



# Parent and Student Handbook

## 2023 – 2024

### Intercoastal Campus

13720 McCormick Rd

Jacksonville, Fl 32225

Grades K – 6th

## Table of Contents

School Hours	Pg. 3
Arrival	Pg. 4
Attendance & Tardy Policy	Pg. 5
Dismissal	Pg. 6
Private Van Transportation	Pg. 7
Walker Procedures	Pg. 8
Early Checkout	Pg. 8
Late Pickup	Pg. 9
Extended Day Program	Pg. 9
School Clinic & Health Related Issues	Pg. 12-16
Dining Services	Pg. 16
Field Trips	Pg. 16
Grading Scale	Pg. 17
Home Learning Policy	Pg. 18
Electronic Media Policy	Pg. 18-20
Communication	Pg. 21
Uniform Dress Code Policy	Pg. 22
Student Code of Conduct	Pg. 24
Volunteer Service Hours	Pg. 24
Visitor Policy	Pg. 24
Policies & Procedures - Discrimination/Harassment	Pg. 25
Parent & Student Handbook Acknowledgement	Pg. 27

## School Hours

<b>Main Office Hours</b>	8:00-4:00pm
<b>Before School Care</b>	6:30-7:45am
<b>Before Care Breakfast</b>	7:30-7:45am
<b>Breakfast</b>	7:45-8:10am
<b>Arrival Times</b>	7:45-8:15am
<b>Regular School Hours</b>	8:15-3:00pm
<b>Early Dismissal Hours</b>	8:15-1:45pm
<b>Regular Dismissal Times</b>	3:00-3:20pm
<b>Early Release Dismissal Times</b>	1:45-2:15pm
<b>After School Care</b>	3:00-6:00pm

## Arrival Procedures

Every morning from 7:45-8:15am, a GOCA at Intercoastal staff member will be outside to greet and open the door for each child as they arrive at school each day.

Parents will enter the carloop off of McCormick at the first entrance. Once on the property, please follow the flow of traffic into the drop off area. See the below picture for details. Once you have arrived at the carloop area, a staff member will open the door for your child(ren). Please do not allow your child to exit the car before a staff member opens the door.

Once your child has been dropped off, please follow the cones to exit at the second exit on McCormick.

**No parents should use the Kernan entrance/exit to pick up or drop off their child each day. You must enter and exit on and off of McCormick.**

The school administration requires all parents arriving **after 8:15am** to park their cars and walk their children to the main office and check them in. School staff will not be outside after 8:15am.

Our first priority is the safety of each and every child. Every effort is made to ensure that our students arrive and depart safely from our facility. Please make sure you are following the traffic flow below as well as paying attention to staff instructions as you enter and exit the campus.

### Arrival Procedures

1. Enter the campus by using the 1st entrance on McCormick. DO NOT use the entrance on Kernan or the 2nd entrance on McCormick. You will be asked to turn around and enter through the designated entrance.
2. Follow the cones and staff directions towards the building entrance.
3. Once you arrive into the carloop area, please wait for a staff member to open your door and allow your student(s) to exit.
4. Once your student has exited your vehicle, please wait for a staff member to direct you to leave the carloop area.
5. Again, follow the cones and staff directions to the exit on McCormick.

### A couple of helpful reminders

1. Please make sure you are off of your cell phone and your music is turned down, so that you can look and listen for staff directions.
2. Please make sure your child is ready to exit the vehicle as you arrive. (i.e. shoes on, bookbag packed, etc).
3. Please make sure your child does not exit the vehicle until a staff member is at your door. Children will not be allowed to walk up to the entrance from a parked vehicle.

GOCA at Intercoastal cares about the safety of every single student in our school. We kindly ask you to follow the above procedures, so that arrival runs smoothly and safely for each of our students.

## Arrival/Dismissal Map



## Attendance & Tardy Policy

All students arriving after 8:15am must be accompanied by parents inside, be signed on the tardy log and get a tardy pass to enter the classroom. Students will be marked tardy after 8:20am.

Consequences: Tardies are tracked using an electronic tardy system and are documented daily. 10 occurrences will result in a meeting with the parent and administration.

After 13 tardies, any other tardies will be reported to a truancy officer.

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

**ATTENDANCE INFORMATION** Florida Statute 1003.24 states that each parent of a child of compulsory school age shall be responsible for each child's school attendance as required by law. The absence of a student from school is prima facie evidence of a violation of this section. Florida statute 1003.27(7)(1) states that a parent who refuses or fails to have a minor student who is under his/her control attend school regularly shall be guilty of a misdemeanor of the second degree, punishable by law. **Truancy:** *A student who has (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a 90-calendar-day period would be considered a truant student.*

**Providing an Absence Excuse:** The preferred communication method is to email the school or to provide a note with your child for the reason of the absence.

**Excused Absences:** Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/ her return. The note must clearly indicate the reason for absence and must be presented within three (3) school days from the child's return to school. Please note that a phone call does not excuse your child's absence. An email will be accepted if it is submitted within three days of the absence.

**Acceptable Excuses for Absence:** • Illness, quarantine or obtaining professional health care or therapy from a licensed practitioner • Family emergency • Required court appearance • Death in family • Observance of a religious holiday observed by bona fide religious group, upon prior written parental request •

**Unacceptable Excuses for Absence:** Shopping visits • Care for family members • Days out to theme parks or to attend concerts or shows • Parents work commitments or business trips • Holidays taken in term time (including long weekends taken on Fridays and/or Mondays) • Parental illness .

# Dismissal Procedures

GOCA at Intercoastal will use PikmyKid software/app to facilitate a smooth, quick and safe dismissal. All parents will receive information with their PikmyKid login/codes, either during orientation, meet the teacher or on the first day of school. It is imperative that parents are well-versed in the system.

All students must be picked up between 3:00-3:20pm unless using our extended day program.

## Dismissal Procedures:

1. Dismissal begins at 3:00pm for all grade levels. During the first week of school, we may start dismissal early to make sure the process runs smoothly.
2. For dismissal, parents will follow the same traffic flow as arrival. Entering through the first entrance on McCormick and exiting through the 2nd entrance.
3. When entering, please make sure to have your child's dismissal number ready. This number will be provided to you before the beginning of the school year or before their first day. Please give this number to the staff member scanning in cars. It is imperative that your number is scanned in or your student will not know that you are in the carloop.
4. Once your child's number is scanned, please follow the flow of traffic. Once at the carloop, your child will exit the building and enter your car. There will be staff members placed strategically to ensure that your child(ren) exit the building and enter your vehicle safely.
5. Once your child is safely in the car, a staff member will signal to exit. Please wait till the signal before moving your vehicle. Please then follow the cones and route to exit the campus.

If you are unaware of your child's dismissal number, please email us at [icinfo@gocacademy.com](mailto:icinfo@gocacademy.com)  
Please state your name, child's full name and grade level.

## Helpful dismissal tips

1. Please refrain from using your cell phone in the carline to ensure the safety of yourself and those around you.
2. Please make sure to have your dismissal number ready.
3. Please know that we love to talk and greet you, however the carline is not the place for meetings or bringing issues or concerns to our staff. If you have any questions, issues or concerns, please email our staff at [icinfo@gocacademy.com](mailto:icinfo@gocacademy.com) and we will get back to you asap.

# Private Transportation

GOCA at Intercoastal has partnered with a few private transportation companies that you may wish to utilize during the school year.

Parents and van drivers are required to collaborate and follow school dismissal rules to ensure smooth and safe dismissal of students for all parties involved. Any van drivers that do not follow our school rules will be given a warning and after 2 infractions, GOCA at Intercoastal reserves the right to refuse access to campus grounds.

Please see below for a list of private transportation companies that GOCA at Intercoastal utilizes:



**Office Address:** 8363 Oden Ave.  
Jacksonville, FL 32216  
**Phone Number:** 904-338-2314  
**Email:** oc.auntielili@gmail.com

Little Kingdom Transportation by Auntie,  
LLC  
**Email:** alexelpai@icloud.com  
**Phone:** 9047357897



**Club Locations:**  
<https://www.bgcnf.org/clubs>  
**Phone Number:** (904) 396-4435  
**Email:** [darbys@bgcnf.org](mailto:darbys@bgcnf.org)



**Website:** <https://ridealongnow.com/>

Any parent desiring to use private transportation services must fill out a permission slip. Students without a signed permission slip will not be allowed to board the company van.

Each student will be provided a van rider ID pass. Students will not be dismissed to board the van without their ID pass. Replacements ID may be purchased for \$2.



## Walker Procedures

Parents have the opportunity to give their child permission to leave GOCA at Intercoastal campus and walk home after school is over. This privilege is only available to students who have houses within walking distance of the school.

Students 2nd grade and under MUST have an older sibling (3rd & 4th grade) to accompany them.

A permission slip MUST be filled out and turned in before students are allowed to walk home. Each student will have a walker ID pass that they must wear when leaving the school. Replacement walker ID may be purchased for \$2.

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

## Early Checkouts

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. A valid photo identification will be required of all individuals picking up students at all times. If someone arrives at the school 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 student does not have photo identification they will not be released.

Any legal documentation stating custody or legal access to the child must be on file with the school. Only official documents will be followed.

If you are signing out your child early, please make sure to sign them out **before 2:15pm**. No early checkouts will be permitted after 2:15pm, as all staff are assisting with dismissal preparation. Please do your best to refrain from excessive early checkouts as students miss valuable learning time.

## Late Pick-Up

Students not picked up on time after regular school hours will be placed in the extended day program and be charged according to the late fee schedule below:

Fee Schedule:

3:35pm-3:55pm - \$10.00

3:35-4:25 - \$15.00

3:35-5:00pm - \$20.00

3:35-6:00pm - \$30.00

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 until the fee is paid. Please make sure that all late fees are paid on the day they are applied.

## Extended Day Programs

The Extended Day Programs are specifically designed for Global Outreach Charter Academy at Intercoastal's working parents wishing to take advantage of extended hours offered by our school.

To sign up your child(ren) for the extended day program, please follow the steps below.

1. Enroll your child into the Extended Day Program and receive confirmation of their acceptance into the program. The student **MUST** be an enrolled Intercoastal student. Enrollment forms will be digital and are available on our website or in the front office.
2. Parents cannot leave their students in the Extended Day Program without prior official confirmation.
3. Submit payment (see payment schedule for pricing and due dates)

## Morning Program

Morning Extended Day Program: 6:30am-7:45am

The Morning Extended Day Program session consists of informal, non-instructional activities such as reading, blocks, coloring, etc.

**Drop off:** Please park your car and enter the building through the front doors located near the carloop. You will then sign your child in with a staff member.

## Afternoon Program

Afternoon Extended Day Program: 3:30pm-6:00pm

The Afternoon Extended Day Program session consists of formal, instruction and non-instructional activities such as academic enrichment, homework help, games, crafts and a wide range of physical activities and sports.

Afternoon Extended Day will end at 6:00pm and any student picked up after 6:00pm will be charged a **\$1 per minute** late fee. These fees apply to each individual child and are not based on a family rate. This late pick up policy applies to all afterschool activities including extended day, clubs, field trips, etc.

### **Pick Up:**

1. Extended day begins at 3:30pm. If you are picking your child up before then, please join the regular dismissal line.
2. Pick-up for extended day will take place in the same area as drop off. Please park your car and proceed to the doors nearest the carloop.
3. You will then fill out the sign out form and pick up your child(ren).
4. An ID will be required for pick-up.

## Extended Day Payment Schedule

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

Month	Payment Due	A.M. Price	P.M. Price
August 2022	August 15	\$35.00	\$80.00
September 2022	September 1	\$45.00	\$100.00
October 2022	October 3	\$45.00	\$100.00
November 2022	November 1	\$45.00	\$100.00
December 2022	December 1	\$35.00	\$80.00
January 2023	January 4	\$45.00	\$100.00
February 2023	February 1	\$45.00	\$100.00
March 2023	March 1	\$35.00	\$80.00
April 2023	April 3	\$45.00	\$100.00
May 2023	May 1	\$45.00	\$100.00

**\*\*Payment schedule subject to change**

\*\$20.00 discount for families with 2 students enrolled in extended day

\*\$50.00 discount for families with 3 or more students enrolled in extended day

**Daily Rate:** \$5/a day per child. Daily payments are welcome under these conditions:

1. Parent MUST enroll and pay the registration fee for the Extended Day Program.
2. Parent MUST prepay and MUST always keep a positive balance.

We understand some parents may only need extended day for a few days a month. Parents who are only interested in the daily payment schedule MUST first enroll in the program to be eligible.

### Health & 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 immediately.

Children cannot return to school until they are without fever, without the assistance of medication, for 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:**

1. First & Second Warnings: Must be signed by parent/guardian and returned.
2. Third Warning: Must be signed and returned. The student will serve a suspension from the program depending on the behavior. Payment must still be made for this time in order to hold the student's place in the program.
3. Fourth Warning: The student will not be allowed to return to the Extended Day Program.

All refunds are at the discretion of the school principal. Failure to comply with the above standards by the parent or student may result in dismissal of the student from the Extended Day program.

**Referrals:** Any referral given during extended day hours will be given to the school administrator. The administrator and the extended day staff will discuss consequences 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 & Health Services**

### **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 kid 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 at Intercoastal will follow the policies and procedures as stated by the 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 at Intercoastal has a staff member who will be on duty Monday-Friday to ensure that students receive the necessary medications and any health/wellness situations throughout the school day. Many staff members are also CPR and First Aid certified.

By law, school staff are not allowed to treat injuries other than by providing ice and/or 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 the student who is sick or injured depending on the child's need.

## **Sick Policy**

Under no circumstances should 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.

Children who become ill during the school day will be escorted to the front office. An incident report/pass will be filled out each time to properly notify the parents. Children are allowed to lie down in the clinic for 15 mins. If a longer rest period is necessary, the parents will be called to pick up their 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 an hour. If a parent cannot be reached, or has not arrived within an hour, an emergency contact person will be called to pick up that student.

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

Illnesses/Symptoms Requiring Removal From School include but are not limited to:

1. **Fever:** Fever is defined as having a temperature of 100.4 F or higher. A student needs to be fever free without the aid of fever-reducing medications for a minimum of 72 hours before returning to school.
2. **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 72 hours before returning to school.

3. **Actively vomiting:** The student may return to school the next day is vomiting as resolved.
4. Breathing trouble, hacking or continuous coughing.
5. Frequent scratching of body or scalp, live lice, rash or any other spots that resemble childhood disease.
6. The student is irritable, continuously crying or requires more attention than school staff can provide while ensuring the health, safety and well-being of the other students.
7. Severe asthma (with rapid heartbeat/student unable to speak)

A note from the student health care provider is required when:

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

Injury during school:

The procedures for injury will be followed for any student who experiences injury during the school day:

1. Teacher will send the student to the clinic if the injury is minor.
2. If the student is unable to move, the front office and admin will be notified to help transport the child to the clinic.
3. School personnel will administer basic first aid.
4. Depending on the degree of injury, the parent and/or medical staff will be notified. If the parent cannot be reached, the school personnel will notify the next available emergency contact.
5. In the occurrence of a minor injury that only requires ice or a band-aid, the parent may not be notified, unless involving another student
6. 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 by trained school personnel. Proper paperwork MUST be completed, signed by a health provider and brought to the school for review. The trained school personnel 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 medication during schools hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to the school to be placed in your child's health folder. Medication Authorization forms can be picked up from the front office or found on 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 school staff. This is needed so that staff and faculty are aware of food and other triggers your child must avoid. The school makes every effort to protect children from their allergy triggers. If a child has a prescribed epi-pen, the parent/guardian should provide one to leave at the school clinic. The above mentioned medication form must be filled out, signed and turned in. The pen and completed form are placed in a zip bag labeled with the student's name and stored in a locked cabinet only accessible by trained staff. GOCA at Intercoastal has designated trained staff that have received specific training in first aid, CPR, and the proper use of Epi-pen.

### **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:

1. Hearing Screening: Provided to students in K and 1st Grade and students entering Florida schools for the first time in Grades K-5.
2. Vision Screening: Provided to students in K, 1st, and 3rd Grade and students entering Florida schools for the first time in Grades K-5.
3. Growth & Development Screening: Provided to students in 1st and 3rd Grade.

Please Note: Parents may opt out of any and all screenings by writing.

## **Administrative Regulation - Lice Control**

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 it is imperative that we remain diligent to cease spread.

The No Nit Policy encourages each family to do its part at home with routine screening, early screening, early detection, accurate identification and thorough removal of lice and nits. For more information, please visit [www.headlice.org](http://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 gray or brown, wingless insects are 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 the back of the neck. Children between 3-11 years old are at a higher risk for head lice infestation.
- A child's car seat cover may benefit from vacuuming as a few errant lice or eggs may temporarily lodge there and survive for a day or so.
- Washing and drying (with heat) the pillowcases, sheets, nightclothes, towels and stuffed animals may possibly eliminate lice and eggs that might otherwise re-infest a family. 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.

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.

If you find lice or nits in your child's hair, alert the school and any families with whom your children have contact A.S.A.P. If your child is found to have nits or lice during the school day. Your child will not be allowed back into school until he/she is lice free.

## Dining Services

Nutritious meals play a vital role in the health and well-being of all GOCA at Intercoastal students. We will be utilizing SLA Management for dining services for our students. The school menu can be found at <https://slamgmt.com/parents-students/> Our students will be provided a nutritious breakfast and lunch every day.

For the first school year, GOCA at Intercoastal will provide free breakfast and lunch to all students.

All necessary communication related to the dining services can be made directly to the Dining Services Dept at <https://slamgmt.com/contact-us/>

Breakfast will be served from 7:45-8:10am and take place in the upstairs school cafeteria. Snacks will be provided for students staying for our extended day program.

## Field Trips

As learning experiences, teachers may plan field trips throughout the school year. Field trips may take place 1-3 times a year per grade level.

Parents may be asked to assist the teacher as a chaperone. Parents serving in this capacity may not have another 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 period to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines. Failure to do so may result in refusal of future chaperoning. Parent

chaperones are required to obtain fingerprints and background checks 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 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 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 2-3 weeks prior to each field trip. Payments for the field trip can only be accepted in cash and the payment and permission slip 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 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. extended day balance, lost books, lunch fees, etc).

Note: Early dismissal from a field trip 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 the quarter. For example, if a student receives a discipline referral in the first quarter they will be unable to attend any field trips during the first quarter.

### Grading Scale

Kinder & First Grade		2nd, 3rd & 4th Grade	
E	Excellence	A	90-100
S	Satisfactory	B	80-89
N	Needs Improvement	C	70-79
U	Unacceptable	D	60-69
N/C	Not Covered	F	0-59

I	Incomplete	I	Incomplete
---	------------	---	------------

## Homework Policy

The purpose of homework is to help young learners to develop positive study habits outside of school. GOCA at Intercoastal 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.

Homework should be an extension of in class activities and will be assigned at teacher discretion. Homework may include but is not limited to projects, online platforms, studying for test, reading, etc.

Teachers are not required to accept homework over a week late. However, the late policy may be amended based on circumstances and at the teacher's discretion.

## Electronic Media Guidelines

### Acceptable Internet Use Policy

The internet links to thousands of computer networks around the world, giving GOCA at Intercoastal students access to a wide variety of computer and information resources. GOCA at Intercoastal does not have control of the information on the internet. Some sites accessible via the internet may contain material inappropriate for education use in a K-8 setting. GOCA at Intercoastal and the system administrators do not condone use of materials and does not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of internet privileges. Global Outreach Charter Academy at Intercoastal denies any responsibility for the accuracy or quality of information obtained through its internet accounts.

### **Student Guidelines**

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of Global Outreach Charter Academy at Intercoastal facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the GOCA at Intercoastal network.

2. Students may not allow others to use their account name and their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use of Internet at GOCA at Intercoastal or to improperly restrict or inhibit others from using and enjoying the internet is a violation of the Acceptable Use Policy.
4. Transmission of materials, information, or software in violation of any school district policy, or local, state, or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of internet proxy services to circumvent the network filters will result in suspension and loss of internet privileges.

Violating the Acceptable Use Policy may result in:

- Restricted network access
- Loss of network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

### **Student Access Contract**

I understand that when I am using the internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either federal, state or local law, and Global Outreach Charter Academy at Intercoastal.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the internet at Global Outreach Charter Academy at Intercoastal.

**Student Name:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Acceptable Internet Use Policy: Parent Agreement**

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about Global Outreach Charter Academy at Intercoastal internet accounts, please call us at 904-650-2100.

As the parent of this student, I have read the Acceptable Use Policy for the internet for Global Outreach Charter Academy at Intercoastal, I hereby give my permission for my child to use the internet through the classroom curriculum and projects.

**Parent Name:** \_\_\_\_\_ -

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Communication**

**GOCA at Intercoastal's Telephone Number:** 904-650-2100

**Fax Number:** 904-551-7120

Communication is essential between parents and GOCA at Intercoastal students. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics weekly through the agenda/folder. However, please make sure that you check your child's backpack daily for informal notes from the teacher or staff in their folder.

All progress reports and quarterly report cards can be seen on the Parent and Student FOCUS accounts. Parents may also view their child's academic status through FOCUS Parent Portal. Also, visit our school's webpage at [intercoastal.goca.us](http://intercoastal.goca.us) for pertinent information about school functions and events.

Please feel free to contact the front office regarding any questions or concerns about your child. It is imperative that we are an open communication school between parents, students, teachers and administration.

The school has multiples ways of communicating with parents:

1. Main Office: 904-650-2100
2. Email: [icinfo@gocacademy.com](mailto:icinfo@gocacademy.com)
3. School-Wide ClassTag Messages
4. Teacher Communications (ClassTag, Bloomz, ClassDojo, etc)
5. Monthly Newsletters

Parents are encouraged to maintain respectful communication with GOCA at Intercoastal administration, faculty and staff. Parents MUST schedule appointments ahead of time with administrators and teachers. Parents will not be allowed to come into the building to speak with teachers or staff without first setting up a conference.

## School Uniform Policy

GOCA at Intercoastal has set a high standard of dress to encourage the greater respect for students and others, which will result in a higher standard of behavior. Every student in attendance shall wear the school uniform in accordance with GOCA's Dress Code Policy. Parents select to have their child(ren) attend GOCA at Intercoastal with full acknowledgment of the expectations and policies. Purchasing uniforms from GOCA at Intercoastal is a policy requirement and the dress code will be enforced by teachers and staff.

School shirts and sweatshirts should be purchased in the school main office. Bottoms may be purchased from a selected retailer.

### Uniform for Girls

Items	Color
Skirts, Shorts, Dresses - Pleated or Flat Front	Navy Blue or Khaki (no shorter than 3" above the knee)

School Polo with Logo	Light Blue, Navy Blue or Royal Blue
Shoes - Closed toe or tennis shoes (crocs not allowed)	No color requirements
Tights, Pantyhose or Leggings (worn underneath shorts and skirts)	Black, Navy, or White
GOCA Sweatshirts	Gray or Navy
Long pants or Capris (no jeans or jeggings)	Navy Blue or Khaki
Backpacks (no wheels)	School appropriate designs

### Uniform Policy for Boys

Items	Color
Shorts	Navy Blue or Khaki (no shorter than 3" above the knee)
Belt	Black or Brown
School Polo with Logo	Light Blue, Navy Blue or Royal Blue
Shoes - Closed toe or tennis shoes (crocs not allowed)	No color requirements
Tights, Pantyhose or Leggings (worn underneath shorts and skirts)	Black, Navy, or White
GOCA Sweatshirts	Gray or Navy
Long pants or Capris (no jeans or jeggings)	Navy Blue or Khaki
Backpacks (no wheels)	School appropriate designs

#### Important Dress Code Information for all students:

- Please write your child's name on the label of any jackets to reduce items in the lost and found.
- Hoodies or jackets that are not GOCA approved may not be worn in the school building.
- Students MUST wear their GOCA polo under their GOCA sweatshirt.

- Headphones may not be worn or able to be seen during the school day unless in class and working on approved teacher assignment.
- Shirts must be tucked in. An white undershirt may be worn.
- Hair must be a natural color and well-groomed.
- No bandannas of any kind may be worn on school campus.
- 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.
- During cold weather, students may wear warm coats. However, once inside the building, students should remove the coat and only a GOCA jacket may be worn.



## Student Code of Conduct

Global Outreach Charter Academy at Intercoastal adheres to the district-wide student code of conduct. Copies are available on the school website as well as on the Duval County Public Schools website. A physical copy of the student code of conduct can be printed upon request. The school will also follow all 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. Parents are able to and encouraged to have access to FOCUS which will allow them to view their child's academic files along with their disciplinary records.

The parent can also receive a physical copy of the student's referral which will be mailed to the address which the school has on file.

Please visit [duvalschools.org](http://duvalschools.org) for the specific elementary student code of conduct from Duval County Public Schools.

## 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 for many different events. Parents are strongly encouraged to volunteer a minimum of 20 service hours per family. To volunteer in classrooms, please make prior arrangements with the teacher.

Parents **MUST** have a background check and fingerprints on file with DCPS in order to volunteer with students during the school day.

## Visitor Policy

Visitors, including parents, are not permitted to go to their child's classroom unannounced before, during or after school hours because this disrupts normal routines and instruction. For the safety and protections of all students, visitors (including parents) must present a valid Driver's License (each and every time they visit/volunteer) which will be processed through the Raptor Screening System. Parents will also sign in and 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 and Harassment

### Duval County Public Schools

1. Policy against Discrimination
  - a. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied 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, 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 and federal law. The School forbids sexual harassment, or any other illegal form of harassment, of any employees, students, volunteers, or visitors. 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 has access to School facilities.
3. Definition of Sexual Harassment
  - a. Prohibited sexual harassment includes, but is not limited to, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when"
    - i. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
    - ii. Submission to or rejection of the conduct by an individual is used as the basis for the employment or academic decisions affecting the individuals.
    - iii. 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
  - a. By the individual is used as a 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.
  - b. Types of conduct which are prohibited in the School and which may constitute sexual harassment include, but are not limited to:
    - i. Graphic verbal comments about individual's body or appearance.
    - ii. Sexual jokes, notes, stories, drawings, pictures or gestures.
    - iii. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
    - iv. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome request for dates.
    - v. Spreading sexual rumors
    - vi. 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.

- vii. Cornering or blocking normal movements.
- viii. 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 her/his race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:
  - i. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
  - ii. Has the purpose or effect of interfering with an individual's work or academic performance
- b. 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 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.

## Parent and Student Handbook Acknowledgment

Dear Parents,

Please make sure that you familiarize yourself with the Intercoastal's Parent & Student Handbook for the 2022-2023 school year. You can find a copy of the handbook on our school website ([intercoastal.goca.us](http://intercoastal.goca.us)) or request a copy in the front office.

Thank you,

## GOCA at Intercoastal Administration

I acknowledge that I have received and read the 2022-2023 Parent & Student Handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_