



Parent and Student Handbook

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School Hours

Main Office Hours	7:45am-4:00pm
Before School Care	7:00am-7:45am
Breakfast for Before School Care	7:30am-7:45am
Arrival Times	7:45am-8:15am
Regular School Hours	8:15am-3:00pm
Early Pick Up Cut Off time	2:15pm
Early Dismissal Hours	8:15am-1:45pm
Early Dismissal Early Pick Up Cut Off Time	1:00pm
Regular Dismissal Time	3:00pm-3:20pm
Early Dismissal Dismissal Time	1:45pm-2:05pm
After School Care	3:20-6:00pm

Mission Statement

Develop, equip, and empower students to become Global leaders who make a positive impact in their family, community and world.

Global Outreach Schools Board of Directors

The Board of Directors meets at the school sites. Meeting dates, times, agendas, minutes, and other documents are available at the school locations and on the website and are available to the public upon request. All public requests can be submitted to: info@gocacademy.com.

Visitors

As a learning-centered institution, and for the safety and protection of all staff and students, visitors, including parents, are not permitted to move beyond the Front Office Lobby without a scheduled appointment. All visitors must present a valid form of Government Identification, sign in, and wear a visitor's pass before moving past the Front Office Lobby. Global Leadership Academy Arts appreciates the cooperation of all community members in making our school a safe and orderly learning environment for students.

Main Office Etiquette

To ensure the safety of the student and all Global Leadership Academy employees, we require that all visitors and parents coming into the building provide a valid form of identification (drivers license).

When visiting the main office for any reason (or dropping your child off), please park properly in the designated parking areas.

Global Leadership Academy Schools have Zero Tolerance for any unruly behavior to any Global Leadership Academy employee. No threatening, yelling, screaming, or using profanity inside or outside the building for any reason.

Arrival Procedures

Every morning Global Arts staff will be outside greeting and welcoming your child to the school.

We recommend bringing your child to school early, so your child can receive a nutritious breakfast at school every day.

Global Arts cares about the safety of every single student in our school. To make sure that our students safely enter the school in the morning, please follow the arrival procedures below when dropping students off in the morning:

- Student drop off is in the back of the school (multi-purpose area).
- Drop off begins at **7:45am**. Please stay in your car for student drop off. Students should not be dropped off until the adults and safety patrols are on duty and present in the car line to receive your child. Additional staff and safety patrols will be in the car line to assist students to class for the first week of school.
- Please pull all the way up to allow for as many cars to unload at one time and watch for direction from staff on duty.
- Ensure you are paying attention and following the **10 mph speed limit** while on campus.
- Breakfast will be served in the multi-purpose room from 7:45-8:15am. If your child would like to eat breakfast you need to drop them off no later than 8:00am.
- At 8:15, the carloop will be closed and cones will be placed preventing you from parking in the carloop for drop off. After 8:15, you will need to park and walk your child into the office.
- After 8:20, your child will receive a tardy slip when he/she comes through the office. He/she may walk to the cafeteria where staff can assist them through the breakfast line and ensure they get to class.

Tardy Policy

Tardy Definition: Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present.

All students arriving after the school's official start time (8:15) must be accompanied by parents inside, be signed in on the tardy log, and get a tardy pass in order to enter the classroom.

Consequences for Tardy to School: The first three (3) tardy occurrences are documented in the electronic tardy tracking system and serve as a *written warning*. Consequences begin on the 4th recorded tardy:

- 4th, 5th, 6th tardy: Phone call and note sent home.
- 7th, 8th, 9th tardy: Documented meeting with the parent and principal.
- 10 occurrences of tardy to school: Referral to full service schools.

Any other tardies after the 13th occurrence will be reported to a truancy officer.

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

Dismissal Procedures

- We use PikMyKid for dismissal. You will receive a parent user guide and detailed instructions during orientation.
- Dismissal begins at 3:00pm. Please be patient the first few weeks of school. Dismissal will take longer until all families are familiar with the dismissal procedures. On Early Dismissal days, the entire school dismisses at 1:45pm.
- When you enter the car line you will need to have your child's dismissal number ready. This number will be given to school employees entering in the dismissal numbers. When it is your turn, show your student PikMyKid number, using the app to the staff member. You should ALSO have the car tag (provided during Orientation) in the passenger windshield clearly visible to the staff member on duty. If you have NOT done this, we will have a pull off area the first day or two where we can assist you. After the first week, you will be asked to pull over and wait until dismissal is over before we can provide assistance.
- You will be given instructions to pull into either Lane 1 or Lane 2. Please follow the direction of the staff members on duty and stay in the correct lane until it is your turn to pull up to the car loading zone. When it is your turn to pull into the car loading zone, pull up as close to the sidewalk as possible. Once all cars come to a complete stop in the car loading zone, we will load six students at a time. Your student will be loaded into your car by a Safety Patrol or staff member.
- DO NOT get out of your car. If your child needs assistance to buckle, you can pull forward into the buckle zone before leaving campus. Because of safety reasons and to prevent holding the line, if your student has not exited the building in time, we will ask you to pull into the waiting zone until your student comes out and a staff member will walk your student to your car.
- Again, the process is slower during the first two weeks of school. Please be patient as it will speed up as everyone learns the routine. Please ensure you are following directions to do your part to make it run efficiently.

Please refrain from using cell phones in the car line as distractions may cause accidents and injuries.

Private Student Transportation Services Policy

Some Global Leadership Academy parents choose to use private student transportation services. As an organization, Global Leadership Academy strives to provide a safe environment during all of our school processes including arrival and dismissal of students. Every vehicle entering campus grounds must follow rules established by the school. Global Leadership Academy reserves the right to refuse access to campus grounds for any private student transportation vehicle (“Van/Van Driver”) breaking school rules. Parents and Van Drivers are responsible to collaborate and follow school dismissal rules to ensure smooth and stress free dismissal of students for all parties involved.

Parents And Students

- Every parent desiring to use private student transportation services must fill out a permission slip. Students without a signed permission slip will not be allowed to board the company vehicle.
- Each student will be provided with a Van Rider ID Pass.
- Students will not be dismissed to board the van without the Van Rider ID Pass.
Parents will need to make arrangements to pick up their child in the regular dismissal line.
- Replacement fee for a lost Van Rider ID Pass is \$2.00
- Students will have 5 minutes after the van dismissal announcement to leave campus grounds. Students should immediately go in the Van and stay in the van while waiting for the rest of the Van Riders.
- Parents must provide the Van Driver with PikMyKid #.
- If a student is not picked up by 3:20pm, the student will be taken to Extended Day and parents will be required to pay late pick up charges (see handbook for more details).
- Parents must provide the main office with Van Driver contact information. Any changes to the students dismissal mode must go through the main office and the PikMyKid App.
- Once a student is dismissed from school, their safety is the responsibility of the Van Driver.

Van Drivers

- Each Van Driver must register with the main office.
- Each Van Driver is provided with a Global Arts Parking Pass.
- Global Arts Parking Pass should be displayed **at all times**. Access to early pick up parking will not be granted to the Van Driver without a Global Arts Parking Pass. **Replacement parking passes will be provided at a fee.**
- Early pick up parking for Vans will be located in the designated Reserved or 10 minute parking spots.
- Van Driver is required to have a list of PikMyKid numbers provided by the parents at all times.
- The speed limit in the parking lot is 10mph, Van Drivers must follow all posted signs and adhere to staff guidance **AT ALL TIMES.**
- Once a student is dismissed from school, their safety is the responsibility of the Van Driver.
- When waiting for a missing student, please give the student’s first and last name to a Global Arts member.
- **Any violation to the rules and conditions above will result in the following:**
 - 1st offense - verbal warning

- 2nd offense - written warning to parents and company
- 3rd offense - restriction from entering campus grounds

Walker Procedure

Families who live within walking distance of the school, have the option to walk their students off the Global Arts campus at dismissal.

Walking Students Dismissal Rules and Conditions:

- Each student will be provided with a Walker ID Pass.
- Students will not be dismissed to their parents to walk home without the Walker ID Pass.
Parents will need to make arrangements to pick up their child in the regular dismissal line.
- Replacement fee for a lost Walker ID Pass is \$2.00
- Walker Dismissal is **NOT** to be used by parents to pick up their kids outside of the dismissal line. This will be considered a violation to our dismissal and safety procedures which will result in loss of Walker Privileges.
- Students and parents will have 5 minutes after the walker dismissal announcement to leave campus grounds.
- Please check in with your child that they are following the rules and that they still have their Walker ID Pass.

Student Pick-Up From The Main Office

Only individuals listed on the emergency contact card will be allowed to pick-up students from Global Leadership Academy schools. It is the parent's responsibility to keep contact information updated. A valid photo identification will be required of all individuals picking up students at all times. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card, the student will not be released. Furthermore, if the person picking up the child does not have valid photo identification the student will not be released. To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal document which indicates who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's emergency contact card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate to be permitted to pick-up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Early Checkouts

Excused early checkouts are given for doctor's appointments, with notes from the doctor, and extreme emergencies. If parents/guardians need to take their child out of school before the end of the school day, they must come to the front office and sign-out their child. A school employee will call for their child who will be brought to the front office.

No early checkouts will be permitted 45 minutes before dismissal time, as this is an extremely busy time in our school day.

Global Arts will follow the Duval County School Calendar including the early dismissal Wednesdays. All students not picked up on time will be charged according to the Late Fee Schedule above. These fees may be increased for parents who do this continually.

Global Arts will provide written notice to parents after five (5) early check outs within a thirty (30) day period. Additional early check outs will result in the following interventions:

1. A mandatory parent conference with a school administrator.
2. Eight (8) early check outs in any forty five (45) day grading period will result in the student and their parents being referred to the Attendance Intervention Team.
3. If it is determined that the parent is the cause of the chronic early check out without an acceptable excuse, then a referral shall be made to the Truancy Officer. For the purposes of this policy, early check out without an acceptable excuse is seen as a violation of 1003.21 F.S. (compulsory attendance). A parent or guardian may appeal an unexcused early check out if the parent or guardian has documented proof of a student's chronic illness as a reason for early check out.

Late Pick-Up

Students not picked up on time after regular school hours will be placed in the Extended Day Program (if applicable and if seats are available) and be charged according to the Late Fee Schedule provided in the Extended Day Handbook and on the campus specific websites.

After 6 pm JSO will be contacted and student will be picked up at

JSO Substation: 9501 Arlington Expy, Jacksonville, FL 32225

If any part of the fee is not paid in full, the student will not be able to go on any of the scheduled field trips. Please make sure that all late pick up fees are paid on the day they are applied.

After School Program Late Pick-Up

Any student picked up after the official end time of any after school program will be charged a **\$1 per minute late fee**. These fees apply to each individual child and are not based on a family rate.

This late pick up policy applies to all after school activities including extended day, clubs, field trips, tutoring and so on.

Uniform Policy

Global Leadership Academy Arts has set a high standard of dress to encourage the greater respect for students and others, which will result in a higher standard of behavior. Every student in attendance shall wear the school uniform in accordance with the Global Arts Dress Code Policy. Parents select to have their child(ren) attend Global Leadership Academy Arts with full acknowledgment of the expectations and policies. Purchasing uniforms from Global Leadership

Academy Arts is a policy requirement and the dress code will be enforced by teachers and staff. School shirts, sweatshirts and cardigans should be purchased through <https://goca-arts.viawears.com/>. Bottoms may be purchased from a selected retailer.

MORE INFORMATION COMING SOON!