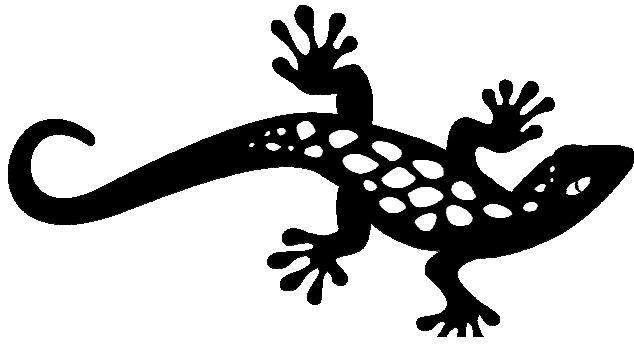


2009-2010



# Student Handbook



**GateWay**  
Early College High School

108 North 40<sup>th</sup> Street  
Phoenix, AZ 85034  
602-286-8759

<http://highschool.gatewaycc.edu>



**2009-2010 SCHOOL YEAR CALENDAR**

5 First Day of school  
5,6,7 Early Release

21 Teacher In service  
No School

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**SEPTEMBER '09**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 No School

7 Labor Day  
No School

7 Student led conferences  
Half day

8 Student led conferences  
No School

9 No School

28,29,30 AIMS

**OCTOBER '09**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER '09**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Veterans Day  
No School

25-27 Thanksgiving Break  
No School

25 College Classes in session

**DECEMBER '09**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 Early Release

21-31 Winter Break  
No School

**JANUARY '10**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day

4 School Resumes

18 M.L. K. Day  
No School

12 Teacher In service  
No School

15 Presidents Day  
No School

23,24 AIMS-Terra Nova  
23,24 Early Release

**FEBRUARY '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**MARCH '10**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10-11 Student led conferences  
Half day

12-19 Spring Break

2 Spring Holiday  
No School  
College Classes in session

7,8 AIMS  
7,8 Early Release

9 Half Day

30 Teacher In service  
No School

**APRIL '10**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY '10**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14 Teacher Work Day  
No School

26 Last Day of School  
Graduation

26 Early Release

31 Memorial Day

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## **PRINCIPAL'S MESSAGE**

August 5, 2009

Dear GWECHS Community,

We are all very excited about the 2009-2010 school year. We have added a few new classes and are ready for a year rich in educational experiences.

We look forward to working with the students and parents to further every student's opportunities. We have plenty of ways that parents can participate in the development and progression of the Early College High School and encourage all of you to get involved. Title I, NCA, and PTSO committees all need and welcome new members. After school clubs such as the fitness club, Mother/Daughter club, or the Eco Club welcome your help and support.

Your child's education and well-being is of utmost importance to us and I encourage you to contact me with any concerns or questions you might have.

Sincerely,

Lisa Smith, Acting Principal  
GateWay Early College

### **2009-2010 IMPORTANT CONTACTS**

#### **Administration:**

Acting Early College Principal	Lisa Smith	(602) 286-8759	<a href="mailto:smith@gatewaycc.edu">smith@gatewaycc.edu</a>
Coordinator Admissions/Records	Autumn Frampton	(602) 286-8756	<a href="mailto:frampton@gatewaycc.edu">frampton@gatewaycc.edu</a>
Parent Liaison	Ericka Nichols	(602) 286-8794	<a href="mailto:nichols@gatewaycc.edu">nichols@gatewaycc.edu</a>
Attendance	Marilyn Lucero	(602) 286-8759	<a href="mailto:lucero@gatewaycc.edu">lucero@gatewaycc.edu</a>

#### **Student Support:**

Counselor	Joel Laurin	(602) 286-8757	<a href="mailto:laurin@gatewaycc.edu">laurin@gatewaycc.edu</a>
Drop Out Prevention Specialist	Robert Hill	(602) 286-8755	
Academic Support Assistant	Liz Sandefur	(602) 286-8770	<a href="mailto:sandefur@gatewaycc.edu">sandefur@gatewaycc.edu</a>

#### **English:**

Maria Bracamontes	<a href="mailto:bracamontes@gatewaycc.edu">bracamontes@gatewaycc.edu</a>
Blaine Montanaro	<a href="mailto:montanaro@gatewaycc.edu">montanaro@gatewaycc.edu</a>
Olenka Cullinan	<a href="mailto:cullinan@gatewaycc.edu">cullinan@gatewaycc.edu</a>

#### **Electives:**

Karen Hawkes	<a href="mailto:hawkes@gatewaycc.edu">hawkes@gatewaycc.edu</a>
Mary Nunn	

#### **Math:**

Marina Filimon	<a href="mailto:filimon@gatewaycc.edu">filimon@gatewaycc.edu</a>
Danny Vingochea	<a href="mailto:vingochea@gatewaycc.edu">vingochea@gatewaycc.edu</a>

#### **Science:**

Theresa Johnson	<a href="mailto:johnsont@gatewaycc.edu">johnsont@gatewaycc.edu</a>
Christopher Mehall	<a href="mailto:mehall@gatewaycc.edu">mehall@gatewaycc.edu</a>
Erick Blevins	<a href="mailto:blevins@gatewaycc.edu">blevins@gatewaycc.edu</a>

#### **Social Studies:**

Darnetta Fair	<a href="mailto:fair@gatewaycc.edu">fair@gatewaycc.edu</a>
Michael Chamberlain	<a href="mailto:chamberlain@gatewaycc.edu">chamberlain@gatewaycc.edu</a>

GWECHS Administration Office Hours:  
Mondays –Thursdays: 7:30am - 4:30 pm  
Fridays: 7:30am - 3:30 pm

## Other hours available by appointment

### PARENT SCHOOL COMPACT

#### **Staff Section**

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- Teach grade level skills and concepts
- Strive to address the individual needs of our students
- Communicate frequently with families regarding student progress
- Provide a safe, positive, and healthy learning environment for your student
- Correct and return assignments in a timely manner
- Clearly communicate expectations in a course syllabus

#### **Student Section**

I realize that my education is important. I know I am the one responsible for my own success; therefore, I agree to carry out the following responsibilities to the best of my ability:

- Wear Early College ID AT ALL TIMES
- Get to class on time every day
- Use my planner to record all due assignments
- Return completed homework on time
- Participate actively in mandatory student-led conferences twice per school year
- Be responsible for my own behavior
- Be a cooperative learner
- Ask for help when I need it
- Approach all my studies with college as a goal

#### **Parent Section:**

I understand that my participation in my student's education will help his/her achievement and attitude; therefore, I will continue to carry out the following responsibilities to the best of my ability:

- Encourage my student to complete his/her homework assignments for high school and college courses
- Review all Principal's Newsletters
- Participate in mandatory student-led conferences twice per school year
- Attend Early College Orientation evening, Back to School Event, Open House and other school events
- Encourage my student to engage in reading activities for at least 30 minutes every day
- Provide a quiet place and time for my student to do homework
- Make sure my student gets adequate sleep and has a healthy diet
- Support both school and college discipline and attendance policies

### COMMUNICATION

We wish to communicate with all parents and guardians. If communication is needed in a language other than English, please contact the office so that school may make arrangements.

### NON-PROFIT EDUCATIONAL INSTITUTION

GateWay Early College High School is an NCA accredited, non-profit educational institution. Tax-deductible contributions are always welcomed. We participate in the Arizona State Tax Credit program where you can pay up to

\$400 of your annual state income tax to GateWay Early College High School instead of the AZ Department of Revenue. Please contact the office for the tax credit form.

## **THE EARLY COLLEGE HIGH SCHOOL RELATIONSHIP TO GATEWAY COMMUNITY COLLEGE**

Gateway Early College High School is a charter school operating on the campus of GateWay Community College. This partnership is *very special*, and high school students, their parents, and high school staff need to highly value this opportunity. It is a privilege for students to attend Gateway Early College High School. The Early College High School principal must certify on each student's GateWay application that the student possesses the academic potential and maturity to attend school on a college campus. Students and their parents must understand that college and high school staff holds GWECHS students to a higher standard than is common for students at regular high schools and even adult students attending GateWay. The privilege to attend GateWay Community College can be revoked at any time.

## **EXPECTATIONS FOR OUR LEARNING COMMUNITY**

### **CLASSROOM**

- Attend all of your classes every day.
- Be punctual! Arrive on time to all classes! It is YOUR responsibility to be aware of the time and to arrive promptly.
- Keep a daily written record of ALL assignments and due dates in the GWECHS planner
- Be prepared! Bring ALL materials to school each day, including: binder, paper, books, pens, pencils, and assignments
- Master Cornell note-taking techniques
- Maintain daily Cornell notes for each scheduled class
- Complete, in depth, all in-class and homework assignments in a diligent, responsible, timely manner.
- Do your own work. It is unacceptable to plagiarize from another student or source, including the internet, or to give or receive information during a test.
- If you have questions regarding any class, or need more help on an assignment, schedule an appointment with your teacher, counselor or seminar teacher. All GWECHS and GWCC Instructors have office locations and appointment times available for meeting with students.
- PARTICIPATE IN CLASS! You will learn more and class will be more interesting to you if you are an active participant.
- BE POSITIVE! Disruptive behavior in the classroom may result in a student being asked to leave the classroom. If this happens, report IMMEDIATELY, without argument, to the office. You will always have an opportunity to explain your position, but you do not have the right to disrupt class.

### **HOMEWORK**

- Treat homework as a priority in your daily schedule! Complete your assigned homework on time and record it in your agenda.
- CHALLENGE YOURSELF! Complete and review your Cornell notes every night. Summarize daily lessons; read ahead; look up information on your own.
- Have a quiet, well-lit place at home to study.
- Study with a friend! Research has shown that studying with others in your class in one of the most effective ways to learn.
- Share what you're learning with your family.

### **CAMPUS BEHAVIOR**

GWECHS students are expected to exhibit the following behaviors anywhere on campus (in a high school class, a college class, a hallway, cafeteria, etc.):

- Avoid using profanity and racial, ethnic, or sexual slurs
- Refrain from all forms of harassment and intimidation
- Theft of another's belongings
- Appreciate the GateWay College Campus - no vandalism/damage to classrooms, restrooms, or other school property
- RESPECT AND COURTESY should be shown to everyone on campus: high school and college students, faculty, parents, guests, College Safety officers, etc.
- MAINTAIN QUIET IN THE HALLWAYS. When classes are dismissed, leave classroom and buildings quietly. Refrain from yelling and shouting.
- HANDLE DIFFERENCES PEACEFULLY. See the GWECHS counselor for help.
- USE UNSCHEDULED TIME PRODUCTIVELY in the library, computer labs, Seminar, etc.

- TREAT ALL FACILITIES WITH CARE in a manner that shows respect for all GateWay facilities and equipment
- GateWay Early College is a DRUG, ALCOHOL, AND TOBACCO FREE SCHOOL.

### **VOLUNTEER OPPORTUNITIES/COMMUNITY SERVICE**

Volunteering is critical to the successful functioning of an Early College High School. Family, friends, and teachers working together provide the best instruction for our students. Volunteering is both stimulating and fulfilling for those involved. We encourage mothers, fathers, grandparents and community members to share in the special experience... volunteer your time. It is fun! If you are interested in learning more about opportunities to volunteer at GateWay, please call the office.

As a community, GWECHS students are required to complete service hours each year. Volunteerism builds community, increases success and develops leadership. GWECHS will provide opportunities to meet those hours through school sponsored events, however students are encouraged to complete hours independently. Hours completed in the summer will count toward the annual total.

In the course of the four years students take to graduate, they must complete the following amounts annually:

*9<sup>th</sup> Grade: 10 hours    10<sup>th</sup> Grade: 20 hours    11<sup>th</sup> Grade: 30 hours    12<sup>th</sup> Grade 40 hours*

### **VISITORS ON CAMPUS**

Parents are always welcome on the Early College campus. We encourage you to visit your students' classrooms and get acquainted with teachers and the many exciting changes taking place in their classrooms. For the safety of our students, we ask that ALL school visitors report to the office before entering a classroom. For the convenience of all persons visiting schools, we ask that you contact the office prior to any visit so that an appointment can be made. Students not enrolled in school are not included in this invitation. All school visitors/volunteers must report to the office to sign in and pick up a guest pass before entering a classroom. To assure safety at GWECHS, we have trained our school personnel to stop and ask unfamiliar faces for proper visitor identification. If this happens to you, please don't be offended. It is for the safety of our students.

### **GATEWAY EARLY COLLEGE HIGH SCHOOL'S NON-DISCRIMINATION STATEMENT**

GWECHS does not practice discrimination on the basis of race, color, national origin, sex, handicap, or age. This policy is in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex-equity), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and Age Discrimination Act of 1975 (pertaining to age), and covers admission and access to, and treatment and employment in, the school's programs and activities, including vocational education. Students, parents or guardians, employees, or members of the community who have any concerns about these regulations or who wish to file individual grievances should contact the Early College Principal. GWECHS recognizes its obligation to provide overall program accessibility throughout the school for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

### **MARICOPA COMMUNITY COLLEGE DISTRICT NON-DISCRIMINATION POLICY**

**(AR 2.4.2)** It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

## **GRADE REPORTING AND PROGRESS REPORTS**

**MANDATORY: Students are expected to lead a conference with their parents twice a year. Failure to do so will result in an incomplete or reduced grade. Further, it will impact the student's eligibility for college classes.**

### **GateWay Community College Grades**

GateWay College does not mail grade reports. Grades are available on-line at the end of each semester through [www.my.maricopa.edu](http://www.my.maricopa.edu).

### **High School Grades**

School offers the opportunity for students to learn. Students are advised to use free time as study time at school and to plan on study time at home daily. Grades are an evaluation of what has been learned. They become part of a permanent record that lasts FOREVER! Institutions of higher learning, potential employers, and the various military services are interested in student records. We only keep them - - **students make them.**

Mid Term Progress reports are issued mid quarter, and high school report cards/progress reports are issued at the end of each quarter. Academic grades encompass an evaluation of homework, test grades, class work, quizzes, reports, projects, portfolios, and class participation. Gateway's grading scale is as follows: 90%=A, 80%=B, 70%=C, 69% or below=F (GWECHS does not issue "D"s)

## **GRADUATION REQUIREMENTS**

A passing score on all areas of the AIMS tests, and completion of the following coursework:

### **Class of 2010-2012**

English	4.0
Mathematics	4.0
Science	3.0
Social Studies, to include:	
Global Studies	1.0
US/AZ History	1.0
US/AZ Government	0.5
Economics	0.5
Fine Arts/Vocational	1.0
Additional Requirements:	
Health	0.5
Public Speaking	0.5
Personal Finance	0.5
Service Learning	0.5
Capstone Portfolio	0.5
<u>Other Electives</u>	<u>4.5</u>
Total Credits*	22.0

### **Class of 2013**

English	4.0
Mathematics	4.0
Science	3.0
Social Studies, to include:	
Global Studies	1.0
US/AZ History	1.0
US/AZ Government	0.5
Economics	0.5
Fine Arts/Vocational	1.0
Additional Requirements:	
Health	0.5
Public Speaking	0.5
Personal Finance	0.5
Service Learning	0.5
Capstone Portfolio	0.5
<u>Other Electives</u>	<u>6.5</u>
Total Credits*	24.0

Arizona State Universities require the following credits for admission to NAU, ASU or U of A:

English	4.0
Math	4.0
Lab Science	3.0
Social Studies	2.0
Foreign Language	2.0
Fine Arts	1.0

## **ACADEMIC PROBATION**

Students eligibility to enroll in college courses will be reviewed each semester as a part of the course selection process. This will include a review of high school and college grades, attendance and tardies, assessment data and teacher input. A student may be placed on academic probation if he or she has not made adequate progress each semester on the above criteria. (See Statement of Agreement for further information found on page 20.)



**EDUCATIONAL CAREER PLAN**

Arizona Law now requires students from the Class of 2013 and beyond to complete an Educational Career Plan to be updated yearly. The following is a sample of our graduation plan for the Early College High School Program (actual plans will vary from student to student):

Grade Level	Course	Dept.
9	ALG 1 A	MAT
9	ALG 1 B	MAT
9	Earth Sci A	SCI
9	Earth Sci B	SCI
9	ENG 09 A	ENG
9	ENG 09 B	ENG
9	Global St A	SOC
9	Global St B	SOC
9	Health A	ECREQ
9	Public Speaking	ECREQ
9	Community Service: 10 hours	
College Class	CIS 105 - Survey of Computer Information Systems	GWCC
College Class	CPD 150 - College Strategies for Success	GWCC

Grade Level	Course	Dept.
10	Geom A	MAT
10	Geom B	MAT
10	Bio A	SCI
10	Bio B	SCI
10	ENG 10 A	ENG
10	ENG 10 B	ENG
10	US/AZ Hist A	SOC
10	US/AZ Hist B	SOC
10	Personal Finance	ECREQ
10	Community Service: 20 hours	
College Class	GBS 151 - Intro to General Business	GWCC
College Class	"100 Level" College Elective	GWCC

Grade Level	Course	Dept.
11	ALG 2 A	MAT
11	ALG 2 B	MAT
11	Chem A	SCI
11	Chem B	SCI
11	ENG 11 A	ENG
11	ENG 11 B	ENG
11	Service Learning	ECREQ
11	Community Service: 30 hours	ECREQ
College Class	up to 15 credits	GWCC

Grade Level	Course	Dept.
12	Adv Math A	MAT
12	Adv Math B	MAT
12	ENG 12 A	ENG
12	ENG 12 B	ENG
12	US/AZ Government	SOC
12	Economics	SOC
12	Capstone Portfolio A	ECREQ
12	Capstone Portfolio B	ECREQ
12	Community Service: 40 hours	ECREQ
College Class	up to 18 credits	GWCC

*ECREQ: Early College Graduation Requirement*

**Students are encouraged to complete no fewer than one college class per year. Academic progress will be reviewed during Seminar classes, with the counselor and other advisors as needed.**

## WITHDRAWING FROM GATEWAY COMMUNITY COLLEGE CLASSES

All students must adhere to the terms in the Statement of Agreement to enroll in GWCC courses. Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Parents must attend a conference prior to final approval of the withdrawal. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues may be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.) (See page 19 for specific requirements.)

Students who do not confer with the Early College counselor prior to withdrawing may be placed on academic probation.

## ADMISSIONS POLICY

GateWay Early College High School maintains an open enrollment admission policy and does not discriminate on basis of race, creed, color, national origin, sex, or handicap in its educational programs or activities, as required by law.

GateWay Early College High School enrolls students on a first come first served basis under the following guidelines:

- In accordance with ARS 15-184, GWECHS enrolls all eligible pupils who submit a timely application unless the number of applicants exceeds the capacity of a program, class, grade level or building.
- In accordance with the principles and practices established in our charter, there will be no more than 100 students per grade level. Enrollment application packets must be fully completed and on file in the office before students are placed on the waiting list.
- Siblings of enrolled students and children of staff members have first right of refusal.

## ATTENDANCE

Attendance is a critical aspect of learning and a crucial part of success at Early College High School. GateWay Early College will maintain a strict policy regarding attendance so that students will be able to take full advantage of the extraordinary opportunity extended to them.

All students are expected to be regular and punctual in their attendance. Excessive tardiness or a pattern of unwarranted absenteeism is cause for administrative withdrawal. Unwarranted or excessive absences from GateWay Community College classes may result in the student being dropped from those classes and dismissal from Early College High School. Punctual transportation to and from school is a student's responsibility. A missed bus, missed ride, or car problems is not a valid excuse for an absence.

### The Early College High School attendance policy shall be as follows:

- Please call the school's Attendance Officer (602-286-8759) before 9:30 a.m. to notify us if your student is home sick and cannot attend school for the day. Please provide the following information:
  - Name of caller
  - Student's name and grade
  - Reason for absence
- Attendance is taken each period. If students are truant to any or all classes during a particular day they will be counseled by Early College High School staff and a call will be made to parents/guardians.
- A second truancy will result in parent conference with staff. **Students will not be allowed to return to class until this conference is scheduled.**
- A pattern of unexcused absences may result in a re-evaluation of eligibility to continue to attend GWECHS.

**Student Illness and Accident** - Parent(s)/Guardian(s) are required to furnish the school with current emergency information, including:

- The parent/guardian and student's home address and phone number.
- The parent/guardian's business address and phone number.
- The names, addresses, and telephone numbers of two (2) relatives or friends who are authorized by the parents or guardian to care for the student in case of emergency when the parent/guardian cannot be reached.

It is the Parent/Guardian's responsibility to notify the school of the changes in this information. A new Emergency Card may be obtained in the GWECHS office.

**It is a student's responsibility to arrange for all make-up work following an excused absence.**

After a student has been absent for three days due to illness, the office will assist in obtaining assignments. If this service is necessary, a request should be made to the Administration office at 602-286-8759. **Please allow 24 hours for teachers to prepare materials.**

**TARDIES**

The only excuse accepted for tardies to the high school will be when there is an unusual emergency **and the school is notified by parent/guardian.** Students enrolled concurrently in college classes that conflict with the high school class time are required to make-up missed work.

Tardiness results in disrupted class time and will not be tolerated. The following is our tardy policy:

- Students will be admitted late to class **only with a tardy slip from the office.**
- Student with excessive tardies will be placed on academic probation and will not be allowed to take college classes the following semester.
  - First Tardy: after school detention (30 minutes) served on the day tardy is earned.
  - After (3) three unexcused tardies, notice will be given to the student and parent/guardian by the teacher and an hour long after school detention will be assigned.
  - After the sixth (6) unexcused tardy during a semester, a parent/guardian conference will be held and appropriate discipline will be in effect. Three (3) tardies equal an absence.

**ABSENCES**

An absence from school is unexcused if it does not meet the criteria categorized as an excused absence. **A student whose absences are unexcused will not be allowed to make up work for the days missed.** This type of absence is also defined as truancy.

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

**Excused Absences** are as follows:

- Illness
- Medical/Dental related, including appointments
- School-sanctioned activities
- Absences related to legal system
- Family Emergency
- Bereavement/Funeral (immediate family member only)
- Religious Observances (should be pre-arranged with GWECHS Administration)

**Re-admittance Notes for Excused Absences**

Notes **must** contain the following information:

- The student's name
- The reason for the absence
- The date(s) of absence and class periods missed (if only a partial day)
- A parent/guardian signature with daytime phone number.

**If no parent phone call is received on the day of absence, a student has 48 hours upon their return to school to provide a written note excusing the absence signed by parent/guardian. A student's absence will be considered excused only when verified by a parent/guardian. Falsely representing a parent/guardian in any way will result in disciplinary action.**

**IMPORTANT NOTE: Students who are over 18 years old and live with their parent/guardian are still required to have a parent/guardian excuse their absences.**

In any one quarter (for classes meeting everyday)/or semester (for classes meeting every other day):

- Three unexcused absences from a class, a student will receive an attendance notice indicating that he/she is in jeopardy of losing credit and being administratively withdrawn from the class for excessive unexcused absences. Parents will also be notified in writing and by phone.
- Six unexcused absences will result in no credit earned and administrative withdrawal from the class.

**CLOSED CAMPUS**

Early College High School is a closed campus. Students are NOT permitted to leave the campus for lunch except as Seniors and ONLY with an approved Off-Campus pass on file with the office and 15 credits earned

towards graduation. **Parent permission forms must be signed at school in the presence of a campus administrator. Underclassmen will not be given lunch passes to leave campus under any circumstances.** If a student needs to leave campus for any reason during the school day, a parent/guardian must sign them out in the front office.

### **Automobiles**

All automobiles driven to school by students must have a valid parking sticker issued by GWCC. Drivers are expected to follow the rules of safe driving and common courtesy. All student drivers must have a valid driver's license.

### **PRE-ARRANGED ABSENCES**

#### **Off Campus**

Parents may request a pre-arranged absence from school for up to five (5) days of instruction for such things as medical/dental appointments, court appearances, or emergencies. Pre-arranged absences will not be allowed for vacation. Vacation absences will be unexcused. Students should pick up the form in the GWECHS Administration Office. After teachers have signed the form indicating any homework or comments on how the absence will affect grades, the student should take the form home for a required parent's signature and then return it to the GWECHS Administration office for final review and approval by the Principal.

#### **Appointments**

When scheduling student appointments outside of school (doctor, dentist, etc) please remember that the number of absences allowed in a college course may be limited by the professor-multiple absences may affect a grade in a college class. It would be in the student's best interest to avoid having appointments at times when college classes meet. Your student should know when their classes start/stop but if you need that information please contact the office or the student's seminar teacher for more information.

If a student has an appointment with a doctor or dentist during the school day or if he or she needs to be excused for any other valid reason, a parent or guardian must contact the GWECHS office by telephone or send a note with their student to school. Failure to do so is considered an unexcused absence, and is subject to a zero for class work and disciplinary action. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. This note must be brought back from the appointment or returned the next school day.

### **TRUANCY LAW/STATEMENT: MARICOPA COURT UNIFIED TRUANCY SUPPRESSION PROGRAM (CUTS)**

GWECHS participates in the Maricopa C.U.T.S. (Court Unified Truancy Suppression) program. 18 unexcused or excused absences will result in a warning letter from the school. If the truancy is not resolved, the next intervention will involve court intervention in line with Arizona State law (A.R.S. 15-803) says that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence the school attendance officer may cite the student, parent or custodian directly into court for violating the state truancy law. Absences will affect eligibility for participation in extra-curricular activities.

### **DIRECTORY INFORMATION AND MILITARY RECRUITERS**

GateWay Early College will not release student information without written authorization. However, by law, we must release student's names and phone numbers/addresses to military recruiters unless a signed opt out form is submitted to the front office at the beginning of the school year.

## **CODE OF CONDUCT**

### **DRESS CODE**

We realize that our students are on a college campus, where the style of dressing is more varied than at a regular high school campus; however, because GWECHS is a high school committed to preparing students for college and careers, students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or on field trips. Inappropriate attire can create distractions during class time, and can also expose students to unwelcome attention on the campus by some adults. We suggest students wear more casual business-like attire. Unkempt appearances must be corrected before returning to class. Extremes of any kind of fad or wearing apparel which call undue attention to the person are not acceptable. Any clothing which by word, statement or graphic representation that is derogatory, demeaning, or taunting in nature which states or implies to incite or upset students or staff members is not acceptable. Students in violation of the dress code will

be asked to correct the dress concern with the simplest solution at hand. **If the student has to go home for a clothing change, an unexcused absence may be issued. Repeated dress code violations may result in suspension from school for dress code and insubordination issues.**

- Shorts may be worn, providing that they are of appropriate length and appearance. The check for this will be to extend arms down; short length should be beyond fingertips. No cut-offs. No spandex. All shorts must be neat in appearance without torn areas or holes.
- Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans is not acceptable attire at school or at school sponsored functions. Slogans considered offensive would include double meaning sexual jokes or sayings, profanity, promotion of cultic groups or clans, gang affiliated symbols or sayings, racial or social slurs.. Sayings or graphics that are rude or crude are inappropriate.
- Swimsuits, halters, midriff shirts, spaghetti strap tops, and tank tops/basketball jersey type tops, mesh see through material shirts/blouses, pajamas, or tube tops are considered inappropriate attire for school.
- Pants must be worn above the hips - *NO SAGGING*.
- The wearing of clothing, related apparel, jewelry or manner of grooming, that by virtue of its association with memberships to groups, cults, gangs or represents or attempts to copy gang-like behavior will not be tolerated in school or at any school activity. Examples that have come to light in school settings include trench coats, armbands, satanic pentagram (star), and swastika emblems. Additionally jewelry or apparel worn to represent self mutilation or murder is not acceptable in this school setting. Wearing of chains (interlinked, animal collars), choke chains and spikes are not acceptable as supplementary or accent jewelry.

Much attention has been drawn to schools about safe environments that are free of intimidation or harassment that comes either verbally, physically or visually. **The standards outlined in this handbook have been implemented to help ensure a safe environment and are not intended to diminish personal taste or values.** Extreme fads or expressions that detract from instruction represent a standard of inappropriateness for school. Such types of dressings may be perceived as attempts by individuals to incite others to react and to create an antagonistic confrontation. At that point the safety and welfare of the general school environment may be considered as compromised.

**Inappropriate dress includes:**

- Spaghetti straps
- Biker shorts not covered by shirts, skirts, or pants.
- Clothing with excess holes
- Gang-related clothing or insignia
- See-through clothing
  - Clothing that is skin tight, revealing back, midriff, cleavage, or buttocks
  - Clothing that exposes underwear; underwear worn as outerwear.
  - Attire showing pictures or messages promoting drugs, sexploitation, discrimination, profanity, or violence.
  - Blouses or tops which are too short, causing the mid-section, including the belly button, to be exposed.
  - Short shorts or micro-mini skirts
  - Headwear (all caps/hats, scarves, beanies, stocking caps, “do-rags”, wave caps, etc.) may not be worn inside unless such item has religious affiliation.

We hope that you find these regulations to meet your needs, or that you can adjust to these while you are on campus. If, in the opinion of the faculty or staff member, any student’s dress, manner, appearance or conduct distracts, disrupts, or interferes in any way with the classroom procedures or the educational processes, the violator will be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the school administration.

**PUBLIC DISPLAYS OF AFFECTION (PDA)**

GWECHS is considered a “hands-off” campus; therefore public displays of affection are not allowed on campus or at school-sponsored activities.

**SMOKING**

State law prohibits tobacco products on school grounds, in school buildings, in school parking lots or playing fields, in buses or other vehicles or at off-campus events sponsored by the school. These provisions affect all

traditional public, charter, and private schools serving students in K-12. GWECHS students are prohibited from smoking anywhere on the community college campus.

1. Parents will be notified.
2. Parents will be notified and a short term suspension initiated.
3. Parent Conference and student may be suspended for not more than ten days and/or in lieu of a suspension, the student may participate in a tobacco education diversion program.
4. The student may be referred to the police and prosecuted for a petty offense, with a fine up to \$300.
5. Cumulative violations could result in a formal hearing and recommendation for suspension

### **EATING/DRINKING**

No eating or drinking is allowed in the classrooms. Students should plan their time appropriately when eating so that they are not late to class. Only bottled water is allowed in the classroom.

### **BUS RIDING RULES**

As representatives of GWECHS, students are expected to act appropriately at all times while riding either the Maricopa Community College District vans or the Valley Metro busses. For the safety and security of all bus passengers, students are expected to follow the following policies:

1) Eating and smoking are not allowed on the bus 2) You may bring your drink on the bus if it is in an approved, covered plastic container 3) Fighting, throwing, pushing, playing loud radios or stereos, rough behavior, shouting, and vulgar language are not allowed.

### **SCHOOL PROPERTY**

Students who damage school property at school or while under school jurisdiction may be subject to disciplinary action. The student, parent/guardian shall be liable for damages.

All students are expected to respect and care for all property of both GWECHS and GWCC including facilities and books. Willful destruction or defacement of school district property at any time is cause for disciplinary action up to and including expulsion from the program. Student grades and transcripts will be withheld until all costs from damages have been paid. When the pupil and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

### **TEXTBOOKS**

***Both Early College High School issued textbooks and GateWay Community College textbooks are the property of GWECHS.*** Books are to be returned to the GWECHS Administration office at the end of the semester. Students who do not return Early College or college textbooks may lose eligibility for placement in future college classes.

### **STUDENT PROPERTY**

Students are encouraged to use good judgment in what they bring to school. They should not bring items of great value to school. If they do so, they bring them at their own risk. The school assumes no responsibility for loss to students' personal property. Items that may cause a distraction in the classroom are subject to confiscation by administration and will be returned to student after parent notification has been made.

### **LOST AND FOUND**

Students who find lost articles should take them to the GWECHS office. Students who lose articles should first check with the GWECHS office and then check with GWCC College Safety Office.

### **ELECTRONIC MEDIA - TERMS AND CONDITIONS**

Internet access is available to Early College students as an educational tool. The school's goal in providing this service is to promote educational excellence by resource sharing and gathering information and news from research institutions. We are pleased to offer Early College High School students access to computers in the GateWay Community College library and Computer Commons. To use the Internet in the College Library, all minor students must obtain parental permission. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. **However, parents and guardians of minors are responsible for setting and conveying the standards that their**

**children should follow when using media and information sources.** To that end, GateWay Early College High School will support and respect each family's right to decide whether or not to apply for access.

**Computer Access and Guidelines (For GWECHS students under 18)**

- One student per workstation unless students have been assigned to small groups by the instructor
- Full Internet Access
- Microsoft Office (Word, Excel, PowerPoint, and Access)

**Internet Guidelines**

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Visiting websites of a sexual nature
- Downloading files without teacher permission (i.e. music, video, clip art, pictures, etc.)\*
- Visiting online chat rooms or any other non-educational website (i.e. MySpace, Facebook, yahoo messenger)
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Deliberate damage to hardware or software
- Use of District computers for illegal activities

**Violations may result in a loss of access as well as other disciplinary action**

**\*GWCC reserves the right to take disciplinary action which may result in expulsion from the college campus.**

**COMPLAINTS AND CONCERNS**

We are grateful for your time and support and for entrusting us with the education of your children. Should you ever encounter a problem at school, please discuss it with the teacher involved or principal as soon as possible. Doing this prevents uneasiness and tensions from building up. A well-balanced child can only develop with the full cooperation of parents and teachers. We are ready and willing, at all times, to be of service to the students entrusted to our care.

We will listen to you and do what is best for all concerned. The following complaint procedure is in place:

1. Contact the Gateway staff member (teacher, office staff, administrator etc.) directly involved and attempt a resolution to the problem. Express complaints against specific individuals first to the individual in question and then to the principal if you deem it necessary.
2. If necessary, arrange an informal meeting with the principal before seeking any other recourse. If the issue is not resolved in the meeting, the matter may be referred to the next level of review.
3. If you are dissatisfied with the outcome of the meeting, please complete a Parent Complaint Form, available in the office. Upon receipt of the signed form, the Director will schedule a conference to be held within ten school days between the parent, principal, teachers, staff members and/or professionals whose input might be relevant to the issue in question. In the event the staff members are not available, an appropriate designee will attend. Any relevant documentation must be submitted to the principal by all parties in advance of the meeting for review by the principal prior to the meeting. Following the review of the documentation provided, the principal will convene a meeting with those relevant to the complaint. If the complaint involves a grade the material submitted will be evaluated to make sure that they fall within (1) the teacher's own grading policy; (2) the parameters set by the high school (*see Grade Reporting found on Page 10*); (3) that all assignments turned in on time to the teacher were graded and that appropriate credit was given.
4. If the issue is not resolved to the parent's satisfaction, the proposed resolution, along with all data, information forms, and other documentation pertinent to the matter at hand, shall be forwarded to the College President for a due process hearing and final decision.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
  - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

## **SPECIAL EDUCATION**

It is GateWay Early College's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to:

1. Arizona Early Intervention Program (AzEIP) for children birth through 2 years of age for evaluation and services if needed; and
2. School district of residence for children aged 3 through 5 for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents. For all new students to the school, the classroom teacher will

complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

GWECHS provides special education and related services, at no additional cost, designed to meet the needs of students with disabilities under the Individuals with Disabilities Education Act. To initiate a special education referral, please contact our office at 602-286-8759.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

### **STATEMENT OF AGREEMENT/ELIGIBILITY FOR COLLEGE CLASSES**

**Students demonstrate their readiness for enrollment in GateWay Community College classes by meeting the following criteria:**

1. Demonstrated achievement/growth in:
  - Attendance:
    - a). Students **MUST** maintain regular, punctual attendance in their high school classes or they may be ineligible for college classes.
    - b). Students **MUST** maintain regular attendance in their college classes.
    - c). Excessive absences or tardies may affect your ability to maintain enrollment in college classes or to enroll in future college classes.
  - Academic progress
  - Handling responsibility
  - Completion of a minimum one semester of high school courses. (Families may choose to pay for college courses until the student is eligible as noted above.)
2. Willingness to take on challenging academic coursework and to participate productively in the college community.
3. Commitment to demands of the program:
  - Complete challenging college level course work
  - Strictly adhere to all attendance, academic, and disciplinary requirements as outlined in the college handbook. **Courses meeting during GWECHS breaks must be attended as per college guidelines.**
  - Participate in tutoring for additional academic support.
  - All students must report to their assigned Seminar teacher weekly to turn in attendance verification forms.

- All students must turn in a copy of their syllabus at the beginning of each semester to their Seminar teacher.

**Students and parents acknowledge the following:**

1. All tuition and book costs for GateWay Community College courses are provided for eligible students by GateWay Early College High School (GWECHS)
2. All textbooks MUST be returned to GWECHS upon completion of the course
3. A grade earned in a college course is a permanent part of a student's college transcript.
4. Students who request a withdrawal from a college course must exhaust all options for support and improvement prior to the final decision to withdraw is granted. Failure to follow this process may result in a loss of access to college classes for the duration of the student's high school career. Students withdrawn for attendance or discipline issues will be withdrawn as "failing" (coded as a "Y" on the college transcript which will impact your college GPA.)  
The following steps are mandatory prior to being withdrawn from a college course:
  - A conference with Seminar teacher outlining difficulties/reason for requesting withdrawal
  - Documentation of tutoring
  - A parent conference with the counselor to discuss possible impact of this decision and future access to college classes.
5. Parents and GWECHS staff have full access to students' college records as long as they are enrolled in GWECHS
6. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.
7. Classes lower than 100 level, internet courses and/or open entry courses will NOT be paid for by GWECHS
8. Students may be required to attend a study hall to ensure full time enrollment in school. Failure to attend study hall may result in withdrawal from college classes.

**MEDICATION GUIDELINES**

Prescribed medication will only be administered to students at school when there is a signed letter by the parent and a physician's prescription on record in the office.

**Prescription Medication**

All prescription drugs given in school shall be prescribed by a licensed physician on an individual basis as determined by the student's health status and must comply with the following:

- 1) Medications must be brought to school in the original pharmacy labeled container and shall display:
  - a) Student's name
  - b) Prescription number
  - c) Medication name and dosage
  - d) Administration route or other directions
  - e) Date
  - f) Licensed physician's name
  - g) Pharmacy name, address and phone number
- 2) The same procedure applies to non-prescription medications (i.e. Tylenol, Advil, etc.)
- 3) Medications must be delivered to the office by the parent/guardian of the student unless the medication is to be retained by the student for immediate administration (asthmatic inhalers)
- 4) Changes in prescription medication shall have written authorization from the licensed physician and signed consent from the parent/guardian.

The State Department of Health does **not** allow the school to administer over-the-counter medications to students unless written parental permission is provided.

Please do not ask us by phone to administer any medication to your child.

**Medical Drugs (Medication)**  
**(A.R.S. 32-1901 and A.R.S. 15-345)**

Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school must leave them with the school office, along with parental permission and the written directions of a physician concerning their use (see A.R.S. 15-345). In case a student needs to use such drugs at a school sponsored event away from school property, at least a parent's note should be given to the teacher on duty and the drug left with him/her except when needed. Students who are in the possession of medically approved drugs, but have not followed the directions prescribed above, shall be warned for the first offense. All succeeding offenses

he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

### **PARENT NOTIFICATION UNDER NCLB: YOUR RIGHT TO KNOW**

*Public Law 107-110, "No Child Left Behind Act" (NCLB) encourages parents to be actively involved and knowledgeable about their schools and their children's education.*

- **Report Cards on statewide academic assessment.** Each year parents will receive a report containing academic assessment information
- **Teacher qualifications.** Any parent may request information regarding the professional qualifications of their student's classroom teacher(s) and/or any paraprofessional who provides services. If a parent requests information about a teacher's qualifications, GWECHS will provide whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas taught; whether the teacher is teaching under emergency or other provisional status; baccalaureate degree major of the teacher and any other graduate certification. Teacher certification information may be found on-line at <http://www.ade.az.gov>  
Parents will be notified if a non-qualified teacher is in their child's classroom more than twenty consecutive days.
- **Individual achievement on state assessment.** Each year parents will receive a report of their child's scores on state assessments.
- **English Language Learner Programs.** No later than 30 days after a student enrolls, parents will be notified of their child's eligibility based on state mandated testing which includes level of English proficiency, how that level was determined, and the status of the child's academic achievement. If a child qualifies, available programs, services, and parental rights will be explained.
- **Schools identified for improvement, corrective action, or restructuring.** GWECHS has not been identified for improvement, corrective action, or restructuring. In the event that GWECHS qualifies for any of the above, parents will be notified promptly and given opportunities to understand the school's academic issues and become involved in addressing them.
- **Supplemental educational services.** If GWECHS fails to make adequate yearly progress according to certain statutory timetables, the school must make supplemental educational services available to eligible students in the school. GWECHS will then provide annual notice to parents and explain the available services.
- **Parental involvement policy.** School-parent compacts are disseminated and explained to parents upon enrollment. Parents sign their agreement to support regular attendance and call school on the day of an absence; provide time and space for students to study and do homework; attend and participate in school functions; keep on Early College activities by reading all materials sent home; expect and follow up on progress reports and report cards; participate in student-led conferences twice annually; encourage and expect students to attend college following graduation; contact Early College with any questions or if there is a gap in the information coming home.
- **Voluntary Public School Choice Program.** If, in the future, GWECHS fails to make adequate yearly progress, parents will be notified and given educational options for their child.
- **Safe and Drug Free Schools Program.** GWECHS participates in the Federal Title IV Safe and Drug Free Schools Program. The school will inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing to their child's participation, the district will withdraw the student from the program or activity.
- **National Assessment of Educational Progress.** From time to time, schools and students are selected to participate in the National Assessment of Educational Progress. If GWECHS or your student is selected, you will be informed prior to the assessment. If you choose for your child not to participate, he/she will be excused.
- **Student Privacy.** Student privacy is protected through FERPA as described in the student handbook.
- **Title I:** The Title I program is the largest federally funded program developed for schools in the United States. Title I funds are used to provide help for students who need additional support in order to succeed. At GWECHS the Title I program serves children in 9<sup>th</sup> – 12<sup>th</sup> grades. A variety of programs are available depending upon the needs of the students including small group pull-outs for more intense instruction, and one-on-one remediation for those who are most readily at risk for failure. A variety of teaching methods are used to reinforce the skills being taught in the regular classroom. GWECHS is making every possible effort to leave no child behind.

## **RIGHTS OF HOMELESS STUDENTS**

**GateWay Early College High School** shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

**School Selection:** *McKinney Vento eligible students have a right to select from the following schools:*

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)
- In Maricopa County, Thomas J. Pappas School

**Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**Participate in programs** *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*

**Transportation Services:** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

**Dispute Resolution:** *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.*

For more information contact: *Joël Laurin, Homeless Liaison, GWECHS, 602-286-8759 or Frank Migali, State Coordinator for Homeless and Refugee Education, ADE, (602) 542-4963, [frank.migali@azed.gov](mailto:frank.migali@azed.gov)*

For more information, refer to <http://www.schooleffectiveness/specialpops/homeless/>

## **MISCONDUCT / GENERAL BEHAVIOR**

Students must accept the reasonable authority of all teachers, administrators and other staff members to control student conduct at school and school activities. Violations of stated school policies may result in discipline, suspension, or expulsion. Failure to comply with reasonable requests shall be construed as insubordination and cause for disciplinary action.

It is the responsibility of the staff and administration to set the tone for the educational progress of the students within the building. Students should be aware that the regulations related to students' dress, expected behavior, or procedures are not necessarily limited to the guidelines in this pamphlet. Extreme fads, or circumstance not covered will be treated as inappropriate by the administration. Students will be expected to do their part in maintaining the appropriate atmosphere and will be required to follow all direction given by any staff member. Failure to do so will be considered as insubordination and will unfortunately subject the student to disciplinary action. If students have questions regarding any circumstances not listed, the student should check with the Principal.

### **ANTI-BULLYING POLICY Prohibition of Harassment, Intimidation, and Bullying**

HB 2368 directs school district governing boards to adopt and enforce procedures that prohibit pupils from harassing, intimidating and bullying other pupils. GateWay Early College High School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy. GateWay Early College High School Principal is authorized to direct the development and implementation of procedures addressing the elements of this policy.

### **HAZING PREVENTION**

Hazing is currently defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

#### **Informal Complaint Process:**

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated.

#### **Formal Complaint Process:**

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. GateWay Early College High School will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school-initiated investigatory activities. The Principal or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district need to conduct an investigation based on information in the school's possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the school needs to draft a formal complaint based on the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the Principal shall take further action on the report.
- E. The Principal or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
1. That the school intends to take corrective action; or
  2. That the investigation is incomplete to date and will be continuing; or
  3. That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Principal's written response, unless the accused is appealing the imposition of discipline and the school is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

**Maricopa Community College District Sexual Harassment Policy**

**(AR 2.4.4 and 5.1.8-17)**The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

**ZERO TOLERANCE**

Disciplinary action in GWECHS will reflect zero tolerance of weapons on or near school property or at school activities, including guns that shoot pellets, BB's, or other similar material. Accordingly, a student who possesses any type of gun on or near school grounds or at school-sponsored activities before, during, or after school hours will be subject to long-term suspension or expulsion. Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidating or combative manner.

**REGULATION:** It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds or at a school sponsored activity. A.R.S. 13-3 101 through 13-3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.
2. Parents will be notified.
3. Student will be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

**RACIAL/ETHNIC INSULTS AND INTIMIDATION/BULLYING**

A healthy school environment must be free from racial/ethnic insults and intimidation. Under the heading of "Harassment and Verbal Abuse," any behavior intended to intimidate or demean others violates school rules. However, behavior, which intentionally intimidates or demeans another person or group on the basis of racial or ethnic background, has a uniquely destructive effect on school climate, often eroding an entire group's feeling of safety. For this reason, intentional racial/ethnic insults or intimidation will never be tolerated in the school environment. (See ANTI-BULLYING POLICY, Page 20)

### **CHEATING AND PLAGIARISM**

Students who are found guilty of cheating and plagiarism will be dealt with severely. Students will receive no credit for the assignment or exam or may be subject to disciplinary procedures. Acts of academic dishonesty, which will not be tolerated at GWECHS are listed below:

- o Cheating on tests.
- o Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- o Unauthorized collaboration.
- o Plagiarism.
- o Theft or alteration of materials.

### **CONSEQUENCES FOR CHEATING: GUIDELINES**

The offenses for cheating/plagiarism are kept on record and will be considered for the student's entire 4 year high school enrollment.

#### **1st Offense**

Receive zero for assignment and parent notification

#### **2nd Offense**

Receive zero for assignment, parent notification, and

Redo assignment for no credit and receive an 'F' for the quarter grade.

#### **3rd Offense**

Receive an 'F' for the semester grade, removal from class, and parent notification.

### **PROHIBITED ITEMS**

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, tobacco products of any kind, drugs, alcohol, pornography, portable radios, laser pointers or pens, pagers, water guns, baseballs, and hardballs. These items and anything else that causes problems of control at school will be taken and disciplinary action will follow. The classroom teacher has the discretion to prohibit any item that is disruptive to the instructional environment.

All electronic devices including cell phones, MP3 players, ipods, cd players, and all headphones must be turned off and in backpacks during class time. These items will be confiscated and returned in accordance with the school's discipline code.

### **Skateboarding on the campus of GateWay Community College is not allowed.**

Students who use a skateboard as a primary means of getting to school must complete a skateboard policy form. Forms are available in the Early College office.

For the safety and protection of the GateWay community and visitors, the following regulations apply:

1. Skateboards shall not be used on GateWay campus grounds
2. Members of the GateWay community and visitors, on the grounds of the campus or in its buildings, may have skateboards in their possession. If skateboards are carried into GateWay Early College or other Community College buildings, they shall not be placed in areas such as hallways, aisles, or other areas which will create hazardous conditions.
3. The faculty, staff, and administrative personnel of GateWay Early College High School will report violations of the skateboard policy to the College Safety Department of GateWay Community College.
4. Any student who violates the skateboard policy will be subject to disciplinary action, including but not limited to suspension from school.

What will happen if you skateboard on the campus of GateWay Community College?

1. If you are seen by faculty, staff, or administrative personnel, they will contact the GateWay Community College Safety Department.
2. You will be contacted by a GWCC College Safety Officer.
3. The College Safety Officer will complete an incident report which will become part of your permanent record at GateWay Early College and may confiscate your skateboard.
4. You will be subject to disciplinary action which may include suspension from school.
5. Your eligibility to take college classes may be negatively affected.
6. You lose the right to bring a skateboard to school.

## **FIGHTING VS. ROUGH OR INAPPROPRIATE PLAY**

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play —especially that of younger students — in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of students and type of endangerment that results.

## **GANG ASSOCIATION OR ACTIVITY**

“For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1.) have a name, (2.) claim a territory, (3.) have rivals/enemies, (4.) interact together to the exclusion of others, and (5.) exhibit antisocial behavior often associated with crime or a threat to the community.

“Gang behavior that initiates, advocates, or promotes activities which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.”

The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.
- Baseball caps cannot be worn inside any enclosed area or they will be confiscated and returned to the student at the end of the school year. Baseball caps containing gang identification/graffiti will be turned over to the police department and can be retrieved by parents.
- Before or after school altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended.
- Fighting will result in automatic suspension.
- Intimidation will warrant suspension.
- Students traveling to and from school who attend gang fights, and are identified by police, may receive detention by school personnel and/or a citation for loitering by the police.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion

## **GROUNDS FOR SUSPENSION AND EXPULSION**

The principal may suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school sponsored activity.

## **DRUG ABUSE PREVENTION POLICY**

Student involvement with drugs, including alcohol, within 300 feet of school property, or at school-sponsored events, will be treated according to the following procedures. It shall be the responsibility of all school employees to report all reasonably suspected instances of the non-medical use of drugs to the principal or his/her designee.

## **DRUGS, ALCOHOL AND INHALANTS**

REGULATION: The possession, use, or being under the influence of non-prescribed drugs or alcohol on or near school property or school sponsored events by students is prohibited.

**1st Offense:** Suspension up to 10 school days. Conference with parents. Police may be notified. Possible long-term suspension hearing.

**2nd Offense:** \*Suspension for two semesters. Police will be notified. Parents notified. (A student who shows evidence of successful rehabilitation through outside professional counseling may be considered for early reinstatement.)

**3rd Offense:** \*Long-term suspension or Expulsion. Police notified. Parents notified.

**DISTRIBUTION, PURCHASE, OR SELLING OF DRUGS**

The sale or distribution of alcohol, drugs or inhalants on or within 300 feet of school property or school sponsored events by students is prohibited. Whenever the principal is reasonably certain that a student is involved in the distribution or selling of drugs or alcohol, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.

If it has been determined that a student is involved in the distribution of alcohol or drugs, he/she shall be disciplined as follows:

**1st Offense:** Suspension up to 10 school days and/or participation in a support group. Conference with parents. Police will be notified. Possible long-term suspension.

**2nd Offense:** \*Suspension for two semesters. Police notified. Parents notified. (A student who shows evidence of successful rehabilitation through outside professional counseling may be considered for early reinstatement.)

**3rd Offense:** \*Long-term suspension or expulsion hearing. Police notified. Parents notified.

***\*Suspension or expulsions beyond 10 days require Governing Board action.***

**Return To School**

Whenever a student has been determined as using drugs for non-medical purposes and has returned after the appropriate suspensions, an effort should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs.
- Ongoing contact with student’s counselor to determine need for additional support from community agencies.
- An effort made by the student’s teachers or counselor to help him/her emphasize the positive alternatives to drug-using behavior.

**DISCIPLINE**

At times, consequences not set forth in the chart below may be developed if the proposed alternatives are viewed by the school official and parent as useful and appropriate.

**GateWay Community College Policy #5470: Student Removal and Suspension**

**General:** The Education Code provides that students may be suspended from a community college for “good cause”, provided that the suspension is the result of a hearing conducted pursuant to the requirements of the Code.

The reason for which the student is to be removed or suspended must be related to College activity or College attendance.

- a. Parking violations may not be grounds for removal or suspension
- b. Students shall be informed about College rules, regulations, and penalties through annual publication in the College Student Handbook and through other such means as may be deemed appropriate by the Vice President for Student Services.

**GATEWAY EARLY COLLEGE HIGH SCHOOL DISCIPLINE CODE**

BEHAVIOR	DEFINITION	RANGE	CONSEQUENCE
ABUSE OF STAFF	Verbal or physical disrespect or injury to staff members acting in their capacity as district employees.	Min. Max.	Short-Term Suspension Expulsion
ALCOHOL, DRUGS (possession)	Use, possession, or being under the influence of alcohol or non-prescribed drugs on school property or at school events; possession of paraphernalia associated with drug use.	Min. Max.	Short-Term Suspension Expulsion
ALCOHOL, DRUGS (sale or distribution)	Sale or distribution of alcohol or non-prescribed drugs on school property or at school events.	Min. Max.	Long-Term Suspension Expulsion

ASSAULT	Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any non-consenting person.	Min. Max.	Short-Term Suspension Expulsion
BUS VIOLATIONS	Failure to comply with rules established for the use of school transportation.	Min. Max.	Conference Loss of Van Privileges
DESTRUCTION OF PROPERTY	Defacing or damaging school property or the personal property of others.	Min. Max.	Detention and/or Restitution Expulsion
DISORDERLY CONDUCT	Behavior disruptive to school climate or the educational process.	Min. Max.	Conference Long-Term Suspension
DRESS CODE	Failure to comply with the school dress code.	Min. Max.	Conference/Compliance Short-Term Suspension
FAILURE TO WEAR ID	Violating school safety rule by failing to wear ID	Min.	Conference/Compliance Short Term Suspension
ELECTRONIC DEVICES	Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to all radios, tape players, pagers, laser pointers, and cellular telephones.	Min. Max.	1 <sup>st</sup> Incident: confiscated- returned to student at the end of the school day. 2 <sup>nd</sup> Incident: confiscated: returned to parent at the end of the school day. 3 <sup>rd</sup> Incident: Discipline Referral to Early College Administrator. Long-Term Suspension
INAPPROPRIATE USE OF TECHNOLOGY RESOURCES	Inappropriate use/failure to comply with electronic information services guidelines.	Min. Max.	Conference Long-term suspension
FIGHTING	Physical contact with another person intended to cause injury.	Min. Max.	Conference Expulsion
GAMBLING	Possession of equipment or materials associated with gambling; participating in games of chance for the purpose of gain.	Min. Max	Conference Long-Term Suspension
GANG ASSOCIATION, SYMBOLS	Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities.	Min. Max.	Parent Involvement Expulsion
"GOOD NEIGHBOR" VIOLATIONS	Failure to obey school rules, traffic/pedestrian laws, and act as a good neighbor in the community.	Min. Max.	Conference Long-Term Suspension
HARASSMENT, VERBAL ABUSE	Statements or actions that intimidate or demean others. This especially includes any form of sexual harassment.	Min. Max.	Conference Long-Term Suspension
INSUBORDINATION NON-COMPLIANCE	Failure/refusal to comply with the reasonable rules or requests of school personnel.	Min. Max.	Detention Long-Term Suspension
THEFT	Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.	Min. Max.	Detention and/or Restitution Expulsion

TOBACCO	Use, possession, or distribution of tobacco products on or within 1000 feet of school property, in a school vehicle, or at a school event.	Min.	Parent notification Conference with short-term suspension. Optional participation in diversion program.
		Max.	Long-Term Suspension. The student may be referred to the police and prosecuted for a petty offense, with a fine up to \$300.
TRESPASSING	Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.	Min.	Conference
		Max.	Long-Term Suspension
TRUANCY (The Maricopa CUTS program is in effect at GWECHS)	Absence from one or more classes that has not been excused by parent guardian and confirmed by school personnel in accordance with guidelines. Students under the age of 16 must abide by truancy ordinances.	Min.	Conference
		Max.	Loss of Credit
VULGARITY, PROFANITY, OBSCENITY, DISRESPECT	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.	Min.	Detention
		Max.	Long-Term Suspension
WEAPONS, EXPLOSIVE DEVICES, DANGEROUS INSTRUMENTS	Possession/use of any instruments of offensive/defensive combat, or used/ normally construed as a weapon; possession or use of fireworks, combustible substances, or explosives.	Min.	Short-Term Suspension
		Max.	Expulsion
REASONABLE STANDARD OF "RIGHT/WRONG"	Other behaviors that a reasonable person would consider to be wrong.	Min.	Conference
		Max.	Expulsion
CUMULATIVE VIOLATIONS	Documented misconduct that occurs frequently enough to show a lack of intent to abide by school rules.	Min.	Short-Term Suspension
		Max.	Expulsion
OFF CAMPUS VIOLATION	Leaving campus without permission. Only seniors with 15 credits and a signed Off-Campus form on file in the office are allowed to leave campus during lunch. Also includes transporting unauthorized students off campus, excessive tardiness after lunch, and driving violations.	Min.	Detention
		Max.	Suspension

## ARIZONA REVISED STATUTES (LAWS) RELATED TO PUBLIC SCHOOLS

### Interference with or Disruption of an Educational Institution

#### **(A.R.S. 13-2911)**

Under Arizona Law, there are very specific penalties for any person who commits "interference or disruption" to an educational institution. **A person commits interference with or disruption of an educational institution by doing any of the following:**

1. Threatening to cause physical injury to any employee of or any person attending an educational institution.
2. Threatening to cause damage to any educational institution, property of any educational institution, or property of any person attending an educational institution.

\* A person found to be in violation of this law as described in paragraphs 1 or 2 above may be charged with a Class 6 Felony. It does not matter if the above actions were not directed to any specific individual, educational institution or property of an educational institutional.

3. Knowingly goes onto or remains on the property of an educational institution for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others.

4. Knowingly refuses to obey a lawful order to leave the property by a school official, officer or employee of an educational institutional.

\* A person found to be in violation of this law as described in paragraphs 3 or 4 as described above may be charged with a Class 1 Misdemeanor.

**Teacher's Authority to Remove a Student from Class**  
**(A.R.S. 15-841)**

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

**Sex Offender Notification**  
**(A.R.S. 13-3825)**

Legislation calling for community notification of sex offenders (A.R.S. 13-3825) took effect June 1, 1996. The legislation requires that law enforcement agencies, not schools, be responsible for notification of the neighborhood when a known sex offender resides in the area. The guidelines provide levels of notification based on the risk a particular sex offender poses to the community; there are three levels as determined by law enforcement officials. Level two and three sex offenders may present a danger to the community. When a level-two sex offender moves into a community, the law enforcement agency may notify the school district. In the case of level three sex offenders, the agencies shall inform the school district. GWECHS will cooperate with law enforcement agencies by ensuring that principals and school staff members are notified as necessary. The Principal's office will maintain a file of the notifications that may be reviewed by community members. School staff will have access on site to a copy of the notification and any other pertinent information. Copies of the neighborhood notifications may be obtained from the local school. In an effort to maintain trust and better inform the greater school community, GWECHS may send letters home with students.

**School Property**  
**(A.R.S. 13-2911)**

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the school, the parents of such students shall be liable for the damages.

**Smoking and Use of Tobacco Products**  
**(A.R.S. 36-798-03)**

*A.R.S. 36-798-03 prohibits the possession of tobacco products on all school grounds, buildings, parking lots, playing fields, buses and at off-campus school sponsored events. This law applies to all students, staff and visitors. Violations of this law are a "petty" criminal offense, punishable by a fine of up to \$300. Smoking or possession of tobacco products is not permitted on or within 300 feet of school property (school grounds, inside school buildings, in school parking lots or playing fields, in school vehicles) or at off-campus school sponsored events.*

**The "Good Neighbor" Policy: Student Conduct within the School Community**  
**(A.R.S. 13-201)**

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour. Failure to act as a good neighbor within the school community may result in disciplinary action (A.R.S. 13-201).

**Suspected Child Abuse Notification**  
**(A.R.S. 13-3620)**

School personnel will comply with laws regarding child abuse and reporting to the department of Child Protective Services.

**Abuse of Staff**  
**(A.R.S. 15-507)**

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 Misdemeanor. In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of threat, verbal, written, or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion or possible referral to the police department. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

**Alcohol and Drug Violations and Arizona Drug Law**  
**(A.R.S. 13-3411)**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law (A.R.S. 13-3411) are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines.

Here is what could happen if you are under the influence, in possession of, or sell drugs on or within 300 feet of school property:

- If 18 or older, you will be tried as an adult.
- If convicted as an adult, your crime will be classified as a felony carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of \$2,000. (If convicted as a minor, you may be placed in the custody of the Department of Corrections until the age of 18.)
- If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.

**Parental Involvement Regarding Drug Violations**  
**(A.R.S. 15-843)**

Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, his/her parent(s) or legal guardian(s) shall be notified that such questioning took place.

When it has been determined that a student has violated the school drug policy, his/ her parents shall be notified. Additionally, parent conferences are not only encouraged, but shall be required throughout any disciplinary procedures (see A.R.S. 15-843) relating to this section.

**Drug Use by Persons Other Than Students or Employees**  
**(A.R.S. 13-2911)**

Persons other than students or employees suspected of distributing, possessing, or under the influence of such substances, shall be reported to the principal or the person in charge. If the principal or person in charge is reasonably certain it has occurred, he/she shall inform law enforcement authorities, (see A.R.S. 13-2911) except that if it appears that the individual is an adult and is under the influence of alcohol and is not disorderly, then the principal or the person in charge shall use his/her discretion in notifying law enforcement authorities and shall take action as seems appropriate.

**Duty to report abuse/neglect of minors**

**(A.R.S. 13-2911)**

Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the department of economic security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. A member of the clergy, christian science practitioner or priest who has received a confidential communication or a confession in that person's role as a member of the clergy, christian science practitioner or a priest in the course of the discipline enjoined by the church to which the member of the clergy, christian science practitioner or priest belongs may withhold reporting of the communication or confession if the member of the clergy, christian science practitioner or priest determines that it is reasonable and necessary within the concepts of the religion. This exemption applies only to the communication or confession and not to personal observations the member of the clergy, christian science practitioner or priest may otherwise make of the minor.

## **STUDENT COUNSELING**

GWECHS recognizes the need for the availability of help to those who use/abuse drugs. Members of the professional staff desire to offer a helping hand relationship and referral when necessary. Staff persons must understand and recognize their personal and professional limitations and they are encouraged to refer students to appropriate resources. A list of resources shall be made available by the GWECHS counselor.

Persons who have received appropriate and documented training and demonstrate expertise in this area should conduct student counseling on drug use. Counseling should emphasize prevention as well as treatment and therefore should make an effort to be available to all pupils who desire this service.

Whenever a student seeks out an employee, other than a trained counselor to discuss his/her problems, the particular staff member should make an effort to direct the pupil to appropriate counseling.

### **Counseling Services, Confidentiality and Duty to Warn**

GWECHS provides counseling services in a variety of ways: through individual sessions and group sessions as well as discussions which may occur in "Check and Connect." There are certain circumstances under which the counselor will not be able to maintain the confidentiality of the student as clearly defined by counseling ethical standards and/or state law.

State and local laws require that the counselor report all cases of physical or sexual abuse or neglect of minors, a disabled person or the elderly. According to State Law (ARS 13-3620), failure to report child abuse is a misdemeanor. School employees must report non-accidental injury, suspected sexual molestation, abuse and neglect to the Maricopa County Sheriff's Department or Child Protective Services. The GWECHS staff will work discretely with any parents who wish to report suspected or observed child abuse.

- State and local laws require that the counselor report all cases in which there exists a danger to self or others.
- Confidentiality of records collected about the student will be held or released in accordance with a court order.
- Counseling is a cooperative effort between the counselor and the individual. Each individual receiving services makes a commitment work with the counselor to resolve issues.
- It may be necessary to discuss issues that are upsetting during the course of counseling. This may be necessary to help individuals resolve problems.

Furthermore, it has been established that parents and guardians have a legal right to communications between a minor and counselor. In an effort to fulfill this obligation while maintaining a respect for confidentiality, every effort will be made to have such a conversation occur with both the minor and the parent or guardian present.

### **Staff Education**

Each school year, the counselor will arrange a staff in-service meeting that shall include information on relevant prevention issues: the identification of drug use, violence or other risky behaviors, and an approach that recognizes the dignity and worth of each student.

### **Student Education**

Tobacco and drug abuse prevention shall be taught as part of the counseling curriculum in developmental groups. A primary goal of the program is to equip the learner for decisions they must make about drugs and tobacco and their lives.

The principal shall encourage the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials and bulletin board materials.

# GateWay Early College High School

## PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

**Students and parents acknowledge the following:**

1. All tuition and book costs for GateWay Community College courses are provided for eligible students by GateWay Early College High School (GWECHS)
2. All textbooks MUST be returned to GWECHS upon completion of the course
3. A grade earned in a college course is a permanent part of a student's college transcript.
4. Parents and GWECHS staff have full access to students' college records as long as they are enrolled in GWECHS
5. Students in classes and other activities with college students may be exposed to adult material, subject matter, and language.
6. Classes lower than 100 level, internet courses, and/or open entry courses will NOT be paid for by GWECHS

**The signatures below indicate that:**

- I. I have read and reviewed the GateWay Early College High School Handbook with my parent/guardian and my teacher(s).
- II. I understand and agree to abide by all policies and procedures explained in the handbook.
- III. I have read the Notification of Rights under FERPA (Family Educational Rights and Privacy Act) and NCLB (No Child Left Behind).
- IV. I understand and will abide by the Terms and Conditions for use of electronic media. I further understand that any violation of the regulations may revoke my access privileges.
- V. I understand that college computers do not have filtered browsing and that students may have access to adult web content. (Please refer to policy regarding internet access/use – page 21.)

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Seminar Teacher

\_\_\_\_\_  
Date

NOTE: The student and his/her parent or legal guardian are to sign the statement above and return this form to school. It will be filed in the Student's Cumulative Folder for future reference.

## CLASS TIME SCHEDULE

	Monday Wednesday Friday	Tuesday Thursday
<b>1<sup>st</sup> Period</b>	<b>8:00-9:10</b>	<b>8:00-9:40</b>
<b>2<sup>nd</sup> Period</b>	<b>9:15-10:25</b>	<b>9:45-11:25</b>
<b>Seminar (MW) Check and Connect (F)</b>	<b>10:30-11:20</b>	
<b>Lunch</b>	<b>11:25-11:55</b>	<b>11:30-12:00</b>
<b>3<sup>rd</sup> Period</b>	<b>11:55-1:05</b>	<b>12:00-1:40</b>
<b>4<sup>th</sup> Period</b>	<b>1:10-2:20</b>	<b>1:45-3:25</b>

- Students should check their individual class schedules to determine periods of attendance. College class times may differ from high school class times.
- Periodically a Shortened-Day Schedule will be used to facilitate special events and/or school wide assemblies.
- Prior notification of schedule changes will be provided to students and parents