



GATEWAY PREPARATORY ACADEMY

A N I R O N C O U N T Y C H A R T E R S C H O O L

Extracurricular Activities

GPA will provide opportunities to participate in on-campus extra curricular activities that do not involve an excessive amount of equipment or storage facilities. The activities available will be determined by the talents and resources of Academy staff and teachers and the interests of the students. All activities will be available to all students with no additional fees for K-6 participation. Funding for the activities will come from PTO fundraising, grants, sponsorships, and Academy budgets. Students may be required to provide their own musical instrument, costume, and possibly sports equipment. All extra curricular activities will be conducted and promoted in such a way as to further the mission of Gateway Preparatory Academy.

In addition to extracurricular activities, GPA intends to consider making space available for subcontractors to use the facilities after school hours for activities K-8 children are commonly involved in such as: dance, karate, soccer, music, art, etc... These activities will be independent of GPA support and resources. In so doing, we hope to support parents and students in having positive alternatives to students being home alone until parents are home from work, and to promote evenings as time spent with families.

Extra-Curricular Participation Policy

A student needs to be present for four hours of a school day to participate in extra-curricular activities. Any student who has been suspended from GPA for any reason shall also be suspended from attendance at or involvement in any extra-curricular activity during the full period of suspension, including any non-school days spanned by the period of suspension. Students must maintain acceptable academic progress as determined and reported by their teacher-mentor in order to participate in extra-curricular activities.

Medical and Emergency Information

Medical and Emergency Information

Emergency Cards

All Emergency Card forms for each child will be sent home in the fall to be completed by the parent/guardian. The school will use this information if your child becomes ill or is injured at school. The person you designate may be asked to pick up and care for your child if you cannot be reached. It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, or contact names and phone numbers. If a child is in need of immediate medical assistance, they will be transported to the nearest medical facility.

Immunizations

Current immunization cards must be maintained on all students not asking for an exemption. If parents/guardians have questions on immunizations they may leave a message at the school. The

school will maintain the immunization histories of all children and will update those histories with information supplied by the local public health agency, parents/guardians, or private physicians. The school has **free** immunization exemption forms available for parents.

Accidents/Illness

If students become ill during the school day they should inform the teacher that they are not feeling well. The teacher will first suggest that students put their head down on the desk for a brief time to see if they recover enough to remain in class. If the teacher determines that the student is too ill to remain in class, they will be sent to the office and the school nurse notified. If a student has a fever, parents/guardians will be contacted immediately and asked to pick the student up or give the school permission to send the student home. If a student does not seem seriously ill, we will ask the student to rest for a short time and return to class. If they cannot return to class, we will contact parents/guardians. If a student receives a minor injury in class, such as a small cut, staff will be asked to take care of it in class (cleaning it, applying a Band-Aid). If a student is seriously injured, we will contact 911 and parents/guardians. Individuals supervising the student at the time of the accident are required to complete an accident report

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted in the registration packet. This information is important for the safety of your child.

Student Health Guidelines

A student should remain at home if:

- The student has experienced episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating regular diet.
- The student's temperature is not normal (approximately 100 degrees or higher) and the student feels ill.
- The student is aching and fatigued enough to be unable to participate in class and school activities.
- The student has an uncontrollable cough or runny nose so not able to be cared for in a sanitary manner.
- The student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment.
- The student has an untreated contagious disease (impetigo, scabies, draining pink eye, etc...).
- The student has a recent injury that causes enough discomfort to significantly distract from being able to focus on school activities in class.

A practical question to ask is, "Does the student feel well enough to participate in and learn at school or would it benefit the student to rest at home today?"

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others. A phone call to school to explain an absence is required on the day your child will remain at home. Parents are required to provide the school with current, accurate phone numbers to support school contact with parents. If you have any questions about these guidelines, please call the school office.

Student Medication Policy

The Academy Board recognizes that some students need to receive medication during the school day and delegates to the Administration responsibility for developing appropriate guidelines for administering medication to students in accordance with Utah Code §53A-11-501.

The Administration authorizes the following guidelines for administering medication to students.
Guidelines

1. School personnel may administer prescription medication or nonprescription medication to a student during the regular school day only when the medication has been prescribed by the student's physician, dentist, nurse practitioner, or physician assistant and the school principal receives:
 1. A current, written request that medication be administered during regular school hours signed by the student's parent or legal guardian, and
 2. A current, written statement signed by the prescriber of the medication that includes the following:
 1. A statement that administration of medication by school employees during periods when the student is under the control of the school is medically necessary, and
 2. A statement that describes the method, amount, time schedule for administration, and duration of the treatment.
2. The parent request and prescriber's statement must be resubmitted at the beginning of each school year the medication is continued, and as medication is prescribed or changed. The school may administer medication based on the previous year's parent request and prescriber's statement for up to ten (10) school days when necessary to allow the student's parent or guardian time to obtain the prescriber's signed statement for the current year.
3. Administering over-the-counter medications requires a prescribing practitioner statement as well as consent of the parent or guardian. Protocol for administering over-the-counter medications is the same as for administering prescription medications.
4. Oral, topical, and inhalant medication or injectable epinephrine may be administered by assigned school personnel if the provisions outlined in Sections II.A. and II.B. have been met.
 1. Medications requiring other routes of administration will not be given by school personnel, unless delegated by a registered nurse in accordance with the Utah Nurse Practice Act (Rule R156-31b).
 2. Medication administration that cannot be delegated to non-licensed personnel must be given by a licensed nurse.
5. All medication that is to be given at school must be furnished by the parent or guardian and delivered to the school by a responsible adult.
6. All prescription medication must be in the original container labeled by the pharmacy with the name of the student, the name of the prescriber, the name of the medication, and the dosage. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
7. Nonprescription medication must be submitted in the original container and be labeled with the student's name. The name of the medication and dosage indicated on the label must be identical to the name of the medication and dosage specified in the statement signed by the prescriber.
8. All medication provided to the school must be kept under lock and key.
9. School personnel who are assigned to administer student medication shall receive appropriate training.
10. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must initial the record each time medication is given.
11. Authorization for administration of medication by school personnel may be withdrawn by the school director after consultation with the school nurse at any time following actual notice to the student's parent or guardian.
12. School personnel who administer medication to students in substantial compliance with the prescriber's written statement are not liable, civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication or the school's discontinuing the administration of the medication under these guidelines.

13. Elementary students are not to carry or self-administer medication on school premises unless it is expressly ordered by the prescriber and authorized by the parent. Secondary students may possess and self-administer over-the-counter or prescription medications not to exceed an eight (8)-hour dosage or medications only dispensed in multi dose containers.
14. Unused medication must be picked up by a responsible adult within two weeks following the last dose administered. Medication remaining at the school after this time should be destroyed.
15. Distribution of any drug or medication from one student to another will be considered Dangerous and Disruptive Conduct and shall be dealt with according to the provisions of applicable policy.

Screenings

Vision and hearing screenings will be conducted by the staff during the school year. Please contact the office if you have questions regarding these health-screening programs. Kindergarten students are legally required to have at least one vision screening before starting school.

Lice

If any nits or lice are found in a student's hair, the student will be sent home. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Gateway Preparatory Academy reserves the right to discretely check students' hair for evidence of lice. Parents may choose to not have their child's hair checked at school, but must provide a medical check-up to confirm that there is no evidence of infection.

Performance Pay Plan

The Board recognizes that quality teaching should be matched with quality compensation, and that providing incentive for higher performance will lead to greater student achievement and school success. The board therefore adopts the following policy regarding performance bonus pay for teachers.

Elements of the Performance Pay Plan

Eligibility: Teachers with a current teaching assignment are eligible to receive Performance Pay based on the teacher's individual performance using the elements and criteria outlined in the plan. Teachers who are terminated for cause or are on formal probation are not eligible.

Amount: The amount of Performance Pay available is up to \$1500 per FTE. (This amount may increase or decrease commensurate with state funding under 53A-17a-148.) The actual amount earned will be based on the percentage of points earned according to the elements of this plan.

Criteria: The amount of award received will be determined by the teacher's overall performance as measured by the Gateway Preparatory Academy Teacher Performance Evaluation, which has been developed to measure teacher excellence in the following areas:

- Growth in Quality of Instruction
- Professional Development
- Parental Satisfaction

Growth in Quality of Instruction

Participating teachers will set five "Quality of Instruction" related growth goals for themselves in conjunction with the Academy Director. Each goal will include a description and a rubric for measuring the achievement of the goal. Goals will be personalized to the instructional skills and needs of the individual teacher and will require substantial improvement in teaching practices to achieve.

These five growth goals and related assessment rubrics are the Growth Plan for that that teacher. The Academy Director will conduct five individual growth conferences with each teacher over the course of the school year, one per six-week term, to assist teachers in creating, implementing, and assessing their quality of instruction growth.

The Academy Director will assess each participating teacher according the agreed rubric for each goal. This assessment will be worth up to 100 points per growth goal, for a total of 500 possible points per teacher for the area of growth in quality of instruction.

Professional Development

Gateway Preparatory Academy has an aggressive professional schedule to enable teachers to gain the skills and knowledge necessary to teach using the Montessori Method, competency-based instruction methods, and integrated instruction methods that form the basis of the Academy's educational philosophy. This philosophy is vital to accomplishing the Academy's educational mission.

Professional development sessions will be available to teachers for a week prior to school, for one half-day per week, and for one day between each of the five six-week terms. The professional development schedule may be modified by changes or additional sessions added to the schedule.

Teachers will be given up to 200 points corresponding to the completion of additional professional development classes or sessions approved by the Director and designed to meet their growth goals.

It is anticipated that at the discretion of the instructors, professional development sessions will include numerous assignments to be completed by teachers between sessions. Completion of professional development assignments will form the basis for awarding up to 200 points.

Teachers will be able to earn up to 100 points by researching, preparing, and presenting an Academy Director approved professional development topic to school staff. A maximum of 100 points may be earned in this manner.

Parent Satisfaction

High Performing Teachers achieve high levels of satisfaction among their students' parents.

Once during the third term and once during the fifth and final academic term, Gateway Preparatory Academy shall survey parents on overall school operation, including five questions relating to satisfaction with teachers. Teachers may earn up to 500 points based on the survey results. The number of points earned is based on the percentage of parents rating their student's assigned teacher as satisfactory or higher on each of the five teacher satisfaction related questions, up to 100 points total per question.

Percentage of Parents Rating Satisfactory or Higher	Points
Fewer than 50 percent of parents rate the teacher satisfactory or higher	0
50 percent of parents rate the teacher satisfactory or higher	20
70 percent of parents rate the teacher satisfactory or higher	50
80 percent of parents rate the teacher satisfactory or higher	80
90 percent of parents rate the teacher satisfactory or higher	100
Total Possible Points Per Satisfaction Survey Question	100

The five survey questions will relate to satisfaction with student progress, student mentoring skills, communication with parents, instructional skills, and overall satisfaction.

The first survey is intended only to allow teachers to understand where they may need improvement. Only the answers to the second survey during the final academic term will determine the points earned by the teacher for parental satisfaction

Complaint Policy

Definitions

A "complaint" is a claim based upon an event or condition causing dissatisfaction and disagreement between or among the parties involved.

The "complainant" is the person(s) who make the claim.

Purpose

The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions to complaints which may arise.

Procedure

Informal complaints are to be resolved at the lowest administrative level. The complainant and other person(s) involved shall resolve issues of concern via personal meeting or other appropriate communication. After the immediate parties have attempted and failed to resolve the issues, the principal, or immediate supervisor, shall coordinate and mediate the processes necessary for satisfactory resolution of the complaint. Upon receipt of an informal complaint, the principal or immediate supervisor shall initiate action to resolve the issue within five (5) working days.

Formal complaints are to be made in writing when the complainant is not satisfied with the disposition of the issue through the informal complaint process. The complainant may, within ten (10) working days after the informal complaint decision has been rendered, file the complaint in writing, with any member of the Academy Board of Directors.

Within ten (10) working days after receipt of the formal written complaint, the CAO, or other designate officer of the Board will meet with the complainant in an effort to resolve the issue.

In the event the complaint is not resolved, the complainant may request a hearing before the Board of Directors. The Board shall review the complaint at the next scheduled Board meeting after receipt of the request.

The Board's decision shall be final and shall be made within ten (10) working days of the hearing.

Individuals with Disabilities Education Act ("IDEA") Complaint Procedure

Purpose. The primary purpose of this section of the Academy's complaint policy is to ensure the Academy's compliance with IDEA. Gateway Preparatory Academy recognizes that students with disabilities, who attend the Academy, and their parents/guardians, retain all rights under Part B of IDEA, §53A-15-301 through 53A-15-305 *Utah Code Ann.*, and other applicable regulations.

Gateway Preparatory Academy's IDEA Policy. The Academy recognizes the importance of adhering to the necessary and proper procedures of resolving complaints that allege violations of Part B of IDEA, State Rules, or other applicable laws protecting disabled individuals. Due to the complexity and importance of these procedural safeguards, the Academy has determined to adopt the procedures endorsed by the Utah Board of Education in their handbook entitled *Special Education Rules*, IV.G. COMPLAINT PROCEDURES. As part of the Academy's Complaint procedure, the Academy has established procedures to allow parties the opportunity to resolve disputes through a mediation process that is available whenever a due process hearing or an expedited due process hearing is requested. These procedures are outlined in the *Special Education Rules* handbook IV.J. MEDIATION. In the event that the Academy's policy does not comply with Part B of the IDEA, State Rules, or other rules protecting the rights of students with disabilities, the Academy will adopt a policy that ensures compliance with the aforementioned laws and regulations.

Compliance. If the application of any requirement of the Academy's complaint policy to a student with a disability is not permissible, or becomes impermissible, under IDEA or State Law, the Academy shall implement other actions consistent with the conflicting law or regulation which shall most closely correspond to the requirements of this policy.

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Grievance Policy

DEFINITIONS

1. Grievance - A complaint from any individual within Gateway Preparatory Academy (i.e. student, parent, employee) which:
 1. Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law.
 2. Specifically identifies the policy, practice, or statute violated.
2. Grievant - Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.
3. Organizational Structure - The hierarchy of Gateway Preparatory Academy for addressing all grievances. The organizational structure varies depending on area of alleged violation. Below is the hierarchy used for grievance procedures in this policy:

<i>Classroom Instruction</i>	<i>Special Education</i>	<i>Other Operations</i>
Classroom Teacher	Special Education Teacher	Directly involved party
Lead Teacher	Special Education Director	Business Manager
Academy Director	Academy Director	Academy Director
Academy Board	Academy Board	Academy Board

PROCEDURE

1. Step I:
 1. Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure.
 1. Student's parents should discuss classroom concerns first with classroom teachers.
 2. Employees should discuss concerns first with directly involved parties.
 2. When individuals hear complaints or receive formal grievances, they should first make sure that grievants or potential grievants have first attempted in good faith to resolve problems with directly involved persons.

2. Step II:
 1. In the event that the informal discussion with directly involved parties does not resolve the issue, grievant shall file a formal written grievance form with the next responsible individual in the organizational structure. Grievance Forms are available from the office manager or from the Academy's website.
 1. The grievance must be filed within twenty (15) working days of the date the grievant knew, or should have known, of the circumstances which precipitated the grievance.
 2. The responsible individual shall respond in writing, within five (5) working days following receipt of the grievance.
 3. If the next responsible party is the Academy Director, Step II does not apply and grievant moves to Step III.
3. Step III:
 1. If the response (decision) at Step II does not resolve the problem, the grievant shall forward the grievance to the Academy Director to initiate Step III.
 2. The Academy Director shall investigate the complaint with the parties concerned in the grievance within fifteen (15) working days of the grievance having been filed at Step II.
 3. At the conclusion of the investigation, the Academy Director shall render a decision and issue a written report setting forth the Director's findings and recommendations for the resolution of the grievance within five (5) working days.
 4. The grievance shall be considered resolved if the grievant and the Academy Board accept the recommendations of the Academy Director.
 5. If no written report has been issued within the time limits set forth in "3" above, or if the grievant shall reject the recommendations of the Academy Director, the grievant shall have the right to appeal to the Academy Board for review of the grievance at Step IV.
4. Step IV:
 1. A written request for the Academy Board's review of the grievance must be submitted to the Board Secretary within 10 days of the date of the Academy Director's report or the expiration of the time limits set forth in Step III.
 2. The Academy Board shall review the grievance and the Academy Director's report, and may hold a hearing.
 3. The Academy Board may affirm the Academy Director's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.
 4. The Academy Board written decision shall be issued within 30 working days of receipt of the grievant's written appeal by the board secretary.
 5. If no written decision has been issued within the time limit set forth in "4" above or if the grievant shall reject the decision of the Academy Board, the grievant shall be free to pursue such litigation or statutory remedy as the law may provide.

MISCELLANEOUS PROVISIONS

1. The employee will be informed that the time limits set forth in this policy may be modified or extended if mutually agreed by the grievant, or the grievant's designated representative and the Academy. If either party wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s). The grievance officer will issue a letter of understanding to the parties outlining the modified timeline.
2. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
3. Employees shall be free to testify regarding any grievance filed hereunder.
4. Confidentiality will be observed pending resolution of the grievance.
5. The grievant may be accompanied by a representative of grievant's choice in all stages of these proceedings.
6. Records of all grievances will be maintained by a designated office staff member. The records will be kept in a separate and confidential file. Information regarding grievances will be classified as private.

7. Gossip among Academy employees will not be tolerated. When employees have concerns they should follow the procedure in this policy to resolve such concerns. Gossip undermines the efforts of all employees to operate a successful Academy and may be grounds for disciplinary action, up to and including termination of employment.

Student Computer Use Policy

The Board recognizes the need for a policy governing the use of the electronic information resources by students as outlined in Utah State Code §53A-3-422. Responsibility is delegated to the School Administration for implementing the policy according to established guidelines.

The Acceptable Use Policy shall be administered and implemented according to the terms and conditions outlined in the following guidelines:

A. Scope

Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Gateway Preparatory Academy. While access to all materials on a worldwide network cannot be controlled, Internet access in Gateway Preparatory Academy is monitored on an ongoing basis.

B. Terms and Conditions of This Policy

1. Acceptable Network Use

- a. Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations described in this policy.
- b. Students who formally publish school related information on the Internet must have proper approvals and abide by school publishing guidelines and procedures.
- c. Students are expected to abide by generally accepted rules of network etiquette. These rules include, but are not limited to, being polite, never sending or encouraging others to send abusive messages, and never using inappropriate language.

2. Unacceptable Network Use

- a. Students may not intentionally transmit or receive material in violation of law or school policy. This includes, but is not limited to, pornographic, indecent or sexually suggestive materials, weapons, controlled substances or alcohol, or incendiary devices. Users are prohibited from posting or sending content that contains threats or is hatefully or racially, ethically or otherwise objectionable.
- b. Students may not participate in or promote any illegal or inappropriate activities, disruptive use of the network, or activities of any kind that do not conform to the rules, regulations and policies of Gateway Preparatory Academy.
- c. Students may not use the network for product advertisement or political lobbying.
- d. Students may not reveal personal information such as names, addresses, telephone numbers, passwords, credit card numbers or social security numbers. Releasing personal information of others or that of organizations associated with the school is prohibited.
- e. Students may not intentionally harm or destroy school data, the network, or network performance. This includes, but is not limited to, creation and introduction of computer viruses, unauthorized access to restricted systems or programs, or using the school network to illegally access other systems.

3. Expectation of Privacy

- a. Student files, disks, documents, etc., which have been used or created with school electronic information resources are not considered private.
- b. Electronic mail transmissions are not private.

4. Discussion/Submission

- a. Students will participate in a discussion with a parent or legal guardian.
- b. Students will be required to submit a new Student Signature of Agreement Form each year or upon special request.

5. Disciplinary Action

- a. The combined signatures indicate that the student and parent/legal guardian have carefully read, understand and agree to abide by these terms and conditions regarding proper behavior and use of the network. The signatures on the Student Signature of Agreement Form are legally binding.

b. Students who violate the terms and conditions of this policy will be subject to disciplinary action, including the possibility of suspension or expulsion from school and appropriate legal action. Access to electronic information may be limited, suspended or revoked.

6. Student Liability

a. Students and/or their parents will be held responsible and financially liable for damage to computers or other equipment caused by his/her willful and/or negligent behavior. Signing the "Agreement" page of this form indicates an understanding and acceptance of this liability policy.

7. Service Disclaimer

Gateway Preparatory Academy makes no warranties of any kind, either expressed or implied, for the electronic information resources it is providing. The School will not be responsible for any damages a student suffers while using these resources. These damages may include, but are not limited to, loss of data as a result of delays, employee errors or omissions, or non-deliveries or service interruptions caused by a network system. Use of information obtained by the network system is at the employee's own risk. Gateway Preparatory Academy specifically denies any responsibility for the accuracy of information obtained through the electronic information resources.

**STUDENT COMPUTER USE AGREEMENT
AND ACCEPTANCE OF POLICY**

SIGN AND RETURN THIS PAGE TO SCHOOL.
KEEP THE "STUDENT COMPUTER USE POLICY" FOR YOUR REFERENCE

PARENT/LEGAL GUARDIAN:

I have read the Gateway Preparatory Academy Student Computer Use Policy and have reviewed and discussed this policy with my student, of whom I am the parent/legal guardian. I understand that violation of the use provisions stated in the policy may result in use limitation, suspension or revocation and/or disciplinary actions by Gateway Preparatory Academy, or by legal authorities, including the possibility of suspension or expulsion from school and/or appropriate legal action. I further understand that my student is legally responsible and financially liable for damage to computers or other equipment caused by his/her willful and/or negligent behavior. As the below named student's parent/legal guardian, I accept that responsibility, liability, and all terms of the policy.

Parent's/Guardian's Printed Name: _____

Parent's/Guardian's Signature: _____

Date: _____

STUDENT:

I have read the Gateway Preparatory Academy Student Computer Use Policy and have reviewed and discussed this policy with my parent/legal guardian. I understand that violation of the use provisions stated in the policy may result in use limitation, suspension or revocation and/or disciplinary actions by Gateway Preparatory Academy, or by legal authorities, including the possibility of suspension or expulsion from school and/or appropriate legal action. I further understand that I am legally responsible and financially liable for damage to computers or other equipment caused by my willful and/or negligent behavior. I accept that responsibility, liability, and all terms of the policy.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Drug and Alcohol Policy

The Board recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the educational process. The Board delegates to the Administration, responsibility for providing: 1) drug and alcohol use prevention programs, 2) disciplinary procedures and consequences for students who possess, use, or distribute illegal drugs, alcoholic beverages, or prohibited substances on school Academy property, during school hours, or at school functions, and 3) support for students and families in drug and alcohol use identification and prevention efforts.

The possession, use, or distribution, by students, of any substance listed in the guidelines of this policy is prohibited on school Academy property, during school hours, and at any school-sponsored extra-curricular program or activity including those held off of the school property.

Guidelines

A. Prohibited Illegal Substances:

1. All substances defined as illegal in Utah Code §58-37-1 et seq.
2. Alcoholic beverages as defined in Utah Code §32A-1-105
3. Any psychotoxic chemical substance used illegally as defined in Utah Code §76-10-107

B. Illegal Substance Violations

1. Possession (Personal or Property) or Use (Consumption, Inhalation, or Injection)

a. First Violation

A student possessing or using prohibited illegal substances for the first time will be suspended from school pending a meeting with the school director and parents. At the meeting the student and parents will be given a choice between the following two disciplinary consequences:

(1) The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

b. Second Violation

A student possessing or using prohibited illegal substances for the second time will be expelled in accordance with school policy.

2. Distribution (Selling, Sharing, or Delivering)

a. First Violation

A student distributing prohibited illegal substances for the first time will be expelled in accordance with school policy.

C. Prohibited Medication Substances

1. Prescription medications in excess of a recommended 8-hour dosage.
2. Over-the-counter medications in excess of a recommended 8-hour dosage.

D. Medication Substance Violations

1. Possession (Personal or Property)

a. First Violation

A student possessing medication substances (over-the-counter or prescription medications in excess of a recommended 8-hour dosage) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed and written documentation of the violation will be placed in the student's disciplinary file. The student will be readmitted to school after the meeting.

NOTE: The provisions of this section apply only to possession of over-the-counter or prescription medications in excess of a recommended 8-hour dosage. Distribution of any amount of over-the-counter or prescription medications is prohibited and will be dealt with according to the distribution

guidelines outlined in this policy.

b. Second Violation

A student possessing medication substances in excess of a recommended 8-hour dosage for the second time will be suspended from school pending a meeting with the school administrator and parents. The student will be placed in a home-based alternative education program for ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

2. Distribution (Selling, Sharing, or Delivering)

a. First Violation

(1) A student distributing substances listed in Guideline C.1.b. (over-the-counter medications) for the first time will be suspended pending a meeting with the school administrator and parents. At the meeting, this policy will be reviewed. Disciplinary consequences for distributing over-the-counter medication will be determined by the school administration based on the severity of the violation.

(2) A student distributing prescription medications for the first time or over-the-counter medications for the second time will be suspended from school pending a meeting with the school administrator and parents. At the meeting, the student will be placed in a home-based alternative education program for ten (10) school days.

b. Second Violation

A student distributing prescription medications for the second time will be expelled in accordance with policy.

E. Procedures

1. Due process procedures outlined in policy will be followed in the administration of this policy.

2. All illegal violations covered by this policy will be reported to an appropriate law enforcement agency. Charter Academy will enforce the disciplinary consequences outlined in this policy independent of any court action.

3. Students apprehended by school Academy employees or law enforcement officials for illegal violations covered by this policy while off-campus during regular school hours shall be subject to the guidelines of this policy.

4. Resorting occurs when a student is apprehended by Charter Academy employees or law enforcement officials for being present where illegal substances listed in the guidelines of this policy are being used or possessed and the use or possession is open, obvious, apparent, and not concealed. Resorting violations will be dealt with according to the "possession and use of illegal substances" guidelines of this policy.

5. Students found in possession of drug paraphernalia as defined in Utah Code §58-37a will be dealt with according to the "possession and use of illegal substances" guidelines of this policy.

6. During the time a student is on the home-based alternative education program, the student may not be a spectator or participant in any school-sponsored extra-curricular program or activity including those held off of the school property.

7. If the designated days of home-based alternative education can not be completed by the end of the regular school year, the home-based alternative education program must be completed at the beginning of the following school year.

8. School personnel will assist with identifying appropriate agencies qualified to make written assessment of potential substance dependence for students who violate the guidelines of this policy. These assessments will be at the expense of the parent(s).

10. Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year.

11. In addition to the disciplinary consequences outlined in this policy, a student will be suspended or removed from participation in leadership positions, candidacy for leadership positions, school organizations, and athletic teams upon violations of the guidelines covered in this policy.

12. Utah Code §53A-11 requires educators to report information of suspected substance abuse among students to their parents. When student substance abuse is suspected, educators will complete a Suspected Illegal Activity Report form and submit it to the designated school administrator for referral to parents. Charter Academy and its employees will not be held responsible for any costs that result from the information provided on the Suspected Illegal Activity Report form.

Student Discipline

Student Suspension/Expulsion

The teacher will be responsible for the majority of discipline issues. Teachers begin by presenting clear expectations regarding behavioral expectations. The majority of problems will be handled in the classroom. If the teacher is unable to remedy the problem generated by the student in the classroom, teachers will work closely with Academy administrators and parents to coordinate their efforts in the resolution of discipline matters.

The Academy is also committed to ensuring its actions are consistent with IDEA. Gateway Preparatory Academy recognizes that students with disabilities, who attend the Academy, and their parents/guardians, retain all rights under Part B of the IDEA, §53A-15-301 through 53A-15-305 *Utah Code Ann.*, and other rules protecting the rights of students with disabilities. As a result, the Academy will adopt the Utah State Board of Education's *Special Education Rules*, Section V. regarding the discipline of students protected under IDEA or State Law. In the event that the Academy's policy does not comply with Part B of the IDEA, Sections 53A-15-301 through 53A-15-305 *Utah Code Ann.*, and other rules protecting the rights of students with disabilities, the Academy will adopt a policy that ensures compliance with the aforementioned laws and regulations.

In the event that suspension/dismissal is required, Academy staff will act pursuant to the Student Suspension and Expulsion Policy and in accordance with IDEA and all other applicable state and federal laws.

Suspension/Expulsion Policy

I. Procedures of Suspension/Expulsion

a. A **suspension** is the temporary removal of a student from class(es) or school. A suspension can be determined by the principal or vice-principal (or designee). The major function of suspension is to alert the parent/guardian that there is a serious problem that needs the attention and effort of the student, the parent/guardian, and the school.

It is important that contact with the parent/guardian be made, along with other minimal due process procedures, prior to suspension, namely the right to know what the alleged offense is and the right to provide an explanation. This student/administrator or student/teacher conversation should be documented by the teacher/administrator in writing or on a permanent computer file.

There may be instances, however, when a student is subject to an immediate suspension without due process if his/her behavior presents an immediate danger to persons (himself included) or property. In such cases, the due process procedures will be held as soon as practicable. Students should never be released until and unless a parent or emergency contact is notified. The student still should be supervised until a responsible person is made aware of the suspension, and the school is given permission to release the student to the custody of an adult or to leave the premises.

b. An **expulsion** is the formal process of dismissing a student from school for an extended period of time, up to one year. Expulsion also transfers the primary responsibility of providing educational services for the student during the expulsion period from the school to the home, and makes the parent/guardian responsible for compliance with the compulsory education act for the duration of the expulsion. Only the Academy Board of Directors, or a designated Academy Board member, can expel a student. (Utah Code 53A-11-907(2))

Before an expulsion, the Chief Administrative Officer of the Academy ("CAO") shall provide the student a hearing at which the student is afforded the following due process procedures:

- i. Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation. The notice shall be in writing and the student shall be notified of the hearing date
- ii. Right to a hearing.
- iii. Right to a fair hearing officer (credible and objective person or panel - not necessarily uninformed).
- iv. Right to an adult representative and/or legal counsel at the hearing.
- v. Opportunity to testify and to present evidence and witnesses in his/her defense.
- vi. Opportunity to examine the evidence presented by the school administration and to question witnesses. (However, the Board or its Chief Administrative Officer may, upon a finding that good cause exists, determine that the disclosure of the identity of a witness and the testimony of that witness at the hearing would subject the witness to an unreasonable risk of harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the Board or the hearing officer. Copies of these sworn declarations which are edited in such a manner as to delete the name and identity of the witness shall be made available to the student.)
- vii. A summary written record shall be maintained by any means. An electronic recording may be made; however, the electronic recording is not the official record of the hearing.
- viii. All witnesses appearing at the hearing shall be placed under oath.
- ix. If the CAO conducting the hearing recommends expulsion, findings of fact in support of the recommendation shall be prepared.
- x. The decision must be made by a preponderance of the evidence.

The decision will be based exclusively on the evidence presented at the hearing. The final decision shall be communicated to the student and parent/guardian within ten (10) working days. Academy officials and the student have the right to legal counsel at any step in the process.

- c. If a student is suspended or expelled for more than ten (10) school days, after taking into account any legal exceptions made necessary by laws regarding special education students, the parent of the guardian is responsible for undertaking an alternative education plan which will ensure that the student's education continues during the period of suspension/expulsion.
- d. The Academy shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student's transcript.

II. Right to Appeal.

- a. The expelled student has the right to appeal the decision of the CAO by requesting a review hearing before the Academy Board of Directors. This appeal must be in writing and must be received in the offices of the Academy within thirty (30) calendar days following receipt of the decision of the CAO. (Pending a final decision by the Academy Board, the decision of the CAO to expel shall remain in force.)
- b. This review hearing will not be a hearing de novo and will be held within thirty (30) calendar days following receipt of the request for the hearing.

- c. The Academy Board will provide all necessary copies of the record of the expulsion hearing to the interested parties within fifteen (15) working days of the student's request.
- d. The hearing before the Academy Board shall be held in executive session.
- e. No evidence other than that contained in the record of the original hearing may be heard.
- f. The review of the CAO's decision of the Executive Board shall be limited to the following issues:
 - i. Did Academy officials meet with the procedural requirements of the policy?
 - ii. Was the decision to expel the student supported by the findings of fact?
 - iii. Were the findings of fact supported by the evidence?
- g. Following the review hearing, the Academy Board shall vote in public and shall enter an order either affirming or reversing the decision of the CAO.
- h. The decision of the Academy Board shall be binding upon the student and shall be served upon the student in writing by personal service or by certified mail.

NOTE: Additional information regarding causes for disciplinary action, disciplinary actions that may be taken, and alternatives to suspension/expulsion are available upon request.

III. Discipline Procedures for Students with Disabilities.

The primary purpose of this portion of the suspension/expulsion policy is to ensure the Academy's actions are consistent with IDEA. Gateway Preparatory Academy recognizes that students with disabilities, who attend the Academy, and their parents/guardians, retain all rights under Part B of the IDEA, Sections 53A-15-301 through 53A-15-305 *Utah Code Ann.*, and other rules protecting the rights of students with disabilities. As a result, the Academy will adopt the provisions regarding discipline procedures for students with disabilities as set forth in the Utah Board of Education's *Special Education Rules*, Section V. In the event that the Academy's policy does not comply with Part B of the IDEA, Sections 53A-15-301 through 53A-15-305 *Utah Code Ann.*, and other rules protecting the rights of students with disabilities, the Academy will adopt a policy that ensures compliance with the aforementioned laws and regulations.

Fiscal Procedures

Accounting Records

Gateway Preparatory Academy will maintain its accounting records using The State office of Education guidelines for Budgeting, Accounting, and Auditing for Utah School Districts and in accordance with all applicable federal, state, and local laws and regulations and ensure such records are available to the State or other interested parties, as requested from time to time. The Academy's financial reporting will be in accordance with Generally Accepted Accounting Principles (GAAP), which include Generally Accepted Governmental Auditing Standards. Under the direction of the board, the principal shall be ultimately responsible for filling out and submitting reports to the state board as set forth in the Utah Charter School Act. In addition, the Academy will follow state procurement rules and procedures for all expenditures that are governed by the state procurement code.

An annual independent financial audit of the school's records will be conducted in accordance with the Academy's charter contract. One and three-year budgets will be created and maintained. The Academy will maintain a comparison of actual expenditures to budgeted expenses. The Academy

reserves the right to re-allocate funds from one line item to another if purchasing practices or conservation result in an expenditure different than that budgeted and the line items are changeable according to budget rules and regulations. Undistributed reserves will be properly re-allocated according to the direction of the board. A reserve fund will be established to add financial stability to the Academy's budget. Emergency expenditures will be drawn from this fund after board approval.

The board of directors shall, in conjunction with the principal, develop and adopt a budget each March for the following school year. These budgets will support the Academy's mission and stated goals. To that end these budgets must:

- a. Contain enough detail to enable reasonably accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trial.
- b. Balance - Appropriations must be planned in a way so that they equal or are less than anticipated revenues.
- c. Be in line with board-stated priorities.

Business Administrator

The Academy will hire or contract for a Business Administrator and arrange for the Business Administrator to attend training in School Finance and Statistics prior to working with the Academy.

The Business Administrator will provide payroll management services for all Academy staff. The Academy's payroll services will function in a manner similar to those provided for other state and district employees, including the preparation of W-2's, filing of taxes and any other reports that are required by state and federal law.

Vendor Selection Procedure

Gateway Preparatory Academy requires that all vendors be selected using a process in either the [State of Utah Division of Purchasing](#):

- Phone quotation form
- <http://purchasing.utah.gov/contract/documents/phonequotation.pdf>
- Sole source form
- <http://purchasing.utah.gov/contract/documents/solesourcerequestform.doc>
- Multi-step bid form
- <http://purchasing.utah.gov/contract/documents/multistepbidmanualept3008.doc>
- RFP form
- <http://purchasing.utah.gov/contract/documents/rfpmanualept2308.doc>

The phone quotation form may be used in cases where the purchase is under \$5000. At least two, but preferably three bids minimum will be obtained. It may be used with quotations obtained over the telephone or via other communications methods such fax, the internet, or in person.

The sole source form may be used for purchases in accordance with the State of Utah Purchasing Rules R33-3-401 and R33-3-402.

The multi-step bid form or RFP form may be used at the discretion of the purchasing requester for vendor selection in any other case.

In addition, all purchases must also conform to the Academy's Bylaws "Conflict of Interest Policy" adopted at the January 2007 Board Meeting and detailed in the Academy's Charter. For minutes of that meeting, see <http://gpacharter.org/22jan2007-board-meeting-minutes>.

Purchasing Procedure

Fiscal Procedures

Purchasing Procedure

- a. Fill out requisition form.
- b. Obtain necessary signature(s)* on the requisition and turn it in to the Business Office.
- c. The Board Treasurer makes a copy of the requisition and returns it to the requester (along with a purchase order if necessary) to process the order.
- d. When the order is received, either sign the packing slip or sign the requisition and mark it "received" before returning it to the Business Office.
- e. If the Academy is billed directly for the purchase, the job is complete.

Check Disbursement Procedure

Disbursement Procedure

- a. Checks are prepared no less than once a week.
- b. Checks are prepared by the Board Treasurer.
- c. All checks require two (2) signatures and are subject to the additional restraints provided in this section.
- d. Checks are prepared for all current obligations for which there is proper documentation of approval:
 - i) For checks to individuals, there must be an approved purchase requisition, and an invoice with a different approved signature than that which appears on the requisition.

Cash Receipts Procedures

Cash Receipts Procedures

- a. Any money turned into the office must be accompanied by a form signed by the depositor stating the amount being turned in.
- b. The form and money are deposited with the Board Secretary.
- c. The Board Secretary verifies the amount turned in, signs the form, and gives the form and money to the Board Treasurer.

d. The Board Treasurer prepares the deposit and takes it to the bank. If Treasurer is not available, the secretary or the principal can prepare and take the deposit to the bank.

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Assets and Operations

Assets and Operations

Fixed assets will be acquired and disposed of only upon proper authorizations and will be adequately safeguarded and properly recorded. The school will establish and adhere to a set of effective internal accounting controls that will be administered by the board of directors under the direction of the treasurer, who will be responsible to insure proper accounting controls are implemented and utilized.

The Academy will operate in a manner which insures its long-term financial strength:

a. The school will operate in the black.