

GCU

LEARNING LOUNGE



STUDENT/PARENT HANDBOOK

2020 – 21



GCU LEARNING LOUNGE

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WELCOME

Grand Canyon University's K-12 Outreach serves to support public and private learning organizations. GCU leads the design and implementation required to extend learning opportunities by providing access to the GCU Learning Lounge® with one-on-one and small group academic services for high school students by college student-scholars.

The GCU Learning Lounge:

- Provides virtual and in-person, one-on-one and small group academic assistance services at no cost to the student
- Learning Advocates (LEADs) are excellent college scholars in the areas of mathematics, reading and science
- LEADs possess high energy and have a passion to serve others
- LEADs receive specialized training to assist the high school student

VIRTUAL TUTORING

Free, virtual tutoring is now available via Zoom. Tutoring sessions are 40 minutes long and can be done using video, audio only or chat box only. To schedule a tutoring appointment, visit our webpage and use the appointment link. An email address is required for registration. When registering your students, please provide as much information as possible so the LEAD can effectively help them. Permission forms must be filled out before appointments and security measures are in place to protect minors. For questions about virtual sessions, contact us at 602-247-2030.

Beyond academic assistance services, the GCU Learning Lounge offers a study area with oversized couches and chairs, a free technology area and many other amenities.

CONTACT INFORMATION

DIRECTORY

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GCU MAIN CAMPUS ADDRESS *

3300 W. Camelback Road
Humanities and Social Sciences Building 16
Phoenix, AZ 85017

Virtual Hours of Operation

Monday – Friday (Grades 2 – 12)
3 – 8 pm
Saturday (Grades 2 – 12)
10 am – 2 pm

AMERICAN FAMILY FIELDS OF PHOENIX ADDRESS *

3805 N. 53rd Ave.
Phoenix, AZ 85031

Hours of Operation

Monday – Friday (Grades K-12)
TBD*
Saturday (Grades K-12)
TBD*

*Due to the continued and varied climate of COVID-19, please visit gcu.edu/LearningLounge, email K12LearningLounge@gcu.edu or call 602-247-2030 for updates on locations and hours.

GUIDELINES FOR THE GCU LEARNING LOUNGE K-12 STUDENT

The following expectations have been designed to maintain the safety and integrity of the GCU Learning Lounge locations.

BEHAVIORAL EXPECTATIONS

The GCU Learning Lounge behavioral expectations are to maintain an educational setting that provides for safe and effective learning without inappropriate disruption. The behavior expectations are as follows:

General:

- Use appropriate language and maintain proper actions.
- Be respectful of yourself, other students, faculty and staff.

Virtual:

- Make sure you have an email address and internet connection. Both Zoom and Calendly can be used in a browser with or without an account. There are also mobile applications for each that can be downloaded.

In-Person:

- Check in at the reception desk when entering the GCU Learning Lounge locations and check-out at the end of the learning session.
- Talk quietly to keep from disturbing others while in the GCU Learning Lounge.
- Do not use mobile devices for the purpose of phone calls, texts, emails and social networking during your session. Mobile devices may be used at the LEAD's discretion for relevant learning opportunities.
- Do not eat or drink near the computers.
- When leaving, make sure you have collected all of your belongings.

All students are required to have supervision by a GCU Learning Lounge LEAD. Students are to be respectful of all facilities. While at the main campus location, students are not allowed inside the residence halls for any reason even with LEAD supervision.

GCU strictly enforces behavioral expectations. Any violation of the behavioral expectations is grounds for dismissal from the GCU Learning Lounge and American Family Fields of Phoenix. GCU has zero-tolerance for any behavior on campus or at the American Family Fields of Phoenix location that causes a disruption to the learning environment such as but not limited to: aggression of any nature (physical or verbal/sexual or non-sexual), theft, intimidation, disrespect of self or others, insubordination or being under the influence of any illegal substance.

IN-PERSON GUIDELINES

SEARCH AND SEIZURE

For safety purposes, all purses, bags and outerwear are subject to inspection upon entering either GCU Learning Lounge location. GCU and American Family Fields of Phoenix reserve the right to confiscate items which may cause danger or disruption to the environment or other guests, or which are in breach of university policies and/or prohibited items. Any guest who declines to be searched may be denied entry to both Learning Lounge locations.

DRESS CODE

- Wear appropriate shoes at all times (no house slippers), no bedroom clothing (pajamas/pants); red or blue shoelaces are not allowed nor any clothing items that the staff determines to be gang associated.
- Wear shirts that must extend past the shoulder by 1 inch.
- Garments must cover the torso, stomach, back and sides at all times. Apparel must be appropriate at all times. Low cut neck lines or "see through material" is prohibited. This includes muscle shirts, jerseys, tank tops, tube tops, razor backs, spaghetti straps, halter tops, etc.; nor have bare midriffs or revealing cleavage.
- Wear skirts, dresses and shorts that must extend to at least 5 inches above the knee. Any rips and tears in pants must be below the knee. NO rips or tears in shorts are allowed. Lace pantyhose and fish net stockings are prohibited. Leggings, tights and non-lace pantyhose may be worn under appropriate length garments.
- Wear all pants, shorts, etc. at or above the hipbones. No sagging.
- No sleeveless shirts, vests, undershirts or oversized tank tops (basketball jerseys) alone.

- No suggestive printing on either clothing or caps (i.e. sex, alcohol, drugs, cigarettes, cigars).
- No gang identifying articles. Items strictly prohibited are hanging belts, belt buckles, bandanas and any number or letters that are affiliated with gangs (i.e. 13, 14, 602, 27, 35, 67, 31, AZ, LA, PHX, PHOENIX-Script lettering, Westside, Southside, CA, City of Phoenix Emblem, etc.).
- No clothing that is offensive to a particular ethnicity. “In Memory of” shirts are also prohibited.
- No hairnets or bandanas, personalized caps or do-rags. These items will be confiscated.
- No clothing that has been altered to reveal suggestive parts of the body.
- No wallet chains, chains or any other clothing that can be used as a weapon(s).
- GCU and American Fields of Phoenix have the authority to determine what appropriate apparel is and reserves the right to modify the dress expectations as needed.

ELECTRONIC DEVICES

The use of certain electronic devices is permitted at both GCU Learning Lounge locations as described below. Electronic devices are classified as disruptive, non-disruptive and mobile phone devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

- Recording devices, laser pointers and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted.
- The misuse of permissible electronic devices in a manner distracting to other students or university personnel is not allowed.
- The misuse of electronic devices includes, but is not limited to:
 - » Use of any electronic device in any area not authorized by university personnel
 - » Listening to video or audio without headphones or ear buds
 - » Use of headphones/ear buds at a volume level where others can hear

Non-disruptive Devices

- Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
- The categories of non-disruptive devices are (a) laptops, (b) netbooks, (c) tablets, (d) e-Readers and (e) audio players (MP3 players).
- These devices may be used during session and in areas as permitted and directed by university personnel.

Mobile Phones

- Use of mobile phones for any voice or text communication is not permitted during academic assistance sessions.
- Mobile phones may be used as directed by university personnel. Otherwise, mobile phones must be turned off, muted or silenced within both GCU Learning Lounge locations.
- Mobile phones may possess advanced functions including internet access, e-Reader and video/audio functions. These functions may be used within the learning environment. Use of these functions during the session is at the discretion of university personnel.

Internet Connection

- Wireless internet connection may be provided by the GCU Learning Lounge for students to connect their devices to the internet.
- Students may connect to the internet using their internet provider. In this case, the student and family will be responsible for any internet connection expense.
- Devices that cause disruption to GCU’s network may be blocked from connecting to the network.
- Any personal device used at a GCU Learning Lounge is subject to search. Anyone failing to comply will have the device confiscated until the investigation is complete.

Online Synchronous or Asynchronous Communication and Social Networking

Student users shall not access or use online synchronous or asynchronous communication applications such as email, chat, blogs, wikis or social networking website functions (i.e. discussion threads, document posting, RSS feeds, etc.) during sessions.

Lost or Damaged Device

GCU Learning Lounge and American Family Fields of Phoenix assume no responsibility for theft, loss or damage of an electronic device. Students bring these devices at their own risk. The GCU Learning Lounges fully expect that student users will follow these instructions. Students shall inform a LEAD if they mistakenly access inappropriate information or content.

ENTERING/EXITING THE PREMISES

The GCU Learning Lounges have policies and procedures in place for students, visitors and walk-ins. Students are encouraged to make appointments in advance. All students, visitors and walk-ins are subject to search. Students are expected to enter and exit in a timely fashion. Trespassing and/or loitering may lead to criminal offenses. Failure to enter or exit in an appropriate manner may prevent further visits or admittance to the GCU Learning Lounges.

IDENTIFICATION CARDS

Students are expected to present their student identification card at all times while at a GCU Learning Lounge. Identification cards assist staff in identifying and removing non-students. It also helps to maintain a safe learning environment. Identification cards are required to enter a GCU Learning Lounge.

NON-STUDENT VISITORS AND GUESTS

All student and non-student visitors must check in with the front desk, present photo identification and sign in. Failure to follow protocol may result in denial of entry.

PARKING ACKNOWLEDGMENT

Lock your vehicle while parking at a GCU Learning Lounge and do not leave valuables in the car. GCU Learning Lounge and American Family Fields of Phoenix assume no responsibility for losses from vehicles or damage to them. All thefts, accidents and vandalism need to be reported for investigation to campus security immediately. Vehicles parked at either GCU Learning Lounge location may be searched if suspected of containing illegal substances. If students desire parking privileges, they agree not to allow contraband in their automobiles. Additional parking regulations may be added throughout the year to provide safety, security and appropriate operations of parking lots.

- Students are permitted to park as a matter of privilege, not a right.
- GCU and American Family Fields of Phoenix security team retain authority to conduct routine patrols of parking lots and inspections of the exteriors of automobiles.
- As part of the routine patrols, the security team may observe items that are in plain view on the dashboard or seats of a vehicle.
- Dogs trained to locate illegal drugs or weapons may be used to patrol the parking lot from time to time.
- Interior inspections may occur whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are inside a student’s automobile.
- The patrols and inspection referred to above may be conducted without student consent and without a search warrant.
- Students may NOT loiter nor sit in cars to socialize at any time.
- A student who fails to provide access to the interior of the car upon request by an official may be subject to disciplinary action.

GUIDELINES FOR K-8 GCU LEARNING LOUNGE PARENTS

- Parents must stay on the premises during their child(ren)’s learning session.
- Parents are encouraged to leave their child(ren) during their learning session and remain in the hallway.

- Parents are to be respectful of the learning session and not disturb others while in the Learning Lounge.
- Parents are responsible to check in and out at the reception desk for each learning session.

FORMS

The Student Permission Form is required upon your first virtual or in-person visit in order to receive academic support services at the Learning Lounge. Failure to submit all forms such as: student registration form, voluntary waiver, release and assumption of risk agreement and model and testimonial release form will result in denial of services.

- **Virtual:**
If you already signed a physical form during a previous in-person visit, you do not need to fill out an online form now. The online Student Permission Form is located [here](#).

As part of the GCU Marketing Release, by selecting “I agree” on the online form, you or a parent/guardian acknowledges and agrees to the following.

I, the undersigned, give Grand Canyon University permission to copyright and publish all or any part of photographs and/or video and/or voice recordings and/or written/spoken statements taken of me on the date and at the location listed below for use in any public relations and/or marketing campaigns or collateral for Grand Canyon University. I understand that I will receive no compensation for the use of my likeness. In addition, if I have supplied my testimonial, it has been done by my own free will, involving no type of incentive or coercion. I understand that my testimonial may be used in connection with promoting Grand Canyon University. I authorize Grand Canyon University to use my name, brief biographical information, and the testimonial as defined on this form. Additionally, I waive any right to inspect or approve the finished product, including written copy, wherein my likeness or my testimonial appears.

- **In-Person:**
All forms must be completely filled out and checked by a LEAD upon first visit.

MAIN CAMPUS AUTHORIZED LOCATIONS

GCU Learning Lounge high school students are only authorized to be in Humanities and Social Sciences Building 16. However, when accompanied by a LEAD or CCSC Learning Lounge volunteer, students are able to access various other locations including on-campus eateries, outdoor spaces, Thunder Alley and Lope Shop.



GCU, while reserving its lawful rights in light of its Christian mission, is committed to maintaining an academic environment that is free from unlawful discrimination. Further detail on GCU's Non-Discrimination policies can be found at gcu.edu/titleIX. The information printed in this material is accurate as of SEPTEMBER 2020. For the most up-to-date information about admission requirements, tuition, scholarships and more, visit gcu.edu ©2020 Grand Canyon University. 20L0U0028