



Addendum to Parent/Student Handbook 2024-2025

CONDUCT, STUDENT

Every Student Has The Right To Learn;
Every Teacher Has The Right To Teach;
No One Has The Right To Interfere With Either.

GAP Expectations

Every student must maintain:

- Good grades
- Good behavior
- Good attendance

To help guarantee student safety and a good social and educational climate, it is important that students understand that proper, safe, responsible behavior will be expected from them at all times. Discipline will be administered when any individual's actions threaten the safety of others or interfere with the right of teachers to teach and students to learn. Students are reminded that any staff member or designated parent volunteer in the school has the right and responsibility to address individuals at any place and at any time. Students are accountable to school and district rules from the time they leave their home for school until the time they return home.

General Guidelines for Student Behavior:

GAP students will be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring

- Risk-takers
- Balanced
- Reflective

ID Badges

- ID badges must be worn at all times.
- It is the responsibility of the parent(s) and student to arrive on campus with a student ID daily.
- **Bus Riders - No badge-No ride** - to board an AESD bus for PM routes, students must be wearing a district issued RFID White Campus Specific Photo Badge.
- **Students who do not have their ID badge after the third occurrence will receive lunch reflection thereafter.**
- Parents, please inform the school promptly in the morning if a student has misplaced their ID.

DRESS CODE

The way a student dresses has a direct impact upon how (s)he behaves. We recommend that students get up with plenty of time to freshen up, change into school appropriate attire, and eat a healthy breakfast to prepare for a day of learning.

To help ensure student safety and to assist in maintaining a positive educational environment, the following rules apply to all school-sponsored activities and events.

Monday - Thursday: Students must wear the following uniforms:

- Solid white collared, button-up shirt (short or long-sleeved)
 - Shirts must be tucked.
 - Solid black tie, bowtie, or bowknot
- Khaki or black bottoms with belt or suspenders
 - Pants (no leggings, yoga pants, and or black jeans)
 - Shorts (must be no more than three inches above the knee)
 - Skirts (must be no more than three inches above the knee)
 - During the winter, solid black tights or leggings may be worn under the skirt.

Friday: Students must wear:

- Polo shirts with the GAP crest
- Same bottoms as noted for Monday-Thursday dress. Every first Friday of the month, Students may wear a GAP t-shirt with jeans (NO ripped jeans)

P.E. Days: Students must wear:

- GAP PHE Shirt within dress code
- Gym Shorts, solid black (no spandex, sports skirt, yoga pants, biker shorts, or athletic skirts)
- Sweat pants, solid black, may be worn in the winter (no spandex, yoga pants, or black jeans)
- Running shoes

1. Students must wear shoes at all times while on campus. Flip-flops, slippers, Crocs and high heels are **not** permitted for safety reasons.
2. Sunglasses are not to be worn indoors at any time.
3. No hairnets, hats, bandanas, or headwear of any kind may be worn on campus. Failure to comply will result in the confiscation of these items for the remainder of the school year. Exceptions: religious and cultural purposes or medical condition, doctor's note required.
4. **On Free Dress Days**, clothes must be in good taste and must adequately cover the body (including the stomach area when the hands are raised or when a student is seated). Non-permitted items include, but are not limited to: rolled-up pant legs, short shorts or skirts; torn, cut, or unhemmed shorts, pants or shirts; tights; bathing suits; bicycle pants or shorts; pajamas; bare chests or midriffs; halter, tube tops or tank top; muscle shirts; spaghetti straps or off-the-shoulder items; low-cut tops, blouses and dresses; and see-through or mesh garments. **Students may not wear a sweater or jacket to cover a shirt which is out of dress code.**
5. **Sweaters are not to be worn outside when the temperature outside is 90 degrees and above. Sweaters may be worn inside the classroom. Hoodies must be removed while indoors.**
6. Excessive make-up, jewelry, or disruptive hairstyles will not be allowed. Make-up purses are not to be brought to class. Hair spray, perfume, body spray, and cologne are not permitted anywhere on campus.
7. On Free Dress Days, pictures and/or words displayed on any garment must be in good taste with nothing which is obscene or vulgar, gang-related or which promotes anything illegal for minors such as cigarettes, alcohol, tagging, or drugs. Officially sanctioned clothing bearing the name or logo of a professional sports team may be worn provided it is not customized in any way. In all of these cases, students may not be permitted to attend class until their parents bring a change of clothing.
8. Clothing is to be appropriate for a student's physical size. "Sagging" is not permitted (pants must fit around the waist and are not permitted to sag). Belts or suspenders should be worn, and should also be of an appropriate length to fit the student's physical size. "Hanging" belts or suspenders are not permitted. Students are permitted to wear one buckle with their belt, and a buckle with an initial must designate the student's first or last name.
9. Students are permitted to have pierced ears. In addition, for safety reasons, large earrings are also not permitted.

10. Students are to comply with the school dress code. Logos, initials, nicknames, insignias and hand signs representing anything illegal, immoral, inappropriate, or gang-related are not permitted (Examples of prohibited dress include shirts which say sexy, playgirl, playboy, and AZ 602 or LA in old English writing.)

School Socials

Socials will be held throughout the school year to celebrate students who exemplify IB Learner Profile Attributes. Guidelines for these socials are as follows:

- Students need to qualify in order to attend, and guidelines will be set by each grade level.

Cell Phones

We understand cell phones are now part of our everyday lives. Due to the implications of improper use and/or disruptions, students are not permitted to use their cell phones or technology devices for personal use on campus. This includes no texting on campus, browsing or connected to social media, and/or internet use. Each classroom is equipped with iPads for school use and needs. If a student needs to contact a parent or guardian, they may ask for permission to use the front office phone. **Any use of cell phones on campus will result in confiscation of the device and is the responsibility of the parent/guardian to retrieve it from the principal's office.**

DROPPING OFF/PICKING UP STUDENTS

To ensure traffic safety, please follow all traffic flow directions and signs, entering and exiting where designated. Please pull as close to the curb as possible, and do not double park your vehicle. **Please do not park along 39th avenue.** If you wish to leave your car to meet your child or to escort him/her to class, please be sure to park in a designated parking space. Do not leave your car unattended at the curb, since this will cause added congestion and will stop others from accessing a safe drop off/pickup area.

At dismissal, all students except those taking the bus will be dismissed at the main lot dismissal area by grade level bands. Parents will pull up to their child's designated area. Families must have an assigned student identification tag visible on the dashboard or in hand when picking up student(s) at dismissal. The K-2 students will be escorted to the vehicle by a staff member. Parents who walk to school to pick up their child may receive the child from the homeroom teacher at the gate.

PARKING LOT TRAFFIC FLOW

To ensure traffic safety, please follow all traffic flow directions, areas, and signs. When stopping at the curb to drop off or pick up your child, please pull as close to the curb and all the way forward as possible to let other cars pass. Please do

not double park your vehicle, since this will prohibit proper traffic flow. The fire lane entrance is a bus bay and for buses only. Do not drop off students, pick up students, or park there. When escorting your child onto campus, please be sure to park in a designated parking space before leaving your vehicle. Do not leave your car unattended at the curb and do not weave through cars moving through the parking lot and in the circle.

Extended Day

Global Academy of Phoenix offers a free before and after school extended day program for parents in need.

1. Extended Day Agreement form must be filled out by parent **PRIOR** to program participation.
2. This is not a hang out opportunity or extra time with their friends.
3. The morning session is open from 7:00 a.m.-7:45 a.m. The afternoon session is held from 2:50 p.m. – 4:00 p.m.
4. If a parent is late picking up their child three times during the school year, they will no longer be eligible for the extended day program.
5. Extended Day will not be offered on half days, this includes, but not limited to, parent teacher conference days and the last day of school.

We reserve the right to dismiss a student from extended day due to program availability, over 3 late pick-ups, extreme behavior.

Birthday Celebrations

Parents who wish to bring snacks for their child's birthday celebration must adhere to the following school guidelines: They must obtain approval from the student's teacher at least one day in advance. Snacks will be distributed during the last hour of school or class time, and they must be store-purchased.

BACKPACKS

Backpacks are allowed. Backpacks should be used for school materials only.

BICYCLES

We do not have a location to secure bicycles. Students are discouraged from riding bicycles to school because of issues involving safety, theft and vandalism. K-2 students are not permitted to ride bicycles to school at any time. Electric or gas powered bicycles or scooters are not allowed at school. Furthermore, students will not be permitted to ride these types of bicycles and scooters to and from school.

1. There are no bicycle racks at GAP.
2. Bicycles are not to be ridden on campus, on sidewalks, or in the parking lot. Do not ride double or on the handle bars.
3. While every effort is made to ensure the safety of bikes, **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED BICYCLES.**

4. Skateboards are not allowed on school grounds.

Failure to comply with the above will result in disciplinary action and may result in a suspension of bicycle riding privileges.

Lunch Hours

K-2nd grade- Lunch 11:25am-11:45am, Recess 11:45am-12:05pm

3rd-5th grade- Lunch 11:45-12:05, Recess 11:25am-11:45am

6th-8th grade- Lunch 12:05pm-12:25pm, Recess 12:25pm-12:45pm

HONOR ROLL

Honor Roll is computed for students in grades K-8 at the end of each grading period. To be eligible, students cannot receive any grades of D or F.

Principal's Honor Roll: for students who achieve a 3.8 grade point average higher.

Honor Roll: for students who achieve a 3.0 to 3.79 grade average.

LOST AND FOUND

Lost and found items are kept in the office. All items will be tagged and kept for a total of 30 calendar days. At the end of this period, any unclaimed items will be donated to charity. To help us return these items to their rightful owner, we highly recommend that parents mark all personal items with their child's name.

PROMOTION, EIGHTH GRADE

Toward the end of each school year, 8th-grade students being promoted to high school are offered several opportunities to participate in special activities, including an 8th-grade dance, a field trip, and a promotion ceremony. Students may be excluded from these activities for behavior that has resulted in in-school detention, out-of-school suspension, referrals for truancy, or a combination thereof.

Extracurricular Clubs/Sports

Any student participating in after school activities must be provided transportation by the parent or guardian. GAP will not provide a late bus for any after school activities.

If a parent is late picking up their child(ren) more than three times, the extended day and after school opportunities will be revoked.