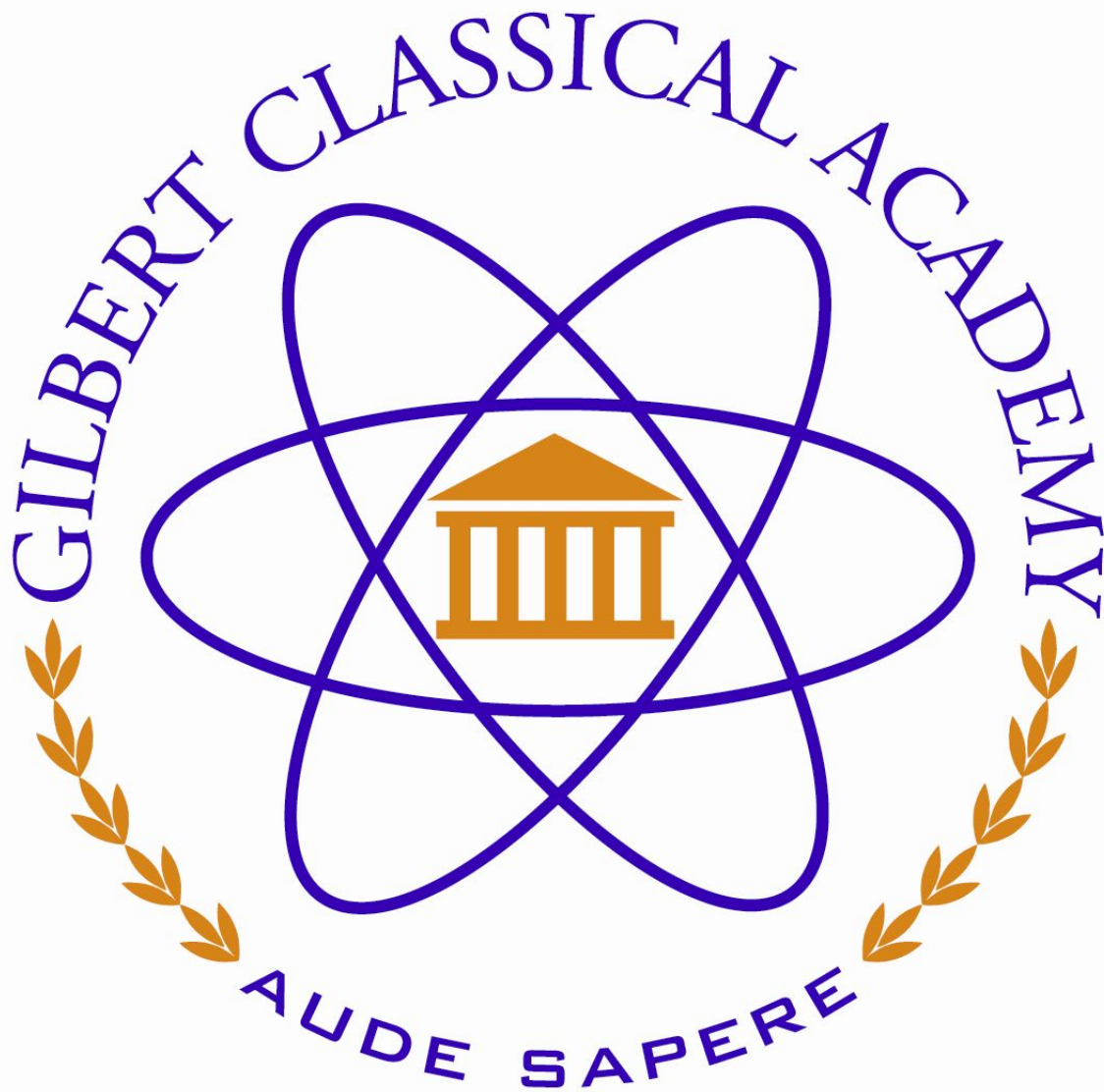


GILBERT CLASSICAL



2017-2018 Academy Handbook





Welcome Letter from the Executive Director of Secondary Education

Dear Parent/Guardian,

Welcome to Gilbert Public Schools!

We are excited that you have selected our District as the school choice for your children. Our goal is to provide you and your family with the best educational experience possible and work together to ensure a safe, healthy, and engaging learning environment.

We have created this Student Handbook in order to provide valuable information that will assist you in your educational journey this year. We want to partner with you in creating a safe and exciting place to learn and grow, and have set high behavioral expectations for all our students to follow. Please read and discuss this Student Handbook with your child and return the “Awareness Contract” to your child’s school. By completing this contract, we know that you and your child understand what is expected, so that time can be spent at school focused on teaching and learning.

Please visit our District website, www.gilbertschools.net for additional information.

The start of the school year is an exciting opportunity for all of us to work together. We look forward to a fantastic year!

Sincerely,

Marcie Taylor
Executive Director of Secondary Education

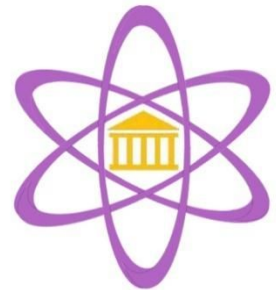
Dear Student:

The Gilbert Classical Academy is one of the most exciting and innovative schools in the nation. Currently ranked the number 10 school in the nation and number 3 in the state by U.S. News and World Report. The combination of a Classical-style, AP and honors-level curriculum paired with one to one computing technology presents an opportunity for you to receive an excellent education in a small-school environment. As a member of the highly successful Gilbert Public Schools, the GCA promises to provide you and your family with an exemplary educational program, exciting athletic competition, superior performing arts instruction, and a culture of acceptance and understanding. In addition, we enhance the GPS tradition of the Six Pillars of Character by promoting the GCA Ten Traits of Virtue. The faculty, staff and administration are committed to providing all GCA students with a challenging, rich, and relevant education experience that will prepare them for university study and a lifetime of learning.

Sincerely,

Mr. Dan Hood

Principal



The Mission & Vision of **Gilbert Classical Academy**

GCA Mission Statement

Gilbert Classical Academy is committed to developing students of impeccable character who embrace a passion for learning by gaining a solid foundation of knowledge through a rigorous, classical curriculum. Utilizing the Socratic method of instruction, students are empowered to think critically, work collaboratively, and prepare for lifelong learning.

GCA Vision Statement

The vision of Gilbert Classical Academy is to prepare students for success at a college or university by fostering the development of each student's academic and social potential.

- Gilbert Classical Academy is part of the Gilbert Unified School District #41
- The school opened in 2007 serving 200 Students in Grades 7-9
- At the start of the 2017 school year there were 579 students in grades 7-12

Gilbert Public Schools Student Handbook

This Handbook is intended to supplement the GPS Student Handbook that is available to all students and parents/guardians on the District's website (www.gilbertschools.net) or the GCA Administrative Offices.

GCA Ten Traits of Virtue

Responsibility

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

Perseverance

Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with failure.

Caring

Showing understanding of others by treating them with kindness, compassion, generosity and a forgiving spirit.

Self-discipline

Demonstrating hard work controlling your emotions, words, actions, impulses and desires. Giving your best in all situations.

Citizenship

Being law-abiding and involved in service to school, community and country.

Honesty

Telling the truth, admitting wrongdoing. Being trustworthy and acting with integrity.

Courage

Doing the right thing in face of difficulty and following your conscience instead of the crowd.

Fairness

Practicing justice, equity and equality. Cooperating with one another. Recognizing the uniqueness and value of each individual within our diverse society.

Respect

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated. Understanding that all people have value.

Integrity

A firm adherence to a code of especially moral or artistic values. Being honest, trustworthy and incorruptible.



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A Spanish version as well as a copy of the Student Handbook is available upon request

BELL SCHEDULES

MONDAY/NON PLC WED/FRIDAY
BELL SCHEDULE (50 MIN. CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	8:20
2	8:23	9:13
4	9:16	10:06
5	10:09	10:59
6 <i>JH LUNCH</i>	11:02	11:52
7 <i>HS LUNCH</i>	11:55	12:45
8	12:48	1:38
9	1:41	2:30

PLC (WEDNESDAY)
BELL SCHEDULE (42 MIN CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	8:12
2	8:15	8:57
4	9:00	9:42
5	9:45	10:27
6 <i>JH LUNCH</i>	10:30	11:12
7 <i>HS LUNCH</i>	11:15	11:57
8	12:00	12:42
9	12:45	1:27
PLC(FACULTY ONLY)	1:30	3:00

EARLY RELEASE (GRADING DAYS)
BELL SCHEDULE (31 MIN CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	8:01
2	8:04	8:35
4	8:38	9:09
5	9:12	9:43
6/ 7 <i>CLASS ONLY</i>	9:46	10:17
8	10:20	10:51
9	10:54	11:25

TUESDAY/THURSDAY
BELL SCHEDULE (48 MIN. CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	8:18
2	8:21	9:09
3 <i>SPARTAN TIME</i>	9:12	9:24
4	9:27	10:15
5	10:18	11:06
6 <i>JH LUNCH</i>	11:09	11:57
7 <i>HS LUNCH</i>	12:00	12:48
8	12:51	1:39
9	1:42	2:30

ASSEMBLY SCHEDULE
BELL SCHEDULE (42 MIN. CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	8:12
2	8:15	8:57
4	9:00	9:42
5	9:45	10:27
6 <i>JH LUNCH</i>	10:30	11:12
7 <i>HS LUNCH</i>	11:15	11:57
8	12:00	12:42
9	12:45	1:27
ASSEMBLY	1:32	2:30

EARLY RELEASE (GRADING DAYS) ASSEMBLY
BELL SCHEDULE (21 MIN CLASSES)

<i>CLASS PERIOD</i>	<i>START</i>	<i>END</i>
1	7:30	7:51
2	7:54	8:15
4	8:18	8:39
5	8:42	9:03
6/ 7 <i>CLASS ONLY</i>	9:06	9:27
8	9:30	9:51
9	9:54	10:15
ASSEMBLY	10:18	11:25

GCA Phone/Contact List

Main Number 480-497-4034
Fax Number 480-507-1645

ADMINISTRATION	EXTENSION
Principal.....	2613
Assistant Principal/Athletic Director.....	2621
ATHLETICS.....	2621
ATTENDANCE.....	2600
BOOKSTORE/CYBRARY.....	2135/2137
HEALTH OFFICE.....	2606/2610
REGISTRAR.....	2618

TO CONTACT TEACHERS, PLEASE REFER TO OUR SCHOOL WEBSITE:
http://gilbertgca.ss11.sharpschool.com/teacher_pages

GCA PHILOSOPHY

Academic Program

GCA was founded on two main principles - a rigorous, Classical education (based on the Trivium) and integration of 21st century technology via 1-to-1 computing. The goal was to produce students who were prepared to be successful at a four-year college and lead to a lifetime of active learning and a career.

Classical Education

The Trivium - grammar, logic, and rhetoric - are stages of learning as well as foundational disciplines. During the grammar stage of learning (*kindergarten through early adolescence*), teachers provide a rigorous grounding in the "grammar" (or basics) of English, history, mathematics, science, art, and music. Students are required to study Latin for 2 years to enhance this basic understanding.

During the dialectic or logic stage (*early adolescence*), Socratic questioning, logical argumentation, and discursive reasoning come to the fore. Students are required to study Spanish for 2 years as a modern language.

Later, during the rhetoric stage (*later adolescence*), teachers emphasize public speaking, presentations, and a synthesis of the knowledge gained in the various disciplines. All seniors are required to complete and defend a Senior Thesis Project demonstrating mastery of the Trivium.

The GCA curriculum is a unified whole in which the grammar stage prepares students for the logic stage, which in turn prepares students for the rhetoric stage, thus preparing graduates for a lifetime of active intellectual inquiry and citizenship. In addition, GCA takes to heart Plato's observation that the fine arts and athletics play a crucial role in classical education.

Enrollment Goal

GCA's enrollment goal was to have a student body large enough to allow for comprehensive academic and co-curricular programs, yet small enough to provide for personal attention to each student. This was defined as a 2008-2009 enrollment of 270 students in grades 7 through 10, with an eventual enrollment of 750 students in grades 7 through 12.

Co-curricular Activities

GCA offers a program of athletics, fine arts, clubs, and other opportunities to enhance the curriculum allowing students to explore a variety of interests and callings in developing leadership and character.

Facilities

GCA seeks to acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and growth that accommodates the enrollment goal.

Parental/Community Involvement

GCA seeks to provide equal opportunities for parental involvement at all grade levels and to utilize all community resource opportunities that are available.

REGISTRATION

1. Enrollment at GCA

To register at GCA, students new to the GPS District need an immunization record, birth certificate, or other reliable proof of the pupil's identity and age, and completed enrollment form. To ensure proper placement, the student is encouraged to provide a transcript or a promotion certificate from the previous school. The student and parent/guardian shall present these documents to the school's registrar.

OPEN ENROLLMENT PROCEDURES

GCA will determine order of student enrollment by the following criteria:

1. Continuing students of the GCA.
2. Siblings of students currently attending the GCA.
3. Children of current GPS employees at a cap of 20%
4. Students on the GCA Waiting List.
5. Children with parents that are residents of the GPS District and/or all students currently attending a GPS school.
6. Children with parents that are non-residents of the GPS District and are not attending a GPS school.

A lottery will be held to determine order of enrollment based on the above criteria by priority. Once GCA is at capacity, the students will be placed on a waiting list, upon request of the parent/guardian, with students receiving higher priority placed on the waiting list ahead of those with lower priority. Any current waiting lists will carry over from year to year, and will be reassigned on the first day of school, according to priority.

Students can transfer into GCA from another recognized school through the beginning of 9th grade. All High School applications will be screened for suitability of placement. All students entering 9th grade must have completed Algebra 1 before the start of the 9th grade year. High school applications may be denied by administration. The Academy will only accept applications for the upcoming 7th grade each year during the assigned Application Window. Students may not apply for the Academy prior to 6th grade enrollment.

Students may register after they have been notified that their Academy application has been accepted. In the event that the Academy is at maximum enrollment, the student will be placed on a waiting list and notified if a space becomes available.

2. Withdrawal from GCA

To withdraw, a student must report to the registrar for instructions and procedures to be followed. Final clearance will be given when all forms are completed, books, laptop and other school property are returned, and a parent's permission notice is recorded with the registrar.

3. Identification/Activity Card

All students are required to have a photo ID card issued by the Academy they are attending in their possession at all times while on campus and must present it at the request of any faculty or staff member. If the student fails to do so, s/he is subject to disciplinary action. Students are required to have the ID card in their possession at all activities, athletic events and student dances.

4. Schedule Change Procedure

Once the school year begins, schedule changes will only be made for the following reasons:

- missing a period in course schedule, incorrect placement, lacking prerequisite, course needed for graduation, missing a lunch period and completion of pre-approved summer school work.

5. Parent Involvement

We seek to create a place that is a whole community, including students, families, staff, and friends of the school. It is our goal to have a consistent and deep connection to our student's families. Parent involvement is key to student and school success, academically, politically and culturally. Aside from our first quarter parent/teacher conference, we also have a special parent night at the beginning of each year. We also encourage parent involvement through our PTO, talent shows, sporting events and other extra-curricular activities. Our doors are always open to parents and guardians to become an active member of the GCA community.

STUDENT SERVICES

1. Library/Media Services

The Cybrary offers many resources to patrons: books, periodicals, reference works, and computer assistance. Access to online sources is also available to students.

Using the Cybrary: Cybrary hours are from 7:00 a.m. to 3:30 p.m., allowing students to use the facility before and after school. During released time, students may check in for study purposes only. Any student assigned to a class must have a pass from that teacher in order to be admitted. Access may be limited during class research periods.

Checking Out Materials: If students desire to check out any items or materials (maximum three at one time), they must present their school I.D. Most materials are checked out for a period of two weeks, after which time a fine of \$.05 is charged daily. Materials checked out overnight are due before the beginning of first period on the next day; fines are \$.35 per period. Fines and overdue materials must be cleared before students may check out any other materials, receive yearbooks, participate in graduation ceremonies or withdraw from school.

Services: Periodicals (magazines) and textbooks are available for pleasure reading or study. Please note that these materials may only be used in the library or they must be checked out and returned during the same period. Printing services are offered at 25¢ a page for black and white copies and 50¢ a page for color.

2. Health Services

A health assistant is generally available part time to students during scheduled school hours. First aid is the only treatment given to students while at school. In case of emergency, the parent or guardian will be contacted. If the health assistant determines a student is too ill to attend classes, the parent or guardian will be contacted.

Any medication that students must take, either over the counter or under a doctor's direction during school hours must be registered with the Health Office.

Immunizations: The law requires that all students have up-to-date immunization records in the Health Office. If a student received an immunization during the summer, an official record from the student's doctor, previous school or local health department must be turned in to the Health Office before the first day of school.

Chronic Illness: If a student's attendance will be affected by a chronic condition or accident, please contact the Nurse for necessary forms at the beginning of the school year or when the condition occurs. **These forms must be updated each school year.**

Screenings: Various screenings will be scheduled through the Health Office during the school year. These will include vision, hearing, and scoliosis.

Please notify the Health Office staff as soon as possible of any phone number or emergency contact number changes that occur during the school year. Please update the Health Office staff if your child has any major changes in their general health status during the school year.

3. Counseling Services

Counseling services help students to personalize their education, prepare for their college and career aspirations and to maximize opportunities available upon graduation. Services provided help every student to develop ECAP's in accordance with State Board Rule # R7.2-302.5. An ECAP reflects students' current plan of coursework, career aspirations, and extended learning opportunities. Guidance lessons on career, college and academic planning, individual conferences, workshops, and counseling will facilitate access to college representatives. Counseling will ensure that all students have the academic, career, and personal/social skills they need to be successful. Academic support and interventions, college and career advisement, scholarship workshops and a monthly College and Scholarship Bulletin will be provided in the Counseling section of the GCA website..

4. Special Education

GCA complies with the Individuals With Disabilities Education Act (IDEA) and related State laws pertaining to students with disabilities. Parents/guardians or students may contact the Principal regarding any special education matters.

5. Students with Disabilities Covered By Section 504

GPS will identify, evaluate and provide appropriate accommodations and services to students who qualify for the protections of Section 504 of the Rehabilitation Act. [DL1] GCA's Section 504 Coordinator is Dan Hood, and may be reached at 480-497-4034. The Section 504 grievance procedure is located in the GPS Student Handbook.

6. Cafeteria

GCA is proud to provide hot lunch for all students, as well as a limited breakfast menu prior to 7:30 am.

The National School Lunch Program, administered by the USDA, requires that meals meet specific nutritional standards. Lunches must provide, on average over each school week, at least 1/3 of the daily RDA (Recommended Dietary Allowances) for protein, iron, calcium, and vitamins A and C. The menu must have no more than 30% of calories from total fat, including less than 10% of calories from saturated fat. GCA's foodservice staff works diligently to meet and exceed these USDA guidelines for school lunches.

Students should be aware of the following cafeteria policies:

Students will sit in the assigned eating areas with one student per chair, and all food and drink consumption must be within the authorized space.

Students may not sit on counters or tables.

There will be no pushing, shoving, swearing, loud or boisterous talking, whistling, or other inappropriate behavior in the cafeteria.

Students must clean up after themselves.

Students must pay for lunches on a current basis.

Teachers and staff on duty in the cafeteria are in charge. Students are expected to follow their directions.

Violation of the rules of the cafeteria may result in individual or groups being banned from the cafeteria until such time as administration determines they can be readmitted.

Food and drink (water excepted) are not allowed in the classrooms or anywhere else on campus except in the designated areas or by exception situations approved by administration. Gum is not permitted on campus.

SCHOOL ATTENDANCE

Consistent attendance in school is essential to academic success. A student must be in attendance on a regular basis. Students need to arrive at school on time and not leave during the school day for unnecessary business. A student's consistent school attendance is the responsibility of the student and parent. GPS Attendance Policy mandates that a student must be in attendance 90% of the time to receive course credit. In implementing this requirement, GPS has interpreted this to mean that students can be absent no more than ten (10) times during a semester. At ten (10) absences, credit may be withdrawn. Parents are notified by mail of their student's absences on the 5th, 7th, and 10th days. Attempts will be made to notify parents by phone each day a student is absent. The student must appeal to the appropriate administrator any discrepancies, concerns or extenuating circumstances.

Students are to continue attending class until an administrator has completed a withdrawal. If the student's attendance will be affected by a chronic condition or accident, contact the Nurse's Office as soon as possible.

The parent/guardian must call to excuse student absences within two (2) school days of the absence. In lieu of a phone call, the school will accept a note written by the parent upon the student's return to school. An excused absence will give students the opportunity to complete assignments that have been missed.

Make-Up Work: Students are allowed one day for each day absent to submit make-up work.

Check-In/Check-Out Procedures:

Students returning to/leaving from campus during the day must check in and out through the Attendance Office. Students who do not comply with this procedure will not be excused from classes.

Lunch Sign-In/Sign-Out Procedures:

GCA is a closed campus. **A parent/guardian must sign the student out, in person, in order for the student to leave for any reason.**

Self-excusers (18 year old senior students with parental permission) are not allowed to sign themselves off campus during lunch. Self excusing is a privilege and may be revoked at any time.

Tardies: A student who is late to school should report to the Attendance Office. A student who misses 10 minutes of any class is considered absent. **No student should miss any teacher's class in order to remain with another teacher unless prior arrangements have been made with both instructors.**

Homework Requests: Homework requests for students who are absent from school for more than three (3) days are made through the Attendance Office. **Teachers must be given one (1) school day advance notice when requesting homework assignments. Homework assignments may be picked up from the Attendance Office at 2:45 p.m. on the following day.**

Change of Address: Any change of a student's address or telephone number requires that the Attendance Office be notified immediately. It is also requested that parents/guardians provide updated work numbers and emergency telephone numbers whenever a change occurs.

SCHOOL PROCEDURES

IN ALL SITUATIONS WHERE THE POLICIES OF THE GILBERT CLASSICAL ACADEMY ARE IN CONFLICT WITH THOSE OF THE GILBERT PUBLIC SCHOOL DISTRICT, THE POLICIES OF THE GILBERT CLASSICAL ACADEMY ARE GIVEN PRIMARY CONSIDERATION

1. Faculty and Staff Authority

Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Therefore, all students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function. The regular school day includes the time of travel to and from the student's residence. Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of good citizenship and behavior will be referred to the office for disciplinary action. Students should comply with reasonable requests made by faculty, staff and administration.

2. Closed Campus

GCA is a closed campus. Students are to remain on campus during the school day, including lunch, unless they are signed out by a parent/guardian or other individual authorized by the parent/guardian to sign the student out of school.

3. Visitors

All visitors must check in at the Administration Office and wear a visitor's badge while on campus. **Students may not bring guests to school.** Unauthorized visits from students and non-students are prohibited and may result in arrest. Preschool children are not permitted without the Principal's permission.

4. Telephone Usage

Office personnel will not disrupt class to deliver messages to students. Only in cases of EMERGENCY will a student message be delivered or a student called from class. Students must only use student-designated phones.

5. Electronic Devices

Cell phones are to be turned off during instructional time. This includes use in outside breezeways, washrooms and all common areas during instructional time. Electronic devices other than Chromebooks and cell phones are NOT permitted on campus grounds. Students are to keep their cell phones in backpacks, purses, or pockets during each instructional period. Electronic devices will be impounded from any student found to be out of compliance with this policy. Device must be picked up by a parent or guardian. Any inappropriate use of electronic devices, including, but not limited to, inappropriate photographs, text messaging, audio or video recording, will result in the confiscation of the electronic device and further consequences, including possible police involvement. GPS, GCA, and staff are not responsible for any damage to, missing or stolen electronic devices. If lost, stolen, or damaged, no school personnel time will be used to conduct searches or investigate the incident.

6. Custody

Parents/guardians will be given access to their student(s) and to their student(s) official school records, unless the GCA is in possession of a current and valid court order restricting or revoking those rights.

7. Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the GCA receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the GCA to comply with the requirements of FERPA.

A more thorough description of FERPA is located in the GPS Handbook and additional information about the rights of parents and eligible students is also found in the Notification of Rights each family will annually receive.

8. Lost and Found

GPS and its employees are not responsible for lost or stolen property. Lost and found items are kept in the Cafeteria. It is recommended that all books and valuable items, such as calculators, purses, wallets, instruments, electronic devices, yearbooks, etc., be carried in a backpack and remain in your possession at all times.

9. Hall Passes

Students must have a pass when out of class during instructional time. If a student needs to see the nurse during class time, they will need a pass from their teacher.

10. Hats and Other Headwear

Students and visitors will be expected to remove hats and other authorized headgear while inside any GCA school buildings unless worn for religious reasons. **Hairnets, knit stocking caps, do-rags, chains, spikes, and inappropriate bandanas, etc., are not to be worn at school. A student shall remove his/her hat when requested by a member of the administration, faculty or staff.**

11. Skateboards, Rollerblades, Scooters, Bicycles, Heelys

Students may use the above listed modes of transportation to ride to school. Once at school, these items are either to be stored by the student or placed in a designated place (bike racks). Students are not to use any of the above on the school campus, except with the permission of the school administration.

12. Pets

Pets may be brought to the classroom for educational purposes if students have permission from the Principal. Animals are not permitted on school buses or other District vehicles. Service animals are not considered pets and are permitted at school.

ACADEMICS

Progress reports indicating how the student is progressing academically is constantly available on the Infinite Campus Portal.

The semester grade (at the conclusion of 18 weeks) is the only grade posted on the cumulative record card/transcript.

Note: All courses are taught at the AP/honors-level. Beginning the 2017-18 school year transcripts will show the weighted and unweighted GPA's. GCA uses a true 4.0 scale to determine class rankings. In the event that a student transfers to another school, GCA will provide the new school with the necessary information for that school to weight grades. An incomplete grade must be made up by the next nine-week grading period or it becomes an F. All GCA students are expected to take a Mathematics and English course every high school semester. All GCA courses offered at GCA must be taken at GCA. All grade bearing courses will appear on the GCA transcript and count toward the the final grade point average. Any courses taken outside of GCA will not replace grades taken at GCA.

Students are expected to meet grade advancement prerequisites prior to enrollment. Students who fail any course will be dismissed from GCA. Students who have below a 2.0 grade point average at the end of any semester may be dismissed from GCA.

Course Grading Criteria

Student will receive mid-semester and semester grades based on the departmental grading criteria.

Grades are determined on a cumulative basis, from the beginning of instruction to the recording of a transcript (semester) grade.

Students are expected to come prepared for class, including having charged Chromebooks. Students may use the Cybrary to charge Chromebooks during lunch and before and after school.

Withdrawal/failure (W/F) grades and grades received in all other courses for which the student is responsible will be used to determine a student's GPA.

Grading scale:

<u>Grading Scale</u>	<u>GPA</u>	<u>Weighted GPA</u>
• A = 90 - 100%	A = 4.0	A = 5.0
• B = 80 - 89%	B = 3.0	B = 4.0
• C = 70 - 79%	C = 2.0	C = 3.0
• D = 60 - 69%	D = 1.0	D = 1.0
• F = Below 60%	F = No Credit	F=No Credit

Students are expected to take final examinations as scheduled during final exam week. Students who do not take their final exams during the scheduled time will be given an incomplete in the course and will need to make special arrangements through school administration in order to complete the final exam at another time.

GILBERT GOLDEN SCHOLARS

Academy students who earn high grades and demonstrate good character traits will be honored at an annual ceremony.

High School Golden Scholars requirements are listed below:

1. A cumulative grade point average of 3.80 or higher at the end of semester one, three, five and seven.
2. No F's or I's on transcripts.

Junior High Golden Scholar Requirements are are listed below:

1. An overall grade point average of 3.80 for the first three grading periods (1st nine weeks, semester, 3rd nine weeks).
2. No F's or I's on transcript.

National Honor Society

Students who earn a 3.8 weighted cumulative grade point average are eligible to be considered for National Honor Society membership. A student's character, leadership, and service will also be included in the criteria for selection.

National Junior Honors Society

Students who earn a 3.5 unweighted cumulative grade point average are eligible to be considered for National Junior Honor Society membership in the Fall of their 8th grade. A student's character, leadership, and service will also be included in the criteria for selection.

Spartan Time

As the focus of GCA is on the specific needs of the individual, all students will have a scheduled Spartan Time immediately following their second period on Tuesdays and Thursdays and other designated days. During this time, students will have an opportunity to meet directly with a faculty member to discuss personal and academic issues that might be hindering their academic success. Legions will contain students from all grade levels to provide for shared experiences and "big brother/big sister" relationships to form. Students are placed in a legion upon their arrival at GCA and will remain in that same legion throughout their stay at GCA. Activities such as Armageddon help develop teamwork and cement relationships within the legions.

Service Learning Requirement

Prior to graduation, all GCA students must complete two courses in Service Learning, complete 80 hours of various community service experiences, and successfully complete a senior thesis project with passing grade. These shared experiences will provide students with an understanding of the benefits of service to others, and assist in building a complete individual of character and virtue. Failure to complete the 80 hours of community service or complete the senior thesis project with a passing grade will result in failing service learning, removal from the academy, and not participating in the graduation ceremony.

Tutoring

Faculty members are selected with great care. Each is academically qualified to teach in her/his assigned teaching area. Teachers are committed to helping students succeed. Please check with individual teachers for possible availability of before or after school individual help. Please make prior arrangement with the teachers. GCA also has available a wealth of peer tutors as part of students' community service requirement as well as through clubs such as National Honor Society and Mu Alpha Theta (Math Club).

Homework Policy

Students are expected to complete all homework by the assigned deadlines. Students who fail to complete two assignments during any quarter in any course will be assigned a Saturday Detention for the Saturday immediately following the second missed assignment, and for each missed assignment thereafter. The student will receive ZERO points for the missed assignment. During the detention, students are to work on schoolwork or assignments given by the Detention Advisor. If students do not attend the assigned detention, they will be issued one week of lunch detention along with another Saturday Detention for the following Saturday. If a student does not attend two Saturday Detentions in a row they will be suspended one day. If a student receives more than 3 Saturdays during a Semester, they will be suspended for one day and may receive elevated discipline that may include dismissal from the Academy.

TESTING

All GPS and state mandated assessments will be given at the designated times.

ACADEMY ACTIVITIES

1. Clubs

GPS and the GCA campus sponsors extracurricular activities. The purposes of these activities are to enrich the students' educational experiences and to support the educational goals of the District. Each school is home to many clubs and student organizations. All students are encouraged to get involved in extracurricular activities and make a positive contribution to their home campus and the District.

Students participating in clubs or other extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, must be dressed appropriately and comply with all rules and policies determined by GPS. A detailed list of clubs is available in the GCA Counseling Office.

2. Dances

Students not properly identified as a GCA student will not be admitted to the dance. Guests will only be allowed at the administration's discretion. Dance guidelines will be announced prior to the date of the dance. If student(s) are not appropriately dressed, they will be denied admittance. Students who leave a dance will not be readmitted. Students may not loiter near the door or

on the grounds during school dances. Students must dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

ATHLETICS

Grades 7 & 8

The GCA is a member of the Superstition Conference for seventh and eighth graders. GCA abides by all of the bylaws governing this organization; the purpose is to provide an educationally sound program that emphasizes participation, cooperation, good sportsmanship, teamwork, and pursuing Victory with Honor for seventh and eighth grade boys and girls.

Grades 9-12

GCA is a member of the Arizona Interscholastic Association (AIA), competing in the small school divisions at the high school level.

1. Student Responsibilities

Students participating in extracurricular activities are reminded that they are representatives of GPS and the GCA.

As such, they are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the school district. Students participating in or attending athletic events or school activities are expected to follow school district discipline guidelines at all times.

2. Rules of Eligibility

A student is privileged with eligibility for interscholastic competition only at the school where eligibility has been established. If a student athlete, who has established eligibility at one GPS school, transfers to another GPS school without changing his/her domicile, he/she may not be eligible to participate in a sport for ½ the season. If they move a second time, they miss a whole year. Specific questions regarding this issue should be addressed to the GCA Athletic Director.

3. Age Limit

If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.

4. Record of Birth

Certification of birth must be recorded and a copy on file in the Athletic Director's office. A hospital certificate of birth, Department of Commerce certificate, Bureau of Immigration certificate, Department of Justice certificate, Arizona State Health certificate or three reputable sources of information pertaining to birthday are acceptable by the Arizona Interscholastic Association (AIA).

5. Physical Clearance

Students must have on file in the Athletic Director's Office evidence of a current physical examination, on the year of participation physical form, dated March 1 verified by a NP, PAC, MD or DO. The official AIA physical form is

6. Insurance Requirement

Students must have on file with the Athletic Director's office proof of accident insurance with coverage extending the length of the activity in which the student is participating. Students covered by a family policy must also have the policy number and expiration date on file. Students may purchase individual accident insurance at their discretion, or they may purchase the school's health plan. The application for such insurance may be obtained in the Athletic Director's office.

7. Academic Requirements

Eligibility

To be eligible for extracurricular activities a student must: Pass all of their classes, show satisfactory progress toward graduation, maintain a 2.0 GPA per grading period, and be registered as a full-time student for their respective grade level. For the purpose of this regulation, an ineligible student may practice but will not be allowed to participate in competition.

Students entering 7th and 9th grade for the first time are academically eligible until the first academic declaration date. After that, eligibility is earned. Out-of-district transfer students' eligibility will be based on their transfer grades.

- Students in grades 7-9 will have academic eligibility declared at the following intervals:
 - 4 1/2 week progress report
 - Nine week grading period
 - 13 1/2 week progress report
 - Semester grade

- Students in grades 10-12 will have academic eligibility declared at the following intervals:
 - Nine week grading period
 - Semester grade
- **If eligible on the academic declaration date**, student's academic eligibility will not be checked until the next academic declaration date.
- **If ineligible on the academic declaration date**, student will be ineligible for a minimum of one week.
 - On the following Monday, the athletics/activities office will check grades on ineligible students using the District's online grading system. If the student is eligible they can return to competition and their grades will not be checked again until the next academic declaration date.
 - If they are still ineligible, the same process will repeat itself the following Monday and all successive Mondays until the next academic declaration date.
- **If ineligible at the beginning of a semester**, students will have the opportunity to regain their eligibility through the District's online grading system after the **second** week (10 days) of classes.
 - After 10 days, the athletic/activities office will check grades on ineligible students using the District's online grading system. If the student is eligible they can return to competition and their grades will not be checked again until the next grade interval.
 - If they are still ineligible, the same process will repeat itself the following Monday and all successive Mondays until the next grade check interval.

8. Grade Clarification

A passing grade shall be determined on a cumulative basis from the beginning of instruction to the recording of a transcript grade.

9. Equipment Responsibility

Students are responsible for all athletic equipment issued. Students must return all equipment issued at the end of each season. Students will not be permitted to participate in another sport until all equipment has been returned. Students will be charged a replacement fee for lost equipment. Participation in graduation ceremonies may be denied unless all equipment has been returned.

10. Athletic Scholarships

If an athlete goes to college, it is very important that academic skills, as well as athletic skills, be properly developed. To be eligible to participate in athletics in college, the athlete must meet certain academic requirements. These include graduation from high school with a cumulative minimum grade point average of 2.0 in a completed core curriculum plus an NCAA Clearinghouse form to be completed in the Athletic Office. A student must also obtain a minimum of 700 on the combined SAT verbal/math scores or an 18 composite score on the ACT.

TRANSPORTATION

Transportation to and from GCA is the student's responsibility. GPS provides bus service from the east and the south sides of Gilbert. All GPS policies must be followed, or a student may lose bus riding privileges.

If GPS provides transportation for extracurricular events or field trip activities, it is expected that students will conduct themselves appropriately. Students who are transported to and from school events on buses, vans or other District vehicles are the responsibility and under the authority of the driver who is operating the vehicle.

STUDENT CONDUCT

1. Responsibilities of Students

Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, security, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

2. Fighting

The GCA has a zero-tolerance physical aggression policy. Fighting is unacceptable behavior and those involved will be suspended from school for 10 school days. Disorderly conduct may result in a suspension of three (3) days or more.

Any student receiving disciplinary action that results in a 10 day suspension from school may also include dismissal from GCA.

3. Academic Misconduct or Cheating

Cheating on schoolwork is presenting the work of another, as one's own. This includes:

- a. Copying an examination, assignment or other work to be assessed.
- b. Inappropriate collaboration on work to be assessed.
- c. The use of "cheat sheets" or other forms of facsimile visual prompt.
- d. Obtaining examinations, term papers, and essays from other sources, including the Internet, with the intent to deceive.
- e. Viewing a video or reading a summary of a book rather than reading a book.
- f. Plagiarism - Plagiarism is the representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgment of such sources is required. Plagiarism includes:
 - Using a direct quotation without citing the source.
 - Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
 - Failing to acknowledge or document sources.

Consequences may include loss of grade on the assignment, Saturday school, and/or suspension (short or long term).

GCA Integrity Policy

The mission of GCA is to prepare students for higher academic study by challenging them with a rigorous curriculum. Intellectual honesty is an essential element in the climate of learning. Cheating demonstrates a lack of integrity and character that is inconsistent with the mission of GCA. To this end the following policy has been established.

Cheating Definitions and Consequences

Cheating includes but is not limited to the following:

Category 1:

Cheating on assignments that are worth between 0 – 5% of term grade (e.g. homework). Allowing others to copy from your work.

Category 2:

Cheating on tests, plagiarizing, copying the work of others and submitting it as your own, using cheating aids (including electronic devices), and stealing exams.

Consequences for Category 1:

The teacher calls the parent. Student receives a zero for the assignment. Student must serve a mandatory detention. All students involved receive the same consequences. If a student receives more than one Category 1 offense in the same subject class it becomes a Category 2 offense.

Consequences for Category 2:

In addition to the consequences listed above in Category 1, students will lose any leadership position that they hold in school as well as various awards and memberships. If a student receives two Category 2 offenses in the same subject class all of the above apply and if the numerical average is higher than a 60, the student will fail the course for the term with an F+ (59) and be removed from GCA.

Shared Responsibility for Academic Integrity

Everyone involved in the school community must understand, accept, and share responsibilities if this policy is to be effective.

Student Responsibilities

The student will:

- Plan study times wisely in order to complete all assignments.
- Read primary sources and not substitute published summaries such as Cliff's Notes, Spark Notes, etc.
- Protect work and not lend or borrow homework.
- Familiarize him/herself with test taking strategies.

- Look only at his/her own test.
- Remain silent during test.
- Refrain from discussing tests and quizzes already taken with students in other sections.
- Study and complete his/her own assignments.
- Work independently, and not use unauthorized notes including electronic devices during a test.
- Not change a test item in any way when the test is returned for review.

Parental Responsibilities

The parent will:

- Communicate values of moral and ethical behavior to the child.
- Support the student’s need for a time and place for study.
- Support the student’s efforts but not in any way do the work for the student.
- Encourage wise use of time by the student.

School Responsibilities

The teacher will:

- Make the school policy known to all students.
- Be specific when assigning cooperative or individual work.
- Deal with violations of the cheating policy in a private and confidential manner.

DRESS AND GROOMING STANDARDS

4. Uniform Code

Students will be expected to comply with uniform requirements while on school grounds:

All students must purchase uniform tops and bottoms through the designated retailer(s).

GCA uniforms must be clean, in good repair, and worn with the shirt tucked in. Belts are to be worn with pants and shorts at all times. Belts may be black or brown, without decoration, grommets, or wording of any kind. Skirts do not require a belt.

Hats or any type of head coverings are not allowed in any GCA buildings, with the exception of head coverings worn for religious reasons. Only baseball caps and sun visors are to be worn on campus grounds. Single-color, stocking caps may be worn outside of the main gate from November to March. Gloves and scarves are also permitted outside of the campus gates, but not in the corridor between classrooms.

Gilbert Classical Academy UNIFORM CODE

All uniforms must be clean and in good repair. Shirts need to be tucked in unless otherwise designated. Black polo (no logo) or dress shirts are reserved for *Seniors* only.

<u>Female Students</u>	<u>Male Students</u>
<ul style="list-style-type: none"> ● Uniform/light Khaki pants, shorts, skirts or skorts, NO brown/dark khaki permitted ● Plaid skirts ● Skirts/Shorts must be within 2” of the center of the kneecap ● Pockets must be internally sewn ● Shirts can be white, purple, or yellow (Please Note: <i>yellow</i> and <i>purple</i> shirts must be purchased through local vendor or PTO Uniform Closet) ● Polo shirts must have 2 – 4 buttons (GCA logos only) ● Belts must be worn with pants and shorts ● Belts must be solid brown or black ● Pants must be straight leg style ● White undershirts only 	<ul style="list-style-type: none"> ● Uniform/light Khaki pants, shorts, NO brown/dark khaki permitted ● Shorts must be within 2” of the center of the kneecap ● Pockets must be internally sewn ● Shirts can be white, purple, or yellow (Please Note: <i>yellow</i> and <i>purple</i> shirts must be purchased through local vendor or PTO Uniform Closet) ● Polo shirts must have 2 – 4 buttons (GCA logos only) ● Belts must be worn with pants or shorts ● Belts must be solid brown or black ● Pants must be straight leg style ● White undershirts only
<u>All Students</u>	

<p style="text-align: center;"><u>Outerwear</u></p> <ul style="list-style-type: none"> • Sweaters and Sweatshirts must be solid in color- white/black/grey/purple (GCA logos only) • Shoes should be solid or a combination of white/grey/black/brown/purple • Shoes must be closed toe, in good repair, and fit at or below the ankle. Sneakers are acceptable, as long as 95% of the shoe is white, black, purple, or brown, and the remaining color is either black, white, purple, or shades of brown. • Boots are not permitted. • Socks must be solid tan, brown, white, black, or purple • Backpacks must be black and protect the Chromebook. • Backpack adornments must not distract from the learning environment 	<p style="text-align: center;"><u>Jewelry / Hats</u></p> <ul style="list-style-type: none"> • Piercings are allowed in ears only • Earrings must be one piece (no gauges, chain or bars) • Earrings may be no longer than 1" • One ring per hand • One watch • One bracelet (no thicker than 1") • One conservative necklace • GCA approved baseball caps are allowed (GCA Logo and team affiliation) • Winter scarves and knit caps are allowed- black/tan/brown/white/purple
<p style="text-align: center;"><u>Hair</u></p> <ul style="list-style-type: none"> • Natural shade in color • Headbands/tiebacks/clips must be black/brown/purple/GCA plaid/white/yellow • Style must not disrupt educational setting (no mohawks or spikes) • Facial hair must be neatly groomed and mustaches should not extend past the corners of the mouth. Beards and goatees must be neatly groomed at all times. 	<p style="text-align: center;"><u>Make-up</u></p> <ul style="list-style-type: none"> • Must be natural in appearance • Nail polish can be French manicured, shades of red, white, or conservative pastels and must not exceed ¼ inch beyond the tip of the finger in length
<p style="text-align: center;"><u>Consequences</u></p> <ul style="list-style-type: none"> • 1st & 2nd Violation- Call home, sign offense book, carry pass for the rest of the day. • 3rd Violation- Call home, sign offense book, correct the repeated violation before returning to class. Attend one Saturday School. • Administration has final say on dress code violations. 	
<p style="text-align: center;"><u>Uniform Supplier</u> Educational Outfitters of Phoenix 1628 E. Southern Ave. Suite #11 Tempe, AZ 85282 Phone: (480)429-5136 / Text: (480)526-9333 Shop Online: www.Phoenix.EducationalOutfitters.com</p>	

5. Technology/Internet Acceptable Use Policy

Please refer to the GCA Acceptable Use Policy for specific policies regarding laptop use and care.

Google Classroom, Email Access and Acceptable Use

E-mail users are expected to use GPS Gmail.

The following individuals are authorized to use e-mail at GCA:

1. Students of the Gilbert Classical Academy. Email accounts will be made available to students while they are enrolled at the Academy. Students who leave or are dismissed from the Academy will lose e-mail privileges.
2. GCA faculty members, staff, and administration.
3. Assigned employees of the GPS district, including the Technology Services department.
4. Guests who have been approved by GCA Administration.

It is possible that students may find material on the Internet that parents consider objectionable. Although students may be supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials. GPS guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of material to a teacher, other staff persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

The GCA Student Handbook governs student discipline. GPS Governing Board Policy and District Administrative Rules govern staff use.

The following uses of laptops and/or the Internet are unacceptable and may result in suspension or dismissal from GCA. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of Governing Board Policy, District Administrative Regulations, or any provision in the GCA Handbook.
- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed frequently.
- Viewing videos via video sharing services without consent of a teacher or administrator.
- Using email or chat services outside of those approved by the Academy (i.e. GTalk, GMail, AOL, etc.)
- Playing games or other activities during class time without teacher permission.

Privacy

Student: Specific [Internet Privacy Protections and Considerations](#) have been developed for students.

Staff and student users of the Internet or GCA servers must be aware that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators. System administrators may investigate complaints regarding e-mail that may contain inappropriate or illegal material.

All GCA students must have a GCA-approved Chromebook, backpack or rolling case. This must comply with the GCA Uniform Policy and be padded for laptop protection.