



"Knighthood for Success"

Student & Parent
Handbook
2023-2024



Pillars of Character

NEELY TRADITIONAL ACADEMY STUDENT & PARENT HANDBOOK

Table of Contents

Mission and Vision	2
Introduction/Philosophy/Admissions	3-4
Curriculum	5-9
Curricular and Extracurricular Activities	10
Homework	11-12
Grading and Report Cards	13-14
Student Recognitions	15-16
School Services	17
School Organizations	18
Behavior Expectations	19-23
Behavior Expectations Chart	23
Traffic Policy	24-25
Statement of Understanding	26

NEELY TRADITIONAL ACADEMY MISSION STATEMENT & VISION

MISSION STATEMENT

Neely Traditional Academy will provide a rigorous educational experience, with high expectations for all students in academic achievement, music and art performance, physical education, and technology, with a focus on character development.

A traditional instructional model in Reading and Math using Spalding Phonics and Math in Focus (Singapore Math) will be complemented with the inclusion of critical thinking, cooperative learning, higher level thinking involving application of 21st Century skills in real world situations, creativity, and enrichment, in the areas of Science, Social Studies, Art, Computers, Music, PE, and in certain Language Arts and Math lessons.

VISION

Neely students will leave 6th Grade with a distinct advantage, due to the acquisition of all the foundational skills required to be extremely successful in their future education and career, combined with advanced levels of academic achievement in reading, writing and math and proficiency in critical thinking, creativity, and group collaboration. Neely students will also demonstrate good character, confidence, motivation and determination to be successful in any endeavor of their choice.

Introduction

Philosophy

The Neely Traditional Academy was founded on the principle that parents and staff shall work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The curriculum, pace of studies, and specific behavior expectations require a firm commitment from every parent, student, and teacher. By selecting Neely Traditional Academy, parents, students, and staff are responsible for and committed to supporting Neely's programs, upholding standards, and following the rules and policies of the school.

Traditional Curriculum

Neely Traditional Academy develops a solid foundation of fundamental and higher level thinking skills through a structured curriculum that is consistent with each grade level and sequential throughout the grades. The kindergarten through sixth grade curriculum is taught using direct teaching techniques, whole class instruction, small group instruction, and has minimal interruptions for non-curricular programs/activities. The phonics-based Spalding method is the foundation for Neely's language arts curriculum. The Math in Focus program is advanced one grade level across the school. Special area classes, such as library, art, music, and physical education are included in the curriculum. Technology is incorporated throughout the curriculum as aligned with state standards and district guidelines.

Key Components of Neely Traditional Academy

- Direct instruction for phonics, reading, and math
- Accelerated Reader (AR) – Daily reading (adjusted per grade level)
- School wide positive behavior support
- Parental Agreement Commitment – all parents must sign handbook awareness
- Daily Homework – Teachers will assign relevant homework Monday through Thursday (time varies by grade level)

We are excited about our very positive academic success as we continue to provide rigorous and challenging experiences for all our students. Neely is a school of choice within Gilbert Public Schools and the purpose of this handbook is to provide details to help you choose the best fit for your child and your family.

Please be sure to review the Gilbert Public Schools Elementary Handbook and sign the required agreements in the annual update. The Neely Student & Parent Handbook is a supplemental Procedural Manual for students enrolled at Neely.

Admissions

Neely accepts students within Gilbert Public Schools District boundaries, as well as students from outside of GPS boundaries in accordance with GPS open enrollment policy. Priority admission is based upon 1.) siblings of current Neely students, 2.) children of a district employee (cap of 20%), 3.) residents of Gilbert Public schools, 4.) non-residents of Gilbert Public Schools and space available in the grade level. Applications for an upcoming school year are accepted October 1st of the prior school year.

Curriculum

Procedures

The following curriculum procedures are established as a guide for classroom organization and planning to ensure that Neely will continue to meet the expectations of parents, teachers, administration, and the Gilbert Public Schools Governing Board.

- Classrooms in grades K-5 will be full inclusion with heterogeneous grouping.
- Utilization of departmentalized teaching methods and schedules in 6th grade, to implement the middle school model. 5th grade will rotate within a subject area to prepare the students for 6th grade departmentalization.
- Students' desks shall face the teacher's primary instructional area.
- Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere. A school wide positive behavior support is in effect.

Delivery of Instruction

- Each teacher shall utilize whole class instruction, direct teaching, and other approved methods with an emphasis on meeting individual needs.
- In order to maximize instructional time and students' time on task, classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
- Teachers shall strive to provide academic challenges and interventions, as needed for all students. Parents will also be encouraged to provide extended learning activities for their children.
- Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing positive character traits and expect students to follow their example.
- Students shall remain in class until their assigned dismissal in order to maximize instructional time.
- Whole school announcements, visitors and guest observers, and individual messages to students shall not interfere with instructional time. Daily morning announcements will be within the first 15 minutes of the day. When possible, individual messages/announcements will be given the last 15 minutes of the school day.

- Teachers shall provide and establish a predetermined routine for testing.
- Teachers will monitor the students during administration of a test. Students should be seated and remain seated during testing.
- Original, student-generated, grade-level work is expected of the students.

District Curriculum Objectives

Neely shall meet or exceed all curriculum objectives established by the Gilbert Public Schools District. A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. Quality teaching strategies will blend the relationship of the subject matter to real world application.

Curriculum materials selected for each subject area will reflect the Neely Traditional Academy philosophy and the importance of basic skills acquisition.

Language Arts

Language will be taught using the Spalding Method. Spalding is a multi-sensory language arts program that integrates direct instruction in listening, speaking, spelling, writing, and reading. Spalding is phonics based with an emphasis on daily written and oral phonics drills. In conjunction, teachers will utilize the GPS adopted ReadyGen language arts curriculum. A strong emphasis shall be on listening and reading comprehension, literary appreciation, passage structure, and mental actions. Daily reading will be required in homework for each grade level.

All language arts teachers at Neely shall have completed, or will be enrolled in, the Spalding I course by the end of their first year of teaching. Teachers shall complete the Spalding II course prior to the start of their second year of teaching.

Accelerated Reader

All 1st-6th grade classroom teachers will all use AR, incorporating Neely modified goals and certifications, to encourage reading, and students will be given at least 15 minutes of AR time each day to read silently and take AR Tests. The program incorporates fiction and nonfiction requirements. The librarian will provide adequate open checkout time so that students have adequate time to maintain reading material for AR time.

Mathematics

Mathematics shall include the mastery and practical application of basic mathematical principles. Students shall understand that mathematical problems have absolute answers and that precision and accuracy are required. Students apply higher-level thinking to solve conceptual problems. Basic mathematic facts shall be taught to mastery level using drill, repetition, and memorization to achieve appropriate accuracy.

Teachers will use the GPS adopted Math in Focus (Singapore Math) curriculum. This program focuses on problem solving as a central skill. Students are required to understand not just the how, but the why of the mathematical process. They learn the material at an increasingly deep level, resulting in their ability to apply mathematical concepts competently and confidently. Hands-on activities and practice with manipulatives shall be utilized at all grade levels to ensure mastery of the standards and proficient mathematical practices. The math program shall be advanced one year at all grade levels.

Social Studies

Neely shall utilize social studies materials adopted and approved by Gilbert Public Schools. Social students shall be taught through direct instruction and the use of inquiry techniques to meet the state standards.

Science

Neely shall utilize science materials adopted and approved by Gilbert Public Schools. Science instruction will be taught through direct instruction, hands on application, and use the discovery approach to mastering the state standards.

Technology

Technology shall be integrated into the Neely curriculum as an additional resource that offers the student quality practice or for reference or communication as related to a specific subject.

Computer skills, such as keyboard will be taught where developmentally appropriate. Students will enhance the writing process using Google Applications and other programs to create documents.

Internet access requires a signed electronic user agreement to be on file for each student through the annual update.

Gifted Education

Neely shall use the district approved cluster and replacement models to serve gifted students in grades kindergarten through six. The Gifted Math class is available for eligible students from 2nd-6th grade for those who qualify. The Gifted Language Arts class is available from 3rd-6th for students who qualify.

All Neely students enrolled in first grade will be screened for Gifted Potential and further Gifted Testing unless parents/guardians elect to opt out of this Blanket Screening. Gilbert Public Schools currently utilizes the state approved CogAT Form 7 computer-based assessment to identify students for Gifted Services. Students who score in the 97th percentile are eligible for Gifted Services.

Special Areas

Neely will provide the following special area classes taught by a highly qualified teacher:

Library

Library instruction will be provided for grades kindergarten through six and shall be provided by a qualified librarian. Instruction will correlate library skills for each grade level with classroom curriculum. The librarian shall be aware of classroom lessons that relate to specific library skills and reinforce those skills. The librarian shall provide adequate checkout time so that the students have adequate time to maintain reading material for AR. Students are expected to bring their own art supplies to class.

Art

Art instruction will be provided for grades kindergarten through six and shall be provided by a qualified art teacher. Students will use various media and techniques, as well as learning design concepts, art appreciation and history. All students will have the opportunity to have their work on display at Evening of the Arts and potentially other district art events.

Physical Education

Physical education (PE) will be provided for grades kindergarten through six and shall be provided by a qualified PE teacher. The program shall instruct each student in various physical skills to promote good health and lifelong involvement in physical activities. Students will participate in activities such as Field Day and Fun Runs. They can also possibly participate in the running club, Walk/Jog/Run. Appropriate athletic/PE (tennis/running/basketball) shoes are required to participate in class.

Music

Music will be provided for grades kindergarten through six and shall be taught by a qualified music teacher. The music program shall emphasize music appreciation, music history, note reading, composition, rhythm, instrument identification, and choral skills. It also includes the opportunity for students to perform during music instruction. Students in grades five and six may choose band or orchestra in place of general music.

Curricular Activities

Neely Traditional Academy will occasionally conduct school-wide or classroom activities or events that enhance the school experience for students, foster community, or celebrate students. Specific activities may include author visits, field trips, Spelling Bee, Battle of the Books, Science Fair, Field Day, Celebration of Learning, and other teacher directed activities. Field trips are on hold until further notice. When we resume field trips, we will be following safety protocol and the following:

Field Trips

- Field trips shall be related to the curriculum and appropriate to students' grade level.
- One field trip at all grade levels may be scheduled with the principal's approval each year. Under special circumstances, and with prior principal approval, teachers may schedule an additional field trip.
- Teachers should ensure that similar field trips are not repeated at different grade levels.
- The teacher shall preview material and provide clear objectives for the field trip.
- Activity Fees may be assessed and vary by grade level.

Extracurricular Activities

School related extracurricular activities are an integral part of Neely Traditional Academy. These activities may include Student Council, National Elementary Honor Society, Ambassadors, Garden Club, Walk/Jog/Run Club, and other clubs. The extracurricular activities shall be conducted before or after school hours or during lunch and will not be graded. All clubs will be sponsored by Neely Traditional Academy staff. Activity fees may be charged according to the GPS guidelines.

Homework/Assignments

Homework is assigned to aid each student in time management, personal responsibility, skills practice of concepts taught in class, developing study skills, developing initiative, and fostering independent learning. The homework policy will further keep parents involved in their child's academic progress and the Neely curriculum.

Daily homework will be due at the beginning of the next school day. Friday homework may be given to finish long-term assignments in the upper grades. However, minimal homework will be assigned over weekends or holidays/breaks.

In addition to specific homework assignments, students are expected to spend 15-30 minutes in additional reading related to the Accelerated Reading (AR) program as well as other quality literature. In primary grades, the student may be read to, may read silently, or may read to others in the home. Your child may experience difficulties if they have excessive absenteeism, are new to Neely, or during new or difficult concepts, requiring more time to complete assignments. Please contact our child's teacher with specific concerns.

Teacher Responsibilities

The teacher shall:

- maintain a system of homework accountability for each student
- provide feedback in a timely manner
- input grades in Infinite Campus within a week of assignment due date
- make every attempt to keep homework consistent at each grade level
- assign meaningful and grade level appropriate homework
- take into account long-term assignments when assigning daily homework
- respond in a time manner when homework concerns are brought to their attention

Student Responsibilities

The student shall:

- keep an accurate record of assignments
- have necessary materials to complete assignments
- complete assignments on time
- do their own work
- apply and practice skills learned in class
- strive for the highest quality work possible
- communicate to parents and teachers when homework is difficult

Parent/Guardian Responsibilities

The parent/guardian shall:

- read all school communication
- check his/her child's homework for accuracy, completeness, and neatness
- supervise completion and correction of inaccurate and untidy work
- provide a suitable space to study
- ensure proper materials and supplies are available for completing assignments
- contact the teacher in a timely manner when homework concerns arise

Homework Hints and Suggestions for Families

- Review homework daily for accuracy, completeness, and neatness.
- Review the parent portal in Infinite Campus to stay current with student(s) progress.
- Find a private place to work, undistracted by TV, videos, siblings, etc.
- Pay careful attention in the classroom. It is critical that each child utilizes available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting.
- Organizational skills are essential; keep homework in a new folder and clean out daily.
- Be positive! Remember that the goal of homework is to review and reinforce what your teacher(s) have taught.
- If a concept is new, or the student is new to our school, try working in shifts or use a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents.
- Praise your child for their efforts!
- Lastly, if the frustration level escalates, and both parent and child are frustrated, stop. Take a break from the homework and try again later.

Grading and Report Cards

Grading and report cards shall be given in accordance with Gilbert Public Schools guidelines for elementary schools.

Grades Kindergarten through sixth use achievement grading to reflect students mastery of work. Scores directly reflect student growth and proficiency according to academic standards.

Grades Kindergarten through sixth use the following grading scale:

NEELY GRADING SCALE – (Kindergarten - 6th Grade)

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% and below

Absent/Late Work

It is required that all assignments be completed. Per district policy, for each day missed, the student has an equal number of days to makeup the work. Work not completed by the assigned time shall be considered late; however, teachers shall use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances.

Report Cards

Both progress and report cards will be issued electronically through Infinite Campus. Please take the time to review these reports with your student. Progress reports shall be consistent at each grade level.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled each fall and attendance is required by the Neely parent commitment. Teachers will contact parents with concerns as needed if students are not meeting grade level expectations.

Student Recognitions

Neely recognizes its students throughout the year for high academic performance as well as demonstrating good character in a variety of ways. Teachers recognize their students within the classroom, as well as school-wide recognitions.

Academic Night / Golden Scholars

Students in grades fourth through sixth have the opportunity to earn Golden Scholars recognition in the spring. To qualify, students in grades 4 - 6 must earn all "A's" and not more than one "B" in the first three quarters in the core academic areas. Additionally, students must maintain outstanding citizenship; they must earn "S"(Satisfactory) or higher on all work habits as reported for the first three quarters.

For students enrolled in specific gifted classes, that gifted grade will be weighted to calculate overall "A"s and "B"s for consideration of Golden Scholar recognition. For example, a "B" becomes an "A" and a "C" becomes a "B".

Knights Illuminating Character (KIC)

All students at Neely have the opportunity to earn Knights Illuminating Character recognitions. When a student is caught demonstrating positive character traits, teachers and staff give the student a KIC ticket. Once a student has received four tickets, they may choose to redeem them for recognitions, such as, but not limited to: his/her name on the marquee, or lunch with the Principal and/or Assistant Principal, wear a hat all day, say the Pledge of Allegiance on the morning announcements, or photo taken and posted in the on the KIC's bulletin board located in our main hallway.

Academic Achievement Certificates

Students in grades fourth through sixth may earn the following quarterly certificates for their academic progress.

Honor Roll (4th -6th) Students earning "A's" and "B's" as well as "S's" or "E's" in self-management skills.

Principal's List (4th – 6th) Students earning all "A's" as well as "S's" or "E's" in self-management skills.

For students enrolled in specific gifted classes, that gifted grade will be weighted to calculate overall "A"s and "B"s for consideration of academic recognition. For example, a "B" becomes an "A" and a "C" becomes a "B".

Attendance

Students that meet the following criteria will earn attendance certificates the first three quarters of the school year (fall break, winter break, and spring break).

Silver Attendance: Students that have 5 or less absences and/or tardies combined for the quarter will earn the silver certificate.

Perfect Attendance: Students that have zero absences or tardies for the quarter will earn the perfect attendance certificate.

Noble Knight: This award will be given to any student with perfect attendance for the entire school year.

School Spirit

To encourage a sense of community and love of Neely, every Friday is a school spirit day at Neely. Students wearing Neely colors are tallied and the class with the highest participation percentage will earn either: Mike the Knight (primary) or the Knight statue (intermediate) to take care of for the week. Clothing that will count as school spirit is a Neely shirt or a shirt with one or all of the Neely colors on it (blue, gray/silver).

Star Performers

This recognition is for all Neely students. Each week, the classroom teacher will select one student in each class to be identified for outstanding work. Students will meet with the principal at the start of the school day every Friday (with the exception of half days) to receive the award. Student work samples are to be brought to the principal and will then displayed in the main hallway.

School Services

Neely Traditional Academy provides similar services as other elementary schools in the district including Gifted Education, Special Education, Nutrition, Health, and Social Services.

Neely Traditional Academy also offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety.

VIK

VIK provides before and after school care for Neely students. Information is available on the Gilbert Public Schools website or at the Community Education office.

Student Enrichment

Community Education offers a diverse selection of after school programs intended to encourage students to explore new educational and physical opportunities. The following programs may be offered at Neely: LEGO Robotics, Chess, Golf, Young Rembrandts (YR), Science Matters, and seasonal athletic teams. More information is available on the Gilbert Public Schools website under the Programs tab.

Transportation

Gilbert Public Schools shall provide bus transportation for Neely students currently living within Gilbert Public School District bus boundaries. Regional bus stops are pre-designated through district transportation. Parents must request bus transportation annually through Gilbert Public Schools.

Parent/Guardian Volunteers

Neely Traditional Academy encourages each family to volunteer a minimum of four (4) hours during the school year. We welcome and appreciate the time our families devote to their child's education, but also understand the time available is different for each individual parent. Volunteering your time can be accomplished in a variety of ways, either at school-wide events or at home (for example, cutting shapes for the teacher to use in the classroom) .

School Organizations and Committees

The success and operation of Neely Traditional Academy is due, in part, to the attendance and participation of parents, teachers, and administration in school organizations and committees; therefore, participation is strongly urged.

Parent-Teacher Organization (PTO)

This volunteer parent-teacher organization meets each month to support academic endeavors. PTO activities include fundraising and building our school community through numerous campus based activities throughout the school year. Some of the activities that PTO may coordinate, but not limited to: Kids Night Out, Evening of the Arts, Daughter Dance, Son Night, Spring Carnival, Teacher Appreciation Week, Teacher lunches throughout the year, Family Restaurant Nights. The PTO officers are elected by the membership each May.

Site Council

A school site council has been established at Neely Traditional Academy to provide a cooperative procedure for determining goals and educational philosophies of the school. The council operates within the guidelines of Gilbert Public Schools Governing Board policy. This governing body is organized with representation of parents, staff, and community member(s) to uphold the educational foundation of the school. The Site Council meets monthly, at least six times during the school year. The council shall determine operating procedures of the council. Minutes of each council meeting shall be taken, and the results of actions will be distributed to the members and shall be made available to the general public via Neely' s website.

Behavior Expectations and Discipline

Neely Traditional Academy is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. School rules shall be consistent with Gilbert Public Schools Governing Board policies.

Neely is committed to providing quality education and consistency in all we do to ensure that each student has a positive environment in which to learn. This includes a clear discipline policy within the classroom and throughout the school.

Positive reinforcement will be acknowledged by all staff with Knights Illuminating Character coupons which students will be able to redeem for rewards. Neely students will exhibit the four character traits at all times: Be Safe, Be Respectful, Be Responsible, Be Kind. These behaviors allow students to be successful in both academic and social aspects of their experience at Neely.

Neely Traditional Academy follows Gilbert Public School Elementary Handbook for behavior and discipline guidelines. Consequences for inappropriate behavior are clearly defined.

Disciplinary Process

Initial issues will be dealt with in the classroom setting according to grade level parameters.

- A. Reminded and Redirection (Student told to stop inappropriate behavior and/or to begin appropriate behavior) by teachers, staff, and administration
- B. Staff may decide that behaviors result in “time-out” in another classroom or the front office.

Repeated offenses will become an Office Referral to the principal. Severe infractions and incidents will immediately be referred to the administration for intervention and Office Referral. This is the potential order of address repeated or severe incidents:

- A. Office Detention(s)
- B. Referral to the Social Worker
- C. Referral to a Behavior Team
- D. Formal Discipline Plan
- E. In School Suspension
- F. Out of School Suspension
- G. Referral to a GPS Hearing Officer

School Expectations and Regulations

Students and teachers are engaged in learning from the first bell and right up to the final bell at dismissal. We discourage families from picking up students early except in occasional or critical need circumstances. Parents and guardians who wish to pick up their child(ren) prior to dismissal time must come into the office and sign their children out of school. Students shall not be released early from school without written permission. Students who remain on campus after the gates close after parent drive through (about 20 minutes after the final bell), will be brought to the office, and parents/guardians will be called. Parents will need to sign out students when they are late picking them up.

Due to the impact on teachers and classes, parents asking for students to be dismissed before the dismissal bell are asked to do so no later than 15 minutes prior to the final bell. On Mon/Tues/Thurs/Fri this is 2:40 pm and on Wednesdays, it is 1:40 pm. Parents coming to pick up within this 15-minute timeframe at the end of the day will be asked to wait until the final dismissal bell.

Neely School Expectations

Students shall:

- Be on time to school and school activities.
- Show respect to adults and fellow students.
- Treat each other kindly and show concern for all other students' wellbeing and feelings.
- Will not interfere with their own learning or other students' learning.
- Help preserve school property and grounds.
- Use courteous language (no profanity).
- Walk in the hallways in a quiet and orderly manner when moving about the campus.
- At lunchtime, walk into the cafeteria quietly through the multipurpose room, and when leaving the cafeteria students must walk respectfully and quietly out to the playground.
- Follow directions given by all staff members
- Stay in the designated areas on the school campus.
- Stop playing when the bell rings or when an adult blows a whistle
- Play on the appropriate grade level playground.
- Settle disagreements without fighting or threatening to fight. Including no play-fighting/rough play.
- Not throw sand, rocks, or objects that could injure others.

Cafeteria Expectations

Teachers will collect lunch money from the students each morning and take their lunch request from the lunch menu. However, it is strongly recommended that parents put money on their students' lunch accounts in advance in the cafeteria or online.

Students shall:

- Be quiet and orderly while in line.
- Eat lunch quietly in the assigned area and use good manners.
- Raise hand for adult guidance with opening food packets, juice boxes, etc.
- Ask permission to leave the table to use the restroom
- Keep the floor and table area neat and clean.
- Do not share food.
- Follow protocols for social distancing

Restroom Expectations

Students shall:

- Obtain permission from a teacher or staff on duty.
- Keep restrooms neat and clean at all times.
- Wash hands and leave the restroom when finished.
- Not play in restrooms.
- Follow protocols for social distancing

Playground Expectations

- Running is permitted on grassy areas only.
- Jumping off the playground equipment is not allowed.
- No throwing sand or putting sand on the sidewalks or tetherball areas.
- Tag is NOT permitted on the playground.
- Follow protocols for social distancing

Using Playground Equipment in a Safe and Appropriate Manner

Students Shall:

- Not push or grab another student on any equipment.
- Not walk, run or climb up the slides.
- Go down the slides one at a time sitting with feet in front.
- Not play tag or chase games on the playground equipment.
- Use two hands on the pull up parallel bars. While on the bars do not turn, pull or grab legs, or any other dangerous movements.
- Not run or play behind, around, under, or between the swings.

- Have only one person on the swings at a time and he/she must be seated properly. Pushing and jumping off or twisting on swings is not allowed.
- All Games (soccer, football, kickball, tetherball, basketball, four square) Must Be Played According to the Rules of the Game.
- Not play any tackle games of any kind. Only students playing the game are allowed to be in the middle of the field or court, if a game is being played.
- Play safely, taking care to make sure that no one is hurt or has hurt feelings.
- Not use hands, elbows, or upper body to push, grab, or move other players. No kicking other students (only the ball in soccer).
- Create teams without fighting, bribing, or causing hurt feelings.
- Allow everyone who wants to play to participate.
- Stop play if someone falls down until it is clear that no one is hurt seriously, and/or the duty aide is called.
- Stop play when the duty aide blows the whistle.
- Not argue if they are asked to sit out by an adult. When someone has been called to sit out more than three times, they will not play for a month.
- Be stopped playing a game if someone is hurt badly and needs to go to the nurse, and/or the aide is called because of problems more than three times during a recess
- Be stopped playing a game for a month or until the end of the school year if someone is hurt badly due to reasons other than an unavoidable accident, or if there is repeated problems with breaking the rules and arguing or fighting.

Dress Code

Neely Traditional Academy follows the same dress code as the GPS District, as set out in the Board Policy and Parent Handbook. If the dress code is violated the school staff will attempt to rectify the problem, (e.g. provide a shirt if available), but if not possible a parent will be called.

Toys, Electronic Devices and Cell Phones

No toys, or electronic devices such as games or iPads, are allowed at school. Students may have a cell phone or smart watch in their backpack during the school day only if an [Electronic User Agreement Form](#) is signed and on file in the front office. If a student has the necessary paperwork on file, the cell phone must remain in their backpack all day. If a phone is used inappropriately or rings, it will be confiscated. A parent will need to come to retrieve the phone and sign a document, giving the student one more chance to appropriately handle the phone in school. If another incident occurs, the phone will not be allowed in school again.

Student Behavior Expectation Summary

CHARACTER TRAIT	IN THE CLASSROOM	IN THE CAFETERIA	ON THE PLAYGROUND
RESPECT	FOLLOW ALL YOUR TEACHERS' INSTRUCTIONS	FOLLOW MR. DOUG'S & MS. TERESA'S RULES	FOLLOW RULES & RESPECT OTHERS' FEELINGS & SPACE
RESPONSIBILITY	COMPLETE ALL WORK DO YOUR VERY BEST	EAT YOUR LUNCH & STAY IN YOUR SEAT	FOLLOW THE PLAYGROUND RULES
CARING	CARE ABOUT YOUR TEACHER, YOUR PEERS AND THE QUALITY OF YOUR WORK.	USE KIND WORDS WITH EVERYONE	USE KIND WORDS. DO NOT HURT ANYONE.
TRUSTWORTHINESS	TELL THE TRUTH & DO YOUR OWN WORK	BE HONEST ABOUT YOUR BEHAVIOR	BE TRUSTED TO BE A GOOD FRIEND
FAIRNESS	RAISE YOUR HAND AND WAIT YOUR TURN TO SPEAK	TAKE YOUR TURN. WAIT PATIENTLY FOR HELP	MAKE THE RIGHT CHOICE TO NOT BULLY OR EXCLUDE STUDENTS
CITIZENSHIP	KEEP YOUR AREA CLEAN AND TIDY	CLEAN UP AFTER YOURSELF	DO NOT THROW TRASH. PICK UP WHAT YOU FIND.

ON THE BUS	IN THE BATHROOM
TALK QUIETLY AND STAY SEATED IN YOUR SEAT	DO NOT PLAY OR MAKE A MESS AND CLEAN UP AFTER YOURSELF

NEELY TRADITIONAL ACADEMY BEHAVIOR MATRIX

LOCATION	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
HALLWAYS	<ul style="list-style-type: none"> *Walk quietly in the hallways *Do not run *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Talk in quiet voices *Use Kind Words 	<ul style="list-style-type: none"> *Follow Adult Directions *Go DIRECTLY to your destination
BATHROOMS	<ul style="list-style-type: none"> *Walk while going to and in the bathroom *Ask permission from your teacher or recess duty to use the restroom *Wash hands *Keep the bathroom clean 	<ul style="list-style-type: none"> *Attend to your own business *Quiet voices only 	<ul style="list-style-type: none"> *Leave no trace *Leave as quickly as possible & return directly to class or the playground
LUNCHROOM	<ul style="list-style-type: none"> *Walk at all times *Keep hands and feet to yourself *Stay seated, until instructed to throw away your lunch 	<ul style="list-style-type: none"> *Quiet voices only - pretend you are eating out at a nice restaurant *Wait your turn *Attend to your own food 	<ul style="list-style-type: none"> *Leave no trace *Follow adult directions *When dismissed, go directly to the playground
RECESS/ PLAYGROUND	<ul style="list-style-type: none"> *Keep hands, feet and objects to yourself *Use equipment appropriately 	<ul style="list-style-type: none"> *Share equipment *Include others *Be KIND to EVERYONE 	<ul style="list-style-type: none"> *Follow playground rules *Follow adult directions (they are there to keep you safe) *Line-up quickly when the whistle blows to designated spot
ARRIVAL	<ul style="list-style-type: none"> *Meet your teacher outside in your classline *Follow your teacher into the school *Go directly to your class if you are arriving late. 	<ul style="list-style-type: none"> *Only touch items that belong to you *Help others if they need help 	<ul style="list-style-type: none"> *Follow adult directions
DISMISSAL	<ul style="list-style-type: none"> *Walk immediately and directly to your assigned pick-up area *At the busses, sit quietly in the hallway until your bus number is called *During parent pick-up sit/stand quietly and listen for your name and look for your car *VIK - sit quietly in the hallway until the staff checks you in. *Walkers – go directly to your car or home *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Talk in quiet voices only *No running in the hallways *Listen for your name/bus # or watch for your parent of guardian 	<ul style="list-style-type: none"> *Make sure you have everything you need *Leave no trace - keep everything in your backpack and look around to make sure you have not dropped anything

TRAFFIC POLICY

Parents have four options for students to arrive on campus. We offer 1 drive-thru, GPS bussing, walk up, and VIK. Parents/Guardians will not be on campus walking their children to class. We will have adult supervision to help your children get to class.

Students will have a morning recess until the line-up bell rings at 8:00am. The gates open in the morning at 7:45am.

1st Option: Gilbert Public Schools Transportation (busing). To ease traffic congestion on campus, we strongly urge that your students take the bus. You need to pre-register/sign up for transportation in order to use it. Please complete the [How My Child is Getting Home Form](#) as soon as you know you will be utilizing district transportation for the transportation office to coordinate your child's bus number, bus stop, and drop off and pick up times. All bus riders will be given an ID badge to scan when they enter and exit the bus. This will help parents/guardians know when their child has arrived at their destination. More information will be coming on this new safety feature.

2nd Option: Drive-Thru. Neely has ONE drive through lane. Please enter Neely drive-thru heading west on Houston Ave. from Lindsay Road. Please do not block the intersection of Corrine Drive or the driveways of our neighbors on Houston Ave. To enter and exit the dedicated drive-thru line (7:30am - 8:15am and 2:30pm - 3:15pm) it will all be right-turns only. When entering the drive-thru, you will be guided to the appropriate loading zone for pick up and drop off. These procedures are in place to maintain consistent traffic flow and safety to our students, teachers and families. Also, please do not make a u-turn on Houston Ave. to enter the drive-thru line. Please be courteous to other families already in line.

In addition, please observe the following when you are in the Drive-thru:

- a. Please put your car in park when you drive up to the designated loading zone spot.
- b. Do not get out of your car.
- c. Have all student belongings in the cabin of the car with your student. Students will not be allowed to access trunk space while in the drive-thru line for their safety.
- d. Students will only enter and exit the vehicle from the passenger side (right side). Please practice with your child on getting into the right-hand side of the car and knowing how to unbuckle and buckle their own seatbelt.

3rd Option: Walk Up/Bike Riders (2 locations on campus).

Walk Up #1 (Front of School:Flagpole)

Parents who wish to walk their child up to the school should park east of Burk Ave.on Houston Ave (per the town of Gilbert there is no parking on Burk Ave. closest to the school) and walk your child up to the Flagpole. Please use the crosswalks at Houston Ave. and Burk St.

For the safety of everyone, please do not walk/cross in the bus lane or at the front of the school in the driveway for parent drive thru.

We will have a staff member on duty to supervise your student(s) as they enter and exit the school. In the morning, parents will need to please say their goodbyes here. In the afternoon, this is where parents can pick them up. Please note that the VIK parking lot will be closed from 7:45am - 8:15am and 2:45pm - 3:15pm. This is for the safety of our bus riders and drivers.

If you are parking in the neighborhood to walk to the flagpole, you will need to park on the west side of Burk St. If you have a student at GCA and your child is walking to meet you there, they will use this crosswalk. Please notate this on the “How my student goes home” Google form below.

Walk Up #2 (East Side of school: Bike Rack & Bike Riders)

Parents who wish to have their 1st - 6th grade child walk or ride their bike independently to and from school will need to use this access point and notate this on the “How My Student Goes Home” Google form below. Students will enter and exit from the bike rack onto the playground. The crosswalk is across Houston Ave. at Corrine St. This is intended for families that reside on the east side of our campus.

Please adhere to the following guidelines

- a. Crossing Guards will be on duty from 7:45am - 8:00am and 2:55pm (1:55pm on Wednesdays/early release) - 3:10pm.
- b. Bikes need to be kept in the bike rack and locked.
- c. Students should not cross the parking lot access points during drive thru times.
 - i. If your child is biking from the westside of campus, they need to stop at the drive thru exit. Then walk their bike along the drive-thru loop, to the bike rack. Please do not go into the parking lot or cross entrances or exits.

4th Option: Gilbert Public Schools VIK

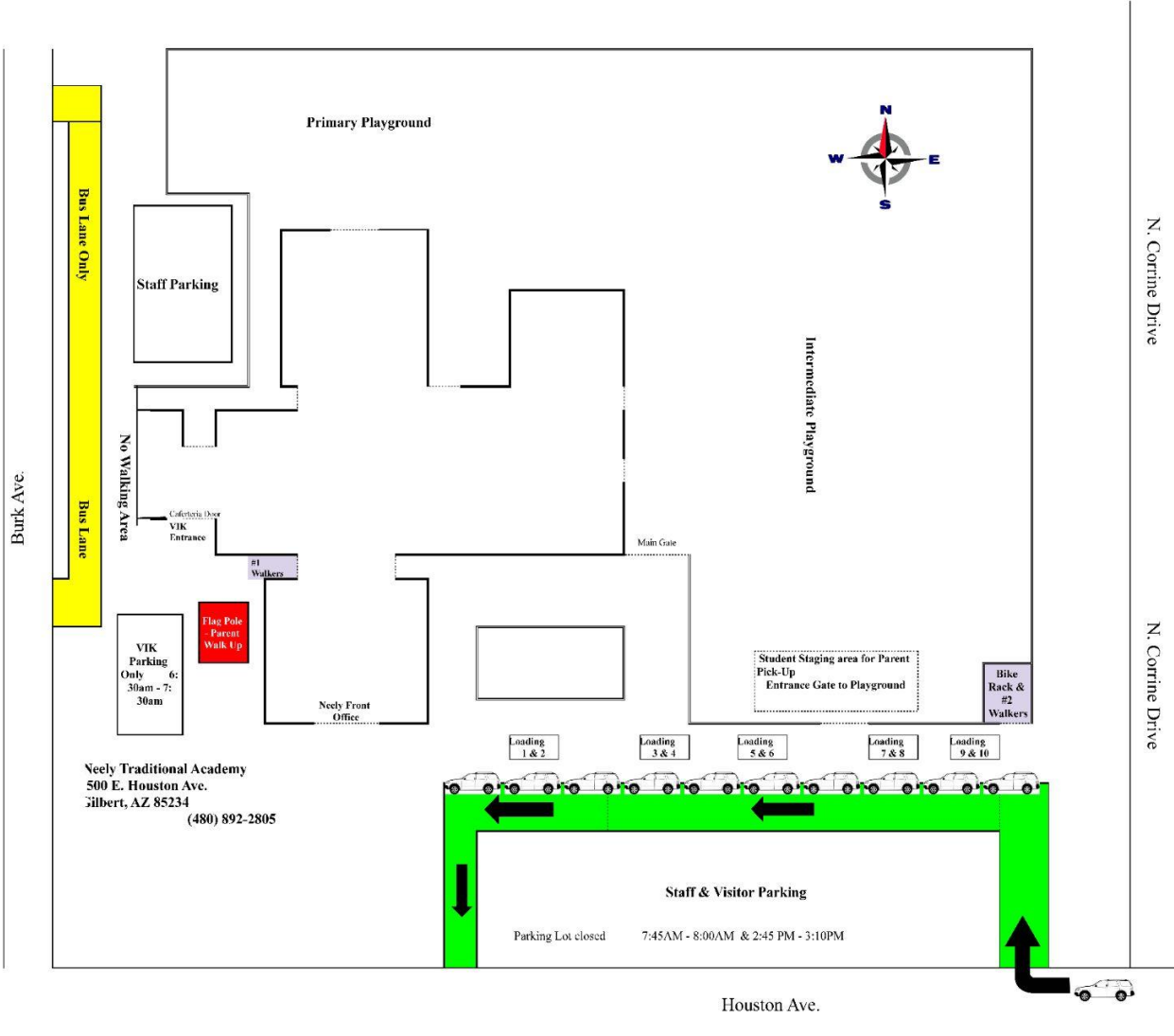
Community Education provides a fee based program for you to bring your child(ren) to school before school starts or extend their school day in the afternoon. AM VIK Hours: 6:30am - 7:45am PM VIK Hours: 2:55pm - 6:00pm. Please drop off and pick up your child(ren) from the dedicated parking lot on the east side of campus. You must pre-register through the district portal.



Scan this QR Code: to enroll in VIK.

Please complete the [How My Child is Getting Home Form](#) per family with regards to the options explained above.

Neely Traditional Academy Pick-up and Drop-off



NEELY TRADITIONAL ACADEMY



Statement of Understanding

I understand that Neely Traditional Academy has a rigorous curriculum, and I agree to support the homework policies of the school by providing a time, place and appropriate atmosphere for homework and ensuring homework is completed. I understand regular and prompt attendance is important to the learning process, and I agree to adhere to the attendance policies of Gilbert Public Schools. I understand student conduct is very important to a productive learning environment, and I agree that my student will follow the students' conduct policies of Gilbert Public Schools. If providing transportation, I agree to have my student dropped off and picked up at the appropriate times.

2023-2024 Student & Parent Handbook Signature Document

Thank you for taking time to read through the Neely Student & Parent Handbook. The parent/guardian and student must sign this agreement, which will be kept on file in the school office. Please electronically sign the [Neely Handbook Acknowledgement](#) form.