



GOMPERS PREPARATORY ACADEMY

UCSD PARTNERSHIP SCHOOL
1005 47TH STREET SAN DIEGO, CA 92102-3626 | PHONE: 619.263.2171 | FAX: 619.264.4342

CODE OF CONDUCT

Dear 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 code of conduct built for student success. This code of conduct 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 code of conduct. 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 consistently college prep environment. Working together, our Eagle students will soar to new heights! Again, welcome to GPA.

With Students First,

Vincent M. Riveroll
Director

I have reviewed the Code of Conduct with my child.

Parent Name: _____

Parent Signature: _____ Date: _____

I have read the Code of Conduct and have reviewed the expectations for student behavior.

Student Name (s): _____

Student Signature (s): _____ Date: _____

_____ Date: _____

Updated, July 10, 2012

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.

Philosophy Statement:

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

Expected School-Wide Learning Results for all students:*Respect:*

1. Positive interaction with any adult and able to articulate the school's mission & core beliefs.
2. Demonstrate responsibility in the learning community by adhering to the GPA Non-Negotiables and 5 Rules.
3. Honor cultural and individual diversity.

Enthusiasm:

1. Demonstrate with confidence that college is part of their future.
2. Participate in a variety of leadership opportunities.
3. Discover an area of interest beyond the core academic classes.

Achievement:

1. Meet or exceed California State Standards in English and Math.
2. Read and write effectively in each subject area.
3. Communicate effectively in academic language to express thoughts and ideas during classroom discourse and presentations.
4. Use technology as a tool for learning.

Citizenship:

1. Demonstrate character education through use of the "7 Habits of Highly Effective Teens."
2. Recognize the impact personal behavior and character has on our local and global community.
3. Be knowledgeable about United States History and the democratic process.

Hard Work:

1. Develop and implement individual goals and action plans for academic achievement at GPA to Access College in the future.
2. Participate in additional academic supports, if needed.
3. Demonstrate study skills and organizational strategies that lead to academic success.

GENERAL INFORMATION

- GPA School Phone 619-263-2171
- Athletic Office619-263-2171 Ext. 4055
- GPA was founded in 2005
- School mascot – ‘Eagles’
- School colors - Green, White, & Blue
- Grade colors – Seniors-black; Juniors-navy blue; Sophomores-forest green; Freshmen-white; 8th Grade – purple; 7th Grade –grey; 6th Grade – yellow

Director
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(619) 263-2171 ext. 2225

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(619) 263-2171 ext. 2011

Chief Business Officer- Jenny Parsons
(619) 263-2171 ext. 2212

Chief of Staff-Barb Robinson
(619) 263-2171 ext. 2256

Dean of Students-Gerald Carroll
(619) 263-2171 ext. 2109

Campus Hours:

Class hours are 7:30 a.m. to 3:00 p.m. Students are not to be on campus prior to 6:45 a.m. Supervision is not available before 6:45 a.m. or after 6:00 p.m. Students who are not participating in a supervised school-sponsored event must be picked up by 3:15 p.m.

College Class:

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 will be seated in every other seat and will respectfully wait for the Director's Address. College Class focuses on a school-wide culture and simulates a college class forum.

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

GPA Non-Negotiables:

- Stay on task
- Let others learn
- Bring positive attention to yourself

GPA Core Beliefs:

- Respect yourself
- Respect others

GPA 5 Rules:

1. When responding to any adult, you must answer by saying "Yes ma'am", or "No sir". Just 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. Compliments – 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.

GPA REACH Values:

R – Respect
E – Enthusiasm
A – Achievement
C – Citizenship
H – Hard Work

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

“The Greatest Love of All”

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 searching for a hero
People need someone to look up to
I never found anyone to fulfill my needs
A lonely place to be
So I learned to depend on me

[Chorus:]

I decided long ago, never to walk in anyone's shadows
If I fail, if I succeed
At least I 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

Uniform Policy:

GPA desires to create an educational atmosphere that maximizes learning. Modesty, neatness, cleanliness and gender distinction 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, is based on cooperation among students, parents and the school. The school, however, is the final authority on the uniform policy and other discipline issues. **If, in the opinion of the school, a student's dress is inappropriate, a parent may be called and required 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, dirty or sloppy is not allowed. Items that are torn or cut in any way are prohibited. 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 (619-264-6081, **Mario's Family Clothing** 28 N. Euclid Ave., National City, CA 91950). Types and styles of acceptable garments are clearly described and shown at their retail location. 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.

Research has shown that students who dress alike also enjoy an increased sense of unity. The same evidence shows that uniforms will increase student safety, reduce violence, and make it much easier to identify persons who do not belong on campus. Students will dress appropriately for school and avoid styles of clothing that could be misinterpreted as gang-related, distracting, or immodest.

Appearance:

NO ITEMS OF CLOTHING WITH VISIBLE LOGOS, WRITING, OR BRAND NAMES WILL BE 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, No straight leg style pants or jeans are allowed at GPA. Girls are strongly encouraged to wear skirts.

Excessive uniform violations may result in suspension or expulsion.

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

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. * See skirt exception below

- **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. No jean style, straight 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/Skorts:** Must be worn from the waist to the top of the knee. The shorts/skorts must not be form fitting. They must fit at the waist and again, no sagging.
- **Cargo Shorts and/or Pants are not to be worn**
- **Skirts:** May be worn provided that the length of the skirt or any slit is to the top of the knee. *An approved plaid skirt is available from Mario's.
- **Blazers:** Student blazers may be worn as outerwear. Blazers must be navy blue in color for both high school students and middle school students (still current for the green?) and have the appropriate GPA logo attached.

Above the waist:

Students will wear a white collared short or long sleeve shirt with a navy blue or plaid tie every Monday, Tuesday, Wednesday, and Thursday. Students can choose on Friday to wear a white, green, or navy polo shirt containing the GPA embroidered logo or their oxford with or without the tie. High School Seniors have the option of wearing a baby blue GPA polo shirt.

Undershirts or turtlenecks must be plain white (no emblems or graphics). **Undershirts must be solid white. All shirts must be completely and properly tucked in at all times.**

Winter Wear:

Although San Diego has mild winters, parents should plan ahead by purchasing the appropriate GPA winter wear for their student(s). Jackets / sweatshirts / sweaters / wind shirts must be solid green with the GPA embroidered logo or a neatly applied GPA logo patch and **cannot have a hood**. A uniform shirt **must** be worn underneath any outer garments. All outerwear must be part of the GPA "optional" menu items.

Shoes/Socks/Belts/Accessories:

- **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 shoelaces. **No slippers, or 'house shoes' will be allowed.**
- **No high heels over 1 inch**
- **Socks:** Socks must be solid black or white. Girls may also wear navy blue or white knee high socks. No lace leggings; solid leggings only (blue, white, or black)
- **Belts:** All belts must be navy, black, or brown. They must match the waist size and have a simple buckle only. Buckles with initials or logos are not allowed. Belts may not be of excessive lengths nor hang down.

- **Undergarments:** Undergarments may not be visible for any reason, including appearance through thin or transparent clothing. Undershirts or turtlenecks must be plain white (no emblems or graphics).

Jewelry/Hair Accessories:

- **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. No earrings larger than a quarter may be worn. No facial piercing allowed on boys or girls.
- **No type of ear plugs are allowed due to injury that can occur**
- **Excessive bracelets of any nature are not allowed**
- **Hair/Hair Accessories:** Hair may not have any distracting colors or styles. **Distracting hair color would be any non-natural 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, scarves or rags are NOT allowed (no scarves even during winter on the neck?). If headwear for religious or medical reasons is required, the Dean of Students.
- **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 Dean's Office**
- **Hats:** No hats of any kind may be worn on campus, including skullcaps.
- **Glasses:** Non-prescription glasses or non-prescription sunglasses are not allowed.
- **Gloves:** No batting gloves will be allowed.
- Gentlemen must be clean shaven (beards and mustaches prohibited)

Accessories:

- No accessorizing is permitted. This is to achieve a uniform look, minimize distractions and support an educational atmosphere (This includes pins, brooches, scarves, etc.).
- Students are allowed to wear GPA pins representing their achievement on Honor Roll and the Dean's List.
- The only belts permitted are plain navy, brown or black leather 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.
- Socks must be white, navy or khaki.
- Girls may wear natural colored, white or navy full-length tights (no leggings).
- Lace; 'Fishnet'; or patterned style socks, stockings or tights are **NOT** permitted
- Make-Up must look natural for young ladies

Tattoo and Body Piercing Guidelines:

- Body piercing is unacceptable for GPA students and may not be visible at school or any school-related activities.
- Facial piercings must be taken out before a student arrives on campus-no exceptions
- Tattoos are unacceptable for GPA students and may not be visible at school or any school-

related activities.

- Tattoos are to be covered at all times while on school campus; or while attending school related events

Friday-Dress Guidelines-

To promote school spirit, Friday is the day to officially show support for GPA classes, clubs, teams and groups. Follow the following guidelines:

- Students must wear a uniform bottom.
- Students may wear a class t-shirt.
- Students may wear any school-issued outerwear (i.e. sports sweatshirts).
- In season, athletic teams may wear team jerseys. Student athletes are to wear a white undershirt underneath their team jersey.

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, which may warrant a formal suspension and will be treated as such. The site administrator or his/her designee will make final decisions regarding the implementation of this code.

Exceptions:

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

Helmet Use 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 school property.

Computer/Internet Usage:

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

- 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 of personal email
- Browsing personal profile networks (including, but not limited to My Space, Geocities, Yahoo profiles, YouTube, etc.)
- Accessing inappropriate websites (sites containing explicit material)
- Downloading of unlicensed material (pirated software, music, movies)
- Use of any Instant Messaging programs (AIM, MSN Messenger, Yahoo Messenger)
- Any vandalism, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” is strictly prohibited.
- Posting/uploading photos or video footage of GPA events, including students and staff, on such websites as YouTube, etc.

Electronic Devices Policy

Cell phones, pagers, and other electronic communication devices are not permitted to be visible, heard, or used in any manner during school hours except by approval of school authorities. Other electronic devices such as cameras, radios, CD players, MP3 players, iPods, recording devices, games, and laptop computers may not be used during school hours without prior permission from the Administration. 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 Dean’s Office or the teacher. The Administration reserves the right to review all text messages, photo images or electronic data on confiscated cell phones or other electronic devices. **The school is not responsible for loss or theft of any items whether confiscated or in the student’s possession.**

If a student violates the electronic device policy on more than two occasions the device may be held in the Dean’s Office for the remainder of the school year.

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 MySpace. 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 GPA Data Communication Networks & Internet**” 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 the Dean.

“**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 or MySpace 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
- Cell phone photo messages
- Virtual worlds

Many teens today use technology to bully others. Teens may be more likely to cyber bully because they feel protected by the Internet. It's much easier to type mean words to someone than to say them in person, but that doesn't make them any less hurtful. As a result, many of these hurt feelings come to the school and distract the learning environment. This is not okay.

I am asking all parents to talk with their children regarding the use of electronic devices and to monitor your child's use of these devices.

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

Personal headphones are not to be worn during the hours of 7:30 a.m. - 3:00 p.m. and all electronic devices are kept in the off position, unless written permission is granted by an administrator.

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 the Dean will counsel students if they are caught violating this policy. A student with multiple offenses can lead to a suspension.

For more information see- California Education Code - 51512.

Standards of Conduct:

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 conduct are REACH- 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.

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 which may lead to formal suspension. Consequences for offenses may include, but are not limited to, detention, 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.

Yellow Cards:

Yellow Card offenses are for minor (non-egregious) behavior. They will be issued by the teacher/staff member witnessing the offense and may result in lunch and/or after school detention. Yellow Cards will not be reflected on the student's permanent behavior record, but may impact their citizenship grade.

Red Cards:

Red Card offenses are egregious offenses that may result in a suspension. Red Cards will be issued by the teacher/staff member witnessing the event or by administrative personnel. Red Cards will be reflected on the student's permanent record and will affect the student's citizenship grade.

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 or nutrition break
- 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 time.
- Keep your hands to yourself
- Come to school prepared with all your materials

Behavioral Probation Contract:

If a student repeatedly fails to respond to discipline or in any quarter earns 2 citizenship grades below an S or is involved in a particular incident which requires stern action, he/she will be placed on behavioral probation. The administration will make a decision regarding the student's future attendance at GPA based on faculty evaluation of the student's behavior.

NOTE: The terms of probation are designed by the administration and are agreed upon in a written contract by the student, parents, and school during an "intake meeting". Students may be assigned "culture class" in order to improve their knowledge of the school's expectations for behavior.

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 intake proceedings have taken place. A student who has been suspended will not receive credit for the class work missed or work due on the suspension day. During 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.

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.

Intakes:

Any student that is suspended must write an essay and appear before an intake panel, in uniform, prior to returning to school. The student, accompanied by an adult family member, will describe the infraction, which REACH values were violated, corrective actions taken, and how behavior will improve. The panel will determine whether or not the student is prepared to return to class. The panel will also work with the student and family to implement appropriate interventions. Parents or guardians must attend the intake hearing at the scheduled time of the suspension. Staff members or teachers that issued the red card that resulted in a formal suspension should attend the intake hearing when scheduled.

Expulsions:

Expulsion from school is serious and to 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.

Appeal Process:

Parents of students who are suspended or expelled may appeal the decision. The appeal must be submitted to the President of the Gompers Preparatory Academy Board of Directors within 30 days of the first assigned day of suspension or expulsion. During the appeal, the student will remain suspended from school; however a decision to reverse the suspension or expulsion will end the suspension, if applicable at the time, and remove the negative mark from the student's permanent file.

Zero Tolerance Policy:

In accordance with San Diego City School Policy, GPA 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.

- A weapon is defined as a firearm, pistol replica, starter pistol, stunt, BB or pellet gun, knife of any size or type, a furnished drug or alcohol, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon. Use or possession of a weapon will result in recommendation for expulsion.

- Repeated incidents of fighting, violent acts, causing serious injury to another person, bullying, defiance or excessive discipline or suspensions will result in a recommendation for expulsion under the Zero Tolerance Policy.
- If students are found to be selling or furnishing controlled/prohibited substances they will be recommended for expulsion on their first offense, except for tobacco violations. If students are found in possession of tobacco; spice or any other generic brand drugs, they will be recommended for expulsion on their fourth offense.
- In addition to discipline, if students are found to have violated the law, they may be arrested and taken to a juvenile detention facility.

Discrimination:

GPA is committed to equal opportunity for all individuals 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: unwelcomed 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 includes suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

Bullying:

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

GPA prohibits the following:

- **Direct bullying** – hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal harassment and threatening or obscene gestures
- **Indirect bullying** – getting someone else to bully 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 (**“cyber bullying”**). Harassing or intimidating students via sites such as MySpace, YouTube, Twitter, Facebook etc....
- **Bystander Bullying** – is allowing someone to be bullied without taking any action. You are a witness to bullying and do not report the incident or make an attempt to resolve the situation.

Students that exhibit or violate the policy for bullying will be disciplined appropriately. This may include, but is not limited to, In School Cogitation Zone (ISC), participating in a social skills class or an anger management class, culture class, and a parent conference.

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

Student Relationship Policy:

Students in relationships must comply with California Penal Code 261.5, which does not allow students to date in situations where three or more years or grade-levels separate the students.

GPA also prohibits **public displays of affection**. Kissing, groping, petting, caressing, etc. are not allowed on school campus, or school sponsored events, and will be handled on an individual basis.

Gang Involvement:

GPA prohibits gang involvement, which is defined as:

- **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.

Such involvement is determined by the school administration, school security, San Diego Police Department (SDPD) and community service officers (CSO's). Any student that exhibits these behaviors may be expelled.

G.P.A. CITIZENSHIP RUBRIC
(Behavior, Effort and Attendance)

Excellent (E)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Shows high degree of self-control.	Shows self-control.	Usually shows self-control.	Shows limited degree of self-control.	Rarely shows self-control.
Has an exemplary attitude; serves as a role model for positive attitude toward school and school activities.	Has a good attitude; is positive toward school and school activities.	Has a satisfactory (generally good) attitude; is generally positive toward school and school activities.	Has a poor attitude; is seldom positive toward school and school activities.	Attitude/contribution is counter-productive.
Makes a significant contribution to discussion, always at appropriate times.	Talks appropriately in class, at appropriate times.	Usually talks appropriately in class, at appropriate times.	Talks inappropriately and/or at inappropriate times.	Makes little attempt to control inappropriate talking.
Always on task. Exceeds classroom expectations on a daily basis. Outstanding effort is present in each assignment and work is of excellent quality.	Stays on task consistently. Completes all work on time and work is neat, complete and of high quality – no careless errors; each piece of work is student's best.	Usually stays on task. Usually completes work on time; work is usually neat, complete and of satisfactory quality. Work is not always student's best.	Displays off-task behavior, needs teacher intervention. Work is sometimes or often incomplete, missing, frequently untidy, with careless errors; not student's best work.	Makes minimum attempt to stay on task; requires frequent teacher intervention. Work often incomplete or not turned in, usually carelessly done and not of acceptable quality.
Not only engaged in learning, but leads peers in group assignments, following instructions regularly.	Always actively engaged and on task; works effectively, without wasting time; follows instructions the first time they are given. Constructive in groups, sometimes as a leader.	Often actively engaged and on task; generally wastes little time; follows instructions the first time they are given. Works constructively in groups.	Frequently off task, may be distracting to others and ineffective in groups. Often needs to be reminded of instructions.	Frequently off task, distracting to others and disruptive in groups. Has difficulty following instructions even after reminders.
Always takes the initiative to help others.	Takes initiative to help others.	Willing to help others when asked.	Helps others infrequently; tends to distract others.	Does not help others, disrupts others and/or disrupts the learning environment.
Maintains exemplary relationships with peers.	Maintains positive relationships with peers.	Maintains satisfactory relationships with peers.	Does not maintain satisfactory relationships with peers.	Routinely engages in negative peer relationships.
Enthusiastic about accepting academic challenge; seeks assistance when needed.	Frequently accepts challenges; is persistent; asks for help when needed.	Sometimes accepts challenges; asks for help when needed.	Avoids accepting challenges; needs to be reminded to get help when needed; gives up easily.	Rarely accepts challenges; does not take advantage of help offered.
Attendance is excellent; no absences or tardies.	Attendance is good; no unexcused absences.	Attendance is satisfactory.	Attendance needs improvement; absence or tardiness a concern.	Excessive absence or tardiness.

Low citizenship grades can affect athletic eligibility. Students should maintain a minimum of 2.5 citizenship G.P.A. in order to participate in extracurricular activities

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.

Telephones:

The school telephones in the office are available for student use with permission from a staff member. Cell phones, pagers, 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.

Students are not to use classroom telephones. If a student needs to make a phone call they should be sent to the Main Office or FSC.

A student dialing 911 from the classroom may warrant a suspension, or fined by SDPD for having an officer come out to the school, when it was not necessary.

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.

Announcements/Advertisements/Signs/Banners:

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

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.

Medications:*Short-Term Medication*

Short-term medications (less than two weeks) can be given by the site nurse only with the written permission of a parent or guardian. Site designee(s) may administer short-term medication 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 to prevent transportation and administration. 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 by a Licensed School Nurse. Students must have the “Health Exchange Consent” on file 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.) written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (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.

Any medication in the student’s possession will be confiscated. It is the student’s responsibility to go to the Health & Wellness Office for needed medication.

Continued Medications

State law concerning the use of continued medication by students must adhere to the following: parent/guardian of student on a continuing program of medication must inform the office of the medication being taken, the current dosage, name of supervising physician and written parental permission. The law applies to all continuing medication whether taken at home, school, or both. Signed permission from the doctor prescribing the medication is required. Students bringing any medications to school must bring such medications to the school Health and Wellness Office for distribution as required by law. Any medication in the student’s possession will be confiscated. It is the student’s responsibility to go to the office for needed medication.

Lunch:

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 lunchtime. Leaving campus during lunch will result in truant status.

MTM Campus:

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

Transportation:

Transportation to school-sponsored activities: The legal responsibility for the safety of each student being transported in a private vehicle rests with the registered owner of the vehicle. No student is allowed to drive another student to a school-sponsored activity. The vehicle owner/driver must complete the Field Trip Registration Form for drivers prior to activity or field trip, which includes proof of liability insurance. The vehicle owner/driver must follow the plan and prescribed route given by the teacher. The number of students in a vehicle shall not exceed the number of seat belts available. Seats belts must be buckled. The vehicle should be in good operating condition.

Student Parking:

Students, who have their own means of transportation, will be required to purchase a parking permit for \$15.00 from the Eagle Store. Students are to park in the rear parking lot only. Failure to adhere to the above protocol could result in the student's parking privileges being revoked.

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. That is, 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.

The administration of GPA, on behalf of the school to enforce its school standards, 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 the administration 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 the administration 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 the administration 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 the administration where everyone entering is subject to such a search. The administration reserves the right to review all contents on confiscated cell phones or other electronic devices.

Visitors:

Parents without a visitor's pass will be asked to go back to main office to sign-in and receive a visitor's pass. Visitor's pass must be worn visible at all times while on campus.

Classroom: students interested in attending GPA are the only students allowed to visit classrooms. Approval must be given by the administration 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. Classroom visits are not permitted during the first two and last two weeks of each semester. Visitors should behave and dress in an appropriate manner for our school.

Lunch time: GPA has a closed campus policy regarding visitations; however, parents, mentors and GPA graduates are welcome to visit at lunch. All visitors must sign in at the office and wear a visitor's badge.

Parent-Visitor/Volunteer Policy:

All parent visitors/volunteers are to check in with the office upon arrival on the school campus, registering on the visitor sign in sheet, 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 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 administrators 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 and criminal background checks are required for parents who are in regular, on-going contact with the students, such as parents who serve as yard duty supervisors during lunch 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.** GPA encourages family and community involvement.

Withdrawals:

To withdraw from school, a parent/guardian must complete a withdrawal form from the office. All textbooks, library materials, and athletic uniforms must be returned, and all applicable fees must be paid prior to withdrawal.

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 attendance office, 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 main office. Should conditions prevent access to the automated system, parents should turn to local news media for information on school closings.

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 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 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 the attendance department staff will come to the home to check on 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 trancies and unexcused absences. 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.
- **4 periods of absence = 1 full school day.**
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 serve detention with their teacher, and the parent will meet with the Dean of Students and School Counselor.
- **12 periods of absence = 3 full school days.**
After **12 periods of unverified absences** the student will be assigned detention with the Dean, and the parent will be **mandated** to shadow child and meet with school administrator.
- **16 periods of absence = 4 full school days.**
After **16 periods or unverified absences** the student will be assigned 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 Saturday Academy as an academic intervention for loss of instruction time due to absences.

Periods of Unexcused Absence	Equivalent School Days	Consequence
4 Periods	1 Day	Detention + Parent Notification
8 Periods	2 Days	Detention + Parent Meeting with Dean & Counselor
12 Periods	3 Days	Detention + Parent Shadow + Parent Meeting with Administrator
16 Periods	4 Days	Detention + SART Parent Meeting + GPA Attendance Contract + Mandatory Saturday Detention

Note: After 16 or more unverified absences, 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. Court meets 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 **5 days of Unexcused Absences/Truancies** Letter “C” (Truancy Conference Letter) will be mailed out to parents and an additional parent conference will be mandated.
- **6 or more** Unexcused Absences/Truancies will result in a Letter “D” (Habitual Truant/Summary of Attendance) being mailed home. A SARB referral will be filed and

Parents will be required to attend a SARB Hearing located at Southeast Substation Police Department.

Tardiness:

To School

All students are expected to be in their first period by 7:30 a.m. The Gates of Wisdom to the school open at 7:00 a.m. Families should prepare to have their child to the school by 7:00 a.m. 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 7:45 a.m. will need to do the following:

Students that arrive after 7:45 am:

- Go to the Family Support Center to receive a pass
- Receive a late pass which will either be deemed unexcused or excused
- Students that are issued an unexcused pass will receive a consequence from the Dean of Students.

To Class

Student's in the hallway without a pass will receive a lunch detention or after school detention. A student with 3 or more hallway pass offenses can lead to Saturday school or suspension

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. **No GPA student is allowed in the hallway without an official pass from a 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, if the planner is damaged or lost, students may purchase a replacement from the finance office/Eagle Store for \$10.00.

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

Each classroom teacher will use red ink in student's planner to mark a "T" and 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 the school's Dean of Students 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 and (b) professional services in connection with student's health and welfare (medical, dental, optical) (c) approved absence in writing to the

Attendance Clerk two days in advance for vacation, college/university visits (d) emergencies with approval from the administration.

2. Unexcused: Are 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. Students will not receive credit for work due on day(s) he/she is truant. 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 the administration.

Excessive Absence Policy:

Loss of Academic Credit

Students who are absent more than ten (10) days in a class per semester will not receive credit for that course. A student may qualify for an exemption to this policy once during the four years of high school with approval from the administration. ALL absences, (excused, unexcused, suspensions and truancies) count in the total absences. The only exception to this is that field trips and absences where students officially represent GPA (i.e. Choir Tour, performing at elementary school articulations, VIP tours, early release for athletic competition) do not count toward the total absences.

Leaving Campus During School Hours:

Students may leave the campus during the school day with approval from the administration and/or their parent/guardian (in the form of a note or phone call to the Attendance Clerk). Leaving campus without administrative/parent approval and without signing out will be truancy. If the student left campus for the purpose of doctor's visit, illness, or other emergency, the parents may request the truancy be changed to an unexcused absence; truancy will not be cleared after three (3) days. Truancy longer than three consecutive days due to a student running away from home may result in a request for withdrawal followed by a recommendation for counseling.

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. The consequences for unexcused tardies are defined in the Discipline Policy.

Library and Media Center:

GPA Library Media Center (LMC) offers a variety of quality research. 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 7:30 am until 4:00 pm. 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 everything. 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. The 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 - Textbook Information

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.

Student Affairs:*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 administrative 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 the administration. Evaluations include faculty and administrative 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 the administration.

Fund Raising:

All proposed fund raising activities must be approved by the administration.

Academic Policies:*Graduation Requirements*

1) Passage of California High School Exit Examination (CAHSEE)

- CAHSEE is aligned to the standards in English/Language Arts through grade 10 and Mathematics through Algebra 1-2.
- All students must pass the California High School Exit Examination (CAHSEE) to receive a diploma in the State of California. The examination is based on the California State Content Standards for English Language Arts and Mathematics. All the tenth-graders are required to take the exam in the spring. If either or both of the English Language Arts and Mathematics portions of the test are not passed, the student will continue to retake the parts not passed during grades 11 and 12 until both parts have been passed.

2) Credit Requirements

- Forty-four 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.

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. English as a Second Language (ESL) may be used to fulfill the eight-semester English requirement.

Mathematics: 6 Semester Credits

All students are required to pass eight semester credits of mathematics including Algebra 1-2, Geometry 1-2, Intermediate Algebra, and one of the following Pre- Calculus, Calculus or Statistics

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 foreign language.

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 Presentation of Learning

All graduating seniors are required to present a Senior Presentation of Learning as part of their graduation requirements

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 block periods daily. GPA does not offer independent study courses with the exception of temporary absences. There are no off-site or web based courses.

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 a five-day suspension as seniors. A senior with a citizenship grade below 2.0 or a suspension of fewer than five days must appeal to the school site appeal board to determine level of participation in senior activities. The g.p.a. for citizenship is computed on a scale of E=4, G=3, S=2, N=1, U=0. A 2.5 grade point average is required to participate in co-curricular activities, including athletics.

7) Academic Grade-Point Average (g.p.a.) 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 student support center. A 2.0 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 9-12th grade years.

Curriculum: All GPA students are strongly encouraged to take a minimum of one Advanced Placement (AP) course during their high school career.

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.)

Transfer Course Policy for Transfer Students

Transfer credits and grades will be accepted only from regionally (i.e. WASC) accredited schools. For non-regionally accredited courses (from home schools or other schools) taken before a student has enrolled at GPA, a CR (credit) maybe 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 (g.p.a.). 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 is calculated using all High School grades in every class. An extra Grade Point Average point is given to all AP classes.

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 the senior year)
- Number of semesters of high school credits earned
- Level of accomplishment in each academic area

AP Grades

All students enrolled in an AP class are REQUIRED to take the AP test. If an AP student does not take the test:

- There is a \$20 fee for the unused test
- No extra Grade Point Average point will be given for second semester grade
- Student will be required to take a final exam in the AP subject

Final Exams

Finals will be given at the end of each semester 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 semester, a student who has earned less than 2.25 GPA will be placed on academic probation. Students and parents are kept informed of grades through progress reports and teacher contact.

Standards/Format for Writing Papers

The standard format for all papers is as follows:

1. Typed, double-spaced: TIMES NEW ROMAN, 12 font, including title
2. Heading: 4 lines

Student name:	"Sammy Gompers"
Teacher name:	Ms. Teacher
Course name, period:	English I, Period 3
Date	06 February 2009
3. All pages numbered: upper right corner, last name and page number; no punctuation, no "p." or "pg."
4. Title: centered, upper and lower case
5. Documentation Format: 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.

Counseling and Guidance:

Counselors are available to help students with academic and personal counseling. Students may fill out an appointment request in the office or make an appointment in the Counseling Center to meet with a Counselor. Counselors meet individually with students to plan for high school courses (making sure graduation requirements are being met) and to discuss post- high school options.

Records:

Students, parents or alumni needing a transcript must fill in the Transcript Request Form (Available in the Counseling Center, and at the Receptionist's desk). The form must be filled out completely with the appropriate information so that the Records Clerk or Counselor 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. After the free seven transcripts there is a \$10 fee (paid for

when requesting the transcript) for each transcript.

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.

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 Attendance Clerk 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.

Athletics: – 'Eagle Pride'

Philosophy

We believe that in athletics we are developing characteristics in our players that are aligned with our REACH values. With this as our goal, skill, training, sportsmanship, inter-team relationships, general attitudes and reactions should reflect strong character qualities and growth as an outstanding citizen.

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 a limited athletic program for both boys and girls. Girls: Track and Field, Cross Country, Tennis, Basketball, Soccer, Volleyball, Softball, and Cheer. Boys: Cross Country, Track and Field, Basketball, Soccer, Tennis, Baseball, and Volleyball.

Physical Exams/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. The GPA school nurse, upon request, may provide exams.

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.

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.

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.

Citizenship (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 G.P.A. in citizenship in order to participate in extracurricular activities

Attendance: Student athletes must be in good standing to remain eligible.

Message to Parents:

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 consistently college prep environment.

GPA Student Commitment:

Each student at GPA has read and signed this commitment form with the understanding that a student may forfeit the privilege of attending GPA should he/she fail to comply with the established regulations, discipline, and obligations of GPA.

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 cartoon 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 dark solid color. GPA requires that the backpack have zippered compartments and is large enough to fit the following materials:

- At least one 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 EVERYDAY 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.

The GPA Binder 2' Standard

The front of a GPA binder will remain blank or display the student's GPA schedule.

Photographs, cutouts from magazines or newspapers will not be in/on any binder. Only GPA school phrases and student name are allowed on the cover of the binder.

Binders will have:

- Seven dividers
- Lined college rule paper
- Pencils/pens
- Pouches (required so students can organize their writing utensils)
- Student GPA planner

Independent Reading Book:

"GPA is a college preparatory school" and all students must have an independent reading book(s) at all times.

Highlighters/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, agenda, 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.

Daily GPA 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 the Dining Hall for breakfast or 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 may get their breakfast in the Dining Hall. 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, 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 will have to purchase a new one from the student store.

“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, the Family Support Center (which includes Counseling, Health & Wellness Office/Nurse, and Family Services) will be closed.

Lunch Expectations:

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.
- Keep Nutrition Way clear.
- 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.

Lunch Time/Restroom Use

STUDENTS ARE STRONGLY ENCOURAGED TO USE THE RESTROOM DURING THEIR 30-MINUTE LUNCHTIME

During lunch is the best opportunity for students to use the restrooms. Both the girls' and boys' locker rooms will be open at lunchtime until 10 minutes before the end of lunch. Students are expected to use the restroom at lunch instead of in class, when possible, 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 Dean of Students.

GPA 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 valid GPA hall pass 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.**

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.

Dismissal/Walking out Gates of Wisdom:

Students will line up only after 3 p.m. 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 School / 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. 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 Dean of Students 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.

GPA 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 a strict code of 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/School Wide Rewards Table). Parents are encouraged to discuss these with their child and meet with the classroom teachers.

All seniors must meet the requirements set forth by GPA and the State of California in order to participate in high school graduation ceremony and related events. Behavior of seniors must be in line with the Code of Conduct and GPA core values in order to participate in ceremony. Congratulations seniors on your accomplishment and hard work over the years at GPA!

Graduation Requirements from Gompers Preparatory Academy

44 credits

2.5 Grade Point Average in Academics/Citizenship

30 hours of Community Service

Senior Exhibition

Pass CAHSEE (350 or higher) Math _____ English _____

Computer Literacy class

Advance Placement course

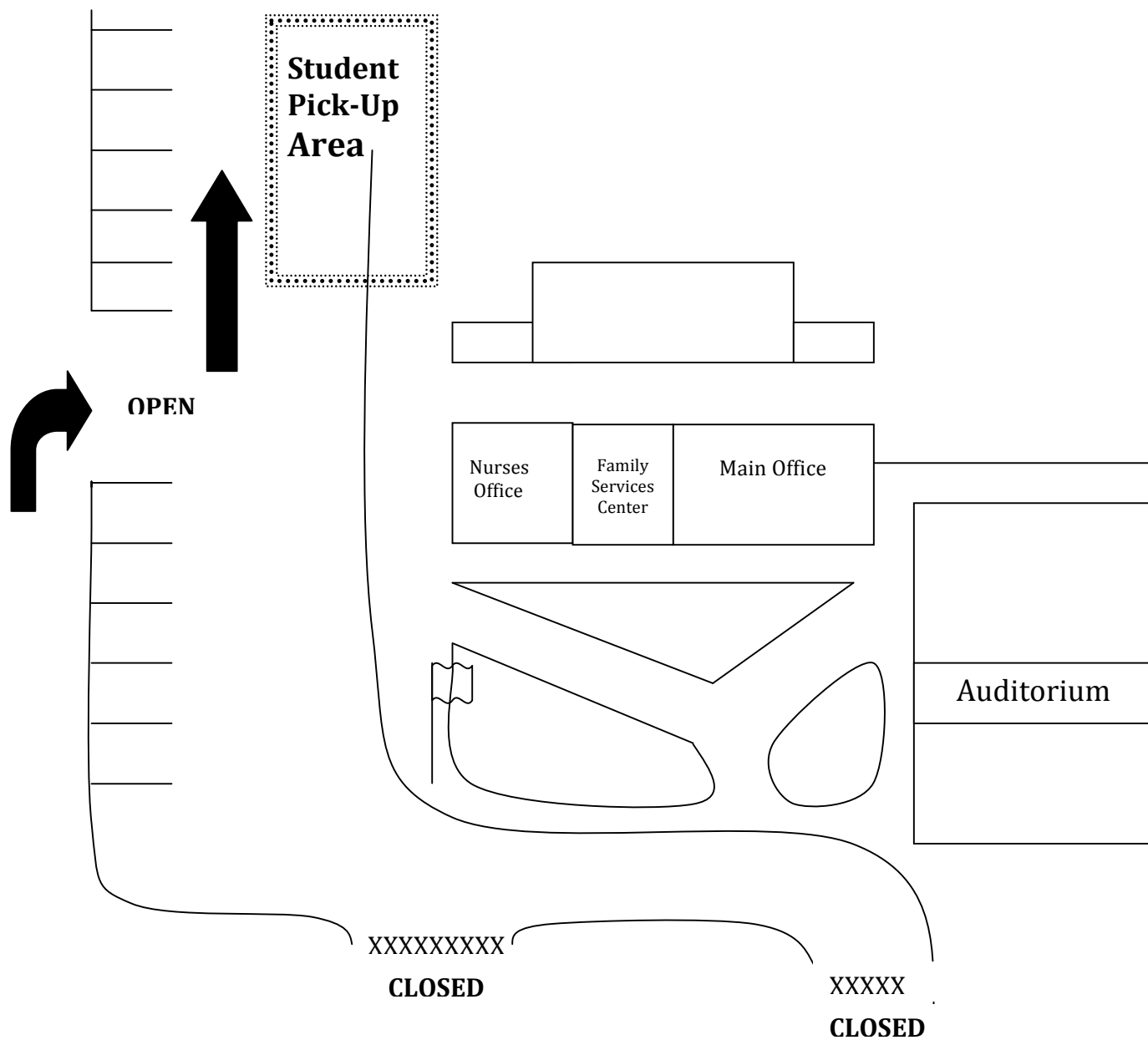
Additional goals to attend a four-year college entrance

Pass SAT/ACT with a score of 1200-1600

Personal Statement

3.0 or higher Grade Point Average

Pass Multiple Advance Placement courses

MAP OF STUDENT DROP OFF/PICK UP ZONE

XXXX - Areas closed from 2:30 - 3:15pm

