



STUDENT/PARENT HANDBOOK
2023 - 24



GCU **LEARNING LOUNGE**

WELCOME	4
TUTORING OPTIONS	4
CONTACT INFORMATION	4
DIRECTORY	4
GCU CAMPUS (Grades K-12)	4
AMERICAN FAMILY FIELDS OF PHOENIX (Grades K-12)	4
LEARNING LINE (Grades 2-12)	5
GUIDELINES FOR K-12 LEARNING LOUNGE STUDENTS	5
BEHAVIORAL EXPECTATIONS	5
FORMS	5
SEARCH AND SEIZURE	6
DRESS CODE	6
ELECTRONIC DEVICES	6
DISRUPTIVE ELECTRONIC DEVICES	6
NON-DISRUPTIVE DEVICES	7
MOBILE PHONES	7
INTERNET CONNECTION	7
ONLINE SYNCHRONOUS	7
LOST OR DAMAGED DEVICE	7
ENTERING/EXITING THE PREMISES	7
IDENTIFICATION CARDS	7
PARKING ACKNOWLEDGMENT	8
GUIDELINES FOR K-8 GCU LEARNING LOUNGE PARENTS	8
MAIN CAMPUS AUTHORIZED LOCATIONS	8
CAMPUS MAP	9

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®.

About the Learning Lounge:

- ▶ We specialize in free academic assistance services in the areas of mathematics, reading and science.
- ▶ Services are offered in person at two locations or via the Learning Line, a virtual homework hotline.
- ▶ Our team is comprised of full-time GCU staff as well as energetic, passionate and specially trained Learning Advocates (LEADs), our excelling college student-scholars.
- ▶ Beyond academic assistance services, our locations offer study areas with oversized couches and chairs, free technology and other amenities.

TUTORING OPTIONS

Please visit the "Contact Information" section for more information regarding locations, hours and grades serviced.

In Person:

Students are welcome to our GCU campus and American Family Fields of Phoenix locations. This option is best suited for students in need of face-to-face assistance.

Learning Line:

This option is a homework hotline available via Zoom. It is best suited for students in need of quick or last-minute assistance. To get started, call our front desk at 602-247-2030 and you'll be connected to a LEAD via Zoom.

CONTACT INFORMATION

DIRECTORY

Dr. Joseph Veres, EdD

Sr. Vice President, Student Success
joe.veres@gcu.edu
602-639-7971

Jennifer Mitchell

Director, K-12 Outreach
jennifer.mitchell@gcu.edu
602-571-9902

Alexandra Jones

Program Manager, K-12 Outreach
alexandra.jones@gcu.edu
480-881-6499

GCU CAMPUS (Grades K-12)

Contact

602-247-2030

Address

2600 W. Camelback Road
Canyon Ventures Building 66
Phoenix, AZ 85017

Hours of Operation (As of Aug. 15, 2023)

Monday – Friday | 3 – 8 pm
Saturday | 10 am – 4 pm

AMERICAN FAMILY FIELDS OF PHOENIX (Grades K-12)

Contact

602-247-2030

Address

3805 N. 53rd Ave.
Phoenix, AZ 85031

Hours of Operation (As of Aug. 15, 2023)

Monday – Friday | 3 – 7 pm
Saturday Closed

LEARNING LINE (Grades 2-12)

Contact

602-247-2030

Hours of Operation (As of Aug. 15, 2023)

Monday – Friday | 3 – 8 pm
Saturday | 10 am – 4 pm

GUIDELINES FOR K-12 LEARNING LOUNGE STUDENTS

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

BEHAVIORAL EXPECTATIONS

The 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.

Learning Line:

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

In Person:

- ▶ At the Learning Lounge front desk, check in and out when entering and leaving.
- ▶ Talk quietly to keep from disturbing others.
- ▶ 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.
- ▶ Clothing and shoes must be kept on at all times for the safety of the students.

All students are required to have supervision by a Learning Lounge LEAD both inside and outside of our facilities. Students are to be respectful of all facilities. While at the main campus location, students are not allowed to enter the residence halls for any reason even with LEAD supervision. Visitors may not recreationally hang out with GCU students unless they are participating in an activity organized by the university. Children under kindergarten age must remain out of classrooms and in the waiting area in order to limit distractions while students are learning.

GCU strictly enforces behavioral expectations. Any violation of the behavioral expectations is grounds for dismissal from the 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.

FORMS

The Student Permission Form is required upon your first in-person visit or Learning Line call 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.

- ▶ **Learning Line:** 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.

SEARCH AND SEIZURE

For safety purposes, all purses, bags and outerwear are subject to inspection upon entering either 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 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

- ▶ Appropriate shoes must be worn 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.
- ▶ Shirts that must extend past the shoulder by one 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, racer backs, spaghetti straps, halter tops, etc.; bare midriffs or revealing cleavage is not permitted.
- ▶ Skirts, dresses and shorts must extend to at least five 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 (sports 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 Family 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 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 electronic devices primarily used for educational purposes
- ▶ Categories of non-disruptive devices are:
 - Laptops
 - Tablets
 - E-readers
 - 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 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 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

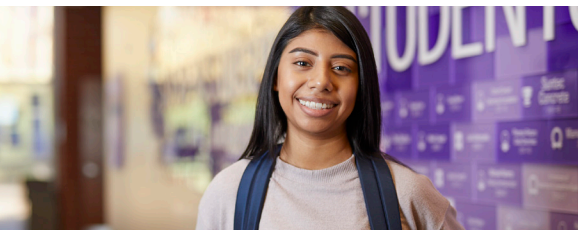
GCU Learning Lounge and American Family Fields of Phoenix assume no responsibility for theft, loss or damage of an electronic device. Students bring these devices at their own risk. The Learning Lounge locations fully expect that student users will follow these instructions. Students shall inform a LEAD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

ENTERING/EXITING THE PREMISES

The Learning Lounges have policies and procedures in place for students, visitors and walk-ins. 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 Learning Lounges.

IDENTIFICATION CARDS

Students are expected to present their student identification card at all times while at a 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 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 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.

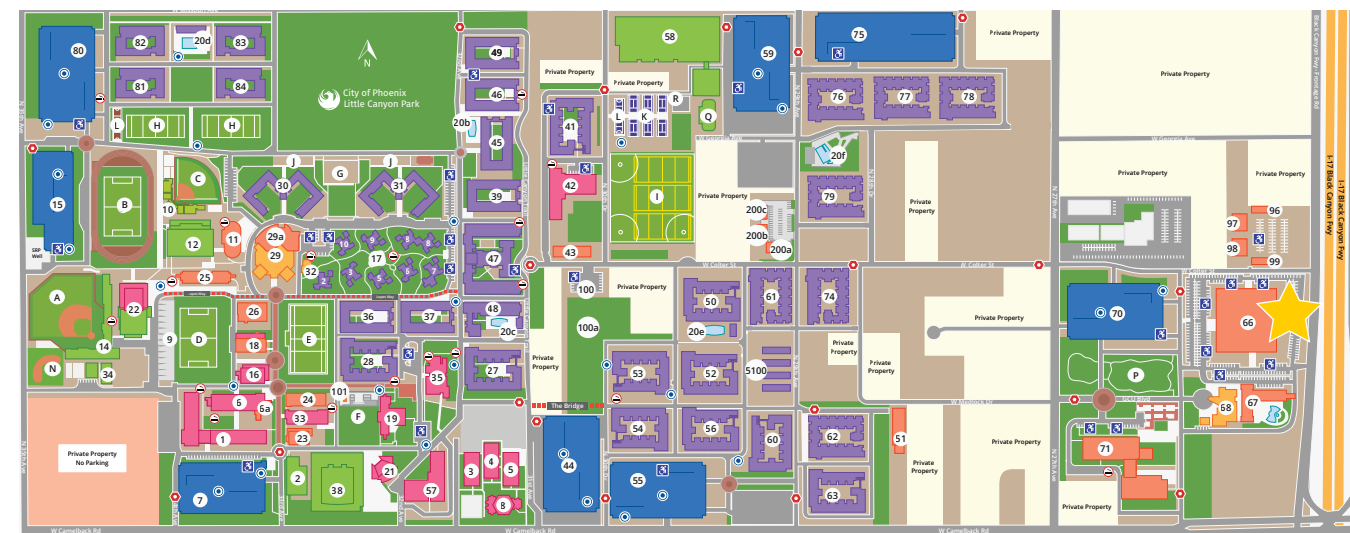
GUIDELINES FOR K-8 GCU LEARNING LOUNGE PARENTS

- ▶ 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 may not enter Lounge classrooms.
- ▶ 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.

MAIN CAMPUS AUTHORIZED LOCATIONS

GCU Learning Lounge high school students are only authorized to be in Canyon Ventures Building 66. However, when accompanied by a LEAD or CCSC Learning Lounge volunteer, students can access various other locations including Canyon 49, outdoor spaces, etc.

CAMPUS MAP



STUDENT INJURIES

The Learning Lounge LEADs inspect the classrooms and play areas regularly for unsafe conditions and report any hazards observed to the director. Although caregivers are trained to be alert, sometimes accidents happen when children play or have a disagreement with a playmate. In the case that a minor bump or bruise occurs, a report will be made, and parents/guardians will be notified. This is the reason we ask for parents or a chaperone of those students of grades five and under to stay throughout the tutoring and mentoring session.

If a serious injury should occur, the parent will immediately be notified, and Emergency Medical Services (911) will be called. Please note that it may not be possible for the ambulance to transport your child to your hospital of choice. The staff member who is responsible for the student at the time of the accident/illness shall complete a written incident report within 24 hours, providing details of the incident. With all injuries to the head, whether considered minor or not, the parent will be notified immediately.

The parent/guardian shall be liable for any damages and injuries caused by their child to other persons, and the parent agrees to hold harmless, defend and indemnify GCU Learning Lounge, its LEADs and management. The LEAD is not liable for any student outside the Learning Lounge facility before the student enters or after the student leaves the lounge.

This handbook will be reviewed on a regular basis and may be modified or changed at any time. Grand Canyon University is accredited by the Higher Learning Commission (HLCommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. The information printed in this material is accurate as of OCTOBER 2023. Approved by the Academic Program Manager of SIS on Oct 19, 2023. ©2023 Grand Canyon University 23LOU0014