



Parent and Student Handbook

2022 – 2023

Kodiak Campus

1252 Fromage Way, Jacksonville, FL 32225

Grades 9 - 12

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Communication

GOCA's School Telephone Number: 904-267-3007

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 academics and behavior through Class Dojo.

To ensure a strong school-home partnership, please make sure that you check Class Dojo, listen to voicemail, read emails and check text messages sent out by the school. It is also important to have a parent Focus account where you can check on students' grades and attendance regularly. Report cards are now published digitally in Focus.

Scholarship Warnings will be sent home at the end of Week 3 and Week 6 for each grading period. Progress Reports will be published in Focus once during the middle of each grading period. Parents may also view their child's current academic status through Focus Parent Portal. Additionally, visit our school's web page at gocahs.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. Therefore, we welcome and support regular parent teacher conferences.

The school has multiple ways of communications with parents:

- Main Office (904)-267-3007
- Email hsinfo@gocacademy.com with any questions
- Website www.gocahs.com
- School-wide Class Dojo communication

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.

GOCA School Calendar

2022-2023

*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 5, 6, and 7, there is a possibility that the school year could extend past June 2nd. Should there be no need to use the Weather Days on June 5, 6, and 7, 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
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
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*		

SEPTEMBER				
M	T	W	T	F
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12	13	14	15	16
19	20	21	22	23
26	27	28*	29	30

OCTOBER				
M	T	W	T	F
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17	18	19	20	21
24	25	26*	27	28
31				

NOVEMBER				
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14	15	16	17	18
21	22	23	24	25
28	29	30*		

DECEMBER				
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12	13	14*	15	16~
19	20	21	22	23
26	27	28	29	30

JANUARY				
M	T	W	T	F
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9	10	11	12	13
16	17	18	19	20
23	24	25*	26	27
30	31			

FEBRUARY				
M	T	W	T	F
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13	14	15	16	17
20	21	22*	23	24
27	28			

MARCH				
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20	21	22	23	24
27	28	29*	30	31

APRIL				
M	T	W	T	F
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17	18	19	20	21
24	25	26*	27	28

MAY				
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		

JUNE				
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

Board Approved 07/07/2020

Legend:

- ##* Early Dismissal
- #~ End of Grading Period

- # First & Last Day of School
- # Employee Planning/Interservice

- # Schools Closed
- # Schools/Admin Offices Closed
- Weather

GOCA News



Student Orientation	Wednesday, August 10, 2022 9 th grade: 12:00 10 th grade: 1:00 11 th -12 th grade: 2:00
First Day of School	August 15, 2022
Open House	September 8th

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

High School Schedules

Students may access their schedules in FOCUS as of July 27, 2022. Please note they may change prior to the start of school. Paper copies of the student schedule will be available at orientation and on the first day of school.

High School Hours

Breakfast	7:45 AM – 8:05 AM
Regular School Hours	8:15 AM – 3:15 PM
Early Dismissal Hours	8:15 AM – 1:45 PM
After School Care	3:30PM – 5:45 PM

Regular Bell Schedule

Period	Time
1 st	8:15-9:04
2 nd	9:08 – 9:57
3 rd	10:01 – 10:50
4 th	10:54– 12:30 (Everyone assigned to 1 st lunch should report directly to the cafeteria)
Lunch	1 st : 10:53 – 11:24
	2 nd : 11:27– 11:57
	3 rd 12:00-12:30
5 th	12:34 - 1:25
6 th	1:29- 2:18
7 th	2:22 -3:15

Arrival Procedures

Every morning from 7:30 am to 8:15 am the GOCA staff will be outside greeting students being dropped off

GOCA's first priority is the safety of our students. Every effort will be 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 during arrival:

1. Vehicle entrance onto the campus is via Fromage Way. The driveway on Lee Road is for *exit only*. During morning drop-off, students will have their temperature checked prior to exiting their vehicle. Cars will travel the inner drive isle, closest to the building, and allow the student to exit the car at the Cafeteria entrance. Please do not drop students off at any other door. Access to the building will only be via the Cafeteria or Main Office entrance.

Students who walk to school will be entering the school through Cafeteria Entrance.

2. Students not attending breakfast may enter the building starting at 6:45am. If a child enters campus early there is a **\$5 early drop off fee, for each occurrence. (Unless signed up for Extended Day)**

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 as quick and safe as possible for everyone. In the case that instructions are not followed, the parent may receive a warning and will be required to park their car and walk students to the appropriate area.

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 8:15 am must enter through the main office. Each student will receive a tardy pass in order to enter the classroom.

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 counselor. 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).*

Excessive Absences

All students are expected to attend school regularly, receive total instructional time, and to be on time for their classes. School attendance is the direct responsibility of the parent. Excessive absences include but are not limited to tardy's and/or early checkouts.

Regular, timely class attendance is necessary for your child to be successful in school. Please ensure your child attends school and arrives on time.

Students with **4** or more unexcused absences/tardies in a calendar month or **9** unexcused absences/ tardies in a 90-day period will receive an Attendance Warning Letter which will need to be signed by a parent or guardian, brought back to the school and submitted to the Student Records Department.

Students with **5** or more unexcused absences/tardies in a calendar month, or **10** unexcused absences/tardies in a 90-day period, are considered excessive by the District School Board. Florida Statute 1003.24 (4) states; "If a student is continually sick and repeatedly absent from school, he or she must be under the supervision of a physician in order to receive an excuse from attendance. Such an excuse provides that a student's condition justifies absence from school for more than the number of days permitted by the district school board". The student will receive an Attendance Intervention Referral Letter and a conference will need to be scheduled with the parent or guardian to discuss further actions that will need to be taken to improve the student's attendance.

Dismissal

Students must leave the school grounds immediately after dismissal unless they are enrolled in the Extended Day Program or have a Club Meeting.

Students will not be released in the main office to parents starting at 2:30 pm during regular days and 12:30 pm on early dismissal days. As dismissal time is an extremely busy time of the school day, please avoid calling the front office from 1:45 pm through 2:45 pm on regular days and 12:05 pm through 12:50 pm on early dismissal days.

Dismissal Procedures:

- 1. High school dismissal will start at 3:15 pm. The school asks the parents not to come earlier than the dismissal time of 2:45pm.** When you enter the car line, the inner drive aisle, closest to the building, you will need to have your child's dismissal number ready. This number will be given to the school employee entering in the dismissal numbers. After students are in your car, proceed cautiously to the exit on Lee Road.
- 2. Parents are not allowed to leave their 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.
- 3. Parents who have children at multiple GOCA campuses; the Cub Campus, grades K – 2, the Grizzly Campus, grades 3 – 8, or the Kodiak Campus, 9 – 12, will be able to pick up their children from the Grizzly Campus starting at 4:00pm**
- 4. Parents if you DO NOT know your child's dismissal number** please contact us at hsinfo@gocacademy.com and give your name, your child's full name, and their 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 updated. Friends and strangers will be denied access to a student in the absence of verified parental consent.

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 a 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.

Changes to a child's dismissal plan must be made in writing or by phone by 2:15 pm that day 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	
4:00pm - 5:00pm	\$10.00
5:00pm – 5:45pm	\$20.00

*Any child picked up after 5:45 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 6:00 pm. The fee is needed to pay the staff that must stay with a child that has not been picked up on time.

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 they were applied.

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 sent to the front office.

Parents: Please sign-out your child **BEFORE 2:30 pm** if your child has an appointment that requires you to sign them out before dismissal time at 3:15 pm. No early checkouts will be permitted after 2:30 pm as this is an extremely busy time in our school day.

GOCA will follow the Duval County Public School Calendar including the early dismissal days on designated Wednesdays. 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 so repeatedly.

GOCA will provide a 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 High School 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 the following 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 procedures.
- 5) Make sure to let your child know they will be attending Extended day.

PM Extended Day Program: 3:30 pm - 5:45 pm

- 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 have been made for a particular day, which are out of the ordinary, 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 Payment Schedule for 2020 – 2021

Payment Due	PM Price		Payment Due	PM Price
<i>August 2022</i>	\$80		<i>January 2023</i>	\$100
<i>September 2022</i>	\$100		<i>February 2023</i>	\$100
<i>October 2022</i>	\$100		<i>March 2023</i>	\$80
<i>November 2022</i>	\$80		<i>April 2023</i>	\$100
<i>December 2022</i>	\$80		<i>May 2023</i>	\$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** prepay and **MUST** always keep a positive balance.

We understand that 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. They must then submit a payment to the main office. The Extended Day Daily Rate is \$5/day per child. A child who prepays \$25, will only be charged \$5/day whenever he/she attends.

Extended Day Financial Assistance Program

Global Outreach Charter Academy High School is now offering a financial assistance program for the 2022-2023 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 on campus 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, and without the assistance of medication for 72 hours.

Insurance for Extended Day

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

School Clinic and Related Health Issues

Allergies

Parents/guardians must list any allergies on student forms and clearly communicate such with teachers. This is needed so that the staff and faculty are aware of food and other triggers that 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 having a 504 Plan implemented. This is a federal protection to ensure your child with a severe allergy has a coordinated school plan. A form from your child's doctor must be given to the school to identify allergies, symptoms, and appropriate steps to be put in place in case of an emergency.

If a student has a prescribed EpiPen, 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 sealed plastic bag labeled with the student's name and kept out of children's reach. In the event in which a student must always have the Epi-Pen with them, GOCA staff has received in-service training in first aid, CPR and the proper use of an EpiPen.

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 be required to 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.

Communicable and Non-communicable Conditions

GOCA will follow the policies and procedures as stated by Duval County Public Schools 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 Medical Assistant on duty daily 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 100.4°F degrees or above. For a child to return to school, he/she must be fever-free, diarrhea-free and vomit free for a minimum of 72 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 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 and the student is mobile. Teachers will notify the office if the student is unable to be moved so that the appropriate staff will come to the student's location.
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 the parent cannot be reached.
4. Emergency Services (JFRD) 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.

Lice Control - Administrative Regulation

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 as follows:
- 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 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 and 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.

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 front office staff of any medications that your child needs to take.

Screenings

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

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 High School remains highly committed to enhancement and enrichment of its nutritional strategy through the 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 every single Global Outreach Charter Academy High School 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 each academic school year since 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 2022 - 2023 School Year. For any further questions or assistance, feel free to contact our Dining Services Department.

Breakfast will be from 7:45 am until 8:05 am and take place in the school cafeteria.

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.

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

Uniform for Girls – 2022-2023

Item	Color
School Oxford-style shirt w/ school logo	White (long sleeve and short sleeve)
School Polo-style shirt w/ school logo	White or Light Blue
Skirts, Skirts, and Shorts – pleated or flat front	Navy Blue or Khaki (no shorter than 3” above the knee)
Long Pants or Capris	Navy Blue or Khaki NO Black Pants, jeggings or Sweat Pants allowed.
Tights, Pantyhose or Leggings (worn underneath skirts, shorts or skorts)	Navy Blue, or White – no images
Belt	Black or Brown

Shoes - closed toe and tennis shoes	NO Slippers, Slides, or Flip Flops
GOCA Logo Sweatshirts NO HOODIES	Navy or Gray (purchased at school for \$20)
PE Shirts with school logo	Black (purchased at school)
Backpacks – Mesh or See Through	No negative or scary images

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

IMPORTANT DRESS CODE INFORMATION FOR GIRLS

- Wearing a facial covering is optional, but highly encouraged.
- Skirts, jumpers, and PE shorts cannot be shorter than 3 inches above the knee. Uniforms cannot be tight fitting.
- Oxford-style shirts must always be buttoned to provide modesty and be tucked inside uniform bottoms.
- When purchasing uniforms please ensure they are the correct size and length. Oxford-style shirts must extend beyond the top of the skirts, pants, or shorts that the student is wearing. No part of the student’s mid-section should be visible.
- Students must also wear a GOCA Oxford-style shirt or white undershirt underneath their GOC
- A sweatshirt. If a different shirt is visible, the student may receive a demerit.
- 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. Students may not wear bandanas of any kind.
- **No hats may be worn inside the school.**
- During cold weather may wear warm coats, however, once inside the school building only the GOCA jackets may be worn.
- Makeup should be applied lightly.
- **No hoodies may be worn on campus.**
- **Headphones may not be worn or be able to be seen, such as headphones hanging out from pockets or jackets.**

Uniform for Boys –2022-2023

Item	Color
School Oxford-style shirt w/ school logo	White
School Polo-style shirt w/ school logo	White or Light Blue
Long pants (no jeans) or Shorts NO BLACK PANTS	Navy Blue or Khaki No Sweat pants NO SAGGING
Belt	Black or Brown
Shoes - closed toe and tennis shoes	NO Flip Flops, Slides or Slippers
Socks – ankle length	White or Black - no images
GOCA Logo Sweatshirts or Jackets	Navy or Gray (purchased at school for \$20)
PE Shirts with school logo	Black (purchased at school)
Backpacks – no wheels	No negative or scary images

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

IMPORTANT DRESS CODE INFORMATION FOR BOYS

- Wearing a facial covering is optional, but highly encouraged.
- Oxford-style shirts must be buttoned to provide modesty and be tucked inside uniform bottoms.
- When purchasing uniforms please ensure they are the correct size and length. Oxford-style shirts must extend beyond the top of the pants that the student is wearing. No part of the student’s mid-section should be visible.
- Students must also **wear a GOCA** Oxford-style shirt or white undershirt underneath their GOCA sweatshirt. If a different shirt is visible, the student may receive a demerit.
- Undershirts (if worn) must be white and tucked in.
- Pants must be worn at the waist with a belt. (Shagging)

- Wallets cannot be attached to pants with a chain.
- Watches must be non-digital as beeping watches disrupt class. No other jewelry may be worn.
- 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. Students may not wear bandanas of any kind.
- **No hats may be worn inside the school.**
- During cold weather may wear warm coats, however, once inside the school building only the GOCA jackets may be worn.
- **No hoodies** may be worn on campus.
- **Headphones may not be worn or be able to be seen, such as headphones hanging out from pocket or jacket**

High School PE Uniform

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

Lockers NO LOCKERS

Student ID Cards

All students must wear a Global Outreach Charter Academy issued ID card and appropriate colored lanyard. If a student forgets their ID card, they will be issued a new ID card set (card and appropriate lanyard) at a cost of \$8.00 each time. No exceptions will be made, students must have an official Global Outreach Charter Academy ID card and lanyard at all times while on school property.

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 a 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 Use of abusive, profane, or obscene language
- 1.06 Nonconformity to uniform policy
- 1.09 Unauthorized use of wireless communication devices or cell phones

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

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 after school detention.
- Any other occurrences will be an automatic discipline referral.

Loss of school privileges: School administration reserves the right to revoke student privileges to participate in certain activities such as field trips, school field days, classroom parties and graduation parties. based on disciplinary or academic infractions.

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 students being sent home from a 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

Students 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.

Extra-Curricular Activities

Global Outreach Charter High School believes in involving students in activities beyond the classroom as an integral part of their educational experience. Participation in athletics and activities provides students with leadership opportunities and helps students develop into mature adults. To meet the needs and foster the interests of students, GOCA High encourages students to participate in its high school clubs and intramural sports leagues.

Any fees or other costs for private teams and clubs are the responsibility of the student. Participation in extracurricular activities is a privilege, not a right, and students are expected to conduct themselves as responsible citizens, to adhere to the highest standards of social behavior and sportsmanship, and to show proper respect for authority at all times. Students participating in extracurricular activities must follow all on-campus guidelines. Students may be removed from sports or activities for some or all of a season if the student's academic or behavioral record supports such a decision.

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 per year. 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 Policy

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:
 - i. Epithets, slurs or negative stereotyping;
 - ii. Threatening, intimidating or hostile acts, such as stalking; or
 - iii. 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 2022 – 2023 school year. You can find a copy of the handbook on our website, gocahs.com, under the parent section. You can also request a physical copy from the main office.

The Parent and Student Handbook can be found on the school's website.

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: _____

