

Mission Statement

Community Outreach Academy was founded with a commitment to develop the academic talents of its students, while nurturing their appreciation and understanding of their rich cultural heritage, and the place they take as citizens in our state and nation. In providing a multicultural education, including curriculum representing the students' language and literature of their heritage, delivered in a supportive environment, the faculty will develop the students' ability to apply lessons as they grow and maximize their individual social, academic, and personal development and contribute to our diverse community.



Academics*Attendance*Attitude

Mascot: Husky

School Colors: Turquoise & Black

The purpose of this handbook is to acquaint parents and students with the program, policies and procedures of Community Outreach Academy. The contents of the handbook were developed by staff with you and your child in mind. We sincerely hope that the information within will be valuable to you throughout the school year. We also expect parents and students to refer to this handbook if they have any general questions about the policies of the school.

GENERAL INFORMATION

Capturing Kids' Hearts (CKH) School

Our school strives to create and maintain a safe and positive learning environment by implementing the CKH model where teachers motivate and inspire students to learn. Our teachers purposefully connect with students and deliberately construct self-managing classrooms where mutual trust and respect enable active student participation while disallowing disruptive behaviors to subvert the process of teaching and learning.

Triple "A" School

We challenge our students to excel in Attendance, Attitude, and Academics (AAA) as we understand those to be the major keys in achieving one's educational goals and being successful in school.

Closed Campus

To ensure student safety and supervision, once a student arrives on the school grounds, they must remain on campus until the end of the school day unless there is a note from the parent or guardian and permission from school office staff has been granted. If a student leaves school grounds without such a permission, a student is considered truant and is subject to disciplinary action.

Education Code 44808.5

Visitors

All visitors on campus must immediately report to the school office. They will need to sign in with the attendance clerk. The visitor will be given a visitor's pass which they will need to clearly display at all times. Student visitors are generally not allowed, but exceptions may be made at the discretion of the principal. Please inquire at the school office for a form which will need to be signed by the student visitor's parents as well as an administrator from their school of attendance. **The COA MS principal has the final say if a student visitor will be allowed. All requests must be processed at least 24 hours in advance.**

Arrival, Dismissal, and School Hours

Students are not to arrive before 7:30 a.m. as there is no supervision at that time.

Regular Days	Time
Warning Bell	8:00
1st Period	8:04-8:59
Passing Period	8:59-9:03
2nd Period	9:03-9:53
a.m. break	9:53-10:04
Passing Period	10:04-10:08
3rd Period	10:08-10:58
Passing Period	10:58-11:02
4th Period	11:02-11:52
Lunch	11:52-12:27
Passing Period	12:27-12:31
5th Period	12:31-1:21
Passing Period	1:21-1:25
6th Period	1:25-2:15
p.m. break	2:15-2:26
Passing Period	2:26-2:30
SSR	2:30-2:45
7th period	2:45-3:15

School Office Hours: 7:30 a.m.-4:30 p.m.
Every Friday is a minimum day

Minimum Days	Time
Warning Bell	8:00
Homeroom/SSR	8:04-8:19
1st Period	8:19-8:56
Passing Period	8:56-9:00
2nd Period	9:00-9:37
Passing Period	9:37-9:41
3rd Period	9:41-10:18
A.M. Break	10:18-10:29
Passing Period	10:29-10:33
4th Period	10:33-11:10
Passing Period	11:10-11:14
5th Period	11:14-11:51
Passing Period	11:51-11:55
6th Period	11:55-12:32

POLICIES and PROCEDURES

Attendance

Good attendance is IMPERATIVE to every student's academic success at school. Getting your student to school and on time is one of the most important ways parents can support their children. Please do **not** schedule family **vacations during the school year**. The State of California believes that education is essential for children and for our future. State law requires parent/guardians of children ages 6 to 18 to send their children to school, unless otherwise provided by law. Parents who fail to meet this obligation may be subject to prosecution. As a result, students' attendance is monitored carefully throughout the year. In case of excessive excused or unexcused absences the student will be referred to the Student Attendance Review Board (SARB).

Education Codes 48200, 48290

Absences

Daily school attendance is critical for a student's success. Parents are required to send their child to school daily. Parents are strongly encouraged to schedule medical appointments during non-school hours. Absence from school will be excused for health reasons, family emergencies, and attendance at funeral services for a family member, appearance in court or observation of a religious holiday or ceremony. Whenever possible, a student who is absent for a reason other than illness should **attend as much of the school day as possible**.

Reporting Absences

If a student is absent or tardy, it is the parents' responsibility to call our Attendance Clerk at 286-1908 to clear the absence. Upon the student's return to school, he or she should bring a **written note signed by the parent** or guardian which includes the following: notification date, student's full name, grade and the reason for absence.

Appointments

We request that parents schedule medical appointments for after school hours rather than remove the student from valuable class time. If you need your child to be excused early, the office must have a note from the parent(s) stating the reason the student is leaving, the time and the date. For student early dismissal, **parents must come to the office** and check with the office staff so they can notify the child's teacher of early dismissal.

Unexcused Absences

All absences without valid written explanation or telephone conversation with the attendance clerk will be considered unexcused. Students with excessive unexcused absences will be considered truant. Students must clear absences within **two days** after returning to school or the absence may be considered as truancy. *Students ill for three (3) consecutive days or more are required to have a doctor's note.*

Student Truancy

Any pupil subject to compulsory full-time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes each day for more than three days in one school year is truant and shall be reported to the attendance supervisor or to the principal of the school.

Education Code 48260

Acceptable Reasons for Excused Absence:

- Personal court appearance;
- Personal illness, medical or dental appointment;
- Funeral service of parent, sibling, grandparent or any relative living in the immediate household of the child.
- Religious observance or exercise;

Make-up Work

Students absent from school for any excused reason shall be allowed to complete all assignments and tests missed during the absences which can be reasonably provided and shall be given credit for work satisfactorily completed.



Short Term Independent Study

COA middle school offers short term independent study for students who are unable to attend school for a prolonged period of time due to illness or family emergency situations. All independent study requests are **granted only by the principal of the school**. We strongly urge parents not to request short term independent study for family vacations or trips. We need your commitment to education, so we can all keep our standards high for students. In cases where student independent study is granted, students need to complete and return their work before they leave, if applicable. Please contact our Attendance Clerk or Administrative Assistant in the school office @ 916-286-1908 to learn more about short term independent study.

Late Arrival

It is important to be on time to school every day. If a student is late upon arrival in the morning, he/she is to check in at the office for an admit slip after 8:05 a.m. Missing the bus and/or oversleeping at any time are not excused tardies. Tardies are excused only for doctor and dental appointments, injury and illness. **A parent/guardian should accompany the student or send a note. Three or more late arrivals to school or to class during the school day** will result in parents being contacted directly by school officials and the student will be referred for Lunch Detention. If the students have five or more lates between periods during the school day, they will be referred to Friday Detention.

Early Dismissal

A student who needs to leave the school early must be signed out by the Attendance Clerk in the office. Parent/ guardian's signature is required in the log book upon dismissal.

Hallway Pass

All students are expected to ask for teacher's permission prior to leaving the classroom during a lesson. They are to sign out and have a hallway pass whenever leaving a classroom during scheduled class time. While outside of class, students may be asked to show the hallway pass at any time at the request of a school employee. Students are strongly discouraged from using the restroom during the **first and last 15 minutes** of class and should sign in upon their return to classroom. Students will use the planner as a restroom pass during class time.

Withdrawal from School

Should you need to withdraw your student from COA middle school, please notify the school office as soon as possible. Any lost books, materials fees and fines must be paid, and teachers must complete a withdrawal form. You may obtain a withdrawal form from the school registrar which will need to be signed by every teacher. Student records will be withheld until all fees and fines are paid in full or all materials are returned.

DRESS CODE POLICY

Community Outreach Academy believes that the proper attire and grooming are important parts of the educational experience. Therefore, distracting or inappropriate clothing, hairstyle, makeup or jewelry, will not be allowed. Personal appearance standards for students are defined in the dress code:

1. Clothes are to be neat, clean, in good repair, not revealing and in good taste. Ripped or torn jeans, even if designed and sold in that manner, are **not** to be worn at school. Tights or short shorts must be worn with a skirt.
2. Recreational attire shall not to be worn in classrooms or at most school events. Examples of unacceptable recreational attire are running, swimming or athletic shorts, short shorts or cut-offs, yoga pants, tank tops, spaghetti straps, halter tops, mesh or see-through sheer tops, bare midriff or bareback tops, crop tops and half-shirts. Staff may ask a student to wear a t-shirt over the unacceptable clothing until a parent can bring the appropriate dress or the school day is over.
3. Clothing items and accessories will be considered inappropriate if they present a clear and present danger to the student or other students. Clothing that bears profanity or advertises sex, drugs, alcohol, tobacco, gangs or violence is inappropriate school attire.
4. Shoes must be worn at all times. Flip-flops, house slippers, strapless sandals and high heels are considered unsafe and are not to be worn for regular school activities. Heely's (shoes with wheels) are also not permitted.
5. Students are **not** allowed to wear hats **indoors** at school. The exception is protective head coverings that are worn outdoors. A sun protective head covering is defined as a hat with a two to three inch 360 degree brim or a shade cap with a front bill and material that covers exposed head and neck areas. In inclement weather, students may wear jacket hoods. Exceptions to the hat rule may be made for medical or religious reasons or on field trips. Hats, caps or head coverings must not show any non-school group identification logo.
6. Students are prohibited from wearing any gang affiliated clothing or items. Gang attire is any clothing, accessory or manner of grooming which may be an indicator of gang involvement. Examples of such prohibited items include, but are not limited to, certain handkerchiefs, hanging suspenders, belts, shoestrings, earrings, jackets or devices associated with group intimidation or gangs. Pants will be worn at or above the student's waist.
7. **No undergarments are to be visible.** Shorts' and skirts' lengths must be past your fingertips when arms and hands are extended down the sides of the body. If wearing a sleeveless top, the shoulder straps must be at least 3 fingers wide. See-through clothing is not allowed.

Students wearing inappropriate attire or footwear will be sent to the office and will be asked to call their parent or guardian. Students will be given the opportunity to change into appropriate clothing if available at the site, or request the parent to bring a change of clothing or footwear. Students will return to class upon meeting dress code standards. If you have any questions regarding this policy, please call the school office.

PE Dress Code

Both PE classes have universal dress codes for all students:

1. PE shirts need to be white with no markings (except for shirts with COA logo). Absolutely no tank tops or dress shirts are to be worn during PE.
2. Shorts/sweats need to be blue or black. Shorts can be of the athletic variety, but not denim or jeans.
3. Students who don't wear the proper shoes are considered non-dress.
4. Students who do not have the proper color of sweats or T-shirts are considered non dress.
5. Please, limit deodorant/ cologne/ perfume use to after PE classes only.

DISCIPLINE POLICY

At COA we strive to provide a safe and orderly environment where everyone feels welcome and contributes towards maintaining a positive learning climate. Within our learning community we encourage positive attitudes and appropriate behaviors that promote mutual respect and harmonious relationships. School and classroom rules and procedures are explicitly taught at the beginning of the year, and students are expected to conduct themselves in a safe and respectful manner at all times.

School Rules

- Students will respect the rights and property of others.
- Students will conduct themselves properly at all times.
- Students will act in a safe manner. They will keep their hands, feet, and objects to themselves.
- Students will be on time.
- Students will walk while inside buildings and on campus. Running is allowed on the blacktop and grass fields.
- Students will dispose of trash in the proper places.
- Students will come to school with required materials including the planner and student ID.
- Students will put forth their best effort in everything they do.
- Students will line up in front of each classroom after the warning bell rings.
- Students will stay on the blacktop/cement if the grass areas are wet.
- Students are encouraged to use the restrooms during passing periods and breaks. Students are not allowed to use the restroom within the first and the last 15 minutes of class.
- Students are not to leave the school grounds unless given permission to do so.

Cafeteria Rules

- Students will stand in a quiet line while waiting to be served.
- Students will practice good table manners.
- Students will speak with an inside voice.
- Students will leave the tables and floors clean.
- Students will remain seated at the table while eating.
- Students will not take the food outside of the cafeteria.



Gum is not allowed at any time on the COA middle school campus.

Cheating

Cheating is defined as any use or attempt to use the work effort of another student, with or without the consent of that student, or any previously published material to benefit their grade. Both (or all) students involved in incident shall be held accountable for the consequences (i.e., zero on paper, or students involved share the points of one assigned grade on the work). Serious or repeated instances of cheating may warrant the contact of a parent and possible referrals to Friday detention or in extreme cases, suspension.

Classroom Behavioral Interventions

Since discipline is essential to academic progress, the teachers and staff at COA work together to encourage productive behavior in a firm, fair, and consistent manner. Our school's discipline plan is based on the premise that teachers are here to teach and students are here to learn. When a student makes a deliberate choice to disobey an established rule, some or all of the following interventions may be used at the teacher's discretion:

- | | |
|---------------------------------------|--------------------------------------|
| ➤ Conference with student | ➤ Parent/Student/Teacher Conference |
| ➤ Lunch/ break detention | ➤ Written behavioral contract |
| ➤ Call parents/student sent to office | ➤ Classroom visitation by the parent |

A student may be sent to an alternate supervised room as part of the classroom management program. When these interventions fail to bring about proper conduct, a referral will be sent to the site manager. If warranted, the site manager will call the parent. After multiple violations, a student will be referred to the principal for further consequences. This may result in one of the following:

- Friday Detention (from 12:45-3:15);
- Campus clean up;
- In-school suspension;
- Out of school suspension.

School rules apply at all school events and functions, such as field trips, after school programs, and special class activities as well as the time students are here before and after school.

School Wide Positive Support Behavior Plan

At the beginning of the year, all students are explicitly taught what it means to be safe, responsible, and respectful on all areas of our school site. The goal of the school wide positive behavior support plan is to encourage students to demonstrate a high level of responsibility for citizenship. All students will begin the school year with 100 merits. All students will have the opportunity to maintain a score of 100 merits by adhering to the school rules. Students who maintain 100 merits will be rewarded throughout the year with various incentives such as prizes, parties, special treats, extra recess time, special field trips, etc.

Throughout the school year, students must maintain a minimum of 85 merits to be eligible to participate in school activities such as: sports, promotion party, assemblies, attending various school events such as class competitions and the end of the year activities. Students below 85 merits will be reset to 85 merits at the end of the first semester.

How does a student lose merits? A student can lose merits if a school rule has been violated. Merits are subtracted from the student total. Range of merit loss is from 1-5 depending on the severity of the infraction.

1 merit deduction - First behavior offence, namely: dress code violation; phone use during school hours; violation notice; being sent to lunch detention; being sent to the office; public displays of affection (hugging, kissing, holding hands)

2 merit deduction – Being assigned Friday Detention

3-5 merit deduction - Being suspended from school

How do students earn merits back to be eligible for school activities and recognition?

- Students may earn merits back by participating in after school events.
- Students may earn merits back by participating in school community service.
- Students may make arrangements to work with a teacher to earn merits.
- Students choosing to earn merits must sign up in advance with an administrator or teacher; a limited number of spaces will be available each week.

Students will be encouraged to earn their merits back in a timely manner. One merit will be earned for every 20 minutes served. This must be pre-arranged with administration and/ or referring teacher. Merits must be redeemed within a month of offense.

Student Activities

COA Middle School offers a wide variety of extra curricula activities to benefit our students such as rallies, field trips, clubs, and electives. Participating in these is a privilege; therefore, students must meet certain requirements in order to be able to participate. Students are allowed to participate in such activities when they are in good academic standing, have no behavior issues, and come to school regularly and on time. The School Leadership Team may waive the requirements for individual students under unusual circumstances.

Emergency Procedures

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. The safety of our students is our highest priority and we aim to make sure students know these procedures as well.

Safety Drills

Fire and safety drills are held periodically to teach students the proper way to leave the building or to find alternative exit routes in an emergency. Fire drill instructions are posted in each classroom. Students are to quietly and quickly follow all directions given by teachers or other school or fire department personnel.



Medication at School

When it is necessary for a student to take medication, please administer the medication before or after school hours if at all possible. When this is not possible, a signed release form from the parent and the doctor must be received by the school office before any assistance can be given in the administration of the medication. The school does not supply any medication, including Tylenol. All medication must be kept in the office in its original container. Students may not carry medications (inhaler, Epi-pen, etc.) unless a letter, signed by the parent with an opinion from a physician stating why the medication needs to be carried, is on file in the office. Students may not provide any medication to other students.

Sick or injured students are released only to parents or people listed as emergency contacts on the Emergency Card. Please provide current names and phone numbers of people to contact in case of emergency and keep the information on the Emergency Card accurate throughout the school year. If changes need to be made, please come to the office to make them in person.

Parent Participation

A significant correlation has been established between direct parent involvement and a school's overall rate of success. Community Outreach Academy was established with a provision that parents would play a significant role as volunteers. We highly encourage all parents who enroll children in our school to commit to a minimum of twelve (12) volunteer hours per year of direct school support which can be done in a variety of ways: on-campus help, accompanying students on field trips, at-home grading help, etc. If a parent is unable to volunteer in person, we encourage them to contact the school office to make arrangements finding other ways they can help our school community.

Report Cards

For 7th and 8th grade students, grading reports occur several times throughout the year, in the form of deficiency notices, progress reports, and semester grade reports. A calendar of these dates will be sent to you at the beginning of the school year highlighting all reporting periods for grading. Please make sure school office staff has your family's current home and e-mail addresses on file.

Aeries Parent Portal

This feature is available to all parents. The database allows parents to be able to access their child's current grades for each class by logging in online. Please contact the School Registrar at 286-1908 should you need help with signing up for your Aeries Parent Portal account.

Academic Honors

Once per semester the school honors those students who have achieved distinction in their studies. The school strongly believes that recognition of the student's accomplishments is a key component of their success. Accordingly the school awards the following honors based upon their grade point averages:

3.0-3.49 ~Honorable Mention 3.5-3.99 ~HONOR ROLL 4.0+ ~PRINCIPAL'S LIST

Parent Conferences/ Minimum Days

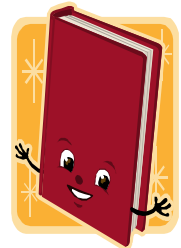
The school encourages direct communication between parents and teachers. Should you want to discuss the progress of your child, please call the office to make an appointment with the teachers with whom you wish to speak. Additionally, COA Middle has set several afternoon/ evening parent-teacher conference dates during first and second semesters so parents can meet with teachers to discuss their child's progress with the goal of improving the student's performance as needed. Please look for information about these specific dates in the future autodialer messages, school calendar, or on the school's website.

Valuables at School

Mark all your personal belongings with your full name. Should you lose anything, first check with your teachers and peers. Finders are not keepers. If you find something that is not yours, it is your duty to turn it in to your teacher or the school office. **The school does not assume responsibility for lost, stolen, or broken personal items; therefore,** students are advised to leave items of monetary and personal value at home.

Textbooks

Students will be provided with all necessary textbooks. Each student is responsible for giving proper care to books in his/her charge. All textbooks must be covered at all times.



Textbooks fines and recording

Students will be charged for lost and/or damaged books. The amount of these fines varies from book to book. If you have any questions related to books or fines, please contact the main office. Students having outstanding fines will have report cards withheld and students will be ineligible to attend extracurricular activities. Report cards will be distributed once the debt is cleared.

Food and Beverages at School

Everyone must work together to keep our school attractive. Gum is not permitted at school. No food or drink is allowed in the classroom unless it is permitted by the teacher. Snacks brought from home can only be eaten during breaks. **Please do not allow your students to bring energy drinks to school.** These drinks are filled with caffeine and sugar, and should not be part of any middle school child's beverage choice list. Sports drinks, water, and juices are fine if the child does not drink them during class.



Free/ Reduced Meal Program

All families are strongly urged to fill out the Free and Reduced Meal Program application enclosed in the enrollment packet which is used to determine student eligibility for free or reduced meals.

Technology Usage Agreement

It is important for our students to develop computer skills as well as exhibit responsibility while using technology at school. At the beginning of each school year, students are asked to sign a technology usage agreement to confirm that they understand the do's and don'ts of technology use. Students should also understand that cyber bullying and/or cyber gossiping will not be tolerated at school or on-line from home. Students violating the school's policies on technology will be subject to disciplinary action suitable to the offense. The usage agreement is standard throughout all GCC schools.

Locker Room Usage Agreement

Students are required to sign a locker room usage agreement detailing what is required of students when using the locker room and gym facilities. Students who do not sign the locker room usage agreement will not be issued a PE locker. Every student must have his/her own lock for the locker.

Character Education

COA believes that building character is important to the overall development of each student as a citizen and member of the school. Through mentoring, class discussions, talking with students, and coaching opportunities, it is COA's desire to build student's sense of responsibility to themselves, family and to the school.

Cell phone confiscation policy:

COA Students who choose to bring their cell phones to school must have those on silent mode and put out of sight during school hours from 8:00 a.m. until 3:15 p.m. including all breaks. Cell phones will be confiscated by teachers or staff if they are out during normal school hours without any exceptions. If your child's cell phone is confiscated, expect the following:

- **First time offense** – 1 demerit; phone returned to student after school at the end of the day
- **Second offense** – 2 demerits; phone returned to parent at the end of the day
- **Third offense** – 3 demerits; phone returned to parent after a conference with the principal

Tobacco / Drug Free Zone

Community Outreach Academy believes that the use of alcohol, tobacco or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious social and legal consequences. Therefore, all school facilities are tobacco, alcohol and drug free sites (this includes e-cigarettes). The use of any tobacco, alcohol or drugs, or the possession of drug paraphernalia is prohibited within any school property, facility, or vehicle. This prohibition also applies to individuals attending events on school campuses or representing Gateway Community Charters at school activities that are held at locations other than GCC property.

Prohibited Items

In order to create and maintain a safe and orderly learning environment at our school, we prohibit certain items and/ or activities. Please note that this list is not all-inclusive. These (and similar) items will be immediately confiscated and returned only to parents. The school is not responsible for the housing or theft of the confiscated items. Repeat confiscations may result in serious administrative consequences.

The following items do not belong in our school:

Aerosol cans
 Gang affiliated items
 Drugs & paraphernalia
 Energy drinks
 Fireworks

Firecrackers
 Sun flower seeds
 Matches/ Lighters
 Pocket knives
 Roller skates/ Heely's

Stink bombs
 Various toys/ squirt guns
 Tobacco products
 (including vaporizers)
 Weapons and/ or replicas

 <p>Fireworks/ fire crackers/ poppers</p>	 <p>Guns / weapons Including replicas Squirt/ toy guns</p>	 <p>Knives and other dangerous objects</p>	 <p>Matches/ Lighters</p>
 <p>Gang affiliated items</p>	 <p>Stink bombs</p>	 <p>Tobacco Products Including Vaporizers</p>	 <p>Energy drinks</p>
 <p>Skates / Heely's</p>	 <p>Sunflower seeds</p>	 <p>Alcohol</p>	 <p>Drugs/ paraphernalia</p>

We strongly discourage students from bringing to school items that take away from an orderly learning environment, namely: smarties and chewing gum.

The school promotes **limited responsible** use of the following items: various electronic devices, skateboards, and personal hygiene items (deodorants, perfumes, cosmetics, etc.). Students who use these irresponsibly will be asked to leave such items at home.

Thank you for keeping our school a clean and safe place!

Three – Way School Pledge

It is important that families and schools work together to help students achieve high academic standards. Through a balanced educational approach we can ensure success. The following are agreed upon roles and responsibilities for teachers, students and parents. Your signature signifies support of these actions.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Show respect towards the school, classmates, staff and families.
- Come to school on time ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the school rules and abide by the social contract.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Set aside enough time to complete my homework assignments and projects.

Parent/Guardian Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Show respect for the school staff, students, and other families.
- Help my child with homework by providing a quiet place and enough time for its completion.
- Monitor my child's use of all electronic devices (TV, computer, video games, i-Phone, etc.)
- Read daily to my child or encourage my child to independently read at least 20 minutes.
- Communicate with the teacher or the school when there is a concern.
- Ensure that my child attends school dressed appropriately every day, gets an adequate amount of sleep, and receives regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Actively participate in all school related activities such as shared decision-making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.

Teacher Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Show respect for the school staff, students, and other families.
- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love for learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make the schools accessible, welcoming places for families which help each student achieve the school's high academic standards.
- Hold myself, students, and parents responsible for the highest standards of performance.

I have read and received COA student handbook in the student planner.

Student

Parent/Guardian

Teacher