



Scholar/Parent Handbook

2023-2024

George Gervin Prep Academy

www.georgegervinprepacademy.org
2801 E. Southern Ave, Phoenix, Az. 85042
Phone: 480-219-2121
Fax: 602-633-6787

Superintendent – Ms. Barbara Hawkins
bdhawkins@gervin-school.org

Principal – Dr. Milinda Crawford
mcrawford@gervinprepacademy.org

HOURS OF OPERATION

Scholars are not allowed on campus before 7:30 a.m. and should leave the campus by 3:15 p.m. unless participating in other approved school activities.

Office Hours

7:00 a.m. – 4:00 p.m.

Daily Class Hours

8:00 a.m. - 3:00 p.m.

Early Release

9:00 a.m. - 12:00 p.m.

School Colors

Burgundy, Gray, and White

School Mascot

Coyote

GOVERNING BOARD

Board Meetings

Board meetings are scheduled for the third Thursday of every month beginning at 5:30 p.m. Meeting agendas are posted at the campus and on our school website at least 24 hours prior to the scheduled meeting.

Board Members

- Mr. Herb Jackson, President
- Mr. Michael Williams
- Mr. Norman Darkwa
- Mr. Reggie Dye

Contact GGPA board members by calling the front office – 480.219.2121

ABOUT THIS HANDBOOK

This handbook is intended to help you understand the guidelines, policies, and procedures at GGPA. We ask that you share and review it with your family, so they are aware of what to expect this year. If you have any questions, please do not hesitate to call or visit us in the main office. Our administration's door is always open, and we welcome your communication and input.

Our goal is to educate and motivate each Scholar to be creative, independent, respectful, and a successful member of society. By working together, we ensure that everyone - Scholars, families, teachers, and staff - feel part of a productive and pleasant learning environment. Remember, as the year goes on that you are a member of a community of people united behind a common cause - the whole education of our children.

Thank you for choosing George Gervin Prep Academy.

GEORGE GERVIN PREP ACADEMY | 2023-2024 CALENDAR

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 2-5 OFFICE CLOSED
 4 Independence Day
 15 Board of Directors Meeting
 19-30 Teacher Orientation
 30 Meet the Teacher Night

Q1 - 44 Days
 Q2 - 46 Days
 Q3 - 47 Days
 Q4 - 43 Days

- 3 NO SCHOOL for students
 Teachers Report Full Day In-Service
 4 School Resumes
 17 NO SCHOOL - MLK Day
 20 100th Day of School
 Board of Directors Meeting
 24-28 Benchmark Testing

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 First Day of School
 16-20 Benchmark Testing
 19 Board of Directors Meeting
 26 Curriculum Night

- 11 Progress Reports Mailed
 14 Valentine's Day
 17 Board of Directors Meeting
 21 NO SCHOOL - President's Day

FEBRUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Progress Reports Mailed
 6 NO SCHOOL - Labor Day
 16 Board of Directors Meeting
 25 Sandra O'Connor Day
 Civic Celebration Day
 40th Day of School
 27 Parent Teacher Conferences
 30 Report Cards

- 2 Read Across America Day
 3-4 Parent Teacher Conferences
 Report Cards
 7-11 NO SCHOOL - Spring Break
 14 School Resumes
 17 Board of Directors Meeting
 St. Patrick's Day
 18 End of Qtr. 3
 28 NO SCHOOL - Cesar Chavez Day

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER 2021						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Parent Teacher Conferences
 Report Cards
 End of Qtr. 1
 4-8 NO SCHOOL - Fall Break
 11 School Resumes
 18-22 Benchmark Testing
 21 Board of Directors Meeting

- 4-29 State/Benchmark Testing Window
 15 NO SCHOOL - Spring Recess
 17 Easter Sunday
 21 Board of Directors Meeting
 22 Progress Reports Mailed

APRIL 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2021						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 11 NO SCHOOL - Veterans Day
 12 Progress Reports Mailed
 18 Board of Directors Meeting
 22-26 NO SCHOOL - Thanksgiving
 Recess

- 8 Mother's Day
 23 Kindergarten & 8th grade
 Promotions
 1/2 Day
 24 LAST DAY OF SCHOOL
 1/2 Day - Report Card Mailed
 Teacher In-Service
 End of Qtr. 4
 30 OFFICE CLOSED - Memorial's Day

MAY 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HAVE A GREAT SUMMER BREAK!

DECEMBER 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 16 Board of Directors Meeting
 17 End of Qtr. 2
 Report Cards Mailed
 20-31 NO SCHOOL - Winter Break

School Resumes for Students
 School Closed
 1/2 Day
 Parent Teacher Conference/Progress
 Report
 Benchmark Testing
 Special Days

Instructional Days - 180

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MISSION OF GGPA

The George Gervin Prep Academy aspires to create an elite learning community that eliminates academic barriers while enveloping the students, parents, and faculty in an atmosphere of academic creativity and motivation that prepares students for success today and into the future.

PHILOSOPHY

We believe that, ultimately, the educational institution has the most influence on Scholar success, in particular, the classroom teacher. George Gervin Prep Academy (GGPA) staff believes that each child is a unique individual who needs a secure, caring and stimulating atmosphere; and as a result, the child will be able to learn and achieve. The instruction provided to the Scholars of GGPA must prepare them for futuristic jobs and skills not yet mastered. This is accomplished through relevant and effective instructional practices, school culture, climate, and community. GGPA strives to comprehensively analyze each Scholar's learning and thinking style. Once the Scholars understand how they think and learn, the educators of GGPA will instruct them through the usage of state standards and a standards-based curriculum. The instructional philosophy is also based on continuous Scholar progress through vertically and horizontally aligned, standards-based and inquiry-driven instruction.

We also believe that excellent, effective teachers deserve quality salaries. We strive to pay our teachers competitive salaries demonstrative of their credentials, experience, abilities, and talents. All teachers will be certified and/or highly qualified with qualifications being made available in the office for review.

Good communication with the teacher should be the principle vehicle for questions that arise. We should model problem solving for our children in this manner. Scholar Led Conferences are scheduled throughout the year for this purpose. Meetings with your child's teacher may be scheduled with twenty-four hours advance notice to discuss specific matters. We encourage daily communication with the teacher about particular concerns, such as behavior, health, and progress. The teacher will also inform parents of any matter concerning their child as the need arises.

Communication regarding teachers should be dealt with directly with the school principal as it arises. If this does not resolve the conflict, a phone call, followed by a written communication, should be made to the Superintendent and/or designee.

GENERAL STATEMENTS

Our Respectful Environment

GGPA is dedicated to assisting the physical, psychological, and emotional development of every Scholar. It is especially important for the staff and parents to present the behavior that we want our Scholars to mirror. To this aim, we strive to be honest, respectful, and courteous when we interact with each other, scholars, families, and visitors.

We all share an equal responsibility by being a cooperative community. We remind parents to be cognizant of their behavior, both at home with their children, and at school with other families. To complete our community circle, each Scholar is expected to treat their peers with honesty, fairness, courtesy, and justice. Personal privacy and property will be respected.

Services Provided

GGPA is a free, non-profit, charter school that provides educational services for children in kindergarten through 8th grade. GGPA provides quality academics through the use of technology and instructional methodologies that incorporate contextual, inquiry, direct, and cooperative learning techniques.

Annual Donations and Development

GGPA is a non-profit organization under the parent organization George Gervin Youth Center that receives revenue from federal grants, state funding, and donations. The Board may consider fund-raising activities to benefit the school. In addition, Friends of the Academy, parents, and corporations are encouraged to consider donations to the Academy for a tax deduction. GGPA qualifies as a non-profit corporation under Section 501(c)(3) of the Internal Revenue Service code.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Annual Notification to Parents Regarding Confidentiality of Scholar Education Records; The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of Scholar education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the Scholar when he or she reaches the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible Scholars."

Parents or eligible Scholars have the right to inspect and review the Scholar's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible Scholars to review the records without copies. Schools may charge a fee for copies.

Parents or eligible Scholars have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible Scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible Scholar has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible Scholar in order to release any information from a Scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or Scholar serving on an official committee or assisting another school official in performing his or her tasks
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school
- Other schools to which a Scholar is seeking to enroll
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a Scholar
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a Scholar's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible Scholar that the school is not to disclose the information without consent. This information may be disclosed for the following purposes: for use in the annual yearbook; school publications, including school/class directories, lists, newsletters, fliers; honor roll or other awards or recognition lists; promotion programs; extracurricular programs, including sports rosters, playbills, concert programs, etc. We take your child's privacy seriously and, in strict compliance with FERPA, we do not grant requests for student directory information for commercial purposes.

SPECIALTY SERVICES

The Individuals with Disabilities Education Act (IDEA)

IDEA is federal law that protects the rights of Scholars with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs (IEP) and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from several sources, including the Scholar's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other healthcare providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. None of this information can or will be used for enrollment purposes.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may call the federal government at (202) 260-3887(voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Scholar Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Standardized Achievement Testing

Each April of the year, all Scholars in grades 3rd – 8th will be administered the AzMerit test in accordance with prescribed law. The staff and administrators will establish guidelines and procedures for the testing process and for reporting and utilizing test results. The office will provide parents with individual Scholar's scores as these become available from the state.

Child Find

All public agencies must have in place an effective method to locate and identify children from birth through 21 years of age who may have delays or disabilities and may require an evaluation in order to receive needed early intervention supports or special education services. For complete information on regulations of Child Find you may review online the Individuals with Disabilities Education Act (IDEA) and Arizona Administrative Code, R7-2-401 C-D.

George Gervin Prep Academy offers comprehensive special education services to its eligible Scholars. All referrals are considered confidential, and services are provided at no-cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law. Our services include screening in areas of suspected disabilities, such as vision, hearing, motor skills, speech, language, cognitive, academic and/or social emotional development. Evaluations in the school are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, intellectual disabilities, emotional disabilities, autism/pervasive developmental disorders, health impairments, developmental disabilities, or traumatic brain injury. A free and appropriate public education with a continuum of services is available for eligible children with disabilities. For more information concerning eligibility criteria and referral procedures, contact the school counselor and/or the special education teacher.

Multidisciplinary Evaluation Process

The evaluation process identifies the presence of possible educational disabilities and evaluates the impact of the disability on learning. A Multidisciplinary Team is formed to review the existing information for the Scholar's functional and academic performance. At the end of this review, the team determines if additional data is needed for educational decision making. Assessments are completed within 60 calendar days of parents' written consent. The Multidisciplinary Team will review existing and new information from the evaluation to determine if the Scholar meets the criteria as a student with an educational disability and shows the need for direct services.

Individualized Education Plan (IEP)

The Individualized Education Plan (IEP) is both a process and a written document whereby teams develop a written plan for a student with disabilities, monitor the Scholar's educational progress, and make needed changes in the Scholar's program as circumstances change. An IEP must be based on the individual needs of the Scholar, must enable the Scholar to receive educational benefit, and must meet state educational standards. George Gervin Prep Academy shall ensure that an IEP is developed and implemented for each eligible child served by the district and for each eligible child placed in or referred to a private school or facility by the district.

Section 504 of the Rehabilitation Act 1973

Section 504 of the Rehabilitation Act of 1973 is a civil rights law designed to eliminate discrimination on the basis of disability. Section 504 requires the provision of appropriate educational services: services that are designed to meet the individual needs of qualified students to the same extent that the needs of students without a disability are met. Essentially Section 504 was designed to "level the playing field," to ensure full participation by individual with disabilities. To qualify under Section 504, a Scholar must:

- Be determined to have a physical or mental impairment that substantially limits one or more major life activities including learning and behavior.
- Have a record of having such an impairment or
- Be regarded as having such impairment.

Section 504 ensures that a qualified child with a disability has equal access to education. The child may receive appropriate accommodations and modifications tailored to the child's individual needs. During the process of determining evaluation, eligibility, or the implementation of your student's Section 504 Plan, if there is a disagreement without resolution at the school level, please be advised that there is an appeal process you can initiate.

George Gervin Prep Academy pledges that the district complies with Section 504 regulations and no discrimination on the basis of disability is permitted. If you believe discrimination has occurred against your student, please complete a Section 504 Complaint Form, and submit to your school principal or District Section 504 Coordinator.

McKinney-Vento Act

GGPA, a public charter school, does not discriminate regarding the enrollment and education of homeless children and youth. The following policy is adhered to relative to homeless children and youth. The McKinney-Vento Act defines homeless children and youth, as "individuals who lack a fixed, regular, and adequate nighttime residence."

Homeless children and youth will receive equal, free and appropriate education as other children. Each child, including preschool aged children, will have access to educational and other services they need to enable them to meet academic achievement standards to which all Scholars are held. Children will not be separated from the mainstream school environment for the basis of being considered homeless. Homeless children and youth will be immediately enrolled into school, with or without required

documentation (including immunization. George Gervin Prep Academy will use their best effort to assist the family in attaining required records at a later date, if necessary (and/or assisting child in getting required immunizations.

McKinney-Vento Act Dispute Policy

If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school on which the enrollment is sought, pending final resolution of the dispute. The Scholar in transition shall also have the rights to all appropriate educational services, transportation, free meals, and Title 1 services while the dispute is pending.

GGPA shall provide the parents of unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the liaison. The liaison shall ensure the Scholar is enrolled in the school of his or her choice and receiving other services to which he or she is entitled and shall resolve the dispute as an opportunity to participate meaningfully in the resolution of the dispute. The liaison shall keep records of all disputes in order to determine whether particular issues of schools are repeatedly delaying or denying the enrollment of children and youth transition. The parties mentioned above have the right to appeal the liaison's decisions up to and including the state level.

Contact 480-219-2121 and ask for the McKinney-Vento Liaison (Homeless) Ms. Sharon Hampton-Vine

Every Student Succeed Act

ESSA offered new grants to districts serving low-income students, federal grants for textbooks and library books, funding for special education centers, and scholarships for low-income college students. Additionally, the law provided federal grants to state educational agencies to improve the quality of elementary and secondary education.

ESSA helps to make sure public schools provide a quality education for all kids. It gives states a central role in how schools account for student achievement. This includes the achievement of historically disadvantaged students who fall into one or more of four key groups:

- Students in poverty
- Students of color
- Students who receive special education services
- Those with limited English language skills

Transportation

GGPA has school buses to assist with pick-up and drop-off for Scholars in need of this service. Parents must fill out a Transportation Request Form in the front office. It may take up to 2-3 days for approval. *(Optional service)*

Parents are allowed to request ONE (1) bus change per semester. Requests for permanent changes in transportation (i.e. route changes - change of address) must be made by the parent/guardian, in writing, and in person. Notes from the student WILL NOT be accepted and temporary requests cannot be honored. Students will be picked up and dropped off at ONLY one location every day. Bus drivers are not allowed to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to the office staff.

Bus Information

Bus riders must be at their assigned bus stop at least five (5) minutes before the scheduled pick up time to ensure timely completion of the entire route. Every student will have an assigned seat on the bus, as a safety precaution. This helps with accountability to ensure all Scholars are off the bus in an emergency evacuation. All emergency procedures must be followed. Students in kindergarten through second grade require a parent/guardian or an authorized adult to be picked up at the drop off designated location. The bus driver will not allow for any student in those grade levels to step off the bus without an adult present

for them. **GGPA does not make accommodations for any students to be picked up in front of homes.** Established riders must be at designated bus stops. Bus riders are required and expected to respect the bus driver(s) and aid.

Scholar Transportation Behavior Rules

George Gervin Prep Academy's free optional transportation is a PRIVILEGE provided to students, NOT a right. In order to make the riding experience safe for all, there are rules that all students must follow while under the supervision of the school bus driver.

- Scholars must sit in their assigned seats.
- Scholar may not damage bus seats, the bus, windows and floors.
- Scholars must use indoor voices on the bus.
- No food, drink, or gum is allowed on the bus.
- No alcohol, drug paraphernalia, or cigarettes are allowed on the bus.
- Scholars must wear their seat belt at all times (if applicable).
- No standing, jumping or horse playing on the bus.
- Scholars must be respectful at all times.
- Scholars must not use profanity.
- No yelling, spitting, fighting or throwing objects on or off the bus.
- No bullying
- **Scholars must exit the bus at their designated bus stop only** (otherwise parent must make arrangements, *before* 2:30 p.m., for pick up at school).
- Scholars are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties, or other nonemergency activities.
- And any other negative action. Negative actions will result in loss of bus privileges being suspended or denied.

Parent Pick-Up and Drop-Off Policy

George Gervin Prep Academy expects that all students and parents/guardians will follow the parent pick-up/drop-off policy. Parents may drop-off Scholars beginning at 7:35 a.m.; please be advised that staff is unavailable prior to this time. The southwest side of the school has a parent pick-up/drop-off loop that is designed for smooth traffic flow. Parents are expected to pick-up and drop-off Scholars on the right side of the area. Parents are to not get off their vehicle to drop-off or pick-up their scholar. If parents park and walk to the gate where the scholars are released, they will be asked to get back into their vehicle and follow the pick-up procedures like the rest of the parents. Please proceed in single-file fashion, using caution when yielding, so that traffic does not get backed up on 28th Street.

The neighborhood street on 28th St is NOT a safe pick-up or drop-off area for Scholars. For the safety of Scholars and staff, please refrain from asking your child to meet you in that area.

For the safety of our students and parents, GGPA does not allow any walkers. Students are to be dropped off by vehicle or bus at the parent drop-off location. If transportation is an issue, please reach out to the front office to see what other options may be available.

The parking lot on the north side of the school is reserved only for staff. If you need to come into the office, please park in the lot on the west side of the school.

SCHOLAR CONTRACT

School-wide Scholar/Parent Contract

“It takes a village to raise a child”

Purpose

This contract was designed to create a partnership that will help children achieve the State’s high-performance standards and our school’s goals.

As a Scholar, I will become a Learner by:

- Attending school regularly, being prepared and on time.
- Showing consideration and respect for others, school property, and myself.
- Doing my best work and keep on trying even when the work is hard.
- Abiding by all school rules and regulations.

Coyote Pledge

I am,
A safe and trustworthy student,
who is,
accountable for my actions,
and respectful to all I meet,
I am a coyote

As a Parent/Caring Adult, I will encourage my child’s learning by:

- Attending Parent- Teacher Conferences
- Sending my child on time with adequate rest, and ready for a full day.
- Keeping an open line of communication with my child, his/her teacher and administration by attending on-going conferences, and observing progress reports, report cards, personal notes, and telephone calls.
- Monitoring the homework and class work on a continual basis.

Signature space provided on a separate Signatures page

SCHOLAR DRESS CODE

Dress Code

In addition to Gervin T-Shirt Fridays, Scholars will also abide by the following:

We believe that all Scholars have the right to a safe and healthy school environment. We believe that all Scholars have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A Scholar's dress and appearance should not cause disruption, distract from the educational process or create a health or safety concern for themselves or others. Administrators have the final authority to determine when personal appearance and dress code do not meet school standards and also have the authority to take appropriate action.

General Policies

We believe that a clean-cut and professional image reduces distractions and promotes learning. Therefore, school uniforms are expected to fit the Scholar appropriately, be cleaned on a regular basis, and cannot deviate from the style or color choices.

Scholars are expected to present themselves in a neat, clean, and professional manner at all times. We believe that uniforms promote a sense of pride in our school and solidarity between Scholars. While the school may designate non-uniform days, such decisions will be made by the Administration. Dress requirements for these days will be sent to parents in advance.

Uniform Accountability

All Scholars Wear Uniform

Parents and Scholars will be notified at enrollment of the uniform policy and will sign an agreement contract. Those Scholars who are not in uniform will be issued a uniform, if one is available. The uniform must be returned before the end of the school day.

The following clothing items are NOT to be worn with the uniform:

Sunglasses	Sandals or flip-flops
Jeans, jeggings, leggings or stretch material pants	Hooded sweatshirts
Visible tattoos	Visible body piercings
Rollers/curlers, combs or picks in hair	Hair glitter/body glitter
Hanging belts	Suspenders
Hair cannot be colored or highlighted any color that is not a natural hair color (i.e., blue, green, red, purple, orange, yellow, etc.)	Designs of any kind are not permitted in the hair or eyebrows.
Hats or other head coverings, including handkerchiefs (unless approved by principal)	Clothing with inappropriate messages

GGPA believes that Scholars should take pride in their attire and dress appropriately. In addition to the following guidelines, Scholars should dress in a manner that takes into account the educational environment, safety, health, and welfare for others. The following guidelines are provided to assist Scholars, staff, and parents in determining what "is" and what "is not" appropriate with respect to Scholar attire. Failure to abide by the dress code may result in disciplinary action.

- Sagging is prohibited. Sagging is wearing the pants on the hips or below which would allow underwear to show.
- Clothing such as bare midriffs, halter-tops, and spaghetti straps is unacceptable. See-through clothing is prohibited.
- Clothing that displays or implies gang-style pictures.

- Slogans or symbols are prohibited (i.e. “8-Ball,” “South Side,” “Low Rider”).
- “Bandanas” or scarves used for gang identification, any size, color or shape, will not be carried, worn or displayed on school property. This may also include anything that may represent a display of “colors.”
- Any type of jewelry or body adornment presenting a health and/or safety hazard to self or others is prohibited (i.e., nose ring, excessive earrings, body studs, tattoos – all existing tattoos must be covered).
- No chains.
- Any clothing or jewelry that symbolizes drugs, alcohol, sex, tobacco, or any lewd act is expressly forbidden. This includes profanity or defamatory writing on clothing or jewelry.
- Gang-related personalization of any sort is not permitted on hats, clothing, or one’s person. This includes anything worn or carried on campus. Any type of clothing or headgear, which promotes gang activities or is worn in a manner that promotes gang activities, is prohibited.
- Shoes must be worn at all times. Bare feet are not acceptable. Close-toed shoes must be worn for any type of physical activity, such as recreation.
- Sunglasses are to be worn only outside.
- All belts must be tucked in and will not be allowed to hang in front.
- Offensive body language, movements, or hand gestures (including gang related) is not allowed.
- Any individual who has a tattoo must cover it to avoid exposure and any influence to other Scholars.
- Hair color needs to be of a natural color. Distractive, loud colors such as bright orange, blue, and red are not allowed.
- Uniforms are to be cleaned regularly and mended no rips will be permitted.

Consequences For Not Following the Dress Code

All Scholars at George Gervin Preparatory Academy are expected to comply with the Uniform Dress Code Policy. Noncompliance may result in, but not limited to, the following:

Uniform Accountability - All Scholars Must Wear Uniforms. Parents and Scholars must sign a Uniform Policy the first week of school.

1st Offense

Parents will be notified. If available, Scholars will be required to wear a clean Dress Code shirt from the reserve closet at the school, unless a parent/guardian brings a uniform from home. The Scholar is expected to return the shirt to the school office at the end of the school day. Any unreturned clothing articles will be billed to the child’s parent or guardian at the original cost of each uniform clothing item.

2nd Offense

Parent - Scholar conference with school Principal.

3rd Offense

Is at the discretion of the Administration per GGPA Insubordination Policy.

<u>CLOTHING</u>	<u>GIRLS</u>	<u>BOYS</u>
<u>TOPS</u>	<ul style="list-style-type: none"> • White, gray, or burgundy blouse, oxford or polo shirt with collar. • Shirts may be short or long sleeve. No sleeveless, spaghetti straps, or cap sleeve shirts of any kind allowed. • Shirts should fit the Scholar's body size appropriately tucked into bottoms at all times. • No bare waists, midriffs, bare backs, and/or low necklines permitted. • No logos, designs, or pictures on shirts unless a school logo uniform shirt. 	<ul style="list-style-type: none"> • White, grey, or burgundy dress, oxford or polo shirt with collar. • Shirts may be short or long sleeve. NO sleeveless or cap sleeve shirts of any kind allowed. • Shirts should fit appropriately and not be more than one size larger than the Scholar's body size; must be tucked into pants at all times. • No bare waists, midriffs, bare backs, and/or low neckline permitted. • No logos, designs, or pictures on shirts unless school logo uniform shirt.
<u>BOTTOMS</u>	<ul style="list-style-type: none"> • Solid black or khaki or burgundy, or plaid skirt/shorts. • Solid black or khaki pants or shorts. (Absolutely no colored stitching in uniform bottoms) • Skirts and shorts must be at mid-thigh in length or longer. (No shorter). • Shorts must be knee length or longer. • No low-rise, sagging, or dragging pants. • No cuffs in the pant legs. • No leggings, jeggings (stretch material) or sweatpants of any kind. 	<ul style="list-style-type: none"> • Solid black or khaki pants or shorts. • Absolutely no colored stitching in uniform bottoms • Pants no larger than one size larger than waist. • Shorts must be knee length or longer. • No low-rise, bagging, sagging, or dragging pants. • No cuffs in the pant legs • No leggings, jeggings or sweatpants of any kind.
<u>SWEATERS/ BLAZERS</u>	<ul style="list-style-type: none"> • Solid black or burgundy button-up or zipper long sleeve sweater (No pullover or hoodies). • Solid black or burgundy vest. • Solid black or burgundy blazer. 	<ul style="list-style-type: none"> • Solid black or burgundy button-up or zipper long sleeve sweater (No pullover or hoodies). • Solid black or burgundy vest. • Solid black or burgundy blazer.
<u>TIES</u>	<ul style="list-style-type: none"> • Plaid burgundy, solid burgundy, or black cross-tie. 	<ul style="list-style-type: none"> • Plaid burgundy, solid burgundy, or black cross-tie.
<u>SOCKS/ TIGHTS</u>	<ul style="list-style-type: none"> • Solid white, black, or gray. • Printed tights and socks allowed only with white, black, and/or gray. (No other colors) 	<ul style="list-style-type: none"> • Solid white, black or gray. • Printed socks only with white, black, and/or gray. (No other colors)
<u>SHOES</u>	<ul style="list-style-type: none"> • Solid black dress shoes, loafers, or gym shoes. • No other colors must be present on stitching or material of shoes. 	<ul style="list-style-type: none"> • Solid black dress shoes, loafers, or gym shoes. • No other colors must be present on stitching or material of shoes.
<u>BELTS</u>	<ul style="list-style-type: none"> • Solid black belt mandatory for all pants with belt loops. 	<ul style="list-style-type: none"> • Solid black belt mandatory for all pants with belt loops.

SCHOLAR ELECTRONICS & STATEMENT OF FUNDAMENTAL POLICY

Electronic Devices

Keeping the GGPA classrooms places of rigor and relevance creates the need for changes in policy. Due to the increase in classroom interruptions, incidents of academic dishonesty, and reported thefts, the below-listed items are NOT allowed on campus.

Each morning Scholars must turn in their electronic devices to their homeroom teacher and then receive them upon the closing of the school day. Scholars who do not give their electronic devices to staff may be suspended up to 3 days and also not be allowed to participate in school activities.

- Paging Devices
- iPods and other MP3 Players
- Laser Pointers
- Portable DVD Players
- Headsets (NOT used for educational purposes)
- Cameras and Video Recorders
- Any Game-Playing Device
- CD Players or Any Electronic or Digital Music Devices

These items, which are unnecessary to our educational process and deemed potentially disruptive, are not allowed at school. The only exception to this policy shall be items brought to the classroom for instruction-related activities that are supervised by the classroom teacher.

Cell Phones

Administration understands that cell phones are valuable tools for Scholar security and parental contact for emergencies; however, their use during class time is disruptive to the educational process. Although they are not prohibited from the campus, cell phones will be collected at the beginning of the school day because ***cell phones may not be seen, heard, or used during school hours***. Using any cell phone function or feature, not just the sending or receiving of calls is strictly prohibited. A phone ringing during class (i.e., not on "silent" or "vibrate" mode) may be considered disruptive and will be confiscated until the end of the school day.

Scholars violating this policy are subject to the following disciplinary steps:

1st Infraction

The phone is taken and sent to the front office. The Scholar will receive the phone at the end of the day.

2nd Infraction

The phone is taken, and Scholar's parent/guardian must pick up the phone. Scholar may be subject to ONE day of Out-of-School Suspension (OSS). Parent will be required to sign an agreement before receiving the cell phone.

Statement of Fundamental Policy

The Statement of Fundamental Policy explains what each Scholar is entitled to expect, as well as responsibilities each Scholar must accept and possible consequences for failing to act within these policies and procedures. A Scholar violating GGPA policies and rules will be held accountable for his/her behavior or actions and is subject to disciplinary action as set forth herein. The penalty for an infraction may include, but is not limited to restrictions, suspension, and/or expulsion.

Scholar Rights

Scholars at GGPA have and shall be accorded the following rights:

- The right to an education.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
- The right to freely express their spirituality and culture in a manner that does not infringe on the rights of others.
- The right of freedom of speech and expression so long as the speech and expression does not unreasonably disrupt the educational process or endanger the health and safety of the Scholar or others.
- The right to freedom of the press, except where material in Scholar publications is libelous, slanderous, obscene, or harmful to other Scholars, staff, or the Academy's mission.
- The right to freedom from discrimination.
- The right to attend a Bully-Free school.

Scholar Responsibilities

General Scholar responsibilities are as follows:

- To attend all classes, on-time each day except when ill or properly excused.
- Allow others the freedom to learn without upsetting the classroom environment.
- To not bring anything to school that is forbidden by law such as alcoholic beverages, drugs, weapons, or stolen property.
- To fully comply with all of the Academy's policies, procedures, and rules.
- To express their own religion and culture in a manner that is not prohibited by law or violates other individual's rights.
- To express opinions and ideas respectfully so as not to slander or offend others, and to understand that others should be allowed to express their ideas.
- To not discriminate against others.

Admissions

GGPA has open enrollment for Kindergarten – 8th grade. If more applications are received than openings, the child will be placed on a waiting list that will be used for the enrollment lottery. Parents of pupils interested in enrollment may visit a classroom for up to 15 minutes (by appointment). A meeting with the Administration may then follow this visit. Those applying during the summer may request a meeting with the Administrators. Applicants may visit the school without the parents as part of the application process. The application is not complete until a GGPA enrollment packet (which includes Arizona State law required forms) is submitted along with any requested activity fees. Intent to continue will be available during Parent/Teacher conferences in March. The form will be sent home in March to parents of current Scholars. Return of this form shall be considered adequate for continuing admission.

A charter school shall enroll all eligible pupils who submit a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. GGPA shall give enrollment preference to pupils returning to the school in the second or any subsequent year of its operation and to siblings of pupils already enrolled at GGPA. A charter school may give enrollment preference to and reserve capacity for pupils who are children of employees of the school, employees of the charter holder, members of the governing body of the school or directors, officers, partners or board members of the charter holder or pupils who attended another charter school if the charter school previously attended by the pupil has identical

charter holder, board and governing board membership as the enrolling charter school, provided that any school that elects to give such enrollment preferences shall be treated as a single charter school for the purpose of establishing their support level weights for purposes of section 15-943. If remaining capacity is insufficient to enroll all pupils who submit a timely application, the charter school shall select pupils through an equitable selection process such as a lottery except that preference shall be given to siblings of a pupil selected through an equitable selection process such as a lottery.

General Rules

Scholars are expected to attend classes on weekdays, except for holidays. GGPA staff will enforce a routine twice-daily attendance check. At all times, Scholars must comply with GGPA's established policies, procedures, rules, and regulations.

Use of tobacco products is prohibited. This includes possession, use, distribution, or selling of the products. GGPA is a tobacco, alcohol, and drug-free environment. The possession, use, distribution, or selling of drugs, alcohol, and controlled substances is prohibited. Law enforcement and parents will be notified immediately of any violation of this rule.

All visitors must report in at the front office to sign in and receive a visitors pass.

Scholars, staff, and visitors are to maintain buildings in good condition. Vandalism or property damage will not be tolerated. Law enforcement will be notified. Scholars causing property damage shall subject their parents to be responsible for all costs necessary to repair or replace said damage(s).

Stealing from Scholars, school, and staff is prohibited. Law enforcement will be notified in the event of a theft. Due to health, safety, and welfare factors, roller skates, roller blades, and skateboards are prohibited on campus.

Arrivals and Dismissal

In accordance with school district policy and as a condition for your child's attendance at GGPA, parents/legal guardians are responsible to make arrangements for the drop-off and pick-up of their child. School doors open at 7:35 a.m. and close at 4:00 p.m. School classroom hours are from 8:00 a.m. to 3:00 p.m. Parents are responsible to make arrangements to have their child at school 15 minutes prior to the commencement of the start of school and to make arrangements for the child to be picked up from school no later than 15 minutes after the end of the school day.

In the event of an early release day or the closing of school for inclement weather or for an emergency, parents will be notified and will be expected to pick up their child within 15 minutes from the close of the school day.

Scholars who remain on the GGPA grounds beyond the fifteen-minute grace period and who are not registered for the After-School Program or are unable to contact parents, guardians, or emergency contacts, may need to be turned in to the appropriate authorities. These authorities will become custodians of the Scholar until the responsible parties can be contacted. While this is definitely a last resort, and GGPA makes every effort to contact those responsible for the Scholar, the occasion may arise where such action may be necessary.

Tardy Procedures

Scholars that are tardy must sign-in at the front desk upon arrival and obtain a pass prior to going to class.

Checkout Procedures

Parents or legal guardians of Scholars must designate those persons who are authorized to check out their children. Written designation of authorized person must be included in the Scholar's enrollment packet. If you need to checkout your Scholar for an appointment, please inform the front office and pick up your Scholar before 2:30 p.m. If you arrive after 2:30 p.m., GGPA cannot guarantee a timely checkout. **Please be advised that our office is closed daily from 2:30 p.m. to 3:00 p.m.** When the Scholars are dismissed at 3:00 p.m. they must adhere to their individual transportation routine, i.e. if they are a bus rider, they must ride the bus, if they are parent-pick-up, they must be picked up in the loop.

The Academy reserves the right to deny a checkout if, in the Academy’s opinion, such checkout appears to compromise the personal safety or welfare of the Scholar. If the checkout is denied, it will be the responsibility of the Administration to hold a meeting with the parent and the Scholar to discuss the matter. The parents will receive written notice if the privilege is denied.

Report Cards and Progress Reports

Report cards are issued four (4) times throughout the school year and progress reports are issued eight (8) times throughout the school year. Scholar-Led conferences are scheduled in September, December, and March.

Grading Policy

Grading Scale

- A = Excellent (90% - 100%)
- B = Above Average (80%-89%)
- C = Average (70% - 79%)
- D = Below Average (60% - 69%)
- F = Below 59% = Failing

Grades are as follows: The teacher must keep an accurate record of grades so there is reasonable evidence of validity of each Scholar’s grade. How a pupil performs in the classroom in the form of oral and written evaluations is of special significance as are special reports and projects assigned in the course. Whenever possible, the Scholar shall have a good idea of his/her grade through Scholar-led conferences, parent notifications, progress reports, communication with the teacher, or other means. Teachers will ensure that all instruction is aligned to the 2010 Arizona Standards and curriculum maps.

Assessments and Test

Scholars **must** re-take any and all tests that they receive a 59% or lower. This grade is then averaged with the new grade and the averaged grade shall become their OFFICIAL assessment or test grade.

Promotion or Retention

The decision of whether to promote a Scholar to the next grade or to retain the Scholar in the same grade shall be made by the combined effort of the Scholar’s teacher(s), principal, and the parent/guardian. Efforts will be made to ensure the appropriate grade placement for each individual Scholar. The Principal shall attempt to reach a consensual decision on promotion or retention.

Property Damage

Any damage to GGPA property by a Scholar is the responsibility of the Scholar and the Scholar’s parent. The Scholar and parent shall pay for any replacement and/or repair costs. Any such damage shall be paid within 90-days of a notice to the parent regarding the damage, including the amount due. Additionally, disciplinary action may apply to incidents of property damage.

Extracurricular Activities

The Academy offers a wide variety of sports and extracurricular activities. These may include activities such as: student council, choir, mentoring programs, basketball, flag football, art, martial arts, video game and coding, and book club. Scholars must be academically eligible to participate in extracurricular activities and school-related/off-campus activities. Scholar must pass a physical each school year for all competitive sports. All students will have grade checks prior to playing games.

GGPA Student Council

The Scholar Council gives Scholars an opportunity to organize in a meaningful and effective way. The purpose of the Scholar Council is to create good relationships between the members of the Scholar body, staff, administration, and the community

and to teach leadership and develop pride in the Academy. Scholars are encouraged to support and participate in the Scholar Council and its activities.

Scholars with Disabilities/Section 504 of the Rehabilitation Act of 1973

GGPA provides facilities for Scholars with disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, et seq. Said facilities may only be utilized by Scholars with disabilities as set forth in Section 504.

PARENT INFORMATION

Parent/Guardian Classroom Observation

Parents/Guardians considering enrollment at GGPA for their child(ren) may schedule an observation time with the office. The pre-authorized classroom observation/visit is limited to 20 minutes. Classroom observations must be requested and authorized in advance by the classroom teacher.

Volunteer Policies

Participation of volunteers in classrooms and field trip activities shall be pre-authorized by the classroom teacher(s). Volunteers shall be utilized at the discretion of the classroom teacher(s). Supervision of classroom volunteers and volunteer activities will be by the classroom teacher. The administration or their designee shall supervise other volunteers. Volunteers outside of GGPA are required to present a Fingerprint Clearance card.

Gifted and Talented Policy

GGPA is committed to ensuring equity and excellence in education by providing each Scholar with an instructional environment that nurtures potential and enhances academic success. With this central mission in mind, the Board believes that every Scholar at GGPA grades KG-8 who give evidence of high achievement capabilities should have access to high quality gifted and talented educational services regardless of that Scholar's race/ethnicity, gender, socio-economic status, geographical location, primary language, or disability.

GGPA believes that Scholars with outstanding talents perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. Outstanding talents are present in Scholars from all cultural groups, across all economic strata, and in all areas of human endeavor. Therefore, GGPA should provide a continuum of appropriately differentiated educational experiences and services, KG through grade 8 that are research-based and aligned with the system's mission and goals.

New Scholars will be tested during the initial 100-day count and/or the first several weeks of the spring semester. GGPA shall obtain parental or guardian permission before administering a test to the Scholar not routinely administered to all Scholars and used in formal identification. If it is determined that their child is eligible, parents/guardians also shall be notified annually of the services included in the gifted and talented Scholar services plan (GSSP) and specific procedures to follow in requesting a change in services.

Community Service Charitable Participation Policy

GGPA supports and encourages the community participation of its Scholar body in charitable and relief effort to help in giving hope and relief to children and families. As such, GGPA Scholar body shall be involved in at least one annual community relief effort, which may be as central as the local Phoenix area and/or as broad as an international relief effort. However, because it is useful and rewarding for Scholars to participate in a more "hands-on" approach (e.g., working in the food bank, distributing to women's and children's shelters, etc.) the priority of relief effort will be to those assisting the immediate local area first.

Constitutionally Protected Prayer Policy

Pursuant to Public Law 107-110 section 9524 it shall be the policy of George Gervin Prep Academy Charter School to ensure that no policy, procedure, or practice shall prevent, deny, or otherwise discourage the participation of any employee or Scholar at George Gervin Prep Academy Charter School in constitutionally protected public prayer.

The authorized signatory of the local education agency (LEA) is designated by the Board as the Superintendent of Schools or Administrative Designee. Said signatory shall affirm that no policy, procedure, or practice shall prevent, deny, or otherwise discourage participation in constitutionally protected prayer in any school in the LEA.

Food Services

Every year at registration or on the first day of school, each parent/guardian MUST provide income information on the National School Lunch Program Application form in order to determine qualifying status for the federal breakfast and lunch program. All meals and provided by the District will comply with the Foods of Minimal Nutritional Value guidelines as required by the Department of Agriculture. For further information regarding the guidelines, please contact your administration.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA

Field Trips

- The educational program in each classroom is expanded by the participation in purposeful, informative field trips taken throughout the year for Scholars
- Parents are often asked to accompany the class to help with driving and supervision
- Fingerprint clearance card copies of all volunteers will be kept on record in the office
- Parent chaperones are to complete and sign the GGPA Chaperone policy.

Any Film/Video that a teacher desires to show must be communicated to and approved by the Instructional Coach and/or Principal or designee through Weekly Lesson Plans. There also must be verbal confirmation from the Administrator. Any film rated higher than a “G” must have a parent permission slip. GGPA has the option of having a standing permission form verifying that any film or commercial video recommended by the staff and approved by the Administrator of Academics is automatically accepted. If a parent chooses not to sign the standing permission form, then it will be reviewed on an individual basis.

Custody

The most recent custody documents are to be kept on file in the school office as well as noted in Synergy. This must be the latest dated court decree. It is the parent/guardian’s responsibility to provide the latest and most recent court papers to the school. Otherwise, the school uses the most recently dated papers received to validate custody.

Order of Protection

If there is an Order of Protection due to custody (or any other issues), the Scholar’s file is flagged in the school office. Orders of Protection are valid only for one (1) year. When Orders of Protection expire it is the custodial parent’s responsibility to give a copy of the renewed Order of Protection to the school office.

Guardianship

Legal Guardianship and Temporary Legal Guardianship can only be established by Court Order. The school should request “letters of guardianship,” issued by a court, before enrolling a Scholar. Temporary Legal Guardianship is only granted for six (6) months, per Court Order.

Emergency Contacts

In the event of an emergency and the parent/guardian cannot be reached, the parent/guardian can provide a list of authorized contacts who may pick up the Scholar from school.

Attendance

Pursuant to the Arizona Revised Statutes: Section 15-802.

Every child between the ages of six and sixteen years shall attend a school; a parent who does not provide instruction in a home school and who fails to enroll to ensure that the child intends a public, private or charter school pursuant to this section is guilty of a Class 3 Misdemeanor.

Reporting Absences

State law mandates that the school record a reason for each student absence. Parents/Guardians must inform the school office of absences either by a phone call or note on the day of the absence. All absences not verified by parent/guardian or by administrative authorization will remain unexcused.

Excused Absences

- Illness of the student
- Family emergency/death
- Medical appointment verified by a doctor's note
- Family emergency when the family makes prior arrangements
- Out of school suspension
- Verified religious holidays
- Administrator discretion

Extended Absence

If a student will be gone for more than three (3) consecutive school days, the parent/guardian must obtain prior written approval from the principal. If it is illness related the parent/guardian must have a doctor's note verifying the student was not able to attend school. If a student misses ten (10) or more consecutive unexcused school days without proper school notification by parent/guardian, the student will automatically be withdrawn per state law.

Unexcused Absence

State law requires the regular school attendance of a child of school age. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Absences will be marked unexcused in the following circumstances.

- 1) Parent/guardian has not previously contacted the school to explain the reason for the absence.
- 2) If the student returns to school without a note explaining the reason for the absence from the parent/guardian.
- 3) If the parent/guardian has failed to provide a doctor's note upon the request of the school administrator.

Unexcused absences will result in disciplinary action.

Withdrawals

A withdrawal occurs when a Scholar has stopped attending school for a period of 10 unexcused consecutive days but the parent/guardian has not communicated a desire to officially withdraw from GGPA. Per the Arizona Department of Education's procedures, the school is required to withdraw the Scholar from the school. The Administration has full authority to take disciplinary actions pursuant to A.R.S. §15- 901(A)(2). We may enter into attendance contracts with a Scholar and that Scholar's parents or guardians or take other appropriate action as the Administration may determine.

Saturday School

Academic Achievement is a priority at GGPA. Students with excessive absences will be assigned to Saturday School to ensure missed assignments are made up. Saturday School is also available to students who want extra academic intervention or enrichment.

Health Policies

Contagious Diseases

A contagious disease is one that may be passed directly or indirectly from one person to another. The Academic Coach and/or Principal shall exclude from attendance any Scholar suffering from a contagious disease, as defined by the Arizona Department of Health Services Board of Health, until one of the criteria for re-admittance is fulfilled. Conditions for which children may be excluded include, but are not limited to, Hepatitis A, Chickenpox, Pediculosis (head lice), Scabies and Impetigo, Ringworm of the Scalp, Bacterial Meningitis, COVID-19, and infectious forms of conjunctivitis (pink eye). One or more of the following methods shall re-admit Scholars excluded due to a contagious disease:

1. Written medical clearance from the Scholar's physician.
2. Re-admission permit from the local health authority. (Department of Public Health Maricopa etc.)
3. After the disease is no longer contagious, as established by the Arizona Department of Health Services.

Emergency Medical Treatment

If a Scholar should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school must have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete the consent portion of the *Scholar Enrollment Packet related to this matter*, an official registration document. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) Please contact the school to update any information. If, in the opinion of the campus administrator, a life-threatening emergency occurs, EMS will be called. At least one automated external defibrillator will be made available.

Health/Accident Insurance for Scholars

If a Scholar is injured at school or at a school-related activity, the District is not responsible for medical expenses associated with the Scholar's injury.

Immunizations

A Scholar is required to present proof of immunizations or proper exemption as required by Arizona State law for school attendance. Proof of immunization may be personal records from a licensed health care provider or public health clinic validated by signature or stamp. Information in English and Spanish is available on an easy to read chart on the Arizona Department of Health Services website at www.azdhs.gov/phs/immun/index.htm or you may acquire this information from the front office staff. The Arizona Department of Health Services strongly encourages parents to have their children fully immunized to protect their children but also other family members, friends, schoolmates, neighbors, and other people in the community. However, if you wish for your child to be exempt from the immunization requirements, parents can complete the Request for Exemption Form. The Request for Exemption Form must be completed, signed, and returned to the school.



By state law, (**A.R.S. § 15-873**) your child will not be allowed to attend school until either a record of immunization or the exemption statement is submitted. **In the event that the county health department declares an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity for your child, your child will not be allowed to attend school until the risk period ends.**

If a licensed physician places a Scholar on special medication, the medication will be kept in a locked cabinet in a designated area. Medication will be dispensed, by qualified personnel to the Scholar, in accordance with the directions given by the treating physician. The parent/guardian must also sign a parent permission and release form in order for such medication to be distributed to their child.

EMERGENCY DRILLS & SCHOOL CLOSINGS

Fire and Emergency Drills

Fire/Emergency drills are conducted with the suggestions from the Phoenix Fire Department and in cooperation with the state organization for fire prevention. The drills are a precautionary measure for the safety of the Scholars.

Administration has developed a written building evacuation plan and informed staff and residents of that plan. Instructions are posted in each room to provide guidance. Scholars will leave the building in a manner prescribed for each classroom. When an alarm is sounded, all Scholars should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the Scholars reach the safety zone, they should turn and face the building while remaining in line. In case of an obstructed fire/emergency drill in which an exit is blocked, the Scholars should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

Fire/Emergency drills are conducted once a month during the day. The Administration, when conducting the fire/emergency drill, will ensure that security goes from room to room to ensure that all staff and Scholars have evacuated the building. We also have drills for other emergency situations. Each classroom has an emergency plan posted.

Disaster Drills

Disaster drills are conducted at the school for the safety of the Scholars. Strict discipline will be enforced during these drills. During drills, Scholars are to go to a designated area away from windows and doors. Scholars will be instructed in the proper position after reaching the designated area.

Lockdown Drills

Lockdown drills may be conducted to prepare schools for emergency situations when Scholars and staff may be in imminent danger of serious bodily injury. This procedure is communicated to appropriate personnel at GGPA.

Emergency School Closings

When an emergency makes it necessary to close schools, information on school closings will be communicated through many different avenues such as broadcast on late night or early morning radio, television, and Robo calls.

The staff shall report any safety issues or problems to the Administration, who will ensure that corrective action is taken.

NOTE: Tampering with fire alarms and sprinkler systems is a federal offense. The appropriate authorities will be notified.

SCHOLAR CONDUCT & RESPONSIBILITY

Anti-Bullying Policy

In keeping with the mission of George Gervin Prep Academy Charter School to eliminate academic barriers this policy is designed to create a climate in which all types of bullying and intimidation are regarded as unacceptable and to promote consistency in our approach to this issue. We believe that it is the right of members of the school community – Scholars, faculty, staff, and families – to be free of bullying and, if bullied, to be provided with help and support.

We define bullying as harmful behavior that is generally conscious and is often part of an on-going pattern of behavior. We also recognize that bullying can take many different forms these include:

- Emotional bullying which involves attacks against a person’s emotional well-being and includes spreading rumors and excluding others from activities
- Verbal bullying, which involves name-calling, insults, and other verbal forms of humiliation and harm
- Physical bullying, which involves bodily aggression such as hitting, kicking, and punching

The purpose of this policy is to outline our responsibilities as staff, faculty, Scholars, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the George Gervin Prep Academy community. It is our intention to take positive and supportive action for the prevention of, and intervention in, bullying situations. It is our goal to inform Scholars and parents of the school’s expectations and to foster a productive partnership, which helps maintain a bully-free educational environment.

Faculty and Staff Responsibilities

It is the responsibility of all staff to:

- Be a positive role model in word and action, at all times
- Work to remove opportunities for bullying and/or harassment through active supervision, at all times
- Be observant of signs of distress or suspected incidents of bullying and/or harassment
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian
- Complete documentation when appropriate
- Work to build, support, and maintain a bully-free campus environment
- Attend annual policy manual meeting
- Read, sign, and uphold the policy

Scholar Responsibilities

It is the responsibility of every Scholar to:

- Treat others with respect, kindness, and courtesy
- Be aware of how words and actions affect others
- Read, sign, and uphold the GGPA anti-bullying policy
- Refrain from participating in acts of bullying and/or harassment
- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/guardian
- Work to build, support, and maintain a bully-free campus environment

Bullying may involve, but is not limited to:

- Hitting
- Kicking
- Punching
- Choking
- Pinching
- Slapping
- Pushing
- Taunting
- Teasing
- Name-Calling
- Excluding
- Threatening
- Intimidating
- Insulting
- Stealing
- Rejecting
- Spreading
- Rumors
- Using Racial
- Slurs
- Scaring
- Sexual
- Harassment

Parent Responsibilities

- It is the responsibility of every parent to:
- Be a positive role model in word and action, at all times, while on the GGPA campus
- Demonstrate respect and courtesy in all GGPA relationships
- Read, sign, and uphold the GGPA anti-bullying policy
- Discuss and clarify the policy with your child/children
- Take an active interest in your child's social relationships and friendships
- Watch for signs of distress in your child or sudden changes in their behavior or demeanor

Communicate with GGPA Administration or faculty members about suspected, observed, or reported incidents of bullying and/or harassment. Commit to working with GGPA personnel when your child is involved in a bullying and/or harassment incident.

Consequences for Bullying and/or Harassment

Consequences for bullying and/or harassment may include, but are not limited to:

- Meeting with Administrator and/or appropriate school personnel
- Mediation
- Removal from classroom, playground, and/or classroom activities
- Individual behavior plans/contracts
- Disciplinary hearing
- Short-term suspension
- Long-term suspension
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation

Any Scholar, employee, volunteer, or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another Scholar, employee, volunteer, or school community member should immediately report such incident to the Administration. If the Administrator(s) is/are the alleged perpetrator(s) of the incident or incidents, then the report should be made to the Governing Board.

Anti-Bullying/Cyber-Bullying Agreement

We the Scholars/parents/guardians of George Gervin Preparatory Academy agree to join together to stamp out bullying/cyber-bullying at our school. We believe that every individual should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying/Cyber-bullying can be pushing, shoving, hitting, spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying/Cyber-bullying causes pain and stress to victims and is never justified or excusable as 'kids being kids', 'just teasing', or any other rationalization. The victim is never responsible for being a target of bullying/cyber-bullying.

By signing this pledge, I agree to

- Value Scholar differences and treat other with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school's policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.

- Support Scholars who have been or are subjected to bullying.
- Talk with teachers and parents about concerns and issues regarding bullying.
- Work with other Scholars and faculty to help the school effectively deal with bullying.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger Scholars and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully /cyber-bully or see someone being bullied/cyber bullied, if I do not report or stop the bullying/cyber-bullying, I am just as guilty.

By signing this pledge, we the Parents agree to:

- Keep themselves and their children informed and aware of school bullying/cyber-bullying policies.
- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their children their feelings about school-work, friendships, and relationships.
- Inform faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school.
- Alert faculty if any bullying/cyber-bullying has occurred.

Signature space provided on a separate Signatures page

DRUG-FREE SCHOOL

GGPA is a drug-free, tobacco-free, and alcohol-free school. This includes off-campus school events and field trips in which Scholars are participating (“School Events”). At all times during school events involving Scholars, teachers, staff members, and volunteers attending or participating in a school event will comply with GGPA’s drug-free and alcohol-free policy.

SCHOLAR SEXUAL HARRASSMENT/ SEXUAL MISCONDUCT

GGPA is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any Scholar by any employee, Scholar, or other person at school or at any school-related activity.

Examples of Sexual Harassment

Behaviors that may constitute sexual harassment include, but are not limited to:

- Intentional or unintentional touching
- Explicit or implicit propositions to engage in sexual activity
- Gratuitous comments of a sexual nature such as explicit statements, questions, jokes, or anecdotes
- Remarks of a sexual nature about a person’s clothing or body
- Remarks about sexual activities or speculation about sexual experiences
- Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials
- Deliberate, physical interference with or restriction of an individual’s movements
- Persistent, unwanted sexual/romantic attention
- Subtle or overt pressure for sexual favors
- Deliberate, repeated humiliation, or intimidation based upon the sex of the individual

Examples of Sexual Misconduct

In addition to prohibiting sexual harassment, George Gervin Prep Academy also prohibits conduct of a sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is inappropriate in the classroom or on school premises. Examples of such misconduct include, but are not limited to:

- Repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the classroom, even if such conduct is not objected by those present
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting even if not objected by those present.

Any Scholar who engages in the sexual harassment or sexual misconduct of anyone at school or a school-related activity shall be subject to disciplinary action.

Reporting Sexual Harassment or Sexual Misconduct

Confront the Offender

A Scholar may, at any time, personally confront the individual whose conduct is offensive, unwelcome, or intimidating and request that such conduct stop. If the Scholar chooses to do this, he/she must be direct and consistent. Explain that the conduct is offensive or makes him/her feel intimidated or uncomfortable and ask that it stop. Make sure that the Scholar's message to the individual is clear. *However, if that action is not feasible or successful, or if a Scholar feels uncomfortable taking such action, the options described below are also available.*

Report It

Persons who are sexually harassed or subjected to sexual misconduct may feel confused and helpless or blame themselves for the offensive behavior. They may also be afraid of retaliation and be reluctant to let anyone know about their situation. It is important for persons who believe they have been sexually harassed to report it and get help to protect themselves and others from unwanted sexual attention and advances that may interfere with academic opportunities and performance.

Any Scholar, or parent on behalf of a Scholar, who believes that he or she may have been sexually harassed or subjected to sexual misconduct is encouraged to report such conduct to the teacher, the Administration, or a person designated by the Superintendent for that purpose.

No Scholar will be required to report or make a complaint of sexual misconduct or sexual harassment to the person who is the subject of the complaint.

SCHOLAR DISCIPLINE

Appropriate behavior is a necessary prerequisite to learning. Therefore, each Scholar must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. Each employee of the Academy is responsible for helping to enforce proper Scholar conduct.

Cooperation between parent(s), legal guardian(s) (hereinafter “parents”) and the Academy are essential to positive, effective Scholar discipline. To facilitate and further this cooperation, the Academy will:

- Inform parents of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute to parents clearly stated discipline policies, rules, and regulations.
- Scholars must accept responsibility for their conduct.

GGPA will assist parents whenever possible by recommending services and agencies that may be of assistance in correcting unacceptable Scholar behavior. However, ultimately parents must assume the responsibility for the conduct of their children.

Lunch Detention

As part of the disciplinary process, any teacher or administration may assign Scholars lunch detention. Depending on the offense, the number of days will be determined and will be equivalent to the behavior and the recurrence of the offense.

Infractions and Disciplinary Actions

The following infractions are considered unacceptable and a cause for disciplinary action. The following infractions are broad in scope and call for the Principal, Superintendent and/or Board to exercise discretion (within the law and policies) based upon the facts and circumstances of individual cases in terms of what appears best for the Scholars and the Academy. This list is not meant to exclude other infractions that might occur that could jeopardize the health, safety, or welfare of others or interfere with the educational process.

Infractions Against Public Order

- Public Nuisance
 - Explosives
 - Making bomb threats
 - Setting off false fire alarms
- Loitering/Trespassing
- Disorderly Conduct
 - Disturbing a school meeting, activity, or school event
 - Vulgar or obscene language, gestures, or ethnic slurs
 - Arson or attempted arson
 - Fighting
 - Threatening violence or attempting violence
 - Possession and/or use of a weapon or dangerous instrumentality

Infractions Against Authority

- Insubordination
- Obstructing an investigative process
- Insult or verbal abuse toward faculty or staff members
- Assault toward faculty or staff members
- Giving false identification or information
- Resisting authority
- Forgery
- Violation of Board or school rules

Destruction of School Property

- Vandalism
- Theft/graffiti/larceny

Infractions Against Others

- Endangerment
- Creating a hazardous or physically offensive condition
- Harassment, threats, or verbal abuse
- Libel and slander
- Extortion
- Physical assault
- Improper sexual advances
- Fighting
- Hazing

Substance and Alcohol Abuse

GGPA is a Drug-Free Zone. The use, possession, or sale of a controlled substance; A controlled substance is defined as: any substance defined as a controlled substance by Arizona or federal law; narcotic drugs, harmful drugs, hypnotic drugs, opiates, cocaine, marijuana, and alcohol-based substances, and vapor-releasing substances, and use of a prescription drug without a prescription or other than prescribed.

- Being Under the Influence of a Controlled Substance as Defined Above
- Use or Possession of Tobacco Products of All Descriptions
- Sexual or Physical Abuse of Scholars
- Date Rape or Statutory Rape
- Sexual Harassment or Sexual Intimidation

Permissible Penalties

The range of penalties that may be imposed for violations of Scholar disciplinary rules include, but are not limited to:

1. Verbal warning
2. Written warning/notification to parents
3. In-school suspension (length contingent on infraction)
4. Short-term suspension (not to exceed ten (10) days)
5. Long-term suspension (greater than ten (10) days)
6. Expulsion.

Loss of privileges will accompany written warnings/notifications and infractions warranting higher penalties. Non-inclusive lists of privileges that may be revoked are:

- Sports Activities
- Field Trips
- Scholar Council
- Clubs
- Other GGPA activities
- Social contact
- Other Extracurricular Activities.

Depending upon the nature of the violation, Scholar discipline may be progressive, i.e., a Scholar's first violation could merit a lighter penalty than the subsequent violations. GGPA employees should take into account all other relevant factors in determining an appropriate penalty, including, but not limited to, the following: the seriousness of the offense, the number of violations, the repetitiousness of the violations, and whether there are any aggravating or mitigating circumstances surrounding the violations. Penalties may be imposed either alone or in combination. For example, a Scholar may receive a written warning and a short-term suspension.

General Due Process Rights

Discipline Which Involves Short-Term In-School Suspension (ISS)

1. For minor disciplinary offenses where the penalty is less than an out-of-school suspension or expulsion, the accused Scholar has the right to an oral or written notice (at the discretion of the Academy) of the reasons for the discipline to be imposed. The Scholar has a right to meet with the Administration and/or his/her designee to discuss the Scholar's position on the discipline and the circumstances surrounding the discipline.
2. After the Scholar has had an informal opportunity to discuss the matter with the Administration and/or his/her designee, the discipline will be imposed. The decision of the Administration and/or his/her designee is final.
3. The discipline shall be recorded in the Scholar's file.
4. The intention of this section is to allow the accused Scholar an informal opportunity to be heard before discipline is actually imposed on the Scholar. Where appropriate, necessary or due to exigent circumstances, discipline may be imposed prior to an informal opportunity to be heard or reviewed by the Administration. In such exigent situations, the Scholar will, shortly after the imposition of the penalty, be given an opportunity for an informal review with the Administration and an opportunity to be heard.
5. The parents shall be notified in writing of the school's imposition of any in-school suspensions.

Discipline Which Involves Short-Term Out of School Suspension of 10 Days or Less (OSS)

1. If the intended discipline to be imposed against a Scholar involves a short-term out of school suspension of ten (10) days or less, the Scholar shall receive oral or written notice of the intended discipline before imposition. The notice shall state the reason(s) for the proposed disciplinary action and the evidence supporting the proposed action. The Scholar will be asked to explain the incident-giving rise to the disciplinary action during a meeting with the Administration. Following the meeting, the Administration or designee may, based upon the evidence, suspend the Scholar for up to ten (10) days, impose other less severe disciplinary alternatives or, if appropriate, exonerate the Scholar.
2. A written record of any disciplinary action shall be kept in the Scholar's file.
3. If the disciplinary action involves suspension, the Scholar's parents must be notified prior to the Scholar being allowed to leave the school premises. If parents cannot be contacted, the Scholar will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, a written notification to the parents of the suspension will be given to the Scholar.

4. As soon as possible following the decision to suspend the Scholar, a letter will be sent to the Scholar's parents, explaining the terms of the suspension, the reasons for the suspension and requesting a meeting to discuss the situation with the parents. Reasons for short-term suspension may include consideration of long-term suspension or expulsion proceedings.

Long-Term Suspension/Expulsion

When the intended discipline involves a long-term (either in school or out of school) suspension of more than ten (10) days or expulsion, the accused Scholar has a right to the following before discipline is imposed (unless an emergency suspension exists as set forth herein)

1. At least three (3) days prior to the time set for a formal hearing on the suspension, the Administration shall provide said Scholar and/or his/her parents and/or legal guardians written notice of intent to impose long-term suspension. Notice shall be deemed given at the time the school puts the notice in the U.S. mail, return receipt requested, to the parties' address of record on file or in the alternative and by actual delivery to the parties or to the parties' last known address. The written notice shall set forth the charges, the rules violated, the facts alleged to constitute the violation, and copies of any and all pertinent documents or exhibits that the school intends to use at the suspension/expulsion hearing. Additionally, the letter shall contain the extent of punishment to be considered, the date, time and place of the formal hearing, a designation of the school's witnesses, and the name of the hearing officer, if one has been designated. The Scholar and/or his/her parent or legal guardian shall also be informed of the Scholar's right to obtain counsel (at his/her own expense) and to present witnesses on his/her behalf
2. A hearing on the long-term suspension/expulsion shall be held within five (5) days of delivering the notice of intent to impose long-term suspension/expulsion. The hearing shall be held before an independent hearing officer designated by the Board. The Administration shall present the case on behalf of the school
3. The hearing will be conducted in private, with only the parties and necessary witnesses being in attendance. A number of aliases so as to protect the privacy of Scholar shall refer to Scholar's names. The parents or legal guardians of the Scholar must be informed of the following:
 - o The Scholar and his/her parents or legal guardians have the right to a statement of the charges and obtain a copy of the rules, which allegedly have been violated
 - o Counsel may represent the Scholar
 - o The Scholar may present witnesses
 - o The Scholar has a right to cross-examine the school's witnesses
 - o Counsel may represent the school
 - o The school has a right to cross-examine the Scholar's witnesses
 - o The burden of proof lies with the school
 - o The hearing will be tape-recorded
4. Long-Term Suspension Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written decision, setting forth the reasons for the long-term suspension. The parents may appeal the decision by submitting a written notice of appeal to the Governing Board within five (5) days of receipt of the decision. If the parents do not appeal, the decision will be final after the expiration of the appeal's period. In the event of an appeal, the Governing Board will review the record of the proceedings and, based on the record, will issue a decision. The Board may uphold the hearing officer's decision, or it may modify the decision. The Board's decision is final
5. Expulsion Within five (5) days of the conclusion of the hearing, the hearing officer shall issue a written recommendation for expulsion to the Board. The recommendation shall contain the reasons for expulsion. The parents shall be notified of the recommendation. The notification shall also contain
 - o The time and place of the Board meeting at which the recommendation will be considered
 - o That the parents or legal guardian have a right to appeal the recommendation at the time of the Board meeting

- o That a written appeal shall be delivered to the Superintendent of Schools or Administrative Designee prior to the Board meeting
- o That the Board may accept the recommendation or reject the recommendation and impose a different disciplinary action
- o In the event that the Board accepts the recommendation, the expulsion shall become effective on the day following the Board meeting
- o That the decision of the Board will be on the record only and will be final
- o That any Board discussion on the recommendation shall be in executive session, unless the parents or legal guardian request that the discussion take place in open public meeting.
- o *That the final decision by the Board shall take place in open, public meeting.*

Emergency Suspension

In a situation where circumstances require the immediate removal of a Scholar from campus, the Academy may impose an immediate, emergency suspension of a Scholar prior to a due process hearing as outlined above. The decision to execute an emergency suspension may be made by the Administration or his/her designee. Emergency removal of a Scholar from the campus is justified where there is a serious, immediate, and continuing danger to the health, safety, and welfare of the Scholar or others on campus. Emergency removal of the Scholar from campus is not, in and of itself, considered disciplinary action, but simply a means to protect the health, safety, and welfare of the Scholar or others.

The Scholar suspended in an emergency situation shall be re-admitted to GGPA as soon as the emergency has passed. Additionally, the Scholar suspended on an emergency basis has the right to a due process hearing on the suspension within three (3) days of the emergency suspension. Which due process hearing applies depend upon the discipline being imposed as set forth above. If the discipline intended to be imposed is a suspension for 10 days or less, the suspension for 10 days or less discipline policy shall apply. If the discipline imposed is for more than 10 days, the long-term suspension policy will apply.

At the time of the emergency removal, the GGPA staff of must immediately inform the Scholar orally of:

1. The precise rule alleged to have been violated
2. The facts which constitute the violation
3. The right to a formal disciplinary hearing within three (3) days from the emergency suspension
4. The facts that justify the emergency removal

This oral notification shall be placed in writing and mailed to the Scholar and his/her parents and/or legal guardian within 24 hours of the emergency suspension. A full, written report of the details surrounding the emergency suspension shall be provided to the Administration or his/her designee within 24 hours of the incident.

Expungement

Allegations of misconduct and information pertaining to shall be expunged from a Scholar's school record in the event it is found that the Scholar did not commit the alleged violations of laws, rules, or policies.

Discipline of Special Education Scholars

All disciplinary action relative to special education Scholars must be taken pursuant to 34 C.F.R. §§ 300.519 through 300.529, references therein and amendments thereto. Copies of the above CFRs shall be kept by the Special Education Coordinator and/or Administration of Operations and provided to the staff as needed. It shall be the duty of the Special Education Coordinator and/or Administrator of Operations of the Academy to review said CFRs in January of each year and to supplement and amend these attachments as necessary to maintain their currency.

It should be noted that in general, removal of a child with a disability from the child's current educational placement for more than ten (10) consecutive schooldays and/or a series of removals that constitute a pattern and cumulate to more than ten

(10) school days in a school year constitute a change of placement. The procedures set forth in 34 C.F.R. §§ 300.519 through 300.529 must take place prior to the expiration of that time. It shall be the duty of the Special Education Coordinator and/or Administration to ensure that the appropriate procedures take place in a timely manner.

Suspensions up to 10 days

A Scholar with a disability may be suspended from the regular classroom up to ten (10) days whenever discipline is appropriate and is administered consistent with treatment of non-disabled Scholars.

The Scholar shall receive oral or written notice of the misconduct and shall be provided an opportunity to present an explanation. Following the meeting, the teacher may suspend the Scholar up to ten (10) days, may impose a lesser penalty, or may exonerate the Scholar. No appeal is available for a short-term suspension.

A suspended Scholar is not allowed to leave campus until parents have been notified. If parents cannot be contacted, the Scholar will be kept in an isolated area, under adult supervision, until dismissal time. If the parents cannot be contacted at that time, an explanatory message to the parents will be given to the Scholar.

A letter to the parents will be written as soon as possible after suspension is imposed, to explain the terms and reasons for the suspension and how to request a meeting to discuss the Scholar's conduct.

A change of placement occurs if the suspension is longer than ten (10) days or is one of a series of suspensions up to ten (10) days that constitute a pattern. Factors to be considered in determining whether a change in placement has occurred include the length of each removal, total time the child is removed, and proximity of removals to each other.

Long-term Suspension and Expulsion

If a suspension of more than ten (10) school days is imposed, the disciplinary action is considered a change in placement. The school will continue to provide services to the extent determined necessary by the IEP team during long-term suspensions or expulsion. If the Scholar commits an offense, which may be subject to long-term suspension or expulsion, the school will immediately do the following:

- Place the Scholar on short-term suspension pending a decision on the long-term suspension or expulsion.
- Immediately, but in no case later than ten (10) school days after the decision to take that action is made, the school will hold a manifestation determination hearing for the purpose of determining whether or not the offensive conduct is a manifestation of the Scholar's disability.

If the Scholar's conduct is determined to be a manifestation of the Scholar's disability, then the suspension shall not be extended beyond the initial ten (10) school days. In that case, placement shall be as determined by the multidisciplinary conference. If the Scholar's conduct is determined not to be manifestation of the Scholar's disability, then discipline shall be administered consistent with treatment of non-disabled Scholars.

Interim Alternative Educational Setting

The school may unilaterally remove a Scholar from regular placement into an alternative educational setting for no more than forty-five (45) days if the Scholar has committed a weapon or drug offense or where a Due Process Hearing Officer has determined that injury to the Scholar or others is likely if the current placement is maintained.

While the Scholar is in the alternative placement, the Scholar will continue to receive those services described in the current IEP. The Scholar will, in addition thereto, receive services and modifications that are designed to prevent the conduct giving rise to the placement.

Incident Report Procedures

Search and Seizure Policy

Scholars possess the right of privacy, as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the Academy's responsibility to protect the health, safety, and welfare of all of its Scholars and staff.

Administration may conduct searches when they have reason to suspect that the health, safety, and welfare of Scholars or staff may be in danger. School officials performing a search or seizure will follow these guidelines:

- General search of school property (including personal items found on school property) may be conducted at any time when there is reasonable cause for a school employees to believe that something jeopardizes GGPA, staff, or Scholars' health, safety, welfare and mission, or violates a law or a school rule is on school property. This search of school property may be made without the Scholar being present.
- Illegal items (firearms, weapons, drugs, alcohol, etc.) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purpose, may be seized by school employees.
- Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a Scholar's possession.
- Administrative employees may search a Scholar when there is reasonable cause to believe that the Scholar has illegal items that may interfere with school purposes, or which may constitute evidence of the violation of a school rule.
- GGPA maintains ownership of Scholar lockers. GGPA may and will search Scholar lockers on a periodic basis to protect the health, safety, and welfare of all Scholars or to discover evidence of violations of school rules. The Scholars should therefore adjust his/her expectations of privacy with respect to lockers accordingly. The personal footlockers or luggage items of Scholars are subject to search if there is reasonable cause to believe that lockers or luggage containing illegal items, items that interfere with school purposes, or evidence of the violation of a school rule.

Scholar Interrogation – Arrest

While the Scholar is within the care or custody of GGPA, it is the responsibility of GGPA to make an effort to act on behalf of the parents with respect to interrogation by law enforcement officials. A parent, may, and a school staff person will be present during these interrogations, except when interviews are conducted by a child protective service worker pursuant to A.R.S. § 8-224(B) or similar federal statute.

When a Scholar is taken into custody (arrested) the arresting officer shall be requested by the school to notify the Scholar's parents or guardians. The arresting officer shall be responsible for the care and custody of the Scholar and shall be responsible for reporting the arrest to the parents. However, GGPA personnel shall make every reasonable effort to ensure that parents have been notified of the fact that the Scholar has been taken into custody. Personnel of GGPA shall cooperate with the police. After an arrest has been formally made, GGPA and its employees no longer exercise jurisdiction or control of the Scholar.

Scholar Freedom of Expression

Scholars at GGPA have the right to freedom of expression that is appropriate for children in school. To ensure the educational mission of GGPA is not materially and substantially disrupted or interfered with, the following expressions are prohibited:

- Expression which, for any reason, causes or is likely to cause a material and substantial disruption or interference with teaching of GGPA or the orderly operation and discipline of the Academy or school activity
- Cursing, profanity, and other vulgar or indecent language

- Speech which is obscene to minors
- Speech which is slanderous or libelous
- Speech which invades the rights of other persons
- Speech which advertises or promotes alcohol, tobacco, illegal drugs, or any product or service harmful to minors and not permitted to minors by law
- Speech which could result in tort liability
- Rude and discourteous speech inconsistent with habits and manners of civil discourse
- Insulting or fighting words (including but not limited to, slurs of another person's character, family, race, religion, sex, ethnic origin, physical appearance, sexual preference, intellectual ability or handicapping conditions)
- Threats of violence or other intimidating statements
- Abusive or harassing conduct (including speech) sufficiently severe and pervasive as to create a hostile learning environment for any Scholar
- Speech which is likely to cause the commission of unlawful acts or the violation of lawful school regulations
- Statements reflecting biases or prejudice in school sponsored expressive activities such as Scholar newspapers, yearbooks, and school plays.

Scholars shall obey the directions of school personnel and cease prohibited expressions and activities noted above.

USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Agreement and Permission Form

The George Gervin Prep Academy (hereinafter “School”) is pleased to offer Scholars and staff (hereinafter jointly referred to as “Users”) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and Scholars must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a Scholar not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is Possible?

Access to e-mail and the Internet will enable staff and Scholars to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to Scholars from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family’s right to decide whether to apply for access.

What is Expected?

Users are responsible for appropriate behavior on the school’s computer network just as they are in their work, classroom, or on a school playground. Communication on the network is often public in nature. General School rules for behavior and communication apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a *privilege*, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School’s computer resources. The Users are advised never to access, keep or send anything that they would not want their supervisors, parents, or teachers to see.

Preamble

The George Gervin Prep Academy (hereinafter “School”) provides technology resources to its Scholars and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of Scholars, parents, teachers, and support staff. The use of these technology resources is a *privilege*, not a right. Computers and related equipment may only be used for educational purposes and school use only. No private use of the computer or related equipment is allowed.

These technology resources include use of an international computer network variously identified as the Electronic Information System, the Internet, the World Wide Web, or the Information Superhighway. This resource provides access to other educational institutions, libraries, agencies, organizations, and individual persons. This access can greatly enhance the educational mission of the School and its Scholars’ educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect Scholars and staff from any misuses or abuses of this service; however, personal responsibility is essential in the use of this system, and all Users must be watchful to avoid inappropriate and illegal interaction with the

information service. All Users and, where applicable, all parents of Users must familiarize themselves with the School's policies and rules regarding the usage of this resource and agree to resource. Users who do not adhere to said policies and rules concerning this resource may result in revocation of the User's privilege and may subject the User to disciplinary action.

Internet access will be provided to the Scholars and staff in accordance with the terms of this policy. Internet access from School computers is reserved solely for educational purposes and School use only. Use by outside groups is prohibited. The School reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

General Conditions for Use

Privacy

Network storage areas may be treated like School lockers. Network Administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines.

Storage Capacity

Users are expected to remain within allocated disk space and delete e-mail or other material, which take up excessive storage space.

Illegal Copying

Users should never download or install any commercial software; shareware or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should Scholars copy other people's work or intrude into other people's files.

Inappropriate Materials and/or Language

No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send, or access materials, which you would not want your supervisors, teachers, and parents to see. Should Users encounter such material by accident, they should report it to the Network Administrator or their teacher immediately.

Rules for Usage

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

- Do not use a computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
- Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User's use only
- Do not view, send, or display offensive messages or pictures
- Do not share your password with another person
- Do not waste limited resources such as disk space or printing capacity
- Do not trespass in another's folders, work, or files
- Adhere to the rules of Internet etiquette set forth in the School's Internet policy
- Read and adhere to the School's Internet policy attached hereto
- Do not reveal your home address or personal telephone number or the addresses and telephone numbers of Scholars, staff, or colleagues
- Notify an adult immediately if, by accident, you encounter materials, which violate the Rules of Appropriate Use

Acceptable Use

The following are rules for the use of the school's electronic information system. Use consistent with these rules is acceptable. Users who violate these or other school rules and/or policies are unacceptable use that may result in loss of user privileges and/or disciplinary action.

- Assigned computer/Internet accounts must only be used for educational research and personal growth
- Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or offline
- Users shall not use the system to promote the use of drugs, alcohol, or tobacco, nor deliberately promote unethical practices or practices which violate any law or School policy
- Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only
- Users shall not read the other users' mail or files; they shall not attempt to interfere with other Users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other Users' mail or files
- Messages should be kept as brief as possible
- Use of any other organization's networks or computing resources must also comply with the rules of that network
- Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret
- Use for commercial activities is generally not permitted
- Use for product advertisement or political lobbying is prohibited
- Messages of a private or personal nature involving Scholars, staff, or other individuals are not permitted
- Inappropriate use of electronic resources can also be a violation of local, Navajo Nation, state and federal laws, and a user can be prosecuted for violating those laws
- Users granted access to the Internet through the school information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by school policy
- No User shall access, transmit, or re-transmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like
- No User shall access, transmit, or re-transmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate prurient or erotic feelings by the description or portrayal of sexual activity or the nude human form)
- No User shall access, transmit, or re-transmit material which advocates or promotes violence or hatred against individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic or religious group over another
- No User shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the User's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software)
- No User shall use encryption software from any access point within the School
- No User shall transmit credit card information or other personal information from an access point within the School
- No person shall transmit e-mail through an anonymous re-mailer
- No User shall access the Internet from the School access point using a non-School Internet account
- No User shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet including the use or attempted use or possession of computer viruses

- No User shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

Use is a Privilege

The use of the school's electronic information system is a *privilege*, not a right, and inappropriate use may result in cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed to the Administration.

Mandatory Internet Filters

As required by federal and state laws, (47 U.S.C.A. §230 et seq.; A.R.S. §§34-501, 502) the School, through the Network Administrator and Superintendent of Schools or Administrative Designee, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that is "harmful to minors" or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is "harmful to minors."

The Network Administrator shall research available software and Internet services to determine the software and/or service that will best serve the School and Users' needs, taking into consideration effectiveness in filtering such material and cost to the school. The Network Administrator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually in writing to the Administrator of Academics prior to July 1. The Administrator of Academics shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the School's Electronic Information System policy shall be considered in selecting this software and/or service.

The term "harmful to minors" is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement or sadomasochistic abuse when both: (a) to the average adult applying contemporary standards with respect to what is suitable to minors it both (i) appeals to the prurient interest when taken as a whole and (ii) portrays the description in a patently offensive way, and (b) taken as a whole, does not have serious literary, artistic, political or scientific value for minors." (47 U.S.C.A. § 231; A.R.S. §§ 13-3501)

The above-described filters and filtering services cannot guarantee that a User will not encounter material that may be deemed offensive or harmful. A user, and where appropriate a user's parent/guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the school's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

No Warranties

The school makes no warranties of any kind, express, or implied, relative to the service it is providing through its electronic information system. The school will not be responsible for any damage a user suffers. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions whether caused by the school's negligence or by the user's errors or omissions. Use of any information obtained via the electronic information system is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via the electronic information system is accurate or reliable, particularly where the advice of medical or legal or accounting or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The school is not responsible for such advice. Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School.

found on the electronic information system. The school is not responsible for such advice. Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School.

The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers or software used to access the system.

Cell Phones

To ensure focus on learning, student cell phones will be collected each morning, stored at the office and returned at the end of the day. If a student needs to contact a parent/guardian or vice versa the school front office phone shall be used.

Network Etiquette (NETIQUETTE) and Privacy

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of electronic information system privileges and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

Be Polite

Never send, or encourage others to send, abusive messages.

Use Appropriate Language

Remember that Scholar' are a representative of our School on a non-private system. Scholars may be alone on the computer, but what a Scholar says and does can be viewed worldwide. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly prohibited.

Privacy

Do not reveal your home address or personal telephone number or the addresses or telephone numbers of Scholars or colleagues.

Electronic Mail

Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.

Disruptions

Do not use the network in any way that would disrupt the use of the network by others.

Other Considerations

1. Check for spelling errors and make sure messages are easy to understand and read
2. Use accurate and descriptive titles for articles. Tell people what an article is about before they read it.
3. Send messages to only the most appropriate audience, not to "everyone"
4. Remember that humor and satire is very often misinterpreted and may not be funny to some people
5. If posting to multiple groups, specify all groups in a single message
6. Cite references for any facts presented
7. Forgive the spelling and grammar errors of others
8. Remember that all network users are human beings. Do not attack
9. Post only known groups.

Web Publishing Policies

General Statement of Policy

It is clear that there are significant risks, as well as significant advantages, involved with allowing Scholars to be identified on the Internet. Therefore, Scholars should not be easily identifiable from materials they might publish on the Internet. No

directory information should be posted on the Web for Scholars whose parents have returned the form asking that such information not be released.

Rules for Web Publishing

1. Only a Scholar's first name shall be used in any Scholar published work.
2. Pictures that are part of Scholar publishing shall not include identifying information.
3. Under no circumstances may a Scholar's home address or phone number be included in any publication.
4. If replies to published Scholar work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the Scholar's.
5. No Scholar's name or picture will be published unless a parent/guardian has signed a release allowing publication.

A separate release must be obtained for each publication.

Closed Forum

1. A school's website is a closed forum.
2. Any website created by the school shall be a closed forum for school use only to transmit information to the public. All web pages created by staff, Scholars, and Scholar organizations on the school's computer system will be subject to treatment as school sponsored publications.
3. Accordingly, the school reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and Scholar work published on the web must meet standards of spelling, grammar, adequate research, and other qualitative measures.

Links to Third Party Sites

1. Any links to the School's website must be approved, in writing, by the Network Administrator and Superintendent of Schools or Administrative Designee.
2. Links to areas allows the Scholar to leave the School site. The links to sites are not under the control of the school, and the school is not responsible for the contents of any link sites or any link contained in a link site, or any changes or updates to said sites. The school is providing these links to Scholars only as a convenience, and the inclusion of any link does not imply endorsement of the site by the school.

*******TEAR THIS PART OUT*******

Parent/Student Contract of Understanding

Student Name _____ **Grade** _____

I, _____, **the Scholar**, have received and read a copy of this handbook. I understand that if I choose not to follow the expectations and the rules set forth in this handbook, I am subject to disciplinary action as set forth in GGPA policy and procedures.

I, _____, **the Parent** of the above-named Scholar, have received and read a copy of this handbook. I understand that if my child chooses not to follow the expectations and the rules set forth in this handbook, they are subject to disciplinary action as set forth in GGPA policy and procedures.

Transportation Signatures

I, _____, **the Scholar**, have received and read a copy of this handbook. I understand that if I choose not to follow the expectations and the rules set forth in this handbook, I am subject to disciplinary action as set forth in GGPA policy and procedures.

I, _____, **the Parent** of the above-named Scholar, have received and read a copy of this handbook. I understand that if my child chooses not to follow the expectations and the rules set forth in this handbook, they are subject to disciplinary action as set forth in GGPA policy and procedures.

Scholar Signature Date Parent/Guardian Signature Date

Anti-Bullying/Cyber Bullying Signatures

I, _____, **the Scholar**, have received and read a copy of this handbook. I understand that if I choose not to follow the expectations and the rules set forth in this handbook, I am subject to disciplinary action as set forth in GGPA policy and procedures.

I, _____, **the Parent** of the above-named Scholar, have received and read a copy of this handbook. I understand that if my child chooses not to follow the expectations and the rules set forth in this handbook, they are subject to disciplinary action as set forth in GGPA policy and procedures.

Scholar Signature Date Parent/Guardian Signature Date

Scholar Dress Code Signatures

I, _____, **the Scholar**, have received and read a copy of this handbook. I understand that if I choose not to follow the expectations and the rules set forth in this handbook, I am subject to disciplinary action as set forth in GGPA policy and procedures

I., _____, **the Parent** of the above-named Scholar, have received and read a copy of this handbook. I understand that if my child chooses not to follow the expectations and the rules set forth in this handbook, they are subject to disciplinary action as set forth in GGPA policy and procedures.

Scholar SignatureDateParent/Guardian SignatureDate

Technology Agreement Signatures

I, _____, **the Scholar**, have received and read a copy of this handbook. I understand that if I choose not to follow the expectations and the rules set forth in this handbook, I am subject to disciplinary action as set forth in GGPA policy and procedures.

I, _____, **the Parent** of the above-named Scholar, have received and read a copy of this handbook. I understand that if my child chooses not to follow the expectations and the rules set forth in this handbook, they are subject to disciplinary action as set forth in GGPA policy and procedures.

Scholar SignatureDateParent/Guardian SignatureDate