

# Hope Charter Leadership Academy

## Parent Student Handbook

2016-2017



The  
**Leader in Me™**  
great happens here

“Empowering Leaders Today To Change Tomorrow”

Hope Charter Leadership Academy

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<http://hopecharterschool.org>

Clarissa Fleming, Principal

August 1, 2016

Hope Charter Leadership Academy  
1116 North Blount Street  
Raleigh, North Carolina 27604  
(919) 834-0941

Dear Parents and Students:

Welcome to the 2016-2017 school year at Hope Charter Leadership Academy where our mission is “Empowering Leaders Today to Change Tomorrow”. The teachers and staff have been continuously working to improve and support our students of Hope Charter Leadership Academy, because we know that each and every student can be a high achiever as long as we foster academic excellence in teaching, learning and leadership. Our school year theme is Super Leaders have Super Powers! You will find the school implementing this theme throughout the school year with various activities and events.

The intent of this handbook is to provide you with information about Hope Charter Leadership Academy as well as to establish common procedures. It is important for our parents to know the precautions that have been put in place to keep your child safe and our intent to promote uninterrupted teaching and learning. Please read it thoroughly and keep it on hand for reference throughout the school year. If you have any questions, please feel free to contact our main office at 919.834.0941.

Educational success for all students cannot be complete without an effective partnership with our parents. You are the most essential part of your children’s education and it is important that we build a strong relationship in order to best serve your children’s educational needs.

Thank you in advance for joining us on this great adventure and being a part of another great year of accomplishments for our students. Our charter describes an educational experience for each student that is engaging, exciting, and encouraging. I am looking forward to a fantastic 2016-2017 school year!

Sincerely,

A handwritten signature in cursive script that reads "Clarissa Fleming".

Clarissa Fleming  
Principal

## Table of Contents

Overview, Vision and Mission Statements, Code of Conduct	Pg 3
School Governance	Pg 4
Community Involvement	Pg 4
Staff Listing	Pg 5
The 8 Habits	Pg 6
Habits at Home	Pg 7
PBIS Overview	Pg 7
Arrival	Pg 8
Afterschool	Pg 8
Attendance	Pg 9
Cafeteria	Pg 10
Celebrations	Pg 11
Change in Student Information	Pg 11
Communication	Pg 11
Curriculum	Pg 12
Dress Code	Pg 14
Events	Pg 14
Health and Wellness of Student	Pg 15
Inclement Weather	Pg 16
Ongoing Event	Pg 17
Personal Items	Pg 17
PTO	Pg 17
Restrooms	Pg 17
Transportation	Pg 17
Visitors and Volunteers	Pg 19

## **Overview**

Hope Charter Leadership Academy, with its rich history of tradition, excellence, and innovation, is committed to developing leaders and setting high academic standards for all students. Hope Charter is a tuition-free public school that serves students from Kindergarten through Fifth grades. We are located in the historic Oakwood neighborhood and housed in the Barbee School Building that was erected in 1924. The school's progressive, high-quality, student-centered educational program expands educational choices for parents and their children in the public school system, supports a nurturing community of learners, and focuses on enhancing the academic growth, and builds leadership within all students while nurturing social development in every student.

Hope Charter bases its leadership focus on Stephen Covey's Seven Habits of Highly Effective Kids. As a Leader in Me School, students will discover and practice a set of leadership and life skills from Stephen Covey's book *The 7 Habits of Highly Effective People*. Leader In Me schools receive national recognition for their emphasis on developing leadership in young children. Incorporating The Leader In Me practices within our school's environment and curriculum assists our students in becoming prepared to succeed in the 21st Century, with critical skills and characteristics such as: motivation, problem-solving skills, trustworthiness, a strong work ethic, goal setting, effective interpersonal skills, academic achievement, a sense of teamwork, and valuing diversity in a global market.

## **Our Vision Statement**

Our vision as a school community is to inspire enthusiasm for education and to empower our scholars to learn, lead and succeed. No child's potential is too small, no family's odds too great.

## **Our Mission Statement**

"Empowering Leaders Today To Change Tomorrow"

## **School-Wide Code Of Conduct**

**L**ead Always

**E**ncourage others,

**A**chieve goals, and

**D**ream Big

**School Governance**

The North Carolina Department of Public Instruction, with direction from the North Carolina State board of Education, and in accordance with Legislation passed by the North Carolina General Assembly grants authority to the Hope Charter Leadership Academy School Board of Directors to operate Hope Charter Leadership Academy. Positive and supportive leadership is the cornerstone of our success as a school. Without the Board of Directors support and time volunteering to our school, we would not be able to have the great instructional program that we have today. It is with their positive influence that Hope Charter has become the amazing instructional environment for children to attend school and has provided our staff with the means to make continued strides toward a strong and effective educational program.

The Board of Directors is the governing body of the Academy. The Board is responsible for all Academy policies and procedures that affect the instructional and operational functions at the Academy. The Board is accessible through the Board Chair Walt Sherlin.

The 2016-2017 Board Members are:

Mr. Chip Anderson, Ms. Anna Neal Blanchard, Ms. Barbara Engram, Mrs. Pam Jamison, Mr. Joel Kamy, Mr. Leonard King, Mr. Tom Mann, Mr. Tucker Mann, Mr. Walt Sherlin, Mr. Lee Snipes, and Ms. Robin Vincent, Ms. Nancy Duran, and Mr. Mike Gray.

**Community Involvement**

Community Involvement and partnerships can yield significant benefits to programs and the students that they serve. Community partnerships have the potential to meet a wide variety of academic and character support. Community involvement includes volunteers, families, other schools, businesses, churches, and colleges and universities. Some of more prominent partnerships include:

Alexander YMCA	Red Hat Corporation	Exploris Charter School	Raleigh Charter High School
William Peace College	St. Augustine’s College	Cary Rotary Club	“Friends” of Hope
The Raleigh Chapter Links	American Heart Association	Christ Church	Poe Health Center
Shaw University			

ADMINISTRATIVE AND SUPPORT STAFF		
Principal	Fleming, Clarissa	cfleming
Instructional Curriculum Specialist	Perry, Cher	cperry
Administrative Manager	Singletery, Annie	asingletary
Cafeteria Recorder	Partin, Gwen	gpartin
Finance and Development	Burrus, Beth	bburrus
Cafeteria Server	Royster, Sharon	steasley
Attendance Coordinator	Sutherland, Keith	ksutherland
Leadership Coach	Alexander, Lakesha	lalexander
Academic Intervention Coach	Muhammad, Stephanie	smuhammad
Student & Family Engagement Coach	Coleman, Elina	ecoleman
Technology Facilitator	Smith, Leroy	lsmith
Transportation - Bus Driver	Knight, Darryl	dknight
Custodian	Allen, Charles	callen
INSTRUCTIONAL STAFF		
Kindergarten Teacher	Gittleson, Josie	kgittleson
Kindergarten Instructional Assistant	Stokes, Tyril	tstokes
First Grade Teacher	Walker, Monika	mwalker
First Grade Instructional Assistant	Williamson-Herndon, Brittney	bwilliamson
Second Grade Teacher	Carter, Brittany	bcarter
Third Grade Teacher	Turner, Hannah	hturner
Second/Third Grade Instructional Assistant	Franklin, Crosby	cfranklin
Fourth Grade Teacher	Montgomery, Sasha	smontgomery
Fifth Grade Teacher	Campbell, Marissa	mcampbell
Exceptional Children's Teacher	Heyward, Elsie	eheyward
SPECIALS TEACHERS		
Music	Garrett, Brad	bgarrett
Foreign Language - Spanish	Hudgins, Kelly	khudgins
Healthful Living/Physical Education	Eaddy, Rahsaan	readdy
Art Education	Franklin, Ann	afranklin
Library/Media	Pace, Mabel	mpace

\*All email address endings are: @hopecharterschool.org with the appropriate prefix listed by each faculty member typed before the ending.

## **THE COVEY EIGHT HABITS**

### **Habit 1: Be Proactive**

This habit is the ability to control one's environment, rather than have it control you, as is so often the case. Self-determination, choice, and the power to decide response to stimulus, conditions and circumstances.

### **Habit 2: Begin With The End In Mind**

This is the habit of personal leadership – leading oneself that is, towards what you consider your aims. By developing the habit of concentration on relevant activities you will build a platform to avoid distractions and become more productive and successful.

### **Habit 3: Put First Things First**

This is the habit of personal management. This is about organizing and implementing activities in line with the aims established in Habit 2. Covey states that Habit 2 is the first, or mental creation; Habit 3 is the second, or physical creation.

### **Habit 4: Think Win-Win**

This is the habit of interpersonal leadership, necessary because achievements are largely dependent on cooperative efforts with others. Win-Win is based on the assumption that there is plenty for everyone, and that success follows a cooperative approach more naturally than the confrontation of win-or-lose.

### **Habit 5: Seek first to Understand, Then to be Understood**

This is the habit of communication, and is extremely powerful. Covey helps to explain this in his simple analogy “diagnose before you prescribe’. While simple, yet effective and essential for developing and maintaining positive relationships in all aspects of life.

### **Habit 6: Synergize**

This is the habit of creative co-operation. The principle that the whole is greater than the sum of its parts, which implicitly lays down the challenge to see the good and potential in the other person's contribution.

### **Habit 7: Sharpen the Saw**

This is the habit of self-renewal. It surrounds all of the other habits, enabling and encouraging them to happen and grow. Covey interprets the self into four parts: the spiritual, mental, physical and the social/emotional, which all need feeding and developing.

### **Habit 8: Find Your Voice**

The essence of this habit is that you will find your voice when you can say you are 100% involved with what you are doing in your life, so that your body, mind, heart and spirit are all engaged in whatever is important to you. To find your voice, you need to examine your natural talent, what you absolutely love to do, what really interests you.

## **HABITS AT HOME!**

While we work hard to instill the 8 habits in our students throughout the day, we need to synergize with families at home to ensure these practices and lessons are being continued after 3pm. Every month, parents will receive a habits newsletter with information, events, and activities that pertain to the 8 habits. Periodically parent letters may be sent home (separate from the newsletter) encouraging you to focus on a certain habit at home.

Some of the practices we have incorporated in our school day aside from the 8 habits are:

- **Mighty Manners:**
  - Students are expected to answer adults with “Yes Ma’am/Sir, No Ma’am/sir
  - Say “Please” and “Thank you” when asking for or receiving something.
  - Using phrases such as “May I please..” instead of “I want” or “I need”
  - Greet all adults by name (Mr., Mrs., and Ms.) and eye contact
  - Shake hands with eye contact when greeting someone.
- Reflecting after conflict or getting in trouble. What could they have done differently?
- Being proactive by speaking up and out for themselves in a respectful manner.

## **PBIS OVERVIEW**

At Hope Charter Leadership Academy, we want to recognize **Positive Behavior** choices, and **Intervene** and **Support** when students need help making good leadership decisions. Our major behavior system is the behavior chart. Every day your child will be given a color based on a **combination of their leadership skills and behavior**, not personality, and attentiveness alone.

Please note that you will typically see more “Off the charts”, purples, and blues in the beginning of the school year as students are getting adjusted to policies and procedures. As the year progresses, the expectations of the teachers will raise and students will have to intentionally work to climb the behavior chart. Below is a breakdown of the meanings of each color.

- **Off the Charts:** This should be a rare occasion. Off the charts should be when students have shown more than exemplary leadership characteristics. Students should not be clipped up to Off the Charts for daily classroom expectations, generally nice behavior, or sitting quietly throughout the day. Students should be clipped to Off the Charts for living the 8 habits at school and modeling outstanding leadership.
- **Purple:** Student has consistently shown examples of the 8 habits throughout the school day, no redirection or incidents have occurred.
- **Blue:** Student has followed daily school and class expectations, and has shown some examples of the 8 habits throughout the day. Little redirection may have occurred, but no serious infractions.
- **Green:** Student has followed daily school and class expectations, but have not gone above and beyond to show leadership skills or evidence of the 8 habits. Some redirection may have occurred, and clip downs may have occurred.
- **Yellow:** Student has struggled to followed daily school and class expectations, multiple redirection has occurred, little to no leadership skills or evidence of the 8 habits has been shown. Redirection has occurred, minor discipline infractions have occurred. Student has shown reactive behavior.
- **Red:** Student has not followed daily school and class expectations, multiple redirection has occurred, major discipline infractions have occurred. Student has consistently shown poor leadership skills and little to no evidence of the 8 habits.



## ARRIVAL

### Operating Hours

The main office will be opened daily, (except on holidays and track out periods), from 7:45 am – 3:30 pm. Should emergencies arise, we urge parents and guardians to contact the school's main office at (919) 834-0941. Important messages will be given to students or staff members upon request. All incoming calls for teachers and students during instructional hours will be forwarded as a message.

### Early Morning Care

The Early Morning Care Program operates from 7:00 am – 7:45 am and is free of charge for our families. Any student who arrives to school in that time frame should be dropped off in the back carpool circle. Students are then supervised by staff in the Media Center located in the back of the school until 7:30 at which time they are dismissed to attend breakfast. Those that are not eating breakfast remain in Early Morning Care until 7:45 when they are dismissed to their classrooms with their classroom teacher(s).

### Instructional Day

The instructional day is from 8:00 am to 3:00 pm. We encourage parents to make every effort to have their child at school on time no later than 8:00 so that teachers may consistently and promptly begin their instruction on time. **Hope Charter's attendance policy stipulates any student who arrives at school after 8:15 a.m. will be counted tardy and must be escorted into the school building and signed in by an adult at the main desk, and go directly to their classroom.**

**In order to protect instructional time and minimize any classroom distractions, parents should not be escorting their child to his/her classroom after 7:45 without having an appointment with the classroom teacher.** Classroom teachers are on morning duty at this time and are unable to conference with parents.

## AFTERSCHOOL PROGRAMS

### Eagle Demics Tutoring

Eagle-Demics is an after-school tutoring program run by Hope staff. The program is designed to help struggling students close academic gaps by providing consistent, individualized academic support. The program is held Monday-Thursday. Students may be referred by a teacher, SST, or by parent. If you are interested in your child participating, please contact Lakesha Alexander at [lalexander@hopecharterschool.org](mailto:lalexander@hopecharterschool.org)

### YMCA Y-Learning Program

Y-Learning is a free afterschool program that focuses on homework help, academic assistance and literacy enrichment. Students are provided snack and free time to play every afternoon. You may contact the site director, Christian Ruark, or the site coordinator Crosby Franklin for an application. **\*Please note that Y-Learning is not a home-work completion program.**

## ATTENDANCE

Students should be in school, on time, everyday. In order to optimize your child's learning, it is imperative to limit tardies and absences. While students may be able to make up tangible work, group work and teachable moments can rarely be recaptured.

### **Absence Procedures**

- *Excused Absences are described as: illness or injury; quarantine; medical or dental appointments; death in the immediate family; court or administrative proceedings; religious observances; educational opportunities.*
- In order for an absence to be excused, a parent must supply a written note including your child's name, the date(s) your child was out, a detailed explanation of why, and a parent signature. If the note is not received within 2 days of the absence, the absence will be unexcused.
- Students must attend school for a total of 3 hours and 15 minutes in order to receive attendance credit. If a student leaves school prior to 11:15 and does not return in the same day, they will be marked absent for the day.
- When your child returns to school, you must provide a written note **Vacations during the school year are highly discouraged**, administration will be reluctant to approve a vacation during the school year. Vacations should be planned over track-outs and summer break.
- For extended absences, make-up work may be collected in advance, during, or after the absence. However, students are more likely to complete large amounts of work during their extended absence, than in conjunction with current assignments when they return.
- Please notify the school immediately if you child has a contagious disease or an extended illness.

### **Tardy Procedures**

- Students are expected to arrive to school on time daily. If the bus is late, students on that particular route will not be counted tardy.
- If a student arrives by car after 8:15, both the student and the parent or guardian must come to the front desk and sign in.

***Letters will be mailed to parents of students who accumulate excessive absences, regularly late, or checked out of school early on a consistent basis. This is done to ensure parents are aware and informed. Excessive tardies, absences, and early checkouts may result in a referral to a social worker for investigation.***

## CAFETERIA

### Cafeteria Expectations

All rules of the Student Code of Conduct will be observed during the breakfast and lunch time periods. Students who do not meet these expectations during lunch will face the classroom disciplinary process as stated in the Student Code of Conduct.

Cafeteria misconduct acts include, but are not limited to the following:

- Talking loudly in line
- Not following directions given by supervisory staff
- Cutting ahead of another student in line
- Sitting improperly at table or seat
- Using impolite manners
- Leaving the cafeteria without permission
- Taking food from other students
- Refusing to clean up eating area
- Throwing food or other items

### Breakfast and Lunch Nutrition Program

Students will have the option of eating breakfast. Breakfast will be served to all students beginning at 7:30 a.m. and ending at 7:55 a.m. Please be mindful of the end time of breakfast if you are interested in your child being served breakfast. All bus riders will be given the option to have breakfast upon arrival to school. **\*Breakfast is not served on delayed days.**

Student school lunches are ordered by 8:45 a.m. Our lunch program is catered by the Wake County Public School System Child Nutrition Services. If you are running later than this time and your child will be eating lunch, please contact the main office to place an order for lunch. Failure to do this will result in your child not being served lunch. Delivery of bagged lunches from outside restaurants is strongly discouraged. **\*Students are not allowed to have soda or candy for lunch even if brought as a bag lunch.**

For accommodations for special diets, **please have a special diet request form completed by a physician and returned to the school.** The school may not make any changes without this documentation. Contact Ms. Annie Singletary for further details regarding the National School Breakfast and Lunch Program.

### Snacks

Students in grades K-5 have a daily snack break. The snack period is approximately fifteen (15) minutes and is scheduled by each individual classroom teacher. Children must bring nutritious snacks, as the school does not provide them. All snacks should be healthy (fruit, vegetables, veggie chips, cheese and crackers, water, etc.). **Candy, sodas and sweets are not acceptable and students will not be allowed to consume those items during the snack or lunch period.** Students should be careful when eating inside classrooms and throw their trash away.

## **CELEBRATIONS**

**Birthdays:** Parents requesting a classroom celebration must submit in writing a request to bring in treats for the classroom at least 2 days prior to the day of request to the classroom teacher or Instructional Assistant. All approved classroom celebrations are coordinated by the classroom teacher.

**Halloween:** Halloween is not celebrated at the school. Costumes are not worn to school. Typically we celebrate Fall Festival and have celebrations for students.

## **CHANGES IN STUDENT INFORMATION**

For emergency reasons, it is extremely important that the school office and your child's teacher maintain current, up-to-date information including your address, phone numbers and persons permitted to pick up your child from school. If any of these items change throughout the year, it the parent or guardian's' responsibility to inform the school as soon as possible to ensure an open line of communication at all times.

## **COMMUNICATION**

Effective communication between school and home is vital to the successful academic, social, and emotional well being of all students. The major communication tools are the school website, student folders, monthly newsletters, report cards, and our social media sites. These mediums include timely information from the administration or teachers. In addition, telephone, group meetings, open houses and events, e-mail and other communications will be common.

### **Conferences**

Student Led Data Chat conferences are scheduled for **October 7th, February 17th, and May 12th**. Parent conference are by scheduled by appointment with your child's classroom teacher. Parents are encouraged to contact their teachers when they have questions or concerns about assignments, grades, and student conduct. .

### **Interims and Report Cards**

Interim reports are sent midway through the quarter: **November 22nd**, Report cards are sent home at the end of each academic quarter: **October 6th, December 20th, March 23rd, and June 22nd**. Students are given numbers 1-5 based on mastery instead of letter grades. Please sign interims and report cards and return them on the next school day. Copies of these documents can be provided upon request.

### **Newsletters**

Each teacher publishes a monthly newsletter that contains upcoming schoolwide and classroom events, volunteer opportunities, classroom needs, and a brief description on what the students will be learning that month. The school also publishes a Habit Happenings Newsletter that connects the habits from school to home!

## **Social Media**

Stay Connected with Us! We encourage you to like our Facebook page and follow our other social media accounts. Look out for special posts that may reward you or your child(ren) if you carry out specific actions!

**Facebook:** <https://www.facebook.com/HopeElementaryCharterSchool>

**Instagram:** @hclaleaders

**Twitter Account:** @hclaleaders

**School Website:** <http://www.hopecharterschool.org>

**Remind 101:** <https://www.remind.com/join/hopechar>

## **Student Folders**

Please check your child's Superhero folder nightly for returned work, important letters from administration, teachers, and PTO, notices, and announcements. Please review your child's work and these important papers, remove the contents of the folder, sign the space in the folder or agenda (depending on grade level), and return it to school with your child on the following school day. **We appreciate parents returning feedback and other pertinent information promptly.**

## **CURRICULUM**

All of our teachers are required to teach North Carolina's *Standard Course of Study* which consists of the Common Core State Standards in English language arts (ELA) and Mathematics, and the NC Essential Standards in science and social studies.

### **Classwork and Assessments**

All students are expected to complete daily and weekly classwork in the specified time frame designated by the classroom teacher. Any adjustments in due date and completion times will be made based on individual student needs and at the classroom teacher's discretion. Teachers will provide at least a 2 day notice on subject assessments. **\*Upper grades (3-5) may schedule unannounced "pop" quizzes, but not major assessments.**

### **Homework**

Homework is an essential component of the learning process and is assigned as a supplement to the daily lesson taught by the classroom teacher. Each student K-5 are expected to complete all homework assignments in the time frame designated by the classroom teacher. **Teachers reserve the right to implement in-school consequences for incomplete homework assignments including but not limited to silent lunch, or time out of specials or recess.** Homework is graded by participation and not accuracy so that teachers may assess what students have grasped and what students may need additional support in. **Please refrain from completing your child's homework for them, as this practice does not support your child's academic success.**

### **Missed Work**

If an absence is excused in advance and/or if the work is assigned by the classroom teacher in advance, all make-up work is due on the student's first day back. This also includes scheduled tests, quizzes, and projects. Teachers may use discretion for individual cases that may have prevented

students from completing assignments in this time frame. If the make-up work has not been assigned in advance, for absences of one to three days, the student will have one day for each day absent. For absences longer than 3 days, the teacher may create a make-up plan for the student. Special consideration will be given in the case of extended absence due to major injury or chronic illness. **\*Communication is key in cases of extended absence, and is the primary responsibility of the parent.**

### **MTSS/SST**

HCLA has a Student Success Team (SST) that follows the Multi-Tiered Support System (MTSS) framework to further support students that have been identified as at-risk of academic failure. The SST is compiled of various staff members including, but not limited to, the student's classroom teacher, the intervention teacher, and the parent. Once beginning-of-year (BOY) assessments have been completed, the SST will begin the intake for the current school year. Classroom teachers and intervention teachers may submit names of students who ranked as below level or far below level to the SST. **Parents may also submit their child's name to SST.** Once a student is submit to SST, the parent or guardian will receive a letter inviting you to join the SST and meet to establish a plan derived by suggestions from each team member to offer support to the student. Interventions are put into place and monitored for 6 weeks and the team will reconvene to analyze growth. **\*\* SST is not apart of the Exceptional Children's Program nor special needs. No label will be tied to students in the SST process.**

### **Field Trips**

Field trips can enhance classroom learning through real-life contact and experience with the topic of study. Students are subject to the same rules, regulations and appropriate politeness and civility observed at the Academy when traveling away from school. As in the classroom, the teacher will judge acceptable or unacceptable behavior. Every facet of the Student Code of Conduct will be enforced on field trips just as it is in the classroom. The signed permission form must be on file for field trips. When the field trip occurs through the duration of the regular lunch schedule, students have the option of bringing their own lunch, or request a bag lunch from the school. Teachers will communicate with you details of any field trips regarding their classroom, including dress code and chaperone requests. Please remember to complete a volunteer form if you wish to chaperone field trips.

### **Standardized Testing**

Standardized (End of Grade) Tests are administered in grades 3-5 towards the end of the 4th quarter, with the exception of third grade which will take a Pre-test as a predictor at the beginning of the school year. Reading and Mathematics are administered to all 3rd-5th grade students, as well as an additional Science test for 5th grade.

Read to Achieve is a state-mandated program designed to ensure that every student reads at or above grade level by the end of third grade. If your child does not pass the End of Grade Reading exam, they will be encouraged to attend the Summer Reading Camp.

## DRESS CODE

We strive to encourage unity among our students, faculty and staff. Our tradition of implementing a uniform dress code at our school has allowed us to work towards this effort as well as to closely monitor student dress. The atmosphere of a school must be conducive to learning, and a student's appearance can positively or negatively impact the climate of a school. Students must adhere to Hope Charter Leadership Academy dress code requirements. Interpretation of the Dress Code is at the principal and staff's discretion, and their decision is final. Each student at Hope Charter Leadership Academy is required to wear the approved garment according to the school's dress code.

- White, Navy Blue, Orange, or Light Blue collared polo shirt
- Navy or Khaki colored Khaki style pants
- Neutral colored shoes without excessive sparkles or bright/neon colors
- Shirts should remain tucked in at all times
- Only navy blue, brown, or black belts are allowed.
- Girls have the option to wear white, cream, or navy tights with uniform dresses.
- **Students will no longer be able to wear hoodies, jackets, and coats during the school day in the classrooms.** Students are permitted to wear navy or black sweaters/cardigans.

Students will be required to follow the uniform closely. All coats, hoodies, and jackets should be hung on the storage hooks outside of the classroom. **Failure to comply may result in a phone call home for a change of clothing.** Repeated dress code violations may result in consequences from administration.

## EVENTS AND SPECIAL DAYS

<u>Date</u>	<u>Event</u>
August 8	First day of School
August 8-10	Kindergarten Staggered Entry
August 26	Student Lighthouse Inaugurations
August 31	Beginning of Grade Testing (3rd grade only)
September 5	School Closed
September 9	Grandparent's Day Event
September 15	Hispanic Culture Day
September 16	Early Release Day
September 21	Fall Picture Day
October 5	Picture Make Up

October 28	Fall Festival
November 17	Native American Month
December 20th	Leadership Night
February 7th	100th Day of School
March 2	Dr. Seuss Day
March 14	Spring Pictures
March 20-23	Leadership Week
March 23	Leadership Day (Community) *Please ensure you child is in attendance
April 22	Earth Day: School Grounds Clean-Up
May 1-5	Teacher/Staff Appreciation Week
June 9	5th Grade Dance
June 12, 13, 14	EOG Testing Days
June 16	Field Day
June 22	Kindergarten and 5th grade Graduations
June 23	Last day of school

## **HEALTH AND WELLNESS OF STUDENTS**

### **Notification of Health Conditions**

It is the parent or guardian's responsibility at the beginning of each school year and throughout the school year to inform the child's teacher **and** principal if there are medical conditions that require special measures such as dietary or activity restrictions at school for the student.

### **Bullying Prevention**

HCLA has a zero-tolerance policy for bullying. We pride ourselves on our safe, supportive school climate for all of our students. Bullying can be described as, but is not limited to:

- Physical violence and/or attacks
- Extortion and theft
- Taunting, name-calling, and teasing
- Deliberate peer group exclusion
- Threats and intentional intimidation
- Cyberbullying



Any student that believes he or she has been harassed or bullied should report it immediately to a teacher or school administrator. Any school employee that has been made aware of bullying is required to report it to the principal. If your child is uncomfortable alerting school officials, please advocate for your child and contact your child's teacher or the principal.

### **Contagious Diseases**

To prevent the spread of illnesses to other children and teachers, we ask that you keep your child home for 24 hours if they show any of the following symptoms:

- Fever of 100 degrees F or higher
- Nausea or vomiting
- Severe headache
- Diarrhea
- Red, watery eyes with yellow drainage
- Unexplained rash

If we see this symptoms while your child is at school, a school official will call the parent or guardian immediately. If you receive a call regarding your sick child, please come quickly.

### **Medical Matters (Allergies, Medications)**

If your child will require medication at school, you will need to provide a completed "Parent Request and Physician's Order Form for Medication" by you and your child's doctor. Please ask the front office for this form. At the beginning of each school year (or when prescribed during the school year), an adult will need to bring the medicine along with the completed form. We cannot give medication to your child without this form. If there is no medication on hand in the event of an emergency, we will call 911.

Students with a life threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include specific allergy and medical requirements for the student.

## **INCLEMENT WEATHER POLICY**

In case of snow or other potentially hazardous weather or emergency situations, HCLA may close or delay school. We follow the decisions of WCPSS. Please check our social media, as well as the WRAL newscast or website for final decisions. If school closes early due to inclement weather, bus riders will be driven home unless a parent or guardian calls or emails advising that the child will be carpool.

**\*Early morning care will not operate on delay days, and after school programs will not operate on days that school closes early due to inclement weather. Breakfast may be served at the principals discretion if school is delayed.**

## **ONGOING EVENTS**

### **Box Tops**

HCLA accepts box tops for education all year long. Please save box tops and send them in with your student.

### **School Store**

The school store will be open on Wednesday's from 7:30am-7:55am. The proceeds go towards Leadership Day Celebration.

## **PERSONAL ITEMS**

Hope Charter will not accept responsibility for the personal items of students. All electronic games, toys, phones, iPods, CDs and DVDs, and any other electronic equipment are prohibited in school unless special permission has been granted by the administration. Any other personal items that staff members judge to be unsafe or improper for school will be confiscated and held in the office to be picked up by the parent/guardian.

## **PTO**

The HCLA Parent Teacher Organization is an active and influential piece of the eagle experience at Hope Charter Leadership Academy. Membership is \$5. PTO meets regularly and the schedule will be distributed at the first meeting.

## **RESTROOMS**

Students will demonstrate proper etiquette using the restroom. Expectations for bathroom etiquette include, but are not limit to, the following:

- Flushing the toilet
- Washing and drying hands
- Placing trash in the trash cans
- Keeping bathrooms clean
- Not writing on the walls, stalls, or sinks

Students who are found misbehaving in the restrooms or vandalizing the restrooms will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **TRANSPORTATION**

At the start of the year, parents must submit a transportation form. This form will notify office staff and teachers of your transportation plan for the year (including but not limited to method of dismissal, authorized pick up contacts, etc). Any changes in transportation must be submitted in writing to your child's teacher. **Students will not be permitted to use the school phone to make transportation arrangements unless it is an emergency.**

### **Bus Service**

Bus Service is offered to students that live outside of a 1 and a half mile radius. Riding the bus is a privilege and students must follow bus conduct rules and policies or risk losing service. Currently, Hope has one bus, and seats are assigned on a majority need basis. Our route is rewritten at the start of each school year and is centered around the areas that show the most need from our students. We do not guarantee service to all areas, and stops may change from year to year. Any bus complaints, stop concerns or changes, should all be sent to the transportation coordinator in letter form, via the online form, or via phone call. **\*In the event that you relocate during the year, we cannot guarantee new stops will be added. \*\*In the event our bus has emergency maintenance and cannot perform the route, parents are responsible for bringing children to school.**

### **Bus Expectations**

- Students should be at the bus stop at least 10 minutes prior to their bus stop time.
- There is no food or drink allowed on the bus.
- Students must follow all directions of the driver and bus monitors.
- Students that have not been assigned through the transportation department may not ride the bus.
- Parents must provide written consent in order to stay after school if normally a bus rider.
- **The bus driver is not authorized to change bus stops or stop times, all changes must be requested through the transportation department.**
- Students who fail to follow the rules and expectations may be written up and submit to administration.
- A parent or guardian must accompany their child to the bus stop and be at the bus stop when dropped off. Students under the age of 9 are not permitted to be released off of the bus without an adult present. In the event there is no adult at the stop, the bus driver has been instructed to bring the child back to the school and notify administration.

### **Carpool**

Students should be dropped off in the back of the school in the carpool loop no earlier than 7:00. Early Morning Care Coordinators will await students in the parking lot and direct them to their proper places. For safety and supervision reasons, students are NOT to be dropped off on the side of the school, or in the front of the school. Staff do not arrive until 7:30 and are in huddle meetings and fulfilling morning duty responsibilities and are not available to supervise children in the main school building.

Afternoon carpoolers are also expected to be picked-up in the back of the school in the carpool loop. If you are picking up a student other than your own you MUST have written consent of the child's parent or guardian. Due to afterschool responsibilities of teachers and staff, students must be picked

up at 3:00, and no later than 3:20. At 3:20 your child will be taken to the principal's office and you will need to come in to retrieve them.

## **VISITATION AND VOLUNTEER GUIDELINES**

### **Visitors**

Hope Charter Leadership Academy has an open-door policy for our student's families. However, you are strongly encouraged to schedule appointments in advance to meet with your child's teacher, so that vital instruction time will not be interrupted for unscheduled meetings. All teachers have planning periods during the day, however they are preparing their curriculum and will be willing to work with you to arrange after school or before school meeting times to discuss your concerns.

Parents are welcome to visit classrooms during instruction, but this must be planned and approved by the teacher and administrator.

The following are guidelines for visitors and volunteers while they are in the building:

- All visitors must sign in at the front desk upon entering the building.
- All visitors must wear a name badge. These may be picked up and checked out when signing in.
- The distribution of literature of any kind is not permitted without administration approval.
- When leaving the building, please sign out and return the name badge.

### **Volunteers**

Parents are always encouraged to volunteer here at Hope Charter. Your child's teacher will contact you as opportunities arise. Volunteers must complete a volunteer form from the Community Outreach Contact. You must obtain a volunteer badge from the front desk while working at the school. We do request that you do not bring other children with you while volunteering (aside from middle or high school students completing community service hours), as this could be distracting to Hope students and teachers.

This school year, our teachers are looking for one parent to represent their classrooms as the class parent. This is a wonderful opportunity to benefit the teacher, the students, the parents, and the school. Whether you are a first-time class parent, or a seasoned veteran, it is a rewarding and win-win outcome participating in your child's class.

