



2023-2024

STUDENT HANDBOOK

Welcome to
Community Outreach Academy 6-8

Accredited by WASC



3800 Bolivar Ave., North Highlands, CA. 95660

Phone: 916-286-1908

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.

COMMUNITY OUTREACH ACADEMY



VISION STATEMENT

The vision of Community Outreach Academy is to continue successful implementation of a program that fosters high academic achievement in a safe, nurturing environment. Our vision is for faculty, staff, and parents to work together to offer students the best educational experience possible. The program will retain the most highly qualified teachers, as well as offer faculty opportunities to grow professionally and offer students the highest quality of public education available.

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 curriculum, COA prides itself in fostering quality character education and emphasizes the AAA theme: Academics, Attendance, and Attitude.

WELCOME MESSAGE

Welcome to Community Outreach Academy (COA) Middle School. Thank you for choosing our school for your children. We are honored to serve our students and community. COA Middle is a Public Charter School that accepts students regardless of geographical location. Our main goal and focus are 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 Middle School for your child's education

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

Tatyana Kisel, Campus Principal

Michael Serdi, Campus Principal

Daniel Diego, 6-8 Vice Principal

School Colors: Turquoise & Black

Mascot: Husky

Have integrity always * Unite in teamwork * Stay safe in action * Keep a clean environment * Innovate and collaborate * Engage in productive work * Support and mentor others

School Initials: COAMS

2023-2024 COA 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 for 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, iPhone, etc.)
- Read daily to my child or encourage my child to independently read for 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, and attending parent-teacher conferences.
- Volunteer a minimum of 12 hours (per school year/per family) of my time to COA as highly recommended by the school administration.
- Communicate the importance of education and learning to my child.

School/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.
- Inform parents ahead of time about the curriculum changes.
- 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 through Parent Teacher Conferences and Progress Reports, etc. in a language that family members can understand.
- Provide an effective, supportive, 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 school a welcoming place for families which helps each student achieve the school's high academic standards.
- Hold myself, students, and parents responsible for the highest standards of performance.

Student Signature

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School Calendar

CALENDAR DETAILS

- Aug 8 Student Schedule Pick-Up, 1-4 pm
- Aug 9 First Day of School
- Aug 25 Back to School Night
- Sept 4 Labor Day, NO SCHOOL
- Sept 8 Coffee with the Principal
- Sept 28 Parent Workshop
- Oct 9 NO SCHOOL
- Oct 11 Picture Day
- Oct 12 End of First Quarter
- Oct 20 Family Reading Night @COA ES
- Nov 6-9 Student Led Conferences
- Nov 10 Veterans Day, NO SCHOOL
- Nov 15 Picture Retake Day
- Nov 20-24 Thanksgiving Break, NO SCHOOL
- Dec 8 Coffee with the Principal
- Dec 15 Winter Wonderland
- Dec 19-20 KG Holiday Store @COA ES
- Dec 21 Husky Games
- Dec 21 End of Second Quarter/ Semester I
- Dec 22 - Jan 5 Winter Break, NO SCHOOL
- Jan 8 Teacher In-Service, NO SCHOOL
- Jan 15 MLK Jr. Day, NO SCHOOL
- Jan 16-18 Parent Teacher Conferences
- Jan 26 1 Semester Awards Assembly
- Feb 8 Parent Workshop
- Feb 19-23 Presidents Week, NO SCHOOL
- March 8 International Women's Day
- March 19 End of Third Quarter
- Mar 25-29 Spring Break, NO SCHOOL
- Apr 1 Teacher In-Service, NO SCHOOL
- Apr 4 Parent Workshop
- Apr 2 - May 24 CAASPP Testing Window
- May 1 Parent Appreciation Breakfast
- May 8 5th Gr Families Orientation
- May 24 Cultural Fair
- May 27 Memorial Day, NO SCHOOL
- May 30 Parent Teacher Conferences
- May 30 II Semester Awards Assembly
- May TBD 8th Grade Promotion
- May 31 End of Fourth Quarter/ Semester II
- May 31 Last Day of School/Field Day
- June 10-27 Summer School, Session 1
- July 8-24 Summer School, Session 2



COA MIDDLE SCHOOL STUDENT CALENDAR

2023 - 2024



August 2023							September 2023							October 2023							November 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			

December 2023							January 2024							February 2024							March 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6				1	2	3						1	2		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31														31							31						

April 2024							May 2024							June 2024							July 2024									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5	6				1	2	3	4							1				1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13			
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20			
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27			
28	29	30					26	27	28	29	30			23	24	25	26	27	28	29	28	29	30	31						
														30																

- STUDENT MINIMUM DAYS: EVERY FRIDAY**
- Aug 9-10 First Week of School
 - Nov 6-9 Student Led Conferences
 - Dec 21 Last Day of Semester I
 - Jan 16-18 Parent Teacher Conferences
 - March 11-14 Staff Professional Development / Student Led Conferences
 - May 28-30 Last Week of School

- Start & End of School
- No School
- Minimum Days
- Summer School
- Parent/Teacher/Student Conferences
- School Event
- Quarter Ends

HUSKIES REPRESENTS:

Have integrity always	Keep a clean environment
Unite in teamwork	Innovate and collaborate
Stay safe in action	Engage in productive work
Support and mentor others	

NO AFTER SCHOOL PROGRAM:
Aug 25, May 24, May 31

- SPORT SEASONS:**
- September Flag Football
 - Oct/Nov Volleyball
 - Jan/Feb Basketball
 - March Soccer

SCHOOL HOURS:
Regular days 8:15am - 3:15pm
Minimum days 8:15am - 12:35pm

SCHOOL ADDRESS:
3800 Bolivar Ave.,
North Highlands, CA 95660
Phone: (916) 286-1908
outreachacademy.org

Facebook @CommunityOutreachAcademyMiddle
Twitter COA_Middle
Instagram coa_ms
8:7.7 FM - 8 AM every Thursday
School & Family Radio Program

After School Program HOURS:
Regular days 3:15pm - 6:00pm Minimum days 12:35pm - 6:00pm

SCHOOL HOURS

Regular Day Schedule 8:15 a.m. - 3:15 p.m.

Minimum Day Schedule 8:15 a.m. - 12:35 p.m.

School Office Hours: 7:30 a.m.-4:00 pm.

Full Day Schedule

6th grade		7th grade		8th grade	
8:15 - 8:30	SSR	8:15 - 8:30	SSR	8:15 - 8:30	SSR
8:30 - 9:25	P1	8:30 - 9:25	P1	8:30 - 9:25	P1
9:25 - 9:30	Passing	9:25 - 9:30	Passing	9:25 - 9:30	Passing
9:30 - 10:25	P2	9:30 - 10:25	P2	9:30 - 10:25	P2
10:25 - 10:35	Break	10:25 - 10:35	Break	10:25 - 10:35	Break
10:35 - 11:30	P3	10:35 - 11:30	P3	10:35 - 11:30	P3
11:30 - 11:35	Passing	11:30 - 11:35	Passing	11:30 - 11:35	Passing
11:35 - 12:30	P4	11:35 - 12:35	P4	11:35 - 12:40	P4
12:30 - 1:05	Lunch	12:35 - 1:10	Lunch	12:40 - 1:15	Lunch
1:05 - 2:10	P5	1:10 - 2:10	P5	1:15 - 2:10	P5
2:10 - 2:20	Break	2:10 - 2:20	Break	2:10 - 2:20	Break
2:20 - 3:15	P6	2:20 - 3:15	P6	2:20 - 3:15	P6

Minimum Day/Friday Schedule

Friday - Minimum Day	
8:15 - 9:00	Advisory
9:00 - 9:30	P1
9:30 - 9:35	Passing
9:35 - 10:05	P2
10:05 - 10:15	Break
10:15 - 10:45	P3
10:45 - 10:50	Passing
10:50 - 11:20	P4
11:20 - 11:25	Passing
11:25 - 11:55	P5
11:55 - 12:05	Break

12:05 - 12:35	P6
12:35	Lunch

ARRIVAL AND DISMISSAL

Arrival: 7:30 AM - 8:00 AM

STUDENTS SHOULD NOT ARRIVE TO SCHOOL BEFORE 7:30 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 7:30AM.

STUDENT LATE ARRIVAL / EARLY DISMISSAL

Late Arrival (MS)

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 8:20 a.m. After five (5) lates, a letter will be sent home.

Any student late to periods 2 - 6 will be marked late by the teacher. After (5) lates, a letter will be sent home.

Students arriving after 8:45 a.m. are considered tardy to school and **MUST** report to the office with their parent/guardian to sign them in and will receive a tardy slip before going to class. An explanation is required from the parent/guardian. Any student arriving to class more than 30 minutes late will need to get a tardy slip from the office clerk first. All tardies of 30 minutes or more need to be put into Aeries by the clerk. **THERE ARE NO EXCEPTIONS!**

Classroom Tardiness (MS)

It is the expectation of COA Middle that students are on time to their classes throughout the day. If a student is late to classes throughout the day they will have the following consequences:

Per Quarter:

5 Tardies: Phone Conference with School Administration/ Parent/ Student

10 Tardies: In-person conference between Administration/ Parent/ Student

15 Tardies: In-person conference with Principal/ Parent/ Student and Attendance contract which will include consequences for continued tardiness.

Consequences for excessive lates may include

Letters sent home from the office

Admin/parent/student/teacher conference

Saturday School for every 20 lates

***Students may also receive referrals, violation form, or Friday Detention if ideas for controlling behaviors have not been successful.**

Early Dismissal

The school highly discourages students from leaving early. We recommend parents 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, students must be picked up within 15 minutes after the end of the school day. Students are not to play on or around the school campus or linger in their classroom after dismissal.

Students who participate in any after school activities must report to their designated meeting areas immediately upon dismissal.

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

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

Habitual late pick-ups will not be tolerated. After five (5) late pick-ups in an academic year, the 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) 566-2777

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 permission, a student is considered truant and is subject to disciplinary action. If a student is waiting for the bus, they must not leave campus. *Education Code 44808.5*

Visitors

All visitors must immediately report to the school office. Visitors MUST sign in with the attendance clerk. Visitors will be given a visitor's pass that must be clearly displayed at all times. Student visitors are generally not allowed; exceptions may be made at the discretion of the principal. Please inquire at the school 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 Administration has the final say if a student visitor will be allowed. All requests must be processed at least 24 hours in advance.**

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 attend school. Parents who fail to meet this obligation may face legal investigations (*Education Code 48200, 48290*).

Perfect Attendance

Semester Perfect Attendance awards are given to students who are physically present in school every day.

If a student has more than 10 lates 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 children 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, or by a written note 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. Students with excessive absences may be referred to the Student Attendance Review Team which may result in being disenrolled from the school. 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 a 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 a 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 trancies.

4. If attendance continues to fail and all the resources available to our school have been exhausted, the student will be referred to their district of residence and will lose their spot at the charter. TRUSD will then move forward with SARB. 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 reason shall be allowed to complete all assignments and tests missed during absences and shall be given credit for work satisfactorily completed. Students will have the number of days they were absent to complete homework. It is the responsibility of the student to connect with teachers for their work.

Uniform Complaint Procedures BP 01-18(A):

COA Middle School is responsible for ensuring compliance with state and federal laws and regulations governing educational programs and has established procedures to address allegations of unlawful discrimination and/or failure to apply with such laws. The GCC Board encourages early, informal resolution of complaints at the site level whenever possible. If parties feel further investigation and resolution are needed, concerns should be submitted in writing to:

GCC Director of Special Education & Student Support Services Dr. Erik Crawford
Gateway Community Charters
5112 Arnold Ave. Suite A
McClellan, CA 95652
Phone: (916) 286-5199
Fax: (916) 993-4167

A complete copy of the Uniform Complaint Procedures is posted in the school office and online.

Short Term Independent Study

Community Outreach Academy offers short term independent study as an optional educational alternative for students in certain cases. The general policy is that the Short Term Independent Study program is available to students that are absent for 3 or more days, a maximum of 15 days per year. However, if a parent requests, we may do an independent study for less than 3 days. 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. At least one week advance notice should be given, so that the work can be prepared.

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 needs a written request from the parent. Refer to BP 12-19 for more details.

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, technology, 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.

ACADEMICS

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 the current grade. These standards include Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), California Social Studies standards, and Physical Education (PE). 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, deficiency reports, report cards, and other avenues of communication. All curriculum is standards aligned. For more information on Common Core State Standards, visit

<http://www.corestandards.org/>

Students who demonstrate a consistent need for increased support due to missing assignments, failing grades, or behavioral concerns may be recommended for a support elective such as study hall, ELD, or intervention.

Schedule Changes

The last day to submit a schedule change for semester 1 is August 31 at 3:15. After that, schedule changes may not be made for the first semester unless it is due to an immediate and pressing need, schedule changes may only be made at the end of the first semester (December 18 - 21). In order to request a schedule change, parents must meet with the teacher to explain their concerns and get clarifications. Then the parent may make a request to the school administration and the school administration will then check in with teachers. Please be aware that not every schedule change request will be made.

Report Cards

Report Cards are issued at the end of each Semester in January and May. Report cards are subject based. 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”

For 6-8th 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 have your family's current home and e-mail addresses on file. Parent email addresses will strictly be used for school announcements/updates and communication regarding school matters.

Grading Calendar

<u>End of deficiency period</u>	<u>End of quarters</u>	<u>First Semester</u>
September 8	October 12	August 9 - December 21
November 14	December 21	
February 9	March 19	<u>Second Semester</u>
April 26	May 30	January 9 - May 30

Physical Education (PE) 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. Students in need of a short term accommodation may bring a parent note to class. Parent notes can excuse students from grading regarding participation for two days or longer if the note mentions something such as a scheduled doctor's appointment. Students in need of long term accommodations may bring a doctor's note to class and to the office.

All students in grades 6-8 must dress down. Failure to do so may impact participation grades.

California Assessment of Student Performance and Progress (CAASPP)

CAASPP is California's testing system. This is the 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 include Computer Adapted Tests and Performance Tasks. The CAASPP testing window will begin in April and last until the end of school in 2024.

For students, it is 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. <https://www.caschooldashboard.org/>

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/ca/documents/elpacpgtu.pdf>

If you have any questions about your child taking the ELPAC, please contact our school's office.

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 286-5199, ext. 2247 should you need help with signing up for your Aeries Parent Portal account.

Academic Honors and Attendance

Once per semester, COA Middle 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 grade point averages:

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

PERFECT ATTENDANCE AWARDS ARE GIVEN TO THOSE WHO HAVE BEEN PHYSICALLY PRESENT IN SCHOOL 100% OF THE SEMESTER AND/OR ENTIRE YEAR.

Parent Teacher Conferences (PTCs)/Student Led Conferences (SLCs)

The school encourages direct communication between parents and teachers. Should you want to discuss the progress of your child or if you have a question, please reach out to your child's teacher/teachers first. Additionally, COA Middle School offers Parent Teacher Conferences (PTCs) to discuss student academic and behavioral concerns. During this time, the school will contact parents to schedule a meeting. Please look for information about these specific dates in the future autodialer messages, e-mails, school calendar, or on the school's website. Aside from Parent Teacher Conferences, COA Middle School also provides opportunities for students to participate in Student Led Conferences (SLCs). These are meant to promote reflection, goal setting, and dialogue between students and parents. Both Parent teacher conferences and student led conferences will occur twice per year.

SAFETY AND DISCIPLINE POLICY

Behavior Expectations

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 (COA) work together to encourage productive behavior in a firm, fair, and consistent manner. We implement the Capturing Kids Hearts (CKH) program which 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 to help the student reflect on what he/she has done and what will happen if the behavior continues.

If improper behavior continues, the student will receive a consequence and may be referred to the Student Support Advisor or Vice Principal for further action.

Consequences may include the following:

- Parent Contact
- Violation/Referral
- Lunch Detention
- Friday Behavior Detention
- Saturday School
- In-School Detention (full day)
- Suspension
- Expulsion

If severely disruptive behavior is continued which constitutes 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 and 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.

Merits and Demerits

We believe that good citizenship is essential for the privilege of participation in extracurricular activities. All students begin each *Semester* with 100 merits. Students will risk the loss of extracurricular activities for behavior infractions as they will result in demerits.

- Students will accrue demerits for school rule infractions.
- When a student earns a demerit, they will be notified by school personnel.
- Student demerits will impact one's qualification to attend specific events.
- To earn a merit, students must do a service using the merit retrieval form.
- Students will not be able to participate in extracurricular activities if their merits fall below 80 merits.
- Merits may not be retrieved for incidents resulting in out-of-school suspension.
- The amount of merits retrieved will be decided by the staff member who is to base this decision on the task, time, and discretion.
- Merits must be retrieved at least 1 week before the end of the quarter.
- The demerit system is only a record keeping system. Disciplinary action will be taken in addition to the recording of demerits.

Demerits

- Level 1 infractions will lead to 1 demerit
- Level 2 infractions will lead to 2 demerits
- Level 3 infractions will lead to 5 demerits
- Level 4 infractions will lead to 10 - 20 demerits

Steps for students to follow to earn a merit back

1. Check your number of demerits with a staff member.

2. Contact the person who assigned the demerit and arrange for a time to complete service.
3. The merit retrieval questions are to be filled out neatly and in as much detail as possible.
4. Specific dates and hours must be documented on the merit retrieval form and signed off by the supervisor.
5. The student and parent/guardian must sign and date the form then the student should bring the completed form to the Student Support Advisor.

Service Options & Ideas

- 1) Help after school in the Front Office
- 2) Help a teacher at lunch, before, or after school with tasks such as:
 - Cleaning desks
 - Dusting
 - Filing paperwork
 - Cleaning gum
 - Sweeping/mopping the classroom floor
- 3) Help a custodian during lunch (make arrangements with Ms. Sasha beforehand)
- 4) Volunteer in the library before, afterschool, or at lunch time (make arrangements with Mr. Paul first)
- 5) Volunteer at our neighboring school CCCS (Make arrangements with Dr. Diego)

*In all cases, students **must** make arrangements ahead of time and students will need permission from certain adults to participate.

INFRACTIONS AND CONSEQUENCES GUIDE

Level 1: Example of behaviors that impact the individual <i>This level may include other low level behaviors not listed</i>	Guidance for behavior correction: To be handled at classroom level
<ul style="list-style-type: none"> ● Not prepared ● Out of seat ● Breaking pencils ● Not following directions ● Not doing classwork ● Not in line ● Sleeping ● Copying behaviors ● Not listening ● Leaning in chair ● Refusing to work ● No homework ● Not having a pencil 	<p>First occurrence: Verbal warning (4 questions).</p> <p>Second occurrence/consequence: Verbal warning (4 questions + extra question) and notify parent</p> <p>Additional occurrences: Other means of correction (OMC) at the discretion of the reprimanding staff</p> <ul style="list-style-type: none"> ● Hold student after class for a talk and complete a Reflection sheet ● Time away in room or partner classroom ● Parent contact by teacher ● Loss of privileges ● Moving seat ● Loss of points ● Stay after class to meet with teacher ● Violation form given by teacher ● Lunch Detention
Level 2: Example of behaviors that interfere with the learning of others <i>This level may include other low level behaviors not listed</i>	Guidance suggestions for behavior correction: To be handled at the classroom level

<ul style="list-style-type: none"> ● Talking out/disrupting the learning of others inappropriately ● Touching/Poking/roughhousing ● Standing on furniture/inappropriate furniture use ● Consistently not following directions/defiance ● Unauthorized electronic device usage including but not limited to cell phones and i-pods ● Consistently Late or Tardy (not due to parent drop off) 	<p>First occurrence: Verbal warning (4 questions).</p> <p>Second occurrence/consequence: Verbal warning (4 questions + extra question). At this point, the teacher or staff member may assign an additional consequence. Notify parent</p> <p>Additional occurrence/consequence: Other means of correction (OMC) at the discretion of the reprimanding staff</p> <ul style="list-style-type: none"> ● Hold student after class for a talk and complete a Reflection sheet ● Loss of privileges ● Parent contact by teacher ● Violation form given by teacher ● Lunch detention ● Schedule meeting with parent and student <p><i>Teachers may refer students to the Student Behavior Advisor after the multiple occurrences. Repeated behavior may result in Friday detention.</i></p>
<p>Level 3: Behaviors that affect an orderly environment <i>This level may include other behaviors not listed</i></p>	<p>Guidance suggestions for behavior correction: To be handled at the classroom level with support from administration</p>
<ul style="list-style-type: none"> ● Harassment of peers ● Harassment of an adult ● Throwing things with malicious intent ● Lying/Cheating/Plagiarism/Forgery ● Inappropriate language/Profane hand gestures ● Aggressive physical altercations ● Leaving room without permission ● Inappropriate use of electronic devices ● Vandalism 	<p>First occurrence may include: CKH 5 questions and at least one of the following: Reflection sheet, Violation Form, Lunch Detention, Friday Detention, and/or Parent contact.</p> <p>Second occurrence/consequence: Parent contact, Lunch Detention, Friday Detention, or Saturday school.</p> <p>Additional occurrence: Students may be referred to the Vice Principal for Other Means of Correction (OMC) which may include Restorative intervention, Loss of privileges, Parent/student/teacher/admin conference, Friday Detention, Saturday school, or suspension.</p>
<p><u>Level 4: Office Only</u> Harmful/Illegal Behaviors <i>This level may include other behaviors not listed</i></p>	<p>Guidance for behavior correction: At this level, students should be referred to the Vice Principal</p>
<ul style="list-style-type: none"> ● Actions that cause harm to others ● Stealing ● Fighting ● Drug/Alcohol usage ● Drug/Alcohol selling* ● Brandishing weapons* ● Threatening to do injury to person or property ● Sexual harassment ● Sexual assault* ● Bullying ● Spitting on others 	<p>First occurrence:</p> <ol style="list-style-type: none"> 1. Home contact will be made by Administration. 2. A meeting will be scheduled with parents. 3. Student receives a suspension. 4. Student will receive restorative intervention and reflection (may include apology letter) 5. The behavior infraction will go on the student's record. <p>*Mandatory recommendation for expulsion</p>

School Expectations

- 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 but not near the classrooms.
- Students will dispose of trash in the proper places.
- Students will come to school with required materials including Chromebook 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 to leave the school grounds unless given permission to do so.



Cafeteria Rules and Expectations

- Students will stand in a quiet line while waiting to be served.
- Students will speak with an inside voice.
- Students will leave the tables and floors clean.
- Students will remain seated at the table while eating.
- **Gum or Energy Drinks are not allowed at any time on the COA middle school campus.**

Lunch Detention:

Teachers and staff have the authority to use discretion when considering lunch detention as a consequence and support. They have the authority to hand out detention if and when students break the rules. However; teachers should provide students with ample warning before issuing detention.

Students will write and reflect in detention. During this time, they will also be expected to call parents to tell them that they earned detention using the school phone.

Lunch Detention Rules and Expectations:

- **Be on Time:** if late then students are expected to serve detention at another time, and get another detention for not being on time.
- **Students are not to pick their seats**
- **No leaving or letting other students visit detention:** If a student needs to leave due to early dismissal or other emergency, they may be excused but may be required to serve at a later date.
- **No talking between students:** If students continue to talk to one another, another detention will be given.
- **Eating or drinking is not allowed:** If a student comes to detention with lunch, they will receive a warning the first time and be allowed to eat. If they do it again, they will be given another detention.
- **Technology is not to be used by students during detention**
- **Sleeping in detention is also prohibited and students should not be laying down or in a sleeping position**

- **Show respect to the adult in charge of detention:** After 1 warning, any lack of respect may result in another Lunch Detention or Friday detention.
- **No shows:** Students who do not show up for detention have to serve their detention another day. If they purposely skipped out, another detention will be assigned in addition to the original lunch detention.
- **Multiple lunch detentions:** Students may only serve one lunch detention in a day. They may not serve one lunch detention for two infractions.
- **Three lunch detentions in one week will result in Friday detention.**
- **7 lunch detentions in one quarter will result in Saturday school.**
- **Any student who receives three detentions in one week will be assigned Friday detention.**

Saturday School Rules

- Saturday school will begin at 9:00 and end at 12:30.
- Be on Time
- No sleeping
- No putting heads down
- Students are not to pick their seats
- No talking between students without permission
- Eating or drinking is not allowed without permission
- Technology is not to be used during detention without permission
- Students must sit facing forward at the tables or desk
- Show respect to the adult in charge
- Students must not leave the library without permission
- No shows: Students who do not show up may serve an in-school detention that will be recorded in Aeries
- Bathroom breaks will be every hour approximately
- Students may reflect but not do any other activities without permission

Actions that can lead to Saturday School

- 4 Lunch detentions in one week
- 7 Lunch detentions in one quarter
- 3 Friday Detentions in one quarter
- For every 20 Lates
- Repeated Level 3 Behavior infractions (Administration discretion)
- Level 4 behavior infractions (Administration discretion)

NO GO LIST Field Trips and exclusion from school events

- 2 Suspensions in one semester
- 3 Saturday Schools in one semester
- 5 Friday Detentions in one semester
- 10 Lunch Detentions in one semester
- Certain incidents will result in an automatic loss of privileges. Examples may include bringing a weapon on 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 the 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, possible referrals, Lunch Detention, or in extreme cases, suspension.

Student or Parent Complaints

If students or parents have a school related complaint, this should first be addressed at the site level. Students or parents should contact the teacher directly first in a timely manner by email or in person if they have a question about grading or assignments. These concerns must be dealt with during after school hours. Parents cannot interrupt a class session to ask teachers about grades or express a concern. The conversation must also be private, not in front of other students, parents, or staff. Students and parents can also bring their concerns directly to the school administration if they have already attempted to resolve the issue by contacting/meeting with the teacher.

Parents may NOT confront other students on campus. If you have concerns about other students, you must bring that to the attention of staff to be handled by the school.

Anti-Bullying Policy

COA adheres to the GCC Anti-Bullying (*BP 06-19*) policy. COA Middle educates all students about bullying at the beginning of every school year and will not tolerate bullying or harassment of any kind; sexual, racial, physical, verbal, ethnic, ability, age, or digital. Staff, students, and parents are required to report to the administration any known incident of bullying. These reports can be made in person or anonymously. To report anonymously, use the reporting link on the COA Middle website. You must provide enough information for the staff to make a thorough investigation or contact you if more information is needed. COA Middle investigates all reported incidents of bullying with sensitivity and respect to all parties involved. During and/or after the investigation is complete, parents are contacted and appropriate consequences are given. The goal is to deter the bullying from happening again.

Bullying Incident Reporting System

This is a new system in place that allows students and/or a member of the community to report an incident of bullying or harassment. To report incidents go to the following website:

<http://report.doc-tracking.com/222724/222716>

Sexual Harassment Affecting Students (GCC BP 25-19)

COA Middle 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 an 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.

Cell Phone Policy

COA Middle School students whose parents allow them to bring a cell phone to school MUST keep the phone OFF, or on silent mode, and in their backpack once the first bell rings. Cell phones MUST

remain safely in backpacks until the last bell rings. Cell phones cannot be used at any time during the school day while on campus. The only exception is during a field trip and students are only allowed to use it for taking pictures.

Cell phones will be confiscated by teachers or staff if they are being used during normal school hours; no exceptions. COA Middle School is not responsible for lost or stolen items even when confiscated. If your child's cell phone is confiscated, expect the following:

- **First time offense** – phone returned to student after school at the end of the day.
- **Second offense** – phone returned to parent at the end of the day.
- **Third offense** – phone returned to parent and a consequence will be determined.
- **Beyond Third Offense** - If confiscated, the phone will be kept by the school **until the parent can pick it up**. Students will need to check-in their cellphones at the school office at the beginning of each day and check out after school ends.

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 the appropriate 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.**

Extra-Curricular Activity/ Athletic Participation

Students must have good academic and behavioral standing in order to participate in athletics and extracurricular activities. Teachers and COA administrators reserve the right to revoke these privileges from students. In these cases, the necessary improvements will be clearly communicated to the student and his/her family.

After School sport leagues qualifications

It is a privilege to participate in extracurricular activities, including sports. The privilege may be revoked at any time, for any reason that does not violate Federal or State law or District policies or procedures. There is no guarantee that the Student will make a Team, remain on a Team, or actively participate in the games, shows, performances, or competitions. Such matters shall remain exclusively within the judgment and discretion of the school administration.

In order to participate in after school sports, students must maintain a C- or above and must also maintain good behavior. Players who earn 1 lunch detention during the season, will receive a warning and will sit out of one game. If a player receives a second lunch detention, they will be taken off the team. If a student receives 1 Friday detention, Saturday school, or suspension, they will be taken off the team.

Tobacco / Drug Free Zone

Community Outreach Academy Middle School 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 (GCC) 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. **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. Parents will be notified and students who bring these items to school may receive lunch detention, Friday detention, Saturday School, suspension, or expulsion. Items may only be returned to students if parents come to claim the item.

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

- | | |
|--|---|
| <ul style="list-style-type: none"> Aerosol Cans Alcohol Balloons Bottles of nail polish Cameras (except field day trip days) Cards for gambling Drugs/Paraphernalia Energy Drinks Electronic Games Fireworks Flyers (not related to a school sponsored activity) Gang related bandanas Golf or baseballs Gum | <ul style="list-style-type: none"> Guns Inappropriate material (journals/magazines, etc.) Jewelry that can be used as a weapon Knives Matches/Lighters Medication Personal toys Poppers Roller Skates/Heelys/HoverBoard Ropes and cords Stink Bombs Sunflower Seeds Weapons/Replicas/Toy guns/water-guns Anything else that symbolizes hate or violence |
|--|---|

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

 <p>Fireworks/ firecrackers/ poppers</p>	 <p>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 / Heelys</p> 	 <p>Sunflower seeds and Gum</p>	 <p>Alcohol</p>	 <p>Drugs/ paraphernalia</p>
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The school promotes **limited and responsible** use of the following items: various electronic devices, and personal hygiene items (deodorants, perfumes, cosmetics, etc.). Students who use these irresponsibly will be asked to leave such items at home.

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.

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 the 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.

Technology protection measures may be disabled for staff as needed. In the case of minors, measures may be adjusted for legitimate research of other lawful purposes if approved by the administration.

Inappropriate Network Usage

At COA Middle School, 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.

Students are also prohibited from playing games without permission and from using Proxy websites to bypass GoGuardian and other safety monitoring while at school. Students who are caught playing

games without permission will receive lunch detention. Students who are caught using Proxy websites or other ways to purposely bypass GoGuardian will receive the following consequences:

First offense:

- Student receives a warning
- Parents are notified of the violation

Second offense:

- Student and parents are notified of the violation
- Student receives lunch detention

Third offense:

- Student and parents are notified of the violation
- Student receives Friday Detention and temporary loss of computer privileges

Fourth offense and beyond

- A meeting will be scheduled with parents, students, and administration
- Student receives Saturday school and extended loss of computer privileges

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Gateway Community Charters (GCC) 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. Students will review a technology safety video and sign a technology pledge during the first few days of enrollment or school.

Students will follow the provisions of the Gateway Community Charters “Computer Use Guidelines for GCC Students.” Students and parents are expected to 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.

DRESS CODE POLICY

The following guidelines are intended to define appropriate student attire and personal grooming at COA Middle School. The purpose of our dress code is to enhance the classroom atmosphere, encourage appropriate dress for the workplace, and minimize student distraction, so as not to interfere with the educational process. It is also intended to help protect the health, safety, and welfare of the individual student.

Hats and hoods are strongly discouraged from being worn in classrooms. Staff reserves the right to check for earpods and may ask the student to temporarily remove the hood or hat. Teachers may have individual classroom norms and rules where hats and hoods are not allowed in their specific classroom. Students are expected to honor this.

Bandanas are not allowed

Safety dictates that students are not to wear high heel or platform shoes, shoes with grind plates or wheels, cleats, sandals with no strap, or flip flops. Cleats are only allowed with school permission and must be worn only in designated areas. Shoes must be worn at all times.

Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or the use of drugs or alcohol/beer.

Inappropriate lettering, printing, message patches, or messages on clothing, backpacks, binders, and other personal items are prohibited.

Any apparel, accessory, school materials, or manner of grooming which is associated with membership in a gang is prohibited.

Students are permitted to wear mid-thigh length shorts. Short shorts, jogging or running shorts, tights, and excessively torn shorts/pants are not acceptable.

No bare midriffs are allowed nor are low cut or revealing tops. No “off-the-shoulder” blouses are to be worn. Dresses and skirts must be fingertip length or longer. Garments shall be sufficient to conceal underclothes.

NO tank tops (low-cut necklines, straps that are less than two inches in width, or enlarged armholes) are allowed unless worn over another garment.

No student shall wear “see through” or “fishnet” blouses or shirts.

ALL CLOTHING SHALL BE WITHIN THE BOUNDS OF DECENCY AND GOOD TASTE.

STUDENTS ARE EXPECTED TO ATTEND SCHOOL IN CLEAN, NEAT CLOTHING.

The administration reserves the right to decide the appropriateness of the student’s attire. *Inappropriately dressed students will be expected to change clothing, call parents, and may return to class once the issue is resolved.*

Action Taken by Administration

First Offense:

- Warning
- Call home
- Change clothes

Second Offense:

- Change clothes
- call home
- Lunch Detention

Third Offense:

- Change clothes
- Call home
- Friday Detention

Fourth or more offense:

- Change clothes
- call home
- In school suspension for defiance

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.

ACADEMIC AND EXTRACURRICULAR SUPPORTS

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

Gateway Community Charters 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.

Student Activities

Community Outreach Academy Middle School offers a wide variety of extracurricular activities to benefit our students such as rallies, field trips, clubs, and electives. Participating in these is a privilege; therefore, students will be expected to act responsibly and respectfully with students and staff. Students may be excluded from these activities as part of a comprehensive discipline plan for specific students. In addition, some students may be exited from an elective based on academic and/or behavioral reasons. Those who score three grade levels of below on iReady assessments may be enrolled in a support elective.

Capturing Kids Hearts (CKH)

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.

Civic Citizenship

COA Middle School will build strong civic citizens that will get involved in the school and the surrounding community, acquaint themselves with local government, community-based organizations, and local businesses to orient their service learning experiences and inform their transition to becoming productive, active members of society, utilizing a repertoire of civic virtues.

Global Citizenship

COA Middle School will encourage awareness of the diverse world around our students. Students will learn about other countries and cultures. They will learn how they can impact the world through their global engagement.

Teachers will incorporate lessons focused on other cultures into their curricula. Teachers will investigate resources from local colleges and the government to assist us. Teachers will connect lessons to possible careers with global perspectives.

Digital Citizenship

Students will be taught to utilize technology effectively in order to prepare them to be digital citizens both in the classroom and in their future profession. Teachers will promote skills that will allow students to keep up with the rapid integration of technology in a global, civic, and digital society.

Character Education

Core Value: Month	Academically	Personally	Within the community	Digital Citizenship
September: Empathy	Put myself in others' shoes and remember that everyone learns differently.	Spend time with someone I do not usually hang out with and get to know them better.	Think about what it would be like to be in someone's shoes. What if I woke up and switched places with them?	Pay attention to what matters and show you care.
October: Self Direct	Set academic goals for myself.	Take care of my responsibilities.	Keep my neighborhood and environment clean.	Pay attention to how much time I am spending online and take breaks from the screen and technology.
November: Teamwork	Cooperate with my team and don't do things to slow down the work.	Suggest different ideas if there is a problem and don't complain.	Help others in need.	Think about rules for how I should deal with conflict if it happens online.
December: Responsibility	Complete work and put good effort into all my work.	Think ahead.	Leave a situation or space better than I found it.	Keep personal information secure, pay attention to sources, and do not spread false information.
January: Respect	Allow teachers to teach and students to learn.	Honor the Social Contract, and listen attentively to staff.	Use appropriate language, and act in a safe manner.	Show positive online communication.
February: Kindness	Offer support and encouragement when someone doesn't understand.	Smile and help others.	Offer compliments and do nice things for others.	Leave supportive comments on someone's social media.
March: Courage	Keep trying to master new skills even when I am frustrated or when it is difficult.	Try new things, even if it is challenging.	Do the right thing in difficult situations.	Stand up to cyber-bullying.
April: Perseverance	Try my best, no matter what.	Try new things without fear of failure.	Be accepting of change.	Stay true to myself online.

May: Integrity	Prepare for all tests and assignments so that I am not tempted to cheat.	Practice the five fundamental values of integrity: 1. Show respect 2. Make responsible choices 3. Treat others fairly 4. Be trustworthy 5. Be honest	Do the right thing even when no one is around to see it.	Be careful not to copy the work of others without giving credit to the original author.
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School Spirit Days

August	August 21 - 25: Spirit Week - School Spirit/welcome back
September	September 18 - 22: Spirit Week - Fall Countdown
October	October 24 - 28: Spirit Week - Red Ribbon
November	November 6 - 9: Spirit Week - College Week
December	December 1 - 8: Candy grams sign ups December 12 - 13: Candy gram deliveries December 15: Winter Wonderland December 18 - 21: Spirit Week - Holiday Countdown December 19 and 20: KG Holiday store December 21: Husky Games
January	January 22 - 26: Spirit Week - The Great Kindness Challenge/National School Choice week
February	February 12 - 16: Spirit Week - Valentine's Day/Love is in the air/spread the love/love thy neighbor
March	March 18 - 22: Spirit Week - Spring Countdown
April	April 22 - 26: Spirit Week - Earth Day/Save the Planet
May	May 20 - 31: Spirit Week - Ending strong

EMERGENCY AND HEALTH 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, Lockdown, and earthquake drills are held periodically to teach students the proper way to respond to emergencies. Safety drill instructions are posted in each classroom. Students are to quietly and quickly follow all directions given by teachers or other school or emergency department personnel.



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.

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 a note 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.

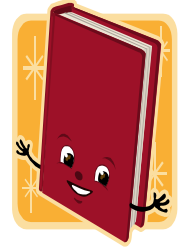
OTHER POLICIES

Parent Participation

A significant correlation has been established between direct parent involvement and a school's overall rate of success. Community Outreach Academy Middle School was established with a provision that parents would play a significant role as volunteers. We highly encourage all parents to volunteer throughout the school year by providing the following opportunities/options: on-campus supervision before, during, and after school, accompanying students on field trips, campus beautification days, office clerical support, sport activities coaching, etc. If a parent is unable to volunteer in person, we encourage them to contact the school office to make arrangements to find other ways they can help our school community.

Valuables at School

Students should mark all personal belongings with their full names. 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 into 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 and Chromebook

In the pursuit of developing a dynamic 21st Century education environment for our students. Students will be provided with all necessary tools including textbooks and a Chromebook. Each student is responsible for giving proper care to books and technology in his/her charge. **Please refer to the Technology website: [bit.ly/COAMS Chromebooks](http://bit.ly/COAMS_Chromebooks) for additional information regarding the Chromebook policies.**

Textbooks/Chromebook fines and recording

Students will be charged for lost and/or damaged books and technology. The amount of these fines varies. Information regarding lost or damaged Chromebooks can be found in our technology website: [bit.ly/COAMS Chromebooks](http://bit.ly/COAMS_Chromebooks). If you have any questions related to books or fines, please contact the main office.

Food and Beverages at School

Everyone must work together to keep our school attractive. Gum and Energy Drinks are not permitted at school. No food or drinks are allowed in the classroom unless it is permitted by the teacher. Snacks should only be eaten during breaks or lunch.



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.

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 online 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 provide his/her own lock for the locker.

AFTER SCHOOL PROGRAM (ASP)

Registration

Registration for after-school clubs, provided through the After School Program, is available year-round. Please contact an After School Supervisor for more information.

Homework Policy

COA After School Program will provide a minimum of 60 minutes of homework time daily. ASP consists of classes dedicated to working on homework as well as extracurricular activities. Staff will provide a quiet environment and assist children with their homework. However, COA's 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.

Early Release Policy

COA After School Program hours are based on the school's hours of instructions, **Monday through Thursday** from 3:15 p.m.- 6:00 p.m. On Fridays and other minimum days the After School Program will begin after classes are out and will go from 12:35 p.m.- 6:00 p.m. In all instances, the program will run until 6:00 p.m. **daily**.

SIGN OUT: In case of an early dismissal, authorized adults must sign children out. **Full legal signatures are required when signing children out of the program. All students must be signed out of the program daily before 6:00 PM. ASP requires that the parent or an adult (18 years or older) who are listed on the student release form to sign the student out.**

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

Behavior

- Students are expected to follow all rules and participate in activities. Behavior warranting disciplinary action may result in a Violation Notice. If a student has 3 Violation Notices it may result in the removal from the program.
- All regular school rules apply during the After School Program.
- Students may be sent home early for disruptive behavior; a parent or guardian must be prepared to pick students up early if necessary.
- Items that are not allowed at school are not allowed in the After School Program.
- 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.

Parent conduct: For the safety of all students and staff, parents are expected to practice appropriate verbal and physical conduct while at the school site. Inappropriate conduct from a parent may lead to the student's termination from the After School Program .



Gateway Community Charters 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.

* 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. The complete GCC FERPA Policy is posted and available in all Community Outreach Academy Main Offices.

Directory Information Policy

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, 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, Superintendent – 5112 Arnold Ave. McClellan CA 95652 916-286-5199 Jason.Sample@gcccharters.org.

Board Governance Policies BP 03-23

Board Policy: STAFF-STUDENT BOUNDARIES POLICY

Gateway Community Charters has an exception that all adults maintain professional, moral and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all adults relative to their conduct with students in Gateway Community Charters (GCC) schools and programs. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety.

Boundaries Defined

For the purposes of this policy, the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s point-of-view but could be perceived as flirtation or sexual insinuation from the perspective of students or parents. There is no single reasonable person standard. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists (and any subsequent lists) are not meant to be all-inclusive, but rather, illustrative of the types of behavior intended to be addressed by this policy.

1. Giving gifts of a personal and intimate nature (including photographs) to a student; or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Superintendent/CEO or designee along with the rationale therefore.
2. Kissing of ANY kind
3. Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 Plan.]

4. Full frontal or rear hugs and lengthy embraces
5. Sitting students on one's lap (grades 3 and above)
6. Touching buttocks, thighs, chest or genital area
7. Wrestling with students or other staff member except in the context of a formal wrestling program
8. Tickling or piggyback rides
9. Any form of sexual contact
10. Any type of unnecessary physical contact with a student in a private situation
11. Intentionally being alone with a student away from school
12. Furnishing alcohol, tobacco products, or drugs - or failing to report knowledge of such
13. "Dating" or "going out with" a student
14. Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
15. Taking or requesting photographs or videos of students for personal use or posting online
16. Either partially or fully undressing in front of a student or asking a student to undress, with the intent to view/expose private body parts
17. Leaving campus alone with a student for lunch
18. Sharing a bed, mat, or sleeping bag with a student
19. Making, or participating in, sexually inappropriate comments
20. Sexual jokes, or jokes/comments with sexual overtones or double-entendres
21. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
22. Listening to or telling stories that are sexually oriented
23. Discussing your personal troubles or intimate issues with a student
24. Becoming too involved with a student so that a reasonable person may suspect inappropriate behavior
25. Giving students a ride to/from school or school activities without the express, advance written permission of the Superintendent/CEO or designee and the student's parent or legal guardian
26. Being alone in a room with a student at school with the door closed and/or windows blocked from view
27. Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
28. Staff mirroring the immature behavior of minors
29. Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Acceptable Behaviors

1. Pats on the shoulder or back
2. Handshakes
3. “High-fives” and hand slapping
4. Touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
5. Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
6. Holding hands while walking with small children or children with significant disabilities
7. Assisting with toileting of small or disabled children in view of another staff member
8. Touch required under an IEP or 504 Plan
9. Reasonable restraint of a violent person to protect self, others, or property
10. Obtaining formal written pre-approval from Superintendent/CEO or designee to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off-campus
11. Emails, text messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
12. Keeping the door wide open when alone with a student
13. Keeping reasonable and appropriate space between you and the student
14. Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
15. Keeping parents informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
16. Keeping after-class discussions with a student professional and brief
17. Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries
18. Involving your direct supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)
19. Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
20. Recognizing the responsibility to stop “Unacceptable Behaviors” of students and/or co-workers
21. Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
22. Prioritizing professional behavior during all moments of student contact
23. Asking yourself if any of your actions, which could be contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardiopulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and

touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of "grooming behavior," he or she must report the suspicion to the Superintendent/CEO or designee promptly. "Grooming behavior" is an attempt to build an emotional and/or physical connection with a minor to gain their trust for the purpose of sexual abuse. "Suspicion" means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe that a violation of the boundaries policy occurred. Prompt reporting of "unacceptable behaviors" observed in adult interactions with minors is essential to protect students, staff, any witnesses, and the school as a whole. When observant staff members call attention to a boundary violation(s), the likelihood of harm is greatly reduced.

Child Abuse / Sexual Abuse Reporting (Mandatory Reporting)

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse (or you reasonably suspect it), **California Penal Code Section 11166 requires YOU to immediately report this information or suspicion directly to your county child protective agency (CPS) or local police/sheriff.** The report shall be made by phone immediately, and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse.

You do not need permission to report. No supervisor or administrator can impede or inhibit a report or sanction you for making the report. Your report is confidential, and you are protected from liability as long as you do not discuss the matter with anyone other than law enforcement, CPS, and your school's designated responsible administrative person. Failure to meet your reporting obligation can result in a monetary fine and/or jail.

Internal reporting to the Superintendent/CEO or designee occurs after the phone-in report is made to the police/sheriff or CPS.

Internal Investigations

The Superintendent/CEO or designee will promptly communicate with the investigating enforcement agency to determine whether an investigation will be conducted by that agency. The administrator will confirm with law enforcement whether the initiation of an internal school investigation would interfere with any criminal investigation. Only law enforcement has the authority to grant clearance to investigate the matter administratively.

Upon receiving information from the mandated reporter, the designated responsible administrator must take immediate action to stop the alleged inappropriate conduct by removing the employee (or volunteer/vendor/guest) from the classroom or worksite when there is a potential risk to student or school

safety. The Superintendent/CEO or designee shall consult with legal counsel as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of Gateway Community Charters (GCC) that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

While the use of appropriate touching is part of daily life and is important for student development, teachers and other staff members must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question.