9. Know the location of and how to operate all safety equipment in the lab.
10. Never interfere with any safety equipment.
11. Notify the teacher immediately if any breakage or spillage occurs.
12. Notify the teacher immediately of any broken, chipped or scratched glassware or any other damaged equipment.
13. Notify the teacher immediately of any personal injuries no matter how small · No eating or drinking of any kind (including chewing gum) is allowed in the lab · Work areas are to be kept clean and clear of any extra material.
14. Move quietly and carefully in the lab at all times. Horseplay of any sort will not be tolerated.
15. Do not taste or smell any chemicals in the lab unless specifically directed to do so by the Science teacher.
16. Clean up the work area and return equipment as instructed when the experiment is completed.
17. Keep hands and fingers away from your face during experiments.
18. Wash hands with soap and water before leaving the lab.
19. Do not try any of the experiments at home unless specifically directed by the teacher.

Consequences

Students will be required to abide by these rules at ALL times while in the lab. If the student does not follow any of the rules he/she will be sent out of the lab. If the student is removed from the lab twice then that student will not be allowed back into the lab until a meeting with the parents has been organized and a new contract is negotiated.

PE Safety/Physical Fitness

Students are responsible for their own health, and regular physical activity, both in class and outside of school, plays a key role in improving overall well-being. Students must dress appropriately for PE, including wearing fitness-safe shoes during PE class. If they choose to wear different clothing during PE class, they must change and return to academic classes on time.

Parents release Gateway Preparatory Academy from liability for any possible injury sustained during Physical Education class that is caused by student irresponsibility or negligence, or by engaging in regular physical activity. It is a parent's responsibility to inform the PE teacher if his/her child has any physical limitations, injuries, allergies, or health conditions, in advance. Children will not be released from class activities without a written excuse from the parent/guardian.

CTE/FACS

While working in the CTE Lab, students are expected to follow safe guidelines for behavior. They have access to and education using a variety of tools, including kitchen, sewing, gardening, and construction tools, and must follow instructions carefully when using these tools. Parents release Gateway from liability for any injury resulting from improper use or unsafe behavior by students.

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: _____ Mentor: _____ Grade: _____

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

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

School Policies:

- Attendance Policy**, requiring 95% attendance
- Code of Conduct** as outlined in the handbook
- Student Discipline 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
- Assignment Completion Policy** as outlined in the handbook
- Class Changes**; after September 1, a \$15 fee and conference required
- PE & CTE/CCA/FACS Safety** as outlined in the handbook
- Family-School Compact**; I will do my part and keep my commitments as outlined in the handbook

Picture Release:

Except for the yearbook, **NO** pictures will be used with names. My child may be photographed for (check all that apply):

- The yearbook (with name)
- Classroom & school activities
- Virtual instruction
- Press releases and PR efforts

FERPA Directory Release

My child's name (**circle one**) **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.

Science Safety Contract

- Student is color blind
- Student wears contact lenses
- Student has allergies _____ (please list allergies specifically to ensure safety)

School Counseling Consent (select 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.

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

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____