



2021-2022

STUDENT HANDBOOK

Welcome to
Community Outreach Academy K-5

Accredited by WASC



www.outreachacademy.org

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 with you and your child in mind. We sincerely hope that the information within will be valuable to you throughout the school year.

SITES AND SERVICES

**SKVARLA &
DUDLEY "B" SITES**

K-1st and Student Services
5800 Skvarla Ave., Bld.1412
McClellan, CA 95652
Phone: (916) 640-1431

PAVILION SITE

2nd Grades
5640 Dudley Blvd., Bld.1425
McClellan, CA 95652
Phone: (916) 286-1950

RAFFERTY "A" SITE

3rd Grades
5637 Skvarla Ave., Bld.1403
McClellan, CA 95652
Phone: (916) 286-5170

**RAFFERTY "B" &
CAMELLIA SITES**

4th & 5th Grades
5637 Skvarla Ave., Bld.1403
McClellan, CA 95652
Phone: (916) 286-5170

DUDLEY "A" SITE

World Languages Building

5712 Dudley Blvd., Bld.1420
McClellan, CA 95652
Phone: (916) 286-1912

COMMUNITY OUTREACH ACADEMY



Where Children Come First!

MISSION STATEMENT

Community Outreach Academy (COA), together with Gateway Community Charters (GCC), was founded with a commitment to develop the academic ability of its students, while nurturing their appreciation for their rich cultural heritage in relation to global society. In addition to providing a rigorous multicultural curriculum, COA pride itself in fostering quality character education and emphasizes the AAA theme: Academics, Attendance, and Attitude as they interrelate to promote student success.

WELCOME MESSAGE

Welcome to Community Outreach Academy Elementary School. Thank you for choosing our school for your children. We are honored to serve our students and community. COA Elementary is a Public Charter School which accepts students regardless of geographical location. Our curriculum has an emphasis on Russian Language and Literature to help preserve the Slavic culture and language for our students. Our main goal and focus is our students as whole individuals. This includes their academic levels, health, and safety while on campus and at home. We strive to give our students the best education possible while providing a safe and nurturing environment. Please use this handbook to answer any questions you might have regarding school policies and procedures. Thank you again for choosing COA Elementary School for your child's education

Larissa Gonchar, Director of Community Outreach Academy (K-8)

Michael Serdi, K-5 Campus Principal

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WEBSITES LOG-IN INFORMATION

	Name and Website	Username	Password
ELA	Lexia Core 5 www.lexiacore5.com		
ELA	CoreClicks http://scholastic.com/coreclicks		
ELA	Benchmark Advance Pilot https://www.clever.com		
ELA	Learning A-Z www.learninga-z.com		
Math	GO Math http://www-k6.thinkcentral.com		
Math	Math Whizz http://www.whizz.com/en-us/		
Grades	Aeries https://aeries.gcccharters.org/Parent/LoginParent.aspx		
Typing Skills	Type to Learn http://ttl4.sunburst.com/downloads/ You will need to follow the directions to download it onto the computer account code		
Google Classroom	https://www.google.com		
Assessment	iReady https://www.clever.com		
ELA	Flocabulary - Vocabulary practice https://www.flocabulary.com/		
Reading	GetEpic https://www.getepic.com/		
Math	XtraMath https://xtramath.org/#/home/index		
ELA and Math	CAASPP Practice Test Practice Test		
Social Studies	Studies Weekly studiesweekly.com		
Reading - NonFiction emphasis	NewsELA https://newsela.com/		

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.

Student

Parent/Guardian

Teacher

I have read COA student handbook on the school website www.outreachacademy.org.

Student Name

GENERAL RIGHTS

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- In general, education records are about current and former students that are maintained by public, private, and parochial schools. Education records contain information about a student, such as: a student's name, address, and telephone number; a parent's or guardian's name and contact information; grades and test scores; health and immunization records; discipline reports; documentation of attendance; schools attended; courses taken; awards conferred and degrees earned; and special education records including individualized education programs (IEPs).
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - *School officials with legitimate educational interest;*
 - *Other schools to which a student is transferring;*
 - *Specified officials for audit or evaluation purposes;*
 - *Appropriate parties in connection with financial aid to a student;*
 - *Organizations conducting certain studies for or on behalf of the school;*
 - *Accrediting organizations;*
 - *To comply with a judicial order or lawfully issued subpoena;*
 - *Appropriate officials in cases of health and safety emergencies; and*
 - *State and local authorities, within a juvenile justice system, pursuant to specific State law.*

Directory Information Policy

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, unless the school is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the school shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student's personally identifiable information. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the school receives consent as required under state law). The school will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The parent/guardian/student may refuse release of the student's directory information by completing a form, which is available at the school main office. However, placing a "no release" on a student's records means that no one, including friends, parents, prospective employers, honor societies, or other groups or individuals will not be able to obtain this information. The deadline in which the parent/guardian/student must notify the

school in writing that he or she does not want the information designated as directory information released is two calendar weeks after the first day of the school year. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, school newsletter, student handbook, notification packet) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

KEEP ALL STUDENT RECORDS UP-TO-DATE IN CASE AN IMMIGRATION ENFORCEMENT OFFICER MAY REQUEST THESE DOCUMENTS. REFER TO BP 23-19 AND 24-19 FOR FURTHER DETAILS.

Non-Discrimination

Gateway Community Charters and Community Outreach Academy prohibits, at any school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants. For questions, concerns or complaints, please contact Equity and Title IX Compliance Officer: Jason Sample, Deputy Superintendent – 5112 Arnold Ave. McClellan CA 95652 916-286-5199

Jason.Sample@gcccharters.org.

TIME/SCHEDULE

CALENDAR DETAILS

Important Dates to Remember

- August 10, KG Parent Orientation Day
- August 11, First Day of School / After school
- November 4, End of First Trimester (60 days)
- Nov 17, 18, Tri 1 Assemblies
- February 24, End of Second Trimester (60 days)
- March 2, Read Across America Day (K-1 grades)
- March 9, 10, Tri 2 Assemblies
- April 19-May 20, CAASPP Testing Window
- May 9-13, Annual Russian Assessment (ARA)
- May 25, 26, Tri 3 Assemblies / Promotions K,5
- May 27, End of Third Trimester (60 days)
- May 27, Last Day of School

No AFTER SCHOOL CLASSES

Dec 17, May 19, May 27

Holidays / Students Not in School

- September 6, Labor Day
- October 11, Teacher In-service Day/No School
- November 11, Veterans Day
- November 22-26, Thanksgiving Break
- December 20-January 2, Christmas Break
- January 3, Teacher In-service Day/No School
- January 17, Martin Luther King Jr. Day
- February 11, Lincoln's Birthday
- February 21, Presidents' Day
- April 11-15, Spring Break
- April 18, Teacher In-service/No School
- May 30, Memorial Day

Student Minimum Days

Every Friday

- Aug 11-12, First Week of School
- Aug 16-19, KG Minimum Days
- Aug 26, 6:00 p.m., Back to School Night
- Nov 4, 6:00 p.m., Talent Show (AS&S)
- Nov 8-10, Parent Teacher Conferences
- Feb 28, March 1-3, Parent Teacher Conferences
- Apr 28, 6:00 p.m., Family Science Night
- May 23-26, Parent Teacher Conferences
- May 18, 6 p.m., Cultural Fair / No After School
- May 23-27, Last week of school
- May 27, Last Day of School

School Events

- Coffee with the Principal (1st Wed of the month, 8:30 - 9:00 a.m.)
- Sep 14, Fall Picture Day
- Sep 17, 6:30 pm, Family Movie Night
- Oct 20, Fall Rake Picture Day
- Oct 21, 6:00 p.m., Family Reading Night
- Dec 16, Winter Celebration
- Feb 15, Spring Picture Day
- March 15, KG Graduation Picture Day
- March 15, 6:00 p.m., Makers Night
- May 6, 9-11 a.m., KG Transportation Parade
- May 16-18, Sports Week (2-5 grades)
- May 27, Last Day of School

STUDENT CALENDAR K-5

2021-2022 SCHOOL YEAR, COMMUNITY OUTREACH ACADEMY

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

■ Start/End of School
 ■ No School
 ■ Minimum Days
 ● School Events
 △ PTC
 ● Trimester Ends
 ■ Summer School

SKVARLA & DUDLEY "B" SITES
K-1st Grades

5800 Skvarla Ave., Bld.1412
McClellan, CA 95652
Phone: (916) 640-1431

PAVILION SITE
2nd Grades

5640 Dudley Blvd., Bld.1425
McClellan, CA 95652
Phone: (916) 286-1950

RAFFERTY "A" SITE
3rd Grades

5637 Skvarla Ave., Bld.1403
McClellan, CA 95652
Phone: (916) 286-5170

RAFFERTY "B" & CAMELLIA SITES
4th & 5th Grades

5637 Skvarla Ave., Bld.1403
McClellan, CA 95652
Phone: (916) 286-5170

DUDLEY "A" SITE
Student Services & World Language Classes Building

5712 Dudley Blvd., Bld.1420
McClellan, CA 95652
Phone: (916) 286-1910

SCHOOL HOURS: *Regular days* - KG grade: 8:30 am-3:00 pm
 - 1st grade: 8:30 am-3:05 pm
 - 2-5 grades: 8:30 am-3:15 pm

Minimum days - KG-1 grades: 8:30 am-12:30 pm
 - 2-5 grades: 8:30 am-12:40 pm

Daily Schedule

Regular Day Schedule	8:30 a.m. – 3:00 p.m. (KG Grade)
	8:30 a.m. – 3:05 p.m. (1 st Grades)
	8:30 a.m. – 3:15 p.m. (2-5 Grades)
Minimum Day Schedule	8:30 a.m. – 12:30 p.m. (KG-1 Grade)
	8:30 a.m. – 12:40 p.m. (2-5 Grades)
After School Program	3:15 p.m. – 6:00 p.m. (regular day)
	12:40 p.m. – 6:00 p.m. (minimum day)

Office Hours

School Office Open: 8:00 a.m. – 4:30 p.m.

ARRIVAL AND DISMISSAL

Arrival: 8:00 AM - 8:30 AM

STUDENTS SHOULD NOT ARRIVE TO SCHOOL BEFORE 8:00 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 8:00AM.

STUDENT LATE ARRIVAL / EARLY DISMISSAL

Late Arrival

It is important to be on time to class. If a student is less than 30 minutes late, they do not need to check-in at the office; the teacher will mark them late. After five (5) lates, a letter will be sent home. Students arriving after 9:00 a.m. are considered tardy to school and **MUST report to the office** with their parent/guardian to sign them in and to receive a tardy slip before going to class. An explanation is required from the parent/guardian.

Early Dismissal

The school highly discourages students leaving early. We recommend parents to schedule medical and dental appointments after school or during school breaks when possible. When it is necessary for students to leave early, parents should follow this procedure:

1. Students leaving school early, during school hours, must be picked up and signed out in the school office by a parent or designated adult who is listed on the student's emergency card. **They may only be released to their parent(s), to a person properly identified to the school clerk, or by a telephone call from the parents. The person picking up the student will be asked to show some form of valid ID along with verification from the parent that they have permission to be released to them.**
2. The clerk will call the classroom teacher and ask for the child to be sent to the office.

3. Teachers will not dismiss students directly to the parent/guardian during the school day without notification from the office.

***Students who are picked up early on a regular basis will be contacted by the school administration to discuss the reasons and to develop a preventative plan.**

Dismissal:

Refer to the schedule above

Upon dismissal, for safety reasons, **children need to be picked up within 15 minutes after the end of the school day**. Students are not to play on or around the playground or linger in their classroom after dismissal.

Students who participate in any after school activities, such as After School Academic Tutoring or the After School Program, must report to their designated meeting areas immediately upon dismissal. If students participate in ASAT, they need to report to either Skvarla, Pavilion, Dudley A, Rafferty A/B. If students attend ASES, they need to report to Rafferty A immediately upon dismissal.

All other students must wait at their site's designated pick up location. For the safety of our students, parents must be physically present at the gates to pick up their child. Students are not to leave their site after school or to meet someone elsewhere unless there is a written note from a parent/guardian and permission from the school office staff. **There are no exceptions for older students who have younger siblings that need to be picked up at another site.** School staff will attempt to contact the parents and emergency contacts of students who are not picked up within 15 minutes after the end of school. Parents must notify the office staff immediately if they are going to be late.

BUS RULES AND REGULATIONS

Students receiving bus transportation services must check in with school staff in the designated area upon dismissal from the classroom. When students are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to the disciplinary measures of the bus driver and the governing body of the transportation company.

LATE PICK UP PROCEDURES

Students who have not been picked up, after the 15 minute grace period, will be escorted by school staff to the Dudley B site (5726 Dudley Blvd. Bldg. 1420), where they can be picked up by their parents and emergency contacts. All students will be in one location, allowing for parents to easily locate their child. Designated school staff will maintain a roster of children who are picked up late. Habitual late pick-ups will not be tolerated. After five (5) late pick ups in an academic year, school administration will address this behavior through a meeting with the student's parents. After five (5) late pick ups with no parental contact, police and Child Protective Services may be notified.

When a child has not been picked up and no parent contact has been received, the following steps may be taken:

- The staff will attempt to contact the parent.
- The staff will contact people on the emergency card and ask them to pick up the child immediately.
- The staff will contact Twin Rivers Police Department if all efforts to arrange pick-up have been unsuccessful.
- If there is a repeated pattern, Child Protective Services may be called.

**WHEN THE POLICE DEPARTMENT ASSUMES RESPONSIBILITY FOR A CHILD
PARENTS MUST CALL AT (916) 286-4875**

ASAT LATE PICK UP PROCEDURES: ASAT services end at 4:30pm. If a parent finds that he/she will be late, he/she is required to make arrangements for an authorized adult to pick up the child and to notify the COA Office personnel regarding the change of time and person. Five (5) late pick-ups in a fiscal year may result in ASAT services being discontinued.

ATTENDANCE/ABSENCES

ATTENDANCE PROCEDURES

Attendance at school is mandatory. Students are expected to attend school every day school is in session. Daily attendance and promptness are expected in all classes and are essential for success in school. This is one of the most important ways parents can support their children in academic success. It is required by state law that parents/guardians are responsible for ensuring that their children between the ages of 6 to 18 are to attend school. Parents who fail to meet this obligation may face legal investigations (Education Code 48200, 48290).

PERFECT ATTENDANCE

Trimester perfect attendance awards are given to students who are physically present in school every day.

If a student has more than 10 latest and/or 3 tardies, not to exceed 10 overall, they will not be eligible for perfect attendance awards.

Student 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. Whenever possible, a student who is absent for a reason other than illness should attend at least half of the school day to receive instructional time. Reference BP 06-08.

➤ Chronic Absenteeism - EC 48263.6

- A student is considered a chronic absentee when (s)he is absent, *for any reason* (excused or unexcused) 10% or more of the school days in one school year, from the date of enrollment to the current date. 10% of the school year is defined as 18 days of school.

➤ Truancy - EC 48260, 48262, 48264.5, 48263.6)

- A student is considered truant after 3 unexcused absences or 3 unexcused tardies of more than 30 minutes each time or any combination of absences and tardies. After a student has been reported as a truant 3 or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a **habitual truant**. A student who is absent from school without a valid excuse 10% or more of the school days in one school year is considered a **chronic truant**.

Reporting Absences

The school requires a satisfactory explanation from a parent or guardian to be provided first thing in the morning, by phone, in person, by a written note or via the COA app to report an absence for all or part of the day. It is your responsibility as a parent/guardian to report the absence on the same day the student will be absent. Parents must provide an explanation, in any of the methods listed above, to the Front Desk Clerk for proper clearance.

Unexcused Absences

All absences are considered unexcused for any reason not listed under the excused section. Absences are considered unexcused when parents or guardians fail to provide the front desk clerk with a proper clearance of the absence. Students ill for three (3) consecutive days or more may be required to provide a doctor's note to clear their child's absence. Upon school administration discretion, a student with excessive unexcused absences may be disenrolled from the school. Students' absences due to vacation are considered unexcused absences. Plan trips to coincide with our school's scheduled breaks. Time away from class can compromise a student's academic standing. The school administration does not give approval for trips planned during school time.

Excused Absences

All excused absences must align with the following justifiable reason(s) to be considered an excused absence (EC 46010, 46010.3, 48205).

- Personal court appearance
- Religious observance or exercise
- Personal illness, medical or dental appointment
- Funeral service of parent, sibling, grandparent or any relative living in the immediate household of the child (limited to one day in-state and three days out of state)

Student Attendance Review

School absences are monitored carefully throughout the year. Attendance plays a vital part in student's success. Our goal is to maximize attendance to increase academic achievement. Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will take action.

The following action will be taken to notify parents/guardians of their child's unexcused/excessive absences:

1. If a student has **three (3) unexcused absences or the equivalent in combination with tardies**, (3 tardies = 1 unexcused absence), the school office will send home a letter and parents may be contacted by a site manager. These letters set out to explain the total number of student absences and the importance of school attendance.
2. If a student has **five (5) unexcused absences or equivalent in combination with tardies**, the school office will send home a second letter and will schedule a Student Attendance Review Meeting (SARM). Parents, and possibly the student, will be required to attend the meeting. An Attendance Contract will be signed by all parties present at the meeting. Efforts will be made to determine the reasons behind the child's excessive absences and to explore further options for support.
3. If a student has **six (6) or more unexcused absences or equivalent in combination with tardies**, the attendance case will be referred to SART (School Attendance Review Team) with Gateway Community Charters. The SART process begins with contacting the Director of Student Services and Special Education to submit a packet of all documentation pertaining to the student's attendance records; including copies of all truancy letters, a copy of the attendance contract, and the student's academic records.

It is highly recommended for parents to attend this meeting. The committee will discuss the challenges the student has with attendance, strategies to improve attendance, and a list of questions about the student's attendance. In addition, an agreement will be created to prevent further truanies.

4. If attendance continues to fail and all the resources available to our school have been exhausted, SARB (Student Attendance Review Board) will review the case with the Twin Rivers School District. SARB offers a last chance to resolve the attendance problem through intervention and assistance. If attendance problems persist, parents and students may be referred to the District Attorney's Office for mediation or prosecution.

MAKE-UP WORK

Students absent from school for any excused reasons 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. (by teachers involved in this process) teachers discretion

Short Term Independent Study

Community Outreach Academy offers short term independent study as an optional educational alternative for students who desire to and demonstrate the capacity to benefit from independent study. The Short Term Independent Study program is available to students that are absent for 3 or more days, maximum of 20 days per year. If you expect your child to be absent for more than three days, **please contact the school clerk** to

learn more about the Short Term Independent Study. Whenever possible, at least one week advance notice should be given, so that the packet can be prepared.

Distance Learning Expectations

During distance learning students and families are expected to have continuous communication with their teachers. If students are able to come to campus they are expected to attend school twice a week and the days they are not at school they are expected to do the assignments provided by the teacher whether it is virtual learning or on paper. These assignments that are given at home are expected to be turned in per the teachers and school's requirements.

ACADEMIC EXPECTATIONS

Meeting Standards

Students advancing through the grades are expected to meet, retain or further develop skills and understandings in grade-specific standards. The goal is that students will master all standards in preceding grades, and work steadily toward mastering standards in current grade. These standards include Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), California Social Studies standards and, Physical Education. Grade level teams collaborate regularly to align expectations and ensure consistency and equity when it comes to addressing all grade level standards. Parents will be informed of their students' progress towards meeting standards through parent teacher conferences, progress reports, report cards, and other avenues of communication. All curriculum is standards aligned. For more information on Common Core State Standards, visit www.cde.ca.gov

Report Cards

Report Cards are issued at the end of each trimester in November, February, and May. Report cards are based on California State standards. You can always check your child's progress on your Aeries Parent Portal.

"CDE Requires our school to publish a School Accountability Report Card (SARC) annually that describes our school's demographics, academic achievement data, and other important characteristics of our school. A copy of the SARC can be found on our school web page or at www.sarconline.org"

Mastering Standards

Grades K-5 will receive awards for mastering standards in Math, English Language Arts, Science and Social Studies. Students who master or exceed standards will be awarded subject matter based awards at Trimester Award Assemblies.

Once per trimester students will be awarded World Language and PE awards for achievement.

Physical Education Participation

All students are expected to participate to their full potential with regards to Physical Education. For students in need of modifications or accommodations, PE teachers will work with parents and students accordingly.

California Assessment of Student Performance and Progress (CAASPP)

CAASPP is California's testing system. This is main way that the state of California uses to understand students' academic levels. There are two main parts of CAASPP called SBAC and CAST. SBAC is the Math and Language Arts test that all students in 3rd grade or higher take. The CAST test is a science test that only 5th, 8th, and 11th or 12th graders take. The tests are called Computer Adapted tests because the questions adapt to students levels. CAASPP testing window will begin in April and last until the end of school in 2022.

For students, it is super important to remember to get plenty of rest, eat a healthy breakfast every day, and stay calm.

Dashboard

The California School Dashboard (Dashboard) is an online tool that shows how schools are performing. The Dashboard shows what learning looks like at your school. It also shows how your school is meeting the common core standards and the NGSS standards. The Dashboard also shows how much parents and students are involved at school. The Dashboard shows this information so that schools can use it to improve.

ELPAC – English Language Proficiency Assessments

Students in kindergarten through grade twelve, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening, speaking, reading and writing. To learn more about the ELPAC, please read the *Parent Guide to Understanding the ELPAC*, which can be found on the CDE Parent Guide to Understanding the ELPAC Web page at <https://www.cde.ca.gov/ta/tg/ep/documents/elpacparentguide.pdf> If you have any questions about your child taking the ELPAC, please contact our school's office.

SCHOOL SUPPORT SERVICES

English Learners

COA provides Designated and Integrated ELD instruction to support all students who are English Language Learners. Designated ELD time is built into each grade level's daily schedule to ensure students receive the support they need. Students are grouped by their ELPAC level and are taught using the California ELD standards to help develop their English language skills. Integrated ELD is used throughout the day throughout all subject areas to help support students understand content level standards.

Student Support Services (SST)

If a student is struggling to make progress their teacher may reach out to the Student Study Team (SST). The Student Study Team consists of the student's teacher(s), an administrator, the student's parent(s) and student support staff. The team meets to discuss concerns related to the student's lack of progress. Before a meeting is called the classroom teacher will meet with the SST Lead Teacher, Curriculum Coach, or administration to determine whether a SST is needed. If it has been determined that an SST meeting is needed then parents will be contacted to schedule a meeting. The goal of an SST is to find ways in which we can support all of our students and help them to make progress. The meeting allows the team to listen to the concerns and come up with ideas to support the student. COA's SST Lead Teachers are Carol Moore (K-2) and Chue Cha (3-5).

Follow-up SST Protocol

A Follow-up SST may be held to discuss the progress or lack of progress since the Initial SST. If a follow-up SST needs to be scheduled then the student's parents will receive a call. A few new members may be added to the follow-up SST meeting. The additional members are there to offer additional ideas and possible support for the student. Additional members may include, Resource Specialist Program (RSP) teacher, school psychologist or speech pathologist.

504 Plan

A 504 plan protects and provides support for student academic success despite the student's health/medical conditions, cognitive deficits, and/or mental health concerns. It provides accommodations within the classroom which are implemented by the classroom teacher and/or paras. A 504 plan is updated annually, or as needed. The 504 Meeting is an opportunity to discuss your child's strengths and needs and an action plan to help your child learn. The meeting may include: you, your child's teacher, administrator, and other school team members (such as the school nurse, school counselor, or school psychologist). Accommodations may be included in the action plan which give equal opportunity to students who are unique learners and those with medical conditions or mental health concerns. Examples of accommodations may include: support to complete or understand schoolwork and homework, classroom strategies, organization skills, behavior support, use of equipment or tools, access to other school providers (health clerk, nurse, or school counselor), or prescriptions, if needed, during the school day. Parent participation during the 504 process is important! Some things you can do are: attend the 504 meeting, discuss your child's strengths and needs, ask questions, advocate for your child, communicate with your child's school, and provide medical records, as needed. The 504 Lead is Cassandra Katz.

Service Learning

Some of our students will participate in Service Learning Projects. What is Service Learning? Service-learning provides students with opportunities to develop civic responsibility and engagement skills. By working on projects that help the community and with community members, students can enhance their group, organizational and interpersonal skills. They also can gain important experience working with diverse members of their communities.

Other School-Based Activities

GCC may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity. We encourage physical activity to equip students with skills and values that will provide short and long term benefits. Students interested in participating in extracurricular activities are subjected to minimum standards for qualification. Participation by students is voluntary. Extracurricular activities are not a student right, but a privilege.

BEHAVIORAL EXPECTATIONS

School Rules

Students will:

- ☐ Follow directions given by adults.
- ☐ Respect the rights and property of others.
- ☐ Not physically or verbally hurt others.
- ☐ Walk while inside buildings.
- ☐ Not play in the restrooms.
- ☐ Dispose of trash in the proper place.

Hallway Pass

All students are expected to have a pass when leaving a classroom during scheduled class time or when leaving the office. Students may be asked to show passes at any time at the request of a school employee.

Playground Rules

Students will:

- ☐ Play safely at all times.
- ☐ Stop playing and walk to their line when the bell sounds or whistle blows.
- ☐ Stay on the blacktop/cement if the grass areas are wet.
- ☐ Share playground equipment and return it to the proper place.
- ☐ Not leave the school grounds unless given permission to do so.
- ☐ Not bounce playground balls in the hallways or against the buildings.
- ☐ Stay within the designated play areas.
- ☐ Finish snacks before playing.

Cafeteria Rules

Students will:

- ☐ Stand in a quiet line while waiting to be served.
- ☐ Practice good table manners.
- ☐ Speak with an inside voice.
- ☐ Leave the table and floor clean.
- ☐ Remain seated at the table while eating.
- ☐ Not take food/drinks out of the cafeteria.

RESPECTING EACH OTHER: Student/Parent Rights and Responsibilities

Student Rights:

- to attend school unless removed under due process as specified in the Education Code.
- to attend school in a secure academic and social climate, free from fear, violence, and bullying.
- to enjoy the full benefit of his/her teachers' efforts, and to not disturb other students.
- to have assistance from any adult on campus.
- to be fully informed of school rules.

Student Responsibilities:

- to attend school and classes regularly and on time.
- to be prepared for class with appropriate materials and work.
- to know and obey school rules, procedures, and expectations at all times.
- to respect the rights of school personnel, fellow students, and campus visitors.
- to demonstrate pride in the appearance of school buildings and grounds; clean up after oneself.

Parent Rights:

- to expect that students are at a school, which is a safe, stimulating atmosphere, engaged in productive activity under the care and direction of dedicated staff.
- to be informed of GCC and COA policies, procedures, and expectations.
- to review their student's progress towards grade level expectations with a staff member providing assistance.

Parent Responsibilities

- to become familiar with GCC and COA policies, procedures, and expectations and help ensure your child knows, understands and follows them.
- to visit school periodically, to participate in conferences with teachers, and/ or administrators regarding the academic and behavioral status of their student.
- to provide supportive action by making sure that their student has adequate sleep and nutrition, and is dressed appropriately for school.
- to provide the school with current information regarding address, phone number, medical data and other facts that may help the school serve their student.
- to be involved in the school by volunteering when possible.
- to ensure his/her child's immunization shots are up to date.

STUDENT DISCIPLINE POLICY

Discipline in the public schools of our nation continues to be a matter of great concern to educators and parents alike. Since discipline is essential to academic progress, the teachers and staff at Community Outreach Academy work together to encourage productive behavior in a firm, fair, and consistent manner. We implement the Capturing Kids Hearts program that allows teachers to collaborate with students to create a classroom discipline management plan through their Social Contracts. Our school's discipline plan is based on the premise that teachers are here to teach and students are here to learn. Therefore, no student will be allowed to stop the teacher from teaching or interfere with the learning of other students.

Social contracts are a foundation of the Capturing Kids Hearts (CKH) program. The Social Contract is designed to let all participants in a classroom or school know what behavior is acceptable and what is not. Students help to create the contract, and this contract is used as the basis for discipline procedures at COA. As the founder of CKH, Flip Flippen said, "Truly remarkable outcomes are possible in a classroom where trust, respect, and caring relationships flourish." When a student breaks the social contract, staff will refer to the student's signature/agreement to follow the social contract. The student will be asked four questions about their behavior that helps the student reflect on what he/she has done and what will happen if the behavior continues. If a student makes a deliberate choice to continue to disobey an established rule or their social contract, some or all of the following interventions may be used at the teacher's discretion:

- ☐ warning (the use of 4 CKH questions)
- ☐ time out
- ☐ loss of recess
- ☐ violation notice
- ☐ student/teacher conference

If a student receives a referral for 3 violation notices or any other reason(s), they will be referred to the Site Manager/School Administrators for further action. This may result in one of the following:

- ☐ Friday Behavior Detention
- ☐ In-School Detention
- ☐ Suspension

If severely disruptive behavior is continued which constitutes as behavior that is frequent or serious enough to significantly disrupt the learning climate of the school, endanger the well-being of others, or damage school property; the reprimands may result in suspension or expulsion. SAP/SST process/protocol will be initiated. A SAP (Student Assistance Plan) will be initiated will then take place to review the case and determine the necessary course of action to follow. Please refer to GCC BP 4-17, Suspension and Expulsion. Upon request, the policy will be available in the main office.

DRESS CODE POLICY

Community Outreach Academy believes that the development of dress and grooming attitudes and behavior patterns is part of the educational experience. Therefore, dress, hairstyle, makeup or jewelry, which are distracting or interfere with the study habits of students in the class or school, or pose a health or safety risk to the students, shall not be acceptable. Personal appearance standards for students are defined in the dress code.

Students' attire must adhere to the following:

1. Clothes are to be neat, clean, in good repair, not revealing and in good taste. Skin-tight recreation clothing (e.g., bike pants, tights, leotards, leggings, —unless worn under shorts or skirts that conform to appropriate dress code policy) shall not be worn. Students are forbidden from wearing clothing; including shirts and pants, that may have holes, rips, cuts, and tears, tattered or frayed. Clothing may be worn underneath to cover the skin or a patch can be used.
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, tank tops, spaghetti straps, halter tops, mesh or see-through sheer tops, bare midriff or bareback tops, crop tops and half-shirts. Each shoulder strap on tops must be no less than 2 inches wide. Every skirt, shorts or dress should be at least down to fingertip length.
3. Inappropriate buttons, pins or jewelry will be confiscated and returned to the student's parents or guardians. Items are considered inappropriate if they contain or promote profanity, sexual conduct, drugs, alcohol, tobacco, gangs or violence. Also, jewelry that is too long or dangles is not allowed due to safety.
4. Clothing items 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.
5. Shoes must be worn at all times. For safety reasons students must wear tennis shoes or closed-toed shoes with a soft sole. Sandals must be closed-toed and have a secure strap in the back. Flip-Flops, strapless sandals, high heels, and soccer cleats are considered unsafe and are not to be worn for regular school activities. Turf and indoor shoes are exceptions. Heely's (shoes with wheels) are not permitted.
Students must adhere to additional dress code policies given by specialty departments, such as the Physical Education department.
6. Students are not allowed to wear headgear indoors. 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 headgear rule may be made for medical, religious, or weather related reasons. Hats, caps or head coverings must not show any non-school group identification logo.

7. Students are prohibited from wearing any gang affiliated clothing or items. 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. No undergarments are to be visible. Gang attire is any clothing, accessory or manner of grooming which may be an indicator of gang involvement.
8. Students are not allowed to have tattoos or stickers that are disruptive or inappropriate. 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.

INTERNET SAFETY POLICIES

It is the policy of Gateway Community Charters to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, Blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Gateway Community Charters online computer network when using electronic mail, Chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Gateway Community Charters staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection

Following receipt of this training, the students will acknowledge that he/she received the training, understood it, and will follow the provisions of the Gateway Community Charters "Computer Use Guidelines for GCC Students."

Students and parents sign the "Computer Use Guidelines for GCC Students" at the beginning of each school year. If the provisions of the agreement are violated, the student is subject to disciplinary action as well as having his/her computer privileges taken away for up to the rest of the year. For more information about Internet policies, please see GCC Board Policy 17-12, available in the main office.

PROHIBITED ITEMS

It is prohibited to sell or trade any items on school campus. We want to do everything possible to create a safe and orderly learning environment at Community Outreach Academy. To accomplish this, in addition to the classroom, school and bus disciplinary programs, we prohibit certain items and activities. We have listed some of those for your benefit.

This list is not all-inclusive, but contains those things that have a potential for causing problems. These items will be confiscated and returned only to parents. Students who engage in these activities may be subject to disciplinary action. The school is not responsible for housing or theft of the confiscated items.

WE DO NOT ALLOW THESE ITEMS AT COMMUNITY OUTREACH ACADEMY OR ON THE SCHOOL BUS:

- | | |
|---|--|
| - Aerosol Cans | - Guns |
| - Alcohol | - Gum |
| - Golf or baseballs | - Stink Bombs |
| - Containers of make-up or make-up kits | - Personal Toys |
| - Playing Cards/ (Uno/Pokemon..etc) | - Knives |
| - Balloons | - Sunflower Seeds |
| - Bottles of perfumes/colognes | - Matches/Lighters |
| - Bandanas | - Medication |
| - Bottles of nail polish/makeup | - Trading Cards |
| - Cameras (except field day trip days) | - Roller Skates/Heely's/Hover Board |
| - Electronic Devices | - Poppers |
| - Candy | - Sports Personal Equipment |
| - Drugs/Paraphernalia | - Weapons/Replicas/Toy guns/water guns |
| - Electronic Games | - White-Out (which is not water-based) |
| - Flyers (not related to a school sponsored activity) | - Fireworks |
| - inappropriate material (journals/magazines, etc.) | |

No pets are allowed on COA Campuses while students are at school unless authorized by the school administration for a preapproved instructional purpose.

Buying, Selling, Trading

Our school forbids the buying, selling, or trading of personal items at school. Students who engage in these activities may be subject to disciplinary action. Students will not be permitted to buy or sell fundraising items during the school day that are outside of what is being sponsored by their school.

TOBACCO / DRUGS 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, electronic cigarettes, alcohol and drug free sites. The use of any tobacco, alcohol or drug paraphernalia is prohibited within any school property, facility, or vehicle. This prohibition also applies to individuals attending events on school campuses or representing the district at school activities that are held at locations other than district property.

CELL PHONES, SMART WATCHES or any other communication devices cannot be used on school property or school buses. Technology use at school is at the discretion of school personnel, and the school cannot be held liable for any lost, stolen or damaged technology. If you need to get a hold of your child, they may be reached by contacting the school office.

SAFETY POLICY

EMERGENCY PROCEDURES

The school has developed a comprehensive school safety plan that includes a-complete emergency response plan. The emergency plan clearly identifies specific actions for major emergency situations.

Students and staff practice emergency procedures such as fire drills, lockdowns, and earthquake drills during the school year and are familiar with how to respond in an emergency situation. Safety drills are held periodically to teach students the proper way to leave the building or to find alternative exit routes in an emergency. Safety drill instructions and evacuation maps are posted in each classroom. Students are to quietly and quickly follow all directions given by teachers and/or other school or fire department personnel.

During an emergency situation, the school administration will only dismiss children to go home if permitted, otherwise an early dismissal will not be allowed. If a student's parent cannot be contacted and/or the parent is unable to pick up their child, the school will maintain responsibility for the child until the parent or an authorized individual can pick up the child. Students will not be excused except to the care of a parent or another adult designated on the emergency card.

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 a parent or guardian and permission from school office staff. If a student leaves school grounds without this permission, that student is considered truant and is subject to disciplinary action.

HEALTH POLICY

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. A parent may administer the medication during recess or lunch time. When this is not possible, a GCC approved signed release form by 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 painkillers, to students. All medication must be kept in the office in its original container with an approved release form. Students may not carry medication (inhaler, Epi-pen) unless a consent signed by a parent and the physician allowing the medication to be carried is on file in the school office. Students who carry medications must have their name on the medication. Students are not permitted to provide any medication to other students. Refer to BP 11-08 for further details.

Sick or injured students are released only to parents or people listed as emergency contacts on the Emergency Card. **They may only be released to their parent(s), to a person properly identified to the school clerk, or by a telephone call from the parents. The person picking up the student will be asked to show some form of valid ID along with verification from the parent that they have permission to be released to them.** Please provide current names and phone numbers of people to contact in case of emergency and keep the information on the Emergency Card updated and accurate throughout the school year. If there are changes, please come in person to make the changes.

Accident/Injury Insurance

Nurses assess students' symptoms and make the decision whether a student needs to be sent home based on current symptoms and the history of the student's situation. Students excluded from school for health reasons may return when symptoms have subsided for an appropriate amount of time. A physician's note may be required for return in some cases of illness or injury.

Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the front office. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will

continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved for medical transport and care.

Health Screening

Vision and hearing screenings are provided for students in grades K-5. Below you will see the type screening that will occur in the grade levels listed. Dental screening is optional and not required.

Screening & Grades: Grades 1 and 2 – Vision and Hearing Screening.
Grades 5 – Vision and Hearing Screening.
Grades KG– Vision

Immunizations

California law requires all students to have on file evidence of required immunizations prior to attending school. Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

Head Lice

Students found with active, live head lice will be allowed to remain in school in class until the end of the school day. The student will be discouraged from having close contact with anyone. The parent/guardian will be given information about head lice treatment and will be encouraged to start treatment immediately. The student will be checked upon returning to school and will be allowed to remain at school as long as no active, live head lice are found. For more information about head lice policies and procedures, please see GCC Board Policy 16-17 Head Lice, which is available in all COA main offices.

FOOD AND BEVERAGES AT SCHOOL

Everyone must work together to keep our school clean. Gum is not permitted at school. No food or drink is allowed in the classroom unless it is permitted by the teacher. Students are asked to only bring healthy foods for snack and lunch, such as water, vegetables, fruit, lean meat, and dairy. Snacks are to be eaten at outdoor designated areas. Popcorn is not allowed in school unless provided and supervised by the school staff. Hand washing is highly encouraged before meals.

Free Meal Program

All enrolled students in our school district, regardless of income level, are eligible to receive a healthy school breakfast and school lunch at no charge each day. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. The After School Program provides a nutritional meal each day for every child enrolled into the program free of charge.

Outside Food Policy

There are many special occasions - birthdays, holiday celebrations, etc - where we bring treats into the classrooms for students. But we don't want to overload students with sugar, disrupting the productivity in the class or ruin a student's appetite for lunch or dinner. These occasions are a golden opportunity for parents and teachers to demonstrate healthy choices. All food must be store bought only and in the original packaging. Reference BP 20-13. **Please be aware of any food allergies in the classroom. If you are not sure, ask the teacher before bringing food.**

PARENTAL INVOLVEMENT

PARENT PARTICIPATION

A significant correlation has been established between direct parent involvement and a school's overall high rate of success. Community Outreach Academy was established with a provision that parents would play a significant role as volunteers. We highly encourage that all parents who enroll children in our school would commit to a minimum of twelve (12) hours per year of direct school support. For parents who contribute more than 12 hours, a thank you tea will be held at the end of the year. There are several ways that you can participate in your child's life at COA, such as: before school preparation, relocating/moving help, you may

contact your child's teacher to help in the classroom, yard/recess duty, helping in the lunchroom, working as a cross guard, helping in the library, helping with special events, helping in the office, after school program help, and field trips. For more information about parent participation policies, please see GCC Board Policy 01-08, available in the main office.

PARENT INVOLVEMENT IN CHILD ACADEMICS

Parent involvement enriches a child's experience at COA Elementary. There are various opportunities for parents to become involved with their children. Parents are encouraged to share in their child's educational experience in the following ways:

- Discuss classroom experiences with your child
- Talk with your child daily about what they are learning in class and what they did throughout the day
- Provide support for your child with their homework and projects
- Show an interest in your child's schoolwork and projects
- Check your student's progress using Aeries regularly and communicate with your child and your child's teacher throughout the trimester.

Parent Support Programs

The success of a school relies on effective parent/school cooperation. The school does not assume total responsibility for education of the student; it is vital that a consistent approach be developed and agreed upon by parents, students and staff. Research suggests that one of the most significant ways a parent can impact their child's positive academic outcomes is to read to them on a regular basis. To ensure success, we require a signed commitment by parents, student and teacher pledging involvement and support of Community Outreach Academy program. This is a Three-Way Pledge located at the end of this Student Handbook. You will also receive one in your back to school packet. Please sign and return it to your child's teacher.

PARENT CONFERENCES/ MINIMUM DAYS

Mandatory parent-teacher-student conferences will be scheduled during the first trimester. Conferences for the second and third trimesters will be at teacher or parent request. Community Outreach Academy schedules minimum days during conference week so that teachers may have sufficient time to confer with parents. The average length of a conference is 15 minutes. All appointments will be scheduled with the teacher at the parents' convenience. Conferences are used for reporting progress and charting goals for students. Parents are strongly encouraged to attend and to set up additional conferences as the need arises.

After-Hours Events

Your child needs to attend evening events with parental supervision. You are responsible for your child at all times during our evening events. For after hour field trips, students need to be picked up within 30 minutes of returning to school. If they are not picked up, it is the discretion of the site manager whether or not to call the authorities.

GENERAL INFORMATION

CLASSROOM VISITATIONS

Parents/guardians and interested members of the community are encouraged to visit the school and observe the educational program. Visits during school hours should be arranged at least 2 days in advance with the teacher or administrator. If a conference with the teacher is desired, an appointment should be set with the teacher during non-instructional time. When school is in session, **all visitors must go directly to the school office to register** before going into instructional areas. School employees will question any visitor without a pass. This procedure is designed to provide safety for students. Your cooperation and support is critical and very much appreciated.

LOST AND FOUND

Mark all your personal belongings with your full name. Should you lose anything, first check with your teachers and your friends. Then check the lost and found after school. Please look for your belongings on your own time -- not during class time. The school is not responsible for any lost items. All items not claimed in a timely fashion from lost and found will be donated. Donations will be made twice a year, before winter

break and before the end of the school year. Notices/auto dialers will be sent home at least one week prior to the donation. Finders are not keepers. If you find something that is not yours, it is your duty to turn it in to your teacher or attendance clerk.

TEXTBOOKS

Students will be provided with all necessary textbooks. Each student is responsible for giving proper care to books in his/her charge. Students may be charged for lost and/or damaged books. Students who have outstanding fees will have report cards held and those students will be ineligible to attend extracurricular activities. Report cards will be distributed once the debts are cleared. When necessary, arrangements for a payment schedule can be arranged through the Librarian.

ADMISSION/EDUCATIONAL RECORDS

Admission is open to any student in the State of California who meets the admissions requirements. Deadlines for re-enrollment will be announced in written form and sent out in advance. For further regulations and guidelines, refer to BP 05-18. All educational records, any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the School, need to be kept up-to-date. Any disclosure of student documents need a written request from the parent. Refer to BP 12-19 for more details.

WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw a student from school, an Attendance Office personnel should be notified as soon as possible. Any lost books, materials, fees and fines must be paid and attendance clerks must complete a withdrawal form for each student, before records are released to the new school.

CKH

COA has implemented Capturing Kids Hearts (CKH). Students are expected to follow their class' social contract to guide behavior. Students are expected to self-manage behavior by checking and fouling other students.

OTHER POLICIES

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 status. Both (or all) students involved in incident will be held accountable for the consequences (i.e., zero on paper, or students involved will share the point of one assigned grade on the work). Students involved in cheating on examinations will be referred to school administrator for disciplinary action. Remember, cheating cheats you of knowledge. School rules apply at all school events and functions, such as field trips, after school programs, and special class activities.

UNIFORM COMPLAINT PROCEDURE

The Governing Board recognizes that Gateway Community Charters' ("GCC") schools are the local agencies responsible for ensuring compliance with state and federal laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- Complaints alleging misconduct or unlawful discrimination based on ethnic group identification, religion, age, gender, gender identity, gender expression, color, race, ancestry, national origin, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity.
- Complaints alleging failure to comply with state or federal law in governing the following programs: Title II, Title IX, Section 504 of the Rehabilitation Act, No Child Left Behind, adult basic education, Local Control Funding Formula/Local Control Accountability Plan, consolidated categorical aid

- programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.
- Upon receipt of a written complaint such as those described above uniform complaint procedures shall be initiated and the Superintendent/CEO or designee shall distribute full information about these procedures.
- We acknowledge and respect student and employee rights to privacy. Alleged misconduct or discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent/CEO or designee on a case-by-case basis. - Board Governance BP 01-14.

Steps for Addressing Concerns

Community Outreach Academy has adopted a clear set of procedures to address concerns and complaints. Parents should use the following steps when a concern arises.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please contact the teacher to explain your concern.
2. If the classroom concern is not properly addressed with the teacher or the concern is a school level concern, then please contact the Site Manager.
3. If a concern still lingers, despite a meeting with the Site Manager, a parent conference may be scheduled with the Vice Principals or Principal, accordingly.

Bullying

In order to minimize bullying and through anti-bullying assemblies, leadership team, and classroom meeting, our goal is to help students gain skills and knowledge in a safe and positive learning community. The faculty, staff and students achieve this by modeling positive behavior, using common language, improving communication, and encouraging community involvement. Bullying is . . .

- ☐ Intentional harm-doing
- ☐ Happens repeatedly over time
- ☐ Verbal: name calling, threatening and/or rumors; profanity
- ☐ Emotional: making faces, isolating others, gestures
- ☐ Unequal power (size, ability, popularity, money, clothing)
- ☐ Physical: hitting, kicking, pushing, and hitting someone else to hurt someone

Anti-Bullying Pledge- Students should be aware of their surroundings and should follow these four steps.

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

If you are a victim or witness of bullying on school campus, report this incident to school administration and on the anti-bullying website <http://report.doc-tracking.com/222724/68916> immediately. For more information about anti-bullying policies, please see GCC BP 15-17 and BP 06-18.

Sexual Harassment

Community Outreach Academy considers sexual harassment to be a major offense, which may result in disciplinary action, including expulsion of the offending student. Sexual harassment includes any unwelcome sexual behavior that interferes with an individual's performance at school or creates an intimidating, hostile or offensive education environment. Any student who believes that he or she has been harassed or witnessed harassment is encouraged to immediately report such incident to his or her teacher, counselor, or Principal. A full copy of this GCC Board Policy is posted in the main office and is sent home with students at the beginning of the school year. Please refer to Student Policy BP 25-19 and Employee Policy BP 11 18 for more information, made available at the main office.

ALL GCC BOARD POLICIES AVAILABLE AT COA FRONT OFFICES

AFTER SCHOOL EDUCATION AND SAFETY PROGRAM (ASES)

The enrichment program is designed to create an atmosphere which will ensure each child's continued success and interest in learning. In planning the educational environment, we have taken into account the various ages of the children attending, the level of each child's development, and the ways in which children learn. Throughout the day there are planned experiences and opportunities for spontaneous self-directed activities that touch all areas of curriculum. Enrichment activities are specifically designed to foster the development of literacy, technology, problem-solving skills, and the appreciation of all cultures. Activities which reflect a variety of cultures are integrated into the program through art, music, history, literature, and character education. Physical development needs are met through outdoor sports and games which help to develop large and small muscles and eye-hand coordination.

REGISTRATION

Please **follow the steps below**:

1. Go onto the Community Outreach Academy Elementary School website using the link:
<https://www.outreachacademy.org/>
2. Then, click on the orange tab under the name of "Our School" located on the top left side of the page.
3. Drag your mouse down that tab and stop your mouse on the 9th sub tab called "After School Program (ASES)", but do not click on it.
4. Drag your mouse to the right of the "After School Program (ASES)" tab and click on the sub tab called "ASES Forms".
5. Click on the After School Registration form and fill out the form during the registration. You will need to submit this form online.
6. After the registration period is over, you will need to fill out the "After School Program Waitlist 2020-2021 (KG-1st) (2nd-5th Grade)" application(s). This form is also to be submitted online.

HOMEWORK POLICY

COA After School Program will provide a minimum of 1 hour of homework time daily. Staff will provide a quiet environment and assist children as the number of children permits. However, COA After School Program does not guarantee that all assigned homework will be completed, that all homework will be correct, or that children will understand all concepts in their assignments.

NUTRITION

Good nutrition is essential to maintaining quality health and supporting the learning capabilities of children. Our nutrition policies and practices support serving snacks of high nutritional quality.

- The After School Program provides a nutritional snack daily. Menu and snack time will be posted.
- Please discuss any food allergies your child may have with your COA After School Supervisor.

SIGN IN/OUT PROCEDURES

COA After School Program hours are based on the school's hours of instructions, **Monday through Thursday** from 3:45 p.m.- 6:00 p.m. The after-school program will begin on **Fridays** from 12:40 p.m.- 6:00

p.m. and any additional minimum days, immediately following the end of the school day. The program would run until 6:00 p.m. **daily.**

SIGN IN:

After School students must report to **Sign in station** at Dudley B and Skvarla K-1st (cafeteria) to be signed in daily.

SIGN OUT: Authorized adults must sign children out according to the classroom clock, regardless of contracted times. **Full legal signatures are required when signing children out of the program.**

LATE PICK-UP

The COA After School Program closes at 6:00 p.m. If a parent finds that he/she will be late, he/she is required to make arrangements for an authorized adult to pick up the child and to notify the COA After School Supervisor regarding the change of time and person. Five (5) late pick-ups in a fiscal year may result in After School Program services being discontinued.

When a child has not been picked up and no parent contact has been received, the following steps may be taken:

1. The staff will try to contact the parent.
2. The staff will contact persons on the emergency card and ask them to pick up the child immediately.
3. The staff will contact Twin Rivers Police Department if all efforts to arrange pick-up have been unsuccessful.
4. If there is a repeated pattern, Child Protective Services may be called.

WHEN THE POLICE DEPARTMENT ASSUMES RESPONSIBILITY FOR A CHILD,
YOU MUST CALL AT (916) 286-4875

EARLY RELEASE POLICY

In accordance with California Education Code Section 8483 (a)(1), students should attend the program every day for the full range of hours offered. Students who do not attend regularly may be subject to disenrollment. If, for any reason, a child is unable to attend the program every day for the full range of hours offered, the parent/guardian must complete and submit the After-School Early Release form specifying the days and hours the child will attend and the reason for requesting the modified absence schedule. **Students that are repeatedly picked up before 4:30pm without a reasonable excuse (3 days in a row or every week) may result in the removal of the ASES program.**

An accumulation of 5 unexcused absences can be considered excessive and a student's enrollment in the program may be revoked. It is the intent of the legislature that elementary students participate in the full day of the program every day.

There are many students who would like to participate in the after-school program; however, limited space is available. Priority is given to students who can attend all **5** days/week. Early student releases need to be kept to a minimum. If necessary, staff will contact the parent/guardian in an effort to avoid disenrollment.

Students may be released early from the after-school program prior to 6:00 p.m. for the following reasons:

1. Parallel Program (i.e. sports, church activities, outside lessons, tutoring, etc.)
2. Behavior issues
3. Family Emergencies
4. Transportation
5. Medical/Dental appointments/Counseling
6. Medical Emergencies (injury, etc.)
7. Weather Conditions
8. Other Conditions

BEHAVIOR

- Students are expected to follow all rules and participate in activities. Behavior warranting disciplinary action as a Violation Notice, if student has 3 Violation Notices may result in the removal of program.
- All regular school rules apply during the ASES Program.
- Students may be sent home early for disruptive behavior; a parent or guardian must be prepared to pick students up early if necessary.
- Behavior that would result in a school suspension warrants removal from the after school program.
- Participation in an After School Program is a privilege. Any student may be removed from the program for inappropriate or disruptive behavior.

AFTER SCHOOL ACADEMIC TUTORING (ASAT)

Afterschool Academic Tutoring is a curriculum-based program designed to reinforce standards through homework and re-teaching what was taught in the regular daily classroom setting and to aid students who require additional instructor support and instruction. The ideal candidates for the program are students who require remedial supplemental instruction and guidance to reinforce these standards. Student positions within this program are obtained by teacher referral only.

ASAT will meet Monday-Thursday, excluding minimum days, for one hour from 3:30 p.m.- 4:30 p.m.. Students must be picked up promptly by parents.

Eligibility: Students will be eligible by classroom teacher referral. Parents and students will need to complete an enrollment form and attend the tutoring class on a regular basis depending on individual student needs as determined by the teachers, parents and class availability and space. In the event that more students signed up than we have space for, the highest scoring student(s) will be dropped from the tutoring program.

www.outreachacademy.org