

Middle School Student Handbook

2024-2025

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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.	\$176,009

PLAN ELEMENTS

Strategy	Specific activities and personnel	Element Allocation
Increase Educator Salaries	Salary Increases for All Educators	40%

Strategy	Specific activities and personnel	Element Allocation
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.	9.6%

Strategy	Specific activities and personnel	Element Allocation
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.	24%

Strategy	Specific activities and personnel	Element Allocation
Instructional Coaching	Hiring a highly qualified instructional coach.	12.4

Strategy	Specific activities and personnel	Element Allocation
Science Enrichment	<ul style="list-style-type: none"> Enhanced science instructions provided by STEM endorsed teacher supplemental to in class instruction. Funds will also be used for science enrichment instructional supplies. School Land Trust money may be used to provide supplemental manipulative materials for use in the science enrichment class. 	14%

School Improvement Plan 2024-2025

GOALS



FUNDING

Special Education
19% Numeracy
21% Literacy

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

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

2% 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.



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 8:30.
- 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

Complete student attendance policy can be found at the following URL:
<https://gpacharter.org/wp-content/uploads/2024/09/Attendance-Policy.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

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; headwear; gang symbols; disruptive apparel; and unsafe apparel.

1.4. Specific student dress code standards are outlined in the full policy on our website at <https://gpacharter.org/wp-content/uploads/2024/07/Dress-Code-Policy.pdf>

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.

Bullying, Harassment, Hazing, and Retaliation

Communication should be conducted with kindness. Bullying is intimidating, threatening, abusive or harming conduct that is objectively offensive and:

1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, and the conduct is repeated or forms a pattern; or

2. Action materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. This includes using technology or other electronic communication that disrupts students' learning or the school-environment. See full policy on our website at

<https://gpacharter.org/wp-content/uploads/2024/07/Bullying-Harassment-Hazing-and-Retaliation-Policy.pdf>

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				Lunch/Dismissal
1:05 - 2:00	A5	B5	A5	B5	
2:05 - 3:00	A6	B6	A6	B6	

6th grade students have a core class blocks for ELA/Social Studies and Math/Science that will run for 3 class period.

Contact Information

Staff Member	Subject(s)	Ext #	Email
Dave Armour	Executive Director	306	DaveArmour@gpacharter.org
Amy Gibson	Assistant Director	307	amygibson@gpacharter.org
Joni O'Hanlon	Registrar & Office Management	302	joniohanlon@gpacharter.org
Mary Mitchell	Administrative Assistant & Attendance	301	marymitchell@gpacharter.org
Jenna Behm	Special Education Director	305	jennabehm@gpacharter.org
Carice Bulloch	8 th Social Studies, 7 th Utah Studies, Mentor Teacher	213	CariceBulloch@gpacharter.org
Monica Clifford	Mentor Teacher	209	monicaclifford@gpacharter.org
Vickie Davies	6 th Math and Science	111	vickiedavies@gpacharter.org
Laura Larson	6 th ELA and Social Studies	113	LauraLarson@gpacharter.org
Travis LeFevre	7 th /8 th Science, Math Intervention, Mentor Teacher, MathCounts	211	TravisLeFevre@gpacharter.org
Megan Liberatore	College Career Awareness, FACS, 6 th Grade PE/Health		meganliberatore@gpacharter.org
Sharyn Manley	6 th Core Support, Study Hall, Library	201	SharynManley@gpacharter.org
Birgit McMullen	7 th /8 th Special Education	215	birgitmcmullen@gpacharter.org
Amy Thorpe	7 th /8 th Math, Mentor Teacher, Coding	210	AmyThorpe@gpacharter.org
Angela Walker	7 th /8 th ELA, Literacy, Creative Writing, Mentor Teacher, NJHS	214	AngelaWalker@gpacharter.org
Keith Wilson	7 th /8 th PE, Health, Spanish, Mentor Teacher	208	KeithWilson@gpacharter.org
Sunny Chen	Band, Guitar, Percussion, 6 th Music	POD	lijuchen@gpacharter.org
Emilee Clements-Ferguson	Dance, 6 th grade support	GYM	emileeclements@gpacharter.org
Jarom Coleman	Orchestra	Stage	jaromcoleman@gpacharter.org
David Cowley	Art, Digital Literacy, Digital Graphics	212	DavidCowley@gpacharter.org
Nathan Ferguson	Drama, Art, Animation, Illustration	119	NathanFerguson@gpacharter.org
Dan Little	IT, Computer Science	209	it@gpacharter.org
Sarah Shelley	Choir, Music	Stage	sarahshelley@gpacharter.org

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://gpacharter.org/wp-content/uploads/2024/07/Acceptable-Use-Policy.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://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 Gradient Learning Canvas 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 at a 1:1 ratio – one device for one student. Gateway Preparatory Academy expects students to use Gateway owned electronic devices for all academic work while at school.
- To access information about the school's plans related to data privacy, please see the parent information page on our website: <https://gpacharter.org/wp-content/uploads/2024/07/Student-Data-Privacy-and-Security-Plan.pdf>
- Wireless headsets or earbuds are not allowed-must be corded
- No Bluetooth devices i.e. speakers, watches, earpods.

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:

- 1. Refocus room:** If the student has not completed the work by the beginning of the next lesson or by the agreed due date then he/she will be sent to the Refocus Room on a red card and a phone call sent home. The student will be expected to complete the work in the Refocus Room
 - 2. Phone call home:** If the student still does not complete the work in the Refocus Room then the class teacher will call the parents to apprise them of the situation and answer any questions about the required work.
 - 3. 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.
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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 course change to be paid at the front office before the change will take effect.
- The student may make only one change per school year unless there are extenuating circumstances, determined by the school director on a case-by-case basis.
- Any changes must be in the best interest of the student and not have a negative effect on the overall class program or course or graduation requirements. Considerations may include but are not limited to: academic, behavioral, special need as required by IEP or 504 plan.
- No changes will be considered until after a formal meeting including the student, parent, a representative from administration, outgoing class teacher, incoming class teacher, and SPED representative if the student is on an IEP. This meeting will allow for a frank discussion about the requested change from a variety of viewpoints ensuring a positive decision is made.

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

- In order to initiate a course change, the student must obtain the request for course change form school counselor and complete it down to and including the parent's signature. The completed form must then be returned to the mentor who will then initiate the finalizing steps.
 - Once members of the course change meeting have approved the change, the rest of the form will be completed and the student's schedule changed by the student's mentor.
 - The student will not be allowed into the new class without a signed note from the registrar indicating that the class roll has been updated.
 - All documentation relating to the subject change will be filed by the registrar in the student's cumulative file.
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Science Safety

All students in the Middle School Environment will be required to enter into a contract in order to be allowed to work in the science lab. The primary purpose of this contract is our concern and requirement that students behave safely in the science lab. The contract will be distributed for student and parent signatures at the beginning of the school year.

Purpose of this contract: Hands-on experience is important in the Science course at Gateway Preparatory Academy. All GPA Middle School Science classes will be conducted in the lab. 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 which ALL students are required to follow in order to be in the lab.

Safety Rules:

- No student is to enter the lab unless there is a teacher present.
- All Middle School students must bring their Science journal and pencils to the lab.
- Backpacks and coats are to be left on the coat racks outside the lab
- Long hair is to be tied back before doing any experiment
- Do not wear loose clothing in the lab
- Never do any experiment without the approval and direct supervision of the teacher
- Listen carefully to and follow all instructions given by the teacher
- Always wear safety goggles and other safety equipment as directed throughout the duration of the experiment
- Know the location of and how to operate all safety equipment in the lab
- Never interfere with any safety equipment
- Notify the teacher immediately if any breakage or spillage occurs
- Notify the teacher immediately of any broken, chipped or scratched glassware or any other damaged equipment
- 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
- Move quietly and carefully in the lab at all times. **Horseplay of any sort will not be tolerated**
- Do not taste or smell any chemicals in the lab unless specifically directed to do so by the Science teacher
- Clean up the work area and return equipment as instructed when the experiment is completed
- Keep hands and fingers away from your face during experiments

- Wash hands with soap and water before leaving the lab
- 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.

Physical Fitness

It is the student's responsibility and individual health will improve with physical activity both during class and outside of school. 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 of 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 *written* excuse from the parent/guardian.

CTE/FACS/Food

While working in the CTE Lab, students are expected to follow safe guidelines for behavior. They have access to and will gain an education for 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 from any injury resulting from improper use or unsafe behavior by students.

Stagecraft Art Safety

In our Stagecraft Class, we will work with various tools that carry an inherent safety risk. These include:

- Cutting implements (utility knives, X-acto blades, non-electric saws)
- Heated tools (glue guns, heat guns)
- Power tools (drills, sewing machines, jigsaws)
- Lifting, moving, and working around large and heavy set pieces and props.

Students are responsible for listening to and following all safety instructions. Students should not use any tools until after receiving proper instructions for use.

Students who do not sign and return this form will be limited to tasks that are not dependent on the tools above. However, the tools will still be present and in use by other students. Continued enrollment in the class indicates understanding and agreement of this.

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.

Utah Family Educational Rights and Privacy Act (Section 53A-13-302, Utah Code) requires us to obtain consent from a parent or legal guardian in order to offer individual or group counseling services. Utah law requires a two-week waiting period prior to participation in a counseling setting. With consent, this waiting period may be waived. If information of a life-threatening nature or involvement in an activity that would put the child at risk of serious harm is brought up, it will be shared with the parent(s) and appropriate personnel. State law requires that information suggestive of child abuse be reported to the appropriate agency. Information from individual or group sessions may be shared with administration or teachers to benefit student success.

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 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: _____ Mentor: _____

(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:

Attendance Policy, requiring 95% attendance

Picture Release

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

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

Daily Schedule; 8:30-3:00 Monday - Thursday, 8:30-1:00 Friday

Contact Information



initial

Acceptable Computer Use as outlined in the handbook

initial

Assignment Completion Policy

initial

Class Changes; after September 1, \$15 fee and conference required

initial

Science Safety Contract;

- Student is color blind
- Student wears contact lenses
- Student has allergies:

(please list allergies specifically to ensure safety)

initial

PE & CTE & Stagecraft Art Safety

initial

School Counseling Consent

- 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.

initial

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

I have read through and understand the Gateway Academy Middle School Student Handbook and the expectations.

Parent Signature

Date

Student Signature

Date