



GILROY UNIFIED SCHOOL DISTRICT • GAVILAN COLLEGE

GECA

DR. TJ OWENS GILROY EARLY COLLEGE ACADEMY

BE SOMEONE • GO SOMEWHERE • SEEK EXCELLENCE

Student/Parental Advisement Form

I have reviewed the Handbook and understand the guidelines of Dr. TJ Owens Gilroy Early College Academy (GECA). I understand that I/my student will be held accountable for these guidelines and will accept appropriate consequences if inappropriate choices are made.

Student Name (please print) Date

Student Signature

I have reviewed the Handbook with my student and understand the guidelines of Dr. TJ Owens Gilroy Early College Academy

Parent Name (please print) Date

Parent Signature

Please sign and return upon review of the Handbook. A signature must be on file for the student to participate in any extracurricular activities including dances, field trips and any other scheduled school events.



2025-2026

Parent-Student Handbook Planner

5055 Santa Teresa Boulevard,

Gilroy, CA 95020

www.geca.gilroyunified.org

Phone: (408) 846-4909

Dr. TJ Owens Gilroy Early College Academy

Table of Contents

GECA Graduation Requirements.....6
Sample Four-Year Plan.....10
College Entrance Requirements.....12
School Eligibility Policy.....15
General School Policies.....16
Student Drivers.....21
Student Governance.....22
Student Expectations & School Discipline Policies.....24
Academic Programs.....29

Course Descriptions

Social Science.....30
Mathematics.....31
English.....32
Science.....33
Physical Education.....33
Non-Departmental Electives.....33

Contact Information.....34
Teen Help Lines.....34
Staff Contact Information.....35
GECA Campus Map.....36
Gavilan Campus Map.....37
Student/Parent Advisement Form.....39

Dr. TJ Owens Gilroy Early College Academy

Mission Statement: Dr. TJ Owens Early College students will reach their highest personal and academic potential by becoming responsible citizens within their community.

Vision Statement:

To their personal success:

***BE SOMEONE** – Confident leaders who inspire future leaders by demonstrating integrity, desire, determination, and dedication.

To their community:

***GO SOMEWHERE** – Compassionate citizens who are nurturing, responsible, and open-minded problem-solvers.

To their academic success:

***SEEK EXCELLENCE** – Critical thinkers who are life-long learners, committed to personal and academic growth.

Expected Student Learning Outcomes:

A Dr. TJ Owens Early College Academy graduate will:

Be Someone:

Become a confident leader

- Develop a sense of personal identity and accept the personal identities of others
- Utilize effective communication skills, both written and verbal
- Listen to and validate the opinions and ideas of others
- Demonstrate awareness, initiative and self-direction

Go Somewhere:

Believe in and model the qualities of strong character in both an academic and personal community

- Foster a diverse community that welcomes new members
- Become a representative of GECA and establish connections to the local and global community.

Seek Excellence:

Acquire the abilities, skills and knowledge required for the lifelong pursuit of ongoing academic, occupational and personal growth

- Demonstrate critical thinking, self-advocacy, and problem-solving skills
- Develop collegiate-level skills through rigorous curriculum
- Develop technology and media literacy

The Six Pillars of Character.



Dr. TJ Owens Gilroy Early College Academy (GECA)

Graduation Requirements

A. General Requirements

To earn a diploma of High School Graduation from the Dr. TJ Owens Gilroy Early College Academy at Gavilan College, a student must successfully:

- Earn 275 semester credits of high school work in the subject areas listed below, and
- Pass the Algebra 1-2 or Integrated Math Pathway (Integrated Math 1-3) Ref: Education Code §51224.5, and
 - NOTE: Successful completion of high-school level math prior to Grade 9 does NOT exempt a student from the requirement to earn 40 semester credits in Mathematics at the high school/college level
- Successfully complete the Senior Project class, and
- Obtain a minimum of 40 transferable college units, and
- Complete 80 hours of Community Service

B. Credits – High School and College

1. GECA students will also earn high school credit for all approved college courses taken at Gavilan College.
2. Dual accreditation will be at the rate of 3.33 high school credits awarded for each college level unit earned
3. Appropriate credit will be awarded to transfer students for courses taken and completed in an accredited high school of previous attendance

C. Subject Area Requirements

Area I: Social Science

- Grade 10: *College World History Course (HIST 4A, 4B, 7A, 7B)*
- Grade 11: *U.S. History (AP)*
- Grade 12: *AP American Government and AP Macroeconomics*

Area II: English

- Grade 9: *English 9 (Honors)*
- Grade 10: *English 10 (Honors)*
- Grade 11: *AP English 11 Language & Composition*
- Grade 12: *One of the two options listed below:*
 - (1) *Composition (ENGL 1A) and Critical Reasoning and Writing (ENGL 1C) or other college related English course*
 - (2) *Passing AP English Language exam with 3, 4, 5, and Critical Reasoning and Writing (ENGL 1C) or a college related course*

Area III: Mathematics

- Grade 9: *Integrated Mathematics 1+*
- Grade 10: *Integrated Mathematics 2+*
- Grade 11: *Integrated Mathematics 3+ / AP Precalculus*
- Grade 12:
 - (1) *Pre-Calculus A & B (MATH 8A/B)*
 - (2) *Calculus (MATH 1A/B or MATH 6)*
 - (3) *Statistics (MATH 5 or BUS 11) or Finite Math (MATH 7)*

* NOTE: Successful completion of high school level math prior to Grade 9 does NOT exempt a student from the requirement to earn a total of 40 semester credits in Mathematics at the high school/college level

Dr. TJ Owens Gilroy Early College Academy (GECA)

Graduation Requirements (Continued)

C. Subject Area Requirements (Continued)

Area IV: Science

Grade 9: *Honors Biology*

Grade 10: *Honors Chemistry*

Grade 11 or 12: *College Science Elective*

*(Lab science recommended,
PHYS 1 or PHYS 2A strongly recommended)*

Area V: Language Other Than English

Grades 9 – 12: Select one of the following sequences; must be two progressive college semesters of the same language other than English (equivalent to two years of high school instruction)

(1) Spanish (SPAN 1A/B, 2A/2B)

(2) French (FRNH 1A/1B)

(3) Japanese (JPN 1A/1B)

Area VI: Visual and Performing Arts

Grade 9-12: Choice of any transferable college course(s) from one or more of the following academic areas: *Art, Humanities, Music, or Theatre Arts/Drama (IGETC Protocol preferred)*

Area VII: College Preparatory Electives

The total number of college units taken per semester may not exceed a maximum of eleven (11) per semester. This includes both electives and required courses. The actual number of elective units allowed per semester may vary slightly due to math, science, and foreign language sequence selections and availability of Gavilan courses. Intersession courses may be considered for students with a 3.2 GPA, but they count toward a student's Spring semester unit total of 11 units.

Area VIII: Physical Education

Grade 9: *PE 9 High School Required*

Grades 10-12: *Choice of any transferable college course from PE: Activities area; if students do not pass Fitness Gram test in grade 9, Gavilan College KIN is required for grades 10 through 12, until Fitness Gram is passed.*

Area IX: Vocational Education

Grade 9-12: *Choice of any vocational transferable college course - High School Requirement*

Check which college and/or GECA classes are UC/CSU approved at <https://hs-articulation.ucop.edu/agcourselist#/list/search/institution>

Check which Gavilan College classes transfer for AA degrees by going to MyDegreeWorks on your MyGav portal!

Check which college classes transfer to public universities in California at <http://assist.org>

Dr. TJ Owens Gilroy Early College Academy (GECA)

Graduation Requirements

	Min. Credits	Total	Area	UC/CSU A-G Requirements
History – Social Science		30	A	Two years (or equivalent to two years high school credit) of history/social science required, including: one year of world history, cultures and historical geography and one year of U.S. history; or one-half year of U.S. history and one-half year of civics or American government.
College World History	10			
US History (AP)	10			
American Government (AP)	5			
Macroeconomics (AP)	5			
English Language Arts		40* or 50	B	Four years (or equivalent to four years high school credit) of college preparatory English composition and literature required, integrating extensive reading, frequent writing, and practice listening and speaking with different audiences. GECA: 3 years of college prep English, and 2 semesters of college level English or 3 years of college prep English, and pass AP Exam with a
Honors English 9 Honors	10			
Honors English 10 Honors	10			
AP English Language 11	10			
College Coursework	10-20			
Mathematics		40	C	Three years (or equivalent to three years high school credit) of college-preparatory mathematics (four units are strongly recommended), including or integrating topics covered in elementary algebra, advanced algebra, and two-and three-dimensional geometry. (Three years of math through second year Algebra II/Integrated Math 1-3). GECA: 1 semester of college level math is required. Successful completion of high school-level math prior to Grade 9 does NOT exempt a student from the requirement to earn a total of the required 40 semester credits in Mathematics at the high school/college level
Integrated Math 1+	10			
Integrated Math 2+	10			
Integrated Math 3+ / AP Precalculus	10			
College Coursework (Pre-Calc or Statistics minimum)	10-20			
Laboratory Science		30	D	Two years (or equivalent to two years high school credit) of laboratory science are required (three years' credit is strongly recommended), providing fundamental knowledge in two of the following: biology, chemistry, or physics.
Biology Honors	10			
Chemistry Honors	10			
College Lab Science	10			
World Language		30	E	Two years (or equivalent to completion through the second level of high school instruction) of the <u>same language</u> other than English (three years' credit is strongly recommended).
College Foreign Language Coursework (2 Semesters)	30			
Visual and Performing Arts		10	F	One year (or equivalent to one year high school credit) required, chosen from one of the following categories: dance, music, theater, or visual arts (e.g., painting, web/graphic design, film/video, inter/multimedia arts).
College Fine Arts Coursework	10			
Senior Project – Required Elective		60	G	One year (or equivalent to one year high school credit) chosen from the "a-f" courses beyond those used to satisfy the requirements of the "a-f" subjects, or courses that have been approved solely in the elective area. GECA Graduation Requirement: Required successful completion of Senior Project – Course and Project
College-Preparatory Elective				
AcaPrep 9-12	25			
Seminar	10-30			
College Electives	25+			

Dr. TJ Owens Gilroy Early College Academy (GECA)

Graduation Requirements (Continued)

	Min. Credits	Total	Area	UC/CSU A-G Requirements
Career Technical Education		5	CA Req	
College Coursework	5			
Physical Education/Health		20	CA Req	GECA students that do not pass the Fitnessgram in 9th grade are required to enroll in a PE class each semester per school year in 10th-12th grade or until passing 5/6 tests.
Freshman PE 9	10			
Elective College PE Course-	10			
TOTAL CREDITS REQUIRED		275		

Other Offered High School Elective Courses:

Course Name	Grades Levels	Credits per Semester	Maximum Possible Credits
Teaching Assistant/ Tutor	10-12	5	50
Student Leadership (Student Government/ Tribunal)	9-12	5	40
Seminar/Academic Support Learning	9-12	5	60

Notes:

Students will receive a diploma of graduation from Gilroy Early College Academy only after:

- Meeting the district graduation requirements for GECA
- Successful completion of Senior Project
- Passing Algebra 1-2 or Passing Integrated Math Pathway (Integrated Math 1-3—including AP Precalculus) (Ed Code 51224.5)
- Obtaining a minimum of 40 transferable college credits (excluding AP exam scores).
- Completing 80 hours of Community Service (a minimum of 20 per school year must be submitted by May 1 of each school year or students will not be eligible for school events in the following school year; hours submitted cannot be older than 30 days after completion) and must be served with a 501 (c)(3) non-profit agency .

Only students who meet all of the above requirements may participate in the graduation ceremony.

- Because this is an Early College, students will be able to take college transfer classes in conjunction with their high school diploma courses to obtain their AA , AS degree or 60 transferable units. A 4-year plan will be completed during students' freshman year and amended yearly.

**Dr. T.J. Owens Gilroy Early College Academy
Graduation Academic Plan**

Freshman 1 st Semester	GR	CR (Units)	Freshman 2 nd Semester	GR	CR (Units)	Sophomore 1 st Semester	GR	CR (Units)	Sophomore 2 nd Semester	GR	CR (Units)
AcaPrep 9		3	AcaPrep 9		3	AcaPrep 10		3	AcaPrep 10		3
English 9 Honors		5	English 9 Honors		5	English 10 Honors		5	English 10 Honors		5
Biology Honors		5	Biology Honors		5	Chemistry Honors		5	Chemistry Honors		5
Integrated Math 1+		5	Integrated Math 1+		5	Integrated Math 2+		5	Integrated Math 2+		5
PE 9		5	PE 9		5						
Seminar or College Course(s) <u>College Course Recommendations:</u> Vocational Education / CSIS Visual/Perf. Arts World Language Other Elective		5 (3-6)	Seminar or College Course(s) <u>College Course Recommendations</u> Vocational Education / CSIS Visual/Perf. Arts World Language Other Elective		5 (3-6)	Seminar/College Course(s) <u>Recommendations:</u> World History Vocational Ed/ CSIS PE / KIN Visual/Perf. Arts World Language Other Elective		5 (3-11)	Seminar/College Course(s) <u>Recommendations:</u> World History Vocational Ed/ CSIS PE / KIN Visual/Perf. Arts World Language Other Elective		5 (3-11)

**Dr. T.J Owens Gilroy Early College Academy
Graduation Academic Plan**

Junior 1 st Semester	GR	CR (Units)	Junior 2 nd Semester	GR	CR (Units)	Senior 1st Semester	GR	CR (Units)	Senior 2 nd Semester	GR	CR (Units)
AcaPrep 11		3	AcaPrep 11		3	AcaPrep 12		5	AcaPrep 12		5
AP English Language		5	AP English Language		5	Senior Project		5	Senior Project		5
AP Precalculus / College Math		5 / (3)	AP Precalculus / College Math		5 / (3)	AP Macro – Economics		5	AP US Government		5
AP US History		5	AP US History		5	Seminar or College Course(s)		5 (3-11)	Seminar or College Course(s)		5 (3-11)
Other HS Elective		5	Other HS Elective		5	College Course Recommendations: College English (ENGL 1A or 1C) College Math (MATH 5, 6, 11, 8A, 1A) Other Elective PE/KIN		5 (3-11)	College Course Recommendations: College English (ENGL 1C) Career Technical Education CSIS PE / KIN Visual/Perf. Arts Other Elective		5 (3-11)
Required/ Optional College Course(s)		(7-11)	Required/ Optional College Course(s)		(7-11)	College Course Recommendations: Lab Science Vocational Education / CSIS PE / KIN Visual/Perf. Arts World Language Other Elective		(7-11)			

Dr. TJ Owens Gilroy Early College Academy (GECA)

College Entrance Requirements

Specific admission requirements for the University of California and the California State University systems are described below. In addition, general admission requirements are outlined for California Community Colleges and private universities. Catalogs of the colleges to which admission is sought should be studied for specific preparation during grades 9-12. These are minimum requirements. Students are advised to complete as many college-prep courses as possible.

Criteria For Admissions	University of California (UC)	California State University (CSU)	Community College	Private College or University																								
GPA & TEST SCORES	GPA>3.00 in addition to a test score total that includes the SAT Reasoning Test or ACT plus writing and recommended 2 Subject Tests. For the most current Eligibility pathway visit: www.universityofcalifornia.edu/admissions/	<table border="1"> <thead> <tr> <th>GPA</th> <th>SAT Reasoning</th> <th>ACT</th> </tr> </thead> <tbody> <tr> <td>3.00</td> <td colspan="2">Any score qualifies</td> </tr> <tr> <td>2.80</td> <td>660</td> <td>14</td> </tr> <tr> <td>2.60</td> <td>820</td> <td>18</td> </tr> <tr> <td>2.40</td> <td>980</td> <td>22</td> </tr> <tr> <td>2.20</td> <td>1140</td> <td>26</td> </tr> <tr> <td>2.00</td> <td>1300</td> <td>30</td> </tr> <tr> <td colspan="3">Below 2.00 does not qualify for regular admission</td> </tr> </tbody> </table>	GPA	SAT Reasoning	ACT	3.00	Any score qualifies		2.80	660	14	2.60	820	18	2.40	980	22	2.20	1140	26	2.00	1300	30	Below 2.00 does not qualify for regular admission			Math and English placement is based on student performance in high school English and Math, as well as CAASPP and/or SAT and/or AP scores	SAT Tests or ACT (requirements vary)
GPA	SAT Reasoning	ACT																										
3.00	Any score qualifies																											
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SUBJECTS	<table border="1"> <thead> <tr> <th>YEARS</th> <th>A-G COURSE REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A. History</td> </tr> <tr> <td>4</td> <td>B. English</td> </tr> <tr> <td>3</td> <td>C. Mathematics</td> </tr> <tr> <td>2</td> <td>D. Lab Science (Life & Physical)</td> </tr> <tr> <td>2</td> <td>E. World Language (same language)</td> </tr> <tr> <td>1</td> <td>F. Visual & Performing Arts</td> </tr> <tr> <td>1</td> <td>G. College Prep Electives</td> </tr> </tbody> </table>	YEARS	A-G COURSE REQUIREMENTS	2	A. History	4	B. English	3	C. Mathematics	2	D. Lab Science (Life & Physical)	2	E. World Language (same language)	1	F. Visual & Performing Arts	1	G. College Prep Electives	No subject requirements (just high school diploma or equivalent)	<i>Minimum:</i> History: 3 years English: 4 years Math: 2-3 years World Language: 2-3 years Check specific course requirements by campus									
YEARS	A-G COURSE REQUIREMENTS																											
2	A. History																											
4	B. English																											
3	C. Mathematics																											
2	D. Lab Science (Life & Physical)																											
2	E. World Language (same language)																											
1	F. Visual & Performing Arts																											
1	G. College Prep Electives																											
ACTIVITIES	Leadership and involvement is important	Leadership and involvement is important	Not needed	Leadership and involvement is important																								

Dr. TJ Owens Gilroy Early College Academy (GECA)

University of California/California State University "A-G" Subject Area Requirements

The A thru G subject area requirements are high school courses (or their Gavilan College equivalents) that are required by the University of California and California State Universities to be minimally eligible for admission. Years or credit equivalent is considered for UC/CSU A-G Eligibility. The A-G subject requirements are outlined below:

- A. History/Social Science-** (2 years/20 credits required) Including one year of U. S. History or ½ year of U.S. history and ½ year of civics or American Government, and one year of world history, cultures, and geography.
- B. English-**(4 years/40 credits required) College preparatory English that includes frequent and regular writing, as well as reading of classic and modern literature.
- C. Mathematics-** (3 years/30 credits required, 4 years/40 credits recommended) College preparatory mathematics including Algebra I, Geometry and Algebra II/Integrated Math 1-3
- D. Laboratory Science-**(2 years/20 credits required, 3 years/30 credits recommended) Must include at least two of these three disciplines: biology, chemistry, and physics.
- E. Language Other Than English-** (2 years/20 credits required, 3 years/30 credits recommended) - Must be two years of the same language
- F. Visual and Performing Arts-**(1 year/10 credits required) Course must be from one of the following areas: dance, drama/theater, music and/or visual arts. Both semesters must come from the same discipline.
- G. Electives-**(1 year/10 credits required)
In addition to the courses above, one year from the following areas: advanced visual and performing arts, history, social science, English, advanced mathematics, laboratory science, and language other than English (a third year in the same language used for the "E" requirement or two years of another language).

College Entrance Exams

ACT

The "A-C-T" as it is commonly called, is a national college admission examination that consists of tests in: Mathematics, Reading, Science and combined English/Writing. The ACT results are accepted by almost all U.S. colleges and universities. It is also preferred by many private colleges and public universities. www.act.org

SAT

The SAT is a measure of the critical thinking skills needed for academic success in college. It assesses how well you analyze and solve problems. Each section of the SAT is scored on a scale of 200-800, and the writing section will contain two sub scores. The SAT is typically taken by high school juniors and seniors. www.collegeboard.org

Test Descriptions

PSAT/NMSQT

The Preliminary SAT/National Merit Scholarship Qualifying Test is a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives students a chance to enter the National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT/NMSQT measures: critical reading skills, math problem-solving skills, and writing skills. The PSAT is only administered one time per year in October.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Test Descriptions

Advanced Placement (AP)

Advanced Placement Courses are designed to offer students more academic challenges than standard high school courses and to prepare students for the rigors of college. The national AP exams are given in May. AP exams align with the rigor of these courses and mirror college exit exams in format. "AP" designates courses with national standards and a national exam. An additional grade point is given for grades of a C or better when calculating grade point average (GPA).

Common Core State Standards (CCSS)

The Common Core State Standards Initiative is a state and national-led effort that establishes a single set of clear educational standards for kindergarten through 12th grade in English language arts and mathematics. The standards are designed to ensure that students graduating from high school are prepared to enter credit bearing entry courses in two- or four-year college programs or enter the workforce. The standards are clear and concise to ensure that parents, teachers, and students have a clear understanding of the expectations in reading, writing, speaking and listening, language and mathematics in school. Common Core Tests, also known as CAASPP exams are administered to 11th grade students in English language arts and math. There is also a California Science Test (CAST), aligned to the Next Generation Science Standards, and is also administered to 11th grade students.

Grading Policy

Grades for Achievement shall be reported for each marking period as follows:

Grade:	Description	Grade Points
A	Outstanding Achievement	4.0
B	Above Average Achievement	3.0
C	Average Achievement	2.0
D	Below Average Achievement	1.0
F	Little or No Achievement	0
I	Incomplete	0

Advanced Placement course grades and certain college course grades will earn an additional grade point for A, B or C grades)

Incompletes: A student will be required to make up an incomplete within six weeks after the receipt of the incomplete grade. If this incomplete grade is not removed within the time limit, the student will receive an "F" in the course.

Out of District High School/College Classes: Enrolled students who wish to take courses other than GECA's high school courses or Gavilan's courses must have them pre-approved before they can be accepted for credit by the school.

Credit Recovery / Summer School: Students receiving an "in danger of failing grade" (D) or a failing grade (F) in high school core classes at the 2nd progress report date during the semester may need to attend summer school. At the 2nd progress report date conference, summer school attendance will be discussed for classes with grades of D or F regardless of GPA status. Credit Recovery may be offered through EdOptions Academy, an online program that offers asynchronous high school courses.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Eligibility Policy

Standards for Academic Probation for High School: A student placed on Academic Probation is not eligible to participate in school activities and “out of school” activities such as field trips, club activities, school dances, work, etc. A student who has received an “F” grade in a core high school class or a Gavilan Course, and/or a student who has accumulated a GPA below 2.5 per grading period shall be placed on academic probation – both Total GPA and grading period GPA are considered when determining the length of Academic Probation and whether the student will be placed on Academic Probation. A student must have a 2.0 G.P.A. to take Gavilan College Classes. Parents will be notified with a letter regarding a student’s Academic Probation status and may receive notice of Academic Probation “Warning” if a student receives a “D” grade in a core high school class or Gavilan Course. Parents, teachers, counselor and/or administrator may conference to discuss academic progress, contracts, and possible modifications to a student’s schedule.

Removal from High School Academic Probation: A student who is on academic probation for grade point deficiency shall be removed from probation when the student’s Total and/or Semester GPA is 2.5 or higher. A student who is on academic probation due to an “F” grade attained at the last grading period will be removed from probation when the course grade is corrected/improved in the next grading period.

Academic Standards for Dismissal from GECA: Students with two consecutive semesters of below a 2.5 GPA may be asked to withdraw. Students with a TOTAL GPA of below a 2.0, during two consecutive semesters will be asked to withdraw and return to their home high school. If a student withdraws from a college class that student MUST reenroll in the same class (college policy). In addition, if a student is dropped from a college class, s/he must report to the GECA counselor for placement in another high school class. Failure to do so will jeopardize placement the following semester in another college class and/or result in disciplinary action.

Gavilan College Standards for Dismissal: A student who is on academic probation shall be subject to dismissal from the college if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC” and “NP” are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

A student who has been dismissed may petition for reinstatement with a written petition. The petition will be reviewed by a counselor. A decision can include continued enrollment, continued enrollment with a reduced unit load for a predetermined period or dismissal from the college for a predetermined period of time. Petitions are available from the counselors and the Admissions and Records Office. A student deficient in grade points who transfers to Gavilan College from another college will be admitted on probationary status and allowed to remain as long as a 2.0 or higher grade point average is maintained.

No grade or course will be removed from the student’s permanent record. However, the record will be annotated to show that the coursework for that term is not computed in the grade point average. Students dismissed from Gavilan College for any reason – disciplinary or academic – will be asked to withdraw from GECA.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Attendance Standards for Gavilan College

Students at Gavilan College are expected to attend all classes for which they are enrolled. Students missing one more class hour than the unit value for a particular course without making prior arrangements may, at the instructor's option, be dropped without possibility of credit. Students who do not attend the first class session may be dropped from class in order to admit other students desiring to enroll. If it is necessary for a student to miss more than three consecutive class periods, a Leave of Absence Petition Form should be obtained from the Admissions and Records Office.

The petition must be approved by all the student's instructors and returned to the Admissions and Records Office. Ordinarily, a petition for leave of absence will not be granted for more than two weeks. Prolonged absence, even when excused, may result in grade penalties, since the student is still responsible for course requirements.

Cancelled College Classes/Periods: If a college class is cancelled during the school day, Grade 9 students are expected to check into the office and sign-out to attend a Seminar course. Grades 10-12 must complete the online form and sign-out to the Gavilan College Library or STEM Center. Failure to do so will result in disciplinary action.

College KIN 24 & 64 Classes: In working with Gavilan College to improve accountability for KIN 24 and 64, GECA students are not allowed to go on the trail for their workouts. Students wishing to run may do so on the track. Students receiving less than a "B" course grade in KIN 24 or 64 classes may not be allowed to enroll in future KIN 24 or 64 sections.

Dropped Courses: College courses may not be dropped after the college established withdrawal date (college policy). Students may not drop from a Gavilan College class after the established internal GECA add/drop deadline. Students are not allowed to add/drop themselves independently from their college classes; they must work with the GECA counselor to add/drop the college classes. Being dropped from a college class after the add/drop deadline will only occur in very unique and special circumstances. It is advised that students periodically check the college classes they are enrolled in by logging into their Gavilan College BANNER accounts. Documentation on the high school transcript will be denoted as a withdrawal/fail (W/F).

Fees: By state law, students categorized as California residents are charged a per unit fee, regardless of the number of units in which they are enrolled. The fees for GECA students are waived by Gavilan College. Student failing a class that would require a repeat of that same class will require a summer course to be taken (if offered) **will be the sole responsibility of the parent and the student.**

Gavilan Academic Honesty & Other Policies: Please see the Gavilan Student Handbook: <http://www.gavilan.edu/old/handbook/documents/cover.pdf>

General School Policies

Truancy

Truancy occurs when a student willfully stays away from classes or school, generally without the parent or guardian's knowledge. You and your student's failure to comply with the requirements of the compulsory attendance law may result in prosecution by the District Attorney pursuant to 48293 or 48262 of the California EdCode.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Attendance Policy

Absences not cleared within 5 days will be recorded as unexcused and may result in a truancy letter. Consequences will include parent notification. After a student accumulates 5 days with any unexcused absences (period absences or full-day absences), the student's college classes will be dropped for the remainder of that semester. When a student has had verified absences due to illness equal to ten percent of the total school days for the current school year, the student is considered chronically absent and may be required to attend a Student Attendance Review Team (SART) meeting. ***STUDENTS WHO ARE ABSENT ON ANY PART OF THE DAY OF A SCHOOL ACTIVITY MAY NOT PARTICIPATE IN THAT EVENT.***

Signing Students Out of School & Visitors

Parents entering to see and/or sign a student out of class must be prepared to present proper identification. Students may not be released to any person other than the parent/guardian or any authorized individual listed on the student's Emergency Card. Contact the office directly should you need to speak to your student. Please do not call your student directly as cell phones should be off during class time. In order to ensure campus security and protection to students, enforcement of the campus policy regarding the presence of non-students on campus is strictly enforced. Students are not allowed to bring visitors to school. Parents and guardians wishing to see or speak to a student during regular hours must check into the office first. Interruption of classes is not permitted.

Tardiness

Students will receive an unexcused tardy for being late to class. Continued tardiness will result in disciplinary action from the office or a referral to Tribunal. Tardy consequences are as follows per period, per semester:

- *First Tardy* will be a warning.
- *Second Tardy* will result in the student having a conference with a staff member
- A *Third Tardy* will result in parent contact (email, phone, or ParentSquare)
- A *fourth Tardy* will result in a referral to Tribunal.
- *Fifth-eighth* tardy may/will be assigned to include meetings with the counselor, the principal, an "N" for citizenship mark and loss of activities.
- A *ninth* tardy may result in dropping of college class(es).

A student will only appear before Tribunal once due to a Tardy Referral during his/her entire tenure at GECA. After the student's initial Tribunal Referral (due to a Tardy), that student will move forward through the remaining Tardy consequences, skipping over the fourth consequence.

Leaving Campus

GECA is a closed campus. Students must remain on campus from drop off to dismissal. Dismissal or drop off times may vary for a student, depending on whether they have "Unscheduled" periods. Having an unscheduled period means the student must either come later to school at the start time of the first scheduled period (or during Brunch) OR the student must leave campus at the designated ending time (after Lunch). Students who are leaving must wait for their parents. Parents must come to the office to request their student's leave. A parent or identified adult listed on the student's emergency card must sign students out in the office.

Dr. TJ Owens Gilroy Early College Academy (GECA)

College Visitations

Students who want to visit a college or university may have up to two days excused yearly pursuant to Ed Code Section 48200: For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing, prior to the event, by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

•**The Gavilan Board of Trustees authorizes teachers to fail a student for missing more than 1/2 the classes within a quarter.**

Food/Drink Policy

Students shall not share their foods or beverages with one another during meal or snack times, given concerns about allergies, other restrictions on some children's diets, and the transmission of germs and viruses. Only drinking water stored in a clear container is permitted in classrooms.

Food Delivery

For student safety reasons and to control disruptions of school operations and the learning environment, the District cannot allow outside food delivery, including professional delivery and food brought from home, to students during school hours. The increasing number of attempted deliveries is disruptive to both the school operations and the learning environment. The State legislature has directed school districts through Education Code Section 32212 to control interruptions during school hours. District Board Policies 1250 and 6116 require school staff to ensure that disruptions to school operations and classrooms are kept to a minimum. In keeping with these directives, the District has determined that food delivery causes a major disruption to the campus as it takes school staff away from essential duties. Please know that we will refuse delivery of any food items delivered to campus. Gilroy Unified School District will not be held responsible for any costs associated with the ordering of food in violation of Board policy. This applies to any food brought from off campus including food brought from home. Accepting such deliveries not only disrupts campus operation, but also would require us to keep all items in facilities required by health code. These facilities are not available in our offices and storing food improperly poses a health risk to students. The District asks for your cooperation in not ordering food to be delivered or bringing food to your child. Students are allowed to bring their lunch from home or purchase food from the cafeteria.

Inappropriate Language

Appropriate language enhances mutual respect and raises the level of comfort necessary for students and staff to perform at their best. The following misuse of written, spoken or gestured communication in any language is unacceptable:

- Obscene or profane
- Derogatory or racial, ethnic, religious, gender or sexual slurs intended to be hurtful or harassing in nature.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Field Trips

The faculty sponsor is responsible for the control and direction of students and for their health and welfare. The sponsor will clearly define and communicate all trip expectations to students, parents, and chaperones prior to the trip. School sponsored trips originate and end at the school site. All school sponsored trips involving students will have proper supervision at all times by school employees and others authorized by the principal. Any request to remove a child prior to the end of a school sponsored trip must be submitted in writing to the Principal at least three days in advance. Approval for such requests may only be granted for extreme and unusual circumstances. REF: BP 6153

Public Display of Affection

In an effort to promote behavior which establishes a friendly atmosphere without causing others to feel embarrassment or discomfort, unacceptable are: (1) Prolonged or heavy kissing, (2) Fondling/inappropriate sexual contact, or (3) Excessive body contact.

Student Obligations

Students are expected to return textbooks and library books on the date they are due. The student is advised that the provisions of education Code 48904, authorizing the withholding of grades and diplomas will be enforced. Students, who do not turn in their books by the assigned time, may lose placement in college course(s).

Loss/Damaged Books

Students are responsible for all textbooks, assigned computers, and library books checked out to them and will be charged full replacement cost for books that have been lost, damaged beyond repair or not returned on time. Books or computers that can be repaired will be assessed individually.

Bikes, Skateboards, etc.:

All bikes and skateboards are to be locked away on the bike/board rack or be put away during school hours. If a student is caught riding a bike or skateboard on campus during school hours, it will be taken away from the student. After second offense, a parent will then have to pick it up in the office. After the 3rd time, items will be held in the office until the last day of school.

Medications

No student can be administered medications unless the school has a written statement by the physician on file and the details of administration on the original pharmacy bottle; a note from a parent does not suffice. Students must complete an Administration of Medications form and return it to the office. Even over-the-counter preparations such as aspirin, cold remedies etc. are considered medications and these procedures must be followed. Students may need to meet with the school nurse to review medical history and need for medication administration.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Dress Code

“Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.” (GUSD Board Policy 5132). This means that:

- The "core" of the student will be covered at all times.
- Undergarments must be hidden at all times
- Tops must have two straps or sleeves (no strapless garments)
- Appropriate footwear, which includes tennis shoes for physical education and closed toed shoes for shops and labs during lab times.

Certain types of clothing tend to impede the educational process, and are not allowed:

- Apparel that includes obscenity and/or profanity
- Apparel that promotes drug/alcohol/tobacco use
- Apparel that incites violence or promotes violence against others.
- Apparel that promotes sexual degradation or violence
- Hats, hoods, and/or sunglasses inside the classroom
- Certain clothing that has been directly linked to problem behavior
- Gang related attire when the clothing has been directly linked to gang behavior. (Color banning is established for a student who has been identified by local law enforcement as an active Gang member).

Dress code applies to school uniforms being worn on campus for spirit wear.

Dance attire for formal and semi-formal dances (Winter Ball and Prom) is as follows:

- Formal or Semi-formal dance attire is expected.
- Shirts/tops must be worn at all times - undershirts only are not allowed;
- Jeans are not allowed.
- Students violating the dress code will not be allowed into the dance or will be asked to leave if the attire is altered after entering.

Policies apply to all students. Consequences for violation of the dress code each school year will be as follows:

- 1st Offense:* Warning/Change clothes/Items confiscated/ Student Pickup
- 2nd Offense:* Change clothes/Items confiscated/Call Home/ Parent Pickup
- 3rd Offense:* Change clothes/Items confiscated/ Call Home/ Parent Pickup/ Tribunal
- 4th Offense:* Change clothes/Items confiscated/ Parent Conference

NOTE: Groups of students congregating or “roaming” a campus all wearing the same clothing may face disciplinary action due to unlawful grouping or creating a hostile environment

Parental Roles

Parents are expected to take an active role in supporting the academic, attendance and discipline policies of the school and the individual teachers. Parents are encouraged to call the school periodically to inquire about their child’s progress or sign up and access Aeries. Each parent is encouraged to give at least 4 hours of volunteer work at the school or through the Parent Teacher Student Association (PTSA).

Computer Agreement

Before using school computers, students and parents must sign a GUSD Online Technology Agreement. Computers are for schoolwork only. Students will not play games, check e-mails, or go on inappropriate sites, or computer use will be denied. Students should not share personal login information, and students are responsible for protecting their personal login information.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Electronic Devices (cell phones, smart watches, etc.): Personal Electronic Devices are brought to school at the students' own risk, lost or stolen electronics are not the responsibility of the school. If students choose to bring electronics and/or cell phones to school, they must abide by the following rules:

- Devices must be turned off during class time unless teacher permits use for instructional purposes. Devices must be inside backpack or inside pants pocket.
- Devices must be turned off and out of sight when students are out of class with a hall pass during class time.
- Devices may be used during passing periods, brunch, and lunch only if hearing is not restricted. Portable speakers are not allowed at any time on campus and will be confiscated if played at any time during the day, including lunch and brunch.

If a student is caught using these devices during class time, it will be taken away from the student. After second offense, a parent will then have to pick it up in the office. After the 3rd time, phones will be held in the office until the last day of school.

Confiscation of Prohibited Items: All prohibited items will be confiscated. Some confiscated items are returned to the student at the end of day while others maybe returned to a parent or guardian or not at all. Items that are illegal are handed over to law enforcement. Confiscated items, which may be returned, should be claimed at the Discipline Office. All unclaimed confiscated items will be discarded after twenty(20) school days. Unclaimed items confiscated during the last twenty days of school must be claimed by June 5, or they will be discarded.

STUDENT DRIVERS

California Laws Governing Teen Drivers:

Listed below are some of the restrictions agreed to by teens and their parents/guardians when they apply for a California Driver's License:

- At age 15 ½ students may apply for a learner's permit after completing driver's education. They then must complete their behind-the-wheel training to apply for a provisional driver's license at age 16.
- California provisional driver license holders have the following restrictions in place for a period of one year from the date the license is issued or until the license holder reaches 18 years of age (whichever occurs first):
 - No driving between the hours of 11:00 p.m. and 5:00 a.m. unless accompanied by a California licensed driver age 25 or older.
 - No passengers under the age of 20 unless accompanied by a California licensed driver age 25 or older.
- If under 18 years of age, the usage of cell phones or wireless communication devices (even hands free) while driving is NOT permitted except in case of emergency.

Traffic collisions are the NUMBER ONE killer of teens in America. Parents/Guardians play crucial roles in ensuring the safety of their teenage drivers by promoting responsibility and adherence to the provisional driver license restrictions. Please consider attending a Start Smart class with your teen to better understand the dangers and regulations that affect your student. The classes are free and are regularly held in the school's library. Please contact the Gilroy CHP Office at (408) 848-2324 for more information about the program and a list of upcoming classes.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Student Drivers (Continued)

Student Drivers and Parents:

- Students must complete a GECA Driver Acknowledgement form located online or in the office.
- Students must attain a parking permit from Gavilan College.
- Safety and accountability are primary concerns. All California Driving Laws must be followed; all school rules must be followed; students must arrive on time and attend all obligations.
- Parking on campus is a privilege. Only students who have a Gavilan College parking passes may park on campus and **only in Parking Lot C. All driving students and parents must sign the Driver Acknowledgement Form.**

Driving to school is a responsibility as well as a privilege, and students who drive must commit to the following conditions:

- All student-operated cars, motorcycles, or other motor vehicles must be properly licensed, registered, tagged, insured, and registered with the School office before they may be operated on Gavilan Campus.
- Students are expected to arrive on time.
- Valuables should be removed.
- Students may not go back and forth between their car and their classes during the school day. Students are expected to bring all required materials to class and not store them in cars.
- When operating a motor vehicle on campus, students should exercise particular care and use in the slowest possible rate of speed, particularly at times of arrival and dismissal.
- School buses and pedestrians always have the right-of-way on the campus.
- Students may not operate a motor vehicle during the school day without permission from the Office.
- At the time of dismissal, or any other time when there is a large group of students boarding, student drivers are expected to exercise caution and to leave campus without loitering.
- The Administration may, for serious disciplinary breaches or misuse of an automobile or other motor vehicle by a student, restrict or forbid that student from driving a motor vehicle on Gavilan College Campus.
- No student may loiter in the parking lot or in a parked car on campus at any time.
- All cars should be locked and left as soon as they are parked in the school lot.
- Students must report accidents and incidences of damage to a motor vehicle en route to school or on the school grounds to the Main Office as soon as possible.

Student Governance

ASB: Students actively participate in self-governance through two student-run bodies: Student Congress (ASB) and Honor Tribunal. Student leaders are elected by their peers to serve on the Student Congress, which is charged with governing student clubs, planning school social events, and fund raising. General qualifications for all students elected to office:

- Must have a minimum 3.00 GPA in High School Core classes (English, History, Science, Acaprep and Math).
- Must have a minimum overall 2.50 GPA in all classes taken (both college and high school).
- Must NOT have a "D" or an "F" in ANY class.
- Must have a disciplinary record that is free from major transgressions.
- Must have attendance record that is free from excessive unexcused absences or tardies.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Student Governance (continued)

Additional qualifications for all students running office:

- Must obtain two (2) "Teacher Signatures for Recommendation" (excluding Ms. Wood).
- Must obtain Mrs. Montero's signature.
- Must obtain Mrs. Benich's signature.
- Must obtain ten (10) student signatures from EACH grade level (9th – 11th)
- Must give a speech during the election

Each candidate and elected ASB official pledges that s/he will:

- Will uphold the Honor Code and the Six Pillars of Character Counts at all times.
- Will assist in scheduling, planning, and implementing school-wide events, assemblies, and activities.
- Will share the responsibility to communicate to the student body as a whole, on any upcoming events, assemblies and/or activities, including making posters and flyers.
- Will participate in PTSA activities, events and fundraisers.
- Will attend at least 3 ASB or PTSA events, assemblies and activities per year, unless cleared by ASB Advisor and ASB.
- Will be enrolled in 6th Period Student Government
- Will maintain a 3.00 GPA, with no D's or F's in any classes.
- Will maintain a disciplinary record that is free from major transgressions.
- Will maintain a school attendance record that is free from excessive unexcused absences and/or tardies.
- Support and actively participate in all ASB activities, events, and assemblies.
- Support and actively participate in all Parent Club-sponsored activities, events, and assemblies.
- Step-down from my elected position if I break any of the requirements listed above.
- Students serving on ASB must be enrolled in the Leadership course with the ASB advisor.

Honor Tribunal: The Honor Tribunal is composed of 11 GECA students who serve as a restorative justice circle and the hearing body for students who may have violated the Honor Code. Honors Tribunal members are members of GECA ASB, but they are selected at the end of their ninth grade year via a teacher-nomination process, and then elected by the active, sitting members of Honors Tribunal upon completing an interview process. Should students violate the Honor Code and/or Gavilan Student Conduct Code, student(s) may be brought forward in front of their peers in Honors Tribunal. The Honor Tribunal seeks to address underlying causes of the Honor Code violation(s) during the hearing process; then, the Honor Tribunal deliberates and makes recommendations to the school principal in student disciplinary matters.

Clubs: All official school clubs must be approved through ASB at the beginning of each school year.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Student Governance (continued)

Fundraisers: All school fundraisers must be pre-approved at the beginning of the school year by ASB, the principal, and the Gilroy Unified School Board of Education.

Student Expectations & School Discipline Procedures

Honor Code: While we emphasize strong academic accomplishment at GECA, we are also committed to your development as a person of quality and worth. Our school is governed under a unique document known as The Honor Code of the Dr. TJ Owens Gilroy Early College Academy, the basic tenets of which are honesty, personal integrity, accountability, and respect for diversity and equity. We tolerate no discipline issues at either GECA or at Gavilan College. Defiance, disrespect, and/or disobedience are not part of our culture, and you are expected to conduct yourself in a manner that is fully compliant with the GECA Honor Code, the Gilroy Unified School District Student Code of Conduct, and the Student Conduct Code of Gavilan College. The Honor Code provides the framework for student behavior expectations, taking the distinctive nature of high school on a college campus into account.

Honor Code Statement

Purpose and Scope:

- To foster an atmosphere of mutual trust and interdependence among students, faculty, and parents
- To encourage both individual self-respect and the appreciation of, and respect for, diversity within the GECA and Gavilan communities
- To promote honesty, integrity, and individual human dignity among the student body
- To reinforce the ongoing commitment of the Gilroy Early College Academy to rigor, achievement, and excellence in all academic areas

Each student, upon acceptance to the Gilroy Early College Academy, and, by virtue of that acceptance, shall automatically ascribe to the following:

“As a responsible member of the student body of the Gilroy Early College Academy, I realize that everything I do and say must be above reproach. I will be honest with myself and with others, and I will practice appreciation of, and respect for, diversity within the GECA and Gavilan communities. I will refrain from all acts of dishonesty and intolerance, and I will not accept those acts from others. I will actively encourage my fellow students to follow the highest standards of both personal integrity and academic excellence. I recognize that attending the Gilroy Early College Academy is a privilege not to be taken lightly, and that we, as a school family, are guests of Gavilan College, and that I must, therefore, conduct myself appropriately at all times and in all situations. I understand that my enrollment at GECA gives expressed, and implied, consent to be governed by the Honor Code of the Early College Academy. I, and my parents/guardians, formally acknowledge our assent by my acceptance into, and attendance at, the Early College Academy. I also understand that, should I be accused of any Honor Code violation, I will be examined by the Honor Tribunal, allowed to hear testimony both for and against my case, and will be presumed to be innocent of any violation until the Tribunal either determines guilt or confirms my innocence. If found guilty of a violation, I understand that I will be subject to disciplinary action, up to, and including, removal from the Gilroy Early College Academy program.”

Dr. TJ Owens Gilroy Early College Academy (GECA)

Honor Tribunal Procedures: Per the Honor Code statement, should a student be accused of violating the Honor Code, that student may be referred to be examined by the Honors Tribunal. A teacher, student, or staff member witness fills out a referral form (which is located on the GECA website under “Student Services-Honor Tribunal”) if he/she sees/believes that a student violated the Honor Code. The principal reviews the form, upon notification from the witness that a referral was submitted. Alternatively, any infraction can be reported directly to the principal, and the principal may choose to submit a referral form. Upon review of the referral form, the principal determines whether or not Honors Tribunal will examine the student. Should the principal decide for Honors Tribunal to review the referral, the Attorney General and Chief Justice review the facts of the case as presented in the referral, and the Attorney General meets with the witness and the student accused of violating the Honor Code. The case may be handled in the following ways: 1. It may be mediated between the accused student and the witness; or 2. It may be reviewed in a formal Honors Tribunal hearing. Should a formal hearing occur, The Attorney General delivers a letter informing the student of his/her alleged Honor Code Violation and the date and time of formal hearing. The witnesses and student in question will come before the Honors Tribunal in a confidential case hearing; and the student reserves the right to bring in a witness if approved by the principal prior to the case. After a case is heard, Tribunal deliberates and may recommend a consequence to the principal if the student is found guilty of an Honor Code violation. After receiving approval from the principal, the student who violated the Honor Code will receive letter informing them of the result of the case and any ensuing consequences.

School Discipline Policies

Bullying: A desire to hurt, a hurtful action, a power imbalance, repetition (typically), an unjust use of power, evident enjoyment by the aggressor, a sense of being oppressed on the part of the target. These issues and behaviors identified in the Ed Code sections above are addressed in District policies **BP 5131** – Conduct (in connection with bullying and cyber-bullying GUSD’s policy references “verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering”), **BP 5145.3** –Nondiscrimination/ Harassment, **BP 5145.9** – Hate-Motivated Behavior. Reporting Procedures: Students who have experienced bullying should report the incident to school authorities as soon as possible.

Title IX and Sexual Harassment: The Gilroy Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person’s actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

For questions or complaints, contact Equity Compliance Officer, Title IX Coordinator and Section 504 Coordinator: Paul Winslow ED.D., Assistant Superintendent, Human Resources, 7810 Arroyo Circle, (669) 205-4000 or Paul.Winslow@GilroyUnified.org.

Dr. TJ Owens Gilroy Early College Academy (GECA)

School Discipline Policies (continued)

StopIt App: STOPit is an online reporting tool designed to deter and mitigate bullying, cyber abuse, and other inappropriate behaviors, consisting of an app and a back-end incident management system for school administrators. Students have access to the STOPit mobile app, which has two simple but powerful features.

- Reports can be used by students to report incidents to school contacts anonymously.
- Messenger can be used to engage in anonymous two-way communication with school contacts.

Both Report and Messenger empower students to stand up for themselves and for one another. Students have the power to help put an end to harmful and inappropriate behavior they see online through social media and other means. They can use STOPit to reach out for help if they or a peer are facing a personal crisis or experiencing bullying, abuse, or are otherwise in need of assistance. Our goal with STOPit is to create safer, kinder, school communities both online and off. No student information is needed to use STOPit. The only way personally identifiable information will be accessible through STOPit is if a student voluntarily includes it within the content of a report or message. Both our school and STOPit are committed to protecting the privacy of student data. STOPit is a signatory to the Student Privacy Pledge, spearheaded by the Future of Privacy Forum and the Software & Information Industry Association. You may review STOPit's Privacy Policy for details, including more information on how anonymous reporting works.

Major Rules that may result in Suspension/Expulsion

Note: *Gavilan College will automatically expel any student from any/all of their campuses (GECA is on their campus so students would have to be dropped from the school) for a minimum of one semester if they are caught in a verbal or physical confrontation.*

If the superintendent or the principal determines that a student has committed any one or more of the following acts while going to, during, or coming from school, at any school activity on or off campus, or during lunch, a student:

Must be expelled (according to Ed. Code Section 48915c) for:

- (1) Possessing, selling or furnishing a firearm; (2) Brandishing a knife at another person; (3) Unlawful selling of any controlled substances listed in chapter 2 (Health & Safety Code); (4) Committing or attempting to commit a sexual assault or committing a sexual battery; (5) Possession of an explosive.

Must be recommended and may be expelled (according to EC Section 48915a) for:

- (1) Causing serious physical injury to another person, except in self defense; (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the student; (3) Unlawful possession of any controlled substance listed in Chapter 2, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana; (4) Robbery or extortion; (5) assault or battery upon a school employee.

May be suspended or recommended for expulsion (according to EC Section 48900) for having:

1. Caused, or attempted to cause, or threatened to cause physical injury to another person; Aiding and abetting infliction of physical injury to another.
2. Willfully used force or violence upon the person of another person, except in self-defense.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Major Rules that may result in Suspension/Expulsion (Continued)

3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless the pupil had written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another substance and represented the substance as a controlled substance, alcoholic beverage, or intoxicant.
6. Caused or attempted to cause damage to school or private property.
7. Stolen or attempted to steal school or private property; Knowingly received stolen school or private property.
8. Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity
10. Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Possessed an imitation firearm that is so substantially similar in physical properties to an existing firearm to lead a reasonable person to conclude that the replica is a firearm.
13. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
14. Engaged in, or attempted to engage in, hazing as defined in P.C. 245.6(b).
15. Engaged in an act of bullying, including bullying committed by means of an electronic act as defined in E.C. 32261, directed specifically toward a pupil or school personnel.
16. Committed sexual harassment as defined in E.C. 212.5.
17. Attempted, threatened, caused, or participated in an act of hate violence.
18. Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, which resulted in disrupting class work, creating substantial disorder, and invading the rights of school personnel or pupils.
19. Intentionally threatened death or great bodily harm to another person or property damage in excess of \$1000.

Note: Any student who accumulates a total of three days suspension (either on or off campus), will be immediately ineligible to school activities and may be recommended to be transferred back to their home school.

GUSD / GECA Academic Honesty Policy

In Gilroy Unified School District students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules. Academic dishonesty offenses will accumulate over the students' high school career. Board Policy states that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (cf. 5131 - Conduct)

Dr. TJ Owens Gilroy Early College Academy (GECA)

GUSD / GECA Academic Honesty Policy (Continued)

Consequences for academic dishonesty:

- **1st Offense:** The teacher will counsel the student and enter a zero/no credit for the work in question. The teacher will contact the parent by phone or in person to discuss the matter. The offense will be recorded in the student's discipline file.
- **2nd Offense:** The teacher will counsel the student and enter a zero/no credit for the work in question. Referral to Administration. Parent and student meeting must be held with an Administrator. Saturday School will be issued or school program such as "Honors Tribunal."
- **3rd Offense:** The teacher will counsel the student and enter a zero/no credit for the work in question. Referral to Administration. Parent and student meeting must be held with an Administrator. Student will be issued a suspension from class (1-day).
- **4th Offense:** The teacher will counsel the student and enter a zero/no credit for the work in question. Referral to Administration. Parent and student meeting must be held with an Administrator. Student will be issued a Suspension (1-day). Student will be ineligible for all non-graded activities, athletics, and organization events for a period of six weeks.

Academic Honesty Definitions

DEFINITION: The following definitions are meant as guidelines and are not all-inclusive.

These guidelines should be interpreted fairly and broadly to accomplish the philosophy set forth in the Board Policy on Academic Honesty, BP 5131.9.

CHEATING: In academics, cheating is generally defined as deceiving or misrepresenting in a manner that creates a false impression of student performance in a class. Cheating includes, but is not limited to, copying another's work in whole or in part, passing off another's work as one's own, plagiarism, fostering cheating, conspiring to cheat, or other tricks and devices which create a misimpression about a student's performance, including other academic dishonest conduct which is described below. A teacher may reasonably conclude that a student is cheating if, during an exam, the student is seen looking at another student's paper.

FOSTERING CHEATING: A student who intentionally allows his/her paper to be copied is cheating just as much as the student doing the copying. Such an individual shall be sanctioned the same as the person doing the copying. Students are responsible for the security of their own papers.

PLAGIARISM: Plagiarism is a form of cheating whereby a student attempts to pass off someone else's written work as the student's. Plagiarism includes, but is not limited to, copying directly from a source when writing a report without providing credit through footnotes. It is unnecessary to copy an entire article for the copying to be plagiarism. Peer editing that may be assigned or allowed by the teacher is not plagiarism. Collaborating on individual assignments, which may be handled in a cooperative manner, should be expressly designated as such by the teacher. Other than peer editing, only cooperative assignments are to be shared with other students before they are turned in for credit.

CONSPIRACY TO CHEAT: Aiding another student in cheating is considered to be cheating itself. Such aiding may be subject to sanctions if a student takes at least one action in furtherance of a plan to cheat. The cheating need not be accomplished for a student to be guilty of conspiring to cheat.

Dr. TJ Owens Gilroy Early College Academy (GECA)

GUSD / GECA Academic Honesty Policy (Continued)

Academic Honesty Definitions (Continued)

OTHER ACADEMICALLY DISHONEST CONDUCT: It is impossible to define every means by which a student may try to manipulate the system in an attempt to obtain higher grades. The District's Academic Honesty Policy and this regulation prohibit any misconduct by which a student attempts to give the impression of a false student performance. Other Academically Dishonest Conduct includes, but is not limited to, stealing the key to a test, stealing or altering a teacher's grade, stealing a copy of an exam, or forging a teacher's signature for purpose of receiving academic credit. These actions of dishonest conduct would be sanctioned the same as cheating. In addition, some situations, which constitute other academic dishonest conduct, may be disciplinary problems, which should receive attention through the disciplinary referral process. For example, if theft is involved, such misconduct may also constitute a suspension or expulsion offense under Ed Code section 48900.

Additional Requirements and Policies

Community Service Requirement

All high school students in the Gilroy Unified School District are required to complete 80 hours of Community Service. Community Service Requirement BP6746.1(a) Students will be required to complete 20 hours by May 1 of each school year in order to be eligible for school-sponsored activities (ie Prom, Winter Formal, etc). Service hours must be served with a non-profit 501(c)(3) agency. Students must turn in any hours completed within 30 days of completion in order to receive credit for those hours. Graduating seniors who complete 160 hours will receive a green cord and special recognition at the ceremony.

Work Permits

All employed minors under the age of 18 (including minors employed by parents) must have a Work Permit (Education Code 49141). Work Permits must be renewed at the start of each new semester or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work. To be eligible for a Work Permit, minors must attend school full time (except for summer vacation) and maintain a minimum GPA of 2.5 per grading period. Work permits will have a minimum of 48 hour turn-around. Student work permits may be revoked at any time due to grades and/or discipline. The process for attaining a work permit is as follows:

1. Download and complete the Work Permit Application
2. Deliver the work permit application to office secretary
3. Office secretary and principal will review / sign permit
4. Return to office (or check email) for signed work permit
5. Student signs and returns final copy of official work permit to office secretary

Academic Programs

Special Education

The Gilroy Unified School District offers a wide range of special education programs and related services. "Special Education" consists of (1) specially designed instruction to meet the unique needs of individuals with exceptional needs whose educational needs cannot be met with modification of the regular instruction program and (2) related services that may be needed to assist these individuals to benefit from specially designed instruction. Eligible students, who have learning, communication, physical, mental and/or emotional disabilities are provided programs and services as determined by their individualized education programs (IEP).

Dr. TJ Owens Gilroy Early College Academy (GECA)

Academic Programs (Continued)

Intervention Classes

Students who are below grade level in Math or Reading or whose GPA is below a 2.5 will be required to take a class (Seminar) to help them achieve at the secondary/college level. Intervention placements are based on the student's grades, standardized test scores, and/or teacher recommendation.

Advanced Placement (AP)

Advanced Placement courses are offered for 10th, 11th and 12th grades. These high school courses are conducted at the collegiate level and, under certain conditions, grant both high school and college credit. Students in these courses are expected to achieve the quality of work ordinarily required of college freshmen. On completion of an Advanced Placement course, students take an examination administered and evaluated by the College Entrance Examination Board. Parents pay the cost of this examination. Ask your counselor about waiver options.

Honors Program

Honors courses are offered in all academic areas. They are a higher level of academic instruction in the content areas. Honors courses require a greater depth and complexity as well as creativity in the content area. These courses often require reading at a higher academic level. These courses will better prepare the student for the Advanced Placement courses in their junior or senior year, as well as college courses they will be taking. In some cases, no additional grade point is given for grades when calculating the grade point average (GPA) in 9th/10th grade year.

Unscheduled Periods

Students may have an unscheduled period due to meeting the minimum attendance requirement of 240 minutes for grades 9 and 10 or 180 minutes for grades 11 and 12. Parents will be notified of unscheduled periods. Unscheduled periods will be given either at the beginning of the school day or at the end of the school day, thereby modifying the start and end times for students. When students have unscheduled periods, they are expected to leave campus, indicating the student's school day is complete.

Summer Assignments

Summer assignments are assigned in the core areas of study. It is recommended all students should do the work to be better prepared on the first day of class.

Course Offerings

Social Science Department

AP World History (Modern): *Not offered in 2024-25*—AP World History - Modern is designed for students who are capable of demonstrating exemplary performance in Social Studies. Students must have the motivation, interest, and ability to work at a rigorous pace. Students will be expected to demonstrate critical thinking skills, depth and complexity and creativity for academic success. Students are asked to write essays, research papers throughout the year. Students will also be expected to read books, primary sources and other materials in addition to their textbook throughout the course.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Course Offerings (Continued)

AP U.S. History: This course is a comprehensive study of United States history from colonization to the present. An emphasis will be placed on critical thinking and interpretation of historical documents in order to formulate opinions and conclusions about political, social, economic, and cultural events.

AP Government: AP Government is an in-depth study of the US Government. The course covers foundations of government in the United States, political, participation, institutions and civil rights and liberties. AP Government will prepare students to take the national AP Examination in the first full week of May. Students who pass this exam with a credible score may earn credit and/or advanced standing in Political Science at their colleges.

AP Macroeconomics: The AP course in Macroeconomics is designed to give students a thorough understanding of the principles of economics that apply to an economic system as a whole. Such a course places particular emphasis on the study of national income and price-level determination and also develops students' familiarity with economic performance measures, the financial sector, stabilization policies, economic growth and international economics. AP Economics will prepare students to take the national AP Examination in the first full week of May.

Mathematics Department

Integrated Math I+: This is the study of the properties of the real number system which leads to the solution of equations and inequalities. Emphasis is placed on functions, both linear and quadratic. Exponents, radicals, polynomial and rational functions, sets, problem solving techniques, and applications are included. This course covers 2 semesters of traditional Math 1, and the first half of traditional Math 2.

Integrated Math II+: This course emphasizes geometric thinking through the use of geometric proofs. Students will understand mathematical thinking from postulates and develop theorems. This course includes applications and constructions, but proofs are the major emphasis of this course. This course covers the second half of traditional Math 2, and 2 semesters of traditional Math 3.

Integrated Math III+: (*Not offered in 2024-2025*) This is the third course in a three year integrated math sequence that covers the topics of Algebra 1, Geometry and Algebra 2, using the Pre-Calculus textbook. It is in the Mathematics III+ course that students integrate and apply the mathematics they have learned from their earlier courses. The focus of the course will be four critical areas: (1) apply methods from probability and statistics to draw inferences and conclusions from data; (2) expand understanding of functions to include polynomial, rational, and radical functions; (3) expand right triangle trigonometry to include general triangles; and (4) consolidate functions and geometry to create models and solve contextual problems.

AP Precalculus: (*Offered in 2024-2025 in lieu of Math 3+*) AP Precalculus fosters the development of a deep conceptual understanding of functions. Students learn that a function is a mathematical relation that maps a set of input values—the domain—to a set of output values—the range—such that each input value is uniquely mapped to an output value. AP Precalculus's year-long course is divided into four units, covering Polynomial and Rational Functions; Exponential and Logarithmic Functions; Trigonometric and Polar Functions; and Functions Involving Parameters, Vectors, and Matrices. As a result of examining functions from many perspectives, students develop a conceptual understanding not only of specific function types but also of functions in general.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Course Offerings (Continued)

English Department

Early College programs associated with the California Community College Foundation (CCCF) require English teachers to participate in The College-readiness Performance Assessment System (C-PAS). Writer's Workshop, through C-PAS, is designed to track students' development of the Key Cognitive Strategies (KCS) that are critical thinking skills necessary for college-readiness and success. Since the fall of 2006, the Educational Policy Improvement Center (EPIC) has partnered with the Urban Assembly (UA) to develop the C-PAS. Through extensive research, Dr. David Conley, CEO of EPIC, identified five KCS necessary for college-readiness:

1. Problem Solving
2. Research
3. Interpretation
4. Reasoning
5. Precision/Accuracy

C-PAS is designed to measure the Key Cognitive Strategies (KCS) through both rich performance tasks that teachers embed within existing curricula, aligned with curricular requirements – the California State Standards, and all writing projects students complete throughout their English Honors courses. It is designed to be a powerful tool to help guide and inform teachers' efforts to prepare students for post-secondary success. This system is designed to help all students, regardless of current academic skill level, develop the thinking skills necessary for future success.

English 9 (Honors): English I Honors is a course designed for students who are capable of demonstrating exemplary performance in Language Arts and offers accelerated learning opportunities for students who have the motivation, interest, and ability to work at a rigorous pace. The course covers the same standards-based core works as English I, but at a much faster pace and in greater depth. Students will read fictional novels, short stories, and poems from a variety of genres. Essays, articles, and other non-fiction readings will be included in the curriculum. Students will be expected to follow a rigorous reading schedule, from which will follow comprehension quizzes/ tests and KCS writing projects.

English 10 (Honors): English II Honors is a course designed for students who are capable of demonstrating exemplary performance in Language Arts and offers accelerated learning opportunities for students who have the motivation, interest, and ability to work at a rigorous pace. The course covers the same standards-based core works as English II, but at a much faster pace and in greater depth and is designed to prepare students for the rigor of Advanced Placement Junior English.

AP English Language & Composition: Advanced Placement English Language and Composition is a rigorous course that engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. The course teaches students to read primary and secondary sources carefully, to synthesize material from these texts in their own compositions, and to cite sources using conventions recommended by professional organizations such as the Modern Language Association (MLA). Essays, articles and other non-fiction readings are a staple of the course, but students will also read and respond to novels, short stories, and poems. Students are responsible for exam fees. However, there may be some reduction of fees based on income. Students scoring a "3" or better may earn college credit for the course and can go directly to English 1C.

Dr. TJ Owens Gilroy Early College Academy (GECA)

Course Offerings (Continued)

Science Department

Biology Honors: Biology is a laboratory class that will introduce the student to the concepts of modern biology: cells, cell reproduction, genetics, evolution, ecology, microbiology, physiology, and the biochemistry of the cell. Biology is a "hands-on" class where concepts are learned through well-planned laboratory activities. Students are expected to learn proper use and care of laboratory equipment with an emphasis on safety. Use of technology is embedded in the curriculum.

Chemistry Honors: Chemistry requires knowing the macroscopic properties of matter and the microscopic properties of matter's constituent particles. The class requires high-level problem-solving skills, such as designing experiments and solving word problems. For students to learn concepts of chemistry, they must learn new vocabulary, including the rules for naming simple compounds and ions.

Physical Education

9th grade P.E: This course is a high school requirement for all students in grade 9. GECA students that do not pass the Fitnessgram this year in 9th grade, would be required to be enrolled in a PE class for at least 1 semester per year in 10th-12th grade or until passing 5/6 tests.

Non-Departmental Electives

Senior Project (required): This course is designed to support student completion of the graduation requirement. Students are required to complete a research paper, work with a mentor, complete a product that demonstrates their learning, present to a panel of judges, and compile a portfolio of their work over the course of the year. Passing the class and the project is required for successful graduation from GECA.

Academic Prep (9-12): Courses assist students at each grade level to assist in the overview; tools/strategies to arrange class materials; goal-setting tools/strategies; collegiate options; four-year college admissions requirements; and career exploration. The purpose of AcaPrep is to prepare and support students academically and socially at each grade level, and help students "Be Someone. Go Somewhere. Seek Excellence." while promoting unity through academics, citizenship and personal development. Some students enroll in AcaPrep as Tutors in the "AcaPrep Tutors" class; this is for students who are primarily in 11th and 12th grade, though some 10th graders are accepted to participate as tutors through the application process.

Student Government: (non college prep) Students will learn a variety of leadership skills and complete a leadership project. In addition, students will participate in the planning and organization of school activities. Students must be willing to spend time outside of the class period to receive credit for the class

Seminar: Seminar is tailored to fit the needs of students. During these periods, students will complete two daily forms, specifying goals for work to be completed as well as time management for each day's activities, then following up at the end of class with a reflection about completed work and identifying areas in which they need further assistance and/or need more work.

Teacher's Aide (T.A.) (non college prep)

Dr. TJ Owens Gilroy Early College Academy (GECA)

GRADE	STUDENT GOVERNMENT				HONORS TRIBUNAL
School-Wide Positions	ASB President	ASB Vice President	ASB Secretary	ASB Treasurer	Chief Justice (12) Attorney General (11) Secretary (10)
	2 SPIRIT COMMISSIONERS		GUSD STUDENT BOARD REP.	GAVILAN ASGC REPRESENTATIVE	
12 Class of 2026	Class of 2026 Class President	Class of 2026 Class Vice President	Class of 2026 Class Secretary	Class of 2026 Class Treasurer	3 Associate Justices
11 Class of 2027	Class of 2027 Class President	Class of 2027 Class Vice President	Class of 2027 Class Secretary	Class of 2027 Class Treasurer	2 Associate Justices
10 Class of 2028	Class of 2028 Class President	Class of 2028 Class Vice President	Class of 2028 Class Secretary	Class of 2028 Class Treasurer	2 Associate Justices
9 Class of 2029	Class of 2029 Class President	Class of 2029 Class Vice President	Class of 2029 Class Secretary	Class of 2029 Class Treasurer	N/A

Gilroy Early College Academy Contact Information

Melissa Avila-Carroll	Main Office Secretary	408-846-4909
Rebecca Plaza	Attendance & Community Service Liaison	408-852-2867
Ana Benich	Principal	408-848-4749
Liliana Montero	Counselor	408-848-4795
Gilroy Unified School District Main Line		669-205-4000

TEEN HELP LINES

Suicide & Crisis Center	855 278-4204
Calif. Youth Crisis Hotline	800 843-5200
National Teen Dating Abuse	866 331-9474
Teen Relationship Local Peer	650 259-8136
24/7 Teen Line	888 247-7717
Sexual Awareness Response Team	408 885-5000
Child Protection Services	408 299-2071
Family/Children Services Teen Line	650-327-8336
Community Solutions Youth Crisis Line	408 683-4118

Dr. TJ Owens Gilroy Early College Academy (GECA)

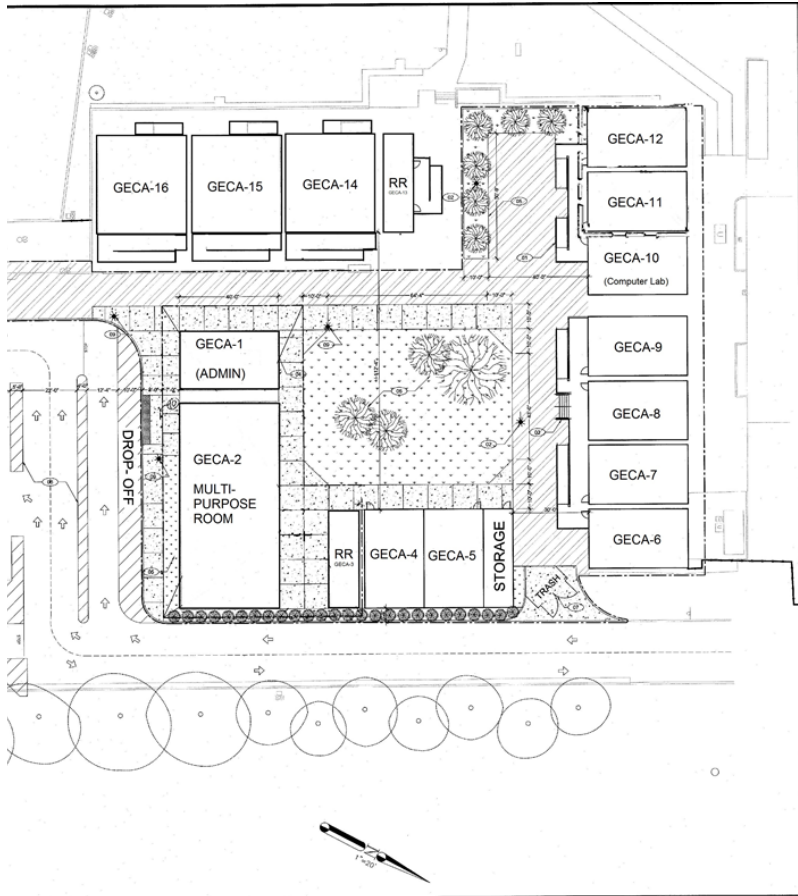
Instructional Staff Contact Information

Families are encouraged to use ParentSquare to contact their students' teachers and GECA staff

Teacher	Classroom	Subject(s) Taught
Alyssa Barcellos alyssa.barcellos@gilroyunified.org	GECA-8	Mathematics, AcaPrep 9
Robert Beardsley robert.beardsley@gilroyunified.org	GECA-16	Physical Education
Amber Bruce amber.bruce@gilroyunified.org	GECA-12	English, AcaPrep Tutors
Elaine Carne elaine.carne@gilroyunified.org	GECA-9	Mathematics, AcaPrep 11
Alex Chin alex.chin@gilroyunified.org	GECA-7	Mathematics, AcaPrep 12
Alexandra Cuzner alexandra.cuzner@gilroyunified.org	GECA-11	Social Science, Senior Project, AcaPrep 10
Ishrat Khan ishrat.khatoon@gilroyunified.org	GECA-14	Chemistry, AcaPrep 9
Rogelio Loreda rogelio.loredo@gilroyunified.org	GECA-5	Social Science, AcaPrep 11
Meg Omainsky meg.omainsky@gilroyunified.org	GECA-6	English, Senior Project, AcaPrep 10
Scott Twerdahl Scott.twerdahl@gilroyunified.org	GECA-4	English, AcaPrep 9
Kamala Wood kamala.wood@gilroyunified.org	GECA-15	Science, Student Government

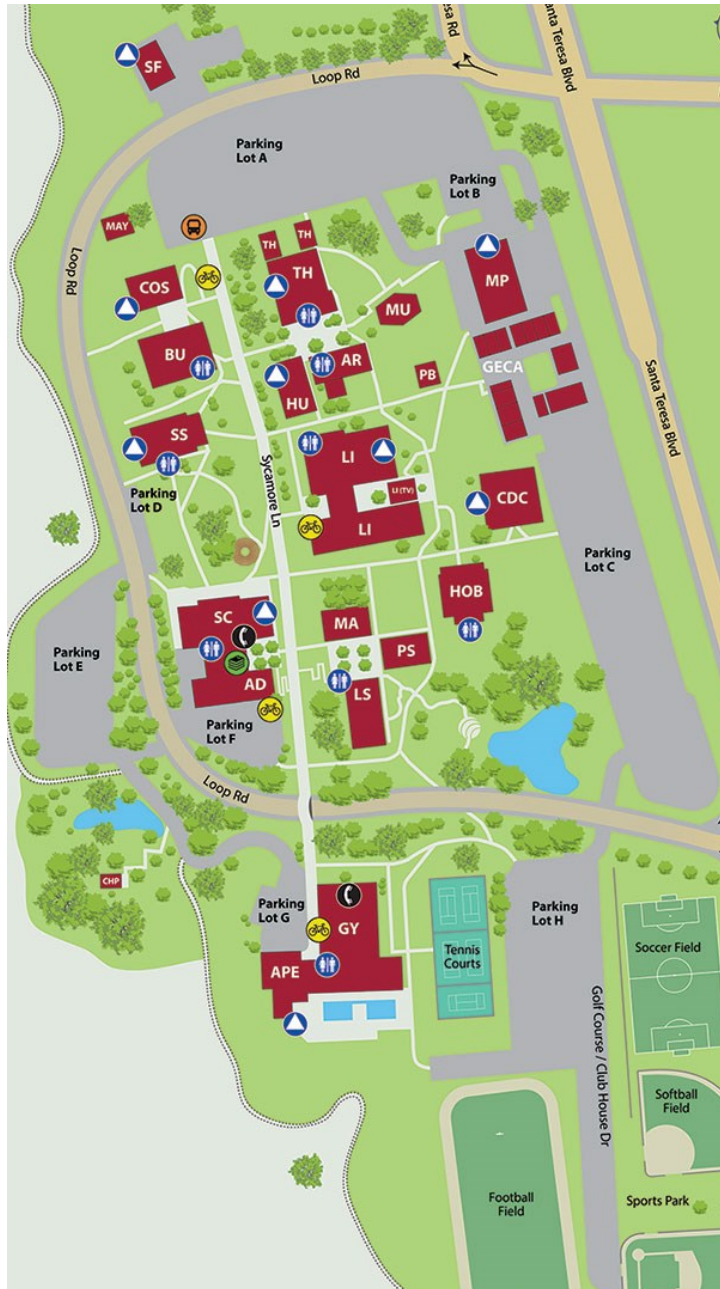
Dr. TJ Owens Gilroy Early College Academy (GECA)

Campus Map



Dr. TJ Owens Gilroy Early College Academy (GECA)

Gavilan College Map





GILROY UNIFIED SCHOOL DISTRICT • GAVILAN COLLEGE

GECA

DR. TJ OWENS GILROY EARLY COLLEGE ACADEMY

BE SOMEONE • GO SOMEWHERE • SEEK EXCELLENCE

Student/Parental Advisement Form

I have reviewed the Handbook and understand the guidelines of Dr. TJ Owens Gilroy Early College Academy (GECA). I understand that I/my student will be held accountable for these guidelines and will accept appropriate consequences if inappropriate choices are made.

Student Name (please print) Date

Student Signature

I have reviewed the Handbook with my student and understand the guidelines of Dr. TJ Owens Gilroy Early College Academy

Parent Name (please print) Date

Parent Signature

Please sign and return upon review of the Handbook. A signature must be on file for the student to participate in any extracurricular activities including dances, field trips and any other scheduled school events.

