



Parent and Student Handbook

7th – 12th Grades

School Year 2018-2019

**Legacy High School and Hope Charter School
admits students regardless of race, color, creed or gender.**

LEGACY CHARTER HIGH SCHOOL/HOPE CHARTER SCHOOL
Calendar 2018 - 2019

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

7th through 12th Grades

Daily Schedule

Arrival Time	6:45 a.m. – 7:10 a.m.
1 st Bell	7:10 a.m.
School Starts	7:15 a.m.
Dismissal	2:13 p.m. (end of 7 th Period) 3:06 p.m. (end of 8 th Period)

School Address

1550 East Crown Point Road, Building C
Ocoee, FL 34761

School Email

office@hopecharter.org

School Telephone Numbers

Phone: 407-656-4673
Fax: 407-264-6960

School Website

www.hopecharter.org

To receive alerts and for Parent Volunteer Hours and information, contact dawnburns@hopecharter.org.

School Office Hours

7:00 a.m. – 3:30 p.m.

Parent Meetings 2018-2019*

Parent meetings are the 1st Tuesday of each month unless noted differently or notified of a change.

Tuesday August 14
Tuesday September 11
Tuesday October 2
Tuesday November 6
Tuesday (No meeting in December)
Tuesday January 8
Tuesday February 5
Tuesday March 5
Tuesday April 2
Tuesday May 7

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

**Parent meetings are held at 7:30 p.m.
At Legacy Charter High School Gymnasium**

Board Meetings 2018-2019

Tuesday August 28
Tuesday October 23
Tuesday December 18
Tuesday February 26
Tuesday April 23
Tuesday June 25

**Board meetings are held at 6:30 p.m.
At the Executive Conference Room in the Leadership Center**

Our Staff

Administration

*Roberta VanHouten – Principal
Jarrett Wiggers – Athletic Director/Dean of Students
Blessing Freeman – Assistant Dean of Girls
Reginald Mangal – Assistant Dean for 7th/8th Grades/ Parent Liaison
John Cooper – Alumni Director
Dawn Burns – Office Manager, Legacy High School
Katie Guthrie – Administrative Assistant/Registrar
Geraldynne Johnson – Accounts Receivable
Donna Smothers – Receptionist

Teachers

Bette Barkley
Denise Breit
Anna Bustamante
Ashley Butler
John Cooper
Brenda Coulombe
Terrie England
Lindsey Glinski
David Hill
Rachael Kirkpatrick
Sally Kraus
Lujane Mora-Alaboud
Matthew Post
Tracy Post
Betsy Quain
William (Bill) Robertson
Tim Smith
Rex Stacey
Josh Watson
Elizabeth Wiggers
Mike Yoakum

MTSS

Jodi Brubaker

ESE Teacher

Desiree Haluska

Testing Coordinator

Melissa Wiggers

Teacher Assistant

Luke Akers
Connie Brown
Christine Giddens
April Liddell
Arlene Scott
Phyllis Ward

Pathways to Learning

Roberta VanHouten
Renee Hunt

Occupational Therapy

Erin Palmer

Speech Therapy

Liz Thomas

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

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

Board of Directors

Sherri Bousefield, President
Lisa Burdue
Kevin Carter
Eric Clinger
Courtney Crossland
Freya DaSilva
Megan McAvoy

Consultant

*Rev. Michael Yoakum
*Crystal Yoakum

*Founding Board Members

The operations of Legacy High 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 Legacy High School. Meetings are listed on Page 4 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 prior to the meeting so that it can be placed on the meeting agenda.

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

These policies include, but are not limited to, those areas discussed in the following pages. As we grow and experience different situations, it may become necessary to make changes, additions or deletions to our policies, which will become effective at time of publication. Publication may include, but not be limited to, announcements, parent meetings, postings on the website (www.hopecharter.org) or School Messaging 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 Legacy High School is to prepare its students for the future by providing an academic program that will meet the needs of the individual students in attendance, as well as prepare them for leadership and life within the community. Legacy High School provides a regular diploma through Leadership Academy for students seeking a highly academic program, preparing them for further training and/or higher education. A special diploma is provided through Life Academy for ESE students seeking a program that will prepare them for life within the community by teaching life skills, academic skills and employment skills. Life Academy students have inclusion opportunities with Leadership Academy students, and Leadership Academy students provide friendship and mentoring for Life Academy students. Legacy High School is committed to offering programs that allow each child to grow academically, socially, physically and emotionally. A variety of innovations are 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 Legacy Charter High 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 Legacy.

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 Legacy Charter High School truly become a legacy of hope in this community.

Residence

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

Policies & Procedures

ABSENCE/HOMEWORK POLICY

When the student is absent, he/she is responsible for obtaining any assignments missed from the teacher(s) upon return to school. The student will then have the same number of days to complete the homework as the number of days he/she missed (see Exception below). For example, if the student is absent for 3 days, he/she will have 3 days after returning to make up missed homework, as well as keeping up with current assignments. 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, or for illnesses.

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

If a student is absent for a prolonged period due to illness or injury, 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. Teachers will not be expected to prepare assignments for absent students ahead of preparations for the whole class.

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

ACADEMICS

Hope Charter School and Legacy Charter High School are full-time choice options. In the middle and high school, all students must be fully enrolled and scheduled. All students must take a class each period unless the schedule does not allow it. Dual enrollment and Florida Virtual School classes (if approved) must be taken in addition to the regular class load. If a student is taking more than one approved course in such a program, one class may be dropped for each additional class, at the discretion of the Principal for dual enrollment students.

9-Week Report Cards - 9-week report cards are a record of the child's progress, reporting the child's progress in each subject/unit. Children with an IEP also will receive a status report on IEP goals for each 9 weeks.

Progress Reports – Each teacher will post grades on ProgressBook. Each parent is assigned a logon/password for ProgressBook which may be picked up (by a parent or guardian) at the office or requested to have mailed. It will not be sent home with the student. Parents are encouraged to check their child(ren)'s on-line grades on a regular basis. The logons remain the same from year to year; they do not change.

Intensive Reading/Math – Due to Florida's transition to the FSA, the decision to include Intensive Reading and Math in a student's schedule will be an administrative decision based on a variety of student

data and teacher input. Intensive Reading and Math classes may be held after school, depending on availability of space and staff.

Dual Enrollment – Students in the 11th and 12th grades are considered for eligibility in our dual enrollment program based on their previous performance, participation and attendance. Applications are available at the front office and are due one month prior to Valencia’s deadline for application each semester. Please see Mr. Cooper, our dual enrollment coordinator, for more information. Since dual enrollment students are all Legacy Charter High School students, they must follow all school policies while on our campus. This includes, but is not limited to, such policies as community service hours, uniform, hair, jewelry, etc. Any time a student comes to Legacy to participate in a school activity (testing, class pictures, etc.), he/she must be in proper uniform and follow all other school policies.

National Honor Society – National Honor Society represents one of the ultimate achievements for a high school student. Selection is built upon the pillars of scholarship, leadership, service, and integrity. The Legacy Charter High School National Honor Society has the expectation that all of its members represent the highest quality of students who are committed to serving their community, being leaders in academics, and models of excellent character.

Each member must maintain a weighted G.P.A. of 3.5 with no grade lower than a “C” within the last two semesters, be a member of the Junior or Senior class in good standing including community service hours, exemplify the standards and policies of Legacy High School including attendance (no more than 2 unexcused absences per school year), and be approved by the faculty council. Members are responsible to complete a service project each year that will support academics at Legacy High School or Hope Charter School. Hours used to complete the project may be used to fulfill Legacy High School community service hours. National Honor Society graduates will be honored by wearing the official stole and notation will be made during the graduation ceremony. Nomination will occur second semester during a student’s junior year. Seniors who have achieved the requirements may be inducted at this time, as well.

Occasionally, due to poor decisions, lack of community service hours, or waning grades, a student may be put on probation. Students who desire to remain in NHS and wear the official stole at graduation must rectify the situation within the current quarter.

Transcripts – Transcript request forms are located on the Legacy Charter School website (www.hopecharter.org) under the Legacy Chart HS/12th Grade link. Completed forms and fees should be submitted to the Legacy office allowing for a one-week processing time.

Graduation Requirements –

Number of Credits	Course	Special Notes
4	English	Must include major writing component.
4	Math	Algebra I and above.
3	Science	2 of the courses must include a major lab component and one must be Biology.
3	Social Studies	1 World History 1 U.S. History .5 American Government .5 Economics
2	Foreign Language	Must be 2 of the same language.**
1	Physical Education	H.O.P.E. required.
1	Fine Performance Arts	
4	Leadership	Or 1 for each year of attendance.

6*	Electives	*One must be an online course
28	Total Credits	

All regular-education students must earn a grade of C or higher to receive credit for a course.

**Foreign language is required for students wishing to apply for Bright Futures or to a college. Other students must substitute an additional 2 electives if not taking a foreign language.

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

ATHLETICS/EXTRA-CURRICULAR

Students who participate in athletic or extra-curricular programs, including cheerleading and class officers, are expected to lead by example not only while participating in the sport but as students/class leaders throughout the day. Therefore, anyone participating in a program will need to maintain a minimum of a C or better in every course, follow all school policies and encourage other students to do so, arrive at school on time each day and have a good attendance record (not counting illness), and not receive discipline referrals. Failure to follow any of these guidelines may result in the student being removed from participating in the activity. If a participant receives detention, he/she may **not** be excused from detention to attend a practice or event. Students who wish to participate in athletics/extra-curricular events need to understand that their actions and consequences are a reflection of their maturity and can affect their privilege of participation.

On **game days**, team members (including cheerleaders) must be in attendance the entire period of each and all classes in order to participate in the athletic event. Consideration will be given to a player who arrives before 10:00 a.m. with a legitimate written excuse. Each player may use this exemption no more than two times during a season. Athletic/cheerleading tops may be worn (on game days **only**) but regular uniform bottoms are required. Athletic/cheerleading tops worn on days other than game days will be a violation of the school uniform policy and considered a failure to follow the above guidelines.

ATTENDANCE

If students are to learn the necessary concepts each year, they must be present at school. Attendance will be taken for each class period. Legacy Charter High School will follow the OCPS guidelines for absence and tardy issues. All attendance, including tardies, are automatically reported to the Orange County Public School system. A tardy is neither excused nor unexcused, and 5 tardies result in 1 unexcused absence. Excessive tardies result in lost classroom time and, therefore, lost opportunities for learning. In order to deter these losses, a student will receive a consequence for every 5 tardies. This allows for several difficult traffic situations and an occasional poor start to your day, but will discourage patterns that would diminish the quality of your child’s education. In addition, classroom attendance will be taken each period during the day and patterns of tardiness will be held to the same standard. It is Orange County’s policy, as well, that if a student’s absence from a class totals 20 times a year or 10 times a semester, he/she may not receive credit for that class.

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

An absence is excused for the following reasons:

- Student’s illness
- An illness that exceeds a 2-day absence requires a doctor’s note to be excused

- 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
- Senior "skip" day
- 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 standardized testing day unless a doctor's note is received
- Religious holidays unless requested as stated below or a doctor's note is received

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

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

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

Fourth quarter is particularly important in terms of State and County requirements. Students who miss days during 4th quarter risk missing high stakes testing, critical classroom instruction and review for State and County written finals. We request that you schedule no unnecessary missed days during fourth quarter.

P.E. 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 P.E. will result in a student having to sit-out extra-curricular activities.

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 10 minutes before the start of class. Students are expected to be in their seats no later than the class start time. It is very DISRUPTIVE to the class when children come in late. *Please* adhere to the schedule provided. If a student arrives after his/her class begins, he/she must report to the office. **Under no circumstances** should you tell your child to exit the vehicle and proceed directly to class. 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. A tardy is neither excused nor unexcused, and 5 tardies result in 1 unexcused absence. Excessive tardies result in lost classroom time and, therefore, lost opportunities for learning. In order to deter these losses, a student will receive a consequence for every 5 tardies. This allows for several difficult traffic situations and an occasional poor start to your day, but will discourage patterns that would diminish the quality of your child's education. In addition, classroom attendance will be taken each period during the day and patterns of tardiness will be held to the same standard.

Tardies to classes throughout the school day will result in the student receiving detention.

Early Pickup. It is very important for all children to be at school every day – all day. Please make every effort to schedule all medical/dental appointments for after school hours. Students should not be signed out early unless they are ill. Early releases may result in truancy documentation from OCPS, as well.

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. Attendance is taken in each class.

If, in case of an emergency, you must take your child from school before the end of the day, please do so before 2:10 p.m. You must come to the office and sign out your child. **DO NOT** go to the classroom. In **NO** case will a teacher release a child without office notification. Please schedule appointments so as to not interfere with academic classes.

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

BEHAVIOR POLICY

Legacy High School will follow the OCPS Code of Student Conduct. When indicated, data will be recorded and behavior plans implemented for children needing particular behavioral intervention. If a behavior plan is written, parents will be asked to implement the plan at home as well. A Behavior Contract is another tool which may be implemented with which the student must comply or risk dismissal.

A copy of the *Orange County Public Schools Code of Student Conduct* is available on our website for every parent to view. As well, a copy in English or Spanish is available on the parent page at www.ocps.net. Hope Charter School and Legacy Charter High School do not discriminate on the basis of gender in its education programs and activities. Inquiries concerning Title IX may be referred to Matthew Post at matthew.post@hopecharter.org.

If a child has more than three (3) instances of disruptive behavior, Legacy High School or Hope Charter School may require that the family retain the services of a behavior therapist in order for the child to remain at Legacy High School. No student can be allowed to place others at risk. 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 Legacy Charter High School or Hope Charter School. "Substantially endangers" and "substantial emotional distress" will be determined solely by school administrators.

For minor infractions, Legacy High School utilizes a detention system. Detention is scheduled to be served after regular school hours. Students must attend earned detention as scheduled. Detention is part of the educational process as it teaches students to accept responsibility for their choices; therefore, it is expected that detention will be served on the day assigned...before other, outside-school obligations. Failure to serve detentions will result in additional detention and In-School Suspension (ISS). Excessive detentions, as well as other more serious infractions, may earn the more serious consequence of Saturday detention or In-School Suspension (ISS). 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. In-School Suspension and Out-of-School Suspension become part of a student's permanent Orange County record.

It is expected and required that students serving detention are picked up at the end of their detention, even if it is before 6:00 p.m. It is the policy of the school to not allow students of any age to remain unsupervised. If a student is not picked at the end of his/her detention, a minimum charge of \$10.00 will be due for the inconvenience of the staff person who is required to stay with the student until he/she is picked up.

COMMUNICATION

The school's major avenue of communication with parents is the School Messenger Alert system. For this reason, it is very important that any change in email and/or phone number is sent to the school. School Messenger alerts are sent to your home/cell phone and/or your email address. Please let Dawn Burns (dawnburns@hopecharter.org) know how you would like to receive alerts. Also, always check the school website (www.hopecharter.org) for updates, notices and information.

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

Monthly Parent Meetings are mandatory; they are essential opportunities to stay informed and hear from the teachers. The meetings will be relevant and will begin and end on time. The meetings are not for the purpose of asking general questions and receiving class information from the teacher. It is not for the purpose of having a discussion with the teacher about individual children, nor is it for the purpose of publicly challenging the teacher's policies or methods. Please make an appointment to speak to the teacher privately. Attendance will be documented for parents as well as staff. These meetings are for adults only.

If you want to speak to 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 may be necessary for the meeting to be terminated and any future conferences to be in the presence of the Principal or a board member. If phone or email communications are insulting or abusive, major modifications will be made to the communication opportunities allowed.

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 asking. 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.

Please do call for an appointment. Please don't expect to drop in and be given an opportunity to meet at that time. Rarely is that a possibility due to the constant activity level of our school.

COMMUNITY SERVICE

All high school students are expected to complete an assigned number of community service hours each year. Community service hours must be served at **non-profit organizations** only (i.e. mowing a neighbor's grass, walking their dog, or working for free for a relative, etc. are not acceptable as community service hours). Students may not be paid nor may the institution receive any monetary gain from the students' volunteer service. Community service hours may not count toward two obligations at the same time. If what the student does fulfills a responsibility in another organization or is used to fulfill parent volunteer hours, those hours will not count toward community service hours for Legacy Charter High School. Students are responsible for completing and turning in a record of the community service hours they have completed each quarter. The hours are due the last week of each grading period as specified by the Leadership teacher. Forms are available in the office or on-line.

Leadership grades that are low due to missing or late community service hours cannot be restored once the grading period has ended. This may affect a student's overall GPA and Bright Futures or other scholarships. In addition, community service hours are a requirement for membership in National Honor Society and to continue in our Dual Enrollment program. Remember that this is a graduation requirement; it is important for students to be pro-active in completing and reporting their community service hours. The hours that are required for each year are: 9th Grade = 36 hours; 10th Grade = 40; 11th Grade = 44; 12th Grade = 48. All community service hours are turned in to Dawn Burns. Please keep a copy for your records. If you have any questions, please contact her at dawnburns@hopecharter.org.

COMPORTMENT

As students advance into high school, we will hold them to a higher standard of responsibility and maturity. However, we understand that at times they are still children and, therefore, continue to need guidance and reinforcement for making the right choices. As with our students in Hope Charter School, Legacy High School students will be expected to treat all staff and other students with respect. They will be expected to listen to and follow instructions from teachers and other school personnel not only in class but when attending off-campus school activities. They will be expected to follow the guidelines described in this handbook as a matter of course or with minimum prompting. *See PDA.*

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 or is too small, please replace it.

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.

Wherever Hope is listed, this refers to 7th and 8th grade students. Wherever Legacy is listed, this refers to 9th through 12th grade students.

Color choices for 7th and 8th grades (Hope) are Navy or Burgandy; color choices for 9th-12th grades (Legacy) are silver, navy or charcoal for boys. Skirts or skorts can be navy or khaki. Slacks, shorts or capris must be khaki or navy.

No alterations may be made to uniform items to change the appearance of the item as it is intended to be worn, whether removing or adding, such as belt loops, sleeves, or anything else not specifically listed.

Uniform Requirements:

Guidelines: All non-PE days = Regular uniform (Hope/Legacy polo shirt with uniform bottoms.) T-shirts are NOT regular uniform. Non-PE days include field trips, exams, picture days, etc. in addition to any regular day of the week when PE is NOT scheduled.
Special activities/Testing/Picture/etc. = Hope/Legacy polo with slacks or skirt
PE/Team Sports = PE uniform or plain navy athletic shorts (mid-thigh or longer) with any uniform Hope/Legacy T-shirt

(Recommended)

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|--|---|
| <ul style="list-style-type: none">• 1 Hope/Legacy pullover sweatshirt or in choice of approved school colors• 1 Hope/Legacy Fleece• 4-5 Hope/Legacy polos in approved colors (silver, navy and charcoal) | <ul style="list-style-type: none">• 1 or more belted dress shorts or unbelted skorts, <u>mid-thigh in length</u>, in navy or khaki• 1 or more belted dress slacks or skirts in navy or khaki• P.E. uniform from Creative Solutions• Others as approved |
|--|---|

Approved tops (sweatshirt, fleece, polos, etc.) are available only from Creative Solutions. Bottoms can be purchased wherever school uniforms are available, such as K-Mart, Beall's, Penney's and Target. Penney's has appropriate bottoms available in their school uniform catalog, and can be purchased on-line.

Bottoms must have a hem (not frayed) and must not drag on the ground (length of slacks must not be longer than shoe heel).

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

NOTE:

<ul style="list-style-type: none">• NO Camping shorts• NO Surfer or skateboarding shorts• NO Pocket flaps on front of thighs• NO Jeans or denims of any color*• NO Stretch pants• NO "Hoodies"	<ul style="list-style-type: none">• NO Spandex or form-fitting pants• NO Flair or bell-bottoms• NO shorts or skorts shorter than mid-thigh• NO long-sleeved shirt may be worn <u>under</u> a short-sleeved shirt• Skirts must be touching the top of the knee
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***Jeans/denims may not be worn on any day except the designated "Jeans Day". For "Jeans Day", Dress Down Days, Spirit Week, or extra-curricular activities, the dress code will be specified at the time of the event announcement. While a complete list of guidelines cannot be specified in this manual, modesty and appropriate dress are the goal. Legacy Charter High School reserves the right to ask students to alter their dress. If they are unwilling or unable, they may be asked to leave the event.**

Shorts: (See picture examples)

- Shorts must be no **shorter than 2 inches above the knee.**
- Shorts should not be form fitting, stretchy, or extremely tight in anyway.
- Do not roll up the hem or the waistband of shorts in order to shorten the length.
- Cheerleading, volleyball, and running shorts are prohibited.

Skirts:

- No more than 1 inch above the knee.
- Must not be form fitted or tight in anyway.
- Stretchy skirts or not permitted.

Long Pants:

- Pants cannot be stretchy, or fitted in anyway.
- Skinny pants are not permitted.
- Joggers, jeggings, tights, yoga pants, and leggings are not permitted.

Cold-weather options:

- Hope/Legacy sweat shirts in approved school colors
- Hope/Legacy fleece

Outerwear:

- During extreme cold weather, if a student is wearing a uniform sweatshirt AND a uniform fleece and is still cold, a thermal insulated jacket may be worn as outerwear only (i.e. only when outside the building). No trenchcoats, leather jackets or other non-uniform outerwear is allowed.
- If it is not cold enough for a heavy winter jacket or coat, then the sweater or sweatshirt worn **MUST** be a Hope/Legacy logo item, even if worn outside the building
- **ONLY** Hope/Legacy pullover sweatshirt or Cardigan sweater or Creative Solutions fleece as described above, will be allowed in the classroom
- If you have placed a sweatshirt order with Creative Solutions but it has not been delivered before cold weather, a **plain** solid-color (navy) 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.

Belt:

- 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 when wearing sweatshirts, sweaters or fleeces.
- Belt loops may not be cut off to avoid wearing a belt.

Hair/Nails/Skin:

- Students' hair should at all times be clean and neat.
- Hair color should be, or look like, a naturally occurring color. No extremes (stark black, ice blond, crayola colors, blond/light upper with 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 prior 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 hair styles do not include hair in the eyes or hair dyed any non-naturally occurring color, at the discretion of the administration.
- 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' faces will be clean shaven.
- All visible skin should be free of any temporary or permanent tattoos, inking, artwork, etc.
- Nail polish is for females only and every fingernail must be the same color.

Jewelry

- No body or face rings can be worn to school. This includes all areas of the body, inside and out (i.e. no tongue studs, etc.).
- Earrings are to be worn by girls only and must be a small stud. No hoop or dangling earrings may be worn.
- Earrings must be limited to two 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, vulgar or offensive 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).
- 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, white, silver or charcoal. There will be no neon, mismatched or knee socks, or any color other than those listed.
- 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.

**EXAMPLES OF UNIFORMS THAT ARE ACCEPTABLE
AND NOT ACCEPTABLE**

Girls' Uniforms

Acceptable shorts & skirts:



NOT Acceptable:



Acceptable Long Pants:



NOT Acceptable:



Boys' Uniforms

NOT Acceptable Shorts and Pants:



Acceptable PE Uniform Bottoms:



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.

DRESS POLICY FOR 12TH GRADE GRADUATION, 8TH GRADE GRADUATION, REHEARSALS, PROM AND HOMCOMING

Graduation is a special event that requires a special dress code for participation. Students, males and females, will wear dress shoes, not sneakers or flip flops. Dress socks for males and naturally colored hose for females are appropriate. Dress slacks or at least uniform slacks for boys must be worn. No jeans, no matter what color, jeggings, sweat or warm up pants or any pants with elastic around the ankles, “skinny” pants or shorts may be worn by either males or females. Females will wear a dressy dress or skirt no shorter than 4 inches above the knee with full coverage of midriff, shoulders, back and cleavage area. Dresses may be sleeveless, but shoulder straps must be at least two inches wide and totally cover lingerie straps, otherwise a sweater or jacket must be worn. Please no colored or fishnet stockings or textured stockings. Enough advance notice is being given that every student will be prepared for these requirements. Anyone not dressed appropriately will not be able to participate.

Dress code for graduation extends to hair, jewelry and facial hair. Hair styles, length and color will follow school policy as well as policies regarding piercings, body art and facial hair. Before graduation is not the time to be creative with these areas. Please choose to wait until after graduation to grow facial hair, add piercings or body art or get creative with hair styles and color.

There will be policies regarding appropriate dress for homecoming, prom, other dances and Spirit Week that will be published prior to any of these events. Before purchasing garments, please take a picture and check with Mrs. Freeman, Mr. Wiggers or Mrs. VanHouten if appropriateness is in question so you can enjoy participating in these events.

DRIVING POLICIES

Due to the limited parking available at Legacy High School, student parking is available to 11th and 12th grade students. Students must complete and turn in a request for driving privileges along with a copy of their driver’s license, insurance card and vehicle registration. Only after the Principal approves the request is the student allowed to drive to school. The school driving permit must be prominently displayed on the vehicle at all times. Student drivers are expected to follow all school policies for arriving on time and turning in their keys before going to class. Driving to school is considered a privilege, not a right, and can be revoked at any time a student driver abuses the privilege (such as excessive tardies, etc.). No student driver is allowed to transport other students unless there is a written and notarized request for passengers that lists the passengers by name and that is signed by the parents of both the driver and passenger(s). 10th grader drivers may be considered on a limited basis due to extenuating transportation circumstances only. Requests for driving privileges will require a meeting with the student and parent(s) along with a completed driving application and will require administrative approval. Approved drivers must follow all rules and regulations to maintain the privilege to drive. Anyone who arrives at school and picks up other students and leaves campus will lose driving privileges. There will be no refunds of the school driving permit fee for any reason.

DROP OFF AND PICK UP

Since our students will be arriving and leaving in cars, 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. Any driver who refuses to follow a supervisor’s instructions will not be allowed on the school campus. Parents should ensure that friends and/or family who pick up students are aware of this.

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; 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 and into a parking space to get the project out of your vehicle.

Arrival begins at 6:45 a.m. Classes begin at 7:15 a.m. Dismissal is staggered (see page 3).

- **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 through the car circle system.
- Drop off and pick up area is in front of the school building. Please do not drop off or pick up your child on any other area of the property.
- **DO NOT PARK AND GET OUT OF YOUR VEHICLE DURING ARRIVAL AND DISMISSAL.**
- If you arrive after 7:15 a.m. (according to the school clock), you **MUST** walk your child into the office to be signed in. Please do not just drop off your child and tell him/her to go directly to class.
- Parents may not arrive earlier than 30 minutes before dismissal.
- Please do NOT “park” in car circle. Cars in car circle must have a driver in the car at all times.
- If you arrive after dismissal, you will need to park in a lined parking space and walk in to get your child from Aftercare. Children who are not picked up within 15 minutes after dismissal will be placed in Aftercare and parents will be responsible for payment.

If you need to speak with your child’s teacher, we ask that you schedule an appointment. Arrival and dismissal times require the teacher’s total attention. 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 do not go to any classroom for an appointment without signing in at the office and receiving permission to go to a classroom.

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

ELECTRONICS

We strongly recommend that no electronic devices ever be brought or sent to school with a student. This includes, but is not limited to, cell phones, laptop/netbook/notebook/tablet computers, games, iPods, MP3s, or any other similar electronic item, device or gadget. If a student needs to have such an item for an after-school event, such as going to another student’s home, the item must be kept turned off and in the backpack or locked in the locker.

Please note that phones are available in the office for student use when needed; so students are always able to contact their parents. When the office switchboard closes at 3:30, students are allowed to take incoming call from their parents on their cell phones.

E-readers (as opposed to tablet computers) are allowed on campus and in class as long as they are used for approved reading only.

As with all electronic items or other personal property, **the school assumes no responsibility or liability 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.

Legacy High School and Hope Charter School practice regularly scheduled fire drills with the students and staff.

Legacy High School will follow OCPS directions for emergency days off due to hurricane or any other severe weather event. Tune to Channel 13 or your ABC, CBS or NBC affiliate stations (the channel varies depending on your service). However, if the school does not sustain major damage, classes at Legacy High School may resume earlier than OCPS. In this event, you will receive an Alert. Updates will be recorded on the school voice mail and website as information is received and/or decisions made.

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

Again, it is absolutely necessary that you keep the school updated on changes to your email and phone numbers so you can receive these alerts.

EXTENDED DAY

NO students of any age or grade level may be on campus unsupervised, either before or after school.

In order to provide a service for parents who work, Legacy High School and Hope Charter School will provide extended day care. There will be limited openings for this program due to staffing. The weekly cost will be the same regardless of how many days a week or how many hours a day this service is used.

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

HOURS:

Beforecare: 6:45 a.m. – 6:55 a.m.

Aftercare: End of class – 6:00 p.m.

CHARGES:

7th-12th - \$10.00 per week for Beforecare

7th-12th - \$35.00 per week for After Care

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

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

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

Payment must be received in advance on each Monday for the current week. If this is not paid, Extended Day will not be available the next week until payment is received.

If you want your child to have an afternoon snack, please pack one. After Care providers will not supply snacks.

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

Parents are required to sign their child in and out of Extended Day Care EVERYDAY.

Please remember that the school does not make a profit from this service; the fees are established to pay a fair wage to those staff members who are willing to work beyond their regular 8-hour day.

EXTRA-CURRICULAR ACTIVITIES

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

FIELD TRIPS

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

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

Volunteer hours may be earned if a parent drives other class members in addition to his/her child and/or oversees other students. However, if you drive or oversee only your own child, volunteer hours are not earned. Siblings may not participate in school field trips or on-campus activities.

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 and graded assignment on the field trip subject.

GRIEVANCES

If there is a grievance, it should first be directed in writing to the Parent Liaison. If the parent does not feel that the grievance has been resolved, then he/she should make an appointment with the Principal. If the grievance still exists, the parent may request a hearing with the Legacy High School Board of Directors. Grievances with Legacy High School are not to be taken to the Orange County School Board until all other options have been attempted.

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. Parents are strongly encouraged to purchase a Student Insurance Policy. This insurance policy or proof of insurance is required for any student who participates in physically demanding extra-curricular activities. Legacy High School does not cover the medical costs for accidental injuries. If the choice is made not to purchase the Student Insurance, parents must sign a refusal form.

LOCKERS

Every privilege brings with it responsibility. Students will be expected to act responsibly and follow the guidelines below in order to maintain the privilege of using a school locker.

1. Students are required to provide combination locks for their lockers. The combination must be given to the homeroom teacher at the beginning of the school year or whenever the lock is changed. No keyed locks are allowed.
2. Students may access lockers during any free time (before, between or after classes). However, they cannot be late to class or disturb other classes.
3. Remember that the lockers are the property of the school and subject to spot checks at any time. Anything inappropriate found in a locker will result in the loss of locker privileges.
4. No defacing of the locker, either inside or outside, will be allowed. Students must maintain their lockers' cleanliness at all times, both inside and outside, even if they did not create the mess.
5. Students should always be courteous of lower locker holders.
6. Decorating of lockers will be allowed according to the following guidelines:
 - a. Magnetic items can be used.
 - b. Poster paper can be put up inside with magnets.
 - c. No adhesive, paint, ink, marker, stickers inside or outside.
 - d. Please don't place anything on the outside of the lockers.
7. Do not leave food in lockers overnight.
8. Students may be required to share a locker.

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

Students will not be permitted to snack during class time so eating lunch at lunchtime will be essential.

For students who bring packed lunches to school:

- Please label all lunch items. We cannot be responsible for lost items that have not been labeled.
- Lunches will NOT be stored in a refrigerator, so it is the parent's responsibility to provide cooling inside the lunch container. Lunches will not be microwaved so please do not send items that must be heated.

- Please send HEALTHY lunches with NO candy, sweets or cookies (not even “sugar-free”). Chips and crackers must be plain (without artificial flavoring or coloring). Drinks can be only water, plain milk or 100% natural juice (in a juice box marked 100% juice). Please do not bring sports drinks, diet drinks, sugar-free drinks, powdered or flavored water additives or soda for your child’s lunch.
- If you must bring a lunch to your child during the day, **you must bring it to the office.** Students are expected to check at the office at their lunch period to pick up their lunch. No lunch is to be delivered to the lunch area by parents.
- **No gum is allowed on campus.**
- Parents, also, are expected to abide by the food guidelines while attending lunch, field trips and classroom activities.

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

Celebrations/School-Sponsored Activities. All school-sponsored activities, whether on-campus or off-campus, must follow the school’s food policy at all times. All food provided for celebrations (holidays, birthdays, etc.) must follow the school’s food policy at all times. This means that NO cakes, candy, cookies, or other foods that violate the policy should be brought or sent to school.

Healthy Choices. Choosing foods with no added sugar, or additives such as dyes, chemicals or aspartame will benefit your child. Serving a breakfast that includes items not appropriate during school, such as donuts and sugared cereal, sabotages your child’s day.

MEDICAL

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 1 or 2 pills in a plastic bag.
- Medication can only be dispensed, in the school office, according to the label.
- Parents must fill out an authorization to administer medication before medication is given, including over-the-counter medication such as aspirin, Tylenol, cold medicine, etc.
- We also need a copy of the prescription or a note from the doctor for over-the-counter medication to insure that there is no adverse counteractions with other medications.
- WE CANNOT DISPENSE MEDICATION WITHOUT THESE FORMS.
- If dosage changes, you must complete a new medication authorization form.
- The school is monitored by the Orange County Health Department on the above compliances.

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

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

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

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

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

We must protect all of our children from contagious infections. Legacy High 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. Legacy High 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. Legacy High School follows a no-flea policy.

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

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

Vision and Hearing: Vision and hearing screenings will be conducted for the purpose of ruling out sensory deficits that may interfere with the student's academic and behavioral progress. We follow Orange County's requirements for mandatory screenings and individual screenings beyond that are viewed as a universal and an appropriate instructional strategy covered by Rule 6A of the Florida Administrative Code: General Education Intervention Procedures.

OBSERVATIONS

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

- Parents are asked to submit a request to the principal to observe a specific classroom with potential dates and times. An opportunity will be coordinated with you through our administrative office.
- Parents are asked to register with the office and receive a visitor pass before going to the classroom on the prearranged date.
- 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.
- DO NOT ask the teacher about other children – this is confidential information.
- DO NOT ask questions or expect the teacher to talk with you while in the class. The teacher is busy with an entire class and cannot take time to discuss issues. An appointment can be scheduled for a later time.
- If the class seems to be having a difficult day, the parent may be asked to leave and come back at a different time or to observe from a window. Often your own child will be the most distracted by the visitation.

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

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

PARENT EXPECTATIONS

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

PARENT RESPONSIBILITIES

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

PARENT VOLUNTEER HOURS

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

Volunteer time may be given in a variety of ways: computers, tutoring, maintenance, grounds care, helping to prepare fundraising or working the activity, 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 an item 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 volunteerism. If you have any questions concerning volunteer opportunities or hours, please contact Dawn Burns at dawnburns@hopecharter.org.

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

PAYMENTS

Payments must be made per school. If you have children in Hope and Legacy, a separate check/payment must be made for each school's fees. Payments may be made by cash, check or credit card. Credit card payments will only be taken in person or online, not over the phone. 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 300 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 made.

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

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

PDA (Public Display of Affection)

Public displays of affection include, but are not limited to, embracing, kissing, sitting on another student's lap, verbally describing or discussing intimate actions, touching intimate areas of the body or participating in intimate actions. The school has a NO PDA policy on school property or in any vehicle on school property, and during school-sponsored events. Students should respect others and themselves at all times and their words and actions are expected to show that respect.

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 and Legacy Charter High School practice Safe School policies. These include the obvious...no cell phone use while driving on campus or while in car circle, following the correct traffic patterns (always following the one-way signs), parking correctly in the parking spaces, and always staying

in car circle to pick up children (it is NOT safe to park and have your children cross through car circle to get in your vehicle). However, there are some less-obvious policies that we want make aware to parents. Every month, we conduct an Emergency Drill. Depending on the time of the year and directives from the state and county, the drill will be a fire evacuation drill, a severe weather drill, or a lock-down drill. Each teacher has an instruction sheet on what needs to be done and each drill is reported on the county database. The school, also, has a Safe School Response Team in the event that the school must evacuate completely from the campus. If this is necessary, students will be moved to Cornerstone Community Church at 1333 E Crown Point Road. A secondary evacuation location, if needed, will be West Orlando Baptist Church at 1006 E Crown Point Road. Please remember that the **first** priority of all school staff must be and will be the safety of students. This means that the school may not be able to contact parents before the students are secured in a safe environment. However, parents will be notified as soon as it is safely possible. Notification will be made through the school Alert system that contacts parents via email, text or phone. This is why it is important for parents to keep the school updated on any changes in their contact information.

STUDENT COUNCIL

Student officers will be elected from each of the 4 high school grade levels to serve as class officers and student council members. Students who campaign for these positions must be exemplary in their behavior and support of all school policies. Each class officer will be expected to lead by example as well as with verbal encouragement to fellow classmates. If a class officer/student council member dishonors his/her position by poor choices, thereby earning detention, he/she will be asked to step down as a class officer/student council member and an alternate will be appointed by the administration.

SUBSTANCE POLICY

The entire campus for Legacy Charter High School and Hope Charter School, and any property associated with or connected to the campus, are substance-free properties. This includes any type or form of substances including alcohol, illegal drugs or smoking of any type or form (including “Vape”). This policy is applicable at all school events, both during and after school hours (such as dances, games, etc.). Any student who violates this policy will be subject to suspension and/or dismissal. Any adult who violates this policy can be “trespassed” from the property which means that he or she will not be allowed on school property at any time for any reason, including picking up children from school.

TRANSPORTATION

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

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

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

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

VISITORS and VOLUNTEERS

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

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

For current families, only 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. 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. **Any visitor who refuses to abide by campus policies will be asked to vacate the premises and, depending on the infraction, could be trespassed from the property and school functions.**

CODE OF CIVILITY

Code of Civility

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

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

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

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

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

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

Authority and Enforcement of the Code of Civility

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

Therefore:

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



PARENT ACKNOWLEDGEMENT PARENT/STUDENT HANDBOOK AND CODE OF CIVILITY

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

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

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

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

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

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

Name(s) of Child(ren): _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____