



Parent and Student Handbook

2021 – 2022

Cub Campus

8711 Lone Star Rd.

Grades K – 2nd

TABLE OF CONTENTS

GOCA Special Event Dates	pg. 3
School Hours	pg. 4
Arrival	pg. 4
Tardy Policy	pg. 5
Dismissal	pg. 5-6
Late Pick-up	pg. 6
Early Checkout	pg. 7
Before School Care/ After School Care	pg. 8-10
School Clinic and Related Health Issues	pg. 11
• Illness	pg. 13
• Injury	pg. 14
• Medications	pg. 14
• Allergies	pg. 14
• Screenings	pg. 15
• Lice Control	pg. 15-16
Dining Services	pg. 17
Lunch Schedule	pg. 18
Field Trips	pg. 19
Grading Scale	pg. 20
Home Learning Policy	pg. 21
Electronic Media Guidelines	pg. 22
Communication	pg. 23
Uniform Dress Code Policy	pg. 24 – 25
Student Code of Conduct	pg. 26
Volunteer Service Hours	pg. 27
Visitors Policy	pg. 27
Policies and Procedures – Discrimination/Harassment	pg. 28 - 30
Parent Handbook Acknowledgement	pg. 31

GOCA

Special Events Dates

2020-2021

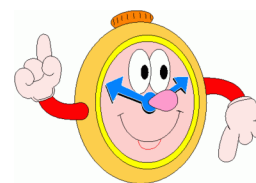
K – 2 Student Orientation	August 4 th 3 PM – 6 PM
3 – 8 Student Orientation	August 5 th 3 PM – 6 PM
3 – 8 Open House	September 7 th 5 PM – 7 PM
K – 2 Open House	September 7 th 5 PM – 7 PM
K-2 Hispanic Heritage Celebration	September - October 2021
Black History Month Celebration	February 2021
Cub Campus Bash	May 2022

*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
Fluency Checks:	8:00AM- 8:30AM
Regular School Hours K-2	8:30AM- 3:00PM
Middle School Hours 3-8	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 entrance. 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 Fluency Checks, 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 drive students to the carport and a staff member will receive them and guide them in the building.
2. Please do not drop off students before reaching the carport 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.
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 the safety of every single student in our school, we kindly ask you to follow the 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 tutoring. 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.

Pick-up Procedures:

1. Parents of students in grades K-2nd will enter the line from the first entrance on Lone Star Rd, following the line until they reach the carport pick-up area. Students will be dismissed using the PikMyKid system. All parents or guardians, or any other adult authorized by the parent to pick up the child must have the student's dismissal number. This number will be given to the person assisting with dismissal.
2. Once the child is in the car the parent may leave the car line and exit the parking lot.
3. Due to safety reasons, parents are asked not to exit their vehicles during the full duration of dismissal. Parents should be mindful that the businesses surrounding the school are not authorized Cub Campus parking areas. Please do not risk getting your vehicles towed during dismissal. No parents will be able to walk up to the school entrance.
4. **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	\$10.00
3:40pm - 4:40pm	\$15.00
3:40pm - 5:10pm	\$20.00
3:40pm – 6:00pm	\$30.00

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

Also, any child picked up after 6:00 pm will be charged the late fee plus an additional \$1.00 per minute. 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 they are 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:

Corporate Kids (904) 721-5941

Little Wise Kids (904) 745-0250

Auntie Lili's Transportation (904) 338-2314 ***Se Habla Espanol**

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
Enrollment forms will now be digital and are available on GOCA's website
- 3) Submit a payment (Reference our payment schedule for our extended day pricing.)
- 4) Be aware of the drop off and pick up procedure

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

The “Morning 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. An extended day employee will open the door and walk your child to the classroom.

Afternoon Extended Day Program: 3:00-5:45 p.m.

The “Afternoon 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.

Students at Cub Campus will take a bus to Grizzly Campus for Afternoon Extended Day. Extended Day will end at 5:45 pm. Any student picked up after 6:00 p.m. will be charged a \$1 per minute late fee. 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 2020 - 2021

Payments for Extended Day will now need to be made in advance. If the payment is not made by the due date below, your child will be unable to stay in Extended Day until the payment is made. Please understand that by not paying on time, you are forfeiting your child's spot in Extended Day.

MONTH	Payment Due:	A.M. Price:	P.M. Price:
AUGUST 2020	<i>August 9th</i>	\$30.00	\$80.00
SEPTEMBER 2020	<i>September 1st</i>	\$45.00	\$100.00
OCTOBER 2020	<i>October 1st</i>	\$45.00	\$100.00
NOVEMBER 2020	<i>November 1st</i>	\$45.00	\$100.00
DECEMBER 2020	<i>December 1st</i>	\$30.00	\$80.00
JANUARY 2021	<i>January 4th</i>	\$45.00	\$100.00
FEBRUARY 2021	<i>February 1st</i>	\$45.00	\$100.00
MARCH 2021	<i>March 1st</i>	\$35.00	\$80.00
APRIL 2021	<i>April 1st</i>	\$45.00	\$100.00
MAY 2021	<i>May 2nd</i>	\$45.00	\$100.00

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** prepay 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.

Extended Day Financial Assistance Program

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.

Behavior Expectations in Extended Day

The same standards established during the regular school day will be modeled during the Extended Day Program. Children are expected to demonstrate respect towards peers and adults through their actions and words. Communication from parents concerning problems at home that may be affecting a child's behavior is welcome.

Disciplinary actions will be given as follows:

First and Second Warnings – Must be signed by parent/guardian and returned.

Third Warning – Must be signed and returned. The student will serve a one-week suspension from the program. Payment must still be made for this time in order to hold the student's place in the program.

Fourth Warning – The student will not be allowed to return to the Extended Day Program.

All refunds are at the discretion of the Extended Day Director or the School Principal. Failure to comply with the above standards by parent or student may result in the dismissal of the student from the Extended Day Program.

REFERRALS

Any referral given during Extended Day hours will be given to the students Administrator. Extended Day Director and the Administrator will discuss a consequence and plan of action. They will then contact the parent and inform them of their decision.

THERE IS A ZERO TOLERANCE POLICY FOR FIGHTING AND BULLYING. ANY STUDENT CAUGHT FIGHTING OR BULLYING WILL BE REMOVED FROM THE PROGRAM.

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

STUDENT HEALTH POLICIES

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 designated School Nurse on duty Monday-Friday, and some staff members that are certified in CPR and First 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 Nurse Office to be screened. Parents will be called to come to school and pick-up those students who are sick or injured.

SICK POLICY

Under No circumstances can a parent/guardian bring or send a sick student to school if the student shows any signs of illness (symptoms requiring removal of student from school), or is unable to participate in the normal routine and regular school day. If other students become ill due to exposure to your sick child, because they returned to school before full recovery, or because they were not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. This is disruptive to other students and their families, so your cooperation is extremely important.

Children who become ill or injured will be escorted to the nurse office. An incident report must be filled out properly each time a child is sent to the school nurse. The student will bring two copies back to class; one for their file and one to go home with them. Children are allowed to lie down in the nurse's office for fifteen (15) minutes. **If a longer rest period is necessary, the parents will be called to pick up the child.**

In the event a student becomes ill and needs to be picked up, a parent/guardian will be called and that parent is expected to pick the student up within one hour (**60 minutes**). If a parent cannot be reached, or has not arrived within an hour, the emergency contact person will be called to pick up that student.

****If emergency contacts cannot be located, the Department of Children/Families or the Jacksonville Sheriff's Office will be called for assistance.**

COVID-19 POLICY:

We will be monitoring recommendations from the Florida Department of Education, The Florida Health Department, and/or the City of Jacksonville. We may revise the requirements with updated guidance.

ILLNESSES/SYMPTOMS REQUIRING REMOVAL OF STUDENT FROM SCHOOL:

If your child becomes ill while at school, he/she will be isolated from others if the illness appears to be communicable. This will be accomplished by removing the child from the classroom and moving him/her to the health clinic. You will be contacted and informed of the situation. You must then make arrangements to have your child picked up.

*For the safety and well being of your child, we ask that you make arrangements to have your child picked up from school **within the hour** for the following illnesses/emergencies:

- Fever:** Fever is defined as having a temperature of 100.0°F or higher. A student needs to be fever free without the aid of any fever reducing medication, for a minimum of 24 hours before returning to school.
- Diarrhea:** Diarrhea is described as 2 or more stools within a 4-hour period that are either loose, runny, watery, and/or bloody. A student needs to stay home from school until the diarrhea has stopped, without the aid of anti-diarrheal medication, for a minimum of 24 hours before returning to school.
- Actively vomiting. The Student may return to school the next day if vomiting has resolved.
- Breathing trouble, hacking, or continuous coughing.

- Frequent scratching of body or scalp, live lice, rash, or any other spots that resemble childhood diseases.
- The Student is irritable, continuously crying, or requires more attention than school staff can provide while ensuring the health, safety, or well-being of the other students.
- Severe Asthma (with rapid heartbeat / student unable to speak).

***Parents please note:** In order to ensure your child's safety, if the child is not picked up within the hour or if emergency contacts cannot be located, then the proper authorities will be notified... (i.e. Jacksonville Fire and Rescue, Department of Children & Families, Jacksonville Sheriff's Office).

A note from the student's health care provider is Required when:

- The student has been diagnosed with COVID-19
- The student has been absent for 3 or more consecutive day
- The student has had surgery
- The student is returning to school after hospitalization
- The student has been under the doctor's care for a significant illness
- The student is returning to school after being excluded because of a communicable disease

INJURY DURING SCHOOL:

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

- 1) Teachers will send the student to the nurse office if the injury is minor. Teachers will notify the School Nurse if the student is unable to be moved.
- 2) School Nurse or 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 a 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.

MEDICATION POLICY:

All medications, including over the counter, Must be administered through the Nurse office. Proper paperwork must be completed, signed by a health provider and brought to the School nurse for review. The school nurse will be responsible to schedule and administer all

medications. Neither aspirin nor non-aspirin pain relievers are allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our school nurse to be placed in your child's health folder. Medication authorization forms can be picked up from the school or printed from the DCPS website. **All prescription containers must be current and match the authorized prescription.** No over the counter drugs can be administered by anyone on staff.

Allergy Policy:

Parents/guardians must list allergies on student forms and clearly communicate with teachers and the school nurse. 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 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 EpiPen, the parent/guardian should provide one to leave at the school with the school nurse. 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 has designated staff that has in-service training in first aid, CPR and the proper use of an EpiPen.

STUDENT HEALTH SCREENINGS:

In accordance with the provisions of the School Health Services Act 381.0056 and the Duval County Public Schools Health Services Plan the following screenings will be conducted at GOCA:

- Hearing Screening will be provided for students in Kg, 1st and 6th grade, and students entering Florida schools for the first time in grades K-5.
- Vision Screening will be provided for students in Kg, 1st, 3rd and 6th grade, and students entering Florida schools for the first time in grades K-5.
- Growth and development screening will be provided for students in 1st,3rd and 6th grade.
- Scoliosis Screening will be provided to students in 6th grade.
-

Please Note: Parents may opt-out of any or all screenings by writing DO NOT SCREEN in the boxes provided on the Emergency Contact Information and Authorization for Release form which is completed annually.

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 reinfest a family member. Combs, brushes, hats and other hair accessories in contact with an infected 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 pickup 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 readmittance. After treating, it is essential to comb the child's hair daily with a metal nit comb for at least 2 weeks and retreatment may be necessary in 710 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 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 2021-2022.

This means that Global Outreach Charter Academy provides healthy breakfasts, lunches and snacks every single day at **No Charge for All Students** during the 2021 - 2022 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 provided for students staying after school in Extended Day, and for tutoring.

Cub Campus 2021-2022 Lunch Schedule

2021-2022 Lunch Schedule			
Lunch Time	Teacher	Room	Assigned TA
10:20-10:50	KA	Caf 1	Mr. MAZZINI Mrs. YANINA
10:25-10:55	KB	Caf 1	
10:30-11:00	KC	Caf 1	
10:35-11:05	1A	Caf 2	Mr. DANIEL Mrs. Tatiana
10:40-11:10	1B	Caf 2	
10:45-11:15	1C	Caf 2	

Lunch Time	Teacher	Room	Assigned TA
10:55-11:25	KD	Caf 1	Mr. MAZZINI Mrs. YANINA
11:00-11:30	KE	Caf 1	
11:05-11:35	KF	Caf 1	
11:10-11:40	1D	Caf 2	Mr. DANIEL Mrs. Tatiana
11:15-11:45	1E	Caf 2	
11:20-11:50	1F	Caf 2	
Lunch Time	Teacher	Room	Assigned TA
11:30-12:00	2A	Caf 1	Mr. MAZZINI Mrs. YANINA
11:35-12:05	2B	Caf 1	
11:40-12:10	2C	Caf 1	
11:45-12:15	2D	Caf 2	Mr. DANIEL Mrs. Tatiana
11:50-12:20	2E	Caf 2	
11:55-12:25	2F	Caf 2	

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 the 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.

Grading Scale

Kindergarten thru 1st		Grade 2	
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	Incomplete		

Homework Policy

The purpose of homework is to help young learners to develop positive study habits outside of school. Global Outreach Charter Academy believes that inviting parents and guardians to be a part of this learning process is essential to student success.

Homework requirements will differ depending on a student's grade level. Specific homework expectations will be available through your child's teacher at the start of the school year, and students will copy the homework into their agendas.

Global Outreach asks that parents/guardians provide the following support for their young learners at home:

- Provide a quiet learning environment and a set time for homework
- Show an interest in the child's homework by asking questions
- Assist in practicing with spelling words, vocabulary, and math problems
- Review the homework for neatness and completeness
- Encourage home reading that relates to the topic of study

For teachers/staff,

The purpose of homework is to help young learners to develop positive study habits outside of school. GOCA believes that reiterating the learning outside of class is essential to student success, and homework is a way for students to get additional practice with content.

K-5 Homework Expectations:

- Homework should be 5-10 questions or around 10-15 minutes per subject for students.
- Homework can include reading, online platforms, and studying vocabulary.
- No homework is assigned over the weekend.

6-8 Homework Expectations:

- Homework should be 6-12 questions or around 15-20 minutes for each of their subjects, including language classes.
- Homework can include independent reading, online platforms, and studying for quizzes and tests.
- Due to the A/B day scheduling of Middle School, students may have homework over the weekend.

General Expectations:

- Feedback on the homework is required, as it makes the learning meaningful. This can happen through platforms, self-grading, peer-grading, teacher grading etc.
- Adding homework to the gradebook can be done by assessing the completion of the assignment or correctness, this is at the teacher's discretion.
- Teachers are not required to accept homework over a week late, however that is also at the teacher's discretion as well.

While we know not all students will take the time to complete homework, we do want to provide all students with the tools to succeed. Please reach out to your Coach or Assistant Principal with any questions.

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

Cub Campus Telephone Number: 904-900-7017

School Fax Number: 904-551-7120

Communication is essential between parents and GOCA recognize this and will strive to facilitate open and frequ



ff
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:

- School-wide DoJo communication
- "Class" DoJo (Please see your child's homeroom teacher to sign up)
- Monthly Newsletters (sent home with the student monthly)

Parents are encouraged to maintain respectful communication with GOCA administration, faculty and staff. Parents 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 uniforms 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 –2021-2022

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

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.
- 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.

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

Uniform for Boys –2021-2022

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

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.
- 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.

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.

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 arrangements 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 2021 – 2022 school year. You can find a copy of the handbook under the parent section on our website or you can also request a physical copy from the main office.

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: _____

Student Signature: _____

Date: _____