

Gateway Polytechnic Academy



Student Handbook 2019-2020

Engineering Tomorrow's Leaders Today



Mission Statement

The GPA community will empower all students to be life-long learners through:

- An accepting environment
- An emphasis on social, emotional and physical health
- The use of collaboration, critical thinking, inquiry and STEAM.

Gateway Polytechnic Academy Administration

Thomas Swaninger	Principal
Lisa Hebler	Secretary
Lorie Porter	Registrar
Chrystal Stanley	Front Office/ELL Support

GENERAL INFORMATION

PHONE NUMBERS/WEBSITES

Office Phone	(480) 987-7440
Fax Number	(480) 986-1848
Secretary Phone	(480) 987-7444
Attendance Phone	(480) 987-7441
Transportation	(480) 987-5982
District Office	(480) 987-5935

District Website: www.qcusd.org
School Website: www.gpa.qcusd.org

PHYSICAL ADDRESS

5149 S Signal Butte Rd., Mesa, AZ 85212

SCHOOL HOURS

HOURS	TIME
Office Hours	7:45-4:00
Teacher Work Day	7:30-3:30
Instructional School Day	8:15-2:55
Early Release Schedule	8:15-12:20
Preschool	Times Vary

Students are not allowed on campus until the 7:45 bell

Queen Creek Unified School District Strategic Plan



Our Vision: Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Mission: Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Our Priority Areas and Goals:

<i>Student Success</i>	<i>Safe and Healthy Environment</i>	<i>Exceptional Personnel</i>	<i>Effective Partnerships</i>	<i>Effective Operations and Systems</i>
<ul style="list-style-type: none"> ▪ Inspire all students to meet or exceed annual, individual, and academic goals. ▪ Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy. ▪ Empower each student with skills and tools that support being a confident, resilient, and healthy individual. 	<ul style="list-style-type: none"> ▪ Ensure a safe and secure environment. ▪ Teach kindness, respect, and integrity. ▪ Provide opportunities that result in meaningful connections, resiliency, and coping skills. ▪ Raise awareness of mental health. ▪ Enhance diversity related educational opportunities. 	<ul style="list-style-type: none"> ▪ Value and support all personnel. ▪ Recruit and retain highly qualified, diverse personnel. ▪ Maximize purposeful professional development to empower personnel. ▪ Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment. 	<ul style="list-style-type: none"> ▪ Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement. ▪ Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders. ▪ Ensure transparency by providing information used in the decision-making process. 	<ul style="list-style-type: none"> ▪ Optimize use of funds through fiscal responsibility. ▪ Strategize use of resources through balanced planning. ▪ Manage district systems efficiently through key performance indicators. ▪ Continuously improve facilities and technology.

School Day

Classes are in session each day from the first bell at 8:15 a.m. to dismissal at 2:45 p.m. We have a closed campus where students may not leave the school grounds after arriving at school until the end-of-day dismissal. In order to ensure the safety and welfare of our students, those who must leave school during the school day will be released only to a parent, guardian, or an adult listed on the emergency information card on record in the office; and must be signed-out through the office. The parent or guardian must be physically present to sign-out the student. **Photo I.D. is required.** The sign-out procedure is to ensure your child's safety.

Cafeteria Rules

Cafeteria
<u>Be Kind</u>
<ul style="list-style-type: none">• Use courteous words• Accept differences• Be inclusive• Help clean up litter• Line up safely
<u>Be Respectful</u>
<ul style="list-style-type: none">• Keep self to self• Use an inside voice• Stay in seat• Raise hand for help• Keep tables and floors clean
<u>Show Integrity</u>
<ul style="list-style-type: none">• Report health and safety problems to cafeteria staff• Treat your body well and eat healthy• Eat only your own lunch• Buy only food for yourself

Clubs and Activities

Student Council/Leadership

Student Council sponsors student activities, fundraisers and promotes school spirit. Students will meet outside of class time. All Student Council officers and representatives will:

- Follow school rules and policies (Discipline issues will be considered.)
- Maintain good character and citizenship
- Completed the application packet and have been accepted by the sponsor

Counseling

The counselor is available for all students. If a student wants to talk to the counselor they make an appointment with the counselor. A signed consent form will be required for any student needing extended 1:1 or group counseling services. Appointments will be set so as not to interfere with the student's academic schedule if possible. All attempts will be made to render service as quickly as possible.

Peer mediation is available to students and is encouraged to work through conflicts. Peer mediation may be requested by students and/or staff.

In the case of severe misbehavior the principal will counsel the student and parents will be contacted. The contact may be in the form of a discipline memo requiring a parent signature, a phone call, or a parent conference.

Curriculum

The Gateway Polytechnic Academy's curriculum is the master plan for learning. The courses offered are those required by the Arizona Department of Education as well as those that the faculty considers necessary for the intellectual growth of our students. Course content is aligned with the Arizona's State Standards, National Common Core and the AzMERIT Assessment Instrument.

Emergency Plan

GPA follows ALICE for lockdown and emergency procedures as do all QCUSD schools. Fire drills occur on a monthly basis. Bus evacuations drills are held twice a year for all students. Lock down drills occur once per quarter.

Lice Checks

In the event that a child in the school is found to have lice/nits, the Health Aide will check all other children in the classroom, as well as the child's siblings/friend in other classrooms. The check may involve the entire school. Students found to have lice/nits are required to go home and be treated with an appropriate lice treatment. Students will not be admitted back to class until the Health Aide determines that the student is lice/nit free. Parents must keep emergency cards updated at all times.

Library

The library is open from 7:45-3:30. It is the center for information and research. The collection of books, magazines and audiovisuals is a source of genuine pleasure. Students are encouraged to use the library as much as possible. Students must have a student I.D. in order to check out library books. Students may check out a maximum of two books at a time for a two-week period. Library books may be checked out and/or turned in before school, during lunch, after school, or during class time if the class is in the library.

Students are required to pay a replacement fee for lost or damaged library books. If a student has outstanding books at the end of the year they may not attend specific activities. These activities may include assemblies, yearbook signing activity, and various other activities. Students with overdue books and/or fines are unable to check out books from the library.

Lost and Found

Lost items may be claimed in the lost and found bin located in the atrium. All unclaimed items are donated to a worthy cause at the end of each quarter.

Off Campus Jurisdiction

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students:

- At any school activity/athletic event (home or away, day or night)
- To and from school or school activities, including bus stops
- In classrooms
- On campus
- On any district property
- Could result in disciplinary action, as per Arizona Revised Statutes 13-201

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Instagram, and Twitter. Please be aware that material posted, either at home or at school, could be viewed as harassment or disruptive to the educational environment. This is not limited to the above named sites alone. Material sent via email, text messaging, voicemail or any other electronic means, could be viewed as harassment or disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and before and after school. School authorities may discipline a student for any misconduct while off campus during the times specified above. This information can be referenced in Governing Board Policy JIC.

Passes

Because individual teachers are responsible for the students assigned them during individual class, students must report to their classes for attendance before going elsewhere. Students must have their signed pass from the teacher to be out of class including going to the nurse's office and front office.

ParentVUE Activation Instructions

Welcome to ParentVUE!

We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance and grades. To logon to the website for the first time:

1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser.
2. On the logon page, click on the link that states "I am a parent".
3. On the following page, click on the Activate My Account link.

4. In the next screen enter the first name, last name and activation key exactly as it appears below.
5. Click on the Go to Step 2 button.
6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters.
7. Also enter your primary e-mail address. This address will be used to recover your password if you lose it.
8. Click on Complete Account Activation to finish setting up the account.

Parent Teacher Organization

The PTO is made up of parents, staff, and community members who take an active role in the school. Contact the school for further information (480) 987-7440.

Parties

Various parties and celebrations are disruptive to the educational day. Gateway Polytechnic Academy refrains from celebrating holidays and individual students' birthdays with costumes, cakes, candy, flowers, balloons and gifts. Therefore, we ask students and parents to celebrate these activities off campus before or after school.

Each classroom is allowed to choose two 30 minute non-instructional parties per year. All other celebrations will include instructional activities.

PBIS

See below at the conclusion of this document.

Personal Property

Any personal property including instruments (music, toys, electronic etc.) or other materials for classroom use or demonstration is at the risk of the owner. The school is not responsible for personal property brought to campus. Personal toys and playground equipment is prohibited from being on campus at any time.

Physical Education

Gateway Polytechnic Academy's physical education program is dedicated to improving the health, fitness, and skill level of our students. Policies and procedures of the physical education department are as follows:

- Non-marking athletic or tennis shoes are required.
- Jewelry should not be worn in PE class, nor should large sums of money or other valuables be brought to class, or school.
- Parents may write a note excusing their child from PE due to injury or illness for up to three days. If an illness or injury lasts longer than three days, a doctor's note is required stating the length of time and/or the limitation placed on the student's class participation. An alternative assignment will be provided.
- Students not participating in the day's activity may be assigned alternative activities (walking during the class period) or disciplinary action.

- It is the goal of the physical education department to give every student the opportunity to participate in various physical activities in a safe and pleasant environment.

Playground Rules

All students will be expected to play in a safe and friendly manner at all times on the school playgrounds. We encourage the use of good sportsmanship by everyone. The following rules are to be followed or playground privileges may be removed.

Playground
<p style="text-align: center;"><u>Be Kind</u></p> <ul style="list-style-type: none"> • Use courteous words • Accept differences • Be inclusive • Help clean up litter • Solve conflict peacefully
<p style="text-align: center;"><u>Be Respectful</u></p> <ul style="list-style-type: none"> • Keep self to self • Use equipment properly • Share • Take turns
<p style="text-align: center;"><u>Show Integrity</u></p> <ul style="list-style-type: none"> • Report health and safety problems to an adult • Follow rules of the games • Clean up equipment when done

Product Sales on Campus

Groups and individuals who wish to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal. All funds collected must be deposited in the school’s student funds account.

Teacher Assignment

There will be no teacher assignment changes. Our staff works efficiently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with grave detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc.

Site Council

The Site Council is comprised of parents, staff, administration and students that take an active role in making decisions for Gateway Polytechnic Academy. The Site Council plays an important role as the voice in our community. Quarterly meeting dates and times will be determined at the beginning of the year. Please get involved and contact the office for further information.

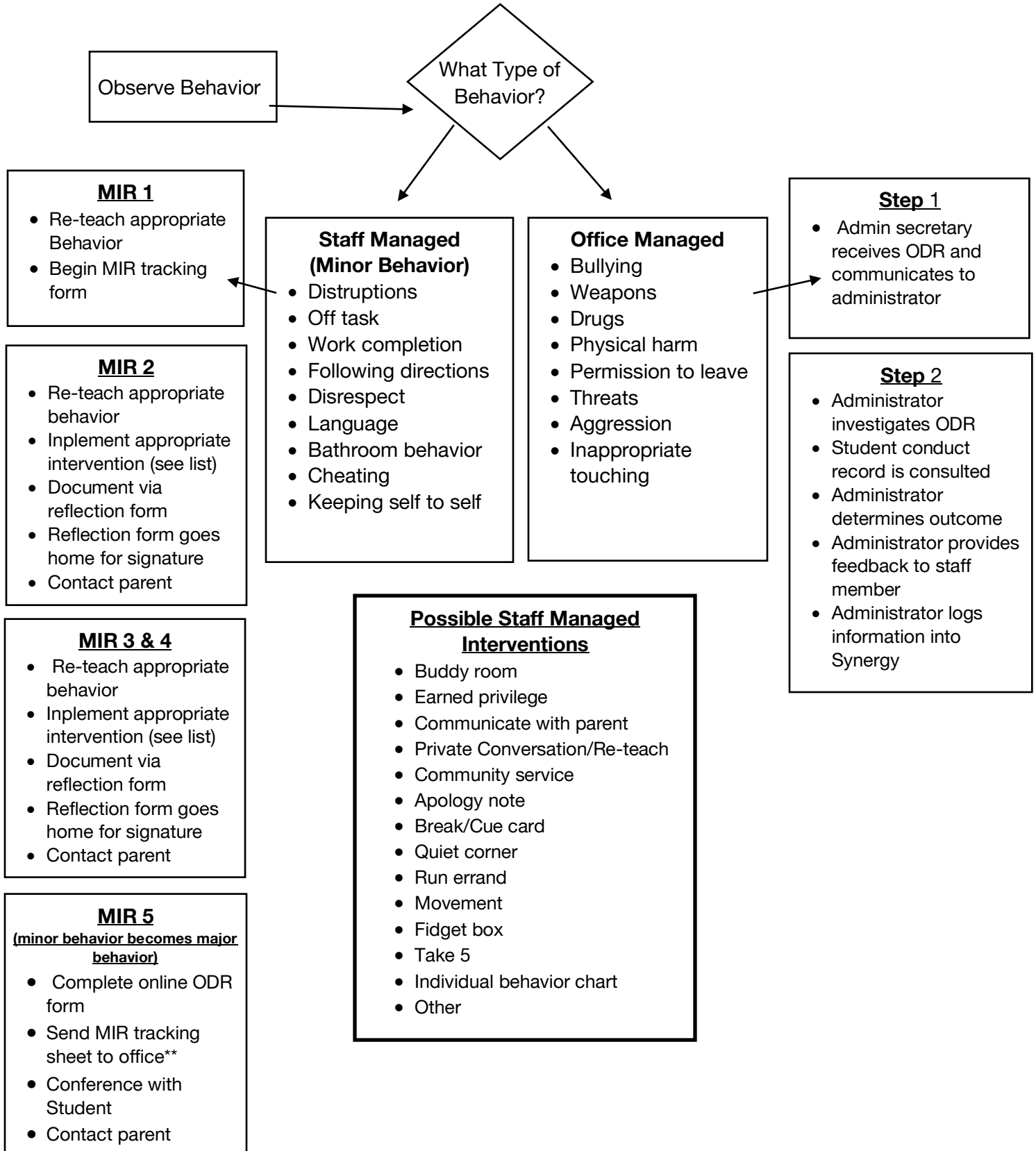
Withdrawal from School (Records)

If it becomes necessary for the student to withdraw from school during the school term, parents should notify the registrar **two days** in advance to prepare transfer records. The student will be given a withdrawal sheet to take to each teacher for proper clearance. Parents may come to school and make the withdrawal at any time. Having the forwarding address of the new school is very helpful. All school issued books, materials and uniforms must be turned in prior to withdrawal.

Positive Behavioral Intervention Supports

Flight Path

	Classroom	Hallway	Restroom	Cafeteria	Playground
Be Kind	<ul style="list-style-type: none"> ● Use courteous words ● Accept differences ● Be inclusive ● Positive collaboration 	<ul style="list-style-type: none"> ● Use courteous words ● Keep personal space ● Use “silent heart” or “silent wave” to greet 	<ul style="list-style-type: none"> ● Use courteous words ● Be private ● Keep personal space 	<ul style="list-style-type: none"> ● Use courteous words ● Accept differences ● Be inclusive ● Help clean up litter ● Line up safely 	<ul style="list-style-type: none"> ● Use courteous words ● Accept differences ● Be inclusive ● Help clean up litter ● Solve conflict peacefully
Be Respectful	<ul style="list-style-type: none"> ● Keep self to self ● Use an inside voice ● Actively participate by using PILOT 	<ul style="list-style-type: none"> ● Keep self to self ● Use “peace and quiet” ● Walk ● Stay in line ● Walk on right side of hallway 	<ul style="list-style-type: none"> ● Keep self to self ● Use an inside voice ● Flush ● Wash hands 	<ul style="list-style-type: none"> ● Keep self to self ● Use an inside voice ● Stay in seat ● Raise hand for help ● Keep tables and floors clean 	<ul style="list-style-type: none"> ● Keep self to self ● Use equipment properly ● Share ● Take turns
Show Integrity	<ul style="list-style-type: none"> ● Report health and safety problems to teacher ● Accept responsibility for your actions ● Do your own work 	<ul style="list-style-type: none"> ● Report problems to an adult ● Keep hallway clean ● Walk with purpose 	<ul style="list-style-type: none"> ● Report problems to an adult ● Clean up after yourself ● Use water and paper wisely ● Be timely 	<ul style="list-style-type: none"> ● Report health and safety problems to cafeteria staff ● Treat your body well and eat healthy ● Eat only your own lunch ● Buy only food for yourself 	<ul style="list-style-type: none"> ● Report health and safety problems to an adult ● Follow rules of the games ● Clean up equipment when done



MIR = Minor Infraction Form

ODR = Office Discipline Referral

****Administrator will not investigate without the MIR tracking form**

Reinforcement Matrix

Reinforcement	When	What
Frequent	<p>When a student is observed demonstrating a PBIS expectation/rule, they receive a flight ticket from a staff member.</p> <p>The flight ticket lists the expectations and the student and staff names.</p>	<p>Flight tickets are carried by all staff.</p> <p>Thank you for Showing Kindness by...</p> <p>Thank you for Showing Integrity by...</p> <p>Thank you for being Respectful by...</p>
Intermediate	<p>High Flyer lunches (1 per quarter - 1 kindness, 1 respectful, 1 integrity and 1 inclusive of all three)</p>	<p>Lunch in the cafeteria with a decorated table on the stage with the Principal.</p> <p>Students are picked by teacher, very similar to how we do high flyer currently. Teacher does not need to pick the student with the most tickets.</p>
Long Term	<p>Students will place tickets into classroom reward buckets.</p> <p>Students will choose between 2 choices and the bucket with the most votes by the end of the month wins. Voting starts over each month.</p>	<p>Rewards to be decided by teacher and class.</p> <p>Examples: Pajama Day Principal Prank Extra Recess</p>
Staff	<p>Staff will be recognized during staff meetings for implementing PBIS with fidelity.</p>	<p>Rewards to be determined by principal. I.e: golden sponge</p>