



**HOPE CHARTER SCHOOL/LEGACY CHARTER HIGH SCHOOL
OCOEE, FLORIDA
CODE OF CIVILITY**

Code of Civility

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

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

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

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

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

1. **Treat each other with courtesy and respect at all times.** This means that:
 - We listen carefully and respectfully as others express opinions that may be different from ours.
 - We share our opinions and concerns without loud or offensive language, gestures or profanity.
2. **Treat each other with kindness.** This means that:
 - We treat each other as we would like to be treated.
 - We do not threaten or cause physical or bodily harm to another.
 - We do not threaten or cause damage to the property of another.
 - We do not bully, belittle or tease another and we do not allow others to do so in our presence.
 - We do not demean and are not abusive or obscene in any of our communications.
3. **Take responsibility for our own actions.** This means that:
 - We share information honestly.
 - We refrain from displays of temper.
 - We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. **Cooperate with each other.** This means that:
- We obey school rules for access and visitation.
 - We respect the legitimate obligations and time constraints we each face.
 - We notify each other when we have information that might help reach our common goal. This includes information about
 - safety issues
 - academic progress, changes that might impact a student's work
 - events in the community that might impact the school
 - We respond when asked for assistance.
 - We understand that we do not always get our way.

Authority and Enforcement of the Code of Civility

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

Therefore:

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



PARENT ACKNOWLEDGEMENT PARENT/STUDENT HANDBOOK AND CODE OF CIVILITY

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

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

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

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

**MEETINGS WITH TEACHERS OR STAFF WILL NOT BE SCHEDULED IF THIS
ACKNOWLEDGEMENT HAS NOT BEEN SIGNED AND RETURNED TO THE SCHOOL.**

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

Name(s) of Child(ren): _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____