



# **Parent and Student Handbook**

## **Kindergarten – 6<sup>th</sup> Grade**

### **School Year 2023-2024**

**Hope Charter School is an equal opportunity educational institution.**

## Hope Charter and Legacy High Charter 2023-2024 School Calendar

Day(s) of Week	Date(s)	Event
Wednesday-Wednesday	August 2-9	Pre-Planning August 7-Professional Development Day
Thursday	August 10	First Day of School
Monday	September 4	Labor Day Holiday
Friday	October 13	End of First Marking Period
Monday	October 16	Teacher Workday/Student Holiday
Tuesday	October 17	Begin Second Marking Period
Friday	October 27	Teacher Professional Day Student Holiday/Teacher Non-Workday
Monday-Friday	November 20-24	Thanksgiving Break
Friday	December 22	End of Second Marking Period
Monday-Friday Two Weeks	December 25-January 5	Winter Break
Monday	January 8	Teacher Workday/Student Holiday
Tuesday	January 9	Begin Third Marking Period Begin Second Semester
Monday	January 15	Martin Luther King, Jr. Holiday Schools and District Offices Closed
Monday	February 19	Presidents' Day/Teacher Non-Work Day Schools Closed/District Offices Open
Thursday	March 14	End of Third Marking Period
Friday	March 15	Teacher Workday/Student Holiday
Monday-Friday	March 18-22	Spring Break Schools Closed/District Offices Open
Monday	March 25	Begin Fourth Marking Period
Friday	May 24	End of Fourth Marking Period Last Day of School
Monday	May 27	Memorial Day Holiday Schools and District Offices Closed
Tuesday-Wednesday	May 28-29	Post Planning

# Hope Charter School

## Daily Schedule

### Kindergarten through 6<sup>th</sup> Grade

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

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

## School Address

1550 East Crown Point Road  
Ocoee, FL 34761  
Phone: 407-656-4673  
Fax: 407-264-6960

## School Email

office@hopecharter.org  
(Check the school website for individual teachers)

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

## School Website

www.hopecharter.org

## Main Campus Office Hours

8:00 a.m. – 4:00 p.m.

## Parent Meetings 2023-2024

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

Tuesday August 8  
Tuesday September 5  
Tuesday October 3  
Tuesday November 7  
Tuesday December 5  
Tuesday January 9  
Tuesday February 6  
Tuesday March 5  
Tuesday April 2  
Tuesday May 7

Parent meetings will be live streamed this year at least through October 2023. In person meetings will be held at 6:30 pm.

**\*Parent meetings are for parents only. Child care can be arranged for a minimal fee by calling the school in advance. Please contact Allyson Roebke at [ally.roebke@hopecharter.org](mailto:ally.roebke@hopecharter.org) if you are unable to attend.**

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

## Board Meetings 2023-2024

Tuesday Sept 26  
Tuesday Nov 28  
Tuesday Jan 23  
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  
Christina Hunt – Principal K-6  
Maurio Medley – Principal 7-12  
- Dean of Students 7-8  
Jill Medley – Assistant Dean of students  
Allyson Roebke - Office Manager  
Katie Guthrie - Receptionist  
Debra Lemos- Registrar  
Renee Hunt – Executive Administrative Assistant

## Teachers

Holly Birko  
Tara Cohen  
Brittney Cox  
Johathan Davis  
Amber Granada  
Sherri Holland  
Elizabeth Hunt  
Brittnee Jones  
Crystal Laracuenta  
Laura Lawson  
Jessica Mehu  
Emily Noesner  
Beatriz Quesada  
Raquel Quinones  
Jennifer Segalini  
Stephanie Stafford  
Tyrek Tisdale  
Angela Whitehorn

## MTSS Team

Rhonda Fisher, Coordinator K-6  
Laura Lawson  
Roberta VanHouten  
Coordinator 7-12

## Teacher Assistants

Jill Alderman  
Bethany Baalbergen  
Bonnie Banker

Amanda Benedict  
Karen Benedict  
Suzanne Clifton  
Elizabeth Gardiner  
Deborah Goldstein  
Shelby Grammer  
Suzie Grammer  
Vanessa Kleim  
Maria Medley  
Teresa Renfroe  
Linda Roebke  
Amadelis Villarroel  
Melissa Walker

## Reading

Marge Betts 7-8  
Laura Lawson K-6

## ESE Staffing Specialist

Michelle Anderson

## ESE Staffing Assistant

Aubrey Bentley

## ESE Teachers

Roxanne Marsh  
Desiree Halluska

Aracely Abreu, Behavior  
Cheryl Corlew, Behavior Tech

## Pathways to Learning

Renee Hunt  
Bobbi VanHouten

## Occupational Therapy

Erin Palmer

## Speech/Language Therapy

Liz Thomas

## Clinic Tech

Allyson Roebke

## Parent Liaison

Allyson Roebke

## Testing Coordinator

Sandy Orris

## Maintenance

Joe Bekemeyer  
Jeremiah Dawkins

## Professional Development and Resource

Denise James

## IT

Tana Kouts

## Behavior Tech Team

### Safety/Security

Tana Kouts, Stephany Matthews, Jacob Yoakum, Rob Miraglia

### 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

### **Board of Directors**

Anthony Dawkins

Alana Allen

Matthew Davis

Heather Fraga

Matt Ledford

Nicole Thompson-Tate

Lerin Weirich

### **Founding Board Members**

Rev. Michael Yoakum

Crystal Yoakum

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 ensure 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 “spotlight” 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](http://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](http://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.





## **COVID-19 and Other Infectious Diseases**

Hope Charter School will take proactive steps to protect the students in the event of an infectious disease outbreak, such as COVID-19. It is the goal of Hope Charter School during any such time period to strive to operate effectively and ensure that all essential services are continuously provided in a manner that puts the health and safety of staff and students first. Accordingly, all students and families are required to follow the guidelines and procedures described in this handbook at all times during a public health crisis and as directed by the administration.

### **Definitions**

**“Symptoms”** means the following with regard to COVID-19: fever of 100.4 degrees or higher, chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, diarrhea.

**“Close contact”** means a scenario where an individual (a) was within 6 feet of someone who was confirmed to have COVID-19 for at least 15 minutes; (b) provided care at home to a person who is sick with COVID-19; (c) had direct physical contact with a person confirmed to have COVID-19; (d) shared eating or drinking utensils with a person confirmed to have COVID-19; or (e) where a person confirmed to have COVID-19 sneezed, coughed, or somehow got respiratory droplets on the individual suspected of having been exposed.

### **Restrictions on Campus Visitations**

Coming out of the COVID-19 pandemic, Hope Charter School is restricting visitors on campus. Parents/guardians will not be allowed to visit on campus during the day or to eat lunch with their student. Hope Charter School may require parents/guardians to attend parent conferences using a telephone call-in number or video conferencing software. Hope Charter School may also alter its arrival and dismissal procedures to minimize contact between individuals and ensure social distancing.

### **Preventing the Spread of Infectious Diseases**

All Hope Charter School students and families are required to take measures to prevent the spread of infectious diseases such as COVID-19. Students and families should take the following precautionary measures:

- Students with a fever of 100.4 degrees or higher or who are feeling ill or displaying symptoms of COVID-19 or any other infectious disease must stay home. Immediately consult with your health care provider. Please screen your student for symptoms before they arrive at school.
- Frequently wash hands. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Wash hands before and after touching electronic devices or other equipment that is used by others.
- Avoid touching your mouth, eyes, and nose or otherwise touching your face.
- Cover your nose and mouth when sneezing or coughing. Wash your hands immediately after. Throw used tissues in the trash.
- Wipe down and disinfect surfaces throughout the day.
- Avoid using public water fountains or sharing utensils with others.

Hope Charter and Legacy High School have installed an air system that kills airborne germs and bacteria, making the atmosphere much safer for our learning community.

## **Required Reporting**

Parents/guardians have an affirmative duty to report to the administration any known or suspected COVID-19 exposure related to the student, including whether the student is suspected of having symptoms of COVID-19, or has tested positive for COVID-19. The Health Department notifies the school if a student tests positive. Please be proactive and notify the school if your child is displaying symptoms or tests positive. If you are going to have your child tested, please do not send them to school until you receive a negative test result.

## **Responding to Infectious Disease Exposure**

In the event the school administration believes a student is experiencing symptoms of or has been exposed to COVID-19 or a similar infectious disease, the student will be isolated from other students and faculty. The student's parent/guardian will be contacted immediately to discuss the situation, and administrators may also question the student and parent/guardian to gather additional information. The administration will seek to determine whether there is indeed a risk that the student is experiencing symptoms consistent with COVID-19 or has been exposed to COVID-19. If the administration makes an initial determination that the student is experiencing symptoms consistent with COVID-19, the student's parent/guardian will be advised to pick up the student as soon as possible. The student cannot return to school unless the student meets the criteria for returning to school outlined below.

Areas used by the exposed student will be cleaned and disinfected. The families of any students that are believed to be at risk of exposure will be notified. The school will take all precautionary measures to safeguard the identity of the student who is confirmed or suspected of having been exposed to COVID-19.

## **Returning to School**

A student who has been excluded from school due to a confirmed COVID-19 case can return to school only in accordance with the criteria below:

### **UPDATED STUDENT QUARANTINE PROCEDURES**

The school will follow the quarantine procedures for students established in Rule 64DER21-12 issued by the Department of Health.

#### **A. PROTOCOLS FOR SYMPTOMATIC OR COVID-19 POSITIVE STUDENTS.**

Students experiencing any symptoms consistent with COVID-19 or who have received a positive diagnostic test for COVID-19 should not attend school, school-sponsored activities, or be on school property until:

- a. **Preferred Protocol:** The student quarantines for 5 days and receives a negative diagnostic COVID-19 test and is **symptom free** and has **been fever free** or secondary option is
- b. The student quarantines for 5 days, is **symptom free** and has been **fever free** for 24 hrs.
- c. The student has quarantined for five days and has had **no fever for 24 hours** and is asymptomatic and the student has tested positive again, the student may appeal for written permission to return to school as described in D below:

- d. The student receives written permission to return to school from a medical doctor licensed under chapter 459, Florida Statutes, an osteopathic physician licensed under chapter 459, Florida Statutes, or an advanced registered nurse practitioner licensed under chapter 464, Florida Statutes.

**B. PROTOCOL FOR STUDENTS WITH EXPOSURE TO COVID-19.**

A student who has received a positive diagnostic test for COVID-19 in the previous 90 days and who is known to have been in direct contact with an individual who has received a positive diagnostic test for COVID-19 is not subject to the protocols set forth in section (B) so long as the student remains asymptomatic. If a student with a previous COVID-19 infection becomes symptomatic, the student should follow the procedures set forth in section (A) above. This section applies equally to students that are fully vaccinated for COVID-19.

## **Exemptions from Quarantine Requirements**

A student will not be required to quarantine if they have been fully vaccinated (including any applicable incubation period) or have had COVID-19 in the last 3 months and no longer have symptoms. The student will need to verify through filling out a statement form if they have been vaccinated or have had COVID within the last three months. They may volunteer proof but will not be asked for it. If a student has been vaccinated but has still contracted or tested positive for COVID-19, the student will be required to follow the applicable quarantine protocols above.

### **Confidentiality of Medical Information**

The medical information of students will be maintained in the strictest confidence and will not be disclosed to anyone outside of Legacy High School's administrative and medical staff, except that such information may be disclosed to public health officials or other authorities as necessary. Any notifications to employees or families will not contain the name of the student who is suspected or confirmed to have COVID-19.

### **Assumption of Risk**

Please be aware the COVID-19 is an extremely contagious infectious disease that is believed to spread from person to person. Your student's participation in in-person instruction at Legacy High School could increase their risk of contracting COVID-19 or similar infectious diseases. Legacy High School is taking precautionary measures to reduce the spread of COVID-19 on our campus. However, by allowing your student to attend class at Legacy High School's campus or to otherwise participate in school related activities, you assume the risk that your student could contract COVID-19 or a similar infectious disease and agree to hold Legacy High School harmless for any harm that may result from your student contracting the disease.

### **Distance Learning**

The State of Florida has not authorized distance learning for this school year. **Learning will be 100% face to face.**

**Assumption of Risk and Waiver of Liability Relating to COVID-19  
HOPE CHARTER SCHOOL**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Hope Charter School, Inc. (the “School”) has put in place preventative measures to reduce the spread of COVID-19; however, the School **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. **Attending the School or the School’s programs or activities could increase your risk and your child(ren)’s risk of contracting COVID-19 or similar infectious diseases.**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and other infectious diseases and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 or other infectious diseases by attending the school and that such exposure or infection may result in illness, personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, School employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself, including, but not limited to, personal injury, disability, death, illness, damage, and any loss, claims, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at the School or participation in School programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the School, its employees, agents, and representatives, of and from any Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the School, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any School program.

*I hereby acknowledge that I have read this Assumption of the Risk and Waiver of Liability Relating to COVID-19, fully understand its terms, and agree to the terms described herein.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student #1 Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Student #2 Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student #3 Name

# 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 6<sup>th</sup> 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 more than ten days of school 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 5<sup>th</sup> 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 proactive.

## ACADEMICS

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

### Skyward

Each family has access to the Skyward Family Access system. Families register for Skyward on the Orange County Public Schools website at [ocps.net](http://ocps.net) using their email address or phone number. Our school does not supply families with usernames and/or passwords. Use the Skyward Family Access documentation to navigate the system to see important information for your student such as grades and attendance.

Quarterly Report Cards Quarterly report cards 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 quarterly report will include Power Standards covered during the marking period; and, for grades K-6, letter grades will be computed also. Children with an IEP also will receive a status report on IEP goals.

Progress Reports Each 1<sup>st</sup> -6<sup>th</sup> grade teacher will post grades/progress on Skyward. Kindergarten teachers will prepare written comprehension check reports each week. Teachers in grades 1 through 6 will post grades weekly and send home a Progress Report midway through each marking period.

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.

B.E.S.T. Standard 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>.

## 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. A student 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
- 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. Please be aware that parents may be subject to legal penalties under Florida law if a student is deemed to be truant.

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 office.
- The note should include both the first and last name of the student.
- The note must include the date(s) 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 will 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 park your vehicle in a parking space and 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 1/2 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/guardian 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](http://www.ocps.net). Hope Charter School does not discriminate 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, in its education programs and activities. Inquiries concerning Title IX may be referred to Jill Medley (407-656-4673).

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 4, 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.

Excessive detentions, as well as more serious infractions, may earn the more serious consequence of 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 cell phone or email 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, Skyward, 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](http://www.hopecharter.org)) frequently for updates, notices, and information.

If parents wish to confer with their child's teacher, please 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 desire or to which you are entitled.

**Monthly Parent Meetings are mandatory.** This year, meetings will be live streamed until further notice. However, they are essential opportunities for the school to be able to communicate to parents.

These meetings are for adults only! When face-to-face meetings resume, the school will provide 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 with Hope Charter Logo include burgundy, navy, light blue, or white. Jumper color choices are burgundy plaid, navy, or khaki with plain white blouses. 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.

On State testing days (Progress Monitoring, EOC, CFE), Picture Day, Special Events, and Field Trips, **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 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)***

- 1 or more belted dress shorts or unbelted skorts, no shorter than mid-thigh in length, in navy or khaki
- 1 or more belted dress slacks in navy or khaki
- 1 Hope pullover sweatshirt or monogrammed Cardigan-type (button-front) sweater in choice of approved school colors
- 1 Fleece jacket
- (For K through 6<sup>th</sup>) 4 Hope T-shirts in burgundy or navy
- At least one polo shirt is required

Approved tops (sweatshirt, fleece, polos, etc.) are available only through the Uniform Purchase link on

the school website at [www.hopecharter.org](http://www.hopecharter.org).

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.

<b>NOTE:</b> <ul style="list-style-type: none"><li>· NO Camping shorts</li><li>· NO Surfer or skateboarding shorts</li><li>· NO Pocket flaps on front of thighs</li><li>· NO Jeans or denims of any color</li><li>· NO Stretch pants</li><li>· NO Corduroy</li><li>· NO Skin-tight pants</li><li>· NO “Hoodies”</li></ul>	<ul style="list-style-type: none"><li>· NO Spandex or form-fitting Pants</li><li>· NO Flair or bell-bottoms</li><li>· NO Capris for elementary grades</li><li>· NO shorts or skorts shorter than mid-thigh</li><li>· NO cut-offs</li><li>· Skirts or jumpers must be touching the top of the knee</li><li>· Sweaters or fleeces should not be longer than shorts.</li></ul>
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**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 trench coats, leather jackets, or other non-uniform outerwear is allowed.**
- If it is just cool enough for a light-weight jacket, then only a 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.

**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. 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 hairstyles 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).
- Girl’s Nail polish 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 at 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. 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 during car circle. 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-6<sup>th</sup> = 8:00 a.m.-8:25 a.m.**

Dismissal: K-6<sup>th</sup> = 3:00 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 IN CAR LINE 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** park in a marked parking space and 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 (3:00 p.m. for K-6). Those families who have students at the Legacy building as well as the Hope building should not arrive to pick up

7-12 students until 2:55, then can drive around to pick up K-6 children. Please do not arrive early and park in the turn lane on East Crown Point Road, as this is not only a traffic violation, but also a safety hazard.

- Please do NOT “park” in car circle or in the driveway in front of the Hope building. 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. There are spaces for 10 minute parking.
- If you arrive in the morning after 8:29, you must park in a lined parking space and walk with your child into the school office to check him or her in.
- With the Pikmykid school dismissal system, the afternoon car circle usually ends by 3:25 p.m. If you arrive after the patrol has left the area, you must park in a marked parking space and walk into the school office to get your child.
- If your child is not picked up by 3:30 p.m., you will be charged \$1.00 per minute late fee.

**If you need to pick up your child before dismissal, please arrive before 2:15 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 to 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/guardian 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, cellphones, laptop/netbook/notebook/tablet computers, games, iPods, MP3s, smart watches, 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 kept in the student’s backpack while the student is at school. We realize that many students now have cell phones, but phones must also remain in the student’s backpack while the student is at school. 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.

Social media sites are no longer allowed to be accessed on Florida school campuses.

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/out drills with the students and staff.

Hope Charter School will usually follow OCPS directions for emergency days off due to hurricanes 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**

**At this time Extended Day is not being offered.**

## **FIELD TRIPS**

**Generally, parents are not required to be fingerprinted to participate in a field trip. However, they are required to sign in at the office, using our Keepn 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 number; parents who do not clear the scan-check will not be allowed on school property or on school trips. Parents must also provide proof of insurance and valid vehicle registration.** 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. Fingerprinting may be required for certain types of volunteer opportunities, such as trips involving overnight stays. All volunteers participating in field trips must have their names checked against the state's sexual offender database. 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/Snacks/General Food Policy 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 Parent Liason. The School Principal will investigate all grievances and make a determination within a timely manner on whether any action should be taken. 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. The Board of Directors retains discretion whether or not to review any grievance, though all parents can make comments during the public comment portion of any meeting of the Board of Directors. Grievances with Hope Charter School are not to be taken to the Orange County School Board. It will just be sent back to the school.

## **HOME VISITS**

A home visit by the teacher is required each year for students in Kindergarten through 6<sup>th</sup> grade, and the only exceptions are for parents who live more than 15 miles away or for special circumstances, such as a recent move. Each year, teachers in grades K-6 must conduct a home visit for each child in their class. This year, home visits will be conducted virtually via Zoom. 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.

## **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 or metal container, not glass or plastic covered glass) to school every day. Students need hydration throughout the morning for proper brain function.

- 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 sweet tea, sports drinks, diet drinks, sugar-free drinks or soda for your child's lunch.
- If you must bring lunch to your child during the day, **you must bring it to the office.** For K-6<sup>th</sup>, a staff member will take it to your child's class. If purchasing a fast-food lunch, consider soup, chili, tacos, or salad.
- **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.

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. For events like "Teacher Appreciation," etc., please don't send cookies, sweets, etc. Please choose items that set a good example for our students and are in line with the Nutrition Guidelines.

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. Food Allergies. Please inform the administration if your student has any food allergies.

## **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 7<sup>th</sup> 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 over-the-counter, 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, and according to the label.
- Parents must fill out an authorization to administer medication before medication is given, including over-the-counter 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 over-the-counter medication to ensure that there are 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 clinic, clinician(s) 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 ensure 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 mucus 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 in a timely manner.

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 tapeworms if fleas or flea eggs are swallowed. Cats can also get infected from fleas. Infected cats can transmit Cat Scratch Disease. 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 at school 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 one 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. However, during COVID there will be no classroom observations.

- 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.

**NOTE: Parents participating in a classroom observation must abide by all policies in place at the school.**

## **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**

Parent Meetings will be live streamed until further notice. Once they are again in person, please follow the instructions in number 1.

1. Attend all parent meetings – attendance will be taken. **If you have to work, call Dawn Boyd or email her at [dawnboyd@hopecharter.org](mailto:dawnboyd@hopecharter.org) prior to the meeting.** At least one parent should attend. You may have another Hope parent 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 website. Complete and return this form to a parent meeting or the office every month or as often as necessary. For other opportunities, contact Dawn Boyd at [dawnboyd@hopecharter.org](mailto:dawnboyd@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, that 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 dissatisfaction about the school in a public forum such as Facebook or other social media or news outlets. Make an appointment with the teacher or Principal instead.
7. Will abide by the Code of Civility and support the policies and requirements of the school.

## **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, or substituting for a staff member. 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 Boyd at [dawnboyd@hopecharter.org](mailto:dawnboyd@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 the 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 parents should be aware of, as follows:

Every month, we conduct Emergency Drills. Depending on the time of the year and directives from the state and county, the drills include fire evacuation drills, Active Assailant lock-down drills, secure lockout drills and severe weather drills, or a lock-down/out 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 1600 E Crown Point Road. A secondary evacuation location, if needed, will be Cornerstone Community Church at 1333 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**

Hope Charter School does not own a bus, and OCPS transportation is not available to us. Therefore, children must be transported to school by parents using car-pooling. If you have issues getting your student to or from school, please contact the office for assistance in coordinating car-pooling. For safety reasons, students may not walk or ride bicycles to school.

## **VISITORS and VOLUNTEERS**

**All visitors/volunteers must sign in at the office, wear a visitor's tag throughout the entire time on campus, and 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, insurance card and vehicle registration 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 or has occurred, 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.

# Notification of Rights under FERPA

Dear Parents/Guardians,

This notification is intended to inform you of certain rights that you have under the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law requiring that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Your rights under FERPA include:

## **1. Right to Inspect and Review Records:**

FERPA gives parents the right to inspect and review the student's education records within 45 days after the day Hope Charter School or Legacy High School ("School") receive a request for access.

Parents who wish to inspect their child's education records should submit to the School's principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent of the time and place where the records may be inspected.

## **2. Right to Request Amendment to Records:**

FERPA gives parents the right to request the amendment of education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the School to amend their child's education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

## **3. Right to Consent to Disclosures:**

FERPA gives parents the right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official includes a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in

order to fulfill his or her professional responsibility.

Upon request, the School may disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The School will make a reasonable attempt to notify you of any records request from another school or school district prior to releasing the records.

The School may disclose appropriately designated "directory information" related to your student without written consent, unless you have notified the School in writing that you do not wish for us to do so no later than October 1st. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school-related publications. Directory information is considered not to be harmful or an invasion of privacy and includes:

- a) Student's name
- b) Address
- c) Telephone number
- d) Email address
- e) Photograph
- f) Date and place of birth
- g) Major field of study
- h) Dates of attendance
- i) Grade level
- j) Participation in officially recognized activities and sports
- k) Weight and height of members of athletic teams
- l) Honors and awards received
- m) The name of the most recent educational institution attended
- n) Student ID number

FERPA permits the disclosure of PII from students' education records, without consent of the parent, if the disclosure meets certain conditions. The School is required to keep a log of all disclosures of your student's education records unless the disclosure is related to some judicial order or lawfully issued subpoena, disclosures to school officials with a legitimate educational interest, disclosures to a party to whom the parent has given written consent, disclosures of directory information, and disclosures to the parent or student. Parents have a right to inspect and view the log of disclosures.

The School may disclose PII from the education records of a student without obtaining prior written consent of the parents—

- a) To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.
- b) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- c) To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent's State under certain circumstances.
- d) In connection with financial aid for which the student has applied or which the

- student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- e) To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
  - f) To organizations conducting studies for, or on behalf of, the School, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
  - g) To accrediting organizations to carry out their accrediting functions.
  - h) To parents of an eligible student if the student is a dependent for IRS tax purposes.
  - i) To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
  - j) To appropriate officials in connection with a health or safety emergency.
  - k) Information the School has designated as "directory information."
  - l) To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
  - m) To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

#### **4. Right to File a Complaint:**

FERPA gives parents the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

If you would like additional information on FERPA, you can visit the U.S. Department of Education's website here: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



## 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](http://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 is not limited to, the specific guidelines on uniform/dress code, 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 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: \_\_\_\_\_