



Parent and Student Handbook

2019 – 2020

Grizzly Campus

9750 Regency Square Blvd

Grades 3 – 8

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Duval County Public Schools

2019-2020

District Calendar

^If the district must close schools for a day or more due to hazardous weather, the school district will utilize weather day/s to provide for any lost instructional days. Given the placement of weather days on June 1, 2, and 3, there is a possibility that the school year could extend past May 29th. Should there be no need to use the Weather Days on June 1, 2, and 3, teacher post-planning days would be moved up to begin on the first available non-instructional day during that week.

JULY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28*	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25*	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14~	15	16	17	18
21	22	23	24	25
28	29	30*	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13*	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11*	12	13
16	17	18	19~	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29*	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	27	28

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24~	25*	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29*	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20*	21	22
25	26	27	28	29^

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Board Approved 6/4/19

Legend:

25*	Early Dismissal
15~	End of Grading Period

7	First & Last Day of School
1	Employee Planning/Inservice

17	Schools Closed	Weather
25	Schools/ Admin Offices Closed	

Middle School Bell Schedule (grades 6 – 8 only)

Breakfast 7:50 am – 8:20 am

School Starts 8:30 am

1st period 8:30 – 10:00

10:00 bell to dismiss students

10:04 1 minute warning bell

10:05 tardy bell

2nd period 10:02 – 11:32

11:32 bell to dismiss students

11:36 1 minute warning bell

11:37 tardy bell

3rd period 11:32 – 1:34

1:34 bell to dismiss students

1:38 1 minute warning bell

1:39 tardy bell

4th period 1:36 – 3:06

3:06 Dismissal starts

Lunch 6th grade lunch 11:50 – 12:20

11:50 6th grade students released to lunch

11:55 All 6th grade students must be in cafeteria

12:15 Students released from cafeteria

12:20 All 6th grade students must be in classrooms

7th grade lunch 12: 25 – 12:55

12:25 7th grade students released to lunch

12:30 All 7th grade students must be in cafeteria

12:50 Students released from cafeteria

12:55 All 7th grade students must be in classrooms

8th grade lunch 1:00 – 1:30

1:00 8th grade students released to lunch

1:05 All 8th grade students must be in cafeteria

1:25 Students released from cafeteria

1:30 All 8th grade students must be in classrooms

GOCA
Special Events Dates
2018-2019

K – 2 Student Orientation	August 7 th 5 PM – 7 PM
3 – 8 Student Orientation	August 8 th 4 PM – 7 PM
3 – 8 Open House	August 28 th 5 PM – 7 PM
K – 2 Open House	August 29 th 5 PM – 7 PM
Hispanic Heritage Theater Production (Grizzly Campus, 3 – 8)	September 25 th (Time TBA)
Fall Festival (Grizzly Campus, 3 – 8)	October 5 th (Time TBA)
Spring Carnival (Grizzly Campus, 3 – 8)	March 7 th (Time TBA)
8 th grade Graduation	May 2019 (day/time TBA)



Dates are subject to change and more events will be added as the year progresses

GOCA

School Hours



Before School Care:	7:00AM- 8:10AM
Champion Circle:	8:10AM- 8:30AM
Regular School Hours K-5	8:30AM- 3:00PM
Middle School Hours 6-8	8:30AM-3:06PM
Early Dismissal Hours K-8	8:30AM – 1:45PM
After School Care:	3:00PM- 6:00PM

Arrival Procedures

Every morning from 7:45am to 8:30am the GOCA staff will be outside greeting and welcoming your child to the school. **The school administration requires all parents arriving after 8:30 am to park their cars and walk their children to the main office. School's staff will not be outside after 8:30 am to walk the students from their cars to the main office.**

We recommend bringing your child to school early, so he/she can participate in Champion Circle, which will be held every morning 8:10am to 8:30am.

GOCA's first priority is the safety of our students. Every effort is made to ensure our students' safe arrival and dismissal to and from school.

Please follow the following procedures very carefully

Arrival:

To make sure that our students safely enter the school in the morning, please follow the procedures below when dropping students off in the morning:

1. During morning drop-off parents may only use the JCPenney side of the building to drop off their children. The Home Depot side will only be utilized after 8:30 for parents who are arriving late.
2. When you pull up to the Home Depot side you may release your children once you are next to the pavement. Please do not drop them off before reaching the pavement as it can create a dangerous environment for your children and other drivers.
3. **Do not** let your children out of your car in the middle of the parking lot. We have staff on site to let your children out of the car once you pull up to the main entrance. If you choose not wait in line, **please park your car** and walk your students across the crosswalk and to the school entrance.

4. Students not enrolled in Extended Day may enter the building starting at **7:45am**. If a child enters campus early there is a **\$5 early drop off fee, for each occurrence**. Parents will be encouraged to enroll in Before School Care.

GOCA cares about safety of every single student in our school, we kindly ask you follow above instructions to make sure that the drop off process is quick and safe for our students. In case the instructions are not followed, the parent might receive a warning and will be required to park the car and walk students to school.

Tardy Policy

Tardy Definition: Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present.

All students arriving after 8:30 am must be accompanied by parents inside, be signed in on the tardy log, and get a tardy pass in order to enter the classroom. After 8:40 am students will be considered tardy to school.

Consequences for Tardy to School:

The first three (3) tardy occurrences are documented in the electronic tardy tracking system and serve as a *written warning*. Consequences begin on the 4th recorded tardy:

- (4th, 5th, 6th tardy) Phone call home and note sent home
- (7th, 8th, 9th tardy) Lunch detention (30-minutes)
- 10 occurrences of tardy to school – Documented meeting with the parent, principal, and dean of students. Possible referral to full service schools.

Any other tardies after the 13th occurrence will be reported to a truancy officer.

Examples of acceptable reasons for tardiness are the same as the examples for acceptable reasons for excused absences, such as doctor's appointment (a note must be provided).

Dismissal:

Students must leave the school grounds immediately after dismissal, unless they are enrolled in the Extended Day program or an after-school club. Van riders must be picked up from the main lobby.

Students will not be released in the main office to parents starting at 2:15pm. As dismissal time is an extremely busy time of the school day, please avoid calling the front office from 2:15pm through 3:15 pm.

Dismissal Procedures:

1. 3 – 8 will be dismissed from the JCPenney, or south side of the building, the same side where parents drop-off their students. **3 – 5 dismissal will start at 2:45 pm and 6 – 8 dismissal will start at 3:06.** When you enter the car line you will need to have your child's dismissal ready. This number will be given to school employee entering in the dismissal numbers. After students are in car, signal to move into left lane for express exit. Exit back onto the median and head toward any of the exits in the mall parking lot.
2. Parents of middle school students will follow the same directions described in the previous step with the exception of the fact that dismissal will start later. **The school asks the parents not to come earlier than the dismissal time of 3:06.** Parents who come earlier will have to wait in a separate holding line. Once in line for dismissal parents will follow the same directions as described in the previous step. Once the child is in the car the parent may leave the car line and exit the parking lot.
3. **Parents are not allowed to leave a car during dismissal.** All parents must remain in their cars for the full duration of dismissal. No parents will be able to walk up to the school entrance.
4. **Parents who have children at both the Cub Campus, grades K – 2, and at the Grizzly Campus will be able to use the Home Depot,** or north side, of the building for dismissal.
5. **Parents if you DO NOT know your child's dismissal number** please contact us at info@gocacademy.com. Please state your name, child's full name, and grade.

Please refrain from using cell phones in the car line as distractions may cause accidents and injuries.

Only individuals listed on the emergency procedure card will be allowed to pick-up students from the school. It is a parent's responsibility to keep contact information as updated. A valid photo identification will be required of all individuals picking up students at all times. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card, the student will not be released. Furthermore, if the person picking up the child does not have valid photo identification the student will not be released. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick-up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Changes to a child's dismissal plan must be made in writing or by phone by 2:00 pm to allow enough time to inform the child and their teacher.



Late Pick-Up:

Students not picked up on time will be placed in the Extended Day Program, if seats are available, and be charged according to the Late Fee Schedule below:

Late Pick up Fee Schedule

3:40pm - 4:10pm **\$5.00**

3:40pm - 5:10pm **\$20.00**

3:40pm - 4:40pm **\$10.00**

3:40pm – 6:00pm **\$30.00**

*Any child picked up after 6:00 pm will be charged the late fee plus an additional \$1.00 per minute.

Jacksonville's Sheriff Department will be contacted to pick up the student from the school after 6:00pm.

The fee is needed to pay the staff that has to stay with a child that has not been picked up on time.

All fees must be paid at the time of pick-up. Cash and all major Credit Cards are accepted.

If any part of the fee is not paid in full, the student will not be able to go on any of the scheduled field trips. Please make sure that all late pick up fees are paid on the day that were applied.

Parents also have an option to have their students picked up from the school by the following Extended Day Programs at nearby Day Care Centers. Please contact those facilities directly to receive information about the rates and pick-up times:

Awesome New Beginnings (904) 745-4045

Corporate Kids (904) 721-5941

Little Wise Kids (904) 745-0250

Auntie Lili's Transportation (904) 470-9872 or (904) 338-2314

Karate Clubs after School Program (904) 722-0110

Early Checkouts

Excused early checkouts are given for doctor's appointments, with notes from the doctor, and extreme emergencies. If parents/guardians need to take their child out of school before the end of the school day, they must come to the front office and sign-out their child. A school employee will call for their child who will be brought to the front office.

Parents: Please sign-out your child BEFORE 2:15pm if your child has an appointment that requires you to sign-out your child before our usual dismissal time at 2:45pm. No early checkouts will be permitted after 2:15 pm, as this is an extremely busy time in our school day.

GOCA will follow the Duval County School Calendar including the early release days on every other Wednesday. All students not picked up on time will be charged according to the Late Fee Schedule above. These fees may be increased for parents who do this continually.

GOCA will provide written notice to parents after five (5) early check outs within a thirty (30) day period. Additional early check outs will result in the following interventions:

A mandatory parent conference with a school administrator.

Eight (8) early check outs in any forty five (45) day grading period will result in the student and their parents being referred to the Attendance Intervention Team.

If it is determined that the parent is the cause of the chronic early check out without an acceptable excuse, then a referral shall be made to the Truancy Officer.

For the purposes of this policy, early check out without an acceptable excuse are seen as a violation of 1003.21 F.S. (compulsory attendance).

A parent or guardian may appeal an unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for early check out.



Extended Day

The Extended Day Programs are specifically designed for Global Outreach Charter Academy students of working parents wishing to take advantage of extended hours offered by our School.

To admit your child into the extended day program you must first complete a couple of simple steps:

- 1) Enroll your child into GOCA and receive confirmation of their acceptance.
- 2) Enroll your child into the Extended Day Program
Packets are available in the main office or at the extended day table at orientation
- 3) Submit a payment (Reference our payment schedule for our extended day pricing.)
- 4) Be aware of the drop off and pick up procedure.
- 5) Make sure to let your child know they will attend extended day.

AM Extended Day Program: 7:00 – 8:10 a.m.

The “AM Extended Day Program” is designed to facilitate working parents with an earlier drop off time. The morning session consists of informal, non-instructional activities in order to smooth student’s entry into the structured school day.

Morning session will start at 7am and parents must walk students to the glass door on the west side of the building, near the basketball court, and knock. An extended day employee will open the door and walk your child to the classroom.

PM Extended Day Program: 3:00-6:00 p.m.

The “PM Extended Day Program” provides a more formal, structured program of academic enrichment and activities such as games, crafts, and a wide range of physical activities and sports.

Parents or other authorized adults **MUST SIGN OUT** their children in the Main Office. The child’s file will be checked to verify pick-up authorization and identification will be requested. If arrangements, which are out of the ordinary, have been made for a particular day, please send a written note. Verbal messages from children will **NOT** be accepted. Any student picked up after 6:00 p.m. will be assessed late pick-up fees. These fees apply to each individual child and are not based on a family rate. **CHRONIC LATE PICK-UPS OR EARLY DROP-OFFS WILL BE CAUSE FOR DISMISSAL FROM THE PROGRAM.**

Extended Day Program for GOCArizing Students: Early Release Days & Friday

If your child is accepted into the GOCArizing after-school program, the cost of Extended Day will be \$30 a month. Your child **MUST** attend GOCArizing every day except for Early Release Day & Friday.

Extended Day Payment Schedule for 2019 - 2020

Payment Due	AM Price	PM Price
<i>August 12th</i>	\$15	\$75
<i>September 3rd</i>	\$30	\$100
<i>October 1st</i>	\$30	\$100
<i>November 1st</i>	\$15	\$75
<i>December 2nd</i>	\$15	\$75
<i>January 7th</i>	\$30	\$100
<i>February 3rd</i>	\$30	\$100
<i>March 2nd</i>	\$15	\$75
<i>April 1st</i>	\$30	\$100
<i>May 1st</i>	\$30	\$100

families with more than 2 students enrolled in Extended Day, receive a \$50 discount

Daily Rate: \$5/day per child

Daily payments are welcome under these conditions:

Parents **MUST** enroll their child into the Extended Day Program.

Parents **MUST** pre pay and **MUST** always keep a positive balance.

We understand some parents may have different work schedules and do not need Extended Day every day of the month. Parents who are only interested in a daily payment schedule must first enroll in the program by filling out an application. Then they must submit a payment to the main office. The Extended Day Daily Rate is \$5/day per child. A child who pre pays \$25, will only be charged \$5/day whenever he/she attends.

Extended Day Financial Assistance Program

Global Outreach Charter Academy is now offering a financial assistance program for the 2019-2020 school year. If you need financial assistance, please contact Extended Day Director Sarah Zakikhani by email at szakikhani@gocacademy.com or by phone (904) 551-7104 ext 174.

Health and Illness during Extended Day

Children who are ill should not remain in school, for their good as well as for the good of others. If a child becomes ill or is injured during Extended Day, parents will be notified to pick up the child immediately. Children cannot return to school until they are without fever, without the assistance of medication, 24 hours.

Insurance for Extended Day

Parents are encouraged to carry insurance, which will cover their children in the event of an accident at school. While student safety is our number one priority, occasional accidents may occur.

School Clinic and Related Health Issues

Child Abuse

State law requires that teachers, administrators and other school personnel must report suspected Cases of abuse, abandonment, or neglect to the DCF Hotline at 1-800 96-ABUSE. Additionally, all staff and teachers who suspect child abuse of any kind will notify an administrator.

Reporting Procedures

The staff member will determine if the abuse is physical, emotional, sexual, or neglect per the indicator guide (Child Abuse and Neglect Form 4002B).

1. The report will be made by the person who has the most firsthand knowledge of the situation. After the call is made to the HOTLINE, the child abuse designee must be notified.
2. A verbal report to the statewide toll-free hotline must be made. In making this report, the Child Abuse and Neglect Form (4002B) will be used as a guide.
3. Communicable and Non-communicable Conditions

GOCA will follow the policies and procedures as stated by Duval County Public School Board for all communicable and non-communicable medical conditions. For the safety of your child, and all the children at school, it is important that we are vigilant in this regard.

GOCA has a Registered Nurse on duty twice a week and some staff members are certified in basic aid.

By law, school staff are not allowed to treat injuries other than by providing ice and Band-Aids. Students who are ill or injured will be sent to the Front Office to be screened. Parents will be called to come to school and pick-up those students who are sick.

Illness

The importance of regular attendance cannot be overemphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever-free, diarrhea-free and vomit free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur. Students will not be permitted to take calls from parents to check on how they are feeling. If the school has not contacted you, your child is well.

Injury

An accident report will be completed and filed for all accidents. The procedures listed below will be followed for an injured student:

- 1) Teachers will send the student to the office if the injury is minor.
Teachers will notify the office if the student is unable to be moved.
- 2) School personnel will administer basic first aid.
- 3) The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- 4) The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Medications

The administering or dispensing of any medicines (including non-prescription medications) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child takes medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally.

The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication in their possession. This includes over-the-counter medication. Parents must pick-up and drop-off medicine in the office. Students are responsible to come to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Allergies

Parents/guardians must list allergies on student forms and clearly communicate with teachers. This is needed so that the staff and faculty are aware of food and other triggers your child should avoid. The school makes every effort to protect children from their allergy triggers. If your child has a severe allergy, you may consider a 504 Plan. This is a federal protection to ensure your child with a severe allergy has a coordinated school plan. A form from the child's doctor must be given to the school to identify allergies, symptoms and appropriate steps if a child has the identified symptoms.

If a student has a prescribed Epi-Pen, the parent/guardian should provide one to leave at the school. The parent/guardian must complete an approved medication form. The pen and completed form are placed in a zip bag labeled with the student's name, and kept out of children's reach, but in the specific area in which a student is located at all times. GOCA staff has in-service training in first aid, CPR and the proper use of an Epi-Pen.

Screenings

Screenings for vision, hearing, and speech will be communicated to students and parents Throughout the year.



Administrative Regulation – Lice Control

Background

The National Pediculosis Association recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school. Pediculosis represents one of the most common communicable childhood diseases and whether or not we understand how this has evolved, it is important to acknowledge head lice as a problem when raising or caring for children.

The No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits.

For more information please visit www.headlice.org.

The essential components of a “no nit” policy are the following:

- Early detection of head lice/nit infestations through routine screening.
- Children with live lice or nits present will be sent home from school immediately and not to re-admit until they are clear of live lice and nits. Adult head lice are grey or brown, wingless insects approximately 1/8 inch in length. Adult females lay eggs (nits) by gluing them to the hairs near the base.
- Lice do not fly or jump and can be detected by parting the hair and examining near the scalp; most commonly near ears and back of neck. Children ages 3-11 years old are at a higher risk for head lice infestation.
- A child's car seat cover may benefit from vacuuming, as a few errant lice or eggs may temporarily lodge there and survive for a day or so.
- Washing and drying (with heat) the pillowcases, sheets, nightclothes, towels and stuffed animals may possibly eliminate lice and eggs that might otherwise re-infest a family member. Combs, brushes, hats and other hair accessories in contact with an infested person should be washed in hot water each day to dislodge any lice and nits. Head lice and their eggs soon perish if separated from their human host.

Don't Panic!! Head lice rarely (if ever) cause direct harm, and are not known to transmit infectious agents from person-to-person. They are a nuisance, but not considered a health risk.

We need your assistance to help us control the outbreak. Parent diligence in following the suggestions in this document will be the biggest single factor in helping to quickly end the outbreak. Make checking for head lice a part of regular routine hygiene (once a week should be fine).

If you find lice or nits in your child's hair, alert the school and any families with whom your children have had contact A.S.A.P.

If your child is found to have nits or lice during a school screening, you will be notified by the office to come pick-up your child immediately. Your child will not be allowed back into school until he/she is lice free. If live lice are discovered, treatment should be applied that day and you

should check your child again before bringing them to the school office to be screened for re-admittance. After treating, it is essential to comb the child's hair daily with a metal nit comb for at least 2 weeks and re-treatment may be necessary in 7-10 days if lice or nits are still present.

Dining Services

Nutritious meals play a vital role in the health and well-being of all GOCA students and form an essential foundation for strong academic and athletic performance and success. Global Outreach Charter Academy remains highly committed to enhancement and enrichment of its nutritional strategy through introduction of innovative menu items and dishes in a creative and appealing way so that even the pickiest eater would be motivated and stimulated to taste new healthy meals with emphasis on more fresh fruits and vegetables.

Our ultimate goal is to attract and enroll each single Global Outreach Charter Academy student to discover the beauty and goodness of healthy eating in a new appealing perspective. Our nutritional standards are based on the Dietary Guidelines for Americans and the Food Guide Pyramid. Student meals are designed to comply with these nutritional standards related to adequate calories and optimum daily nutritional value. In addition, the menu always includes fresh fruits and vegetables no matter of the season.

We are pleased to announce that Global Outreach Charter Academy continues to participate in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for Academic School Year 2018-2019.

This means that Global Outreach Charter Academy provides healthy breakfasts, lunches and snacks every single day at **No Charge for All Students** during the 2019 - 2020 School Year.

For any further questions or assistance, feel free to contact our Dining Services Department.

Breakfast will be from 7:50 am until 8:20 am and take place in the school cafeteria. Snacks will be providing for students staying afterschool in Extended Day, GOCArizing, and for tutoring.

2nd Floor Lunch Schedule

Lunch Time	Grade
10:00 - 10:30	3 rd
10:40 - 11:10	4 th
11:15 - 11:45	5 th
11:50 - 12:20	6 th
12:25 - 12:55	7 th
1:00 - 1:30	8 th

Field Trips

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. The Guidelines for Chaperones form must be signed prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Parents that accompany students must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Chaperones must have their fingerprints completed at the Duval County School Board Building at least one week prior to the field trip. Participation in field trips is a privilege. Students serve as representatives of the school therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and also while at the site. Failure to follow instructions will be given an appropriate consequence upon return to school or may result in student being sent home from field trip.

Parent permission must be given for students to participate in field trips. The teacher will send a permission slip and information about each field trip 2-3 weeks prior to each field trip. Payments for the field trip can only be accepted in cash, and the payment and permission slips must be turned in according to the teacher's instructions prior to the field trip. The student will not be permitted to take part in the field trip without a completed signed permission slip or payment. Students are to wear their school uniform or field trip t-shirt on field trips for security reasons (unless authorized otherwise by administration).

All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

- Field trips must be paid in cash only.
- All field trip money will be collected by the classroom teacher.

Note: Early dismissal from a field trip site is not permitted without administrative approval.



Field Trip Participation

Student who receive a discipline referral of any kind will not be able to participate in any field trips for the rest of that quarter. For example, if a student receives a discipline referral in the first quarter they will be unable to attend any field trips during the first quarter.

Grading Scale

Kindergarten thru 1st		Grades 2 thru 8	
E	90-100 Excellent	A	90-100
S	75-89 Satisfactory	B	80-89
N	65-74 Needs Improvement	C	70-79
U	0-64 Unacceptable	D	60-69
N/C	Not Covered	F	0-59
I	I Incomplete		



Home Learning Policy

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. If a child does not understand his/her assignment after trying to do it at home, please send a note or email to the teacher requesting assistance.

Parents are asked to read with their children, tell a story, sing, or encourage their children to read about half an hour each night. Other activities might be working on art, or handwork projects. Children's homework, if assigned, will be relevant to the classroom instruction and the child will be able to complete the assignment with minimal help from adults. Special projects or assignments may be included throughout the year. Please include daily, age appropriate chores as part of a child's afternoon and evening routine to develop the child's will to work.

Some days' home learning assignment may take less time or may take slightly more time on any given day. A child who does not complete class work in class may have to complete class work in addition to home learning. The Language Arts teacher will send home all Reading Log requirements.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. Teachers keep daily records of home learning assignments, which are used in determining quarterly grades. If a child fails to complete home learning, there may be consequences in the classroom. If a child continually fails to complete home learning, he/she will be required to attend after school tutoring or grade recovery. Parent cooperation is vital to this endeavor.

It is important to note that home learning is the student's responsibility. Students may be required to write their assignments in their school agenda.

The parents are encouraged is to provide a quiet environment and assistance when needed.

In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words and number combinations.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home learning with your child's teacher.



Electronic Media Guidelines

The school philosophy is based on a deep respect and understanding of the developing child. We believe that it is important to nurture the imagination and healthy development of the whole child. Direct, hands-on interactions with others, the environment and with nature are critical. Electronic media can often interfere with these natural experiences.

Please avoid or limit media/TV/video/games, especially during the school week. This will strengthen your child's ability to focus and become fully immersed in the day's curriculum. Limiting media protects against the negative effects that research shows are associated with increased media exposure, including obesity, impairment of neurological development, increase in aggression and desensitization to violence, shortened attention span, and other cognitive and social deficits.

Media, Technology and Internet Use at School

Teachers will use media (video, internet, music) in limited amounts as instructional tools for their students to meet the curriculum guidelines. Students may use the computer/internet for research and to meet the writing/technology state standards. In the grades, keyboarding/computer instruction will be added to ensure that children are able to use the computer for the required state assessments. At all times, internet safety practices will be followed.



Communication

GOCA's School Telephone Number: 904-551-7104

School Fax Number: 904-551-7120

Communication is essential between parents and GOCA students. The administration and staff recognize this and will strive to facilitate open and frequent communications with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda/folder.

However, please make sure that you check your child's backpack daily for informal notes from the teacher or from our staff in their folder. In addition to the report cards and conferences, work will be sent home in a folder on Fridays. The parent/guardian will be asked to sign and return the folder by the following Monday.

Progress Reports will be sent home once during the middle of each grading period. Parents may also view their child's current academic status through Focus Parent Portal. Also, visit our school's web page at globaloutreachacademy.com. Pertinent information about school functions and events will appear on this page.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and students, and every teacher welcomes a conference with any parent.

The school has multiple ways of communications with parents:

- Global Outreach App (See main office for more information)
- Email info@gocacademy.com with any questions
- School-wide DoJo communication
- "Class" DoJo (Please see your child's homeroom teacher to sign up)
- Monthly Newsletters (sent home with the student monthly)
- Mentoring Project (Mentor, assigned to your child, will be in contact with parents throughout the year)

Parents are encouraged to maintain respectful communication with GOCA administration, faculty and staff. Parent must schedule appointments ahead of time with administrators and teachers. Teachers should be the first point of contact.



School Dress Code Policy

GOCA has set a higher standard of dress to encourage greater respect for students and others, which will result in a higher standard of behavior. This distinct feature will minimize classroom distractions and promote student learning.

Every student in attendance shall wear the school uniform in accordance with GOCA's Dress Code Policy. Parents select to have their children attend Global Outreach Charter Academy with full acknowledgement of the expectations and policies. Purchasing uniform from GOCA is a policy requirement. The Dress Code Policy will be enforced by school teachers and administration.

School shirts, hoodies, and PE shirts should be purchased in the School Main Office.

Uniform for Girls –2018-2019

Item	Color
Skirts, Skirts, and Shorts – pleated or flat front	Navy Blue or Khaki (no shorter than 3” above the knee)
School Polo w/ school logo	Red or Navy Blue
Shoes - closed toe and tennis shoes	White, Black, or Brown - no images
Tights, Pantyhose, Leggings (worn underneath skirts or shorts)	Black, Navy Blue, or White – no images
GOCA Hooded Sweatshirt Jackets	Solid Gray or Black
Long Pants or Capris (no jeans or jeggings)	Navy Blue or Khaki
Backpacks – no wheels	No negative or scary images
PE Shirts with school logo (Middle School only)	Gray (purchased at school)

IMPORTANT DRESS CODE INFORMATION FOR GIRLS

- Please write your child's name on the label of jackets and PE shirts.
- Skirts, jumpers, and PE shorts cannot be shorter than 3 inches above the knee. Uniforms cannot be tight fitting.
- Polo shirts must be buttoned to provide modesty.
- Undershirts (if worn) must be white and tucked in.
- When purchasing uniforms please ensure they are the correct size and length. Polo shirts must extend beyond the skirts, pants, or shorts that the student is wearing. No part of the student's stomach or back should be visible.
- Jewelry must be minimal (small earrings, one dainty necklace, no bracelets). Watches must be non-digital as beeping watches disrupt class. Facial/tongue piercings are prohibited.
- Silly bands are not allowed at school.
- Hair must be well-groomed and natural color. No colored extensions.

- Headbands are allowed as long as they are simple and do not block the view of students sitting behind them.
- No hats may be worn inside the school.
- Students may not wear any kind of bandanas.
- During cold weather may wear warm coats, however, once inside the school building only the GOCA jackets may be worn.
- Students must also wear GOCA polos underneath their GOCA jackets. If a different shirt is visible, other than a plain white undershirt, the student may receive a demerit.
- Makeup can only be worn by girl’s grade 6th – 8th, and must be applied lightly.
- Hoodies may not be worn inside the school building.
- Headphones may not be worn or be able to be seen, such as headphones hanging out from pocket or jacket.

Please Note: Students should be wearing uniforms on picture day.

Uniform for Boys –2018-2019

Item	Color
Shorts	Navy or Khaki
Long Pants (no jeans)	Navy or Khaki
Belt	Black or Brown
Polo Shirt (short or long sleeve)	Red or Navy Blue
Shoes - closed toe and heel	White, Black, or Brown no images
Socks – ankle length	White or Black - no images
Hooded GOCA Logo Sweatshirts	Black or Gray purchased at school for \$20
Backpacks – no wheels	No negative or scary images
PE Shirts with school logo (Middle School only)	Gray (purchased at school)

Please Note: Students should be wearing uniforms on picture day.

IMPORTANT DRESS CODE INFORMATION FOR BOYS

- Please write your child’s name on the label of jackets and PE shirts.
- Hoodies may not be worn inside the school building.
- Headphones may not be worn or be able to be seen, such as headphones hanging out from pocket or jacket.
- Shirts must be tucked in at all times.
- Undershirts (if worn) must be white and tucked in.
- Pants must be worn at the waist with a belt.
- Hair must be natural color, well-groomed, and no longer than the bottom of the ear. No colored extensions.
- Watches must be non-digital as beeping watches disrupt class. No other jewelry may be worn.
- Wallets cannot be attached to pants with a chain.

- No hats may be worn inside the school.
- No bandanas of any kind may be worn on school campus.
- During cold weather may wear warm coats, however, once inside the school building only the GOCA jackets may be worn.
- Students must also wear GOCA polos underneath their GOCA jackets. If a different shirt is visible, other than a plain white undershirt, the student may receive a demerit.
- Silly bands are prohibited at school.

Middle School PE Uniform

- **Solid navy, gray, or black shorts** (any type from any store). No shorter than 3-inches above the knee. **Solid navy, gray or black long pants** should be worn during cold weather.
- PE shirts are gray tee shirts with the school logo. They are purchased from the school (cash or credit card only) for \$8.00. Any school athletic shirt may be worn such as volleyball or soccer shirts sold by the coaches.



Student Code of Conduct

Global Outreach Charter Academy adheres to the district-wide student code of conduct. Copies are available on the school website as well as on the Duval County School website. A physical copy of the student code of conduct can be printed upon request. The school will also follow all the discipline consequences that are described in the code of conduct.

The student code of conduct will be enforced through discipline referrals which are inputted into the district-wide FOCUS portal. All discipline occurrences and corresponding consequences will be recorded in FOCUS. The parent will also receive a physical copy of the student's referral which will be mailed to the address which the school has on file. It is the parent's responsibility to make sure that the address on file is correct and updated.

Demerits

On top of implementing discipline referrals, GOCA will utilize the use of school-wide demerit system which will track minor offenses. The offenses recorded on demerits will be as followed:

- 1.01 Disruption in Class
- 1.02 Illegal Organization
- 1.03 Disorder Outside of Class

- 1.05 Profane / Obscene Language
- 1.06 Nonconformity to Code of Appearance
- 1.09 Unauthorized Use of Cell Phone

The school administration reserves the right to upgrade any of these offenses to an automatic referral if the situation is warranted which will be decided by a school administrator.

- The first occurrence of any documentation will be a warning for the student.
- The second occurrence will be a phone call to the parent.
- The third occurrence will be a phone call home with an assigned detention.
- All other occurrences for the rest of the school year will be an automatic discipline referral.

Tardy Enforcement (for grades 6 – 8 only)

The school will utilize a tardy tracking system for students who are tardy arriving to class during transitions from one class to the next.

- The first three occurrences will be documented warnings.
- Fourth occurrence will be a phone call to the parent.
- Fifth occurrence will be a phone call home and detention.
- Sixth occurrence will be a phone call home with a mandatory afterschool detention.
- Any other occurrences will be an automatic discipline referral.

Volunteer Service Hours

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year events. Other opportunities are announced throughout the school year. Parents are strongly encouraged to volunteer a minimum of twenty (20) service hours per family. To volunteer in classrooms, please make prior arrangement with the teacher so that instructional time is not lost.

It is suggested that a minimum of 2 hours of volunteer service be spent working on school fundraisers and special activities. Parents will receive volunteer time for attending workshops and general parent meetings conducted in the school.

Visitors

Visitors, **including parents**, are not permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License. Parents must also sign-in and sign-out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Policies and Procedures – Discrimination/Harassment

(Duval County Public Schools Code of Student Conduct)

GOCA's POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT.

1. Policy against Discrimination

- a. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- b. The School shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- c. The School shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

2. Policy against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- a. The School desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the School's commitment to equal opportunities and the prohibition of discriminatory practices. The School's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically



prohibited by applicable state or federal law. The School forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The School will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

- b. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

3. Definition of Sexual Harassment

- a. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

- 4. **Submission to or rejection of the conduct** by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.

- a. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
 - 1. Graphic verbal comments about an individual's body or appearance.
 - 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
 - 3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
 - 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 - 5. Spreading sexual rumors.
 - 6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
 - 7. Cornering or blocking normal movements.
 - 8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

5. Definition of Other Forms of Prohibited Harassment

- a. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion,

gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
2. Has the purpose or effect of interfering with an individual's work or academic performance;

Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping;
3. Threatening, intimidating or hostile acts, such as stalking; or
4. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

6. Retaliation Prohibited

- a. Any act of retaliation against an individual who files a complaint alleging a violation of the School's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- b. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.



Parent/Guardian Handbook Acknowledgement

Dear Parent,

Please make sure that you familiarize yourself with the school Parent and Student Handbook for the 2019 – 2020 school year. You can find a copy of the handbook on our website, gocacademy.com, under the parent section. You can also request a physical copy from the main office.

The link to the parent and student handbook is as follows:

Thank you,

GOCA Administration

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Student Signature: _____ Date: _____

Student Printed Name: _____