



**GILA VALLEY
LEARNING CENTER**

**STUDENT HANDBOOK
2016-17**

**170 S. Main Street
PO Box 429
Pima, AZ 85543
(928) 387-8015**

Pima Unified School District #6

District Officials

School Board Members

Troy Thygeron Shawn Wright
Jeremy Saline Joe Goodman
Darwin Weech President

Administration

Sean Rickert, Superintendent

Gila Valley Learning Center

Craig Lunt, Director

Pima High School

Cody Barlow, Principal
Cheryl Lunt, Registrar
Katherine Williams, Guidance Counselor
Travis Hawkins, Athletic Director

NONDISCRIMINATION

The District affirms that it does not discriminate on the basis of race, color, natural origin, sex, age, or disability in access or admission to, success or treatment in, any of its educational programs, activities, or employment opportunities.

The District will assure that no IDENTIFIED HANDICAPPED PERSON shall, on the basis of HANDICAP, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives department funds (in this case, Gila Valley Learning Center) may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

SPECIAL EDUCATION SERVICES

The District will apply for a Collaborative Program Review grant to assess district procedures used in identification, evaluation, placement, and delivery of special education and related services to students with disabilities. The application and all related documents are available for review by contacting the Special Services Director, P.O. Box 3030, Gila Valley, AZ 85936 or by calling (928) 387-8162.

DIRECTORY INFORMATION

The Title IX No Child Left Behind Act of 2001, Section 9582, and S.J.U.S.D. Board Policy 5.10 states that high school principals are required to give out information to universities, colleges and U.S. Armed Service recruiters when such release is clearly in the student's best interests. This information includes names, addresses, and telephone listings. Parents may request in writing that such information not be released for their child without prior written parental consent.

CONCERNS AND COMPLAINTS PROCEDURES

Community members, parents & staff members: We appreciate your suggestions and input. We strive to provide a quality, safe, learning environment for all students. We hope to work together as a team to meet the needs of our students. We realize that from time to time problems do arise.

If you have a concern or complaint with one of our staff members, procedures, or facilities, please follow this board approved plan for conflict resolution:

1. First, talk to the person that you have the concern with. Over 90% of all problems are taken care of at this level.
2. If you still feel that your concern has not been addressed properly, then contact that person's supervisor, or one of the principals.
3. Contact the school superintendent.
4. Finally, contact the School Board. (Please remember that a school board member has to be very careful not to receive too much information or become involved early on. If they do, and your concern comes before the board, that member may need to declare a conflict of interest, and they would not be of any assistance to you.)

Below are the names and phone numbers of the supervisors, assistant principals, principals, and superintendent for your use:

Craig Lunt, Learning Center Director	387-8015
Cody Barlow, High School Principal	387-8053
Mark Squires, Middle School Principal	387-8102
Rhonda Massingill, Special Services Director	387-8162
Jennifer Roberts, Business Manager	387-8152
Lori Sandoval, Food Service Director	387-8007
Sean Rickert, Superintendent	387-8003

MISSION STATEMENT

The Gila Valley Learning Center exists to provide an alternative pathway to educational success for students at risk of not receiving a high school education. The Goal of our educational program is to provide schooling that incorporates rigor, relevance and relationships in an individualized flexible plan that emphasizes lifelong success and learning. To achieve this goal the Gila Valley Learning Center utilizes time clock scheduling and computer based content delivery combined with project based learning to provide instruction across a broad secondary curriculum that parallels that offered at the Gila Valley High School.

WELCOME TO THE GILA VALLEY LEARNING CENTER

Gila Valley Learning Center welcomes you to its ranks. We hope you will become familiar with its policies and procedures and take full advantage of the opportunities it will provide you.

The policies and procedures contained in this student handbook are of great importance to you. This information has been carefully prepared to help you adjust to Gila Valley Learning Center, be successful during your time here, and become an integral part of the school.

As you do this, you will prepare yourself to become a responsible citizen, which is the ultimate purpose of education. Accepting and carrying out the obligations of good citizenship while you attend Gila Valley Learning Center will prepare you better than anything else to finally take your place in our complex society. Pursuing your class work, as well as participating in extra curricular activities at Gila Valley Learning Center, will help you not only academically, but also socially to develop traits of dependability, commitment, and perseverance, all of which will help you as citizens of our nation and in your future careers.

It is required that the students share this handbook with their parents in order to avoid any misunderstandings regarding our policies and procedures. Please take the time to go over the handbook with your parents. If you have questions concerning policies, feel free to contact the school to discuss them.

SCHEDULE**Monday - Thursday**

8:00 am – 3:30 pm Lab Open

Friday**MAKE-UP TIME**8:00am – 12:00pm Student Arrival for Make-Up
2:00 pm Lab Closes**2016-17 SCHOOL CALENDAR**

Aug. 3	First Student Day
Sept. 5	Labor Day (No School)
Oct. 6	End of 1 st Quarter
Oct. 10-14	Fall Break (No School)
Nov. 11	Veterans Day (No School)
Nov. 23-25	Thanksgiving Break (No School)
Dec. 22	End of 2 nd Quarter/Semester 1
Dec. 26 - Jan. 6	Christmas Break (No School)
Jan. 9	Students return to school
Jan. 16	Martin Luther King Day (No School)
Feb. 13	President's Day (No School)
Mar. 9	End 3 rd Quarter
Mar. 13 – Mar. 17	Spring Break (No School)
April 17	Easter Monday (No School)
May 18	School Ends (End 2 nd Quarter/Semester 2)

ELIGIBILITY FOR ENROLLMENT

The Gila Valley Learning Center exists to provide students who based on evaluations by their parents, their teachers, and themselves, are recognized as having needs not served by the traditional high school program. Prior to enrollment it is necessary for the Learning Center administrator in conjunction with the parent, the student and any other interested parties (counselor, former teacher, principal, etc.) to determine if that student's needs will be best served by attendance at the Learning Center. In addition the State of Arizona has articulated criteria for alternative school environments. While an effort will be made to comply with these criteria they are not to primary factors that will be utilized to determine eligibility. The best interest of the child will always be the number one factor utilized to determine if a student will be allowed to enroll at the Gila Valley Learning Center.

I. MAINTAINING ENROLLMENT

The primary purpose of the Gila Valley Learning Center is to provide students with an *opportunity* to complete their coursework and their graduation requirements in an alternative setting. Taking advantage of this opportunity is a privilege. In order for students to maintain their enrollment at the Gila Valley Learning Center they must meet certain levels of performance. Students who are unable to meet these performance criteria may be withdrawn or redirected to another program within the district. These criteria fall into three categories.

- Attendance: The attendance policy is outlined below. Students who are unable to maintain their attendance will not be able to maintain their enrollment.
- Behavior: The behavior policy is outlined below. Students who are unable to behave appropriately will not be able to maintain their enrollment.
- Academic Performance: The Academic Performance Policy is outlined below. Students who are unable to achieve the necessary levels of academic performance will be unable to maintain their enrollment.

Students who fail to maintain their enrollment are eligible to reenroll in the Gila Valley Learning Center after three weeks have passed. They may be required to complete an entrance interview with the Director to determine what changes they have made which will ensure that the same problems do not occur.

II. TEXTBOOKS AND STUDENT FEES

There are no fees associated with Learning Center Courses or activities, however students participating in Pima CTE programs, Athletics programs, or GIFT should refer to the Gila Valley High School student handbook for information about fees for those programs.

III. GRADUATION, GRADING, SCHEDULING, FIELD TRIPS, ETC.

A. Graduation Requirements

English	4 Credits
Algebra 1	1 Credit
Geometry	1 Credit
Algebra II	1 Credit
Mathematics	1 Credit
Science	3 Credits
World Hist./Geography	1 Credit
American History	1 Credit
Government/Economics	.5/.5 Credit
Electives	<u>8 Credits</u>

22 Total Required Credits (Classes 2013 & Beyond)

Grading System

Students at Gila Valley Learning Center are graded on a letter grade scale.

1. Grade Scale

- A** A = 90%-100% is given for work of such character as to merit special recognition.
Simple GPA value = 4.00.
- B** B = 80% - 89% is given for work that is above average in class. 80% is considered the Mastery Level. No course work will be accepted below this level.
Simple GPA value = 3.00.
- C** C = 70% - 79% is given for work that is at an average level. 70% is considered the Mastery Level for Comprehensive Exams. Students must demonstrate Mastery to achieve Credit.
Simple GPA value = 2.00.
- D** D = 60% -69% is given for work which is below average, fulfilling only the minimum, essential requirements. Students achieving at this level will be required to redo coursework.
Simple GPA value = 1.00.
- F** F = 59% - 0% is given for work that fails to meet minimum requirements, and indicates that the student must repeat the class to receive credit.
Simple GPA value = 0.00.
- I** Incomplete is given for work that was not sufficient to be graded and results in no credit for the class. Calculated as GPA exempt.
- P** Passing. Calculated as GPA exempt.
- NC** No Credit = 0% and is given for excessive absences. Simple GPA value = 0.00.

2. 2014-15 Grading Periods and Progress Reports

<u>Grading Period</u>	<u>Last Day</u>	<u>Status Reports</u>
1 st 3 weeks	Aug. 19	Aug. 22; mailed
2 nd 3 weeks	Sept. 9	Sept. 12; mailed
3 rd 3 weeks	Sept. 30	Oct. 3; mailed
4 th 3 weeks	Oct. 21	Oct. 24; mailed
5 th 3 weeks	Nov. 10	Nov. 14; mailed
6 th 3 weeks	Dec. 2	Dec. 5; mailed
Semester 1	Dec 22	Dec. 28; mailed
7 th 3 weeks	Jan. 27	Jan. 30; mailed
8 th 3 weeks	Feb. 17	Feb. 20; mailed
9 th 3 weeks	Mar. 9	Mar. 13; mailed
10 th 3 weeks	Mar. 31	Apr. 3; mailed
11 th 3 weeks	Apr. 21	Apr. 24; mailed
12 th 3 weeks	May 12	May 15; mailed
Semester 2	May 15	May 22; mailed

Parents may also track their students' progress by using the PowerSchool Parent app available for most electronic devices. Parents or guardians who want to set up a PowerSchool parent account can contact the GVLC director for assistance.

Please note that students should complete a course every three weeks so as to not fall further behind in their graduation progress.

B. Course Work / Credit Recovery

Students who have enrolled in courses at other schools but have not received credit for the course will be enrolled in the course on a Credit Recovery Basis. Students who have never been enrolled in a course before will be required to complete the entire course. Once the course is completed and mastery is demonstrated the student will receive credit for the course.

C. Final Examinations

Each course includes a final examination. The student's final exam grade will make up a percentage of the course grade and must be taken. Students must demonstrate a mastery of the entire course to the level of at least 70% to achieve credit. Students who fail to demonstrate mastery on their final examination must redo the course as credit recovery.

V. ATTENDANCE AND TARDY POLICIES

A. Philosophy

Regular attendance relates directly to academic success, therefore, regular attendance is required of all students at Gila Valley Learning Center. Absence from a scheduled class for any reason degrades academic performance and makes meaningful academic achievement difficult. All students need to learn the behavior of regular attendance. Getting to school as a student equates with getting to work as an adult. As long as the world of work regards reliability and punctuality as desirable traits, these behaviors shall be taught and reinforced at the Gila Valley Learning Center.

B. Definitions

1. **Absence:** An absence takes place when a student fails to report during the assigned time.
2. **Institutional Present:** An absence that has been made up.
3. **Absence Limit:** Students at Gila Valley Learning Center agree to maintain 100% attendance.

C. Regulation

Students will utilize a time-card system to report attendance. When a student arrives at school they will 'clock-in' and when they leave they will 'clock-out'. Students who fail to use the time card may not receive credit for time attended. During each five-hour session students will be allowed one fifteen (15) minute break 'on-the-clock'. This break will occur at the Directors discretion three hours after the student 'clocks-in'. Students who are not back to work after the break is over will be 'clocked-out' as of the beginning of the break, and will have to 'clock-in' when they return.

All absences and tardies must be made up. Students must maintain at least 96% attendance to remain in the program. Attendance is recorded on a weekly basis. Students are allowed only three weeks in a semester with weekly attendance below 96%. Students who fail to attend 96% of the time three weeks in a semester may be required to withdraw from school for six (6) weeks. A goal of GVLC is to foster a work environment similar to real life. At the workplace, in most situations an employee who consistently fails to show up is not going to be successful.

Remember: Make-up time should be thought of as OVERTIME. If you do not have your regularly scheduled school hours in, you will not receive credit for make-up time.

Friday School

Friday make-up session: Students must arrive between 8am and 12:am – Lab will remain open until 2:00 pm for students already present.

Friday is designated make-up day for any missed time—either through an absence, a tardy or leaving the premises before the end of a session. A student who is having trouble staying on task or who is disturbing the learning environment might also be asked to leave and return on Friday to make up that time. In such case, a parent will always be notified of the situation.

Using Fridays for this purpose makes it much easier for the student to make up missed time and allows working students to schedule make-up time so as not to interfere with work schedules. There will only be one session on Friday and students from both the morning and the afternoon weekly schedules will attend at the same time. Teaching staff will be unavailable for intensive student tutoring.

Remember: Keep Friday from 8-2 available for make-up time. Do not schedule yourself at your place of employment during these hours. KEEP IT FREE!

D. Making Up Missed Time

The Gila Valley Learning Center relies on a perfect attendance policy to maintain its flexible schedule. Students who miss time are required to make up the time they miss. Student absences are made up most recent absence first. This means that if a student is absent on Monday and again on Tuesday and then comes in on Friday to make up the time the Tuesday absence is made up first and the Monday absence remains.

Students have two weeks to make-up absences before consequences become necessary. After three weeks a student with an unacceptably high number absences, may be automatically withdrawn from the Learning Center (students under 16 will be transferred back to the Pima High School as per their student contract). Any student over 16 wishing to enroll into Pima High School as a mid-semester transfer will be reviewed based on the following criteria: First, grade level capacity; second, passing transfer grades; third, graduation progress; and finally, prior behavior concerns, suspensions, and expulsions.

E. Probationary Attendance Contract

Students, who fail to achieve a weekly attendance level of 90% for three weeks in a semester, may, at the Director's discretion, be offered a Probationary Attendance Contract. This contract requires students to attend 25 hours a week (5 hours each day) for as many weeks as it takes to raise their overall percentage over 95%. Students who violate the Probationary Attendance Contract will be withdrawn and may reapply after six weeks. Students who fulfill the provisions of the Probationary Attendance Contract will not be eligible to receive another Probationary Attendance Contract within the same semester.

F. Transportation

Students of the Gila Valley Learning Center are responsible for providing their own transportation to and from the learning center. Once they have arrived for classes, ***students are not to leave campus or reenter their vehicle until lunch or end of the school day.*** ANY student leaving campus for any reason must first clock-out. Students who leave without doing so will be considered ditching.

Gila Valley Learning Center students are to park in front of or on the south side of the learning center. Any vehicle parked anywhere else without specific permission is subject to being cited by law enforcement and/or towed at the owner's expense.

VI. SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES “NO PASS...NO PLAY”

The Pima Unified School District believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience.

Extracurricular activities are defined as all activities for which no credit is earned (including interscholastic competition).

Scholastic eligibility criteria to determine student participation is as follows:

1. The Director will designate any student who is not on schedule to complete their coursework on or about the 4 1/2 week period and at the end of the 9-week period ineligible. A student who is designated ineligible at two consecutive checks will be ineligible at least until the teacher removes the student’s deficiency. (A minimum of one week will be necessary to prove that the deficiency has been removed.) However, if the student’s grade drops again to an “F” during this grading period, the student will remain ineligible until the next regular grade check.
2. The director or designee will notify a student of his/her ineligibility status as soon as possible following the ineligibility certification. The student becomes ineligible to participate in any extracurricular activity as soon as the student is notified and the administrator certifies ineligibility.

During the period of ineligibility the student will not be allowed to participate in any scheduled extracurricular activities, but may continue to practice with his/her extracurricular organizations, clubs, and teams. An ineligible student may NOT travel with club or team.

3. The director or his designee will provide follow-up written notice of the date of certification to each student declared ineligible and to his/her parents or guardian. Notification procedures will protect the privacy of each student.
4. Credits earned in a summer school program will be applied to the previous spring nine weeks grading period of the completed school year. The student’s summer school courses must meet graduation requirements, and the grade must be recorded on the student’s permanent record in order for the school to certify the student’s eligibility to participate.
5. Students participating in high school interscholastic athletics are required to submit evidence of being physically fit as verified by a physician. A physical exam form and all other required paperwork must be presented to the athletic director and be on file before a student is permitted to practice with a team. A new physical exam must be done every year.

It is also noted that to be able to participate in extracurricular athletics, a student must have on file a copy of his/her birth certificate, current physical by a physician, proof of insurance, AIA Brain Book certificate, and signed drug testing consent form.

6. If a student is absent from school, the student will not be allowed to participate in any extracurricular function the evening or the day the excused or unexcused absence occurred. A student must be in attendance for at least one-half of the school day (2.5 hours) of an activity/game or on the day prior if a game is on a Saturday, holiday, or vacation. Also, participation in weeknight games is not an excuse for absence the day following the game.

The responsibility for the enforcement of this rule rests with the coach/teacher in charge of the activity. If it is felt that justifiable reason exists to make an exception to the rule, the principal in accordance with A.I.A. regulations will make the final decision.

7. Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extracurricular activities until such time his/her behavior warrants reinstatement.

VII. OTHER SCHOOL GUIDELINES, REQUIREMENTS AND REGULATIONS

A. Dress Code

Students are expected to keep themselves well groomed, neat and modestly dressed at all times. Any form of dress that is distracting or disruptive in appearance and detrimental to the purpose of the school will not be allowed.

No policy can address all situations, but the following guidelines are to be followed.

- Shoes must be worn at all times. Bedroom slippers and pajama pants may not be worn.
- Hats, caps, bandannas, hoods, or any headgear shall not be worn in school buildings during school hours unless a teacher or administrator deems it temporarily appropriate to help meet an academic purpose.
- No attire may be worn or displayed that suggests identification or affiliation with gangs, cults, or drug cultures at school or school activities.
- Clothing, jewelry, or printing on attire that emphasizes drugs, alcohol, tobacco, violence, sex, nudity, and/or vulgar or suggestive statements shall not be worn or displayed.
- Spaghetti Straps: may not be worn unless covered with an opaque, non-see-through over-shirt. Straps must not be visible at any time.
- Tank Tops: may only be worn as an under-shirt. If visible through a see-through blouse, tank top must be at least 3 inches wide as it crosses the shoulders and no less than 6 inches wide at the smallest part of the back.
- Crop tops: may only be worn over another shirt that is in complete compliance with the dress code.
- See-through blouses: may only be worn if the undershirt follows the 3-inch shoulder seam rule.
- Plunging necklines: students must wear clothing that modestly covers cleavage.
- Muscle Shirts: are not allowed.
- Bare Midriff Shirts: are not allowed. Young ladies may wear shorter tops that reveal the waistband as long as there is an undershirt that is tucked in. (Rule of thumb – while standing straight up, extend both arms fully upward, if the midriff area is still covered, the top is sufficiently long enough.
- Shirts in general must cover the shoulders, both sides of the torso under the armpits, and the midriff.
- Excessively baggy or saggy pants are not allowed. Pants must be worn on the natural hip (measured at the hipbone).
- No underwear should be showing. This includes bra straps across the shoulders, down the back, across the front, and under the armpits. This also includes waistbands.
- Shorts and Skirts should be no shorter than Four (4) inches above the kneecap. Pants may not have any skin or underwear revealing holes above mid-thigh.
- Chains as belts, or hanging from the hip are not permitted.
- No sunglasses may be worn in the classrooms or school buildings without a doctor's note.

Special clothing or safety items may be required in some classes to prevent a hazard to the health or safety of the student.

DRESS CODE EXAMPLES

Shorts may not be shorter than **4 inches above the top of the kneecap**. Spandex shorts are not allowed. Skirts and/or dresses may not be shorter than **4 inches above the top of the kneecap**. This includes slits in dresses and skirts. No “saggy” or over sized pants will be accepted.



Unacceptable



Acceptable

All jersey's, dresses, skirts, shirts, blouses, or tops **must have a 3-inch shoulder seam and cover the ENTIRE midriff**. Halter, backless, string ties, crop tops, and tank tops are not permissible. No large arm holes and/or gaping parts that expose the back and/or sides will be allowed unless an appropriate shirt that meets the dress code is worn underneath.



Unacceptable



Acceptable



Sheer/see-through blouses/tops, fishnet, see-through jerseys are not allowed, unless t-shirts with sleeves or tops with a 3-inch shoulder seam is worn underneath.



Unacceptable



Acceptable

Determination of appropriate dress rests with the administration. When the mode of dress does not meet what is expected the following will occur:

1. First offense: Student will be asked to change clothes and be given a verbal warning.
2. Second offense: Student will be sent home. (Time must be made up)
3. Subsequent offenses: Student will be asked to withdraw from program.

Note: The time that a student is out of class due to changing clothes may be considered to be unexcused, per administrative discretion.

B. Health Records

Students must have health and immunization records on file in the office. Students **WILL NOT** be admitted into school until these records have been presented and are on file.

C. Release of Student to Legal Custodian

At the time of school admission, the parent or guardian must complete the student's permanent record form, which will identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the building principal or his designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, or does not provide appropriate authorization the principal or designee may refuse to grant the release.

If in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal or designee, such change shall immediately be entered on the student's permanent record.

D. Illness During School Hours

If a student becomes ill during the school day, he/she should notify the director. If necessary, the district school nurse will be called. Students will not be permitted to go home until a staff member has

contacted a parent/guardian or a responsible adult, and that person accepts the responsibility for the student.

Under no circumstances should a student stay in a restroom for an extended time, or leave for home without proper authorization from the office. Such action will be considered a ditch from class and warrants disciplinary action.

E. Food and Drink Limitations

No food or drinks other than water are allowed in the classrooms unless permitted by the administration for previously arranged meetings or activities.

F. Automobile and Traffic Regulations

Students who drive to school are expected at all times to abide by state, county and city traffic laws. Those who break the law will be referred to the proper authorities.

The privileges to drive or park on our campus will be revoked for careless or discourteous driving. Cars are not to be used as lockers for books or other material. Students are to use their cars only when arriving at or leaving campus. **Gila Valley Learning Center students are to park in front of the learning center.** Vehicles parked on the street are on school property however; the town has a right of way for the street and utilities. Violations of these rules may result in disciplinary action, including the loss of driving privilege and the towing away of the vehicle (at the owner's expense).

G. Technology Resources/Internet

Inappropriate use of technology resources/internet may result in cancellation of use of information services and/or appropriate disciplinary action. (Misuse may come in many forms but can be viewed as any message sent or received that indicates or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.)

H. Emergency Evacuation of Building

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building would be safely evacuated in the event of an emergency. State law requires fire and other emergency drills and students are expected to fully cooperate.

Students should be familiar with the exit route for emergency evacuation in each of his/her classrooms. These are posted in each classroom. In the event of an emergency or drill it is the student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. Students are not to go to their lockers, get a drink, or go to the restroom during an evacuation.

Any student not cooperating with the procedure will be subject to disciplinary action.

I. Check Cashing Policy

The office personnel WILL NOT cash personal checks. Further, the office personnel WILL NOT make change for students for any reason.

J. Roller-skates and Skateboards

Gila Valley Learning Center does not allow roller blades and/or skateboards on the school campus. This policy has the best interest and health of our students in mind.

K. Electronic Devices

The school is NOT responsible for the loss/theft of any electronic device. If a student brings such an item to school, they do so at their own risk.

L. Headphones

The Gila Valley Learning Center recognizes that for many students listening to music is an effective strategy for blocking out distractions. **Students are encouraged to bring their own headphones.** To facilitate this strategy a limited number of headphones are available for student use. Students wishing to borrow headphones must sign them out at the beginning of their shift and return them at the end of their shift. Headphones that are damaged or destroyed will need to be replaced by the student responsible for the damage.

M. Cell Phones

Gila Valley Learning Center has determined that cell phones have limited or no educational value, and their use can be distracting to the learning environment. **It is the school's intent to eliminate distractions of any kind caused by cell phone use during class time.** Therefore, student possession of cell phones at Gila Valley Learning Center is only allowable subject to the following rules and regulations:

- Cell phones are to be **powered off** during class time. **Students are now required to turn in their cell phones to be counted present for attendance.**
- Cell phone usage is only allowed before and after school, during lunch period, and during break.
- Cell phone usage is strictly prohibited in locker rooms, restrooms, and shower facilities.

Failure to abide by the rules and regulations of this policy will result in the following consequences:

1st Offense: Device confiscated and turned into office by the teacher and picked up at the end of the day by the parent.

2nd Offense: The GVLC Director or district administrator may make the decision to return the phone to a parent or student following the regular school day. Additional offences will follow the discipline process outlined in the handbook. The student will follow the discipline process outlined in the GVLC handbook.

Repeat Offenses: Additional offences will follow the discipline process outlined in the handbook.

The school district will not be responsible for lost or stolen personal electronic devices.

Refusal to surrender your phone upon violation of this policy will result in removal from class and possible suspension from school.

N. Care of School Property

No students shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students shall be subject to disciplinary action as deemed appropriate by the administration for willful destruction of school property.

In instances in which a student engages in conduct that results in damage to district property, the district may institute formal charges for the purpose of having the court order the student, or his parents, to make full or partial restitution to the district in accordance with law.

O. Visitors

No visitors are allowed.

P. Released Time

While the school provides for released time, students are still under the same strict attendance and behavior rules as set forth in this handbook. Any deviation from stated regulations may result in the student losing his/her release time privilege and/or being subject to school disciplinary procedures. This applies to students released to attend seminary classes. Any student on release time should not be on campus.

Q. Withdrawal from School

No student will be permitted to withdraw from school unless he presents a note signed by his parents or guardian giving him/her permission to do so. The student should have a conference with the Director to discuss the reasons for withdrawal and the possible solutions to the problems.

R. Student Health and Safety

Students are expected to practice safety and good hygiene at all times. Including, but not limited to the following:

- No piercing of any kind on one's self or another student while at school.
- No tattooing of one's self or another student.
- Do not intentionally inflict any wounds, scratching, bites, etc., upon one's self or another student.
- Wash hands after using the restroom.
- Take precautions before coming in contact with blood or other body fluids.
- Always report injuries of any kind to an adult, teacher, administrator, etc.

Intentional violation of good health and safety practices will result in disciplinary action, per administrative discretion, and reporting to proper legal authorities will occur.

VIII. STUDENT SERVICES

A. Guidance and Counseling

Personal and professional counseling is available to all students. The GVLC school counselor maintains an up-to-date file on career data, college entrance information and scholarship material. Learning Center students should feel free to contact the GVLC school counselor to discuss any of these materials.

The counselor will assist students in test interpretation, career information and orientation, scheduling, assisting students with personal problems, college advisement and placement, follow-up studies and curriculum development.

B. Administering Medicine to Students

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the Learning Center will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given, or as needed by doctor's orders.

2. There must be written permission from the parent to administer the medicine to the child. Appropriate forms are available from the school office.
3. The medicine must be turned over to the office staff upon arrival at school and placed in the vault. The office staff will disperse the medicine to the student, as needed.

IX. ACADEMIC PERFORMANCE

A. Purpose

Students enrolled at the Gila Valley Learning Center are engaged in an active course of study. The program offered provides a useful alternative for some students, however not all students will benefit from participation in the program. To identify those students which are not being successful two sets of criteria will be assessed. Based on performance on these criteria decisions will be made about the student's future at the Gila Valley Learning Center.

B. Criteria

The criteria that will be used fall into two categories, weekly and quarterly. Students will receive regular notification of their performance on these criteria. In addition parents will be notified when a student's performance jeopardizes their enrollment.

1) Weekly Criteria

- Number of Lessons Completed – Each week students will receive a report showing how many lessons they completed during the previous week. If this report indicates that the student completed fewer than the school wide average number of lessons for that week, *and* they did not complete more lessons per day than the previous week, they will fail to achieve on this criteria.
- Average High Score on Lessons – Each week students will receive a report showing the Average High Score they received for the work they did the previous week. If this report indicates that they scored lower than the school wide average high score for that week, *and* they did not perform better than the previous week, they will fail to achieve on this criteria.
- Academic Probation – Students who fail to achieve on *either* of the weekly criteria for two weeks in a row will be placed on Academic Probation.

2) Quarterly Criteria

- Number of Credits Completed – Each three weeks students are expected to complete one half-credit course. Students who fail to complete at least two half-credit courses each nine weeks will have failed to achieve on this criteria.
- Academic Probation – Students who fail to achieve on this criteria will be placed on Academic Probation. The student will remain on Academic Probation until they raise their number of completed credits to the necessary level.

3) Academic Probation

- Students on Academic Probation will not be eligible for extracurricular activities.
- Students on Academic Probation will be required to maintain 100% attendance each week.
- Students on Academic Probation will be required to meet twice a week with a staff person to go over their progress and ensure that they are moving off Academic Probation.
- Students who remain on Academic Probation for more than six (6) consecutive weeks or for any nine (9) weeks in a semester will fail to maintain their enrollment.

IX. STUDENT’S RIGHTS, RESPONSIBILITIES, CODE OF CONDUCT, AND SCHOOL DISCIPLINARY POLICIES AND PROCEDURES

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons their age and maturity. Each student is obligated to respect the rights of classmates, teachers and all other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

Students who violate the rights of others, or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures. These measures are designed to correct misconduct and to promote adherence to the responsibilities of citizens in the school community.

Learning Center students, thought of by themselves and others as young adults, must be mature enough to act as adults. If they choose not to follow adopted policy, they must be ready to accept the consequences. Because attendance at the Gila Valley Learning Center is a privilege violation of certain rules carries a more strenuous consequence than is found at the Gila Valley High School.

A. Code of Conduct

The Student Code of Conduct applies to students in the following situations:

1. On the school ground immediately before, during, and after school hours.
2. On the school grounds at any other time when the school is being used.
3. Off the school grounds at a school activity, function, or event.
4. On the way to and from school on district provided modes of transportation or on a school activity.
5. GVLC students are not to be on the elementary, junior high, or high school campuses. GVLC student may be on the Pima High School campus if they have a scheduled CTE or EAC course, or they are participating in an approved, scheduled extracurricular activity.

It is essential to remember that the purpose of Gila Valley Learning Center is to provide an optimum environment where learning can take place. No behavior will be permitted which will prevent other students from obtaining the most from their educational opportunities as students at Gila Valley Learning Center.

The consequences can range from a verbal warning to expulsion from school, depending upon the nature of the violation. It is the School Board’s desire that student discipline be progressive. It is also the Board’s desire that a teacher/administrator take into account all other relevant factors in determining an appropriate penalty.

The range of penalties that may be imposed for violations of the code of conduct include, but are not limited to:

Verbal warning	Written warning
Written notice to parents	Counseling
Probation	Expulsion
Suspension from athletic participation	Off-campus suspension
Suspension from extra curricular activities	Involuntary transfer
Suspension from social activities	Saturday school
Notification of civil authorities	

These penalties may be imposed either alone or in combination.

B. Off-Campus Suspension

Off-campus suspension can be assigned for one to nine days. A suspended student is not to be on school campus during the time period of his/her suspension. All schoolwork missed during the time of suspension cannot be made up for credit. A student is encouraged to do the schoolwork, however, to keep up with the course content and to minimize the negative effect on his/her grades.

A suspended student is not to participate in any extracurricular activity during the time of suspension.

Gila Valley Learning Center Students over age 16 will be withdrawn from the Learning Center in accordance with the Student Contract in lieu of Off-campus suspension. At the time of their withdrawal the student with his or her parent should conference with the Director to discuss when the student may reapply for re-admittance.

Long-term suspension means that a student is suspended for 11 or more days, up to the end of the current semester. Generally, long-term suspension will result in the withdrawal of the student from school, as credit will not be attainable.

C. Expulsion

Expulsion is for a minimum of one calendar year.

A student who knowingly disrupts the orderly process of the school will be subject to disciplinary action. Students in the Gila Valley School District may be recommended for expulsion from school for any one or more of the following offenses among others:

1. Willful destruction of school property.
2. Public usage of vulgar or profane language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.
3. Using or threatening to use a dangerous weapon on another student or staff member.
4. Assault on a student or staff member.
5. Theft or forgery.
6. Possession, usage, or pushing illicit drugs or drug paraphernalia.
7. Extreme behavior problems at school.

NOTE: Please be advised that violation of the civil law, especially the possession or consumption of alcohol and/or drugs will result in the student being turned over to the appropriate law enforcement agency and may result in suspension or expulsion with attendant loss of credit.

D. Specific Disciplinary Actions for Certain Violations

(It is noted that the administration reserves the right to call the SJPD in reference to the below listed violations. It is also noted that violations of rules contained in this section are cumulative for the entire school career of a student at Gila Valley Learning Center.)

1. Student Alcohol/Drug Abuse

For purposes of this policy, “drugs” shall include, but not be limited to:

- a. All dangerous controlled substances prohibited by law.
- b. All alcoholic beverages.
- c. Any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy.

- d. Hallucinogenic substances.
- e. Inhalants.

Possession and/or use or being under the influence of alcohol, controlled substance or drug paraphernalia shall result in the following consequences:

- 1st Offense: Students over age 16 will withdraw from the Learning Center. Prior to being considered for re-admission the student must provide proof of substance abuse counseling. Students under age 16 will receive 9 days off-campus suspension, or if the student and parent agree, the following penalty will be assessed: 5 days off-campus suspension and 2 days Saturday School detentions and substance abuse counseling by a certified counselor. Parents must show the administration proof of continued counseling throughout the time period determined by the certified counselor as being necessary. The fee for the counseling is to be paid for by the student.
- 2nd Offense: A 2nd offense of this policy, which occurs anytime a student is enrolled at GVLC, not just during the school year of the 1st offense, will result in recommendation to the school board for expulsion (NOTE: Expulsion by the School Board will prevent the student from enrolling in any school in the district, not just the Learning Center).

The above discipline will be imposed independent of court action. In all instances involving controlled substances, the director will report the matter to the proper legal authority.

Student Breaks – Gila Valley Learning Center allows high school students to leave campus during their break time. Where there is evidence that students have engaged in activities covered under this section that would be punishable if they had occurred at school the student is subject to the same consequences when they return to school.

2. Smoking/Possession of Tobacco Products

Students under the age of 18 who are using or possessing Tobacco products including cigarettes, cigars, chewing tobacco, loose tobacco or cigarette papers will be subject to consequences.

1st Offense: 1-day off-campus suspension or tobacco cessation counseling.

2nd Offense (over 16): Student will withdraw from Learning Center.

2nd Offense (under 16): 3 days off-campus suspension with parent conference and referral to Juvenile Probation Office.

3rd Offense (under 16): Long-term suspension or expulsion.

3. Possession of Dangerous Weapons

(Firearms, clubs, chains, firecrackers, large knives, etc.) No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R. S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be subject to disciplinary actions, including, but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

Weapon means any of the following:

- A firearm.
- A knife, other than a folding pocket knife that has a blade length of not more than 2 ½ inches or that does not have a mechanism by which the blade can be locked in a open position (regardless of blade length).
- A destructive device.
- A dangerous instrument.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

For violations of the weapon policy (excluding firearms) for possession only:

1st Offense (16 and over): Student will withdraw from the Learning Center.

1st Offense (Under 16): Confiscation and written warning. Weapon will be returned to parent/guardian only.

2nd Offense (Under 16): Confiscation and 1-3 days off-campus suspension.

3rd Offense (Under 16): Confiscation and a minimum of 3 days off-campus suspension or up to a long-term suspension/expulsion per administrative discretion.

For violations involving possession of firearms or using or threatening to use any weapon:
Each offense: Long-term suspension or expulsion. It is noted that Gila Valley Police Department may be called for any violation of the weapons policy per administrative discretion.

4. Fighting

1st Offense (16 and over): Student will withdraw from the Learning Center.

1st Offense (Under 16): Written warning.

2nd Offense (Under 16): 1-3 days off-campus suspension.

3rd Offense (Under 16): Minimum of 3 days off-campus suspension or up to a long-term suspension/expulsion per administrative discretion.

5. Assaults Against Another Person

1st Offense: (16 and over): Student will withdraw from the Learning Center.

(Under 16): 2-5 days off-campus or Saturday School, per administrative discretion.

2nd Offense: Same as second offense for fighting.

It is noted that Pima Police may be called when a fight or an assault occurs per administrative discretion.

6. Improper Language

1st Offense: Conference with Director

Subsequent offenses: Administrative discretion.

7. Improper Language (directed towards school employee)

Each Offense: Conference with Director

Subsequent offenses: Administrative discretion.

8. Public Display of Affection (other than hand-holding)

Each Violation: Conference with Director

Subsequent offenses: administrative discretion.

9. Sexual Harassment

All individuals associated with the Learning Center, including, but not necessarily limited to, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, per board policy ACA.

10. Disruption of the Educational Process

Each offense: Administrative discretion ranging from parental conference to expulsion.

11. Plagiarism/Cheating

Each offense: Administrative discretion ranging from a verbal warning to expulsion.

12. Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school.

Definitions:

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

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

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions:

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

13. Bullying/Harassment

A.R.S. § 15-341 and the newly passed H.B. 2368, requires school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops, and at school sponsored events and activities.

The administration of Gila Valley Learning Center will handle all reports of such behavior (from students, staff, or parents) and investigate all situations thoroughly. Disciplinary procedures for students who are found guilty of harassment, intimidation, or bullying will be carried out ranging from warning to expulsion per administrative discretion. It is also noted that law enforcement will be brought in where necessary.

E. Excessive Disciplinary Infractions for Improper Behavior

(Infraction is defined as any need for disciplinary actions that result in at least a detention).

The following disciplinary procedures will occur for any infractions or combination of infractions. Infraction incidents will accumulate on a yearly basis, not by semester:

5th Incident: Parents notified.

8th Incident: Parents notified.

10th Incident: Parent conference will be required.

12th Incident: Parents notified and Saturday School will be assigned.

14th Incident: Student suspended out of school at least one day and parent conference will be required.

15th Incident: Long-term suspension and/or loss of credit or recommendation for expulsion.

F. Student's Right to Due Process Procedure

Enrollment at the Gila Valley Learning Center is contingent on living up to the standards laid out in the Student Contract. Prior to enrollment all students agree to submit to the policies laid out in this handbook, and they agree to voluntarily withdraw from the Learning Center when they can not abide by the requirements of the program as described above.

For Due Process/Student Rights (Off-Campus Suspension)

1. Informal meeting with principal or designee prior to suspension. This meeting may include parent(s) if desired.
2. Student presented with charges, evidence and witnesses, if any, against him/her.
3. Student given opportunity to deny charges, rebut evidence.
4. Unfavorable decisions may be appealed to superintendent.

For Recommendation from the principal and superintendent to Expulsion Board of Education:

(No longer a student of the respective school)

1. Right to be present at Board of Education hearing.
2. Right to counsel.
3. Right to observe evidence.
4. Right to question witnesses.
5. Right to present evidence.
6. A record of the hearing will be kept.
7. The findings of the Board shall be reduced to writing and sent to student and parent.

X. The School's Rights & Responsibilities in Conducting Searches & Interrogations

1. Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists, or that it has been used in an illegal manner.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remains the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and school personnel may inspect lockers, desks, storage areas, etc., at any time with or without reason, or with or without notice.)

2. Interrogations

The School District has legal custody of students during the school day and during approved curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials.

When possible, the parents of a student to be interrogated will be contacted before the interrogation. During the time a student is being interrogated in school by a police officer or other outside officials, the jurisdiction of the student resides with the District and its employees. A parent or school administrator may be present during these interrogations. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every

reasonable effort to make sure parents have been notified that a child has been taken into custody and/or has been interrogated by legal authorities. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

APPENDIX I – PROGRAM OF STUDY

Course Offerings (number of credits required in parentheses-see notes below):

English (4)

English I A
 English I B
 English II A
 English II B
 English III A
 English III B
 English IV A
 English IV B
 *English Lit. I
 *English Lit. II
 *English Lit. III
 *English Lit. IV

Science (3)

Biology A
 Biology B
 Chemistry A
 Chemistry B
 Earth Science*
 Physical Science A
 Physical Science B
 Physics A
 Physics B
 Environmental Science A
 Environmental Science B

Math (4)

Algebra IA
 Algebra IB
 Algebra IIA
 Algebra IIB
 Financial Math
 Concepts in Probability & Statistics
 Geometry A
 Geometry B
 Intermediate Algebra A
 Intermediate Algebra B
 Math Models w/Applications
 Pre-Calculus A
 Pre-Calculus B
 Trigonometry

Social Studies (3)

Economics
 Human Geography A
 Human Geography B
 Modern World History A
 Modern World History B
 US Government
 US History A
 US History B
 World History/Geography A
 World History/Geography B

Electives (8)

Anthropology*
 Art Appreciation*
 Career Essentials*
 Health*
 Humanities I*
 Humanities II*
 Lifetime Fitness*
 Personal Finance*
 Psychology*
 Sociology*

Note – All classes are half credit classes

* - Denotes credit recovery or elective courses offered through the A+ software.