



Parent and Student Handbook

7th – 12th Grades

School Year 2021 -2022

Legacy High School is an equal opportunity educational institution.

LEGACY CHARTER HIGH SCHOOL/HOPE CHARTER SCHOOL

Calendar 2021 – 2022

Weekday(s)	Date(s)	Event
Monday	August 2-9	Pre-Planning
Tuesday	August 10	First Day of School
Monday	September 6	Labor Day Holiday
Thursday	October 7	End of First Marking Period
Friday	October 8	Teacher Workday/Student Holiday
Monday	October 11	Begin Second Marking Period
Friday	October 29	Teacher Professional Day/Student Holiday Teacher Non-Workday
Monday - Friday	November 22 - 26	Thanksgiving Break
Friday	December 17	End of Second Marking Period
Two Weeks	December 20 - 31	Winter Break
Monday	January 3	Teacher Workday/Student Holiday
Tuesday	January 4	Begin Third Marking Period Begin Second Semester
Monday	January 17	Martin Luther King, Jr. Holiday
Monday	February 21	Presidents' Day Holiday
Thursday	March 10	End of Third Marking Period
Friday	March 11	Teacher Workday/Student Holiday
Monday - Friday	March 14 - 18	Spring Break
Monday	March 21	Begin Fourth Marking Period
Wednesday	May 25	End of Fourth Marking Period/Last Day of School
Tuesday- Wednesday	May 31- June 1	Post- planning (If needed)

7th through 12th Grades

Daily Schedule

Arrival Time	6:45 a.m. - 7:10 a.m.
1st Bell	7:10 a.m.
School Starts	7:15 a.m.
Dismissal	2:08 p.m. (end of day 7th period) 3:10 p.m. (end of day 8th period)

School Address

1550 East Crown Point Road
Building C, D
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 Dawn Boyd at

dawn.boyd@hopecharter.org

School Office Hours

7:00 a.m. – 4:00 p.m.

Parent Meetings 2021-2022

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

Tuesday September 14

Tuesday October 5

Tuesday November 9

Tuesday December 7

Tuesday January 11

Tuesday February 1

Tuesday March 1

Tuesday April 5

Tuesday May 3

***Parent meetings will be live streamed meetings, at least for the first semester.**

Parent meetings are held at 7:00 p.m.

**If COVID lifts and larger meetings are permitted meetings could be held in the Legacy gymnasium
spring semester. Plenty of notice will be given.**

Board Meetings 2021-2022

Tuesday August 24

Tuesday October 26

Tuesday December 14

Tuesday February 22

Tuesday April 26

Tuesday June 28

Board meetings are held at 6:30 p.m.

At the Executive Conference Room in the Leadership Center

Our Staff

Administration

Kristy Castellanos – Principal
Maurio Medley – Dean, Parent Liaison
Russell Hunt – Athletic Director
Roberta VanHouten – Senior Admin
Jill Medley – Assistant Dean
John Cooper – Alumni Director
Leon Cole- Car Circle
Dawn Boyd – Office Manager
Katie Guthrie – Admin. Assistant/Registrar
Geraldynne Johnson – Accounts Receivable
Lily Moses – Receptionist
Josiah Yoakum – Office Assistant

Teachers

Bette Barkley
Katherine Barnard
Landry Benedict
Denise Breit
Ashley Butler
John Cooper
Brenda Coulombe
Shonna Dannels
Thomas Edwards
Terrie England
Lindsey Glinski
David Hill
Sally Kraus
Amanda Locuson
Jaime McClung
Maureen Mannion
Jill Medley
Maurio Medley
Katherine Muniz

Catherine Perez
Betsy Quain
Rex Stacey
Phillip Stucky
Maria Tirado-Sanchez
Josh Watson
Elizabeth Wiggers
Nicole Wilder
Mike Yoakum

MTSS

Roberta VanHouten

ESE Teacher

Desiree Halluska

Testing Coordinator

Arlene Scott

Teacher Assistants

Luke Akers
Maddison Barnett
Angenina Castellanos

Lorraine Hartsfield
Jeremy Mangal
Nicole Pester
Jenna Williams

Pathways to Learning

Roberta VanHouten
Renee Hunt

Occupational Therapy

Erin Palmer

Speech Therapy

Liz Thomas

Staffing Specialist

Michelle Anderson

IT

Tana Kouts
Edison Zarnowski

Safety and Security

Jacob Yoakum, Stephany Matthews, Ken Fisher and Zachary Aldridge

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 Anderson; Title IX Coordinator: Jill Medley. (407-656-4673)

Board of Directors

Sherri Bousfield, President

Lisa Tackett

Carlos Chaparro

Courtney Crossland

Freya DaSilva

Megan McAvoy

Ken Ruth

Founding Board Members

Rev. Michael Yoakum

Crystal Yoakum

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

These policies include, but are not limited to, those areas discussed in the following pages. As we grow and experience different situations, it may become necessary to make changes, additions or deletions to our policies, which will become effective at time of publication. Publication may include, but not be limited to, announcements, parent meetings, postings on the website (www.hopecharter.org), 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. 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.

COVID-19 and Other Infectious Diseases

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

Definitions

“Symptoms” means the following with regard to COVID-19: fever of 100 degrees or higher, chills, coughing, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

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

Restrictions on Campus Visitations

During the COVID-19 pandemic, Legacy High School/Hope Charter School is restricting visitors on campus. Any visitors such as OCPS personnel or repairmen that come to the campus must wear a face mask at all times covering their nose and mouth. Parents/guardians will not be allowed to visit on campus during the day or to eat lunch with their student. Legacy High School/Hope Charter School may require parents/guardians to attend parent conferences using a telephone call-in number or video conferencing software. Legacy High School/Hope Charter School may also alter its arrival and dismissal procedures to minimize contact between individuals and ensure social distancing.

Preventing the Spread of Infectious Diseases

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

- Students with a fever of 100 degrees or higher or who are feeling ill or displaying symptoms of COVID-19 or any other infectious disease must stay home. Immediately consult with your health care provider.
- Maintain a distance of 6 feet between you and other individuals when practical to do so.
- The CDC suggests that people may choose to wear a mask covering your nose and mouth during all times that you cannot socially distance. However, masks and shields are optional at this time.
- Frequently wash hands. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Wash hands before and after touching electronic devices or other equipment that is used by others.
- Avoid touching your mouth, eyes, and nose or otherwise touching your face.

- Cover your nose and mouth when sneezing or coughing. Wash your hands immediately after. Throw used tissues in the trash.
- Wipe down and disinfect surfaces throughout the day.
- Limit nonessential travel outside of school when possible.
- Avoid using public water fountains or sharing utensils with others.

In addition, Legacy High School/Hope Charter School is taking its own measures to prevent the spread of COVID-19 or similar infectious diseases on our campus, including the following:

- We have abundant hand washing stations throughout the campus.
- We are providing hand sanitizer stations throughout the campus.
- We are providing more frequent cleaning of the campus and sanitization of surfaces.
- We are providing face shields to students that do not have one.
- We are requiring employees, students, and visitors to practice social distancing when possible.
- We are restricting having visitors on campus.
- We will attempt to conduct meetings virtually when possible.
- We are suspending all non-essential school events.
- Air purifying systems are being installed that kill airborne germs and viruses.
- Masks and shields are optional unless the Covid situation becomes severe again.

Required Reporting

Parents/guardians have an affirmative duty to report to the administration any known or suspected COVID-19 exposure related to the student, including whether the student is suspected of having symptoms of COVID-19, has tested positive for COVID-19, or has had close contact with a person confirmed to have COVID-19 or any similar infectious disease.

The Health Department notifies the school if any student tests positive. Please be proactive and notify the school if your child is displaying symptoms or tests positive. If you are going to have your child tested, please do not send them to school until you receive a negative test result.

Responding to Infectious Disease Exposure

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

Upon making an initial determination of confirmed or possible exposure, any areas that were utilized by the exposed student will be closed off. Areas used by the exposed student will be cleaned and disinfected. The families of any students that are believed to be at risk of exposure will be notified. The school will

take all precautionary measures to safeguard the identity of the student who is confirmed or suspected of having been exposed to COVID-19.

Returning to School

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

UPDATED STUDENT QUARANTINE PROCEDURES

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

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

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

- a. The student quarantines for 10 days and then receives a negative diagnostic COVID-19 test and is asymptomatic; or
- b. The student has quarantined for ten days and has had no fever for 24 hours and is asymptomatic and the student has tested positive again, the student may appeal for written permission to return to school as described in C below:
- c. The student receives written permission to return to school from a medical doctor licensed under chapter 459, Florida Statutes, an osteopathic physician licensed under chapter 459, Florida Statutes, or an advanced registered nurse practitioner licensed under chapter 464, Florida Statutes.

B. PROTOCOLS FOR STUDENT WITH EXPOSURE TO COVID-19.

Students who are known to have been in direct contact with an individual who received a positive diagnostic test for COVID-19 should not attend school, school-sponsored activities, or be on school property until:

- a. The student is asymptomatic and receives a negative diagnostic COVID-19 test after four days from the date of last exposure to the COVID-19 positive individual; or
- b. The student is asymptomatic and seven days have passed since the date of last exposure to the COVID-19 positive individual.
- c. If a student becomes symptomatic following exposure to an individual that has tested positive for COVID-19 the student should follow the procedures set forth in section (A) above.

C. PROTOCOL FOR STUDENTS WITH EXPOSURE TO COVID-19.

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

Exemptions from Quarantine Requirements

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

Confidentiality of Medical Information

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

Assumption of Risk

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

Distance Learning

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

**Assumption of Risk and Waiver of Liability Relating to COVID-19
Legacy High School/Hope Charter School**

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

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

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

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

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

Parent/Guardian Signature

Student #1 Name

Parent/Guardian Name

Student #2 Name

Date

Student #3 Name

Policies & Procedures

ABSENCE/HOMEWORK POLICY

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

Teachers may opt to record lessons on Google Classroom so students may keep up with learning. It is the student's responsibility to check each teacher's webpage for instructions and assignments.

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.

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.

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 proactive.

ACADEMICS

Legacy High School/Hope Charter School are full-time choice options. In the middle and high school, all students must be fully enrolled and scheduled. Dual enrollment and Florida Virtual School classes (if approved) must be taken in addition to the regular class load.

Skyward

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

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 Skyward. Parents are encouraged to check their child(ren)'s grades on a regular basis.

Intensive Reading/Math 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 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. Dual Enrollment students are responsible for taking a full-time course load including daily classes at Legacy.

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 3.0, be a member of the Sophomore, 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. National Honor Society graduates will be honored by wearing the official stole during the graduation ceremony. Nominations will occur during the first semester of each school year.

Occasionally, due to poor decisions, lack of community service hours, or waning grades, a student may lose eligibility for NHS.

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 a 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 Amer. 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 4-year college. Other students must substitute an additional 2 electives if not taking a foreign language.

Florida Standards and Testing Requirements –All curriculum is aligned to the Florida State Standards. Students are required to participate in all courses and state and state assessments. Parents will be informed of testing schedules as the testing season approaches.

ATHLETICS/EXTRA-CURRICULAR

Students who participate in athletic or extra-curricular programs, and/or 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/extracurricular 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 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/Hope Charter 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 3 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
- 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

*Truancy means the student has had at least 5 unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons

are unknown, within a 90-calendar-day period, or a combination of unexcused absences and tardies equivalent to the above numbers. Habitual truancy means the student has 15 unexcused absences within 90 calendar days with or without the knowledge or justifiable consent of the child's parent or legal guardian. Please be aware that parents may be subject to legal penalties under Florida law if a student is deemed to be truant.

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

- Call the office before 9:00 a.m. on the day of the absence.
- When your child returns to school, send in a note explaining the absence. Simply stating "Please excuse him" will not be accepted as an excused absence. The note should go to the homeroom 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, and reasonable travel time 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 within 72 hours of the student's return to school, then your child will be marked as unexcused.
- 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.

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/Hope Charter School as classroom work. They are not "wasted" days. Rather, they are expanded learning experiences.

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 the 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 3 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. Three tardies to the same class will result in the student receiving a 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. Parents will not be allowed to sign out students after 1:30 p.m. The only exception will be if the student is 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 1:30 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/Hope Charter 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. Legacy High School/Hope Charter School do not discriminate on the basis of race, color,

religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law, in its education programs and activities. Inquiries concerning Title IX may be referred to Jill Medley at jill.medley@hopecharter.org.

If a child has more than three (3) instances of disruptive behavior, Legacy High School/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/Hope Charter 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 High School/Hope Charter School. "Substantially endangers" and "substantial emotional distress" will be determined solely by school administrators.

For minor infractions, Legacy High School/Hope Charter 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 In-School Suspension (ISS) or Out of School Suspension. 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 Boyd (dawn.boyd@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, email 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. The Administrative Behavior Committee will review all infractions below and may result in dismissal.

- Significant disruptive behavior
- Vaping, smoking, or use of any tobacco products, using or consuming any illegal substances

- Possessing paraphernalia on school property or at any after school event
- Aggressive, racial, or sexual behavior or talk
- Endangering, threatening, or targeting others causing substantial physical or emotional distress
- Level 3 or 4 infractions as outlined in the Orange County Public Schools Code of Student Conduct

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 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 the National Honor Society and to continue in our Dual Enrollment program. National Honor Society hours are in addition to the required community service hours. Remember that this is a graduation requirement; it is important for students to be proactive 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 the student's leadership teacher. If they are not in a Leadership class, hours are to be turned into Mrs. Castellanos. Please keep a copy for your records. If you have any questions, please contact Kristy.Castellanos@hopecharter.org.

COMPORIMENT

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 Legacy High School/Hope Charter 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.

DRESS CODE

Color choices for 7th and 8th grades (Hope) are Navy or Burgundy Shirts; color choices for shirts for 9th - 12th grades (Legacy) are gray, navy, or charcoal

Students in grades 9th – 12th may choose navy, khaki, black, or gray bottoms. 7th and 8th will choose khaki or navy. All shorts, skirts, slacks, skorts, or capris will be solid colors.

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:

Legacy Guidelines: All Shirts must have a Legacy or Hope logo and be worn with uniform bottoms. Fridays may be considered Spirit Days, during which special event school shirts or spirit wear purchased on the spirit wear website may be worn. They still must have a Hope (7-8) or Legacy (9-12) logo.

Special activities/Testing/Picture/etc. = Legacy/Hope polo with slacks or skirt or uniform shorts, not PE shorts.

(Recommended)

<ul style="list-style-type: none">· 1 Legacy/Hope pullover sweatshirt or in choice of approved school colors· 1 Legacy/Hope Fleece· 4-5 Legacy/Hope polos in approved colors (silver, navy, and charcoal)	<ul style="list-style-type: none">· 1 or more belted dress shorts or unbelted skorts, <u>longer than mid-thigh</u> in navy, khaki, gray or black· 1 or more belted dress slacks or skirts in navy, khaki, gray or black· P.E. uniform from Creative Solutions· Others as approved
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Approved tops (sweatshirt, fleece, polos, etc.) are available only from Creative Solutions. Bottoms can be purchased wherever school uniforms are available. The Spirit Store online offers shirts and tops that are approved spirit wear.

Polo shirts should not be worn with P.E. Shorts. Polo's should be worn with uniform shorts, slacks, capris, or skirts.

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 shorts or skorts shorter than mid-thigh for P.E. shorts.· Uniform shorts should be no shorter than 2 inches above the knee. They may be longer than that.· NO long-sleeved shirt may be worn <u>under</u> a short-sleeved shirt· Skirts must be touching the top of the knee· Shorts either P.E. or uniform, will not be NO Surfer or skateboarding shorts· NO Pocket flaps on front of thighs· NO Jeans or denims of any color*· NO Stretch pants· NO "Hoodies"· Sweaters will not be longer than shorts.· NO Spandex or form-fitting pants rolled up.
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Jeans/denims may not be worn on any day except specific spirit week days, as communicated by the Administration.

Shorts: (See picture examples)

- P.E. shorts must be **longer than mid-thigh, to 2 inches above the knee (Longer than fingertips may be a good indicator).**

- Uniform shorts will be no more than 2 inches above the knee.
- Shorts should not be form fitting, stretchy, or extremely tight in any way.
- 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 any way.
- 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:

- Legacy/Hope sweat shirts in approved school colors
- Legacy/Hope fleece
- Sweaters, Fleece or Sweat Shirts will not be longer than shorts. Wear long pants with longer outerwear.

Outerwear:

- During extreme cold weather, if a student is wearing a uniform sweatshirt AND a uniform fleece jacket and is still cold, a thermal insulated jacket may be worn as outerwear only (i.e. only when outside the building). No trench coats, leather jackets or other non-uniform outerwear is allowed.
- If it is not cold enough for a heavy winter jacket or coat, then the sweater or sweatshirt worn MUST be a Legacy/Hope logo item, even if worn outside the building
- ONLY Legacy/Hope pullover sweatshirt or Creative Solutions jacket or Spirit Store jacket 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, crayola colors, blond/light upper with black/dark lower, etc.) will be allowed.
- Hair “adornments” are to be plain and simple headbands that blend with the uniform colors. No neck ties, bandanas, 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 no longer than three inches from the scalp. Thin dreads are acceptable if not longer than 3 inches. 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 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.
- Extreme haircuts include, but are not limited to shaved designs on the head, man-buns or 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, high heels, slippers, or cros.
- Socks can be low or high ankle, or crew. They should be a solid color or blend of solid colors that match the uniforms with no graphics other than a small brand logo.

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:

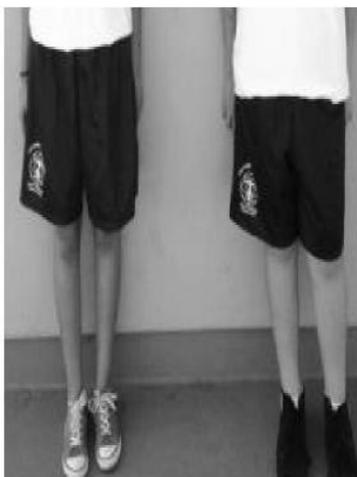


Boys' Uniforms

NOT Acceptable Shorts and Pants:



Acceptable PE Uniform Bottoms (Boys and Girls):



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.

DRIVING POLICIES

Due to the limited parking available at Legacy High School/Hope Charter School, student parking is available to Seniors and Juniors. 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 to the Safety and Security office. Only after Legacy's Safety and Security Team 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. 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 request for passengers by name and that is signed by the parents of both the driver and passenger(s). 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. In addition, students who violate acceptable absence and tardy policies may lose driving privileges. There will be no refunds of the school driving permit fee for any reason. Any student driver not following on-campus driving procedures, including speed and noise of vehicle and sound systems, will lose driving privileges.

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 staff member'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 7 a.m. Classes begin at 7:25 a.m. Dismissal is 2:13 p.m.

- **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 is at the Legacy pavilion or in the back by the D Building (starting at 7:00 a.m. only). Pick up is only at the Legacy pavilion

- **DO NOT PARK IN CAR LINE AND GET OUT OF YOUR VEHICLE DURING ARRIVAL AND DISMISSAL.**
- If you arrive after 7:25 a.m. (according to the school clock), you **MUST** park in a lined parking space and 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 must 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.

Students who drive to school may not leave school early. If they have an appointment or illness requiring them to leave school a parent must sign them out. If a parent is not available the office must receive a phone call and written consent from the parent before the student can be released.

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, cellphones, laptop/netbook/notebook/tablet computers, games, smart watches, 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 student’s backpack, or locked in the student’s locker. Students may not use personally owned electronic devices during school hours.

We realize that many students now have cell phones, but phones must also remain in the student’s backpack or locker during school hours.

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 4:00 p.m., students are allowed to take an 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.

Gross or repeated misconduct with electronic devices including explicit websites, modifying

software/hardware configurations, unauthorized access to school records and/or files, damage or attempted damage to school computer systems, or any use that violates local, state and/or federal laws and regulations will result in dismissal.

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

***See Phone/Electronic device policies**



Cell phone/electronic device policies:

This includes watches with texting and internet capabilities.

Students and Parents

____ *All phones/devices brought on campus are to be turned off and kept in a backpack. They are not to be used during the school day.

____ *If phones/devices are seen by staff, students will be asked to bring the phone to the office to be picked up by the student no later than 4 p.m.

Students

____ * I understand that if my phones/devices are brought to the office, an email will be sent home to my parent in order to notify them of this violation.

____ *I understand that as a result of using or being seen with my phone/device on campus, can result in an after-school detention.

- First Offense (warning)
- Second Offense (30 min detention)
- Third Offense (1 hr. detention)
- Fourth Offense (No phone at school)

____ *When the Hope/Legacy switchboard closes at 4:00 p.m., students may switch on their phones/devices and receive calls from their parents. They may not use their phones or devices for any other purpose. If they want to make an outgoing call, they may use the phone in the office or on the pavilion with permission from a staff member.

We have initialed the lines above as we read them and understand the policies regarding devices including watches with text or internet compatibility on campus.

We have read and understand the escalation of consequences.

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Email

Parent/Guardian Email



Phone/Electronic Device Consequences:

1. **First Offense**

- Students must bring the phone/device to the front office.
- Parents will be notified by email of the violation.
- Students may retrieve the phone/electronic device after school before 4 p.m.

Warning

2. **Second Offense**

- Students must bring the phone/device to the front office.
- Parents will be notified by email of the violation.
- Students may retrieve the phone/electronic device after school before 4 p.m.

30 minutes of detention: OCPS level 1 for an electronic device violation

3. **Third Offense**

- Students must bring the phone/device to the front office.
- Parents will be notified by email of the violation.
- Students may retrieve the phone/electronic device after school before 4 p.m.

1 hour of detention: OCPS level 2 for an electronic device violation

4. **Fourth Offense**

- Students must bring the phone/device to the front office.
- Parents will be notified by email of the violation.
- Students may retrieve the phone/electronic device after school before 4 p.m.

Parents and the student must meet with the Principal and the phone is no longer allowed on school property.

In-School Suspension (ISS): OCPS level 3 for continual misuse of wireless communication devices.

5. **Fifth Offense**

- Students must bring the phone/device to the front office.
- Parents will be notified by email of the violation.
- Students may retrieve the phone/electronic device after school before 4 p.m.

Parents and students must meet with the Principal and determination of enrollment will be discussed.

Out of School Suspension: OCPS level 3 for continual misuse of wireless communication devices.

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. Contact Dawn Boyd (dawn.boyd@hopecharter.org) or Katie Guthrie (katie.guthrie@hopecharter.org) to make changes to your email or contact information.

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

Legacy High School/Hope Charter School will follow OCPS directions for emergency days off due to hurricanes 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

During COVID-19 Restrictions, Extended Day will not be available. During Non-COVID times, the following policies apply to 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.

HOURS:

Beforecare: 6:45 a.m. – 7:00 a.m.

Aftercare: End of class – 6:00 p.m.

CHARGES:

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

\$20.00 per week for Beforecare (\$4.00 per day)

\$50.00 per week for Aftercare (\$10.00 per day)

\$10.00 per day if used only 1 or 2 days a week

\$55.00 per week for both Beforecare and Aftercare

\$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. Aftercare providers will not supply snacks.

Any child who is a behavior problem will be removed from aftercare. Behavior staff are not available during Aftercare 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 Choral Club, dance, band, art, FCA, athletics, etc. Students will be allowed to participate in such activities as long as they maintain good comportment and academics, and as long as any fees that are due have been paid. If a student is exempted from PE or Brainpower due to a physical injury, a note from the doctor is required for an exemption of more than 1 day and the student will not be allowed to participate in any extra-curricular activity that involves physical exertion.

FIELD TRIPS

Generally, parents are not required to be fingerprinted to participate in a field trip. However, they are required to sign in at the office, using our 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 number; parents who do not clear the scan-check will not be allowed on school property or on school trips. Parents must also provide proof of insurance and valid vehicle registration. If the state or Orange County initiates the requirement for fingerprinting, it will then become a policy of Legacy High School/Hope Charter School. Orange County may require a specific fingerprinting service. The cost for fingerprinting, if any, is the responsibility of the person being fingerprinted. Driver's license must be photocopied and on file. Fingerprinting may be required for certain types of volunteer opportunities, such as trips involving overnight stays. All volunteers participating in field trips must have their names checked against the state's sexual offender database.

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

Volunteer hours may be earned if a parent drives other class members in addition to his/her child

and/or oversees other students. However, if you drive or oversee only your own child, volunteer hours are not earned. Siblings may not participate in school field trips or on-campus activities.

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.

GRIEVANCES

If there is a grievance, it should first be directed in writing to the School Principal. The School Principal will investigate all grievances and make a determination within a timely manner on whether any action should be taken. If the parent does not feel that the grievance has been resolved, then the parent may request a hearing with the Board of Directors. The Board of Directors retains discretion whether or not to review any grievance, though all parents can make comments during the public comment portion of any meeting of the Board of Directors. Grievances with Legacy High School are not to be taken to the Orange County School Board. It will just be sent back to the school.

INSURANCE

Parents are responsible for providing student insurance. If your child is not covered by your health plan, you will be responsible for any medical bills incurred if your child is injured while at school or on a field trip. Proof of insurance is required for any student who participates in physically demanding extra-curricular activities. Legacy High School/Hope Charter 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.

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. Students need hydration throughout the day for proper brain function.

If students are able to purchase lunch, the water purchased then should not be considered the required water bottle. At this time lunch is not available for purchase on campus.

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

All students will 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, soda or sweet tea for your child's lunch. Fries are not part of a healthy lunch. Burgers should be purchased sparingly. Consider salads, chili, soup, or tacos.
- 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.

Aftercare children will have a snack time. Please include an afternoon snack for your child. Aftercare 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. Parents providing "treats" for Teacher Appreciation, etc. should not send in cookies, cupcakes, candy, sweet drinks, etc. Please choose items acceptable to the Nutrition Guidelines.

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.

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

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, and according to the label.
- Parents must fill out an authorization to administer medication before medication is

given, including over-the-counter medication such as 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 are 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/Hope Charter School to make the well being of its students its top priority. To this end, the school will do everything possible to work with students who have a chronic medical condition to make their educational experience as safe and productive as possible. However, if a situation develops that places a student's health in jeopardy because the school does not have the resources necessary to insure the student's safety, the Board will be asked to make a decision, on a case-by-case basis, as to the advisability of the student's continued enrollment at Legacy High School/Hope Charter School.

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

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

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/Hope Charter School will strictly adhere to this policy. Please consider the welfare of the other children, as you would want the same consideration for your child.

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

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

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

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

Flea infestation can lead to tapeworm if fleas or flea eggs are swallowed. Cats can also get infected from fleas. Infected cats can transmit Cat Scratch Disease. 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.

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/Hope Charter School is committed to giving your child an excellent education, with great support, therapy, and behavioral interventions. We are accountable not only to the parents, but also to the Orange County School Board and the State of Florida to show that we can be successful in our program.

PARENT RESPONSIBILITIES

1. Attend all parent meetings –This year again they will be live streamed. Attendance will be taken. **If you have to work, call Dawn Boyd or email her at dawn.boyd@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 website. 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 Boyd at dawn.boyd@hopecharter.org.
3. Oversee your child’s homework. Be aware of what is assigned, that your child is doing it in a place without distractions, that it is done right, and that your child has placed it in the backpack to return the next day. This is an opportunity for the children to learn to be responsible, for you to participate with your child on occasion, and for you to communicate with the teacher by signing when appropriate.
4. All parents will have a username and password to monitor Skyward for student progress, grades and missing assignments.
5. Support Legacy High School/Hope Charter School by participating in 80% of the fundraisers, encouraging your children to honor their teachers, and encouraging your children to be the best they can be.

6. Speak positively about the school and your child's teacher in front of your child.
7. Refrain from discussing dissatisfactions in a public forum such as Facebook or other social media. Make an appointment with the teacher or Principal 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. Opportunities on campus will be limited again this year. The paragraphs below indicate our usual policies.

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 Boyd at dawn.boyd@hopecharter.org.

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

PARKING

Student parking spaces will be assigned by Safety and Security.

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 the 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

Legacy High School/Hope Charter 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 parents should be aware of, as follows:

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 1600 E Crown Point Road. A secondary evacuation location, if needed, will be Cornerstone Community Church at 1333 E Crown Point Road.

Please remember that the **first** priority of all school staff must be and will be the safety of students. This means that the school may not be able to contact parents before the students are secured in a safe environment. However, parents will be notified as soon as it is safely possible. Notification will be made through the school Alert system that contacts parents via email, text or phone. This is why it is important for parents to keep the school updated on any changes in their contact information.

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”) or any tobacco products. 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 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

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

VISITORS and VOLUNTEERS

Currently no volunteers will be permitted on campus due to COVID.

During Non-COVID times, 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, proof of insurance and valid vehicle registration to the office to be copied.

At this time, no one 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.

Notification of Rights under FERPA

Dear Parents/Guardians,

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

1. Right to Inspect and Review Records:

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

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

2. Right to Request Amendment to Records:

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

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

3. Right to Consent to Disclosures:

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

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

the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

- a) To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.
- b) To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- c) To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational

authorities, such as the State educational agency (SEA) in the parent's State under certain circumstances.

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

4. Right to File a Complaint:

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

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



**PARENT ACKNOWLEDGEMENT
PARENT/STUDENT HANDBOOK AND CODE OF CIVILITY**

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

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

With that knowledge in mind, we agree to follow all school policies and guidelines, and are responsible for our child(ren)'s adherence to all school policies and guidelines. This includes, but is not limited to, the specific guidelines on uniform, 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: _____