



**Parent and Student
Handbook
Kindergarten – 6th Grade**

School Year 2018-2019

Hope Charter School admits students regardless of race, color, creed or gender.

HOPE CHARTER SCHOOL
2018-2019 Calendar

Monday	August 13	First Day of School
Monday	September 3	Labor Day Holiday
Friday	October 12	End of First Marking Period
Monday	October 15	Teacher Workday/Student Holiday
Tuesday	October 16	Begin Second Marking Period
Friday	October 26	Teacher Professional Day/Student Holiday Teacher Non-Workday
Monday - Friday	November 19 - 23	Thanksgiving Break
Thursday	December 20	End of Second Marking Period
Friday	December 21	Teacher Workday/Student Holiday
Two Weeks	December 24 - January 4	Winter Break
Monday	January 7	Begin Third Marking Period Begin Second Semester
Monday	January 21	Martin Luther King, Jr. Holiday
Monday	February 18	Presidents' Day Holiday
Thursday	March 14	End of Third Marking Period
Friday	March 15	Teacher Workday/Student Holiday
Monday - Friday	March 18 - 22	Spring Break
Monday	March 25	Begin Fourth Marking Period
Monday	May 27	Memorial Day Holiday
Wednesday	May 29	End of Fourth Marking Period/Last Day of School

Hope Charter School

Daily Schedule

Kindergarten through 6th Grade

Arrival Time	8:00-8:25 a.m.
School Starts	8:30 a.m.
Dismissal for K-6 th	3:00 p.m.

School Address

1550 East Crown Point Road
Ocoee, FL 3476
Phone: 407-656-467
Fax: 407-264-6960

PLEASE NOTE: All regular school business should be handled through 407-656-4673.

School Email

office@hopecharter.org

(check the school website for individual teachers)

Contact Dawn Burns for Parent volunteer opportunities,
absence from a Parent meeting, or if not receiving alerts.
(dawnburns@hopecharter.org)

School Web Site

www.hopecharter.org

Main Campus Office Hours

7:30 a.m. – 3:30 p.m.

Parent Meetings 2018-2019*

**(Scheduled the first Tuesday of every month,
but may change due to weather or school holiday.)**

Tuesday August 14
Tuesday September 11
Tuesday October 2
Tuesday November 6
Tuesday December 4 – Holiday Program
Tuesday January 8
Tuesday February 5
Tuesday March 5
Tuesday April 2
Tuesday May 7

***Parent meetings are for parents only. Child care can be arranged for a minimal fee by calling the school in advance. Please contact Dawn Burns at dawnburns@hopecharter.org if you are unable to attend.**

**K-6th Parent meetings are held at 6:30 p.m.
7th-12th Parent meetings are held at 7:30 p.m.
At Legacy Charter High School Gymnasium**

Board Meetings 2018-2019

Tuesday Sept 25
Tuesday Nov 27
Tuesday Jan 22
Tuesday Mar 26
Tuesday May 28
Tuesday July 23

**Board meetings are held at 6:00 p.m.
In the Executive Conference Room in the Leadership Center**

Our Staff

Administration

Crystal Yoakum – CEO
Allen Quain – Principal K-6
Roberta VanHouten – Principal 7-8
Jarrett Wiggers – Athletic Director and Dean
Blessing Freeman – Dean of Women
Reginald Mangal – Asst Dean for 7-8
Christina Hunt – Curriculum Resources K-6
Lisa Vees – Office Manager
Stephany Gari – Receptionist
Gail Cooper – Executive Administrative Assistant

Teachers

Samantha Alcabes
Katie Barnard
Jason Bass
Tori Bracewell
Holly Birko
Crystal Costa
Julie Daniel
Jennifer Gay
Chelsea Green
Sherri Holland
Russell Hunt
Denise James
Alison Kelly
Amy Kish
Crystal Laracuente
Breianne Medina
Heather Neuman
Janet Pence
Julie Underwood
Kristin Williams
Tracie Wood
Stephanie Yarborough

Reading

Marge Betts

ESE Staffing Specialist

Michelle Michelson

ESE Teachers

Roxanne Marsh

MTSS Team

Rhonda Fisher, Coordinator K-6

Jodi Brubaker, Coordinator 7-12

Desiree Halluska

Behavior Tech

Cheryl Corlew

Pathways to Learning

Renee Hunt

Bobbi VanHouten

Occupational Therapy

Erin Palmer

Speech/Language Therapy

Liz Thomas

Clinic Tech

Stephany Gari

Lisa Vees

Parent Liaison

Lisa Vees

Testing Coordinator

Sandy Orris

Teacher Assistants

Bonnie Banker
Karen Benedict
Richel Boyce
Debra Faulk
Joye Hickey
Bridget Hudson
Laurrie Jackson
Liz James
Tana Kouts
Kim MacAllister
Jessica Mangall
Angela Nattress
Charlene O'Grady
Delories Parks
Raquel Quinones
Linda Roebke
Joyce Rouse
Zulisa Santiago
Janet Walls
Naomi Weidler
Nicole Wilder

Hope Charter School/Legacy Charter High School EEO Non-Discrimination Statement

Hope Charter School and Legacy Charter High School do not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at Hope Charter School and Legacy Charter High School, 1550 E. Crown Point Road, Ocoee, Florida 34761, attend to compliance matters: ADA Coordinator & Equal Employment Opportunity (EEO) Officer: Crystal Yoakum; Section 504 Coordinator: Michelle Michelson; Title IX Coordinator: Matthew Post. (407-656-4673)

Board of Directors

Lisa Bennett, President
Anthony Dawkins
Alana Allen
Christopher Dold
Kash Ramsdale
Nicole Thompson-Tate
Rita Tikador

Consultant

*Rev. Michael Yoakum
*Crystal Yoakum

*Founding Board Members

The operations of Hope Charter School are governed by a group of individuals who serve as the Board of Directors. This board develops policy and oversees the operations of the school.

The Board of Directors meets bi-monthly at Hope Charter School. Meetings are listed in this handbook and on the school website. Any interested person is welcome to attend the scheduled meetings. Please call the office if you plan to attend so arrangements may be made for seating.

If anyone has an item to be brought to the board, a written request (form available on the website) must be received by the Board President at least one week before the meeting so that it can be placed on the meeting agenda.

The policies and guidelines on the following pages have been established to insure fair and equal treatment for all students, and the safety and well-being of both students and staff. While you may experience occasional extenuating circumstances, please remember that we cannot single out a student for preferential treatment. Not only would this be unfair to other students, but it would place the individual student in a “spot light” of favoritism that could be detrimental in his/her relationship with peers.

These policies include, but are not limited to, those areas discussed in the following pages. As we grow and experience different situations, it may become necessary to make changes, additions or deletions to our policies, which will become effective at time of publication. Publication may include, but not be limited to, announcements, parent meetings, postings on the website (www.hopecharter.org) or electronic alerts. Students and parents will be responsible for following these policies from the time of publication. Unfortunately, due to the ever-evolving nature of such policies, it is not possible or foreseeable to cover every contingency in a handbook. However, we try to establish our policies based on common-sense practices.

If you have a question about something particular that is not covered in the handbook, please submit it in writing so it can be presented to the board for a decision. Until a decision is given, if something is not specified as acceptable, then assume it is not acceptable.

Mission

The mission of Hope Charter School is twofold. First, it is our desire to provide an academic environment in which each child will thrive and succeed, regardless of the individual's learning style and academic strengths or weaknesses, thereby enabling each child to have the opportunity to reach his or her full potential. Second, we want to provide an inclusion model for autistic children that would allow a gradual transition from the ESE classroom to a regular education classroom, thus offering the same opportunity for them to reach their full potential.

The State of Florida requires that a Charter School be unique, offering an education that raises a higher standard and provides learning opportunities not offered in the regular public school setting. Hope Charter School is committed to offering a program that will allow each child to grow academically, socially, physically and emotionally. A variety of innovations will be used to accomplish these goals.

Vision

Our vision is to create a learning environment that is safe, excellent, interesting and motivating. We want it to be challenging and affirming. A small, intimate atmosphere will encourage friendship, partnership and understanding among all the participants, whether teachers, students, parents, or community volunteers. Children will learn to value each other based on nothing more than that each person is worthy of being valued, and will embrace the uniqueness each brings to the school. We believe that Hope Charter School will become known for all that is accomplished in the lives of its students because lives will be changed as a result of their experience at Hope.

We would like to see community businesses partner with the school to accomplish great things in the lives of the students because the businesses are aware of the fact that making an investment in the students truly is an investment in their own future.

We have a dream of being an instrument of peace and reconciliation among the various ethnic groups in our community so that a generation from now there will be common ground where division once abounded. We have a desire to see Hope Charter School truly become a beacon of hope in this community.

Residence

OCPS receives reports from the Postal Service throughout the school year advising of changes in address. If you move, you must complete a Change of Address form (found at www.hopecharter.org under Parents/Students, Forms) and turn it in to the office along with the documentation requested on the form. The only documentation acceptable is what is requested on the form.

Policies & Procedures

ABSENCE/HOMEWORK POLICY

When the student is absent, he/she is responsible for obtaining any assignments missed from the teacher(s) upon return to school. The student will then have the same number of days to complete the homework as the number of days he/she missed (see Exception below). For example, if the student is absent for 3 days, he/she will have 3 days after returning to make up missed homework. The teacher is not responsible for tracking down the assignments; rather, the student is responsible for turning it in. Classwork or homework will not be given in advance for planned absences for family vacations or activities. **In 6th grade, attendance is taken during each class period.**

Exception: In Middle School, projects may be assigned that are given a longer due date than regular homework (usually 1-3 weeks). Since students are aware in advance of what is required for these projects, they have the opportunity of completing the work and turning it in before the due date. Therefore, if a student is going to be absent on the due date, the project is due on the last day the student is present before the due date. Since a student will not be prohibited from turning in the project early, no extension will be given if a student is absent on the last day of the deadline.

If a student is absent for a prolonged period due to illness, he/she will be expected to keep up with current assignments as well. It is recommended that a teacher conference be scheduled to consider how best to meet the child's needs for recovery while keeping up with grade level expectations.

If the classroom teacher chooses to offer extra credit assignments, those assignments will be given to the students no later than the 5th week of the 9-week period and will have a firm deadline. Students may choose to do the assignments or not, based on their preference, but no additional extra credit will be given at the end of the 9 weeks to help bring up poor grades. The reason for this time frame is two-fold. One, students will still be developing a sense of responsibility for their own work; and two, the teacher will have time to grade work before the end of the marking period. Students will be encouraged to do extra credit work in order to have a chance to be pro-active.

ACADEMICS

Hope Charter School is a full-time choice option. All students must be fully enrolled and have a complete schedule.

9-Week Reports/Status Reports - 9-week reports are a record of the child's progress based on expected achievement. Besides reporting the child's progress in each subject/unit, a narrative based on the child's progress will be included. The 9-week report will include Power Standards covered during the 9 weeks; and, for grades 2nd -8th, letter grades will be computed also. Children with an IEP also will receive a status report on IEP goals.

Progress Reports - Each 1st -6th grade teacher will post grades/progress on ProgressBook. Each student is assigned a logon/password for ProgressBook which parents may pick up at the office or request to have it mailed. It will not be sent home with the student. K-1st grade teachers will prepare written comprehension check reports each week. Teachers in grades 2 through 6 will post grades weekly and send home a Progress Report midway through each marking period.

Homework Group – If teachers determine there is a need for it, Homework Group will begin after the first nine-weeks. This opportunity is not available as a replacement for Extended Day. Any student who does not complete homework assignments and turn in those assignments diligently may be required by the teacher to attend Homework Group. This study hour will be held 5 days a week (Monday through

Friday), monitored by a staff member, and the time will be determined and communicated. When a teacher recommends a student to Homework Group, it is considered mandatory for that student to attend. If the parent does not wish to take advantage of this opportunity, the parent will be asked to sign a release that states the parent will assume all responsibility for the homework being done at home and being turned in to the teacher on time. At the end of the marking period, the teacher will re-evaluate the student's progress. If no progress has been made, the student will be required to attend the Homework Group. Refusal by the parents at this time may result in the student's enrollment at Hope Charter School being discontinued.

Intensive Reading/Math – If a middle school student receives a level 1 or 2 (not passing) on the previous Reading FSA Reading, it is state mandated that he/she be placed in an Intensive Reading course. Students scoring at the level 1 or 2 on the previous FSA Math may be placed in an Intensive Math class or receive remedial instruction in the regular math class. Students will be placed in Intensive Reading based on Spring MAP scores. Students may be required to attend Hope Summer School.

Florida Standards and Testing Requirements – In an effort to provide easily accessible resources for parents in regards to the new Florida Standards and rigorous testing requirements, the OCPS Parent Home Page includes direct links to practice tests and parent guides that will help parents better understand these standards. In the near future, the Hope page will also include links for each grade level so that parents can quickly locate resources specific to their child's grade level requirements. The link is: <https://www.ocps.net/Parents/Pages/default.aspx>. FSA portal is: <http://www.fsassessments.org>.

ATTENDANCE

If students are to learn the necessary concepts each year, they must be present at school... **EVERY day; ALL day**. All excused absences will be approved by the Principal. By necessity, all attendance, including tardies and early departures (before the end of the scheduled school day), is reported to the Orange County Public School System. Orange County's policy states that a student must be in attendance for a minimum of 4 hours **per day** otherwise the student will be recorded as absent. A student who has attended the minimum hours but is picked up before the end of the school day shall be considered an early departure. **Early departures** will be unexcused unless they meet one of the criteria for excused absences. Students should never be picked up early unless he/she is ill. Orange County's policy also states that every 5 tardies equal 1 unexcused absence.

Absences. There are two kinds of absences – excused and unexcused.

An absence is excused for the following reasons only:

- Student's illness
- An illness that exceeds a 2-day absence requires a doctor's note to be excused
- A doctor/dentist appointment...only for the length of the appointment, not the entire day
- Serious illness or death in the immediate family
- Emergency medical or dental attention
- Emergency situations or trips of educational value, pre-approved by the administration
- Authorized religious holidays (see bullet-point below)
- Take Your Child to Work Day...IF...a note is received on company letterhead signed by the parent's supervisor (not the parent or other family member) and the student writes an essay on his/her experience and the essay is turned in with the supervisor's letter

An absence is NOT excused for the following reasons:

- Truancy*
- Shopping
- Recreational activities
- Birthday or other celebration

- Vacation
- Going on doctor visits with siblings
- Guests or family visiting from out of town
- Day(s) preceding or following a scheduled school holiday unless a doctor's note is received
- The day after Halloween unless a doctor's note is received
- Any FSA/EOC testing day unless a doctor's note is received
- Religious holidays unless requested as stated below or a doctor's note is received
- Take Your Child to Work Day unless the guidelines above are followed

*Truancy means the student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, or a combination of unexcused absences and tardies equivalent to the above numbers. Habitual truancy means the student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian.

If your child is absent, please adhere to the following procedures:

- Call the office before 9:00 a.m. on the day of the absence.
- When your child returns to school, send in a note explaining the absence. Simply stating "Please excuse him" will not be accepted as an excused absence. The note should go to the teacher, not the office.
- The note should include both first and last name of the student.
- The note must include the dates of absence(s).
- The note must be signed **and** dated (date of signature) by a parent/guardian.
- If your child is absent for more than 2 days in a row, a doctor's excuse is required.
- If your child is absent for a doctor's appointment, please send in a "return to school" note from the doctor's office that states the date and time of the appointment. The absence will be excused only for the duration of the appointment, not for a full day.
- If your child is absent for illness preceding or following a scheduled school holiday, a doctor's note is required for the absence to be excused.
- If we do not receive a note, then your child will be marked as unexcused.
- If a note for an excused absence is not received within 72 hours of the student's return to school, the absence is marked unexcused and cannot be changed.
- Notes via email or fax cannot be accepted for excused absences.
- Please do not ask the teacher to give you materials to take with you on your vacation.
- For a religious holiday excused absence, Florida Statutes state that the parent is required to provide a notarized statement verifying that the student is a member of, or practices and observes the tenets of, an established religious group, church or denomination. This statement must be provided prior to or with the first request for a religious holiday. Requests for religious holidays must be received no later than one (1) week prior to the holiday. Notification on the day of, or after, the holiday will not be excused. Religious holidays qualifying as excused absences include observances (services, etc.) and days on which the religion forbids secular activity during the school day or a portion thereof.

Parents are asked to sign an attendance contract. If there are more than 5 unexcused absences a truancy letter will be sent by OCPS and the Board will have to be notified. Excessive absences may result in the student's enrollment at Hope being discontinued.

Please do not keep your children home on field trip or special days. These days are just as much part of the educational experience at Hope Charter School as classroom work. They are not "wasted" days.

Rather, they are expanded learning experiences. As such, any student who misses a field trip will be given a written assignment relating to the field trip subject, and will be graded.

Brain Power/P.E./Recess. If your child is unable to participate in physical activities at school due to an illness or injury, he/she will be excused for 1 day with a note from you. If the inability to participate is going to extend longer than 1 day, a note from the doctor will be required. If a student is unable to participate in one activity, he/she will not be allowed to participate in any other activities. In other words, being excused from Brain Power will result in a student having to sit-out recess and PE, also.

Tardiness. It is very important that your child arrive at school on time (according to the school clock). You should plan on arriving no later than 5 minutes before the start of school. Students are expected to be in their seats no later than the start of school. It is very DISRUPTIVE to the class when children come in late. *Please* adhere to the schedule provided. If your child arrives after his/her class begins, you must bring your child to the office. **DO NOT take your child directly to class.** A staff member will accompany your child to his/her room. **Under no circumstances** should you tell your child to exit the vehicle and proceed directly to class or the office without you. If you are already late, please take a few minutes more if necessary to be prepared so you are comfortable coming in to the office. Parents will be held responsible for adherence to this policy by anyone transporting your child(ren).

Tardies are reported to the Orange County Public School System. Excessive tardiness will have to result in referral to the district social worker. There is no excused or unexcused tardy; there is just tardy. Orange County's policy states that every 5 tardies equal 1 unexcused absence.

Early Pickup. It is very important for all children to be at school everyday – all day. Children are expected to be in class for the full school day. Your child will not fully benefit from the program if he/she is pulled out of school early. Unless a child is ill, he/she should never be signed out early. OCPS requires all early departures to be marked as such on a student's attendance record.

If you must pick up your child early, please do so no later than ½ hour before dismissal. Otherwise, you will not be able to leave until car circle begins moving.

If, in case of an emergency, you must take your child from school before the end of the day, you must come to the office and sign out your child. A staff member will bring your child to the office. **DO NOT** go to the classroom. In **NO** case will a teacher release a child without office notification. Please plan appointments so as to not interfere with academic classes. If you have more than one child at Hope and you are at school for an activity in one child's classroom, you must come to the office if you want to sign-out your other child(ren). Parents are not to go to another classroom other than the one for which they have signed in. **Staff are not allowed to give students rides home.**

If someone other than a parent is to pick up a child from school, we must have the name(s) **in writing** and on file. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS HIS/HER NAME IS ON FILE AND HE/SHE HAS PHOTO IDENTIFICATION.**

BEHAVIOR POLICY

Hope Charter School will follow the OCPS Code of Student Conduct. When indicated, data will be recorded and behavior plans implemented for children needing specific behavioral intervention. If a behavior plan is written, parents will be asked to implement the plan at home as well.

A link to the OCPS Code of Student Conduct is available on the school's website. As well, a copy in English or Spanish is available on the parent page at www.ocps.net. Hope Charter School does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning Title IX may be referred to Matthew Post at matthew.post@hopecharter.org.

If a child has more than three (3) instances of disruptive behavior, Hope Charter School may require that the family retain the services of a behavior therapist in order for the child to remain at Hope Charter School. No student can be allowed to place others at risk; therefore, if aggressive or sexual talk or behavior substantially endangers the health or safety of others or causes substantial emotional distress to others, the student may not be allowed to continue his/her enrollment at HCS. "Substantially endangers" and "substantial emotional distress" will be determined solely by school administrators.

For students in grades 5 and 6, Hope Charter School utilizes a detention system. Detention is scheduled to be served after regular school hours. Students must attend earned detention as scheduled. No alternative time or process will be available. It is expected that a student in detention will be picked up immediately at the end of his/her detention. If a student is not picked up, he/she will be placed in Aftercare and the parent will be responsible for the charges.

Excessive detentions, as well as more serious infractions, may earn the more serious consequence of Saturday detention, In-School Suspension (ISS), or Out-of-School Suspension (OSS). ISS will be served for the entire school day, for the number of days earned, in solitary accommodations. The student will not be allowed to associate with other students, and will eat lunch in ISS. Please note that due to the serious nature of a suspension, it is recorded on a student's Orange County permanent record.

As a sign of professional respect, all students are required to address or refer to every staff person, whether a teacher or support staff, by the appropriate title (Mr., Mrs., Miss or Ms.) and last name at all times. A student should NEVER address or refer to any staff person by his or her first name.

COMMUNICATION

Expect electronic alerts to come via your home, cell phone or email address from the school regarding events, special notices or school emergencies. This is the major avenue of communication with parents, in addition to memos or notes from the individual teachers, home visits (K-6), teacher homepages, student planners, ProgressBook, report cards/progress reports (as discussed in the Academics section), flyers/notices, Meet the Teacher, scheduled meetings such as MTSS/ESE, and teacher email addresses (located on the teacher homepages and the school website). You, also, should check the school website (www.hopecharter.org) frequently for updates, notices, and information.

If parents wish to confer with their child's teacher, please call the office to set up an appointment or send a note to your child's teacher requesting an appointment. Please DO NOT go to the classroom before school or drop in after school unexpectedly. A teacher's first responsibility is the supervision of his/her students. A teacher cannot adequately meet with you and supervise students at the same time. Also, holding a meeting in a classroom doorway does not offer you the confidentiality you may wish or to which you are entitled.

Monthly Parent Meetings are an expectation. They are essential opportunities for the school to be able to communicate to parents. These meetings are for adults only! The school provides child care at a nominal fee (just enough to pay a fair wage to the staff). Children are not allowed at the meetings; if you bring your child(ren) to the meetings, you will be asked to take them to the child care room. The meetings will be relevant and will begin and end on time. They are not for the purpose of having a discussion with the teacher about individual children, nor are they for the purpose of publicly challenging the teacher's policies or methods. Please make an appointment to speak to the teacher privately.

If you want to speak with the Principal, please call the office to schedule an appointment.

If the parent's tone in a meeting with any school staff member becomes insulting or abusive, it will be necessary for any future conferences to be in the presence of the Principal or a board member.

Please honor your child's teacher when speaking about him/her in your child's presence. If you have a question for the teacher regarding something your child has said, please ask in a way that honors the teacher, rather than accusing them before they have had a chance to address the issue about which you are concerned. Children often misunderstand or only hear parts of things, and rarely will tell about circumstances in a way that might implicate them. There is always more to the story. We're all on the same team – your child's.

All communications should be handled in a professional manner. When writing notes, be aware that your tone carries. Make sure to communicate in the same way you want the teacher to communicate with you. Please do not discuss other students in front of your child, or ask a teacher to do so. Teachers are not authorized to discuss a child with anyone other than the child's parents or guardians. If you wish to discuss a problem, please do so with the appropriate person. The school cannot address a problem if it is unaware that one exists.

DRESS CODE

General Appearance: Appropriate dress, cleanliness and general appearance are important, not only so the student will look his/her best, but also to boost his/her self-confidence and help him/her be accepted by others. Please make sure your child is well groomed and uniforms are clean.

The appearance of the student is the responsibility of the parents. If clothing is getting particularly worn or faded, please replace it. All clothing must be in good repair.

If a student wears inappropriate clothing, he/she will be asked to wear clothing from Lost and Found or the office (if available) or sent home to change.

Unless specifically stated otherwise, the shirt color choices include burgundy, navy, light blue or white. Jumper color choices are burgundy plaid, navy or khaki with plain white blouses; jumpers must have school logo. Skirts or skorts can be burgundy plaid, navy or khaki. Slacks or shorts (or capris for Middle School only) must be khaki or navy, and should be plain (no additional stitching, pockets, buttons/tabs or appliqués). **All Shirts must be tucked in at all times unless the P.E. uniform is being worn.**

Uniform Requirements:

The school dress code, including personal appearance requirements, must be followed whenever a student is on campus or representing the school at off-campus activities or field trips, unless permission is granted beforehand. Sport uniforms are permitted, as directed by teach coaches.

On State testing days (FSA, EOC, FCAT), Picture Day, Special Events, **the polo shirt and uniform bottoms are required.**

Guidelines:

K through 6th –

Tuesday and Thursday = school polo with uniform bottom

Monday, Wednesday and Friday = PE uniform: Navy or Burgundy Hope T-shirt with navy athletic shorts (mid-thigh or longer) and sneakers with traction on the soles. If non-PE bottoms are worn on Monday/Wednesday/Friday, then a belt must be worn and shirts (of any type) must be tucked in.

Special Events/Testing/Picture/etc. (all grade levels) = uniform school polo with uniform bottom

Friday is Spirit Day every week across campus so any Hope t-shirt may be worn as long as it is in good repair.

(Recommended – NOTE: At least 1 polo shirt is required)

- | | |
|---|---|
| <ul style="list-style-type: none">• 1 Hope pullover sweatshirt or monogrammed Cardigan-type (button-front) sweater in choice of approved school colors• 1 Fleece jacket• (for K through 6th) 4 Hope T-shirts in burgundy or navy• At least one polo shirt is required | <ul style="list-style-type: none">• 1 or more belted dress shorts or unbelted skorts, no shorter than <u>mid-thigh in length</u>, in navy or khaki• 1 or more belted dress slacks in navy or khaki |
|---|---|

Approved tops (sweatshirt, fleece, polos, etc.) are available only through the Uniform Purchase link on the school web site at www.hopecharter.org. Bottoms can be purchased wherever school uniforms are available, such as K-Mart, Beall’s, Penney’s and Target. Penney’s has appropriate bottoms available in their school uniform catalog, and can be purchased on-line.

For those children who are hard-to-fit, approved dress shorts or slacks in cotton or cotton/poly with a zipper and belt loops (pleated are fine) are sold at Sears, Penney’s, Target, Beall’s Outlet, Old Navy and Gap.

Bottoms must have a hem (not frayed), must not drag on the ground (length of slacks must not be longer than shoe heel), and must not be too tight. They should be loose enough to bend and move easily during outdoor activities.

NOTE:

- | | |
|--|--|
| <ul style="list-style-type: none">• NO camping shorts• NO surfer or skateboarding shorts• NO pocket flaps on front of thighs• NO jeans or denims of any color• NO stretch pants• NO corduroy• NO skin tight pants• NO “Hoodies” | <ul style="list-style-type: none">• NO spandex, form-fitting pants, or any form of leggings• NO flair or bell-bottoms• NO capris for elementary grades• NO shorts or skorts shorter than mid-thigh• NO cut-offs• Skirts or jumpers must be touching the top of the knee |
|--|--|

Cold-weather options:

- Hope long-sleeved T-shirts in approved school colors
- Hope sweat shirts in approved school colors
- Hope fleece

Outerwear:

- Hope jackets are considered outerwear; they cannot be worn inside the classroom.
- **During extreme cold weather, if a student is wearing a uniform sweatshirt AND a uniform fleece and is still cold, a thermal insulated jacket may be worn as outerwear only (i.e. only when outside the building). No trenchcoats, leather jackets, or other non-uniform outerwear is allowed.**
- If it is just cool enough for a light-weight jacket, then only Hope pullover sweatshirt or Cardigan sweater or fleece may be worn, even if worn outside the building.
- ONLY Hope pullover sweatshirt or Cardigan sweater or fleece as described above, will be allowed in the classroom.
- If you have placed a sweatshirt order with the uniform provider but it has not been delivered before cold weather, a **plain** solid-color (navy, light blue, white or burgundy) sweatshirt may be

worn temporarily. However, please do not wait until cold weather arrives before ordering the monogrammed sweatshirt.

- No long-sleeved shirt of any type may be worn under a T-shirt or polo shirt; and no layering of leggings under shorts or skirts.

Belts:

- Belts will be subtle in nature (not a fashion statement) in brown, khaki, navy, burgundy or black. Please no metal studded or ringed, no metal belts, no large decorative belt buckles.
- Belts are required on all clothing whose original manufacture includes belt loops and must be worn at all times, even under sweatshirts, sweaters or fleeces.
- Belt loops may not be cut off to avoid wearing a belt.

Hair/Nails/Skin:

- Students' hair should be clean and neat at all times.
- Students' hair color should look like a naturally occurring color. No extremes (stark black, ice blond, crayola colors, or blond/light upper and black/dark lower, etc.) will be allowed.
- Extreme hairstyles are inappropriate. If a student comes to school with an inappropriate hair color or style, he/she will be sent home. If a student is considering a style or color change and is unsure of acceptability, he/she may bring a picture to the Principal for approval.
- Hair “adornments” are to be plain and simple headbands (same color as uniform with no patterns or adornments). No belts, ties, 3-cornered kerchiefs, altered headbands (with animal ears, etc.) should be used to keep hair in place.
- Boys’ hair length should be no longer than the eyebrows in front and no longer than the top of the shirt collar in back and trimmed around the ears. Mohawks, Mohawk fades and faux hawks, and “man buns” are not permitted. If any of these issues become a distraction, the administration may require the student to choose another style.
- Extreme haircuts include, but are not limited to shaved portions of the head, shaved designs on the head or, on girls, shaved anything. Man-buns or a shaved head with a ponytail or long piece of hair on top are not acceptable at school. Appropriate hair styles do not include hair in the eyes or hair dyed any non-naturally occurring color, at the discretion of the administration.
- Girls’ hair cannot cover the eyes. Either through styling or hair bands, hair should be kept to the back or side.
- Hair that becomes unsightly because of length, height, volume or being ungroomed will be addressed by necessitating an appropriate haircut or style, at the discretion of the administration.
- Boys must be clean-shaven at all times (no facial hair of any kind).
- Girls’ only may wear nail polish and it must be a color in the pink/red family that would be worn in normal situations by mainstream adults (i.e., no black, purple, blue, white, orange, etc.).
- All visible skin should be free of any temporary or permanent tattoos, inking, artwork, etc.

Jewelry:

- No body or face rings can be worn to school. This includes all areas of the body, inside and out (i.e. no tongue studs, etc.).
- Earrings are to be worn by girls only and must be a small stud. No hoop or dangling earrings are allowed (this is a safety issue).
- Earrings must be limited to two small studs in each ear, in the lobe of the ear only.
- Jewelry should be modest.
- Jewelry cannot be excessive in either quantity or style.
- Jewelry should not represent cult, gang or vulgar sentiments.

- If jewelry is distracting or inappropriate, the student will be asked to remove it.

Shoes:

- Must be closed-toe (sneakers or serviceable everyday shoes).
- Sneakers may not be “high top” (mid-calf or to the knee); they should come no higher than ankle-level.
- NO “roller sneakers”, “skating shoes” or any “wheelie” shoes with or without wheels, with or without insert covers.
- NO dress shoes, boots, flip-flops, sandals, or high heels.
- Socks should blend with the uniform being worn, i.e. navy, khaki, light blue, white, burgundy, black. Socks should come up no higher than below the knee cap. Please do not wear seasonal or multi-colored socks.
- Remember – students will be playing outside and running some part of every day.

PLEASE LABEL ALL ITEMS WITH BOTH THE FIRST AND LAST NAMES. All unlabeled items turned into the Lost and Found will be sold at the parent meetings.

DROP OFF AND PICK UP

The majority of our students will be arriving and leaving in cars. Therefore, it is important that everyone follows the prescribed routine of drop off and pick up. A staff member will supervise both morning and afternoon car circle. We ask that you please respect this person’s requests and directions since our main objective is the safety of your children and all the children for whom we are responsible.

Please note that we have established a specific directional flow for incoming and outgoing traffic. This pattern should be followed **at all times** while children are on campus, **from the earliest drop off to the latest pick up**. For example: if you come to school mid-day, you should use the extended driveway to the right rather than cutting straight up around the one-way-to-the-right sign; when leaving, you should follow the circle around in front of the school and down through the lower parking lot.

In the morning, please have your child, books, lunchbox, backpack, etc. ready to exit the vehicle when you pull into the driveway. Waiting until your child gets out to gather everything delays the line and creates a domino effect on traffic. If your child has a project to bring in, please pull out of line to the side in front of the dumpster to get the project out of your vehicle.

Arrival: K-5th = 8:00 a.m.; 6th = 8:00-8:15 a.m.

Dismissal: K-5th = 3:05 p.m.; 6th = 3:15-3:30 p.m.

- PARENTS MAY NOT WALK THEIR STUDENTS DIRECTLY TO CLASS...even on the first day...even for Kindergarten students.
- NO CELL PHONE USE BY DRIVERS while driving on campus! If you absolutely must make or receive a call, you must pull into a marked parking space to do so.
- Please drop off and pick up your child using the car circle system.
- Drop off and pick up area is in front of the school building. Please do not drop off or pick up your child on any other area of the property.
- DO NOT PARK AND GET OUT OF YOUR VEHICLE DURING ARRIVAL AND DISMISSAL. Patrols and staff will supervise your child to class and oversee children getting to cars at the end of the day.
- If you arrive after the patrol has left the area, you MUST walk your child into the office to be signed in. Your child will be escorted to class by a staff member. Please do not just drop off your child and tell him/her to go directly to class.

- Parents may not arrive earlier than 5 minutes before dismissal (3:05 p.m. for K-4). If you are picking up at the Legacy (7-12) building at 2:38 p.m. and have a student in K-4, you **MUST** park facing forward in a lined parking space until 3:05 p.m. You **CANNOT** line up in front of the Hope building between 2:30 and 3:05 to wait for Hope's car circle. This creates a dangerous situation in the driveways and on the road.
- Please do NOT "park" in car circle. Cars in car circle must have a driver in the car at all times. If you are going to the office or classroom for any reason, you must park in a lined parking space.
- If you arrive after dismissal, you will need to park and walk in to get your child from Aftercare. Children who are not picked up within 15 minutes after dismissal will be placed in Aftercare and parents will be responsible for payment.

If you need to pick up your child before dismissal, please arrive before 2:30 to complete the sign-out process. Our office staff needs to be alert to the needs of car circle and will not be able to focus on releasing your child to you.

If you need to speak with your child's teacher, we ask that you schedule an appointment. Arrival and dismissal times require the teacher's total attention be on the class. Neither time is appropriate for communicating with the teacher verbally. If you need to communicate something, please send a note with your child, email the teacher or call the office to leave a message.

PLEASE NOTE: If someone other than a parent is to pick up a child from school, we must have the name(s) **in writing** and on file. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS THAT PERSON'S NAME IS ON FILE AND HE/SHE HAS PHOTO IDENTIFICATION.**

ELECTRONICS

We strongly recommend that no electronic devices ever be brought or sent to school with a student. This includes, but is not limited to, cell phones, laptop/netbook/notebook/tablet computers, games, iPods, MP3s, or any other similar electronic item, device or gadget. If a student needs to have such an item for an after-school event, such as going to another student's home, the item must be turned in to the office as soon as the student arrives at school, and can be picked up when the student leaves for the day.

Please note that phones are available in the office for student use when needed; so students are always able to contact their parents.

If a student does not turn in the item upon arriving at school, the item will be confiscated and held in the office of the Administrator until a parent or guardian picks it up; it will not be returned to the student.

As with all electronic items or other personal property, the school assumes no responsibility for loss, theft or damage.

EMERGENCIES

It is imperative that the school have current, active telephone numbers on file for each child. **IT IS EXTREMELY IMPORTANT THAT THE SCHOOL BE NOTIFIED IMMEDIATELY OF ANY CHANGES IN A STUDENT'S NAME, ADDRESS, TELEPHONE NUMBER OR PARENT WORK NUMBER.**

Hope Charter School practices regularly scheduled fire, severe weather, and lock-down drills with the students and staff.

Hope Charter School will follow OCPS directions for emergency days off due to hurricane or any other severe weather event. Tune to Channel 13 or the ABC, CBS or NBC affiliate (the channel varies depending on your service). However, if the school does not sustain major damage, classes at Hope

Charter School may resume earlier than OCPS. In this event, you will receive an electronic alert. Updates will be recorded on the school voice mail and web site as information is received and/or decisions made.

In the event an evacuation is deemed necessary while school is in session, an electronic alert will be sent and students will be kept in a supervised area until they can be picked up.

Again, keeping the office updated with email addresses and phone numbers is necessary for you to receive these alerts.

EXTENDED DAY

In order to provide a service for parents who work, Hope Charter School offers extended day care. There are limited openings in this program due to staffing. The weekly cost will be the same regardless of how many days a week or how many minutes or hours a day this service is used. Please remember that the school does not make a profit from this service; the fees are established to pay a fair wage to those staff who are willing to work beyond their regular 8-hour day.

Working parents will be given the first options for extended care. If openings remain, non-working parents may apply; however, if a new working parent applies for extended care and no openings are available, a non-working parent will be dropped so that a working parent may have access to the extended care program.

HOURS

Before School Care	K-6 th = 7:00 a.m. – 8:00 a.m.
After School Care	K-6 th = 3:45 p.m. – 6:00 p.m.

CHARGES:

Registration Fee - \$25.00 per year (non-refundable)

K-6th - \$15.00 per week for Before Care (\$3 per day)

K-6th - \$40.00 per week for After Care (\$8 per day)

Please refer to the Program Brochure on the web page for more information.

\$1.00 per minute/per child late fee (after 6:00 p.m.) by the school clock

Late fee must be paid in cash to school personnel at time of pick up.

Payment must be received each Monday for the current week. If this is not paid, Extended Day will not be available to your child the next week or until payment is received.

After Care children will have a snack time. Please include an afternoon snack for your child. After Care providers will not supply snacks.

Any child who is a behavior problem will be removed from after care. Behavior staff is not available during After Care to tend to children on an individual basis.

Parents (not siblings) are required to sign their child in and out of Extended Day Care EVERYDAY.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include, but are not limited to, such things as choir, dance, band, FCA, etc. Students will be allowed to participate in such activities as long as they maintain good deportment and academics, and as long as any fees that are due have been paid. If a student is exempted from PE or Brainpower due to a physical injury, a note from the doctor is required for an exemption of more than 1 day and the student will not be allowed to participate in any extra-curricular activity that involves physical exertion.

FIELD TRIPS

At this time, parents are not required to be fingerprinted. However, they are required to sign in at the office, using our new Keep N Track system which will print a name-tag, and wear the name tag while on the field trip. This system requires a driver's license scan; parents who do not clear the scan-check will not be allowed on school property or on school trips. If the state or Orange County initiates the requirement for fingerprinting, it will then become a policy of Hope Charter School. Orange County may require a specific fingerprinting service. The cost for fingerprinting, if any, is the responsibility of the person being fingerprinted. Driver's license must be photocopied and on file.

Parents are encouraged to participate in field trips by accompanying their child, driving other children, or even overseeing other students, if needed. While on field trips, the teacher and assistant are in charge and responsible for directing the group. All Hope Charter School regulations apply on field trips as well, including abiding by the nutritional guidelines as outlined in the Lunch section of this Handbook, behavior expectations and good citizenship. In addition, parents are expected to abide by all guidelines while on-campus, including lunch and class celebrations. Parents who do not follow the guidelines as stated will not be allowed to participate in future field trips or on-campus activities.

Volunteer hours may be earned if a parent drives other class members in addition to his/her child and/or oversees other students. However, if you drive or oversee only your own child, volunteer hours are not earned.

Siblings may not participate in school field trips or on-campus activities. Siblings (either pre-school aged, from another Hope or Legacy classroom, or another school) are not permitted into their sibling's classroom for special events, such as Reader's Theater, awards ceremonies, outside game activities, etc.

Teachers will send home information concerning individual field trips as they are planned. Parents complete a general permission form at enrollment giving permission for their child to participate in field trips. Parents agree to release, discharge and covenant not to sue the School Board of Orange County, its employees, agents and volunteers from any and all claims and liability for injury, death or damages that may arise from transportation services provided. No student will be allowed to participate in a field trip without this permission form on file. A student who does not participate in a field trip must remain home on the day of the field trip as there will be no supervision available while the class is gone. A student who misses a field trip will be required to complete a written assignment on the field trip subject.

GRIEVANCES

If there is a grievance, it should first be directed in writing to the School Principal. If the parent does not feel that the grievance has been resolved, then the parent may request a hearing with the Hope Charter School Board of Directors. Grievances with Hope Charter School are not to be taken to the Orange County School Board until all other options have been attempted.

HOME VISITS

Teachers for students in grade K-6 will be expected each year to conduct a home visit for each child in their class. The teacher must meet with at least one parent. In the case of dual guardianship, the teacher will determine whether each of the parties desires a visit. An additional visit per child is permitted but not mandatory, depending upon whether the additional visit is desired and depending on distance and time factors. The teacher will interview the parent to determine the learning style of the child, will build a sense of team work between the parent and teacher, and will engage the student in his/her home environment. The home visit is expected of all K-6 teachers and no additional remuneration is awarded for it. Teachers will be limited to travel within 15 miles of the school. For anyone outside that parameter, a meeting at the school will be permitted instead of a home visit. Under special circumstances, parents

within the 15 miles may need to meet at the school instead of their home. If the teacher believes a special circumstance exists, coordination of the meeting must be done through the Principal.

INSURANCE

Parents are responsible for providing student insurance. If your child is not covered by your health plan, you will be responsible for any medical bills incurred if your child is injured while at school or on a field trip. Proof of insurance, is required for any student who participates in physically demanding extra-curricular activities. Hope Charter School does not cover the medical costs for accidental injuries. If the Student Insurance is not purchased, parents must sign a refusal form.

LOST AND FOUND

The lost and found is located in the school office. It is the student's responsibility to keep track of all belongings at all times, and to check the lost and found if something is missing. It will be much less likely for items to get lost if they are labeled with a student's name, both first and last names. All unlabeled items are donated to the Uniform Closet periodically throughout the year.

LUNCHES/SNACKS/GENERAL FOOD POLICY

Each student must bring a bottle of water (in a plastic container, not glass or plastic covered glass) to school every day. The water purchased at lunch should not be considered the required water bottle. Students need hydration throughout the morning.

Middle school students will not be snacking during class time so it is essential they eat a good lunch during their lunch period.

For students who bring packed lunches to school:

- Please label all lunch items. We cannot be responsible for lost items that have not been labeled.
- Lunches will NOT be stored in a refrigerator, so it is the parent's responsibility to provide cooling inside the lunch container. Lunches will not be microwaved so please do not send items that must be heated.
- Please send HEALTHY lunches with NO candy, sweets or cookies (not even "sugar-free"). Chips and crackers must be plain (without artificial flavoring or coloring). **Drinks can be only water, plain milk or 100% natural juice (in a juice box marked 100% juice).** Please do not bring sports drinks, diet drinks, sugar-free drinks or soda for your child's lunch.
- If you must bring a lunch to your child during the day, **you must bring it to the office.** For K-6th, a staff member will take it to your child's class.
- **No gum is allowed on campus.**
- Parents, also, are expected to abide by the food guidelines while attending lunch, field trips and classroom activities.

Kindergarten children will have a snack time. This is a time for a "light" snack, not a meal. Again, please send healthy snacks – fresh fruit, veggie sticks, whole wheat crackers, pretzels, plain chips, etc.

After Care children will have a snack time. Please include an afternoon snack for your child. After Care providers will not supply snacks.

Celebrations/School-Sponsored Activities. All school-sponsored activities, whether on-campus or off-campus, must follow the school's food policy at all times. All food provided for celebrations (holidays, birthdays, etc.) must follow the school's food policy at all times. This means that NO cakes, candy, cookies, or other foods that violate the policy should be brought or sent to school. In addition, no food that "looks like" non-allowed items should be provided; this includes low-sugar cookies, drinks, ice cream, cakes, etc.

Healthy Choices. Choosing foods with no added sugar, or additives such as dyes, chemicals or sugar substitutes will benefit your child. Serving a breakfast that includes items not appropriate during school (i.e. sugared cereals, donuts, etc.), sabotages your child's day.

MEDICAL

Florida requires certain vaccines to be administered before children may enroll and attend school. Prior to entry, attendance or transfer to school (K-12), each child shall have on file a Florida Certification of Immunization, DH680 Form. In addition to all other compulsory school immunizations, children entering, attending or transferring to the 7th grade in Florida schools are required to complete the following: One dose of tetanus-diphtheria-pertussis vaccine (Tdap).

Medications. If medication is to be administered during the school day, the following procedures MUST be followed:

- All medication must be in the original bottle, both prescription and off-the-shelf, with proper labeling. Please do not send in 1 or 2 pills in a plastic bag.
- Medication can only be dispensed, in the school office, according to the label.
- Parents must fill out an authorization to administer medication before medication is given, including off-the-shelf medication such as Tylenol, cold medicine, cough drops, Neosporin, etc., etc..
- We also need a copy of the prescription or a note from the doctor for off-the-shelf medication to insure that there is no adverse counteractions with other medication.
- WE WILL NOT DISPENSE MEDICATION WITHOUT THESE FORMS.
- If dosage changes, you must complete a new medication authorization form.
- The school and school nurse are monitored by the Orange County Health Department on the above compliances.

Chronic Medical Conditions. It always will be the policy of Hope Charter School to make the well-being of its students its top priority. To this end, the school will do everything possible to work with students who have a chronic medical condition to make their educational experience as safe and productive as possible. However, if a situation develops that places a student's health in jeopardy because the school does not have the resources necessary to insure the student's safety, the board will be asked to make a decision, on a case-by-case basis, as to the advisability of the student's continued enrollment at Hope Charter School.

Communicable Disease Policy. Hope Charter School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of infection.

Any student with a fever of 100 degrees or more, a productive cough, diarrhea (one or more loose bowel movements), vomiting, or a colored mucous nasal discharge will be isolated in the office and the parent will be called to pick up the child.

It is the parent's responsibility to arrange to pick up the child.

If a child is sent home with any of the above symptoms, our policy requires that the child be kept home for 24 hours unless evidence of a doctor's release is given to the office. If your child has a fever, please do not send him/her back to school until he/she has been naturally fever-free for 24 hours (i.e. not as a result of medication).

We must protect all of our children from contagious infections. Hope Charter School will strictly adhere to this policy. Please consider the welfare of the other children, as you would want the same consideration for your child.

Head Lice. There is no immunity from head lice. It takes a cooperative effort between the home and the school to reduce the spread of head lice. Hope Charter School follows a no-nit policy.

Head lice problems arise among school children due to close contact with each other. At the school, we will perform monthly screenings for potential problems.

The parent will be notified to take the child home if a problem is found. The home, car, bedding, stuffed toys, clothing and hair must be treated to alleviate the problem. Upon returning to school, the child will be rechecked before being admitted to class. If nits still remain in the hair, the child WILL be sent home for additional treatment.

Flea Infestation. Hope Charter School follows a no-flea policy.

Flea infestation can lead to tapeworm if fleas or flea eggs are swallowed. Cats can also get infected from fleas. Infected cats can transmit Cat Scratch Disease. Bill Toth of the Orange County Health Department recommends getting exterminating services to eliminate fleas in home and yard. It may take up to 3 applications. Try not to allow children to sleep with pets. Clean all linens with hot water and treat all pet areas.

Therapy. Any child receiving therapy will do so as determined by the IEP. It is important to remember that all therapy provided by the school is considered "educationally relevant" and "school based". Therapy will be a combination of small group and individual sessions.

OBSERVATIONS

Parents are welcome to schedule a 1-hour classroom observation after the first 9 weeks. It is our desire to maintain a successful learning atmosphere; therefore, it is important to be as unobtrusive as possible.

- Parents are asked to notify the teacher in advance if you wish to observe. This is to make sure that the teacher has not scheduled testing or that another parent is not already scheduled for that day or time. Too many visitors can be distracting.
- Parents are asked to register with the office and receive a visitor pass before going to the classroom.
- Parents are requested to maintain student confidentiality. You are in the class to observe your child – not the other children.
- The maximum observation appointment will be limited to 1 hour.
- Please DO NOT ask the teacher about other children – this is confidential information.
- Please DO NOT ask questions or expect the teacher to talk with you while in the class. The teacher is busy with an entire class and cannot take time to discuss issues. An appointment can be scheduled for a later time.
- If the class seems to be having a difficult day, the parent may be asked to leave and come back at a different time or to observe from a window. Often your own child will be the most distracted by the visitation.

REMEMBER: We want observations to be a positive experience for all.

We want parents to feel welcome; however, we also want our children to be comfortable and secure. The needs of our children will always come first.

PARENT EXPECTATIONS

It is the philosophy of Hope Charter School that both school and family work together for the best success of the child. The staff at Hope Charter School is committed to giving your child an excellent education, with great support, therapy, and behavioral interventions. We are accountable not only to the parents, but also to the Orange County School Board and the State of Florida to show that we can be successful in our program.

PARENT RESPONSIBILITIES

1. Attend all parent meetings – attendance will be taken. **If you have to work, call Dawn Burns or email her at dawnburns@hopecharter.org prior to the meeting.** At least one parent should attend. You may have a friend attend the meeting, if you are unable to do so, for the purpose of reporting the topics to you, but your friend cannot “sign-in” for you. Your initials on the attendance sheet indicate that you, personally, were in attendance—for the entire meeting. Signing in and leaving will not be accepted as “attendance”.
2. Volunteer 20 hours per family for the year. Parents are responsible for reporting all volunteer hours. Volunteer forms will be available at parent meetings and are available on the web site. Complete and return this form to a parent meeting or the office every month or as often as necessary. For other opportunities, contact Dawn Burns at dawnburns@hopecharter.org.
3. Oversee your child’s homework. Be aware of what is assigned, that your child is doing it in a place without distractions, and that you check to make sure it is done right and that your child has placed it in the backpack to return the next day. This is an opportunity for the children to learn to be responsible, for you to participate with your child on occasion, and for you to communicate with the teacher by signing when appropriate.
4. Support Hope Charter School by participating in 80% of the fundraisers, encouraging your children to honor their teachers, and encouraging your children to be the best they can be.
5. Speak positively about the school and your child’s teacher in front of your child.
6. Refrain from discussing dissatisfactions in a public forum such as Facebook. Make an appointment with the Principal or teacher instead.

PARENT VOLUNTEER HOURS

Each family is expected to volunteer a minimum of 20 hours during the school year. You are responsible for reporting your own hours on a volunteer form and turning in the form at a parent meeting or to the office.

Volunteer time may be given in a variety of ways: computers, tutoring, maintenance, grounds care, helping to prepare fundraising or working the activity, substituting for a staff member, or purchasing items to equal required time. Parents may volunteer in their child’s classroom for special functions such as a holiday celebration; but for confidentiality reasons, parents may not volunteer in their own child’s classroom when the class is following a routine schedule. They may, however, help in other classrooms.

Parent meetings, family sponsorship, purchasing items from a fundraiser, individual student supplies, monthly assigned general supplies, appointments with teachers or Principal, or carpooling do **not** earn volunteer hours.

Parent support is integral to our program and the success of our school. We will be more than happy to assist you in your volunteer efforts. For information on volunteer opportunities or hours, please contact Dawn Burns at dawnburns@hopecharter.org.

Active parent support and participation are the “heart” of our school.

PAYMENTS

Any time you make a payment, please mark for what you are paying on the memo line of the check or attach a separate note to the payment. The office receives payments from over 400 students for a variety of purposes. At any one time, there could be multiple activities requiring payment. A check or cash without identification could result in your payment being credited to the wrong activity or student, in which case you could receive a letter asking for a payment that you may have already made.

If a payment is made by check and the check is returned to us for insufficient funds, you will be required to bring in cash to cover the payment and the bank fee. When you do this, you may then resume making payments by check for the next invoice received. However, if you do not make restitution in cash for the payment and bank fee, then we will not be able to accept any further payments by check. All future payments will have to be made in cash.

All money owed must be paid on a timely basis. Failure to do so may result in report cards being held until account is paid in full. This includes (but is not limited to) field trips, extended day, damaged/lost books, etc. If there is a financial hardship situation, a payment plan should be worked out with the CEO.

If you have students in both Hope and Legacy, separate checks must be written since the schools have separate accounting systems and bank accounts. Thank you for your cooperation.

PET POLICY

Due to staff and student allergies, pets are not permitted inside any school building (classroom, office, gym, hallways, etc.). If the weather does not allow for the pet to be left in the vehicle or there is no one who can stay in the vehicle with the pet, then the pet should be left at home.

SAFE SCHOOL POLICIES

Hope Charter School practices Safe School policies. These include the obvious...no cell phone use while driving on campus or while in car circle, following the correct traffic patterns (always following the one-way signs), parking correctly in the parking spaces, and always staying in car circle to pick up children (it is NOT safe to park and have your children cross through car circle to get in your vehicle). However, there are some less-obvious policies that we want make aware to parents. Every month, we conduct an Emergency Drill. Depending on the time of the year and directives from the state and county, the drill will be a fire evacuation drill, a severe weather drill, or a lock-down drill. Each teacher has an instruction sheet on what needs to be done and each drill is reported on the county database. The school, also, has a Safe School Response Team in the event that the school must evacuate completely from the campus. If this is necessary, students will be moved to Cornerstone Community Church at 1333 E Crown Point Road. A secondary evacuation location, if needed, will be West Orlando Baptist Church at 1006 E Crown Point Road. Please remember that the **first** priority of all school staff must be and will be the safety of students. This means that the school may not be able to contact parents before the students are secured in a safe environment. However, parents will be notified as soon as it is safely possible. Notification will be made through the school Alert system that contacts parents via email, text or phone. This is why it is important for parents to keep the school updated on any changes in their contact information.

TRANSPORTATION

Section 228.056, F.S. states that “the charter schools shall ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter”.

The reasonable distance provision was designed to help ensure that charter schools were not overly burdened financially to provide transportation to students who live beyond a reasonable distance. In other words, a charter school may establish a school transportation zone that sets an outer boundary or radius beyond which a charter school is not required to provide transportation.

What is considered a “reasonable distance” is usually based on locally implemented criteria or practice for establishing school attendance zones.

Hope Charter School does not own a bus nor is OCPS transportation available to us. Therefore, children will be transported to school by parents using car-pooling.

VISITORS and VOLUNTEERS

All visitors/volunteers must sign in at the office and wear a visitors tag throughout the entire time on campus, and must sign out when leaving campus.

All volunteers, including parents, must sign and follow both the school volunteer code of ethics and the school volunteer guidelines. All activities must be supervised directly by a school employee who will be responsible for the volunteer(s). In addition, parent drivers must submit their driver’s license and insurance card to the office to be copied.

For the safety of our students, visitors/volunteers must follow **all** policies when visiting or participating in school activities. This includes, but is not limited to, following a safe speed limit as well as no cell phone use, no booming music, following the staff dress policy and following one-way traffic patterns.

For current families, only parents or other adult relatives approved by the parents may visit students during lunch.

For students who used to attend Hope/Legacy or who graduated from Hope/Legacy, visits must be approved **in advance** by an administrator.

A violation of any of these policies will result in the visitor/volunteer being banned from the campus. Disregarding such a ban will result in further legal action.

CODE OF CIVILITY

Code of Civility

The education of a child happens only through partnership. Those partners include the child, the school faculty and staff, and the parent(s) or guardian(s). Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. However, no two people will always agree and that can make partnership difficult. The partnership is most powerful – as children are educated to reach their potential – when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs; but civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying “please” and “thank you.” It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It, also, is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community.

Therefore, the Hope Charter School and Legacy Charter High School Boards require that students, faculty and staff, parents, guardians and all other members of the community shall:

1. **Treat each other with courtesy and respect at all times.** This means that:
 - We listen carefully and respectfully as others express opinions that may be different from ours.
 - We share our opinions and concerns without loud or offensive language, gestures or profanity.
2. **Treat each other with kindness.** This means that:
 - We treat each other as we would like to be treated.
 - We do not threaten or cause physical or bodily harm to another.
 - We do not threaten or cause damage to the property of another.
 - We do not bully, belittle or tease another and we do not allow others to do so in our presence.
 - We do not demean and are not abusive or obscene in any of our communications.
3. **Take responsibility for our own actions.** This means that:
 - We share information honestly.
 - We refrain from displays of temper.
 - We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
4. **Cooperate with each other.** This means that:
 - We obey school rules for access and visitation.
 - We respect the legitimate obligations and time constraints we each face.
 - We notify each other when we have information that might help reach our common goal. This includes information about
 - safety issues
 - academic progress, changes that might impact a student’s work
 - events in the community that might impact the school
 - We respond when asked for assistance.
 - We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to.

Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - If personal harm is threatened, the employee may contact law enforcement.
 - Anyone on school property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement shall be called.
 - If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene, the employee is not obligated to respond.
 - If personal harm is threatened, the employee may contact law enforcement.
 - The employee shall save the message and contact his or her immediate supervisor or school district security.
 - If any member of the public uses obscenities or speaks in a demeaning, loud or insulting manner, the employee to whom the remarks are directed shall take the following actions:
 - Calmly and politely ask the speaker to communicate civilly.
 - If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference or telephone conversation.
 - If the meeting or conference is on school premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
 - If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.



PARENT ACKNOWLEDGEMENT PARENT/STUDENT HANDBOOK AND CODE OF CIVILITY

This notice is to inform parents and students that Hope Charter School and Legacy Charter High School have produced school policies which all parents and students are expected to read and follow, applicable to the grade level (K-6 and 7-12). In addition to the school Handbooks and the Code of Civility, Orange County Public Schools publishes a Code of Student Conduct each year which applies to charter school students, as well. The Handbooks, the Code of Civility and the OCPS Code of Student Conduct are available on the school website at www.hopecharter.org under the Parent-Student link.

These policies have been adopted to help students gain the greatest possible benefit from their education. We understand that Hope Charter School and Legacy Charter High School are schools of choice and that there is a publicly-funded school to which our child(ren) are assigned and can attend if at any time we no longer believe that Hope Charter School or Legacy Charter High School is the best choice for us or our child(ren).

With that knowledge in mind, we agree to follow all school policies and guidelines, and are responsible for our child(ren)'s adherence to all school policies and guidelines. This includes, but it not limited to, the specific guidelines on uniform, attendance, food choices, and respect from students; and meeting attendance, volunteer hours, fees, field trips, and respect from parents.

Please sign below to indicate that you have been made aware of the school Handbook, the Code of Civility and the OCPS Code of Student Conduct. This is not an acknowledgement that you have read the policies, just that you are aware of them and your responsibilities for compliance and accountability to them.

EACH PERSON WHO ATTENDS A MEETING WITH TEACHERS OR STAFF WILL BE REQUIRED TO SIGN THIS FORM BEFORE THE MEETING WILL BE SCHEDULED.

FAILURE TO SIGN AND RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR PARENT/GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE POLICIES OF THE SCHOOL OR THE CODE OF CIVILITY.

Name(s) of Child(ren): _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____