GCA @ Brookside Student Handbook

3636 S. SHADE AVE
SARASOTA, FL 34239
PHONE: 941-361-6472 FAX: 941-361-6508
http://www.sarasotacountyschools.net/schools/brookside
Lindsay Gallof, Principal

MISSION STATEMENT

GCA aims to educate and inspire all learners through relevant and quality curriculum to develop inquiring, knowledgeable, and caring young people who contribute to creating a more peaceful world.

VISION STATEMENT

GCA places the child at the center of its learning activities to enable all learners to lead productive, responsible, and healthy lives. GCA prepares students to achieve the highest learning standards by engaging a high-quality staff, involved parents, and a supportive community.

This student agenda belongs to:_____
Grade:_____

Student Schedule				
Period	Subject	Room	Teacher Name	E-mail
1				@sarasotacountyschools.net
2				@sarasotacountyschools.net
3				@sarasotacountyschools.net
4				@sarasotacountyschools.net
5				@sarasotacountyschools.net
6				@sarasotacountyschools.net
7				@sarasotacountyschools.net
8				@sarasotacountyschools.net



Gulf Coast Academy

OF INNOVATION & TECHNOLOGY

@BROOKSIDE

We respect GCA because we are:

Committed

We commit to learning, growing, and giving our best each day.

Understanding

We seek to understand new ideas, perspectives, and the world around us.

Determined

We stay determined by persevering through challenges and learning from mistakes.

Appropriate

We act responsibly and respectfully to support a positive learning environment.

Successful

We achieve success by thinking deeply, creating boldly, and applying our learning in meaningful ways.

Driven by Curiosity. Powered by Innovation.

End of Year Goals

Name: _____ Grade: _____

First Period Teacher: _____

Reading:

My 2025-26 PM 3 Reading Score and Level was:	PM 3 Reading Score: _____ Level:_____
My 2026-27 end of year goal score for Reading is:	Goal PM3 Score:_____ Level:_____
Ways I can reach this goal	1. _____ 2. _____ 3. _____

Math:

My 2025-26 PM 3 Math Score and Level was:	PM 3 Math Score: _____ Level:_____
My 2026-27 end of year goal score for Math is:	Goal PM3 Score:_____ Level:_____
Ways I can reach this goal	1. _____ 2. _____ 3. _____

WELCOME TO GCA @ BROOKSIDE

School Hours

7:30 a.m. – 2:15 p.m.

Student Schedule

7:20 a.m. First bell, transition to first period
7:25 a.m. Students in class
7:30 a.m. Instruction begins
2:15 p.m. School dismissal
2:30 p.m. All students must be off campus

GCA takes pride in being a safe and orderly school. Staff have high expectations for student behavior. The philosophy of our code of conduct is that students and adults have the right and responsibility to:

- Do their best work
- Be successful
- Feel safe at all times
- Cooperate and help one another
- Be accountable for the choices and decisions made
- Be treated with dignity and respect
- Follow student rules and guidelines that are based upon the Sarasota County Schools Code of Student Conduct.

School Expectations:

Students are expected to:

- Contribute to improve performance
- Be on task
- Communicate respectfully
- Communicate all school-related information to parents
- Keep hands/feet to self
- Keep items prohibited at school at home
- Follow dress code
- Keep all electronics off and in your backpack while on campus

Classroom Expectations:

Students are expected to:

- Be in attendance and on time
- Be prepared with materials, supplies, and a positive attitude
- Clean-up work area
- Take care of school property
- Respect the property/possessions of others
- Use the student agenda book
- Ask for help when needed

Arrival and Dismissal:

Supervision begins at 7:00 a.m. and ends at 2:45 p.m. The school is not responsible for the safety of students outside of these times.
Parents may drop students off at school beginning at 7:00 a.m. in the parent pick-up loop only.
Parents must use the GCA main entrance on Shade Ave. for student pick-up and drop-off. Students are not to be dropped off in the bus loop area on Hammond Place.
Parents should stay to the right and pull as far forward to Bldg. 1 as possible when dropping off/picking up students. Students may not be dropped off/picked up from the left lane.
Students should exit quickly and safely to their right when all cars have stopped. Students should be ready to exit/enter when you are in the unloading zone.
Staff members may assist to keep cars moving.
Students arriving before 7:20 a.m.:
7th and 8th grade students must report directly to the gym, or to the cafeteria if they are eating breakfast. All 6th grade students must report to the media center, or to the cafeteria if they are eating breakfast. Breakfast service ends at 7:20 a.m. At the 7:20 a.m. bell, students transition directly to class.
Students must report to the main office and obtain a pass when arriving late, after 7:30 a.m., to school. A parent note is required to excuse a late student due to illness or urgent family matters. Students who are tardy excessively may be subject to disciplinary action. Students more than 10 minutes late to class will be considered an unexcused absence.
In order to check a student out prior to the end of the school day, parents must sign-out their child in the main office. Students are permitted to leave school only with authorized persons as identified on the Parent Consent Form. There are no early dismissals after 1:45 p.m. Exceptions to the Parent Consent Form require parents to come to school to amend the authorized persons list. Written documentation with a photo ID from the registering parent via fax or e-mail is acceptable in an emergency.
Students are expected to go immediately to the bus or parent pick-up from their last class.
Students must be off campus by 2:30 p.m. unless participating in a prearranged activity supervised by GCA staff. Any student on school grounds after 2:30 p.m. is there at his/her own risk.
Students are expected to know their mode of transportation and follow the direct route home. Students and parents are to make all arrangements prior to arrival at school so as to limit disruption in the classroom. *We cannot guarantee messages will reach a student*.
In Florida, bike riders under 16 years of age must wear a properly fitted helmet, fastened with a strap. Violations of safety and behavior guidelines will result in the revoking of bike riding privileges. The school is not responsible for lost, damaged, or stolen bikes. Students are responsible for securing their own property/equipment in the secured bike cage at GCA.
Students riding a bike, scooter, or skateboard to school must walk these items on and off campus.
Visitor parking is in the GCA Main Entrance parking lot in designated visitor parking spots throughout the day. No parking is allowed against the fencing.

Bus Transportation:
Riding the school bus is a privilege. Improper conduct on school buses and at the bus stop could result in the loss of bus riding privileges. Students are to ride their assigned buses. Parents needing students to ride another bus must contact District Transportation at 941-486-2141 at least two weeks in advance. Temporary bus transfer passes for emergency supervision only are issued when a parent sends a written, signed note which must be submitted *24 hours in advance to the District transportation office and approved by transportation and administration*. The temporary pass is for one or two days only.

Bus Rules:
All District and school rules are enforced on buses and at bus stops.
The following items are not permitted on the bus:

- Anything too large to be held in the students' lap or contained in a backpack (including band instruments)
- No skateboards
- No animals (except service animals)
- No aerosol sprays or perfume
- No glass containers (including science experiments or specimens)
- No balls or balloons
- No eating, drinking, chewing gum

Students are expected to:

- Stand off the road to wait for the bus
- Ride only your assigned bus
- Get on and off only at your assigned stop
- Get on and off quietly and orderly
- Sit in assigned seat at all times
- Keep arms/head inside windows
- Keep hands/feet to self
- Talk quietly; be respectful
- No throwing objects on bus or out of window
- Obey the bus driver at all times
- Behave in a manner that is safe for all students and bus driver

Agenda Book:
GCA students receive a free student agenda at the beginning of the school year. Students must keep their agenda with them at all times. The agenda is the student's handbook, daily assignment notebook, communication tool with parents, and hall pass pages. Students who lose or damage their agenda are expected to purchase a new one for $5.00.

Athletics/Interscholastic Activities Eligibility:
To be eligible for athletics and interscholastic activities, students must have a previous semester Grade Point Average (GPA) of 2.0 or a cumulative GPA of 2.0 in all core courses taken which are required for promotion to the next grade level. A student's eligibility is determined after each semester. In order to participate in athletics in any Florida school, students must have a current completed athletic packet completed online on the www.aktivate.com website, which includes a current physical and notarized Parent/Guardian Release and Hold Harmless Agreement and a copy of your

medical insurance card uploaded to the student's Aktivate account. For more information, please contact GCA's athletic director.

Attendance:
Regular and punctual attendance is vitally important to a student's success in school. Florida State Law requires regular school attendance, and it is the responsibility of the parent to ensure that their child attends school daily. It is recognized that there are times when absences are unavoidable.
Parent/guardian needs to provide written explanation within 3 days of the absence and upload it to the Focus Portal. After 3 days, the absence will not be excused.
The Principal or designee has the authority, within guidelines from the law, to determine if the absence is excused.
In cases of excessive excused absences for illness, a parent may be asked to provide documentation from a physician.
When a student is absent from school, the automated district absence system will call the main contact number listed for your student. If a pattern of non-attendance develops, parents will be asked to conference with school staff and participate in efforts to remediate the situation. If unexcused absences continue, truancy procedures will be initiated.
Students are allowed time equal to the number of days absent to complete make-up work for excused absences. Students should check the online gradebook via the Focus Portal and teacher's Schoology sites and keep up with assignments, if able, while absent. Please allow 24 hours when requesting homework assignments.

Before/After School Activities:
Extracurricular activities are an extension of the school day. GCA students who participate or attend before/after school activities/athletics and events are required to follow all school policies and procedures including the Student and Family Handbook and Dress Code regulations. Students wishing to attend an athletic or evening event must go home via their regular dismissal routes and then return for the activity at the start time with a parent who remains for the activity.

Bullying/Harassment:
The District will not tolerate bullying and harassment of any type as cited in the Student and Family Handbook section 300.6. Anyone needing to report an incident can request a statement form at the front office to be submitted for investigation by administration.

Cafeteria:
GCA is a closed campus. Students are not permitted to leave school grounds for lunch. Breakfast is available from 7:00 a.m. – 7:20 a.m. School lunch is available each day. Students may prepay for all food services in the cafeteria and parents can view account balances at: www.myschoolbucks.com
In the cafeteria, students are expected to:

- Remain seated at assigned table until dismissal
- Use hand signals to request assistance
- Be courteous and respectful while keeping hands, feet, and food to self
- Get all food, drinks, utensils and condiments all one time
- Leave quietly and orderly out the correct exit
- Leave eating area clean
- Food/drink items are not to be removed from the cafeteria

Cellular Phone and Electronic Devices:

Per District policy, all electronic devices are to be powered off and always put away in the backpack (not pockets) during the school day, including but not limited to, cell phones, all electronic accessories, i.e. headphones, AirPods, charging cables, etc. GCA is not liable for damaged, missing, lost, or stolen items. Any items confiscated will be returned to a parent/guardian at their request and must be picked up by parent/guardian from the administration office. Refer to the student Social Media Guidelines for more information on proper usage.

Change of Address or Phone/Moving:

Notify the registrar immediately of changes in your home address and/or contact numbers. Proof of residence must accompany address changes in the form of electric bill, water bill, or lease/rental agreement. If you must leave our school during the year and move to another, we will be sorry to see you go. Please notify the registrar 2-3 days prior to the student's last day in school so that withdrawal paperwork can be prepared for you to sign, and the student has time to return all library/textbooks to the media center.

Dress Code:

The GCA dress code goal is to promote quality education and behavior acceptable to a working environment. *Administration at each school is responsible for establishing and enforcing a student dress code policy. The Principal's decision on the appropriateness of dress will be final.*

Students are not allowed to wear clothing, tattoos, or items that display, suggest, or advocate in words or graphics/symbols any drug or gang affiliation, violence, reference to profanity, vulgarity, sex, alcohol, tobacco, drugs, or weapons.

Clothing shall be worn as designed, pants secured at the waist/hips, no undergarments as outerwear, no undergarments exposed. Clothing that is too tight or revealing when standing, bending, sitting, or moving is unacceptable.

Sleeveless shirts must have straps with a minimum width of two inches (about three fingers) and the gap below the armpit cannot be in excess of three inches (about four fingers)

Shirts or tops must extend below the waist of the bottom garment or be tucked into the bottom garment, showing no midriff skin or undergarments when standing, sitting, or bending. Examples of prohibited clothing include but not limited to: tank tops, spaghetti straps of any width, halters, tube tops, tops with holes that expose the torso, bikini tops, pajama tops, oversized arm holes, backless dresses, clothing with plunging neck lines, and see-through or sheer materials.

The bottom garment must reach mid-thigh (to the tip of the middle finger when arms hang straight down). Holes/rips/tears as a fashion need to be in an appropriate location below the midthigh. Examples of prohibited clothing include but are not limited to: cheer-type shorts, beachwear, spandex, bicycle and exercise shorts, boxer shorts, pajama pants, pants with holes/rips/tears above the midthigh, and leggings or excessively tight-fitting pants unless covered by a top or dress to the appropriate length.

Due to safety concerns, appropriate shoes must be worn at all times. All shoes must have a back. Not allowed are thong sandals, rubber flip flops, slides, slippers, athletic cleats and spikes or any shoes deemed unsafe by the Principal or designee. Shoes must be kept on while in class and on school campus.

Hats, caps, hoodies, bandanas, and sunglasses are not to be worn on campus or buses. Also not allowed are distractive facial paint or make-up, teeth jewelry (grills), or any other item deemed inappropriate by the Principal or designee.
Jewelry will be worn in a way that it does not present a safety or health hazard or cause a disruption to the educational process as determined by Principal or designee. Neckwear and bracelets with metal studs, other potentially dangerous items or items displaying profanity and profane notions such as jelly bracelets or drug symbols are not allowed. All garters and chains, including those hanging from the neck, belt, pocket, or attached to the wallet are prohibited. Temporary hair sprays, costumes/masks, and wigs are prohibited.
No pajamas.
Blankets are not allowed.
Students are not to have body sprays, perfumes, or any type of aerosol spray with them on campus.

It is the responsibility of each GCA student to dress according to the dress code. We seek parent support and monitoring of student's daily dress. GCA staff members make every effort for consistent enforcement. To avoid loss of class time, students who do not come to school adhering to the dress code guidelines will be required to change into school-provided clothes to wear for the day. Students will be responsible for returning clothes they have borrowed from the school at the end of the school day or pay a fine for not returning items. Repeat offenses may result in a referral. The dress code is in effect at all times while on campus including before school, after school, and at all sponsored activities (including events off campus, such as at another school), i.e.: sporting events, dances, etc.

Field Trips:
Students must return all completed and signed forms by the designated date to be eligible to attend a field trip.
Field Trip Permission Form
Emergency Medical Treatment Field Trip Consent Form – In-county travel
Transportation form if other than District school buses
Medical Release Form for Out-of-County Travel – must be notarized
The school sets student behavior expectations for field trip participation. Field trip fees are non-refundable. All field trip chaperones must be Level I (in-county) or Level II (out-of-county) Volunteer approved through the District 2 weeks before the event.
Grading:
Grade reports are issued every nine weeks. Parents can view grades any time on the Family Access Portal at: https://scs.focusschoolsoftware.com/focus.com
If you have any questions about your child's progress at any time, please contact their teachers. The School Board of Sarasota County has adopted the following marking system:

A = 90-100 B=80-89 C=70-79 D=60-69 F=0-59

Health Room:
Injured and ill students must enter the clinic with a health room pass from their teacher. All over-the-counter and prescription medication must be taken to the health room by a parent, accompanied by a completed Medication Release Form, signed by a doctor and parent. All medication must be in its original container and will be kept in

and dispensed through the health room. Students may not have any medication with them on campus at any time.

Academic Honesty Policy - Examples and Expectations

GCA has defined examples of academic misconduct below:

Collusion: Also known as being an accomplice to cheating, is defined as behavior that provides another student with help in cheating.

Plagiarism: Using words, ideas, or products which belong to another person or source, without giving credit to the source from which it was taken.

Duplication of Work: Turning in the same work for different assessment tasks or subject areas.

Cheating: Behavior that results in a student making a deliberate choice to gain an unfair advantage in an assessment situation. Cheating includes: copying another student's work (with or without their knowledge), copying assessment tasks, forgery, using unauthorized notes during assessment.

Use Authentic Authorship

A list of free citation sources to help students accurately acknowledge the intellectual property of others using MLA and or APA format follows:

Citation machine	Easy bib	Workscited4u
http://citationmachine.net	http://www.easybib.com	http://www.workscited4u.com

Procedure for Violation

If the Academic Honesty Policy is violated, then the following will take place:

1st Offense

The teacher will notify the parents and/or guardians of the incident.

The student may be asked to redo the assignment or an alternative assignment. (Grade may be reduced at the discretion of the teacher).

2nd Offense

Administration will meet with student and notify the parents and/or guardians.

The student may be asked to redo the assignment or an alternative assignment. (Grade may be reduced at the discretion of the teacher).

The student will receive After School Detention and write a reflective letter regarding Academic Honesty.

3rd Offense

Discipline referral will be written.

The student may be asked to redo the assignment or an alternative assignment. (Grade may be reduced at the discretion of the teacher).

Assessment Policy - Purpose

GCA has defined assessment as a tool for determining a student's learning gains towards mastery. The purpose of assessment is to:

Provide data to support student learning/growth

Determine the need for further instruction

Allow students to:

Express their understanding of required content

Reflect on their learning progress
Identify areas of strengths and weaknesses
Set learning goals

Types of Assessments

Criterion-Related Assessments

School- and class-based assessments aligned to MYP objectives for each subject group

Success criteria are measured by level of achievement

Provides real-time feedback of student mastery toward content objectives

Is used by teacher to direct classroom instruction

Mandated State and District Assessments

The Florida Coordinated Screening & Progress Monitoring System - all students participate in completing assessments to measure accomplishments in core subject areas.

District Assessments – i-Ready Diagnostics, Standards Mastery Assessments, benchmark exams, End of Course Exams. These tests are used to determine student needs and inform instruction.

Student-Led Conferences

Every student is expected to participate in student-led conferences as a culminating event each year. During the conference, students will share their growth with others and develop goal setting plans for the upcoming year. The evidence of learning collected over the course of the year (student portfolio) is the centerpiece of the conference.

Population

GCA recognizes that our students come to us from a variety of cultures and backgrounds with a range of needs. Our population includes students who need assistance in order to meet their learning needs and continued academic growth, as well as students in need of further challenge. GCA students include:

Students with Individualized Education Plans (IEP)

English Language Learners (ELL)

Students who need support for social emotional needs

Students with health or medical challenges and require a 504 plan

Gifted and Talented students with Educational Plans (EP)

Students with economic challenges

Beliefs

The GCA community of teachers, staff, parents, and stakeholders believe:

Everyone has the right to be valued and respected

Every student has the right to equitable learning opportunities

We are all accountable for student growth and development (home, school, and community)

Promoting life skills and academics enable students to live, work, and participate in their community as world citizens

Goals

The goal of inclusion is to provide an educational environment for all learners, regardless of needs and differences, so that all have access to the curriculum and can attain their unique intellectual capabilities.

Inclusion Practices

Inclusion – Students are participating in the general education classroom with access to common curriculum and support, accommodations and/or modifications are provided to meet their learning needs

Differentiation – Students may receive instruction differentiated through content, process, or product that meets their learning needs

Scaffolding – Students are taught to gain autonomy in learning through the use of gradual release of responsibility

Additional Support

Math Help – an opportunity for students to receive support in the math curriculum

Working Lunches – offered by individual teachers willing to provide support for students during lunch in their specific content area

School Counselors, Behavior Specialist, and Metal Health Counselor support on campus

Language Programs

The GCA community believes students need the opportunity to develop knowledge, attitudes, and skills related to language. GCA works with students to develop a world view and understand their responsibilities to the world through language development. GCA students participate in at least one of the following Language Programs.

Language Arts/Language & Literature – Through LA/LL courses, teachers help students develop understanding of vocabulary and immerse students in words through language rich environments.

English for Speakers of Other Languages (ESOL) – GCA accepts students regardless of spoken language, however our language of instruction is English. ELL students may receive:

Direct services with Language Arts and/or Reading through ESOL

Indirect services with accommodations provided to support student learning in the general education classroom

Intensive Reading – Additional language support is provided to GCA students who do not meet proficiency on the reading FAST. Students scoring a Level 1 on the Reading FAST will receive support and intervention through an Intensive Reading (IR) class.

Lost and Found:

Articles found at school are to be turned into the front office where the owners may claim their lost property. Please leave personal items at home. *The school is not responsible for lost, stolen, or damaged personal items.*

Food & Beverage Guidelines:

Outside Food & Deliveries

- Food deliveries (DoorDash, UberEats, Grubhub, etc.) are not permitted for students
- Food may only be dropped off by a parent or guardian through the front office.

Sharing & Distribution

- Students may not sell, trade, or distribute food items on campus without prior administrative approval.
- Food intended for classroom celebrations must be pre-approved by the teacher and follow school and district guidelines.
- Homemade food items may be restricted due to allergy and safety concerns.

Health & Safety

- No energy drinks are allowed on campus.
- No gum is to be consumed on campus.
- No candy to be eaten in classrooms.
- Foods containing peanuts or tree nuts may be restricted in certain classrooms due to student allergies.
- Students should bring only reasonable quantities of food for personal consumption.

Classroom Expectations

- Food and drinks are allowed only in designated areas or with teacher permission.
- Open drink containers should have secure lids to prevent spills.

Mandatory Drills:

Throughout the year, students will participate in mandatory drills for the safety and security of all persons on campus. Students are expected to know the procedures, listen for instructions, and remain quiet and orderly.

Movement on Campus/Hall Pass:

Students are expected to:

Students must wear their current school-issued student ID so it is clearly visible at all times while on campus

Have Agenda Book with them at all times and obtain a staff signature for hall pass, including the date, time and destination

Move directly to and from destination quickly and orderly by shortest route

Keep hands/feet/objects to self

Use appropriate language and use an inside voice

Students who are tardy to class will be issued a Notice of Concern in Focus, and may be assigned a lunch detention. After 3 Notices of Concern for tardies (9 total tardies), a discipline referral will be automatically assigned.

Pledge of Allegiance:

Florida law requires that the Pledge of Allegiance must be recited at the beginning of the day in every Florida public elementary, middle, and high school. The law also grants students the right not to participate in reciting the pledge. Upon written request by a parent/guardian, a student must be excused from reciting the pledge, including being excused from standing and placing the right hand over their heart.

School Advisory Council (SAC):

The SAC is a decision-making group comprised of parents, students, teachers, administrators, support staff, business, and community members. SAC meets monthly and assists in developing, implementing, and evaluating the School Improvement Plan. Meetings are open to the public. Contact the school office for meeting dates and information.

School Counselors:
School counseling services are available for every student. Services include assistance with educational planning, social concerns, and personal issues.

Student Discipline:
A variety of interventions and informal/formal disciplinary action will be used by school personnel. See the Sarasota County Schools Student and Family Handbook for detailed information. Below are discipline categories with examples of offences but not limited to the offences listed.
Attendance Incidents: Habitual tardiness, out of area/skipping class, leaving school without permission, etc.
Disruptive/Physical/Verbal Incidents: Disruptive behavior, disruptive play, disruptive/profane language, bullying/harassment/threatening, confrontation, lying/misrepresentation, articles disruptive to school, prohibited/non-criminal items, unauthorized sale/distribution, inappropriate activity, bus disruption, disobedience/insubordination, physical aggression(non-criminal), disruption to school campus, etc.
Level 1 Incidents: Dress code, public display of affection, cheating, failure to comply with class/school rules, disobeying rules on bus, misuse of electronic device, etc.
Level 2 Incidents: Unserved detention, computer/internet misuse, possession of a pocket knife (less than 4 inches), sexual harassment, profane/obscene language, repetitive disruptive behavior, etc.
Property Incidents: Theft (more than $300), vandalism (more than $1000), breaking/entering/burglary, computer violation, counterfeit document, etc.
Alcohol and Drug Incidents: Possession/use/sale/distribution of tobacco products, possession/use/sale/distribution of drugs or any substance for hallucinogenic purposes, drug paraphernalia, vape pens, possession/use/sale/distribution alcohol, etc.
Crimes against persons: Battery, bullying, fighting, harassment, etc.
Disorderly Conduct and Weapon Incidents: Trespassing, false fire alarm/911 call, bomb threat, inappropriate/lewd/obscene act, sexual misconduct, possession of pocket knife (over 4 in), possession of other dangerous items, etc.
Other Criminal Incidents: threat of violence (high level), possession of firearms/explosive devices, drugs/imitation/prescription with intent to sell, battery against a School Board Employee, sexual battery, etc.
It should be understood that at the discretion of the Principal or the Principal's designee, these consequences may escalate depending upon the nature of the circumstances and the student's overall discipline record. Repeat referrals will escalate consequences in all categories.

Search Policy:
Florida School Law, 2003, statute 1006.09, subsection (9) states: a student's locker or backpack is subject to search upon reasonable suspicion that a prohibited or illegally possessed substance or object is contained within. This subsection allows the use of metal detectors or specially trained animals in the search for illegally possessed substances or objects.

Student Accident Insurance:

At the beginning of the school year or upon enrollment for any new student, the Sarasota School Board makes available to all families the opportunity to purchase a Student Accident Insurance Plan. The purchase of this insurance is voluntary and the cost of the plan is paid by the parent/guardian.

Textbooks and Instructional Materials:

The school, through taxpayer's dollars, purchases textbooks and instructional materials for student use. When distributed, these materials are to be used for student learning and are to be returned in the condition in which they were loaned. As per Florida School Law, damage to textbooks and materials (including technology) is evaluated and a fine is assessed. Each parent and student to whom textbooks and materials have been issued is liable for any loss or destruction. District policy states that the fine will be levied based upon the condition of the book and materials. Damaged books, by law, cannot be given to the parent or student after the fine is paid. Library books are checked out for two weeks and may be renewed. Textbooks are checked out through the media center for the year. Students with lost, damaged, or overdue books/textbooks will not be allowed to check out additional materials. Any student with financial obligations will not be allowed to participate in activities outside of course requirements.

Visitors & Security:

GCA is a safe and secure school. Adult visitors are welcome at GCA. For the safety of our students, all adult visitors must sign in at the main office, wear an identifying nametag while on campus, and sign out in the office. Visitors will be asked to provide a valid photo ID. GCA has Campus Security Monitors, a full-time School Resource Officer (SRO), and active video camera surveillance. Adult visitors wishing to visit a classroom must give a minimum 24 hours' notice to the visiting teacher and must be approved by an administrator. High school students are not allowed to visit GCA during school hours. All visitors to GCA's campus must be with a badged staff member at all times.

Volunteers:

GCA encourages volunteering. We believe that volunteers are an invaluable asset. All volunteers must sign in and out in the school office each day and must wear an identifying nametag while on campus. Sarasota County Schools volunteer guidelines require that all volunteers who give their time without pay to assist the school must be District approved. This requires a yearly District on-line application. Every person must apply/reapply each year for Level I Status. You can complete the District online application at GCA. Volunteers assist at GCA in many ways, including participating in SAC, chaperoning field trips, tutoring, and helping in the classroom and media center.