



# Gorman Learning Center

1826 Orange Tree Lane, Redlands, CA 92374 • (909) 307-6312 • Fax (909) 793-5964

## Antelope Valley Resource Center Student and Parent Guidelines

### **Mission**

GLC offers a personalized program of study by focusing on challenging academic standards and forming partnerships between dedicated professionals and families. It emphasizes personalized student learning plans driven by interest, innovation and flexibility.

### **AVRC Workshop Enrollment**

Enrollment in the resource center is an optional part of our program meant to enrich the learning process. Appropriate placement in resource center workshops will be evaluated by the PLT and parents. Enrollment

should be considered a privilege and is not open to students with past disciplinary problems. Students who have been suspended or expelled from their previous school may not attend the resource center until a one semester probationary period has passed and the student's PLT has written a letter of recommendation to the RC supervisor. Students may only attend workshops for which they are enrolled. Enrollment or withdrawal decisions must be made by the PLT (Personalized Learning Teacher aka IST).

### **Workshop Expectations for Supplemental Core Instruction**

Students who are enrolled in core workshops are expected to turn in all assigned work on time. These workshops include:

- All 6<sup>th</sup> – 12<sup>th</sup> grade Math and English
- All 9<sup>th</sup> – 12<sup>th</sup> grade Science and Social Studies (History, Personal Finance, Gov/Econ)
- All 9<sup>th</sup> – 12<sup>th</sup> grade Foreign Language and some Electives

For these workshops, resource center facilitators will be submitting all scores and participation in workshops via GLC's Classroom Management System (**School Pathways**). PLTs and parents will have

3700 W. Avenue L

Lancaster, CA 93536

661-945-0298

Resource Center Supervisor - Carrie Quiza

Office Hours:

Tuesday - Friday 9:00-4:00

[gormanlc.org](http://gormanlc.org)

[avrc-info@gormanlc.org](mailto:avrc-info@gormanlc.org)

access to view these reports on a weekly basis through the **Student Portal** using their individualized username and password given by the School Pathways email or your PLT.

***Parents will be responsible for a portion of both the teaching and scoring at home. Please remember that you are an important part of your child's education and having them at home for three days during the school week makes it imperative that you are part of the learning process. In an effort to make it clear and streamlined for parents, assignments that are requiring a parent score will be notated on assignment sheets with the acronym PS next to the assignment. RC will be marked next to the assignments and instruction done in the workshop. Parents will have the necessary tools through teacher editions, solution manuals, or simple rubrics to be able to score their child's assignment. If a parent does not score their child's assignment, completion points will be docked from the final assignment score. We look forward to partnering with you, and please do not hesitate to ask if you have any questions.***

Any late assignments turned in after the Resource Center Learning Period is over, **must be** turned in to the PLT, not the Resource Center facilitator.

### **AVRC Probation Active Participation in the Workshop (is required if enrolled in a workshop)**

Students who do not regularly complete assignments and participate in each workshop will be placed on AVRC probation for that workshop, and a third offense within a semester will result in the student being removed from the workshop. Resource Center assignments need to be turned in to the facilitator by the RC workshop due date or they are considered missing.

In each Resource Center workshop:

First Offense: RC will notify PLT via email and PLT will follow up with parent/guardian.

Second Offense: RC will notify PLT via email. PLT will follow up with parent/guardian and can choose to schedule a meeting with parents, student and Resource Center Supervisor in order to discuss ways to keep the student on track and focused.

Third Offense: Student will be removed from that workshop. RC will notify PLT. PLT will notify parent/guardians.

### **Conduct and Discipline**

Students who do not adhere to the following are subject to disciplinary action:

- Students are expected to wear their school ID at all times while on campus.
- Students are expected to be in a workshop or designated lunch area while on campus; students who end tutoring sessions early can come to the office to check in before going to the next workshop.
- They are expected to be respectful of other students, all staff, and school property.
- Students should refrain from disrespectful and/or crude language, gestures, or attitudes.
- Students participating in violence, threat of violence, discrimination, or bullying (including electronic) will be subject to disciplinary action in accordance with our Zero Tolerance Policy.
- Students should refrain from any inappropriate physical contact including public displays of affection,

- fighting, or aggressive physical contact.
- Chronic Minor infractions
- Aggressive language and/ or any form of threat
- Harassment of student or teacher
- Truancy/Cut Class
- Gambling
- Cheating / Stealing / Vandalism
- Leaving school grounds and/or not with class during emergency
- Foul Language at Students/Staff

The following items may not be brought to school as they may result in expulsion from the resource center:

- Weapons including knives, firearms, or any items used for violence
- Incendiary items including fireworks, explosives, smoke/color bombs, matches or lighters
- Drugs (legal or illegal) and alcohol, including but not limited to cigarettes, e-cigarettes, and vapor pipes, vape juice, and any other items relating to vaping, edibles containing CBD, or any other item with CBD oils
- Any materials that contains indecent or sexual content (including electronic).

### **Discipline Process**

Facilitators will have their own classroom management plan. A Minor Incident Report (MIR) may be given by a Resource Center Facilitator; a notification will be sent to the parent and PLT. After 3 MIRs the student will be sent to the office for administrative disciplinary action in which case parents and PLTs will be notified. The administrative disciplinary plan includes:

Step 1- A discipline referral form will be sent home. A parent/guardian must sign the referral before the student can return to the resource center.

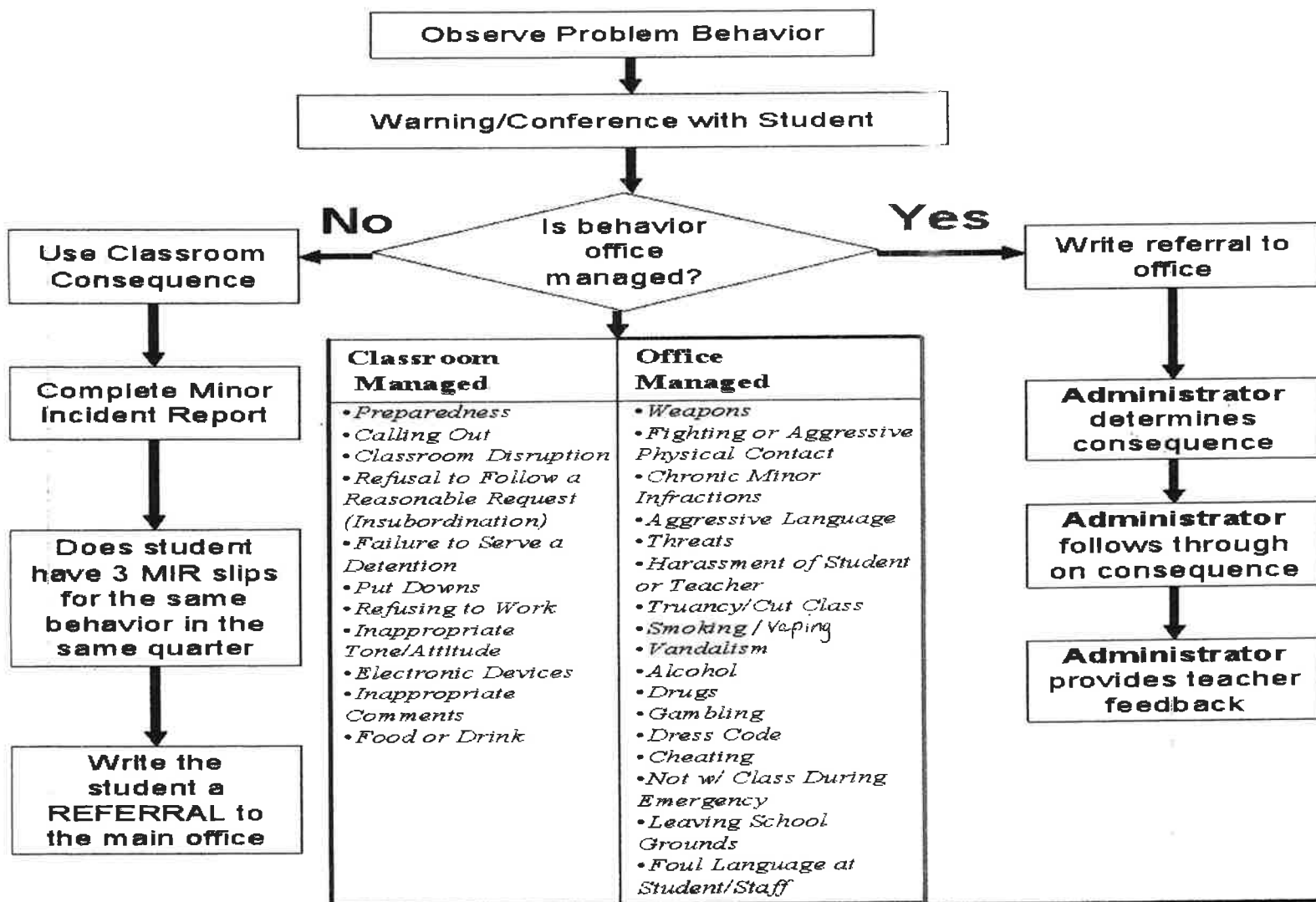
Step 2- In addition to a discipline referral form sent home, a parent will be required to schedule a conference with the resource center supervisor. A 1 to 3 day suspension from resource center workshops and/or discipline essay may be assigned.

Step 3- In addition to a discipline referral and conference, the students may lose resource center privileges for the remainder of the semester or permanently.

**\*Depending on the severity of the offense, steps 1 and/or 2 may be skipped.**

### **Non-Discrimination (Zero Tolerance) Policy**

To ensure equal opportunity for all individuals in education, all resource center workshops, lunches, and after school activities shall be free from discrimination based on gender, sexual orientation, race, personal beliefs, marital or parental status, physical or mental disability. Anyone who fails to follow this policy may be escorted off the property and lose resource center privileges.



**SIDE BAR on Minor Incident Reports**

- Issue slip when student does not respond to pre-correction, re-direction, or verbal warning
- Once written, file a copy with administrator
- Take concrete action to correct behavior (i.e. assign detention, complete behavior reflection writing, seat change)

## **Cheating and Plagiarism**

Cheating or plagiarism will result in 0 credit for that assignment/test and student will not be allowed to make up the work or do extra credit. This includes:

- Student use of answer keys, teacher editions, and/or solutions manuals
- Using another student's work as their own
- Copying or pasting from any source and claiming it as their own
- Parent completing assignments for their students

## **Dress Code**

In an effort to create and maintain an environment for academic success, the following attire is unacceptable:

- Top showing bare midriff or tops with plunging neckline
- Tank tops with less than one-inch straps
- Clothing with profane or inappropriate language or images
- Short shorts or mini-skirts (should be to the knee)
- Jeans with rips above the knee, unless wearing tights/leggings underneath
- Exposed undergarments
- Flip Flops

Parents will be contacted to bring a change of clothes or pick up a student who is violating the dress code. Repeated violations may result in disciplinary action.

## **Skateboards/Skates/Bikes**

For safety reasons skateboarding, biking, or skating (including Heelys) are not permitted on campus or in the parking lot. Please adhere to the following guidelines regarding these items:

- Students who bring these items to school must check them in and out at the front desk.
- Skateboards/bikes/skates will not be allowed to be checked out during lunch unless the student is leaving for the day.
- Students must walk their skateboard or bike on and off the campus.

Students who fail to follow these guidelines may be required to use alternate transportation to and from the resource center.

## **Electronics/Internet**

All personal electronics, including cell phones, need to be turned off and remain in backpacks during all workshops. **In the event that this rule is not followed, electronic devices will be confiscated by the facilitator, turned into the office, and a parent will need to come pick it up.** Students are not permitted to share music or any other content with their peers.

\*Student and guest Wi-Fi is accessible upon request.

**\*Resource Center is NOT responsible for personal electronic devices such as phones, games, and/or any items of value.**

## Student Sign In/Out

To ensure the safety of all students the following guidelines for signing in and out need to be followed:

- Students are not permitted to leave campus unless they have a parent or guardian sign them out (person must be on their emergency contact form) or they have an off-campus permission pass and sign themselves out (only given to 9<sup>th</sup> – 12<sup>th</sup> graders with parental consent). Students who abuse the off-campus permission pass (cutting or skipping classes and/or not coming back on time) will have their pass revoked indefinitely.
- Students must sign in at the front desk if they are late or come in at a later start time

\*Off-campus pass is available upon request for 9<sup>th</sup> – 12<sup>th</sup> graders and will be available at all student orientations.

## Visitor Policy

Our goal is to give the students a safe educational environment, but to do so we need all visitors to follow these guidelines:

- All guests and visitors **must** sign in and take a VISITOR STICKER and then sign out before leaving
- All guests and visitors are subject to the Visitor Policy posted on site.
- If a parent wants to *observe* a workshop, they need to get prior approval from the resource center supervisor. All workshop observations are limited to 1 hour. Any unscheduled observations will not be allowed.
- While we appreciate helpful input, visitors should refrain from offering suggestions during the workshop
- We do not allow visitors to advertise or hand out items that do not pertain to Gorman or have not been approved by the Resource Center Supervisor.
- If a parent/facilitator conference is desired, arrangements must be scheduled with the facilitator in advance via email and the Resource Center Supervisor needs to be notified.

## Student Arrival and Dismissal

For safety reasons, it is crucial to follow the traffic flow pattern for drop off and pick up . **Do not park on the street or leave your vehicle unattended.** If you need to enter the building, please park in the designated parking areas.

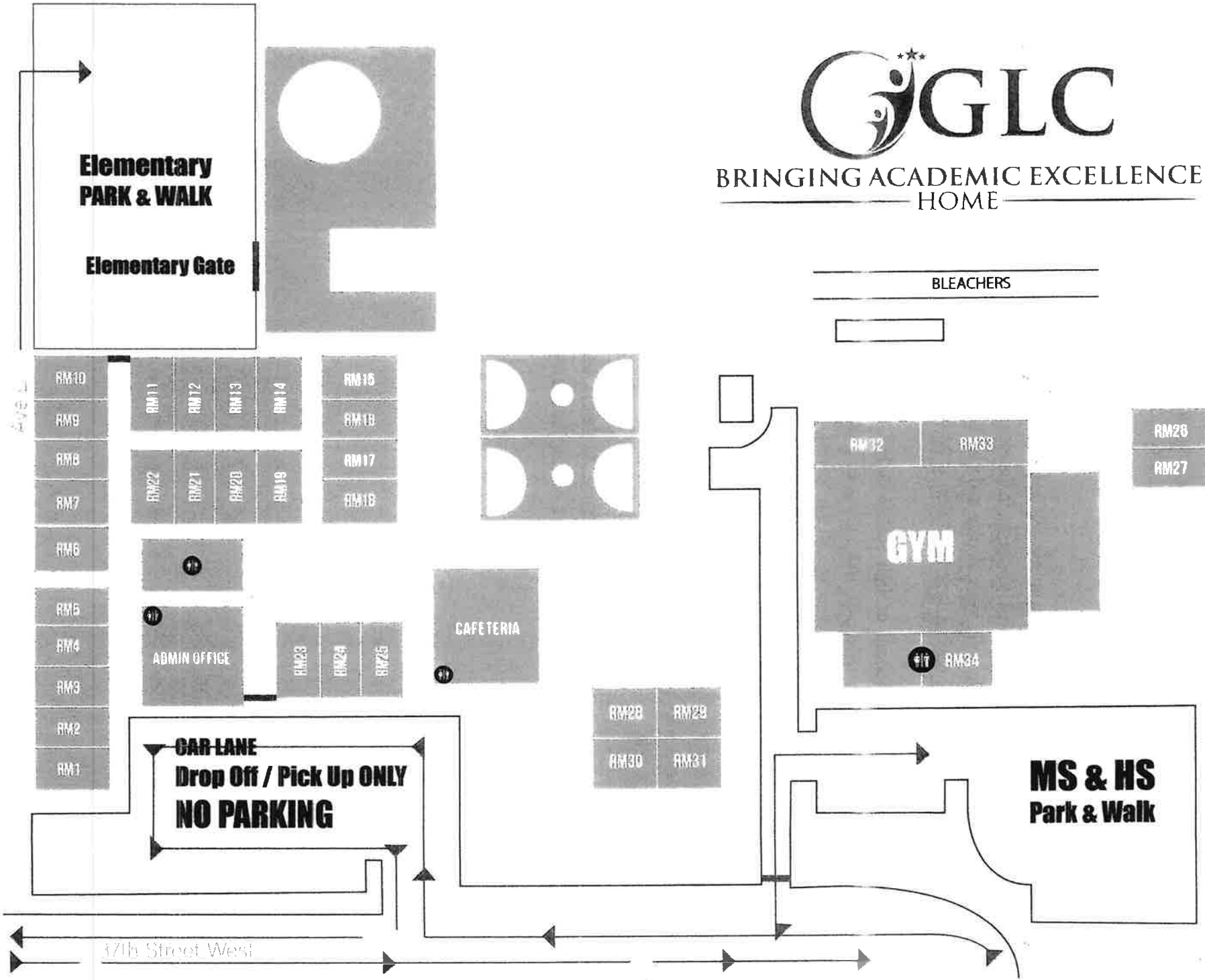
- Students should be picked up no later than 15 minutes after their last workshop. We do not have staff to supervise students outside of workshop hours.
- Students should not be dropped off earlier than 15 minutes before their first workshop begins.
- Please refer to the front page of this packet (in the box) for our official operating hours.
- After **3 late pick-ups**, a warning letter will be sent to the parent, and after 5 late pick-ups the student may be dropped from resource center workshops.
- Parents must sign their students out in the office if they arrive later than 15 minutes after the student's last workshop.

- For students that will be dropped off, and you are **NOT** parking, please enter the front parking lot on 37th Street West, (the main parking lot where the front office is located), and pull all the way up to the main gate. You will stop long enough for your student/s to get out of the car and enter the main gate. You will then proceed to follow the traffic pattern and exit the parking lot. (This parking lot is **NOT** to be used for parking during arrival and dismissal times.) All elementary students will proceed to the playground where they will be supervised until it is time to line up and be taken to class. All Middle School and High School students will proceed to the Gym where they will remain until it is time to head to class.
- If you have an **elementary student**, and you would like to **park and walk** them in, please use the parking lot located on Ave L, that is adjacent to the elementary classrooms. Once you have parked, you can then proceed to enter the back gate and walk them over to the playground area. This will be the area where they will line up and be taken to the classrooms at the beginning of the day.
- If you have a **Middle School or High School** student, and you would like to **park and walk** them in, please use the gym parking lot. This parking lot is located off of 37th Street West towards the back of the school and you will go through the opened rolling gate. All High School and Middle School students will gather in the gym until it is time to head to class. If you have a High School student that drives and/or has an Off Campus Pass, they will park in the gym parking lot.
- If your student is in the **TK/K** workshop, they will dismiss at 12:00 pm. The pick up area for the **TK/K** students will be in the parking lot on Ave L. At 12:00 the TK/K facilitator will bring them over to the back gate.

Please see the maps provided for the traffic flow patterns. As always, we ask that you are patient and courteous to other parents as well as staff. We all are working hard to ensure a smooth, safe, and efficient arrival and pick up process.



BRINGING ACADEMIC EXCELLENCE  
HOME



**Elementary  
PARK & WALK**

**Elementary Gate**

Ave L

BLEACHERS

**GYM**

CAFETERIA

ADMIN OFFICE

**CAR LANE  
Drop Off / Pick Up ONLY  
NO PARKING**

37th Street West

**MS & HS  
Park & Walk**



## Attendance

Due to smaller workshop sizes, students will need to attend on a regular basis, or they run the risk of losing their spot in the workshop. If the workshops are not a good fit for a student, the PLT may be asked to remove them from the roster to make room for other students.

Regular attendance is important to succeed in the resource center workshops. Therefore, the following guidelines should be followed:

- Students should not have more than **5 absences per semester** regardless of if it is excused or unexcused. Your PLT will be notified if the student is absent 5 times in one workshop and will follow up with families.
- If a student is absent for a 6th time in one workshop, the student will be removed from that resource Center workshop.
- Parents should call or email the resource center to notify the office that the student will not be attending their workshops that day.  
(Please be sure to email [avrc-info@gormanlc.org](mailto:avrc-info@gormanlc.org) or call 661- 945-0298.)
- **Students enrolled in reporting workshops will still be expected to turn in all missing assignments upon returning. Assignment sheets are handed out at the beginning of the LP, so there should be no confusion on what needs to be turned in when a student returns to their workshops.**

## Tardies

- Students who are tardy to a workshop **3 times** in a semester (in the same workshop) will be sent to the office and will receive a disciplinary referral.
- Students tardy a **4th time** will have a conference with the Supervisor. PLT and parent will be notified via email.
- Students tardy a **5th time** will be removed from that resource center workshop.

## Illnesses

A sick child cannot learn effectively and is unable to participate in workshops in a meaningful way. Keeping a sick child home prevents the spread of illness in the school and allows the child an opportunity to rest and recover.

Please do not bring your child to school if they have:

- Fever in the last 24 hours
- Excessive runny nose or coughing
- Vomiting/Diarrhea in the last 24 hours
- Contagious conditions like pink eye, strep throat, spreadable rash and/or lice

If a student is observed to have any of these symptoms, a parent will be contacted to pick up that student immediately.

### **Medication/First Aid**

- Please keep emergency medical information up to date and make the staff aware of any allergies your students may have.
- Phone numbers and emergency contact information can be updated by email, phone or note.
- Any prescribed medication or pain reliever that needs to be administered during resource center hours must be submitted at the front desk with instructions.
- Students may not be in possession of medication, prescribed or otherwise.
- Students may carry their own inhaler, Epi-pen, or emergency items needed on the spot. Please make sure to indicate that your student has them on hand on the pink emergency contact form.

### **Lunch Time**

All lunches are 30 minutes and all grade levels must stay in their own designated areas. We advise parents to provide sack lunches with a thermos, refillable water bottle and/or tupperware containers labeled with the student's name, as we do not provide microwaves, plates, napkins or utensils for students. ASB student run store is available for **Middle School and High School students** until the last week of May for students to purchase snack items only, not hot lunches. All students are responsible to clean up after themselves, stay in designated areas during lunch and recess time, and respect lunch aides and campus monitors' instructions.

**IMPORTANT:** Our Resource Center is **NUT FREE**. Students **MAY NOT** bring anything with nuts for lunch or snack.

**Parent Resource Point of Contact Flow Chart**  
**Who do I go to for help?**

AVRC Parents/Guardians

**(#1) Absences / General Information / Questions / Scheduling**

Email PLT

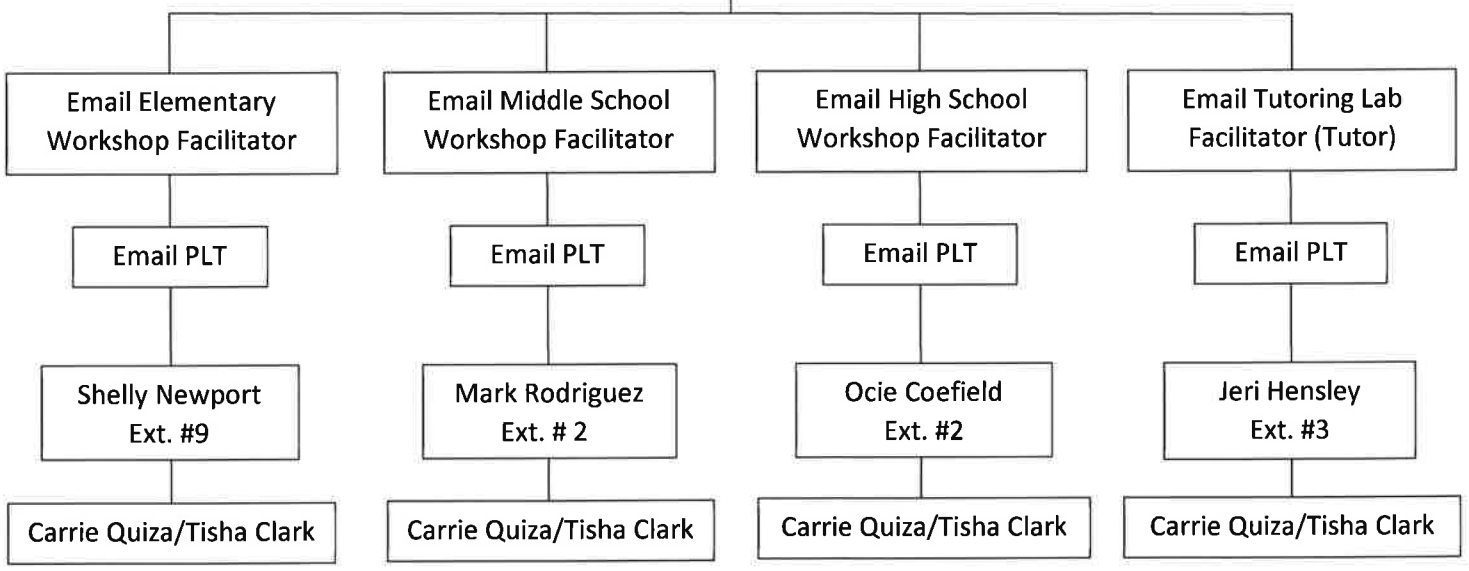
Email: [avrc-info@gormanlc.org](mailto:avrc-info@gormanlc.org)  
 AVRC Office # 661.945.0298  
  
 Shelly Newport Ext. # 9  
 Heather Jaspersen Ext. # 9  
 Amber Seifert Ext. #9

**Steps to take First**

**#1. General Questions/Concerns**  
 Email: PLT(s) first, then office staff for additional assistance.

**#2. Classroom Question/Concerns**  
 Email: The workshop Facilitator first, then PLT for additional assistance.

**(#2) Classroom Questions or Concerns?**



**Email VAPA Workshop Facilitator**  
**Email Athletics Workshop Facilitator**

Email PLT

**Email Mark Rodriguez**  
 Email Ocie Coefield

Carrie Quiza/Tisha Clark

Lunch Time Campus Monitors

Grade Level Lead

Email PLT

Carrie Quiza/Tisha Clark



# AVRC Resource Center Guidelines Acknowledgement

By signing this form I acknowledge and agree to abide by the student and parent guidelines for the Antelope Valley Resource Center.

Last Name \_\_\_\_\_ PLT \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*All students attending the resource center must sign.*

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

## Photo Release

I, as the parent/guardian of \_\_\_\_\_ hereby consent that the photographs taken of my child during the school year while enrolled in Gorman Learning Center may be used as indicated below.

These pictures may be used for: (Check the appropriate boxes)

Yearbook       School Newsletter       School Brochure  
 School Bulletin Board       GLC Websites (Facebook/Parent Square)

I **DO NOT** give my consent to have photographs of my child used by Gorman Learning Center in any way.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_