

*Gateway Polytechnic
Academy
Student Handbook
2024-2025*





Mission:

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

Vision:

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

Our Priority Areas and Goals:

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



Gateway Polytechnic Academy

Dear Families and Students,

Welcome to Gateway Polytechnic Academy. We are delighted to have you as part of our school community, and we look forward to an exciting and fulfilling year ahead. Whether you are returning or joining us for the first time, we extend a warm welcome to each and every one of you.

Our school is committed to providing a nurturing and inclusive environment that promotes academic excellence, personal growth, and character development. We believe that education is a collaborative effort between students, families, and educators, and we value the partnership we have with all of you. Together, we can create a supportive and engaging learning community that empowers students to reach their full potential.

At our school, we strive to provide a well-rounded education that not only focuses on academic achievement but also fosters the development of essential life skills. Our dedicated and passionate teachers are committed to creating meaningful learning experiences that encourage critical thinking, creativity, collaboration, and effective communication. We believe in equipping our students with the knowledge, skills, and values necessary to succeed in an ever-changing world.

Clear communication is essential for a successful partnership between home and school. We will regularly share important updates, announcements, and progress reports with you. We encourage you to stay connected with us through our school website, newsletters, social media platforms, and parent-teacher conferences. Should you ever have any questions or concerns, please do not hesitate to reach out to us. We are here to support you and your child every step of the way.

As we embark on this new academic year together, let us embrace the opportunities, challenges, and growth that lie ahead. We believe that by working collaboratively, celebrating our achievements, and supporting one another, we can create an enriching and inspiring educational journey for all our students.

Once again, welcome to our school! We are excited to have you as part of our community and look forward to a memorable year of learning.

Sincerely,

Jeff Markle
GPA Principal

The last page of the handbook needs to be read, completed and returned to school as soon as possible.

Gateway Polytechnic Academy School

Mission Statement

Our mission is to relentlessly pursue the highest levels of academic, social, and emotional learning in all students to best ensure post graduate success as responsible citizens in a global society.

Vision Statement

Engineering Tomorrow's Leaders Today

Goals

Engage: We are committed to engage students in hands-on, interactive activities to learn perseverance and to become life learners.

Explore: We are committed to exploring so that students have the ability to apply their knowledge and skills in real-world application.

Explain: We are committed to providing a safe environment where students explain their learning and communicate their ideas daily.

Elaborate: We are committed to elaborating a deeper understanding of concepts to become future leaders and innovators in our global community.

Evaluate: We are committed to evaluating students daily, both socially and academically, so that they can reflect on becoming contributing members of society.



Gateway Polytechnic Academy 2024- 2025 Faculty and Staff

Jeff Markle, Principal

Porter, Lorie	Admin. Asst.	McDevitt, Jamie	5th
Hayes, Rachelle	Dean of Students	Durham, Patricia	6th
Byers, Amy	Counselor	Fezatte, Christina	6th
Chamberlin, Allison	Psychologist	Johnson, Kevin	6th
Dierking, Julie	Nurse	Osburn, Kelly	6th
Recalde-Lara, Roxanne	Registrar	Oblinger, Sarah	SPED
Garland, Pamela	Data	Davis, Molly	SPED
Brown, Karen	Pre-K	Seabright, Karissa	SPED
DeVries, Brittany	Pre-K	Baldwin, Julie	Reading
Tschoepe, Denise	Pre-K	Liversedge, Elizabeth	Resource
Stennerson, Paige	Pre-K	Dase, Natalie	Resource
Chamber, Kelly	Pre-K	Cushing, Kalle	ELP
Bertoldo, Claudia	Pre-K	Genaw, Traci	Speech
Gray, Heather	Pre-K	Butler, Chantyl	Speech - K-6
Simental, Robin	Pre-K	Kleinknecht, Chrystie	Speech - PS
Sorenson, Kelly	Pre-K	Sanstedt, Jill	OT/PT
Cavaliere, Meghan	Kinderr	Saraiva, Jessica	OT/PT
Rauen, Shelly	Kinder	Lang, Tim	IT
Goddard, Jennifer	Kinder	Pettengell, Brittany	ELL
Islas, Stevie	Kinder	New	Cafeteria
Andrews, Heather	1st	Diaz, Robert	Custodian
Crawford, Alissa	1st	Brinkman, Victoria	Library
Gordon, Kelli	1st	Jarvis, Breanna	PE
Redd, Sarah	1st	Warnock, Tim	PE
Binstock, Shae	2nd	Igielski, Allyson	Music
McGuire, Amanda	2nd	Newell, Miranda	Music
Findlay, Heather	2nd	Mescher, Ryan	Band/Music
Nickels, Stacey	2nd	Brines, Chad	Orchestra
Bailey, Ginger	3rd		
Crnjac, Krystina	3rd		
Lambert, Kayla	3rd		
Snider, Katie	3rd		
Flores, Rachel	4th		
Snyder, Kathi	4th		
Rivera, Talia	4th		
Rivas, Daniella	4th		
Hazlett, Julia	5th		
Raber, Heather	5th		
Ekstrom, Sarah	5th		

QCUSD Governing Board

Jennifer Revolt	Board President
Samantha Davis	Vice President
Patty Campbell	Board Member
James Knox	Board Member
Matthew Riffey	Board Member

Queen Creek Unified School District Administration

Dr. Perry Berry.....	Superintendent
Dr. Erika Copeland.....	Associate Superintendent
Dr. Adam Wolfe.....	Assistant Superintendent

GPA PTSO

Teresa Longhurst	President	president@GPAptso.org
Charlotte Francis	Vice President	
Alyssa Boger	Vice President	
Kristin Everhart	Vice President	
Genesis Espino	Vice President	
Tiffany Young	Treasurer	
Aubrey Lindblom	Secretary	

GPA SCHOOL HOURS & GENERAL INFORMATION

Students are not allowed on campus until 7:45

Office Hours	7:45-4:00
Teacher Work Day	7:30-3:30
Instructional School Day	8:15-2:55
Early Release Schedule (Every Wednesday)	8:15-12:55

PHONE NUMBERS

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

WEBSITES/SOCIAL MEDIA

District Website: www.qcusd.org
School Website: www.GPA.qcusd.org
Facebook: www.facebook.com/QCGPA
Twitter: twitter.com/GPA_Aviators
School Instagram: www.instagram.com/aviatorsgpa/
PTSO Instagram: www.instagram.com/gpa.pto
PTSO Facebook: www.facebook.com?PTOGPA

PHYSICAL ADDRESS

5149 S. Signal Butte Rd
Mesa, AZ 85212

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that EVERY person who has custody of a child between the ages of 6 and 16 shall send the child to school for the full time school is in session within the school district in which the student resides.

Regular attendance is essential for success in school. A student not only misses work on the day of absence, but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Instructional time is from 8:15-2:55; please do not take your child out of school early as this disrupts the learning of our students and could result in a half day absence. A picture ID (driver's license) will be required when signing your child out.

A written note or call to the attendance line within 24 hours explaining the absence or lateness **must** account for every absence or tardiness. Your call to us will save time and help protect your child. **It is vital that we have one or more telephone numbers to contact you during the school day. If**

your contact numbers change, let us know right away. A student arriving after the late bell rings (8:15 AM) must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

After a student has incurred 18 absences (for any reason), every absence thereafter will be reported as unexcused. Arizona Law (ARS 15-901A 1) defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspension. The Department of Education delegates the decision of family vacations as an unexcused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused.

To report an absence or a tardy please call:

(480)474-6921

ABSENCE AND TARDY PROTOCOLS

1. A parent/guardian should call the attendance office as early as possible. **Siblings may not excuse absences.** Absences must be excused within 24 hours.
2. Call **before** 8:10 AM. Please specify the student's name, the teacher and reason for absence.
3. If the parent/guardian cannot call the office, a note must be sent in upon the student's return to school explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.
4. **Autodialer:** When a student is marked absent by their teacher in the classroom, the automated system will call families within approximately one hour. This phone call will notify parents that their child is not present for the day. If you called in advance to excuse your child and the registrar has already entered it in the system you will not receive a call. If you have not called to excuse your child's absence, the phone call will serve as a reminder to call the school back to inform us of the reason for your student's absence.
5. If you do not call the school the absence will be recorded as unexcused.

PBIS: Positive Behavior Intervention Supports

GPA teachers and staff are committed to our mission of high academic and social success for all our students. The only way to accomplish our goals is in partnership with our families and students.

Please see our school rules below.

Our school expectations are to: **Be Kind, Be Respectful, and Show Integrity.**

Students who model these expectations will earn Aviator Points and will be reinforced for demonstrating expected behaviors. These may be tools like: praise, Aviator Points, rewards, congratulatory messages, positive recognition, etc.

Students who must be reminded, a.k.a. re-taught expected behaviors prior to any form of consequence. Students who continue to not meet our Aviator Points, even after having been re-taught, will practice the expectations through a variety of methods in the classroom. Once the

teacher has exhausted his/her tools of classroom management and PBIS reinforcement, your student may be served a referral initiating the involvement of the PBIS team to review documents as well as potential causes for lack of adherence to the school rules.

See QCUSD code of conduct for more specific information on egregious behavior protocol.

Gateway Polytechnic Academy Flight Path

Be Kind

Be Respectful

Show Integrity

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

What's Bullying and what's not?

	Balance of power	
Healthy peer relationship	Normal range of conflict situations (not bullying)	Bullying
<ul style="list-style-type: none"> * Kids having fun together on the playground. * Calling to invite a friend over. * Going to a movie together. * Invite someone to sit by you at lunch. * Playing a game together. * Invite someone to play on campus. * Be a good listener. * Include others. 	<ul style="list-style-type: none"> * Equal power of friends. * Happens occasionally. * Generally not serious. * Equal emotional reaction. * Not seeking power or attention. * Generally not trying to get something. * Remorse and will take some responsibility. * Effort to solve the problem. 	<ul style="list-style-type: none"> * Repeated negative actions. * Imbalance of power, not friends. * Purposeful, serious with threat of physical or emotional harm. * Strong emotional reaction from victim and little or no emotional reaction from bully. * Seeking power, control or may attempt to gain material things. * No remorse - blames victim. * No effort to solve problem.

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- * Has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property.
- * Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm.
- * Occurs when there is a real or perceived imbalance of power or strength.
- * May constitute a violation of law.



GENERAL SCHOOL INFORMATION

Classroom Information

Grading Policy

QCUSD uses Synergy grading program for grades and report cards. Grades are taken on a weekly basis for assigned lessons, homework, quizzes, and tests. Parents can check grades at any time using their parent ID.

Report card grades are as follows:

For grades 3-6 there will be 2 levels of recognition: Principal's List and Honor Roll. Students who meet the criteria will be recognized.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Honor Roll: 85% and above with A's and B's and no more than 1 C. No D's, F's, or N's in any category or subcategory.

Principal's List: 95-100% with no C's, D's, F's, or N's in any category or subcategory.

Honor Roll and Principal's list is determined on a quarterly basis and is based on grade level or above grade level work.

The penmanship grade will not be included in the calculations. Synergy will be used to determine percentages.

Curriculum

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

ParentVUE Activation Instructions

Welcome to ParentVUE!

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

1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser.
https://qc.apsc.org/PXP2_Login.aspx
2. On the login page, click on the link that states "I am a parent".
3. On the following page, click on the Activate My Account link.
4. In the next screen enter the first name, last name, and activation key exactly as it appears below.
5. Click on the Go to Step 2 button.

6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters.
7. Also enter your primary email address. This address will be used to recover your password if you lose it.
8. Click on Complete Account Activation to finish setting up the account.

Clubs and Activities

Student Council/Leadership

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

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

Communication During School Day

We understand that emergencies/situations come up and that you may need to relay an important message to your child(ren). Please call the office and we will be able to deliver a message to your child(ren). If your child has an emergency and needs to communicate with you during the school day they need to request permission. Please refrain from texting or calling your child during the school day. Cell phones and smart watches are not allowed to be used during the school day. Students are asked to keep their cell phones in a zipped pocket of their backpack while on campus. If a student is caught using a cell phone or smartwatch during the school day, the device will be placed in the office and may be retrieved by a parent/guardian after school.

Counseling

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

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

Emergency Plan

GPA follows ALICE (Alert, lockdown, inform, counter, evacuate) for lockdown and emergency procedures as do all QCUSD schools. Fire drills occur on a monthly basis. Bus evacuation drills are held twice a year for all students. Lockdown drills occur once per semester.

Enrollment Information

GPA serves a hyper growth area here in both Eastmark and Cadence communities. Due to this adversity, the school often must hire more teachers to accommodate increases in our student population. Upon hiring new teachers, the school will use a system of requiring the most recent enrollees as well as any open enrollment students to potentially be moved into the classrooms accommodating growth. If this is the case, your family will be notified by the registrar of the new teacher's name, room assignment, and start date for your student.

Health Office

The school has a full time health aide to administer our health program. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report the injury to an adult immediately. **The health aide is not a doctor**, she can not make a diagnosis regarding an illness or injuries. In instances where students are sick and need to go home, parents will be responsible for taking their child home.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours; A fever greater than 99.9 degrees, vomiting, or diarrhea.

Library

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

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

Lunch Schedule-Cafeteria Information

Regular Lunch Schedule				
Grade	EAT	PLAY	CLASS	Total Time
Kinder	10:20	10:40	11:00	10:20-11:00
1st	10:45	11:05	11:25	10:45-11:25
5th	11:10	11:30	11:50	11:10-11:50
6th	11:35	11:55	12:15	11:35-12:15
2nd	12:00	12:20	12:40	12:00-12:40
4th	12:25	12:45	1:05	12:25-1:05
3rd	12:50	1:10	1:30	12:50-1:30

Lunch Schedule-Early Release

Early Release Lunch Schedule				
Grade	EAT	PLAY	CLASS	Total Time
Kinder	9:45	10:05	10:20	9:45-10:20
1st	10:10	10:30	10:50	10:10-10:50
5th	10:35	10:45	11:00	10:35-11:00
6th	11:00	11:20	11:40	11:00-11:40
3rd	11:25	11:45	12:05	11:25-12:05
4th	11:50	12:10	12:30	11:50-12:30
2nd	12:15	12:35	12:50	12:15-12:50

The Cafeteria offers breakfast and lunch.

Student Meal Prices:

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.50	\$2.90
Free	\$0	\$0
Reduced	\$0	\$.40
Adult	\$1.75	\$3.75

We provide meals at a free or reduced rate depending on your income level. Meal applications are available at your school site, at the district office, or online at www.qcUSD.org. Applications will also be available to fill out online at <http://family.titankk12.com>. The site will provide you with your approval status once it is processed.

You are welcome to eat with your child at any time. When you arrive at school, please sign in at the school office, and get a visitor's sticker before heading to the Cafe.

For more information about our Food and Nutrition Department please visit the QCUSD Family Handbook.

Lost and Found

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

Off Campus Jurisdiction

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

- At any school activity/athletic event (home or away, day or night)
- To and from school or school activities, including bus stops

- In classrooms
- On campus
- On any district property

Could result in disciplinary action, as per Arizona Revised Statutes 13-201.

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

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

Personal Property

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

Product Sales on Campus

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

Seasonal Festivities/Celebrations

In GPA and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities, and festivities to celebrate these special times of the year. They do not include student costumes during the school day. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning. Therefore, we ask students and parents to celebrate these activities off campus before or after school.

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

Policy 5-302 Student Attire

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.

Prohibited Attire

Attire may be prohibited when it:

- **Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.**
- **Affects the health or safety of students, personnel or visitors.**
- **Conveys affiliation with a criminal street gang.**
- **Exposes the undergarments, or undergarment areas.**
- **Contains or conveys obscene language, symbols or messages.**
- **Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.**
- **Is inconsistent with or prohibited by the course, program, or activity.**

Student Checkout

A student being called out before the end of the school day requires a parent /authorized person to report to the office and sign the child out. Proper identification is required. Dismissal procedures begin around 2:40. Checking out a child after this time is challenging due to the dismissal procedures. In addition, students miss instruction whenever they are out, so please try to schedule medical and dental appointments outside of school hours.

Site Council

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

Teacher Assignment

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

In the case of increases to the student population that lead to the addition of classrooms, those who have enrolled most recently along with any eligible open enrollment students will be first added to these rosters. This may mean that your teacher changes mid-year. Families will be notified by the registrar if this were to occur with the new teacher's name, room number, and start date.

Transportation Information

Bus Riders

Your child's transportation information can be found by visiting the QCUSD website under the Parents icon. You may contact transportation, register your child for transportation, and use the address finder to determine where your home is on the bus route. If you have further questions you can contact the transportation department.

For a safe and enjoyable ride to and from school children should adhere to the PBIS rules and model good behavior on the bus. Any infractions to the bus rules that jeopardize the safe transportation of any passengers will be reported directly to the transportation director and/or school administration. Consequences may range from assigned seating to loss of bus privileges. The transportation Department will administer all infractions and disciplinary measures that occur on the bus and at the bus stops.

Students must ride on their assigned bus to and from school and must get on and off the bus at their assigned bus stop. In the event that your child needs to ride a different bus or get off at a different stop a temporary bus pass must be obtained from the school office personnel. A written request or a phone call from the parent/guardian must be received in order for children to ride a bus other than their assigned bus/route.

Kindergarten through 2nd Grade- a parent must be at the bus stop to receive your student each day. If a parent is not there, your student will not be let off the bus. They will be returned to the school at the end of the route. Parents may complete a Release of Responsibility Form found on the QSUSD website under Departments/Transportation. The completed form must be submitted to the Transportation office by fax or email.

Carline-Parent Transportation-Drop Off

Kindergarten thru 6th grade students are able to be dropped off, starting at 7:45 AM in drop off zone in front of the school. Please drive all the way forward before letting your child(ren) out of the car. Do not, at any time, PARK in the drop off zone. Parents wanting to park should do so in the parking lot and escort their child(ren) into the building. Please avoid prolonged goodbyes. Ensure that your child can unlatch their seatbelt for a safe and quick drop off. The staff parking lot on the west side of the building can NOT be used to drop off or pick up your child. For safety reasons, please drop off and pick up in the designated areas ONLY.

Carline-Parent Transportation-Pick-Up

Afternoon pick up is busy and following these expectations will help us dismiss children safely. When picking up your child(ren) stay in your vehicle and pull all the way forward as close to the car in front of you as possible. Display student(s) name(s) on a piece of paper on your dashboard and remain off your phone while in the carline. Do not use the staff lot for student pick up and please be sure your children are able to buckle themselves in and that they can load on the passenger side of the vehicle.

Scooter/Skateboarders/Walkers/Bikers

The following rules are to be observed by all bike, scooter, skateboard, and walkers entering and leaving the school property:

1. All ordinances concerning bicycle/scooter/skateboard safety must be observed.
2. Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike, scooter, or skateboard to campus.
3. Students may not access campus before 7:45 AM.
4. GPA cannot accept responsibility for the safety of bikes, scooters, or skateboards and is not responsible for theft of parts or damage while bicycles, scooters, or skateboards are parked in the bike rack.
5. All wheeled vehicles must be stored in the bike rack area and we encourage you to lock your item for safety purposes.

Student Transportation Changes

Please contact the school office with any transportation changes. A written note or phone call from the parent/guardian to the office will ensure your changes are made. You may email the teacher as well, but the message may not be received in a timely manner. The end of the day can be a bit hectic, so please make all transportation changes whether temporary or permanent with the office. We ask that all transportation changes be made prior to 2:15. Requests made after this time may not reach the student in time for dismissal.

Toys, Trading Cards, Tablets, and Electronic Games

These items are not allowed on campus. If these type of items are seen at school they will be taken away and kept by the teacher until a parent/guardian can come to pick them up. These items are a distraction to the learning environment and the school will not be responsible for theft or damage of items brought to school by students.

Visitors

Parents are always welcome to visit our campus. For the protection of our students, all visitors are required to check in at the office and wear a visitor's sticker while in the building. Prior to being admitted to the building, the office will check with the teacher to announce your arrival.

Unplanned visits before or after school are disruptive to the teachers' prep time. In addition, unplanned visits during instructional time are disruptive to the classroom learning environment. If you need to meet with your child's teacher, please schedule an appointment with the teacher. Children

from other schools and younger siblings are not allowed to visit the classroom; please do not ask for an exception to this restriction.

We ask that you have teacher approval prior to entering the classroom. The teacher is not able to conference with a parent while students are in the classroom. Conferences/meetings must be scheduled for another time. Volunteers/visitors must report back to the office and sign out before leaving the campus.

Volunteers

Volunteers are always welcome and needed at Gateway Polytechnic Academy. Classroom teachers will communicate with parents/guardians about volunteer opportunities. If you're volunteering all day or do not have a child in a classroom you would like to volunteer in, you will need to undergo a background check. If you wish to volunteer and are not the parent or legal guardian of a student at Gateway Polytechnic Academy please apply for a volunteer position on our district website. We also encourage you to help our Parent Teacher Student Organization. The PTSO is made up of parents, staff, and community members who take an active role in the school.

Withdrawal from School (Records)

If it becomes necessary for the student to withdraw from school during the school term, parents should notify the registrar in advance to prepare transfer records. Parents may come to school and make the withdrawal at any time. Having the forwarding address of the new school is very helpful. All school-issued books, materials, and library books must be turned in prior to withdrawal.

GPA Student Handbook Acknowledgement

Please read, sign, and return this page to your child's teacher.

I, _____, acknowledge that the Gateway Polytechnic Academy
(Print Student's Name)

Student Handbook has been read and discussed with me and I understand and will adhere to its contents.

Student Name: _____ Teacher: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

