

GATEWAY

EARLY COLLEGE HIGH SCHOOL

2020-2021



STUDENT HANDBOOK

INTERIM PRINCIPAL'S MESSAGE

July 27, 2020

Dear GateWay Early College Parents/Guardians and Students,

It is with great pleasure that we welcome you to the 2020-2021 school year at GateWay Early College High School. Our staff has worked hard this summer to create a safe and healthy environment for our families. As we prepare to begin classes on August 17th in an online environment, our teachers have been realigning their curriculum in an effort to meet the online demands of our students. It is our goal to ensure that we provide the highest level of academic standards as we prepare our students to be college graduates and career-focused.

We look forward to working with you to further your student's opportunities. We encourage you, the parents/guardians, to involve yourselves in the development and progression of your student's education. You can do this by joining us during our Cafecito sessions or by participating in the GateWay Early College High School Leadership Team. If you are interested, please email Teri Carroll at teri.carroll@gatewaycc.edu. New members are always welcome. Your child's education and well-being is our number one priority. If you have any questions or concerns, I encourage you to contact me at your leisure.

Sincerely,

S. Boyd

Stacey Boyd, M.Ed.
Principal

Los estudiantes pueden asistir a GateWay Early College High School de forma gratuita para crédito de *high school*/secundaria. No requerimos ninguna información sobre el estado de ciudadanía o inmigración o esa documentación para inscribir a los estudiantes en la escuela *high school*/secundaria. Los estudiantes no están obligados a tomar cursos de colegio/universitarios. Los estudiantes primero en llegar serán el/los primeros inscrito.

Students are permitted to attend GateWay Early College High School free of charge for high school credit. We do not require any citizenship or immigration status information or documentation to enroll students in the high school. Students are not required to take college courses. Students are enrolled on a first come, first served, basis.

For translation and/or interpretation services, please call our Parent Liaison at 602-286-8794, who will be happy to provide you with any needed information and arrange for assistance.

Request for interpretation or translation services procedure:

GateWay Early College High School has bilingual Office staff to assist parents or community members. If translation or interpretation services are needed, the process is as follows:

1. Calls that come into the general office number are answered by front office staff and if translation or interpretation services are needed, they are transferred to the language point of contact.
2. Calls made to the designated language phone number will be assisted by the appropriate language point of contact.
3. At that time any need for translation or interpretation services can be requested by the caller.
4. The language point of contact will make any necessary arrangement to ensure that the callers' needs are met.

For individuals who come into the administrative offices, translation and/or interpretation services will be made available immediately for Spanish speaking parents and by appointment for other languages.

Para los servicios de traducción y / o interpretación, por favor llame a nuestro representante de padres al número 602-286-8794, que estará encantada de proporcionarle toda la información necesaria y se encargará de asistir.

Solicitud de interpretación o de procedimiento de servicios de traducción:

GateWay Early College High School tiene personal bilingüe para ayudar a los padres o miembros de la comunidad. El proceso para la solicitud de servicios de traducción es el siguiente:

1. Las llamadas que entran en el número de la oficina general son atendidas por personal de la oficina y si se necesitan servicios de traducción o interpretación, se transfieren a la persona con el idioma apropiado.
2. Las llamadas realizadas al teléfono del idioma designada serán asistidas con el idioma adecuado de contacto.
3. En ese momento cualquier necesidad de servicios de traducción o interpretación puede ser solicitada por la persona que llama.
4. El punto de contacto de ese idioma hará los arreglos necesarios para asegurar que se cumplan las necesidades de las personas que llaman.

Para las personas que acuden a las oficinas administrativas, estarán disponibles servicios de traducción y / o interpretación de inmediato a los padres de habla hispana y con cita de otras lenguas.

On-Line Attendance

Respect class start times, you must be signed in, (**CAMERA ON**) when class starts.

Example:

Start time: 8:00 AM signed on by 8:00 AM = **On Time**
signed on by 8:01 AM = **Tardy**

Tardy

Students will be considered tardy 1 minute after class starts until 45 minutes after class starts.

Absent

After 45 minutes after class starts or if your **Camera is Off**

Excused Absence

Parent must call attendance line **(602) 286-8751** by **3:30 pm** daily

Absence must be excused to make-up schoolwork for full credit & completed by the next class meeting.

Unexcused Absences will result in no make-up work.

Being Present

Distance Learning Expectations

Canvas will be the meeting point for all of your instruction for each class.

Please respect class start times. If you are unsure, log on early or email the teacher **before** class begins.

Being present means being on time, paying attention and participating.

While in the virtual classroom...

- Student is expected to be in front of the camera. If we cannot see you, you are absent!
- Please dress appropriately while on camera **Dress Code** applies
- No leaving class early w/o parent(s) calling to request early departure @ (602) 286-8759.
- Notify Mr. Jon Frump of any technical issues immediately @ **(602) 286-8766**
- Use GWECHS email account for class work and to communicate with instructors.
- Understand that all classes are recorded and microphones may be “live” at any time.
- When in breakout rooms, student is responsible for the class work communicated by the instructor.
- Online class is the same as attending class in person. This means all classroom rules apply.
- Please treat each other with respect..

Courtesy and Respect.

Anything you do in school that could result in being sent to the office or to see Mr. Guillen, still applies online. On-line meetings will be required in place of “going to the office”.

Grades

Assignments and assessments will be hosted on Canvas but your school grade will be on FamilyLink.

Schoolwork on Canvas

Grades on FamilyLink

Respect deadlines as late work is not accepted. Please complete school work to the best of your ability, have **PRIDE** in your completed assignments. Make-up work is only allowed with an **Excused Absence**.

Keys to Success

Student Workspace

Students should have a quiet space to work or use earbuds/ earphones

Routine

Wake up by 7:00am

Shower

Brush your teeth

Comb your hair

Eat breakfast

Get Ready for the Day!

Technology

Not working does not = excused. Cameras on. Mics working. Earbuds/headphones in.

Alternative technology must be approved.

Mute when not talking.

No cellphones

Conduct unbecoming a Gecko Handbook still applies. All in-person conduct and behavior applies to online

Parent Expectations

School begins August 17th • This is real school

Do's

Your child

- Is online and engaged in classes from 8:00 AM until 3:00 PM
- Has a dedicated workspace all to themselves
- Your child has access to their own device for the entire class day
- Focused on their work

Don'ts

- Share laptop, tablets, or cellphones
- Help take care of siblings or other school age children in the home
- Babysitting
- Doing chores
- Leaving the home for any reason ○ If your child is ill or needs to be excused from school that day, please call the attendance line at **602-286-8755** before **3:30pm**. Failing to do so your child will be considered truant or has ditched school.
- If your child needs to leave early for an appointment or for any other legitimate reason, this means you are calling the office at **602-286-8759** and speak with staff. ■ This means that if you fail to do so, your child is considered truant
- Please monitor your child's progress

Important

Canvas is where all schoolwork is given and collected

Your child's grades will be posted on **FamilyLink**

Please

- Ask your child for their Canvas username and password
- Ask your child for the FamilyLink username and PW. ○ We can also provide you with your child's username and explain to you how to log on so you can check on their progress
- Check their agenda (or the Canvas calendar??)
- Check their Canvas classrooms
- Check their FamilyLink grades
- All grades will be accurate and updated no later than the start of school on Mondays

Ensure

Your child...

- Is a full participant
- Has functioning technology prior to the start of class (laptops, tablets, or whatever technology your child uses to access GWECHS
- Your child alerts GateWay immediately if technology does not work properly
- This means that technology issues are not an excuse for absenteeism, being tardy, or missing work
- Is on time to live classes
- Has a functioning microphone
- Is on camera, in full view and visible by the instructor and dressed presentably

IMPORTANT CONTACTS 2019-2020

ADMINISTRATION			
Interim Principal	Stacey Boyd	(602) 286-8757	stacey.boyd@gatewaycc.edu
Director of Federal Programs	Stacey Boyd	(602) 286-8757	stacey.boyd@gatewaycc.edu
SCHOOL SUPPORT			
Registrar	Liz Sandefur	(602) 286-8756	sandefur@gatewaycc.edu
Executive Assistant	Maria Gaiser	(602) 286-8772	maria.gaiser@gatewaycc.edu
Federal Programs & Purchasing	Luz Rodriguez	(602) 286-8770	rodriguezl@gatewaycc.edu
STUDENT SUPPORT			
School Counselor	Jon Frump	(602) 286-8754	jonathan.frump@gatewaycc.edu
Parent Student Liaison	Blas Guillen	(602) 286-8755	blas.guillen@gatewaycc.edu
School Social Worker	Teri Carroll	(602) 286-8758	teri.carroll@gatewaycc.edu
INSTRUCTORS			
English			
	Maria Bracamontes	(602) 286-8169	bracamontes@gatewaycc.edu
	Blaine Montanaro	(602) 286-8803	montanaro@gatewaycc.edu
	Lynette Moore	(602) 286-8765	lynette.moore@gatewaycc.edu
	Abelardo Fritz	(602) 286-8061 X21217	
Math			
	Sienna Bronson	(602) 286-8061 x21225	Sienna.bronson@gatewaycc.edu
	Carson Richards	(602) 286-8774	Carson.richards@gatewaycc.edu
College Transition			
	Karen Hawkes	(602) 286-8923	hawkes@gatewaycc.edu
Science			
	Eric Blevins	(602) 286-8851	blevinse@gatewaycc.edu
	Kanisha Saunders	(602) 286-8768	kanisha.saunders@gatewaycc.edu
	Ashley Blake	(602) 286-8765	ashley.blake@gatewaycc.edu
Social Studies			
	Darnetta Fair	(602) 286-8767	fair@gatewaycc.edu
	Roger Wiersum	(602) 286-8773	wiersum@gatewaycc.edu
Special Education			
	Joseph Gamez	(602) 286-8771	joseph.gamez@gatewaycc.edu
Arts			
	Andrea McFeely	(602) 286-8776	andrea.mcfeely@gatewaycc.edu
	Christopher Klein-PT	(602) 286-8756	christopher.klein@gatewaycc.edu
French			
	Diana Latimore-PT	(602) 286-8772	diana.latimore@gatewaycc.edu

ATTENDANCE REPORTING LINE

(602) 286-8751

GWECHS Administration Office Hours:
Mondays –Thursdays: 7:30am - 4:00 pm
Fridays: 7:30am - 3:30 pm
Other hours available by appointment

Steps to follow when absent from school:

- Students must have a parent or guardian call attendance line by **9:30 a.m.** on the day of absence.

- **If parents do not call in** a note with the date and reason of absence is required **the day you return to school**. The note should list student name, date(s) of absence(s), specific reason for absence(s) and parent's/guardian's signature. **Copies of notes will not be accepted.**

For any unexcused absence (UA), the school will attempt to call home through our automated service School Reach to inform parents of absences.

- Upon return to school **or failed attempts to call Attendance Line**, students must bring an original note from a parent/guardian, doctor, court of law, etc. The note should list student name, date(s) of absence(s), specific reason for absence(s) and his/her signature. **Copies of notes will not be accepted.**

***It is the student's responsibility** to request makeup assignments from teachers.

Contact teachers through email, Canvas, or FamilyLink.

PARENT/ SCHOOL COMPACT

Required Student Led Conferences

1st Semester: October 7th or 8th

2nd Semester: March 4th or 5th

School Section

We understand the importance of the school experience to every student and our role as educators and models. It is the responsibility of the entire to provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards. 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:

- 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 and follow student handbook rules
- 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 to support my child's learning:

- Encourage my student to complete his/her homework assignments for high school and college courses
- Review all Principal's Newsletters
- 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
- Support my child in participating in community service hours required by each grade level

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. Parents should share email with school or have one created. Cell phone: Remind address

NON-PROFIT EDUCATIONAL INSTITUTION

GateWay Early College High School is a non-profit educational institution accredited through AdvancED. 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** It is YOUR responsibility to be aware of the time and to arrive promptly.
- **GWECHS PLANNER** Keep a daily written record of ALL assignments & due dates in your planner
- **BE PREPARED-** Bring ALL materials to school each day, including: binder, paper, books, pens, pencils, and assignments
- **CORNELL NOTES**-maintain daily Cornell notes for each scheduled class
- **COMPLETE WORK-** all in-class & 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 or about a test.
- **QUESTIONS** Need more help on an assignment? Schedule an appointment with your teacher, counselor. GWECHS & GWCC Instructors have office locations & availability to meet with students.
- **PARTICIPATE** You will learn more & class will be more interesting to if you are an active participant.
- **BE POSITIVE-**Disruptive behavior in the classroom may result in a student being sent to the office. 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

- **PRIORITY-**Complete homework in your daily schedule! Record it in your agenda.
- **CHALLENGE YOURSELF-**Complete & review your Cornell notes every night. Summarize daily lessons; read ahead; look up information on your own.
- **HOME STUDY** work at the dining room table or living room.
- **STUDY TOGETHER-** 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.):

- **GATEWAY COLLEGE CAMPUS** - no vandalism/damage to classrooms, restrooms, or other school property. The campus is a DRUG, ALCOHOL AND TOBACCO FREE SCHOOL.
- **RESPECT AND COURTESY** should be shown to everyone on campus; all students, faculty, parents, guests, College Police. Avoid using profanity & racial, ethnic, or sexual slurs. Refrain from all forms of harassment. Respect other's belongings, theft is not tolerated.
- **HALLWAYS**, acceptable volume. 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** respect all GateWay facilities and equipment.

VOLUNTEER OPPORTUNITIES/COMMUNITY SERVICE

9th Grade: 10 hours **10th Grade:** 20 hours **11th Grade:** 30 hours **12th Grade:** 40 hours

VISITORS ON CAMPUS

Must check-in the office, sign visitor clip board, and wear visitor badge.

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

GateWay Community College Grades

GateWay Community College does not mail grade reports. Grades are available on-line at the end of each semester through 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 **earn them.**

Mid Term Progress reports are issued mid quarter and high school report cards/progress reports are issued at the end of each semester. 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)

Teachers post grades on-line through our student management system. Currently, grades are uploaded weekly. Parents are encouraged to follow the hyperlink to the Family Link found on our website (<http://www.gatewaycc.edu/ECHS/>).

GRADUATION REQUIREMENTS

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

English	4.0	Arizona State Universities require the following credits for admission to NAU, ASU, or UofA	English	4.0
Mathematics	4.0		Math	4.0
Science	3.0		Lab Science	3.0
Social Studies to include			Social Studies	2.0
Global Studies	1.0		Foreign Language	2.0
US/AZ History	1.0		Fine Arts	1.0
US/AZ Government	0.5			
Economics	0.5			
Fine Arts/ Vocational	1.0			
Additional Requirments				
Health	0.5			
Public Speaking	0.5			
Capstone Portfolio	1.0			
Other Electives	7.5			
Total Credits				24.0

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.

EDUCATIONAL PLAN

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

9 th Grade	
MAT	Algebra 1 A
	Algebra 2 B
SCI	Earth Science A
	Earth Science B
ENG	English 9 A
	English 9 B
SOC	Global Studies A
	Global Studies B
ECREQ	Health
	Public Speaking
10	Service Hours
3	College Credit Hours

10 th Grade	
MAT	Geometry A
	Geometry B
SCI	Biology A
	Biology B
ENG	English A
	English B
SOC	US/AZ History A
	US/AZ History B
ECREQ	Personal Finance
20	Service Hours
9	College Credit Hours

11 th Grade	
MAT	Algebra 2 A
	Algebra 2 B
SCI	Chemistry A
	Chemistry B
ENG	English 11 A
	English 11 B
30	Service Hours
12	College Credit Hours

12 th Grade	
MAT	Adv Math A
	Adv Math B
ENG	English 12 A
	English 12 B
SOC	US/AZ Government
	Economics
40	Service Hours
18	Collge Credit Hours

ECREQ: Early College Graduation Requirement

Students are encouraged to complete no less 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. Unwarranted or excessive absences from GateWay Community College classes may result in the student being dropped from those classes per community college rules. Punctual transportation to and from school is a student’s responsibility. A missed bus, missed ride, or car problems is not a considered an excused absence.

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

Please call the school's Attendance Reporting Line at **(602) 286-8751** 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. GateWay uses an automated calling system that makes daily calls for absences. If your child’s absence is listed as unexcused, you will receive a call that evening.

A second truancy will result in parent conference with staff.

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 Card, 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

- **FIRST** Students are required to check-in to the front office if tardy. Tardy slip required to enter classroom.
- Tardy(s) are not excused unless accompanied by an original doctor's note or official documentation.
- 3 tardies per semester with no consequences – **first school period only**



DETENTIONS

Daily Detentions

- Students must attend afterschool detention daily for any tardies incurred in the day. If student cannot attend, parents must come to the office to sign student out.

Saturday Detentions

To attend and complete....

- Official signed notices are required.
- Students must be on time or will not be allowed to serve detention
- Parents will be required to pick-up disruptive students.
- Students must bring homework, no electronics allowed.

***If missed or not completed, students receive a suspension. Parent meeting required to return.**

Work

Please work with us, we will be willing to work with you. Detentions are not meant to be convenient, they are meant to curb behavior. We can determine the course of action after the following...

IN ADVANCE

1. School official speaks with your parent(s).
2. Student must communicate with employer.
3. School official and student review options.

Excessive Absences/ Medical Condition

Any medical condition should be evaluated by a medical professional. Absences due to medical issues must be registered through the office by submitting the proper medical forms as this will protect your student through 504 plan. Excessive absences without proper medical documentation will not be considered excused.

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 with 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.

UNEXCUSED ABSENCES CONSEQUENCES				
1 st	2 ND	3 RD	4 th	5 th
Parent Notification	Parent Meeting	In-School Suspension	Attendance Contract	Saturday Detention
6th REMOVAL FROM CLASS, LOSS OF CREDIT.				

Excused Absences are as follows:

Illness

Medical/Dental related, including appointments Must be pre- arranged and excused prior to absence.

School-sanctioned activities. If a college activities or field trips conflicts with a high school class, parents must call in to excuse the absence. Students can also fill out a field trip permission slip form, signed by parents and teachers.

Absences related to legal system Must be pre- arranged and excused prior to absence.

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, students must provide a written note excusing the absence signed by parent/guardian the day of return. 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.

- **GWECHS participates in the Maricopa County Truancy program (CUTS).**

The **CUTS** Program was developed to more appropriately respond to the growing issue of truancy in Maricopa County. The Juvenile Probation Department has targeted truancy as one of the primary indicators that youth are at risk or are participating in risk taking behavior. CUTS is a diversion program that assists first and second truancy offenders by providing services which educate and address the individual needs of the child and family. By addressing truancy issues at the juvenile's school with their parent/guardian and a school representative involved, the child is held responsible, the parent is empowered and communication barriers are removed to ensure that the juvenile is successful and receives an appropriate education. Further information may be found at www.superiorcourt.maricopa.gov/JuvenileProbation/Probation/CUTS.

Absence Count

Absence Count per Semester	
6 (unexcused absences)	10 (excused & unexcused combined)
WITHDRAWAL FROM CLASS WITH NO CREDIT ISSUED	

*Students with disabilities may be exempt from this policy based on the 504 or IEP requirements

Definitions

Ditching- Not attending any class after being present on campus.

Truant- The act of not being present on campus.

Absence- Failure to be present during a class period.

Unexcused Absence- Absent without written permission from parent or guardian.

CLOSED CAMPUS

GateWay 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. **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.

STANDARDS OF STUDENT 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 are 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.** (Pants cannot sit below the cleft of the buttocks.)
- 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.
- Students must have their student ID's with them at all times.

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:

- Shirts with straps that are less than 2 inches wide or show the stomach
- Clothing with excessive holes
- Gang-related clothing or insignia
- See-through shirts, unless an additional shirt is worn underneath
- Clothing that is skin tight, or reveals the back, midriff, cleavage, or buttocks
- Clothing that exposes underwear; underwear worn as outerwear.
- Attire showing pictures, logos or messages promoting drugs, sexploitation, discrimination, profanity, or violence or other activities that are illegal for minors.
- Blouses or tops which are too short, causing the mid-section, including the belly button, to be exposed.
- Short shorts or micro-mini skirts – Inseam cannot be shorter than 4 inches
- Headwear (all caps/hats, scarves, beanies, stocking caps, “do-rags”, wave caps, etc.) may not be worn inside unless such item has religious affiliation. You can wear them outside of the building at any time.
- Pajama pants, slippers or other sleeping attire (except for specific spirit days)

Dress Code Consequences Student will:

1 st Warning	Report to the office for appropriate attire (office will supply a shirt or a belt).
2 nd Warning	Be sent home, may return after a parent/student meeting with administration.

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.

STUDENT LIFE/COLLEGE AREAS

Our unique position as a high school on a college campus allows students the privilege of access to college facilities such as computer labs, library/ learning center, and the Center for Student Life. Students are expected to behave as they would in a classroom, respectful to adults and to each other. You are to keep your voices low and never use vulgar language. Yelling, even out of excitement, is not acceptable. If a college or high school staff member asks you to leave you must do so immediately and quietly.

MUSIC

Music may not be played in the open. Headphones are OK but you cannot play your music so that others can hear it. You will be asked by college staff to leave the center if you play music out loud.

****Access to college areas may be restricted due to disciplinary action.***

COMPUTER LAB 2340

Open: 7:30am-

Students must sign-in at the high school office to use computer lab. No food or drink allowed.

BEFORE SCHOOL

Students should not arrive before school opens at 7:30am

AFTER SCHOOL

Students must leave the campus **within 30 minutes of their last class period of the school day** unless participating in high school sanctioned activity. Students may stay on campus with an after school permission slip. Permission slips may be picked up from Student Success Liaison

SMOKING

Smoking (including the use of **electronic cigarettes or vaping pens**) and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries

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.

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

EATING/DRINKING

No eating or drinking is not allowed in the **classrooms** or **computer labs**. 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/LIGHT RAIL 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 or light rail trains. For the safety and security of all passengers, students are expected to follow the following policies:

1) Eating and smoking are not allowed on the light rail or bus 2) You may bring your drink on 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. Rental books may have a fine attached to them if they are turned in late.

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/INTERNET ACCEPTABLE USE, 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.

GateWay Early College High School, in partnership with GateWay Community College deploys and enforces a technology protection measure to prevent minors from gaining access to visual depictions that are pornographic, harmful to minors or obscene. (A.R.S. 34-501 and 34-502)

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 (except as noted above)

Students must log in using their MEID. Please see your Seminar teacher for help in setting up your MEID.

Microsoft Office (Word, Excel, PowerPoint, and Access)

Printing in college areas, such as the Library, IKON or the Computer Commons is limited to students with MEID's. Please see <http://www.gatewaycc.edu/App/Docs/AcademicResources/PayforPrint.pdf> for further details.

INTERNET & SOCIAL MEDIA GUIDLINES

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

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.)
- Disseminating unauthorized material (tests, homework, information)
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password or MEID
- Trespassing in another's folders, work or files
- Deliberate damage to hardware or software
- Use of District computers for illegal activities

***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 - 20 U.S.C. §1232g) 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

This notice is available in English and Spanish on the ADE website at 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.
 - d. Academic progress
 - e. 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 by GateWay Early College High School (GWECHS) for eligible students.
2. All textbooks **MUST** be returned on time 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 and counselor 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. Students enrolled or taking classes in another school will be ineligible to have GWECHS pay for college classes.
8. Classes lower than 100 level, Summer, Saturday, internet courses and/or open entry courses will NOT be paid for by GWECHS
9. 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 9th – 12th 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 b

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. As stated in state statute Charter schools are not required to enroll students when they have reached their physical capacity.*

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: *Stacey Boyd, Homeless Liaison, GWECHS, 602-286-8754 or Frank Migali, State Coordinator for Homeless and Refugee Education, ADE, (602) 542-4963, 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. 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. 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.

BULLYING

Bullying may occur when a student or group of students engages in any form of behaviors that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

HARASSMENT

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

CYBERBULLYING

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

INTIMIDATION

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

ANY OFFENSE WILL BE DEALT WITH AS FOLLOWS:

Notification to parent(s) or guardian(s);

Notification to police, depending on the severity of the offense;

A student who has committed the offense shall receive detention, suspension, or expulsion, depending on the severity of the offense; and

Student will be placed on a behavior contract and counseling will be required upon return to campus

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.

REPORT INDICENTS OF BULLYING

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal, administration or another school employee verbally or in writing. The principal or the principal's designee shall investigate all reports of bullying.

You may report bullying to any administrator, teacher, or support staff.

- Any school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator.
- School personnel shall maintain confidentiality of the reported information. If your report is verbal, you will be asked to fill out a form within one (1) day of reporting the issue listing all the relevant information. The form is available in the front office.
- Administration or designee will investigate and review the results with the alleged victim and shall notify the student's parent(s) of the report.
- If the principal or the principal's designee determines that bullying has occurred, discipline will be administered.

The student who has allegedly been bullied will be given a written copy of student's rights, protections and support services available. Parents will be notified.

Administration will address the issue of the report and notify parents of the outcomes (within FERPA guidelines found on pg. 24 - 20 U.S.C. §1232g)

Regardless of the outcome of the investigation the principal or the principal's designee will meet with the involved students to review the findings of the investigation.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable policies and administrative regulations.

Documentation related to reported bullying and subsequent investigation shall be maintained for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

GWECHS has established procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

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

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)

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. **Plagiarism** is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from another student's web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. This includes cutting and pasting materials from the internet in your assignments and papers.

Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your paper* using an **internal citation**

- o Theft, alteration or unauthorized dissemination of tests, schoolwork or materials.

offense	Consequences
	Parent Notification
1st	Zero for assignment
2nd	'F' for the quarter grade.
3rd	'F' for the semester grade, removal from class,

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, 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.

SAFE HARBOR PROVISION

A student who inadvertently possesses or finds a prohibited object shall immediately notify school staff and surrender the object. A student may approach a school staff member and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object is one that the student could lawfully possess off school grounds. This rule does not apply to firearms or destructive devices. If a student discovers an illegal item (i.e., drugs or weapons) or other contraband on school property or at a school function, the student may approach a school official and report the discovery. A student shall not be in violation of the Code of Student Conduct solely for making such a report. School officials shall make a determination after an investigation of the report. The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

All electronic devices including cell phones, blue tooth watches, laptops, gaming systems and headphones must be turned off and placed 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: Skateboards shall not be used on GateWay campus ground. 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.

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. 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?

If you are seen by faculty, staff, or administrative personnel, they will contact the GateWay Community College Safety Department.

You will be contacted by a GWCC College Safety Officer.

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.

You will be subject to disciplinary action which may include suspension from school.

Your eligibility to take college classes may be negatively affected.

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.

SELF-DEFENSE

is defined as the act by a non-aggressor/victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

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 per dress code. 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

GROUND FORS 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

USE- DISTRIBUTION, PURCHASE, OR SELLING OF DRUGS

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.

SEARCH OF PERSONAL PROPERTY

Inspection of personal property including but not limited to, clothing pockets, cars, backpacks may be conducted by Principal, Director of Federal Programs, or Student Success Liaison with reasonable suspicion with no parent notification.

Offense	Use Consequences
Parent Meeting (Possible Police Notification)	
1 st	Suspension up to 10 school days. Possible longterm suspension hearing
2 nd	Suspension for the semester
3 rd	*Long-term suspension or Expulsion.

Distribution, Purchase, Selling Consequences	
Police Notification	
1 st	Long term suspension up to expulsion.

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.

SATURDAY SCHOOL DETENTION

Saturday School Detention (SSD) is another consequence assigned to students. The decision to assign SSD is at the sole discretion of the GWECHS administration. **SSD is held in a classroom from 8:00 to 11:00 AM on select Saturdays throughout the year.** No student will be admitted after 8:00 AM. Students who fail to report or are tardy to their assigned Saturday School Detention (SSD) will be assigned one day of In School Suspension (ISS) or receive one day of out-of-school suspension for each subsequent offense. The following examples could include, but are not limited to, the possible rule violations that can result in SSD:

- Excessive tardy violations
- Failure to report to **Friday Detention/ Scheduled Online Meeting**
- Leaving class without teachers permission
- UA- **Unexcused absences**

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 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 DISCIPLINE CODE

Consequence: Confiscation- Detention–Short Term Suspension
<p>ELECTRONIC DEVICES Possession or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to blue tooth devices, earphones, mobile phones, laser pointers</p>
<p>BUS VIOLATIONS Failure to comply with rules established for the use of school transportation.</p>
<p>DRESS CODE Failure to comply with the school dress code</p>
<p>FAILURE TO CARRY I.D. Violating school safety rule, not carrying school issued I.D.</p>
<p>TRUANCY (The Maricopa CUTS program is in effect at GWECHS)- UA Absent from one or more classes that has not been excused by parent guardian & confirmed by school personnel in accordance with guidelines.</p>

Consequence: Detention – Long Term Suspension
<p>TRESPASSING Unauthorized presence on district property and/or refusal to leave district property upon request of school authorities.</p>
<p>VULGARITY, PROFANITY, OBSCENITY, DISRESPECT Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane, or obscene material.</p>
<p>OFF-CAMPUS VIOLATION Leaving campus without permission. Only seniors with 15 credits & 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, & driving violations.</p>
<p>DISORDERLY CONDUCT Behavior disruptive to school climate or the educational process</p>
<p>INAPPROPRIATE USE OF TECHNOLOGY RESOURCES Inappropriate use, failure to comply w/ electronic information services guidelines</p>
<p>GAMBLING Possession of materials associated with gambling; participating in games of chance for the purpose of gain</p>
<p>GANG ASSOCIATION, SYMBOLS Gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities</p>
<p>GOOD NEIGHBOR” VIOLATIONS Failure to obey school rules, traffic/pedestrian laws, and act as a good neighbor in the community</p>
<p>HARASSMENT, VERBAL ABUSE Statements or actions that intimidate or demean others. This especially includes any form of sexual harassment</p>
<p>INSUBORDINATION NONCOMPLIANCE Failure/refusal to comply with the reasonable rules or requests of school personnel.</p>
<p>ACCESSING COLLEGE ROOMS/ SPACES Students may not access any college rooms or spaces during non-sanctioned activities. i.e. second and third floor of IE building, parking lots, unsupervised college rooms, etc.</p>

Consequence: Short/Long Term Suspension - Expulsion

ABUSE OF STAFF

Verbal or physical disrespect or injury to staff members acting in their capacity as district employees.

ALCOHOL, DRUGS

(possession)drugs on school property or at school events; possession of paraphernalia associated with drug use

SALE OF ALCOHOL, DRUGS

Sale or distribution of alcohol or non- prescribed drugs on school property or at school events.

ASSAULT

Physical attack upon another person who does not indicate willingness to engage in the conflict; sexual contact with any nonconsenting person.

DESTRUCTION OF PROPERTY

Defacing or damaging school property or the personal property of others

FIGHTING

Physical contact with another person intended to cause injury.

THEFT

Stealing or concealing school property or the property of others or participating as an accomplice, including copying copyrighted software.

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. Threats against the school through email, phone, social media, etc.

REASONABLE STANDARD OF“RIGHT/WRONG”

Other behaviors that a reasonable person would consider to be wrong.

CUMULATIVE VIOLATIONS

Documented misconduct that occurs frequently enough to show a lack of intent to abide by school rules.

INSTIGATING

Challenging a student or encouraging others to fight through any means including social networks. Bystander(s) may be subject to disciplinary action. Offenders may be charged with the appropriate offense and subjected to legal consequences. **Participants in fights will be suspended from school and may be subject to arrest.**

RETALIATION

Any person found to have retaliated against another individual for reporting an incident in good faith.

KNOWINGLY PRESENT

Knowingly Present shall mean that a student was present or in attendance at a gathering of students during which a fight ensued.

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 have read and reviewed the GateWay Early College High School Handbook with my parent/guardian and my teacher(s).
- ✓ I understand and agree to abide by all policies and procedures explained in the handbook.
- ✓ I have read the Notification of Rights under FERPA (Family Educational Rights and Privacy Act) and NCLB (No Child Left Behind).
- ✓ 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.
- ✓ 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 _____

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

Mission Statement:

GWECHS exists to empower students to overcome barriers and be college and career ready.

“Learning is not about being perfect, it’s about being

BRAVE”