

GOMPERS PREPARATORY ACADEMY

# *Student Handbook*

2021 - 2022



## GPA Students and Families,

Welcome to Gompers Preparatory Academy! At GPA, we believe in providing a college preparatory learning environment in which every minute of the school day is focused on preparing our students for entering the college of his/her choice. In a college bound environment, we believe in having high expectations for academic achievement, dress and behavior. To create such an environment, GPA has a school-wide Student Handbook built for student success. This Student Handbook is critical to creating a safe and caring environment for students and faculty. It will be the responsibility of all GPA staff members, students and families to follow the policies and procedures set forth in this Student Handbook. Parents have the ultimate responsibility for educating their children. GPA functions as an extension of the home to facilitate, but not to usurp its authority. The school can best fulfill its mission when it works cooperatively with supportive parents to give the student a consistent college-prep environment. Working together, our Eagle students will soar to new heights! Again, welcome to GPA.



# Table of Contents

General Information & Campus Hours Our Mission Statement & Philosophy College Class	<b>5</b>
Student Learner Outcomes	<b>6</b>
School Song	<b>7</b>
The GPA Culture	<b>8</b>
Student & Parent Commitment	<b>9</b>
Uniform Policy	<b>11</b>
Expectations for Student Materials	<b>15</b>
Electronic Device Policy	<b>16</b>
Computer/Internet Usage Policy	<b>18</b>
Social Media Policy & Conduct	<b>19</b>
1:1 Computer Program	<b>19</b>
Academic Policies	<b>22</b>
Graduation Requirements	<b>23</b>
Citizenship Rubric	<b>28</b>
Standards of Engagement	<b>29</b>
Visitors	<b>35</b>
Emergency Procedures	<b>36</b>
Athletics	<b>37</b>
Attendance Policies	<b>40</b>
Extracurricular Activity Policies Student Government, Library & Media Center	<b>44</b>
Illness, Emergencies & Medications	<b>45</b>

## Table of Contents (Cont.)

Daily Expectations	<b>46</b>
Lunch Expectations	<b>48</b>
Tardy Sweep & Restroom Policies Dismissal	<b>49</b>
Before & After School	<b>50</b>
Student Parking	<b>50</b>
Negative Consequences	<b>51</b>
Map of Student Drop Off & Pick Up	<b>52</b>

# General Information



## Gompers Preparatory Academy

1005 47th Street  
San Diego, CA 92102  
(619) 263-2171

**Vincent M. Riveroll**  
Superintendent / Director

Gompers Preparatory Academy (GPA) was founded in 2005.  
Our school colors are blue, green and white, and the GPA mascot is the Eagle.

## Campus Hours

Office Hours	<b>7:00am – 4:00pm</b>
Regular Class Hours	<b>7:30am – 3:00pm</b>
Minimum Days (Early Dismissal)	<b>7:30am – 12:45pm</b>

Students are **not** to be on campus prior to 6:45am. Supervision is not available before 6:45am or after 6:00pm. Students who are not participating in a supervised school-sponsored event must be picked up by 3:15pm.

## Our Mission Statement

The mission of Gompers Preparatory Academy, in partnership with UCSD and our community, is to accelerate academic achievement for all students through a college preparatory culture and curriculum.

## Our Philosophy

It is the responsibility of all staff members to make Gompers Preparatory Academy a safe and caring environment through the utilization of a school Code of Conduct that helps ensure that teachers can teach and students can learn.

## College Class

GPA students attend College Class. Students will enter the auditorium without talking. They are expected to come prepared to take notes with a writing utensil and paper. Students are seated in every other seat and will respectfully wait for the Director's Address. College Class focuses on our school-wide culture and simulates a college class forum.

# Student Learner Outcomes for All Students

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## RESPECT

- Positive interaction with any adult and able to articulate the school's mission and core beliefs.
- Demonstrate responsibility in the learning community by adhering to the GPA Code of Conduct, Non-Negotiables and 5 Rules.
- Self-respect – college-prep uniform worn with pride.
- Honor cultural and individual diversity.

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## ENTHUSIASM

- Attend school daily.
- Demonstrate with confidence that college is part of their future.
- Participate in a variety of leadership opportunities.
- Discover an area of interest beyond the core academic classes.
- Mentor fellow students.

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## ACHIEVEMENT

- Meet or exceed Common Core State Standards in English and Math.
- Read and write effectively in each subject area.
- Communicate effectively in academic language to express thoughts and ideas during classroom discourse and presentations.
- Use technology as a tool for learning.
- Enroll in rigorous AP courses.

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## CITIZENSHIP

- Transfer academic literacy skills to greater world.
- Recognize the impact personal behavior and character has on our local and global community.
- Be knowledgeable about United States history and the democratic process.

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## HARD WORK

- Develop and implement individual goals and action plans for academic achievement at GPA and access to college upon graduation.
- Participate in additional academic supports, if needed.
- Demonstrate academic organizational and study skills.
- Put forth daily effort in all classes.

## School Song

# **“The Greatest Love of All”**

*All students are required to learn the school song  
and be able to recite it upon request.*

I believe the children are our future  
Teach them well and let them lead the way  
Show them all the beauty they possess inside  
Give them a sense of pride to make it easier  
Let the children's laughter  
Remind us how we used to be

Everybody's searching for a hero  
People need someone to look up to  
I never found anyone who fulfilled my needs  
A lonely place to be  
And so I learned to depend on me

I decided long ago  
Never to walk in anyone's shadow  
If I fail, if I succeed  
At least I'll live as I believe  
No matter what they take from me  
They can't take away my dignity

Because the greatest love of all  
Is happening to me  
I found the greatest love of all  
Inside of me

The greatest love of all  
Is easy to achieve  
Learning to love yourself  
It is the greatest love of all

And if by chance that special place  
That you've been dreaming of  
Leads you to a lonely place  
Find your strength in love

# The GPA Culture

All students are required to learn the school expectations listed below and be able to recite them upon request.

## Non-Negotiables

Stay on task

Let others learn

Bring positive attention to yourself

## Core Beliefs

Respect yourself

Respect others

## The 5 Rules

**1** When responding to any adult, you must answer by saying “Yes, ma’am” or “No, sir.” Simply nodding your head or saying any other form of yes or no is not acceptable.

**2** **Make eye contact.** When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.

**3** **Compliment others.** If someone in the class wins a game or does something well, you should congratulate that person.

**4** **Respect other students’ comments, opinions and ideas.**

**5** If you win, **do not brag.** If you lose, **do not show anger.**

## REACH Values

**R**  
**E**  
**A**  
**C**  
**H**

**Respect**

**Enthusiasm**

**Achievement**

**Citizenship**

**Hard Work**

## The 3 B’s

**Book** (Independent reading book)

**Backpack**

**Binder** (3 ring, 2-inch)

# Student Commitment

COMMITMENT · COACHABLE · COLLABORATION · CONNECT · CONTENT · CHARACTER

## COMMITMENT

- I will be in class every day by 7:30am (Monday through Friday).
- I will remain at school until 3:00pm (Tuesday through Friday).
- I will remain at school until 12:45pm on Mondays and remain for support when recommended.
- I will try my best every day.
- I will graduate from high school.

## COACHABLE

- I will accept and apply feedback from my teachers.
- I will accept help from UCSD tutors, peer tutors and other volunteers.
- I will reflect on my progress in order to continue to improve as a learner.

## COLLABORATION

- I will work with my peers and study with them in order to learn.
- I will be open to my peers' ideas and thoughts.
- I will share my knowledge with others in classroom discussions.

## CONNECT

- I will know and be able to recite the mission statement and school song.
- I will speak to my parents about my learning.
- I will do whatever it takes to learn – no excuses.
- I will use my learning to impact my community for the better.
- I will show gratitude for the support I receive.

## CONTENT

- I will study what I learn in my classes.
- I will use my planner appropriately.
- I will complete my assignments.
- I will seek tutoring when I need help with assignments.

## CHARACTER

- I will not bully others.
- I will be courteous, respectful and achieve with honor.
- I will bring positive attention to myself and my school.
- I will follow the GPA Non-Negotiables.
- I will follow the GPA Electronic Device Policy.
- I will adhere to the GPA School Uniform Policy.

# Parent Commitment

COMMITMENT · COACHABLE · COLLABORATION · CONNECT · CONTENT · CHARACTER

## COMMITMENT

- I will make sure my student arrives at school every day by 7:30am (Monday - Friday).
- I will make sure my student seeks help after school in academics.
- I will make sure my students uses his/her time effectively on Mondays to study and complete assignments.
- I will maintain high expectations for my student and do whatever it takes for my student to learn.
- I will make sure my student wears his/her uniform every day.

## COACHABLE

- I will make sure my student receives support from tutors and teachers when appropriate.
- I will make sure my student attends additional after school activities when appropriate.

## COLLABORATION

- I will stay in contact with my student's teachers and school leaders.
- I will work with other parents to create a supportive parent network.

## CONNECT

- I will ask my student what he/she learned in school every day.
- I will attend as many school activities as possible.
- If I am asked to attend any school meeting regarding my student's education or behavior, I will make every effort to be there.
- I will make myself available to my student and the school.

## CONTENT

- I will check my student's agenda and homework assignments every night.
- I will always help my student in the best way I know how, and do whatever it takes for my student to learn.
- I will provide a quiet work-space for my student to study and make sure my student reads every night.

## CHARACTER

- I will provide the guidance for my student to make good decisions at school.
- I will encourage and expect my student to follow the school rules.
- I will ensure my child abides by the REACH values of GPA.
- I will ensure that my student completes a total of 30 hours of community service by the end of their Senior year.

## Uniform Policy

Research has shown that students who dress alike also enjoy an increased sense of unity. The same evidence shows that uniforms increase student safety, reduce violence, and make it much easier to identify persons who do not belong on campus.

GPA desires to create an educational atmosphere that maximizes learning. Modesty, neatness and cleanliness are the overriding principles of the GPA uniform policy. Students are required to abide by the uniform policy at all times. The students' dress should reflect pride in their school and respect for themselves. Enforcement of the uniform policy, like all other discipline matters, involves cooperation between students, parents and the school. GPA, however, is the final authority on the uniform policy and other discipline issues.

**If, according to the Student Handbook, a student's dress is inappropriate, a parent may be called and asked to bring a new, acceptable uniform to the school.**

It is a violation of the uniform policy to show underwear, midriff, lower back or cleavage at any time (including when leaning over or raising the arms). Clothing that is tight, baggy or dirty is prohibited. Items that are torn or cut in any way are not allowed. Appropriateness of overall appearance will be left to the discretion of the administration.

GPA is a college preparatory school with high standards for dress, behavior, and academics. Therefore, all students at GPA wear uniforms. Uniforms may be purchased at **Mario's Family Clothing** (*Located at 7761 Broadway, Lemon Grove, CA 91945*). Types and styles of acceptable garments are clearly described and shown at their retail locations. Types, styles or articles of clothing not listed in the brochure are not permitted. Items purchased for wear below the waist through any other company or store must match the Mario's uniform items exactly, including the material. All students are required to be in uniform at all school-sponsored activities, including field trips, and when representing GPA in the community.

**Appearance** No items of clothing with visible logos, writing or brand names are allowed. The only exceptions are GPA uniforms with GPA logos or lettering. The student's uniform must fit properly, not exceeding one size beyond the correct size and may not be modified in any way. This includes baggy or sagging pants and oversized shirts.

Clothes may not have a ripped or torn appearance. No tight or “skinny” pants, altered pants, tapered leg style pants, or jeans are allowed at GPA.

\* Excessive uniform violations could result in disciplinary action.

\* Students are not to wear their GPA uniform to solicit or represent GPA in any non-GPA endorsed activity or event.

## High School

- All high school students (Grades 9-12) are required to wear either charcoal gray dress slacks (**not** pants) or the GPA plaid skirt. The gray dress slacks can be purchased at Mario’s or any Walmart location. The GPA plaid skirt can also be purchased at Mario’s.
- High school students are **not** permitted to wear shorts.

## Middle School

- All middle school students (Grades 6-8) are required to wear khaki pants or khaki shorts.
- **Long Pants:** Must fit the waist, being no larger than the student’s waist size with no sagging. Pants must not be altered sloppily or in a distracting fashion. Pants may not be altered in a manner that changes the style (“skinny”, slim, tapered, etc). No jean style, “skinny” leg or tight/immodest pants.
- Students are not permitted to wear rubber bands or any other material designed to cinch the bottom of their pants legs
- **Shorts:** May be worn (not applicable to high school). Cargo shorts are not permitted.
- **Skirts:** May be worn provided that the length of the skirt or any slit is to the top of the knee. Skirts may not be cut or frayed at the hem.  
*\*An approved plaid skirt is available at Mario’s.*
- **Below the Waist:** Students can wear slacks, shorts, skorts, skirts (khaki or GPA plaid), or capri pants in solid khaki (tan). No stripes or plaid designs are allowed.

**Belts** The only belts permitted are black (High School/Middle School), with a maximum width of 2” and must be worn within belt loops. No studded belts of any style are allowed. No over-sized belt buckles or belts with logos or letters are allowed.

**Above the Waist** Students will wear a white GPA insignia collared shirt or long sleeve shirt with a navy blue or plaid tie every Monday, Tuesday, Wednesday and Thursday. **On Fridays, students are only to wear approved GPA T-shirts by leadership or their white collared shirt with the tie.**

**Undershirts or turtlenecks must be solid/plain white without graphics or emblems. All shirts must be completely and properly tucked in at all times.**

**Blazers** Student blazers may be worn as outerwear. Blazers must be navy blue in color for both high school students and middle school students and have the appropriate GPA logo attached.

### **Shoes, Socks and Undergarments**

- **Shoes:** Shoes must be dress shoes or tennis shoes and have closed toes and heels. They may be of any name brand as long as they are solid black, including the soles, shoelaces, and the brand's logo.
- No slippers, "house shoes," or "Crocs" are allowed. No "Ugg boots" or sheepskin style with synthetic sole.
- No high heels over 1 inch.
- **Socks:** Socks must be **solid black** or **solid white**.
- Students wearing skirts may only wear navy blue or white knee high socks or natural colored, white or navy full-length tights. No lace leggings; solid leggings only (blue, white, or black).
- Lace, 'fishnet,' or patterned-style socks and stockings are not permitted
- **Undergarments:** Undergarments may not be visible for any reason, including appearance through thin or transparent clothing.

### **Hair and Jewelry**

- **Hair and hair accessories:** Gentlemen must be clean shaven. Beards and mustaches are prohibited. Hair may not have any distracting colors or styles. Distracting hair color would be any unnatural coloring of the student's hair. (i.e. pink, purple, green, blue, orange, etc.) Hair accessories or ties may be worn as long as they are navy, white, black, or green. Bandanas, rags or non-GPA scarves are not allowed. If headwear for religious or medical reasons is required, see the Office of Student Engagement.
- Students may not have designs or words cut into their hair.
- Students that violate the policy on hair color or designs, will have a 24 hour period to change the color, otherwise they will be directed to the Office of Student Engagement.
- **Jewelry:** All jewelry worn at GPA must be gold or silver in appearance. Clanging jewelry is not allowed. Accessories that prove to be a distraction will be handled on an individual basis.

### **Accessories and Makeup**

- No accessorizing is permitted. This is to achieve a uniform look, minimize distractions, and support an educational atmosphere. (This includes pins, brooches, scarves, etc.)
- GPA scarves are available and sold at the Eagle Store for **\$15**.

- Students are allowed to wear GPA pins representing their achievement on Honor Roll and the Dean's List.
- Makeup must look natural if worn.
- No name plates or distracting necklaces should be displayed on outside of clothing.
- Excessive bracelets of any nature are not allowed.
- **Hats:** No hats of any kind may be worn on campus, including skullcaps.
- **Glasses:** Non-prescription glasses, eye contacts or sunglasses are not allowed.
- **Gloves:** No batting gloves will be allowed.

## Piercings and Tattoos

- No earrings larger than a quarter may be worn.
- Facial piercings must be taken out or covered before a student arrives on campus – **no exceptions**.
- Students are not allowed to wear gauges or plugs that are more than an inch. For safety reasons, spikes or marker heads are not allowed.
- Body piercings are unacceptable for GPA students and may not be visible at school or at any school-related activities.
- Tattoos are unacceptable for GPA students and may not be visible at school or at any school-related activities.
- Tattoos are to be covered at all times while on school campus or while attending school-related events.

## Friday Dress

- Students should wear a baby blue GPA polo shirt or GPA white collared shirt with their tie.
- Students may wear their gray or blue Gompers Prep sweatshirt.
- College sweaters or college shirts can be worn by **seniors only**, once they have been accepted by the college of their choice.
- Students must wear a uniform bottom.
- Students may wear the "I Love GPA" shirt.

**Winter Wear** Although San Diego has mild winters, parents should plan ahead by purchasing the appropriate GPA winter wear for their student. Jackets, sweatshirts, sweaters and windshirts must be solid blue with the GPA embroidered logo and cannot have a hood. A uniform shirt must be worn underneath any outer garments. All outerwear must be part of the GPA-approved items.

*\* Students are **not** permitted to bring blankets of any kind to school.*

**Enforcement** GPA will discipline those students who violate the dress code. Repeated violations of this code will be interpreted as disrespect and defiance of authority and the standards of our school, and will be treated as such. Which may warrant a lunch or after school detention, Saturday detention, in school or formal suspension. GPA Leadership will make final decisions regarding the implementation of this code.

**Exceptions** Any exception to the above dress code must have prior GPA Leadership approval, including the wearing of team uniforms and class/spirit days. Leadership reserves the right to change the dress code at any time to adjust to appropriate/inappropriate fashion trends.

## **Expectations for Student Materials**

**Backpack and Contents** All students are required to bring a backpack. Unacceptable backpacks include sack packs with drawstrings, small/mini-zippered backpacks, etc. No backpacks with cartoons or characters are allowed. Students are not allowed to wear satchels, unless the student has their own laptop, iPad or tablet. GPA backpacks should be a solid color and have minimal design. GPA requires that the backpack has zippered compartments and is large enough to fit the following materials:

- At least one 3-ring, 2-inch viewfinder binder
- 3 textbooks
- An independent reading book
- Other necessary school supplies, as requested by classroom teachers

**All of the above items must be brought to school every day, including the last day of school.** For students not prepared for learning, their parents will be notified and the student will be sent home if the parent cannot bring sufficient materials.

**Sports Bags** GPA-approved sports bags are allowed for sporting gear and Musical Production. For the safety of all students, GPA reserves the right to inspect the contents of any backpack, sack pack, and sports/duffle bag brought on campus.

**The 2-Inch Binder Standard** All students must have a 3-ring 2-inch binder and bring it to school every day. The front of the binder must remain blank or display the student's GPA schedule. Photographs and cutouts from magazines or newspapers will not be in or on any binder. Only GPA school phrases and the student's name are allowed on the cover of the binder.

### **Binders will have:**

- Seven dividers
- Lined college ruled paper
- Pencils/pens and pouches (required so students can organize their writing utensils)
- GPA Student Planner

**Independent Reading Book** GPA is a college preparatory school and all students must have an independent reading book at all times.

**Highlighters and Markers** Students are encouraged to bring highlighters to school in their binder pencil/pen pouch for note taking (Cornell) in class. **Absolutely no permanent markers** (i.e. Marks-A-Lot, Sharpies, etc.) will be allowed at GPA.

“Tagging” or graffiti is never allowed on any binders, books, notebooks, journals, agendas, backpacks, school property, or school uniforms. **Any backpack that has any graffiti will be taken from the student, and the family must replace it at their own cost.**

## **Electronic Device Policy**

Cell phones, smart watches, and other electronic communication devices that can send and/or receive data are to be kept in the student's backpack. Said items are not permitted to be visible, heard or used in any manner during school hours except by approval of GPA Leadership. Other electronic devices such as cameras, radios, audio players, recording devices and games may not be used during school hours without prior permission from GPA Leadership. Any violation and/or disruption of the learning process will result in the confiscation of the item. The parent/guardian must pick up the confiscated item from the Office of Student Engagement or the teacher.

Leadership reserves the right to review all text messages, photo images or electronic data on confiscated cell phones, other electronic devices, or any electronic account that GPA provides for students. **The school is not responsible for loss or theft of any items whether confiscated or in the student's possession.**

GPA staff reserves the right to read or filter any electronic communication sent by students via school controlled accounts or devices in order to keep students safe. These communications include, but are not limited to, email, text, and photo, video, or audio messages.

The Office of Student Engagement will counsel students if they are caught violating this policy. Safety and respect for learning are priorities at Gompers Preparatory Academy. There is valuable

information that you should know as a parent regarding how students are using electronic devices such as cell phones, iPods, and social media. Across many schools in America, the inappropriate use of electronic devices has hindered learning for our students. We must be informed as parents, as a community, and as a school. We must all work together to ensure our students are safe.

Students are to adhere to the ***Student Use of Electronic Devices, Internet, and Social Media at GPA Policy*** at all times while on the GPA campus. Failure to adhere to these rules and regulations will result in a consequence handed out by the Office of Student Engagement.

**Electronic Devices** Students are expected to maintain a safe environment in school. To ensure the safety of all students, protect personal property, and ensure the educational process is not disrupted, **all electronic devices must be turned off and out of sight from 7:30am to 3:00pm.**

- Students should **not** use their electronic device to check the time.
- Students should **not** use their electronic device to answer the phone.
- Students should **not** use their electronic device to make a phone call.

Many teens today use technology to bully others. Teens may be more likely to cyberbully because they feel protected by the Internet. It is much easier to type mean words to someone than to say them in person, but that does not make them any less hurtful. As a result, many of these hurt feelings come to the school and distract the learning environment. This is unacceptable. We are asking all parents to talk with their children regarding the use of electronic devices and to monitor your child's use of these devices.

Students who attend the Encore after-school program are to keep all electronics turned off from 3:00pm to 6:00pm.

**Personal headphones (including wireless ones) are not to be worn during the hours of 7:00am - 3:00pm (and 3:00pm - 6:00pm if your child participates in the Encore after-school program).**

Personal devices capable of capturing, transmitting or storing audio or video may not be operated in restrooms, dressing rooms or other areas where there is a reasonable expectation for privacy.

Under **no circumstances** shall any video or audio recording devices be used on campus without the expressed consent of a teacher and/or administrator. Special consideration shall be given to protect the privacy of the students in the classroom if such permission is granted.

The Office of Student Engagement will enforce consequences for those

caught violating this policy. A student with multiple offenses can lead to a suspension.

*For more information, see **California Education Code 51512.***

**“Cyber bullying”** is defined as hurting someone else through the Internet or a cell phone. Instead of whispering a rumor to a friend, a cyber bully might e-mail the rumor or post it on Facebook, Snapchat, Twitter, Instagram, etc. for everyone to see. The following cyber activities are among those that you, as parents, may want to monitor to ensure the safety of your child:

- Blogs
- Instant messages (IMs)
- E-mail
- Chat rooms
- Text messaging (Texting)
- Photo messages via cell phone
- Virtual world

## **Computer/Internet Usage Policy**

Students may not use computers and/or the GPA network without proper adult supervision. The teacher/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity and ability of their students.

**Acceptable use** includes:

- Access to any site that provides information relevant to current class assignments
- Access to college or university websites
- Use of teacher approved educational software (games, instructional tools, etc.)

**Prohibited Use** Use of computers and the Internet at GPA is a privilege. Any abuse of the privilege will result in removal of that privilege. Doing any of the following actions will result in a loss of computer privileges:

- Checking personal email
- Browsing through social media (including, but not limited to, Facebook, Twitter, Instagram, YouTube, etc.)
- Accessing inappropriate websites (sites containing explicit material)
- Downloading unlicensed material (pirated software, music, movies)
- Using any instant messaging programs (iMessage, Google Chat, AIM, MSN Messenger, Yahoo! Messenger, Skype, etc.)
- Vandalizing, hacking or tampering with hardware or software (including spreading computer viruses) by unauthorized access

- Streaming music, movies and/or videos that are non-academic
- Posting/uploading photos or videos of GPA events, including students and staff, on social media (YouTube, Snapchat, Instagram, etc.)

**Social Media Policy and Conduct** College admissions offices review the social media sites of prospective students. Since GPA is a college preparatory school, students are held accountable for conduct online that might jeopardize a student’s opportunity to attend the college or university of his/her choice. Students who represent GPA as a member of a club, team or other school organization must positively represent GPA on social media. Any misconduct on Instagram, Facebook, Snapchat, or any other social media site may lead to removal from that club or team and possibly further consequences administered by the Office of Student Engagement.

Misconduct includes, but is not limited to, the following:

- Language that is profane, offensive (including the “N word”) or sexual in nature
- Language that promotes drug or alcohol use
- Images that represent drug or alcohol use
- Images that are sexual in nature
- Gang signs, gestures, symbols or mention of gang affiliation
- Evidence of online bullying or altercation

## 1:1 Computer Program

Students may be given the opportunity to borrow a computer for the year, under a signed contract. The Chromebook is to be used for academic purposes. The student is personally responsible for its care and use, and must report any problems immediately to a teacher or GPA Leadership. The student will return all equipment in good working condition or will pay for all repair or replacement costs. All content, including downloads, browser history, and hard drive can be reviewed at any time. The following encloses the details of this agreement.

### Student Technology Loan Agreement

EQUIPMENT	REPLACEMENT/REPAIR COST
GPA Chromebook	\$200
Keyboard	\$45
Screen	\$30
Charger	\$20
Mi-Fi	\$60

**Terms of Loan** The equipment described above is the sole property of the Gompers Preparatory Academy (GPA) and the school site. It is to be used for school-related work **only**, such as accessing classroom instruction and related materials. Said equipment is to be returned at the conclusion of the loan period above, or as requested by the school site staff.

**Parent/Guardian/Student Acceptance of Equipment** I understand that the equipment listed above will be sent home with my child in good working condition. My child and I are personally responsible for its care and use, and will report any problems immediately to a teacher or Leadership. My child will return all equipment in good working condition, or I will pay for all repair or replacement costs. All content, including downloads, browser history, and hard drive can be reviewed at any time and contents must be entirely school related. I understand that my child may be without a Chromebook while it is being repaired.

**Lost or Stolen Equipment** If the above equipment is stolen, I will file a police report and notify GPA within 10 days. I will be responsible for paying a \$100 insurance deductible to replace the lost/stolen equipment. I understand that a second set of equipment may not be issued to my child unless I agree to take full responsibility for the value of the second set of equipment estimated at \$200. (*See Cal. Educ. Code 19911 and 48904*)

**Damage of Equipment** If the above equipment is intentionally damaged, I shall be responsible for any repair costs not to exceed the replacement value of the equipment. Further, I understand that I may be held financially liable to repair or replace the Chromebook at its actual value (not to exceed \$200) if my child has been involved in negligent or abusive behavior. (*See Cal. Educ. Code 19911 and 48904*)

**Indemnity** Student/Parent/Guardian agrees to indemnify and hold the internet provider and/or the Gompers Preparatory Academy harmless against any claim, actions, or demands relating to or arising out of any content or software displayed, distributed or otherwise disseminated in any way connected to or through GPA's 1:1 Chromebook program, including without limitation any malicious or unlawful act affecting any computer, network equipment, or Internet service.

**Limitation of Liability** In no event shall GPA, the school site, or the internet provider be liable for any indirect, incidental, punitive, or consequential damages (including without limitation, lost profits) arising out of or in relation to this Agreement, including but not limited to, the Internet services of the internet provider and/or the Gompers Preparatory Academy's equipment. (*See Children's Internet Protection Act (CIPA)*)

**Student Network Violation** If students, parents, guardians or relatives

break the school or District's Network Use Policy while using the equipment listed above, it may be required that said equipment be returned. The school site reserves the right to enforce a site specific Network Use Policy and to apply appropriate consequences.

*\* Please keep in mind that using the Chromebooks and technology provided by GPA and your school site is a privilege, not a right. Treat this equipment like it is your prized personal property, and always use common sense. Remember: a damaged Chromebook loses significant value.*

## **Student Chromebook Use Agreement**

### **Expectations:**

- ☐ I will use my Chromebook for school-related work **only**.
- ☐ Although GPA has an Internet safety plan and internet filtering in place, I am expected to notify my teacher whenever I come across information or messages that are inappropriate, dangerous, threatening, or make me feel uncomfortable.
- ☐ If I have identified or know about a security problem, I am expected to convey the details to my teacher without discussing it with other students.
- ☐ I will follow existing copyright laws.

### **General Use:**

- ☐ I understand that if I misuse my Chromebook or the network, I may lose access to it for a period of time or indefinitely as determined by GPA staff. Not having access to a Chromebook does not excuse me from completing my assignments and/or projects, and may require alternative assignments and/or projects.
- ☐ I must report any problems immediately to my teacher or GPA Leadership.
- ☐ I must stay on task and follow directions.
- ☐ I may be without a laptop computer while it is being repaired.
- ☐ I understand that the sound must be muted at all times unless I have permission from my teacher.
- ☐ I need to ask permission to use headphones (or earbuds).
- ☐ I need to ask permission before printing.
- ☐ I will bring my Chromebook to school every day fully charged and follow syncing procedures to back up my files/folders.
- ☐ I will not view movies, play games (including online games), stream music or video, or check email unless granted permission by my teacher(s).
- ☐ I will obey the Acceptable Use Policies of GPA and the school site that will limit my data usage, ensuring that the Chromebook is used as intended for school purposes only.
- ☐ I will use verbal instructions rather than touching another student's Chromebook.

### **Unauthorized Access:**

- ☐ Access to another person's account or computer without his/her consent or knowledge is considered "hacking" and is prohibited at all times.
- ☐ I will not share usernames or passwords with others.
- ☐ I will not use the computer to download or make unauthorized copies of software or files including music and sound files.
- ☐ I understand that failure to adhere to the rules and expectations set forth by GPA and my school site may result in loss of technology privileges.

### **Computer Care:**

- ☐ I will not add any stickers, ink, or any decorative items to my assigned Chromebook or protective case.
- ☐ I will handle the equipment carefully and follow all rules set forth by my school site staff. I understand that there are serious consequences for vandalism.
- ☐ I will never leave the Chromebook unattended and will know where it is at all times, including before and after school, passing periods, and lunch.
- ☐ I will keep all food and drink away from the Chromebook, and not use the carrying case pockets for storing any materials other than a thumb drive, earbuds, AC charger and/or external mouse.
- ☐ I will always place the Chromebook on a flat surface when using it (no stacking), and will follow school/classroom rules for taking the Chromebook out of the protective carrying case assigned to me.
- ☐ I will carry the Chromebook with two hands or with the carrying handle/strap and make sure the lid is closed when transporting.
- ☐ I understand that my family and I may be held financially liable to repair or replace the Chromebook at its current value (not to exceed \$200) if I have been involved in negligent or abusive behavior.
- ☐ I understand that the failure to reimburse GPA for loss or damage of the Chromebook may result in my grades, diploma or transcripts being withheld until the amount owed is paid.

## **Academic Policies**

**Grading Policy** We believe students, teachers and parents are partners in the learning process. Everyone involved needs to understand where the student is academically and how to help them reach their goals. The following grading policy will be followed by all GPA staff.

- **35%** - Demonstration of Learning
- **30%** - Classwork
- **25%** - Quarter Final

- **10%** – Homework

**Homework Completion** As a college-prep school, all GPA students are expected to complete their daily/weekly assignments. Students who fail to complete their homework assignments on time, and are unexcused, will be required to attend tutoring. Students will not be eligible for athletics, clubs, and other extracurricular activities until assignments are completed.

## **Graduation Requirements**

The requirements for graduation at Gompers Preparatory Academy are:

- **44 credits**
- **2.0 GPA in academics**
- **30 hours of community service**
- **Senior Talk**
- **Pass Computer Literacy class**
- **Pass one Advanced Placement (AP) course**

Additional goals to attain four-year college entrance:

- **Complete the SAT/ACT Exams**
- **Personal Statement**
- **3.0 or higher GPA**
- **Pass multiple Advance Placement courses**

### **1. Credit Requirements**

Forty-four (44) semester credits are required for graduation. Students are expected to meet the California State Standards in English, mathematics, science, history/social science, visual, performing, and practical arts, and physical education. Students who are short in credits/credit deficient will not be permitted to participate in commencement or other senior activities.

### **2. Credit Requirements by Subject**

**English:** 8 Semester Credits

**Grade 9:** Two credits; **Grade 10:** Two credits; **Grades 11 and 12:** Four credits, including 1 credit in a course that emphasizes American literature and three credits from a prescribed list of English courses.

**Mathematics:** 8 Semester Credits

All students are required to pass eight semester credits of mathematics including: Integrated Math 1 A, B; Integrated Math II A, B; Integrated Math III A, B; and one of the following Pre- Calculus or

Calculus.

**Exercise and Nutritional Science or Athletics:** 4 Semester Credits.

Students must be enrolled in a physical education course in grade 9 and 10.

**Science:** 6 Semester Credits

One year of life science (biology or other University of California (UC) -approved laboratory science course in the 'd' subject area), one year of physical science (physics, chemistry, or other UC-approved laboratory science course in the 'd' subject area), and one additional year of UC-approved science coursework in the 'd' (laboratory science) or 'g' (elective) subject areas.

**History/Social Sciences:** 6 Semester Credits

**Grade 9 or 10:** Two credits in world history and geography; **Grade 11:**

Two credits in U.S. history and geography or advanced alternative;

**Grade 12:** One credit in government and one credit in economics, or two credits in an advanced alternative.

**World Languages:** 6 Semester Credits of a Language other than English (LOTE).

**Visual or Performing Arts:** 2 Semester Credits

**Electives:** Additional credits needed to reach a total of 44 credits may be earned by completing additional courses in the above areas and/or elective courses.

### 3. Senior Exhibitions

All Seniors are required to complete Senior Exhibitions.

### 4. Computer Literacy

Students can fulfill this requirement in one of two ways: completion of a computer education course in Grades 7-12 or completion of an approved course that incorporates computer education and computer applications.

### 5. Attendance

All students must attend 8 semesters in Grades 9-12 for 5 periods daily. GPA does not offer independent study courses with the exception of approved community college courses or web based independent study.

### 6. Citizenship

Each student must maintain a record of responsible citizenship. To participate in graduation ceremonies, students must meet a minimum standard of a 2.5 grade point average in citizenship during the senior year. Seniors will be denied participation in graduation exercises and other senior activities for zero tolerance violations or activities resulting in suspension as seniors. The grade point average for citizenship is computed on a scale of **E=4, G=3, S=2, N=1, U=0**. A 3.0 grade point average is required to participate in co-curricular activities, including athletics.

### 7. Academic Grade Point Average (GPA)

A grade point average of 2.0 or higher in scholarship, computed on the basis of **A=4, B=3, C=2, D=1, F=0**, is required. A grade point average for graduation is computed on courses completed in grades 9-12. (Students should consult their school counselors for information about computing grade-point averages for repeated courses.) For Advanced Placement (AP) and designated honors courses, the grade-point average is computed on a five-point scale: **A=5, B=4, C=3, D=1, F=0**. Students must take the College Board AP exam in order to receive weighted credit. Information on which courses are weighted is provided in the Counseling Office. A 2.5 grade-point average on a four-point scale in scholarship is also required for participation in co-curricular activities, including interscholastic athletics. Parents or guardians shall be advised of the availability of state funds to augment the cost of advanced placement examination fees pursuant to Section 52244 (*California Codes, Education Code, Section 48980*).

### 8. Community Service

Each student will be required to complete a minimum of 30 hours of community service during his/her 9th-12th grade years.

**Transfer Course Policy for GPA Students** Transfer credits and grades will be accepted only from regionally (i.e. WASC) accredited schools for students enrolled at GPA. (Courses taken outside of GPA must be pre-approved by an administrator.) GPA will only accept online courses if the course is taken from a UC approved provider. **No language or science courses from any online provider will be accepted.** For non-regionally accredited courses (from home schools or other schools) taken before a student has enrolled at GPA, a CR (credit) may be given, but no grade for those courses will be indicated on the GPA transcript. None of the grades from non-accredited schools will factor into the GPA cumulative grade point average (GPA).

For college application purposes, we recommend that students with CR on his/her transcript be sure to have official transcripts from all the school(s) he/she has attended sent to each college to which the student applies.

**Grades** Grade point average (GPA) is calculated using all high school grades in every class. Students must take the College Board AP exam in order to receive weighted credit for an AP class.

**The Valedictorian** The Valedictorian is the student who, having attended GPA in 10th, 11th and 12th grade, has academically achieved the highest overall ranking according to the following criteria:

- Highest grade point average (at the end of Senior year)
- Number of semesters of high school credits earned
- Level of accomplishment in each academic area

**Advanced Placement** All students are required to take a minimum of one AP class prior to graduation, and are strongly encouraged to take multiple AP courses to be competitive for college. Students are also required to take a minimum of one AP Exam before graduation. GPA will sponsor the cost of the first AP exam.

**Quarter Finals** Quarterly finals will be given at the end of each quarter in all academic classes. Exams in other areas are at the discretion of the teacher.

**Make-up Work** Students will be allowed time to make up work missed because of an approved absence. The time will not exceed the number of days missed, plus one day. (i.e. 3-day absence may warrant 4 days to make up the work). Due date for tests, quizzes, papers and projects which were assigned previous to the student's absence are given at the teacher's discretion.

**Academic Probation** At the end of any quarter, a student who has earned less than a 2.25 GPA will be placed on academic probation. Students and parents are kept informed of grades through progress reports and teacher contact.

**Academic Integrity** Honest behavior is an expectation for all students at Gompers Preparatory Academy. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty that will not be tolerated at GPA are listed below:

- Cheating on any classroom assignment, test, or quiz
- Plagiarism: copying or representing another's ideas, words, or work as one's own, without properly citing the source. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her work for another to copy, without the permission of the teacher, is also engaged in plagiarism.
- Fabrication: any falsification or invention of date, citation, or other

- authority in an assignment; theft or alteration of materials
- Unauthorized collaboration
- Unauthorized use of electronic devices

Students found in violation of GPA's Academic Integrity Policy will be disciplined appropriately. Consequences for offenses may include, but are not limited to, detention by teacher, lowering of academic and citizenship grade and/or suspensions/exclusion from extracurricular activities. School staff may also decline to write a letter of recommendation or report it in a letter. School staff may also rescind a recommendation after it has been sent.

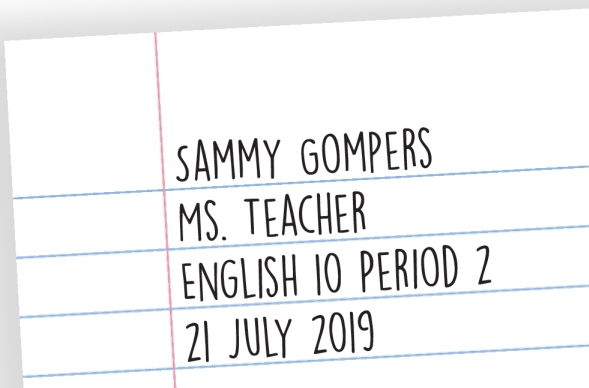
Parents are encouraged to monitor their student's progress through Powerschool. For more information, contact your students academic counselor.

## Standard Format for Writing Papers

The standard format for all papers follows the MLA formatting rules.

1. **Typed, double-spaced:** "Times New Roman", 12 point sized font, including the title
2. **Heading:** 4 lines

Must have student name, teacher name, course name, class period, and date



3. **All pages numbered:** Upper right corner, last name and page number; no punctuation, no "p." or "pg."
4. **Title:** Centered and properly capitalized
5. **Works Cited and Documentation:** It is necessary to credit any source that is used in a paper or project. Plagiarism is considered cheating. All sources must be documented. Citing sources in a paper must be thorough and accurate. MLA formatting for in text citations and works cited is mandatory.

**Records** Students, parents or alumni needing a transcript must fill in the Student Records Request form, available online at <http://www.gompersprep.org/enrollment/registrar> .

The form must be filled out completely with the appropriate information so that the Registrar knows whether to mail the transcript to the college or to return it to the student. The first seven college and/or scholarship transcripts are free. A parent or student who is 18 may request an appointment to see his/her cum file. This may be examined in the office in the presence of an administrator.

**Counseling and Guidance** Counselors are available to help students with academic and personal counseling. Students may request an appointment in the office or by emailing their counselor. Counselors meet with students annually to plan for high school courses (making sure graduation requirements are being met) and to discuss post-high school options.

## Citizenship Rubric

*Being present and ready to learn is crucial to academic success!*

At GPA, we believe being a productive citizen in your learning community is the key to overall success and must be directly tied to our Student Handbook to uphold school culture. GPA students sent to the Office of Student Engagement may receive a lowered overall citizenship grade for that grading period in the class the incident took place or in all classes depending on the situation. GPA students involved in a suspension (in or out of school) will receive a lowered overall citizenship grade for that grading period in all classes.

Attendance & Behavior Indicators				
<div><ul style="list-style-type: none"><li>■ <b>Attends class everyday on time</b> (Communicates effectively if an absence or tardy occurs/makes up work and ensures attendance matters are cleared/excused. If a student is absent/tardy more than 3 times in a quarter, they may receive an "S" or lower depending on the total number.)</li><li>■ <b>Shares compliments at appropriate times</b></li><li>■ <b>Makes eye contact at appropriate times</b></li><li>■ <b>Shows respect of others' opinions, comments and ideas</b></li><li>■ <b>Responds with "Yes, ma'am" or "No, sir" at appropriate times</b></li></ul></div> <div><ul style="list-style-type: none"><li>■ <b>Does not brag when winning or show anger when losing</b></li><li>■ <b>Stays on task</b></li><li>■ <b>Lets others learn</b></li><li>■ <b>Brings positive attention to himself/herself</b></li><li>■ <b>Wears GPA uniform with pride</b></li><li>■ <b>Adheres to the <i>Electronic Device and No Gum Policies</i></b></li></ul></div>				
<div>E</div> <div>Excellent</div> <div>Student meets each of the indicators <i>without exception.</i></div>	<div>G</div> <div>Good</div> <div>Student meets each of the indicators <i>consistently.</i></div>	<div>S</div> <div>Satisfactory</div> <div>Student <i>may be inconsistent</i> in meeting each indicator.</div>	<div>N</div> <div>Needs Improvement</div> <div><i>Automatic Parent Conference</i></div>	<div>U</div> <div>Unsatisfactory</div> <div><i>Automatic Parent Conference</i></div>

All rubrics involve some subjectivity when used to determine a grade. Students are graded in two categories: **attendance and behavior**. The average of the two scores provide your student with an accurate citizenship grade. For example, a "U" in attendance and an "E" in behavior

would average out to an “S” for a citizenship grade.

Low citizenship grades can affect athletic eligibility. Students should maintain a minimum of 3.0 citizenship GPA in order to participate in extracurricular activities.

## Standards of Engagement

**Philosophy of Discipline** It is the policy of GPA to maintain loving but firm disciplinary procedures. The key principles which provide the basis for GPA standards of engagement are the **REACH values: Respect, Enthusiasm, Achievement, Citizenship, and Hard Work**. In order to be a school of the highest quality, Gompers Preparatory Academy must continually establish policies that enhance the educational process.

GPA cannot allow any one student to hinder the education of other students. GPA promotes a high level of literacy and academic achievement for students through a college preparatory culture and curriculum. As such, GPA reserves the right to positively affect the climate and peer influence in each class by limiting admission to, or removing from class, any student whose influence would be detrimental to the goals of the school.

GPA faculty and staff hold students to high standards as a college preparatory school. Students will be expected to adhere to academic talk, take responsibility for their school community, and to do their best to achieve academic success. For these reasons, students must honor GPA REACH values, the Non-Negotiables, and school expectations such as:

- Follow directions
- Walk in the hallways
- No loitering in the halls
- No profanity
- Use low voice level
- No food or drink other than lunch time
- No gum chewing on campus
- Wear uniform with pride at all times (Shirts tucked, top button buttoned, and ties tight, neat and straight)
- Respect GPA property
- Refrain from gang signs and intimidating behavior
- Show respect to staff, parents, community members, visitors, and peers at all times
- Keep your hands to yourself; no horseplay or play fighting allowed at

any time

- Come to school prepared with all your materials

**Suspensions** Any student may be suspended up to 5 days for misconduct on or off campus. Following the suspension period, future participation in school activities will be determined after administrative reentry proceedings have taken place.

During a suspension, a student is not allowed at any GPA sponsored activity which includes, but are not limited to: athletic games (as a participant nor as a spectator); banquets/events; dances; special performances during or after school; field trips; etc. While serving a suspension, students are expected to be inside their home during school hours, and are **not** allowed on or near campus, without an adult, for the duration of their suspension. Failure to adhere will result in police being notified. Students with egregious behavior or a suspension may not be eligible for honor roll or other awards such as GPA scholarships.

**Reentry Meeting** Before your child will be admitted back to GPA, he or she must sit before a panel with their parent or guardian for a Reentry Hearing. Your child must be in full GPA uniform at the hearing. The panel will at a minimum consist of the director or designee, a teacher and a support staff member. This panel will determine whether or not your child is prepared to return to class.

The decision to readmit a student after suspension will depend upon the student's ability to demonstrate his or her readiness. This will be done through an essay (minimum five paragraphs) that includes the following:

- An apology to any children and adults who have been impacted by the behavior that resulted in the suspension
- A reflection on the GPA values that were compromised by the behavior
- Why your child wants to be a student at GPA
- An explanation of specific steps that are being taken to correct the behavior, prevent reoccurrence, and make things right

After listening to your child read the essay, the panel will deliberate and determine whether or not he or she is truly prepared to return to school and adhere to the GPA Student Handbook. It is advisable to review this plan with your child prior to coming before the panel. Once your child has been granted reentry, he or she may return to school once the suspension is completed.

Any conditions that were agreed upon at the reentry hearing must be strictly adhered to. Failure to adhere to reentry conditions could result in

loss of privileges and/or further consequences.

**Expulsions** Expulsion from school is serious and will be applied with prudence and restraint after careful investigation. Students expelled from school may not attend any school activity or school-sponsored event during the term of the expulsion.

**Reasons for Expulsion** The Gompers Preparatory Academy Board of Directors has approved the following Zero Tolerance Policy, which will result in students being expelled who possess weapons, engage in repeated fights or acts of violence, or are found in repeated possession of drugs, alcohol, or tobacco.

- Use, possession or brandishing of a weapon will result in a recommendation for expulsion. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.
- Repeated incidents of fighting, violent acts, or causing serious injury to another person will result in a recommendation for expulsion.
- Attempting to commit or committing a sexual assault and committing sexual battery is forbidden.
- GPA has a ***No Alcohol, Tobacco, or Other Drug Use Policy***. This also includes, but is not limited to, vaporizers and electronic cigarettes. If you are found to be selling or furnishing controlled/prohibited substances, you will be recommended for expulsion on your first offense. For possession or use, you will be suspended and may be recommended for expulsion for multiple offenses.
- In addition to discipline, if you are found to have violated the law, you may be arrested and taken to a juvenile detention facility.
- Expulsion from GPA will result in the loss of your privileges to attend school or extracurricular activities. You may be placed in an alternative school or program.
- The Zero Tolerance Policy requires a recommendation for expulsion if the offense occurs on school campus or at a school activity, whether on or off campus.
- Expulsion may be recommended for an offense that occurs during lunch, off-campus, and during, or while going to or from a school-sponsored activity.

The Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. There can be no acceptable reason for violating these rules. All students receive a Notice of Zero Tolerance Policy in their student planner.

**Discrimination** GPA is committed to equal opportunity for all individu-

als in education. GPA programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability, or any other unlawful consideration. GPA shall promote programs that ensure that discriminatory practices are eliminated in all school related activities.

Any student who engages in discrimination of another student or anyone from GPA may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the director for resolution at the site.

**Sexual Harassment** GPA is committed to making the school free of sexual harassment. This includes actions such as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

GPA prohibits conduct that has the purpose or effect of having a negative impact on students' academic performance, or of creating an intimidating, hostile, or offensive educational environment.

GPA further prohibits sexual harassment in which a student's grade, benefits, services, honors, program or activities are dependent on submission to such conduct. Students should report any sexual harassment to their school director, assistant director, counselor, or teacher. Students who violate the sexual harassment policy shall be disciplined appropriately. This may include suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

**Investigative Policy** GPA has established policies for the conduct of its students in conforming with its mission and responsibilities. These policies apply to students while on campus and while off campus, which means all school policies apply to students while at school events, at non-school functions (sometimes referred to as "non-sanctioned activities"), and at the student's home.

This is the case whether violations of GPA policy occur during school, after school, or during weekends and vacations. GPA has established standards regarding the investigation procedure and discipline. GPA may impose investigative and disciplinary procedures on its students regardless of where or when, in the school year, the violation has taken place.

**Search Policy** For the effective administration of its policies regarding the exclusion from use of non-prescription drugs, weapons, alcohol, and other contraband at school occupied facilities and at school sponsored

events, GPA has established the following search policy including the use of contraband-detecting dogs to investigate and search for such contraband. Leadership of GPA acts on behalf of the school to enforce its school standards and reserves the right to conduct searches as follows:

- In random searches of school facilities for contraband
- In specific searches of school facilities or at school sponsored events for contraband, where Leadership has some indication of the existence of contraband or illegal activity at school facilities or school sponsored events
- In search of individuals at the discretion of Leadership taking into consideration to the extent possible depending on the circumstances that the search be conducted in a private place
- In search of an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., at the discretion of Leadership taking into consideration to the extent possible depending on the circumstances that the search be conducted in private
- Upon entering a school facility or school-sponsored event at the discretion of Leadership where everyone entering is subject to such a search

Leadership reserves the right to review all contents on confiscated cell phones or other electronic devices.

**ENS Lockers** Lockers are assigned to each student. Locker checks may be conducted periodically. Students are responsible for their lockers and may not give their locker combination to any other students. Lockers must be vacated in the same condition as when assigned. No stickers, posters or writing on lockers is permitted. All valuables must be locked inside student locker and all lockers must be secured during every ENS class. Failure to adhere to the above will result in work detail or payment for repairs. GPA is not responsible for any loss or theft of personal property such as electronics, glasses, etc.

**Office Telephone Use** The school telephones in the office are available for student use with permission from a staff member. Cell phones and other electronic communication devices are not permitted to be visible, heard, or used in any manner during school hours including passing periods except by approval of school authorities. A student dialing 911 from the classroom may warrant a suspension, or fine by SDPD for having an officer come out to the school, when it was not necessary.

**Classroom Telephone Use** Students should not use the classroom telephone unless receiving permission from their teacher. Rides to and from school should be coordinated with family members before arriving. If a problem arises that a student believes his or her parent should be

notified about, an appropriate GPA staff member should be notified who will then contact the parent. Teachers will log phone usage by students for confirmation. Students are not permitted to call parents to be picked up from school due to illness or uniform. All phone calls must be made by a school official.

**Announcements, Advertisements, Signs and Banners** All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a faculty advisor or Leadership before posting. Advertisements about events not relating to our school are not allowed without Leadership approval.

## Student Interaction Policy

GPA prohibits aggressive behavior with intent to cause harm or distress. This occurs when there is an imbalance of power or strength in a relationship.

**GPA prohibits the following:**

- Hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal harassment and threatening or obscene gestures.
- Treating someone unkindly or aggressively.
- Getting someone else to act unkind or aggressive towards someone for you.
- Spreading rumors, deliberate exclusion, gossip with intent to cause harm or distress.
- Using technology to spread hurtful messages, posting comments, videos, pictures or images of others without their consent.
- Harassing or intimidating students via social media sites or platforms.
- Allowing someone to be treated unkindly or aggressively without taking any action. You are witness to these behaviors and do not report the incident or make an attempt to resolve the situation.

Whenever possible Restorative Practices will be used to create a dialogue leading to understanding and action to set things right and repair and restore relationships.

Students that violate the Student Interaction policy will be referred to the Office of Student Engagement for appropriate action. This may include, but is not limited to mediation, participating in a behavioral learning lesson, counseling on the effects of unkind and aggressive behavior, and parent contact.

Any student engaging in any form of bullying may be subject to a suspension or even expulsion from GPA.

**Gang Involvement** GPA prohibits gang involvement, which is defined:

- Gang affiliated signs, language (verbal or written), or attire
- A self-formed association of peers that has the following: a gang name, recognizable symbols, identifiable leadership, a geographic territory, a regular meeting pattern, and collective actions to carry out illegal activities.

**MTM Campus** Students are not to visit, use, or travel through the MTM campus without permission from Leadership.

**Student Relationship Policy** Students in relationships must comply with California Penal Code 261.5. GPA students are not allowed to date in situations where there are three or more years or grade levels separate the students, and high school students are NOT permitted to date middle school students.

**Public Displays of Affection** GPA prohibits public displays of affection. Kissing, groping, lap sitting, hand holding, caressing, and other displays of affection are not allowed on school campus, or school sponsored events, and will result in a consequence from the Office of Student Engagement. Hugging should be limited to appropriate, friendly “side hugs” (hugging from the side, briefly, using one arm).

**Helmet Use and Safety Policy** To comply with the California Bicycle Helmet Law and reduce the number of head injuries from accidents involving bicycles, skateboards, scooters, and skates; all students are required to wear a properly fitted and fastened helmet while riding to and from school and when riding on or around school property.

**Visitors** Because student safety is our highest priority, every visitor to GPA is required to check into the Welcome Center upon arrival and obtain a visitor badge. Visitors must have a state issued ID, such as a driver’s license or identification card, in order to obtain entry onto the GPA campus. Identifications are scanned using the Raptor Visitor Management System. This system will electronically log all visitors, print visitor badges and screen all visitors against national sex offender database. GPA reserves the right to not allow access to our campus based upon information received in the Raptor system or any legal bindings obtained by our site. A visitor’s pass must be worn visible at all times while on campus.

**Classrooms** Students interested in attending GPA are the only students allowed to visit classrooms. Approval must be given by Leadership two (2) days prior to the requested visit date. Parents wanting to visit a classroom need approval from an administrator. Visitors must sign in at the office and must wear the visitor’s badge he/she is issued. Visitors should behave and dress in an appropriate manner for our school.

**Parent-Visitor/Volunteer Policy** GPA encourages family and community involvement. All parent visitors/volunteers are to check in with at the Welcome Center upon arrival on the school campus, registering on the Visitor Management System Raptor, and wearing a visitor/parent volunteer badge.

While on campus, parents are expected to comply with all school policies as outlined in the Gompers Preparatory Academy Student Handbook regarding their conduct and the upholding of the Parental Commitment Agreement. This includes but is not limited to:

1. Discussing school concerns only with the people involved (parents, teachers, or Leadership and not around their children), and not gossiping.
2. Granting disciplinary authority to teachers and administrators to discipline their children within the standards of conduct established by GPA.
3. Cooperating and supporting teachers and administrators in the enforcement of the policies of GPA.
4. Not tolerating or using profanity, obscene words or actions, or the disrespecting of school personnel, parents, or other students.
5. Dressing appropriately/modestly as a role model to our students.
6. Limiting their volunteer time to the task for which they are on campus, not using the teacher's time to discuss their child's academic or behavioral situation.
7. Fingerprinting, criminal background checks, and tuberculosis screenings are required for parents who are in regular, on-going contact with the students, in accordance with Section 202.3, (page 4) and the Michelle Montoya School Act ("Limited contact" is our judgment call.)

Any authorized adult may ask a student to change a behavior or tidy their uniform, and students are expected to comply. Students are expected to show REACH values to all adults.

## **Emergency Procedures**

**Evacuation** In the event of an emergency evacuation, students must follow the GPA Fire Drill Non-Negotiables. These include: (1) remaining silent throughout the entire drill, (2) remaining with the class and following teacher instructions, and (3) walking in line and remaining in line for the duration of the drill.

**Lockdown** In the event of a lockdown, students must immediately duck and cover inside the nearest classroom, remain silent in order to hear instructions, and stay in place until notified by office staff that it is safe to move.

**The Role of Parents** In an emergency, it is important that school officials maintain order and keep communication lines open for emergency personnel. Parents are encouraged to wait for information via the auto-dialer. Students will be released to parents only through the usual sign-out procedure. Parents must first report to the Welcome Center, where they may submit the child's name and wait for a school employee to escort the student to the office to be dismissed.

**Emergency School Closings** When weather, social disturbance, or other conditions warrant closing of the school during regular school hours, GPA staff and families will be notified through an automated message sent by the school. Should conditions prevent access to the automated system, parents should turn to local news media for information on school closings.

## **Athletics**

*"Eagle Pride!"*

**Philosophy** The mission of Gompers Preparatory Academy Athletics is to develop and implement a rigorous program for our student-athletes, developing their talents to the highest level of performance, and obtain the necessary life tools to become self-sufficient leaders through sports. Focusing on supporting with academic achievement reaching and learning to work with others as a team in the pursuit of a common goal. Athletics plays a significant role for our student athletes in loyalty, fairness and the respect of others. It also provides the necessary skills to live a healthy fitness minded lifestyle.

**Commitment** Each coach expects the athletes on his/her team to commit to participate on that team for the entire season. Both the student and his/her parents are asked to sign a commitment form (a contract, in a sense) saying that he/she will attend and participate in all practices and games whenever physically able. CIF ethics form, medical consent form, must be signed by parent/guardian and athlete in order to participate in formal sporting events.

**Athletic Opportunities** GPA offers the following athletic program for both boys and girls. **Girls:** Track and Field, Cross Country, Tennis, Basketball, Soccer, Volleyball, Softball, Crew and Cheer. **Boys:** Cross Country, Track and Field, Basketball, Soccer, Tennis, Baseball, Volleyball, Lacrosse, Crew, and Cheer.

**Physical Exams and Sports Insurance** Before a student may even try out for a sport, he/she is required to have a physical examination. The Health Statement and Parent's Consent form is kept in the Athletic Office.

One physical will suffice for one school year; a student does not need to have a second and third one if he/she is trying out for another sport in our school.

**Eligibility** To participate in GPA athletics a student must maintain good grades and good conduct. Students who fall below the academic and conduct standards cannot participate. Eligibility will be determined each mid-quarter, quarter and semester. Semester marks are used for determining eligibility at the end of the 2nd and 4th quarters. Eligibility for fall athletics is determined from grades received for the 2nd semester of the previous year.

**Academics** Student Athletes must maintain a 2.5 GPA in academics and 3.0 in citizenship, and with no 'Fs', six-weeks prior to their participating in their sport and during the sport season.

**Citizenship and Conduct** Eligibility will be determined each mid-quarter, quarter and semester. Any student who receives two U marks is ineligible for athletic participation. (Two N's equal a U). Students must maintain a 3.0 GPA in citizenship.

Low citizenship grades can affect athletic eligibility. Students should maintain a minimum of a 3.0 GPA in citizenship in order to participate in extracurricular activities.

Student athletes must be in good standing in attendance to remain eligible.

**Wooden on Leadership** All students athletes are to read, implement, and memorize the following Pyramid of Success by John Wooden. (See next page)

# WOODEN ON LEADERSHIP™

THE ART OF  
SUCCESS

## PYRAMID OF SUCCESS

"Success is peace of mind which  
is a direct result of self-satisfaction  
in knowing you made the effort  
to become the best of which  
you are capable."

**COMPETITIVE GREATNESS**  
"Perform at your best when your best is required. Your best is required each day."

FAITH

PATIENCE

**POISE**  
"Be yourself. Don't be thrown off by events whether good or bad."

**CONFIDENCE**  
"The strongest steel is well founded self belief. It is earned, not given."

**CONDITION**  
"Ability may get you to the top, but character keeps you there - mental, moral, and physical."

**SKILL**  
"What a leader learns after you've learned it all counts most of all."

**TEAM SPIRIT**  
"The star of the team is the team. We supercede me."

True success comes only to an individual by self-satisfaction in knowing that you gave everything to become the very best that you are capable of.

ACHIEVEMENT

"Failure to prepare in preparing to fail."  
"Most mistakes actually for achievement."

**SELF-CONTROL**  
"Control of your organization begins with control of yourself. Be disciplined."

**ALERTNESS**  
"Constantly be aware and observing. Always seek to improve yourself and the team."

**INITIATIVE**  
"Make a decision! Failure to act is often the biggest failure of all."

**INTENTNESS**  
"Stay the course. When thwarted try again; harder, smarter. Persevere relentlessly."

**INDUSTRIOUSNESS**  
"Success travels in the company of very hard work. There is no trick, no easy way."

**FRIENDSHIP**  
"Strive to build a team filled with camaraderie and respect. Comrades-in-arms."

**LOYALTY**  
"Be true to yourself. Be true to those you lead."

**COOPERATION**  
"Have utmost concern for what's right, rather than who's right."

**ENTHUSIASM**  
"Your energy and enjoyment drive and dedication will stimulate and greatly inspire others."

## 12 LESSONS IN LEADERSHIP

1. Good Values Attract Good People
2. Love Is The Most Powerful Four-Letter Word
3. Call Yourself A Teacher
4. Emotion Is Your Enemy
5. It Takes 10 Hands To Make A Basket
6. Little Things Make Big Things Happen
7. Make Each Day Your Masterpiece
8. The Carrot Is Mightier Than A Stick
9. Make Greatness Attainable By All
10. Seek Significant Change
11. Don't Look At The Scoreboard
12. Adversity Is Your Asset

John Wooden, Head Coach

SUCCESS

"Success is not an destination, it is a journey."

## Attendance Policies

**School Wide Attendance** Under California law (Ed. Code 48200) all children between the ages of six and eighteen are required to be enrolled and in regular attendance at school. GPA families know that school attendance is the critical first step to make sure that each student receives an education that will help them on their path to college. Students cannot learn what they need to in order to be prepared for the next grade level, if they are not in school. The more absences from school a student has, the more they fall behind in their classes and the more difficult it will be to make it to college.

***Parents and Guardians...*** the number one thing you can do to begin ensuring your child's future educational success is to make sure they are prepared and in school every day.

If a student is absent from school for an excused reason (ill, medical appointments that can not be scheduled outside the school day, family or personal reasons) then a parent or guardian should do the following:

- Call **(619) 263-2171**, email **attendance@gomperscharter.org** or stop by the GPA attendance office and speak to the attendance clerk. You will need to inform the attendance clerk of your child's name, grade level, reason for the absence, and when you expect the student to return to school.
- If you are unable to call, upon your child's return, he/she must take a note to the attendance office before returning to class. The note must include the student's full name, parent's name and telephone number.
- If your child needs to leave early for a doctor's appointment, or a personal reason, please send a note with your child or call in advance.

Please prepare now to schedule your family vacations during scheduled school breaks, so that your child's education will not be disturbed. Family vacations are not considered an excused absence. However, if the student must be out of school on personal business, the parent must notify the attendance clerk in advance so that proper arrangements are made. If we do not receive notification from a parent/guardian, the school will call the house to verify the absence.

If the school is not able to verify the absence or is not able to make phone contact, a member of Student Affairs will visit the home to ascertain why the student is not in school. Please assist the school in cutting down on unnecessary home visits by being sure to contact the school if your child will be absent.

**Independent Contract** Students, who will miss school for an excused absence for greater than 5 days, should contact the attendance clerk to request an independent contract a week in advance. If the student will be out for greater than 5 days due to an illness, if able, the student must come in and check in with the nurse or provide a doctor's note. In the event of an emergency, the designated emergency contact on the enrollment card, may act on behalf of the parent or guardian to make arrangements for an independent contract.

**Truancy and Unexcused Absences** Because of the positive impact school attendance makes towards a student's academic success, GPA has a zero tolerance policy on truancy and unexcused absences. Students who have excessive absences and tardies will be disciplined appropriately, including but not limited to detention. Should a student miss a period of school for an unexcused reason or is truant, the following will take place:

- Each period of unverified absence will be reported to the teacher, who will assign the student a detention. The parent/guardian will be notified by phone. Unverified absences from any period will result in the teacher calling the parent and a consequence will be issued by the teacher.
- After **4 periods of unverified absences** the student will serve detention with the teacher, and the parent will be contacted by a school official.
- **8 periods of absence = 2 full school days.** After **8 periods of unverified absences** the student will receive an official Attendance Intervention letter.
- **16 periods of absence = 4 full school days.** After **16 periods or unverified absences** the student will be assigned mandatory detention, and both student and parent/guardian will be referred to **(SART)** Student Attendance Review Team.

At this time the student and parent will be placed on a GPA Attendance Contract and be mandated to attend detention as an academic intervention for loss of instruction time due to absences. After 16 or more unverified absences in a school year, attendance becomes a legal issue. The School Attendance Review Board (SARB) addresses chronic attendance and truancy problems. SARB offers students a last chance to improve attendance before a referral is made to juvenile court.

SARB gets involved when the school has exhausted all its resources and attendance has not improved, and a family can be referred to a SARB hearing. If attendance does not improve, families may be cited to appear in San Diego County Juvenile Court. Courts meet during the day, so parents may miss work. A judge orders compliance with the compulsory attendance law, and may incarcerate or fine the parents.

- After **16 periods of unverified absences** the student will be assigned detention and Letter “A” (Excessive Absences/Tardies) is sent out to parent.
- After **20 periods of unverified absences** the student will be assigned detention and Letter “B” (Notice of Truancy Classification) will be mailed out to parent.
- After **3 days of unexcused absences/truancies** Letter “C” (Truancy Conference Letter) will be mailed out to parents and an additional parent conference will be mandated.
- **4 or more unexcused absences/truancies** will result in a Letter “D” (Habitual Truant/Summary of Attendance) being mailed home.
- A **SARB (Student Attendance Review Board)** referral will be filed and Parents will be required to attend a SARB Hearing located at Gompers Preparatory Academy.

**Tardiness to School** All students are expected to be in their first period by 7:30am. The Gates of Wisdom to the school open at 7:00am. (Families should prepare to have their child to the school by 7:00am at the latest to provide time to receive a breakfast and be in their first period on time.) Any student that enters the Gates of Wisdom after 7:30am will need to do the following:

**Students that arrive after 7:30am:**

- Go to the Welcome Center (main office) to receive a late pass
- Receive a late pass which will either be deemed unexcused or excused

**Tardiness to Class** Students in the hallway without a pass will receive a lunch detention or after-school detention.

All students are expected to be punctual and in their classroom seat, ready to learn for each class during the day. If a teacher holds a student behind after class, the teacher must write the student a pass (in the student’s planner) to their next class. Parents are encouraged to monitor their child’s attendance on PowerSchool. Once parents create a PowerSchool log in, they will receive a notification whenever their child is marked absent or tardy.

Tardiness will affect citizenship grades and students are responsible for any work missed when they are tardy to class.

Each classroom teacher will inform the students of their tardy policy including consequences and rewards. Students who do not respond to their individual classroom policies and continue to be tardy to class will be referred to counseling for further assistance.

**Student Attendance and Absences** Regular school attendance is required by law and is necessary for academic achievement. There are three types of absences at GPA:

- 1. Excused:** Due to a.) illness, b.) professional services in connection with students health and welfare (medical, dental, optical), c.) approved absence in writing to the Attendance Clerk two weeks in advance for, d.) college/university visits, and e.) emergencies with approval from the administration.
- 2. Unexcused:** All other absences. A student will not receive credit for work done or due the day of an unexcused absence(s).
- 3. Truancy:** Absence for reasons which are neither acceptable to the school nor approved by the parents, or where evidence shows facts have been misrepresented regarding the absence or failure to bring a signed parent note. If a student is 10 or more minutes late to class without a pass, it is considered a truancy. Truancies are tracked during the semester and will be recorded on the student's progress report. After an absence, a student returning to school must report to the office with a signed excuse if a parent/guardian has not already notified the office.

**No absence will be excused without a note signed by a parent/guardian or documentation of a parent/guardian phone call.**

It is the student's responsibility to provide documentation of an excused absence before classes begin. A tardy will be given if the student is not in his/her first period class on time.

Students can miss no more than two (2) periods in order to participate on his/her team, club, or performing arts groups, for any after-school practice or performance unless he/she has a doctor's excused absence, or a clearance from Leadership.

**Leaving Campus During School Hours** Students may leave the campus during the school day with approval from Leadership and/or their parent/guardian (in the form of a note or phone call to the Attendance Clerk). Leaving campus without Leadership/parent approval and without signing out will be truancy. **Excused:** Traffic accidents and personal emergencies (approved by Administration). **Unexcused:** Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

**Work Permits** Students who are employed during the school year must arrange their work schedule around school and in accordance with state and federal regulations. Any student under the age of 18 is required by state law to have a work permit for regular employment. The student's employer supplies the student with the permit form. The student gives the permit form to the Academic Counselor for processing. A work permit may be denied if a student's schoolwork is not satisfactory, or may be cancelled if the student's work becomes unsatisfactory after the permit has been issued.

## Extracurricular Activity Policies

The following are general rules governing extracurricular activities, which are applicable to all students; whether they are participants or spectators. All activities are under the supervision of the school. Students are expected to be responsible and adhere to REACH values. The school dress code applies when students represent GPA unless prior Leadership approval has been given.

**Student Government** Student body officers are elected annually. Applications are submitted guided by the eligibility requirements in the ASB constitution. Final approval to run for ASB is given by Leadership. Evaluations include faculty and Leadership review. ASB members are directly responsible to the ASB Director.

**Clubs** Clubs will be announced, as they are made available. An application must be submitted to ASB and approved by GPA Leadership.

**Fundraising** All proposed fund raising activities must be approved by GPA Leadership.

**Library and Media Center** GPA Library Media Center (LMC) offers a variety of quality reading and research materials. All students will have opportunities to visit the LMC during the school year. Students may also visit the LMC on their own, providing that they have a library pass from their teacher. Passes must be signed upon entering and exiting the LMC.

The Library Media Center is open from 7:30am until 4:00pm. The facility is open during lunch unless a class is meeting in there at that time. The LMC will close three weeks before the end of the school year, in order to finish collecting textbooks and other checked out items. LMC general rules include the following: a quiet and orderly atmosphere is maintained, conducive to study, research, and reading. Disturbances in the LMC will not be tolerated. No food or drink is allowed in the LMC and newspapers are NOT to be removed from the LMC.

Students will be expected to take care of the books they borrow. Payment for lost or damaged books will be required. Most books may be checked out for two weeks and are renewable. Overdue fines are charged for each book or item. Fines are to be paid when books are returned. Refusal to respond to overdue and/or fine notices will result in loss of library privileges. Reference books are to be used in the library only. Students may check out up to four items at a time, including books, vertical files, and periodicals. However, when class assignments are given on one topic, students may be limited to checking out only one book at a time on that particular topic.

Students using LMC computers must adhere to the posted rules, which are summarized here: (1) No altering software, hardware, or desktop; (2) No e-mail or chat rooms; (3) Obtain permission before printing or saving anything; (4) No annoying behavior.

**LMC Textbooks** Students are expected to take care of their textbooks. Texts are issued, one per student, in each class as needed. School books are loaned only to enrolled students and school faculty and staff. Covers are required at all times.

No tape or anything sticky (such as contact paper-type covers) is permitted to touch the book on the outside or the inside. Lost texts must be paid for at the current replacement cost before another copy will be loaned. Due to processing costs, refunds for found texts will be only one-half of payment for lost texts. No refunds are processed after June 1st for each school year.

Fines for major wear and tear on texts will be assessed and collected prior to the last week of school. All texts are to be accounted for or paid for before the last week of school. Students who have not paid for damaged or lost texts by that time will be placed on a debt list. Students will not be allowed to take final exams or receive report cards until all debts are cleared.

**Illness or Emergencies** Students requiring care for illness or injury should come to the nurse's office with a pass from a teacher. In case of illness, parents will be notified and the student will be sent home.

**Short-Term Medication** Short-term medications (less than two weeks) may be given with "Physician's Recommendation for Medication" on file. Medication that needs to be given less than four times a day is best managed at home. Medication must be transported to and from school by an adult and delivered to the nurse's office in the labeled container.

**Over-the-Counter Medication** OTC medications can only be administered, with written parental consent on file, by a Licensed School Nurse. Students must have the "Health Exchange Consent" and the consent on file in order to be administered over the counter medication. Parents who want their child to have OTC medications when a nurse is not available must obtain a doctor's order on a Physician's Recommendation for Medication form and supply the appropriate medication.

**Physician's Recommendation for Medications** The California Education Code relating to the giving of medications at school states: Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method,

- amount, and time schedules by which such medication is to be taken
2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.
  3. Any medication, including medication in a pharmacy labelled container, found in the student's possession will be confiscated. It is the student's responsibility to go to the Health & Wellness Office for needed medication.

**Student Insurance** All students are covered by school insurance, which provides benefits for covered injuries occurring during the regular school term while: (1) Attending school, including one hour before and after school, (2) participating in school-sponsored activities or athletics while under the supervision of a proper school authority, (3) traveling directly to school or from home for regular classes, and (4) traveling in a school-provided vehicle anytime, while under the supervision of a proper school authority. Students must report all injuries to the school office. School personnel must have a record of the injury in order to complete the appropriate insurance claim forms.

**Withdrawals** To withdraw from Gompers Preparatory Academy, a parent/ guardian must call to notify or speak to the grade level counselor. The enrollment specialist will prepare a withdrawal form with grades, attendance, and behavior records in order to be presented at school of choice. Please know that all textbooks, library materials, and athletic uniforms must be returned and all fees must be paid prior to officially withdrawing.

## Daily Expectations

**Entering Campus** Students will walk up to the Gates of Wisdom with their uniform in proper order and will be greeted by staff with a uniform check. With the appropriate uniform, students will proceed to grab breakfast and go directly to class. Students who begin their day successfully are more likely to continue that success throughout the day. The GPA uniform is an extension of the E (Enthusiasm) and the C (Citizenship) in REACH. Students should expect uniform checks along the Academic Walks and throughout the day by staff and teachers.

**Breakfast Behavior** Each day of school, students enter the Gates of Wisdom and receive their breakfast. Students then proceed directly to their class. Students are responsible for disposing of their own trash.

**Keeping Our Campus Clean** Students are expected to pick up trash and keep our campus clean at all times. Whether the trash is theirs or not, the campus is **ours** and **we** take pride in it.

**Walking in Line** Structure and discipline are necessary components

for students to obtain academic success. At GPA, students walk in lines to develop discipline and to provide a structured, calm campus atmosphere. Students are expected to walk in quiet lines, one behind the other to their destination. The GPA mantra is: ***“When we walk by classes, we do not talk.”*** GPA students walk in lines between their math and English class and to and from lunch. Students walk in lines through the Gates of Wisdom at the end of the day and to college class.

**Preparing to Enter a Classroom and the GPA Greeting** In the transitions between classes, students will walk in a line to their next classroom and will wait quietly in line outside the classroom door until instructed to enter. To help students practice the C in REACH (citizenship) and social etiquette, teachers will greet each student before he/she enters the classroom with either a two-handed handshake and eye contact or a salutation. Students are expected to respond in kind to the teacher.

**Honoring the Teacher** As a college preparatory school, GPA begins each class with students showing the R in REACH (respect) by honoring the teacher. Led by a student, the class stands and gives the teacher a morning greeting. Every class ends with the students standing and thanking the teacher for the learning.

**Agenda, Prelude and Homework** In order to continue with GPA structure and consistency, three things will always be evident in the GPA classroom. The left side of the board will show the agenda for the period, the middle will have the prelude, and the right side will show the homework that is to be done after school that day, which each student will write in his/her planner. Each day families are encouraged to check students’ planners to see the homework for their classes. **If there was no homework from a class, “no homework” should be written in that period of their planner.**

**Prelude** The prelude is a warm-up activity for students to begin upon first entering each class. It is designed to get students working right away and may be either a review of a previous lesson or an introduction to a new learning. Students are expected to begin the prelude the moment they enter the classroom.

**Planners** Planners are to be used by every GPA student as an organizational/learning tool. Planners must be well maintained, neat, and are not to be used for any purpose outside of academic learning. The pages of the planners must not be folded or made into a design, as students should refer back to previous learning. Students must have their planner visible while out of class. Students needing to replace their planner can receive a new one from the Office of Student Engagement. No GPA student is allowed in the hallway without an official pass from a teacher or staff member in his or her planner. Students that are out of class without their planner will receive a consequence. Students receive their planner

on the first day of school.

**“Meeting Area” Expectations** Major learning each day at GPA occurs within the classroom meeting area. Students are expected to move quickly and quietly to the meeting area, bringing ONLY the materials directed by the teacher. As well, upon direction from the teacher, students must return to their seats from the meeting area quickly and quietly.

**Student Discourse** GPA students are expected to engage in class discussions. As another tool for learning, it is essential for the academic success of each student to participate in the class discussions. Talk must be respectful of others, be academically oriented and must be in a moderate tone of voice. Students will be assessed on their participation, which will account for a portion of their academic grade.

**Passing Periods** Students are expected to move quickly and quietly to their next class. Students in the hall must use low voices. They have three minutes to get to their next class. Students may use the restroom with their signed planner from their teacher once they arrive to their class. During passing periods, Student Affairs (which includes Counseling, Health & Wellness, and Family Services) will be closed.

## **Lunch Expectations**

All students are afforded an opportunity to receive a free school lunch. If a student does not want school lunch, they may bring a lunch from home. Students who bring food from home or outside of GPA are not permitted to share their food with other students. Students are not permitted to place orders with food delivery services (i.e. UberEats, GrubHub, etc.).

### **Walking to lunch, students will:**

- Walk in line with their teacher the entire way to the lunch area.
- Line up quietly at their designated area.
- Say “please” to order food, and “thank you” to the cafeteria staff after receiving their food.

### **While outside the dining hall, students will:**

- Sit at designated table while eating
- Raise hand for dismissal
- Throw trash away
- Walk

### **While inside the dining hall, students will:**

- Sit at designated table to eat
- Raise hand for dismissal
- Throw trash away at appropriate times

- Use low voices at all times

### **Middle school students:**

- Sit with their period 3 class
- **Must** raise their hand and ask for permission to leave their table (to throw away trash, to use restroom, etc.)

### **High school students:**

- Sit in their **assigned grade-level area**

**All** students are expected to sit in their assigned lunch area. All food items should be consumed within the designated eating areas during lunch or under the supervision of a staff member. Students are not allowed off campus during lunch time. Leaving campus during lunch will result in truant status. Students are not permitted to wander the halls at any time. Students must be with a GPA teacher or staff member **at all** times.

**Lunch Time Restroom Use** Lunch time is the best opportunity for students to use the restrooms. Students are strongly encouraged and expected to use the restroom at lunch instead of during class to avoid missing any instructional time.

**Tardy Sweep Policy** Once the tardy bell rings, all classroom doors will be closed and locked. Students should be in class and beginning their lesson at this time. Students found outside the class without a pass will receive a negative consequence from the Office of Student Engagement.

**Restroom Policy** GPA students treat restrooms with pride. Students flush toilets after using them. Students place trash in the appropriate wastebasket. Students clean up after themselves and leave the restroom clean and tidy. Students proceed quickly when in the restroom and do not waste time talking with friends. Students need to return directly to class.

Students must have a signed planner and be ready to present it to any adult in the halls. Students without a valid pass will receive a negative consequence. Using the restrooms during class time is a privilege and based on teacher discretion.

Students with special circumstances will be accommodated. Students should bring their planner to the lunch area as a pass.

**Dismissal: Walking Out the Gates of Wisdom** Students will line up only after 3:00pm. The class line will not proceed towards the Gates of Wisdom until the entire line shows REACH values and teacher approval.

The students stay in line through the Gates of Wisdom.

**Before and After School Behavior** GPA students represent their family, school, and community at all times, especially when wearing the uniform. GPA is legally responsible for all students until they arrive at school in the morning and until they arrive at home in the afternoon. Misbehavior, including but not limited to fighting or vandalism, will result in negative consequences. Students should proceed directly home avoiding “unsafe” situations along the way. If any student becomes injured, please report the incident to the nurse immediately. Middle school students participating in Encore must go directly to Encore at dismissal. Students must be signed into Encore by 3:15pm. After 3:15pm, a pass will be required in order to enter.

Students waiting to be picked up should wait on the right side of the Courtyard, between the flagpole and the Nurse’s Office (please see diagram on following page). The Office of Student Engagement will give students loitering on campus after dismissal a consequence.

When school is out, students are to go straight home. Students are not allowed to hang out in the park nor wait in front of the school if they are not waiting for their ride to pick them up.

## **Student Parking Policy**

**Student Driving and Parking** Driving a personal vehicle to school, and parking on school property is a privilege, and not a right. The student and the student’s parent/guardian must realize the student comes under GPA discipline policies when he/she leaves home to travel to school and until they return home from school. Students wanting to park on school property will need to apply for a parking permit from the Office of Safety. Permits will be distributed on an availability basis. Students with a permit will only be allowed to park in the designated spots in the rear parking lot. Due to construction, spots may or may not be available for any given school year. If there is no availability for student parking, applicants will be placed on a waitlist and notified if and when a spot becomes available.

### **Requirements for Obtaining a Valid Parking Permit:**

- The students must have a valid driver’s license.
- Permits will be offered to seniors, juniors, and sophomores, in that order.
- A waiting list for parking permits will be established and retained in the Office of Safety.
- If for any reason a student loses his/her driving privilege, their permit and parking space will be issued to the next person on the waiting list.

- If the driving permit is revoked for any reason, the student must have written permission from the Director to be placed on the waiting list at the end of the nine weeks.

**Reasons for losing a parking permit may include:**

- Failing more than one class
- Excessive tardies
- Excessive discipline referrals

*\* At the discretion of the Director, requirements may be waived or amended under certain circumstances.*

## **Negative Consequences**

We believe that students are responsible for their behavior at all times while attending GPA. Having close communication with parents is part of the GPA way to inform parents of their child's successes and when their child's behavior needs improving.

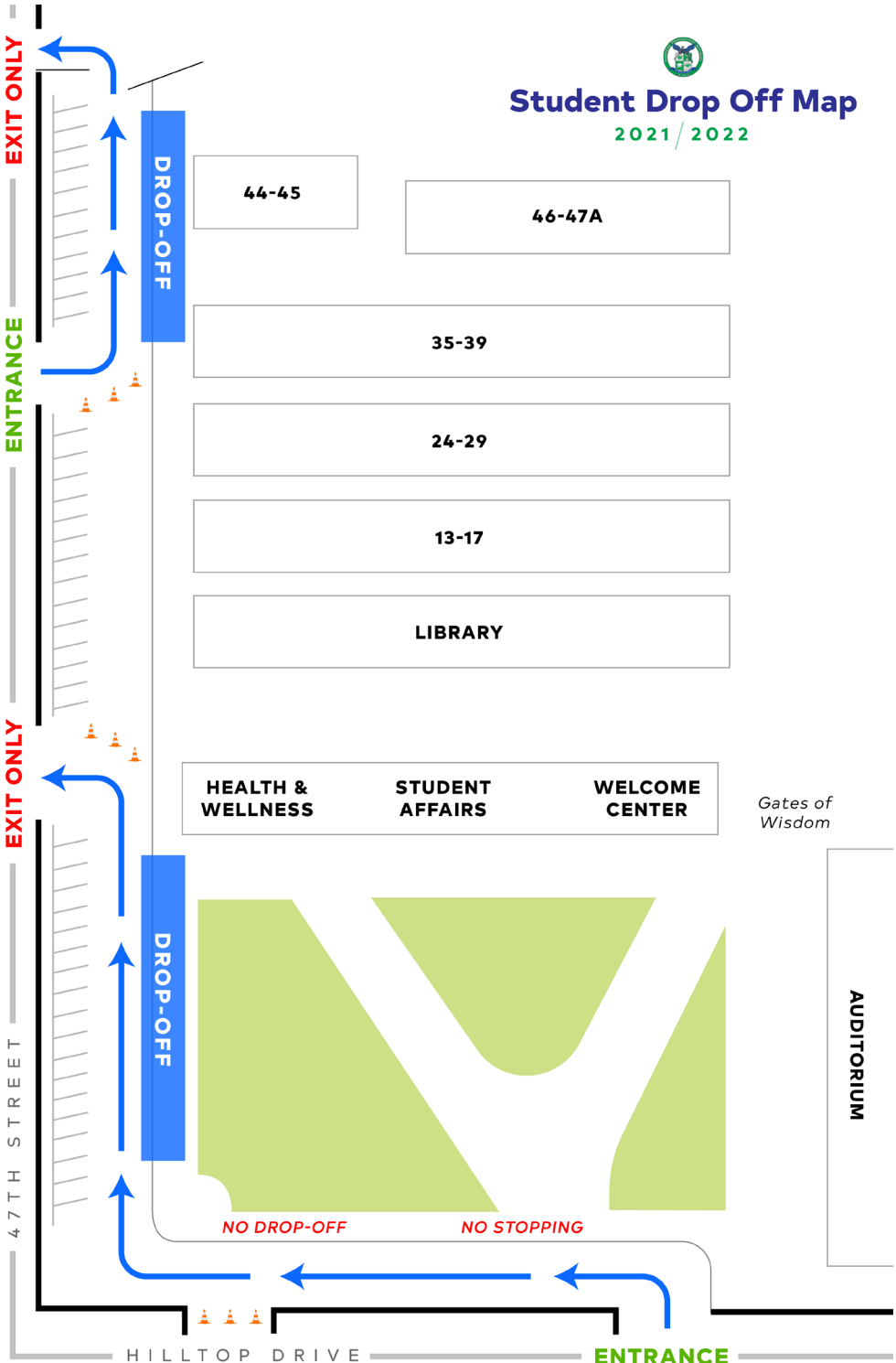
As a college preparatory school, GPA has strict standards for conduct (REACH). When the GPA way is violated, depending upon the infraction, the student will be held accountable and be reminded of the Non-Negotiables and REACH values, given a warning, and ultimately be expected to serve either a (lunch or after school) detention (loss of privileges), receive a referral (student removal from a class), suspension, or be recommended for expulsion (permanent removal from GPA).

Classroom teachers have multiple ways of rewarding students as well holding them accountable (see Classroom/Schoolwide Rewards Table). Parents are encouraged to discuss these with their child and meet with the classroom teachers.



# Student Drop Off Map

2021 / 2022



*Revised August 2021*



