

# Healthy Learning Academy



## **Handbook for School Year 2020-2021**

*The mission of Healthy Learning Academy is to provide excellence in education with a focus on lifelong health, nutrition, and fitness for the creative mind and healthy body.*

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The Healthy Learning Academy’s board and staff have compiled this handbook to explain the expectations, responsibilities, and rights of students, parents, guardians and the school staff.

**General Information**

- Healthy Learning Academy is a tuition-free, elementary charter school serving children in kindergarten through fifth grade.
- Healthy Learning Academy follows the same school calendar as Alachua County School District.
- The school day begins promptly at 7:45 a.m. Parents should make every attempt to ensure that their children are at school by 7:40 a.m. to ensure adequate time for children to check in and unpack before Morning Meeting begins.  
Dismissal is 1:45 p.m., except on Wednesday when dismissal is 12:45 p.m.

Doors open at 7:00 a.m. and close at 2:00 p.m. Any student remaining after 2:00 p.m., 1:00 p.m. on Wednesday, will be sent to aftercare at the parent’s expense.

**Staff Information**

Suzanne Borganelli, Principal <a href="mailto:sboranelli@hlacharter.com">sboranelli@hlacharter.com</a>	Kimberly Friar, Kindergarten Teacher <a href="mailto:kfriar@hlacharter.com">kfriar@hlacharter.com</a>
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The Healthy Learning Academy (HLA) staff is dedicated to providing your children with the most comprehensive and excellent education possible. We accomplish this with the continued support of HLA families.

Please feel free to contact us with any questions, comments, and concerns you might have. We will address them as quickly and effectively as possible.

## **School Board Members**

The Healthy Learning Academy School Board meets on the third Tuesday of the month from August through June at 4:30 PM to 6:00 PM, unless otherwise posted. Board Meetings are open to the public and subject to the Florida Sunshine Law. Parents or the public may bring issues to the attention of the Board of Directors through contact with any elected representative to the Board or through contact with the Principal. Items to be placed on the Board Meeting agenda shall be submitted to any Board member at least ten days prior to a scheduled meeting date.

Bettianne Ford, Chair  
[baford@hlacharter.com](mailto:baford@hlacharter.com)

Bernd Liesenfeld  
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Sharon Sperling, Treasurer  
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## **Board Communication and Feedback**

Feedback is an integral part of growth and development for Healthy Learning Academy. HLA encourages parents to share positive experiences as well as any concerns they may have with teachers, staff and administration. Each year, HLA conducts a parent survey, and the board reviews the results and comments. HLA has also added a comment box on the website for general feedback.

HLA is committed to hearing and incorporating feedback from families, students, teachers and the community. In order to facilitate communication and feedback from families, parent representative(s) serve on the board, and a Board Representative will be appointed each year.

## **Board Representative**

The Board Representative is responsible for:

1. Facilitating family involvement
2. Providing access to information
3. Assisting families and others with questions and concerns
4. Resolving disputes through the school's Issue Resolution Process (below)

The Board Representative can be reached at school (352)372-2279 or via email [boardrep@hlacharter.com](mailto:boardrep@hlacharter.com)

## **Issue Resolution Process**

HLA has an established Issue Resolution Process to ensure that concerns are addressed. These steps are intended to enable anyone in the school community, which includes families, staff members, board members, and anyone with a connection to the school, to find expedient resolution to any school problem. The Board Representative can help in this process (see Board Representative above).

## **Issue Resolution Steps**

Step 1: Request conference or meeting with the staff member involved to clarify issue

Step 2: If unresolved, contact the Principal to facilitate resolution

Step 3: If still unresolved, contact the Board Representative, who will try to help resolve the issue

Step 4: If still unresolved, contact the Board Representative, who will ask that you be allowed to present the issue at the next monthly Board of Directors meeting

HLA is aware that there are personal differences in opinions regarding experiences, and therefore cannot act on specific issues unless the protocol has been followed and efforts to make direct communication have been made. (For example reporting "some people are talking about 'X,' or some people feel 'Y,'" is not really something HLA can act on. "I experienced x, y, and z." – this we can address.) No issue is too small, and we are here to help. You may be hesitant to be "one voice," but one voice can often make a big difference! If you have a concern, please follow the steps in our Issue Resolution Process. If for some reason you feel that you cannot go directly to the person with whom you need something addressed, please do not hesitate to contact the Board Representative.

## **Policy against Retaliation**

HLA pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, HLA will not tolerate any form of retaliation against anyone who is making a good faith report or complaint about a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

## **Covid-19 Response Plan**

HLA will institute the following until further notice in response to the COVID-19 pandemic.

- Students will have the option to attend Healthy Learning Academy one of two ways; full time on campus or full time virtually via the Healthy Learning at Home Academy.
- HLA will continue to follow the recommendations from the School Board of Alachua County, the Alachua Health Department and the CDC regarding school closures and additional precautions.
- In the event of a school closure all HLA students will transition to the Healthy Learning at Home Academy, and participate in live streaming classes. All students will be provided an HLA email and secure login to participate in these classes.
- non essential furniture (i.e. unused student desks, supplies, etc) have been removed from the classrooms.
- Daily temperature checks will be performed before students are allowed to enter the school.
- Frequently touched surfaces will be regularly cleaned and disinfected.
- Face coverings will be required for all students and staff. These must cover the nose and mouth completely and abide by the dress code. A physician's note must be provided before a student can be exempt from wearing a face covering.
- Interaction between classes will be very limited. Students will have staggered recess and lunches. Increased distancing in classrooms will take place when feasible.
- Parents/guardians and non-essential visitors will not be permitted into the building. All visitors entering the building must complete a temperature check and a health screening. All visitors must wear a face covering.

- In the event of a student becoming ill at school, he/she will be sent to the clinic and depending upon symptoms will be isolated and the parent/guardian will be notified. Student will need to stay home and be fever free for 72 hours. Student will need a physician's note to return to school.
- In the event of a positive COVID-19 case at HLA all families will be notified immediately! Affected areas will be locked down for 24 hours and deep cleaned/sanitized. HLA will consult with the Health Department on any additional steps that would need to be taken depending upon the circumstances of the case. There is a possibility that HLA could be closed anywhere from 24-72 hours depending upon Health Department recommendations.

### **Enrollment Policy**

Choosing an elementary school is a very important decision that requires considerable thought and research. Healthy Learning Academy has established a reputation for excellence and our program is in high demand. The following procedures have been put in place to ensure a fair and impartial selection process.

Families interested in enrolling a student are required to tour the school. Tours are scheduled on a monthly basis and a staff member will be available to answer general questions about the school and curriculum. Pre-enrollment forms are available on our website at <http://www.healthylearningacademy.com>. Students enrolling mid-year will be admitted on a first-come, first-serve basis upon completion of the enrollment process provided there is an opening in the student's grade level.

Since the number of new students applying for admission at the beginning of the academic year may exceed the positions available in a particular grade level, a random selection process (lottery) will be used to determine enrollment. Students who are not initially selected will be given the opportunity to be placed on a waiting list and notified if a position becomes available. Siblings of students **currently** in attendance receive enrollment priority status for all grade levels; provided a position is available, and all parent compact requirements have been fulfilled.

The lottery will be held in March. To participate in the lottery, prospective students must submit a completed application packet prior to **March 1<sup>st</sup>**. Applications submitted on or after March 1<sup>st</sup> will be added to the secondary waiting list.

### **New Student Enrollment Process**

Students will be eligible to enroll or to enter the lottery once the following steps have been completed:

- A tour of the school has been taken and a completed application has been returned.
- Parents and child have attended a meeting with a faculty team, which may include a student skills assessment.
- A completed and signed school/parent/student compact has been returned.
- Parents' of transferring students will be required to provide copies of the most recent report card, assessment data, Individual Educational Plan (IEP) or 504 Plan, and student's conduct records with application.
- Grade placement of students previously enrolled in home-schooled, virtual school or private school will be based on a School Board of Alachua County approved assessment model.

## **Returning Students**

Currently enrolled students who intend to return for the following academic year must submit an intent-to-return form prior to March 1<sup>st</sup>. Currently enrolled students who have not submitted the form by March 1<sup>st</sup> will not be automatically enrolled for the following academic year and may be required to re-apply for admission. Re-applying students may be denied admission or placed on the waiting list if there are no positions available in the student's grade.

*Parent compliance with **all** Parent Compact requirements (including volunteer hours, Parent Night attendance, student attendance, and communication) may have bearing on continued student enrollment.*

### **Attendance Policy-Brick & Mortar/Digital Academy**

Parents are responsible for student attendance as defined by the state's Compulsory School Attendance laws (F.S.1003.24).

1. Students who are present at any time during the attendance period will be considered present. Doors open at 7:00 A.M. Please make sure to drop your child off at the school entrance where he/she will be greeted by a staff member. The school day begins promptly at 7:45 A.M. Please have your student at school by 7:40 am to ensure they have time to check in and put their things away. **Students arriving after the beginning of classes at 7:45 A.M. must be accompanied to the front door of the building and signed in by a parent/guardian.**
2. To receive an excused absence, a written note must be presented within **three** days of the absence. Only six parent excused absences are allowed per semester.
3. Excused absences or tardies include sickness, medical appointments, injury, death in family, or some other insurmountable condition. **If a student is ill, he/she must be non-contagious, fever free and must not have vomited or had diarrhea for 24 hours before returning to school.**
4. Students with five or more unexcused absences during any grading period may receive a grade of "F" or "U" for all subjects during that grading period. Grades of "F" or "U" for more than one grading period may result in the student failing the grade level for the year.
5. Excessive tardies/absences may affect a student's ability to participate in school field trips and may be cause for dismissal from school. Only six parent excused tardies are allowed per semester. Students who miss class time for any reason may make up missed work at playground time or at home, at the teacher's discretion. Students with 5 or more unexcused absences will not be permitted to take part in non-classroom activities, such as field trips, as they have already missed too much in-class instruction.
6. If a student is excessively tardy (defined as more than an hour late), three such events will equate to a single unexcused absence. Six occurrences of tardiness less than an hour late will equate to a single unexcused absence.
7. If a student has five or more unexcused absences within a calendar month, or fifteen days in a 90 day period, the principal shall schedule a conference with the parent/guardian to determine the cause of the absences. Per the attendance compact, unexcused absences may affect the student's placement for the upcoming school year and/or a truancy report being filed.  
(F.S.1003.27)

8. The school day ends at 1:45 P.M every day but Wednesday. Wednesday is early dismissal at 12:45 P.M. Our staff is on duty from 7:15 A.M. to 2:00 P.M. Parents are required to pick-up students by the designated time.

\*Perfect attendance will be recognized at the end of the school year for students who have no absences or tardies. (excused or unexcused.)

**Late pick-up fee schedule is as follows:**

- A. Parents are requested to call if they know that they will be late. Two grace late pick-ups will be allowed each year.
- B. The late fee assessment shall be the same fee charged for after school care, if parents are more than 15 minutes late. Please respect the need to be on time.

**Student Drop Off and Pick Up Policy**

- Any student who is late for school (7:45 or after) must be escorted to the front door of school and signed in with a staff member.
- Any student who is picked up from school before dismissal time must be signed out by a staff member.
- For the safety of all students, only those identified on the student's authorized Pick-Up List will be allowed to pick students up from school. Identifications will be verified against the list.
- Parents must notify the school in advance if their child is going home with another parent/student. This communication must be in writing and either emailed or given to the front desk person, for documentation purposes. Phone authorization will only be allowed in emergency situations.
- Students will not be released to other parents without prior authorization, even in emergency situations, until the parent has been contacted by phone.

**Dress Code-Brick & Mortar Students**

The dress code shall contribute to the health and safety of the individual, promote a positive education environment, and shall not disrupt the educational activities of the school. Uniforms are not required. Please adhere to the following guidelines:

- HLA has a strict non-violence policy, so our students are required to wear comfortable clothing that does not contain any: violent, gruesome, provocative or graphic images.
- Students may not carry backpacks, lunchboxes and binders with violent, gruesome, provocative or graphic images. School staff will be happy to assist you in determining whether any particular article violates this policy. If you are unsure whether an item meets the criteria, please check with the school.
- Face coverings are required to be worn by students while inside the building at all times.
- Face coverings do not have to be worn outside during Morning Mile, recess, or Physical Education classes.
- Shorts, skirts and dresses must be **fingertip in length** and tank tops should not have spaghetti straps.
- Shorts, leggings or tights should be worn under skirts or dresses to accommodate Yoga poses.
- No exposed midriffs or backs.
- Pajama type clothing is not allowed (except on designated days). Appropriate undergarments should be worn, but not exposed.
- Due to the physical nature of our curriculum, students must wear appropriate shoes. Closed toe flat shoes must be worn everyday. (No boots, strappy sandals, flip flops, crocs, wedges, or heeled shoes are allowed) Students who do not wear appropriate shoes will sit out of physical activities for the day (including recess and PE.) Students who cannot tie their own shoes must wear shoes with Velcro closures, as shoes must be removed for Yoga each day.



- Hats are allowed to be worn outside during recess, PE and lunch. However, they are not to be worn inside the building, but must be in cubbies, lockers or backpacks when not being worn.
- Please be sure to put sunscreen on your child.

Parents of any student deemed in violation of dress code will be required to bring a change of clothes to school. Inappropriate backpacks, lunchboxes and binders will be kept in the office until the end of the school day.

### Dress Code-Healthy Learning at Home Digital Academy

All Students attending the digital academy will need to dress comfortably and appropriately just as if they were in the classroom. Shirts required, NO pajama type clothing. Healthy Learning Academy hopes that students approach learning from home as they would in the classroom setting.

### **Face coverings are required-Brick & Mortar**

All students and staff are required to wear face covering (mask, face shield, etc) while indoors. Students will be given "mask breaks" throughout the day. Masks are not required while participating in PE, recess or while eating. Documentation from a physician is required for a student to be exempt from wearing a face covering. All coverings must abide by dress code rules, i.e. violent, gruesome, provocative or graphic images/phrases.

### **On Campus Daily Procedures**

Only staff and students will be allowed in the building until further notice.

#### Student Drop Off

- Students can be dropped off starting at 7:00 am
- All students must stay in their car go through the car drop off line
- Staff will perform temperature checks before students exit the vehicle
  - If a student has a temperature of 100.4 or higher they will not be allowed to enter school and will need a physician's note before returning to school
- Students will proceed directly through the gate to the backyard area
  - Students will place their belongings in their locker or designated cubbies before going to Morning Mile
- Students will participate in Morning Mile until 7:45am
- After morning pledge of allegiance, outside near the flagpole, student will enter the classroom through their backdoors
- Morning Meeting and announcements will be made in the classroom
- Classwork will proceed as usual, students will not share supplies or materials
  - students will have very limited interaction with other classes
  - Snack and lunch will be outside
  - Art class will take place in the classroom instead of the art room
- Students will participate in PE classes. Masks are not required during PE. Activities will abide by social distancing, as appropriate. All equipment will be disinfected between uses.
- Students will be dismissed directly from their classroom at the end of the day. Staff will make sure students are distanced waiting for their car. All students must be picked up through car pick up or go to afterschool.

**Healthy Learning At Home Academy Daily Procedures-Detailed instructions will be sent home to all Academy students on Wednesday 8/26/20**

Prior to the first day of school all students should logon to their Google Classroom. Students will receive instruction at home, five days a week, with live synchronous instruction with the same curriculum as in-person students.

- **Students should have a dedicated home workspace free of distractions during class hours. A computer with speakers, microphone, webcam and printer is needed to attend HLA from home.**
- Students must be logged onto the livestream of their class by 7:45am
- Students will participate in scheduled class time throughout the day. Students must remain online and active in class.
- Teachers will notify students when they can logoff the class for breaks, lunch, etc.
- Students participating in the At Home Academy will have attendance taken after each scheduled break
- All students will be able to participate in Art class and will have the opportunity to follow lessons provided by the PE teacher.
- All assignments are expected to be completed in the same time as the on campus students
- At Home Academy students will be able to contact the digital liaison teacher if they need any additional assistance.
- Google Classroom will be the primary platform used to manage curriculum and content. Assignments, announcements, newsletters etc will be posted on Google Classroom.
- Documented accommodations will be implemented, as appropriate, through the digital format.
- Speech/language therapies will be provided virtually or students may schedule in person sessions at school.

**School-Wide Rules and Policies**

A – Always act responsibly.

B – Be safe.

C - Care for self, others and the environment.

The following school-wide rules are in place in order to maintain a safe and productive environment for all students.

All students will:

- Treat themselves, other students, school personnel, and campus visitors with respect.
- Respect all property by not damaging or taking it.
- Behave in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.
- Keep hands and feet to themselves.
- Healthy Learning Academy has a zero tolerance violence/no touch policy.
- Practice the Golden Rule: Treat others as you would like to be treated. Bullying will not be tolerated.
- Stay on school property and not wander away from the rest of the class.
- Comply with all staff's directions.
- Comply with teacher's classroom rules.

Violations of any school or classroom rules will be subject to consequences as stated in the Student Code of Conduct.

### Bullying Definition:

Bullying is unwanted, aggressive behavior among students that involves a real or perceived power imbalance. **The behavior is repeated, or has the potential to be repeated, over time.** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

*For more information: <http://www.erasebullying.ca/index.php>*

### **Classroom Discipline Policy**

Each teacher has a specific classroom management plan. Classroom rules and procedures are displayed in each classroom. First and second offenses may be handled by the teacher or other staff members. Students are referred to the administration at the teacher's discretion when misconduct is of a serious nature. When discipline documentation is sent home for a parent/guardian to sign, the school expects the note to be signed and returned the next day.

On occasion, a student's behavior may require that he or she be removed from the classroom due to disruption. Should the situation arise where a student requires removal, the student will be directed to the administrator's office for a cooling-off period to reflect and regroup, until the student regains both self-control and a cooperative attitude.

### **Code of Conduct**

All behavior issues will be documented in the student's cumulative file. Suspensions will be reported through the School Board of Alachua County and will be on the student's permanent record.

Examples of misconduct include, but are not limited to:

- Alcohol/drugs
- Assault/threat
- Being disrespectful
- Breaking class or school rules
- Bullying/harassment
- Cheating
- Classroom disruptions
- Cursing/foul language
- Defiance
- Disorderly conduct
- Fighting
- Inappropriate language
- Leaving the classroom/school grounds without permission
- Skipping school
- Theft
- Threats
- Unacceptable physical contact
- Unsafe actions
- Vandalism
- Weapons

### **Consequences for student misconduct:**

#### Level 1

A level 1 offense is a minor act of misconduct which interferes with orderly classroom or school functions, or learning. These offenses may be handled first by the teacher or other staff members. The student may also be referred to the administration. Examples are, but not limited to: classroom disruptions, dress code violations, unsafe acts, defiance and foul language. Any of the following actions may be taken in response to Level 1 misconduct:

- Verbal reprimand
- Time out
- Withdrawal of privileges
- Mindful education activities
- Meditation/Reflection time
- Parent notification (call or note home)

- Teacher/student conference
- Teacher/student/parent conference

#### Level 2

A Level 2 offense is a serious act of misconduct which requires administrative action. Such offenses include repeated minor misconduct and acts directed against property or persons. These offenses do not endanger the health or safety of others. Examples are, but not limited to: bullying, acts directed against a person or property without danger to health or safety.

The parent will be notified, and any of the following actions may be taken in response to Level 2 misconduct:

- Principal/student/parent conference
- Withdrawal of privileges
- Mindful education activities
- Meditation/Reflection time
- Restitution
- Parent notification (call or note home)
- Behavior contract
- Reflective volunteer or research activity
- In school suspension

#### Level 3

A Level 3 offense is a more serious act of misconduct, including repeated misbehavior of the same type, serious disruptions of school and threats to health, safety or property. These offenses are handled by the administration. Examples are, but not limited to: threats to health or safety, serious disruptions to the orderly conduct of the school. The parent will be notified and any of the following actions may be taken in response to Level 3 misconduct:

- Mindful education activities
- Principal/student/parent conference
- Behavior contract
- Reflective volunteer or research activity
- In school suspension
- Suspension from school
- Permanent dismissal from HLA

#### Level 4

A Level 4 offense is the most serious breach of conduct; it must be reported immediately to the administration. Such breach of conduct includes, but is not limited to: willful disobedience, open defiance of authority to school staff, violence against persons or property, and any other act which substantially disrupts the orderly conduct of the school. These offenses are handled by the Principal and Behavior Resource Teacher. Examples are, but not limited to: possession of weapons or drugs, damage to property, threats to health and/or safety, physical altercation. The parent will be notified and any of the following actions may be taken in response to Level 4 misconduct:

- Principal/parent/student conference
- Minimum 3 day suspension
- Permanent dismissal from HLA

Note: Healthy Learning Academy has a [zero-tolerance violence policy](#)

Healthy Learning Academy's zero-tolerance policy includes possession or use of weapons.

- Possession of pocket knives, razor blades and other sharp or pointed items will result in permanent dismissal.
- If any item or article not usually considered a weapon (pens, pencils, sticks, rocks, etc.) is used as a weapon, the student will be suspended from school with the possibility of permanent dismissal.
- Possession of firearms or explosives, operable or inoperable, will result in permanent dismissal from school.

As agreed upon in the School/Parent/Student compact, parents may be required to attend class with their child for disciplinary reasons, if deemed necessary by the principal. Parents may be required to pick up the student from school immediately if deemed necessary by the dean for disciplinary reasons or student safety.

Healthy Learning Academy will not tolerate bullying or any type of harassment. If a parent/guardian believes a child is being bullied at school, it should be immediately reported to the principal or dean.

Healthy Learning Academy believes field trips and other extracurricular activities are valuable learning opportunities for students. However, if a student repeatedly demonstrates a lack of self-control in school, the student may not be eligible to participate in such events.

### **School Safety**

ALICE and fire drills will be scheduled in such a way as to reduce student contact while still complying with state requirements. Safety drills are held once a month-with the first one being presented within the first week of school.

## **Student Instruction and Progress**

**Grading Scale** - Healthy Learning Academy follows the School Board of Alachua County grading scale.

### **Kindergarten through Second Grades**

90 - 100 % Excellent (E)  
80 - 89% Satisfactory (S+)  
70 - 79 % Satisfactory (S)  
60 - 69 % Needs Improvement (N)  
0 - 59% Unsatisfactory (U)

### **Third through Fifth Grades**

A 90% - 100%  
B 80% - 89%  
C 70% - 79%  
D 60 - 69%  
F Less than 60%  
I Incomplete

### **Notes:**

- Teachers will teach the Florida Standards and Grade Level Expectations as established by the State of Florida.
- Grades will consist of tests and quiz grades, homework, classwork, and class participation.
- Progress reports or report cards will be sent home every 4 1/2 weeks. Parents are required to sign and return these reports within one week.

### **Honor Roll**

Each nine weeks, students who earn all A's or E's on their report cards will receive an Honor Roll certificate or ribbon. Their names will also be called during Morning Meeting in order to recognize their achievements.

## **Computer Responsibility**

The use of the school's computers and computer networks, software, files, and internet access is a privilege. As part of the curriculum, students have the opportunity to work on the computer. In order for students to have access to the internet we require parents to sign the Computer Responsibility Contract. A computer responsibility information session is held with the students yearly.

## **STUDENT USE OF PERSONALLY-OWNED WIRELESS COMMUNICATION DEVICES**

The use of personal wireless communication devices (WCDs) on school grounds by students is **prohibited**. WCDs shall be confiscated and held until the parent attends a conference to discuss the infraction of this rule. Use of a WCD at school constitutes a Level 1 code of conduct infraction.

A WCD is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, electronic readers "e-readers" (e.g., Kindles or similar devices), and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students shall use the school phone to contact parents/guardians during the school day. Parents/guardians may get in touch with their child or child's teacher during the school day by calling the school office.

## **Homework**

Students will be given grade level appropriate homework. These assignments will count toward each student's overall grade. Homework schedules will be given out at the beginning of the school year. Students with an excused absence will have three days to make-up work upon return.

There are several things you can do to help your child successfully complete his or her homework.

- Encourage your child to use a calendar or planner to write down assignments every day.
- Have a routine for starting and completing homework. Some children need a snack and playtime immediately after school. Others prefer to get homework done right away.
  - Set aside a homework place with enough work space, lighting and materials.
  - Turn off the television during study time. Avoid other distractions, such as cell phones and video games.
  - Check your child's homework for completeness and accuracy.
    - Set up a routine for your child to follow to get homework back to the teacher, such as keeping it in a special folder or in particular part of his/her backpack.

Most children will need help with homework from time to time. Your child's teacher can provide you with advice on how to help your child with homework.

## **Student Promotion and Retention**

Student promotion is based on evaluation of each student's achievement in regard to the Florida Standards. Each student's progression from one grade to another is based, in part, upon proficiency in reading, writing, science, and mathematics. All students must participate in school, district and/or statewide assessments.

The basis for making promotion decisions includes objective data and teacher judgment based on classroom performance, daily observation, formal and informal assessment, mastery of Grade Level Expectations and parent input. The primary responsibility for recommending grade placement for the next year is that of professional staff members, subject to review and approval of the principal.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Promotion/retention decisions are made at the end of the regular 180-day school year. Parents or guardians may appeal a promotion or retention decision made by the school at the end of the current school year. Appeals must be presented in writing to the Healthy Learning Academy Board of Directors.

As required by the State of Florida, all students in grades 3-5 must take the Florida Standard Assessment. FSA reading scores affect students in third grade for promotion and retention purposes. Students in third grade must score a level 2 or higher on FSA reading, on a scale of 1-5, to be promoted. Other factors, as listed in paragraph one and two above, may also be considered in deciding the promotion/retention of a third grade student.

## **Multi-tiered System of Supports (MTSS)**

Healthy Learning Academy is committed to providing high quality instruction and support to promote the highest achievement of all students. MTSS is a framework for integrating levels (or tiers) of academic and behavior support to promote the success of all students. Sometimes referred to as RTI, or response to intervention, in Florida MTSS refers to a system of supports while RTI refers to how a student responds to instruction and intervention support. The unlimited goal of a MTSS is to provide high-quality instruction and the degree of support each student needs to be successful. MTSS is not a special program, class, or intervention, but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful. MTSS is also used to help identify students who may need special education.

## **Gifted Education**

In order to meet eligibility criteria for gifted education services, students must demonstrate superior intellectual development and are capable of high performance, including those with demonstrated achievement and/or potential ability.

To be eligible for gifted program services, a student must demonstrate:

- A need for a program
- A majority of characteristics of gifted students according to a standard scale or checklist
- Superior intellectual development as measured by an intelligence quotient of two standard deviations or more above the mean on an individually administered standardized test of intelligence.

Each year teachers will complete a basic screening process for the entire class. Those students who meet the specified criteria will be screened using the Sages 2 instrument. Students may also meet pre-referral criteria based on superior state standardized test scores (3<sup>rd</sup> and 4<sup>th</sup> grade). The school will then forward the results of these screenings to the district. The remaining testing and eligibility will be determined by the district.

If an outside psychoeducational evaluation is submitted to the school, the initial process must still be completed. Parents should contact the special education teacher or the principal if they have further questions.

A gifted student may also be a member of an under-represented group and meet the criteria specified in the approved school district plan for increasing participation of under-represented groups in gifted programs.

#### Gifted Program Goals

1. To develop higher levels of thinking
2. To develop self-directed learning skills
3. To develop a positive self-concept
4. To develop positive interpersonal relationships
5. To develop creative thinking and expression

#### **Physical Education/Yoga/Health**

A planned physical education program is provided to all students. Students will participate in a daily yoga/health class. Students are required to bring a yoga mat with their name clearly printed on both sides. These mats are kept at the school. \*Due to the nature of the pandemic students will NOT be using yoga mats at HLA until further notice.\*

A pupil may be excused from PE for up to three days with a **written** note from a parent/guardian. For extended periods of exemption, a doctor's note is required. Students are required to wear appropriate shoes and appropriate clothing. Students who have been excused from PE or Yoga will be expected to rest at recess. Students who do not participate in PE will be required to complete an inactive student activity in order to earn a grade for the day.

#### **Morning Mile / Five Points of Life Walking Club \*Students Learning from home will have the opportunity to participate in Morning Mile at home-students can send in their weekly totals\***

Each morning we offer the students the opportunity to participate in the 5 Points of Life/Morning Mile program. After the student has checked in with a staff member, those students with a signed permission slip may walk or run. The purpose of this activity is to involve our students in a worthy service project and offer them the opportunity for additional exercise. In February of each year the students can participate in the Five Points of Life Kids Marathon held in downtown Gainesville. Information about the race and permission slips will be passed out or discussed at the beginning of the 2nd semester. This program is contingent upon sufficient volunteer support. Mile charms and certificates will be sent home each nine weeks with report cards. Students who run/walk 10 miles or more will earn one charm and have their names called at Morning Meeting each nine weeks. \*Due to the nature of the pandemic-Morning Mile volunteers will not be permitted until further notice.\*

#### **Family Involvement Policies**

At Healthy Learning Academy, parent involvement is a vital part of the partnership between school and home to ensure your children receive the highest quality education possible. Parents are required to support students by signing and returning planners, newsletters, and all other school correspondence in a timely manner. Parents will assist, review homework and listen to students read on a regular basis.

**Healthy Learning Academy is a school of choice.** Parents who choose to have their child(ren) attend HLA shall support the mission and academic philosophy set forth by the school.



## **Home-School Communication**

At the beginning of the school year you will receive information from HLA, including the Code of Student Conduct, calendars, etc. You will also be asked to return your child's emergency form with a list of contact names, phone numbers and other important information. Please be sure to review these materials carefully and provide the information requested. Additional information will be sent home with your child throughout the school year, including report cards, progress reports, newsletters and fliers about upcoming school activities. Be sure to talk with your child and check his or her backpack regularly for such material. You may also occasionally receive emails from the school with important information. Parents also have the option to sign up for schoolwide text alerts.

Each classroom teacher will send home a weekly newsletter, both hard copy and electronically. Parents are required to read, sign and return the newsletter each week to ensure they are updated on the classroom activities and requirements. The school will also send home a monthly newsletter, both hard copy and electronically, to keep parents informed of important school-wide dates and activities.

## **Parent Teacher Conferences**

Two parent/teacher conferences will be scheduled each school year, the first during the first quarter and another at the midpoint of the year. Teachers and/or parents may request additional conferences as needed.

Morning time is extremely busy for teachers and administration, so parents cannot expect to discuss major concerns at that time. Parents are required to make appointments for a conference to discuss such concerns.

## **Parent Volunteer Commitment \*Due to the nature of the pandemic all volunteering at HLA will be suspended until further notice\***

Per the school compact each family will perform 20 hours of volunteer time for the first student (five classroom hours) and 10 hours for each additional student (2½ classroom hours). Five of the 20 hours must be completed by parent/guardian. There are many volunteer opportunities available. At the beginning of each year all volunteers are required to fill out a Volunteer Application which will be screened by the Alachua County Sheriff's Office. Teachers will send home a list of suggested volunteer activities at the beginning of the year.

## **Parent Involvement Nights \*Due to the nature of the pandemic all Parent Involvement Nights will be done via Zoom or other virtual platform until further notice\***

Healthy Learning Academy holds Parent Involvement Nights each month. Every month there is a different topic of discussion. Parents are strongly encouraged to make every effort possible to attend the curriculum based nights even if your child has been in attendance at HLA previous years. These parent nights focus on grade-level specific information. These meetings are vital in the support of children's education. As stated in the school/parent/student compact, there are FOUR MANDATORY parent nights and 6 community building nights. Non attendance of mandatory parent nights will require one additional classroom volunteer hour added to the family requirement for the year. Attendance at the community night will earn one non classroom hour toward the family's volunteer requirement for the year.

## **Field Trip Chaperones (suspended until further notice)**

Parents/guardians will have the opportunity to chaperone on select field trips during the school year. Your student's teacher will notify you if chaperones will be needed for a specific field trip. Please note that chaperoning does not count as volunteer hours.

## **Medications**

At the beginning of the year a First Aid Medication form is sent home. This form allows Healthy Learning Academy staff members to administer listed over the counter medications for basic comfort measures should the need arise. The parent is required to initial each over the counter medication which may be administered to the student. If there is no signed form in the student's file, HLA staff cannot dispense any over the counter medications.

Parents must complete a separate medication authorization form for any medications provided by the parent which must be given to the student during the school day. Please see a staff member for this form. All medications must be in the original container. The medication will be kept in the office. If a staff member suspects any possible infectious, contagious, or transmittable condition, the parent/guardian will be contacted.

## **Media Release**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Healthy Learning Academy obtain your written consent prior to the disclosure of personally identifiable information. Parents are requested to sign the Media Release allowing HLA to use the student's photos on the school's website and in other media outlets. Other uses of information include school yearbook, recognition lists, and school programs.

## **Snacks/Lunch**

Students are asked to bring a **healthy** snack and lunch each day. Healthy Learning Academy is premised on the principle that healthy eating contributes to good health and the optimal ability to learn. HLA recommends minimizing processed foods and added sugars in foods.

Healthy Learning Academy encourages parents to send healthy lunches that their children will enjoy eating. This is the best way to ensure that students receive necessary nourishment. **Please also be sure to send an insulated, labeled water bottle daily!**

Parents are welcome to spend lunch time with their child. Your child is allowed to have one friend join you for lunch on these visits. Please be sure to notify a staff member if you need to leave before students are dismissed for lunch. These visits do not count towards volunteer hours. \*Due to the nature of the pandemic eating lunch with your child at HLA is suspended until further notice.\*

Cost for school lunch is \$2.25 for full pay, \$.40 for reduced and no charge for those students who qualify for free lunch. Free/Reduced lunch forms are available online at <http://acpsfood.com/> or can be obtained from the office at any time. Lunches are provided by Hidden Oak Elementary School. Monthly menus are posted on the bulletin board or can be viewed at the School Board of Alachua County website, [www.sbac.edu](http://www.sbac.edu). Students are always welcome to bring their own lunch.

Lunches must be paid for each week on **Monday**. A cheese sandwich will be provided for those who fall below a zero balance. You can set up an account to pay for your children's lunches and check balances at the following website: <https://www.myschoolbucks.com>.

## **Chewing Gum**

**Healthy Learning Academy is a chewing gum free school.**

## **School-wide/classroom celebrations**

Birthday celebrations and treats will be limited to snacks during snack time or after lunch. It is understood that refined sugars, artificial colors, and preservatives lead to behavioral and health issues for some students. The mission of HLA is to promote learning through good health, so we have developed food

policies that allow birthday/celebration snacks without causing disruption to the classroom experience for students and teachers.

**Approved Celebration Snacks**(snack to be distributed to the entire class/school)

**\*\*Snacks must come from this list**

- |  |   |
|--|---|
| *raw fruit or vegetables with or without low fat/low sugar dip | *Healthy juice/fruit popsicles (Outshine/Whole Fruit) |
| *whole grain cracker w/cheese or peanut butter                 | *cheese sticks  |
| *raisins   | *whole grain muffins/baked goods (low sugar)          |
| *trail mix   | *whole grain pretzels                                 |
| *nuts  | *brown rice cakes                                     |
| *dried fruit   | *pre-popped popcorn-no butter, light salt             |
| *yogurt/parfaits (plain yogurt)                                | *kale chips   |
| *smoothies   | *homemade granola bars                                |
| *applesauce  |   |

Non-food items such as stickers, bookmarks, bubbles, pencils, etc. are always welcome. Parents are always welcome to come and share a special lesson, book, or craft in honor of their child's birthday.

**All celebration snacks that are brought to be shared with the class must be announced to the teacher at least two days ahead in order to ensure that parents of students with food allergies and/or restrictions have the opportunity to plan to send an alternative treat with their child. Parents of students with allergies or specific dietary restrictions are encouraged to send a supply of special snacks to school for their child to consume for these special occasions.**

**After School Program Policies**

After School care is offered every student attendance day and may be offered during breaks and teacher work days. Students enrolled in the HLA after school program will take part in a variety of different games, activities, and crafts in accordance with the Florida Standards. Our program will provide a daily snack, daily homework time, and scheduled indoor and outdoor enrichment activities. The program runs until 6:00 p.m. A late fee of \$10 per 15 minutes will apply after 6:00 p.m.

All participants must fill out a new registration card each year. At the beginning of each school year, there will be a \$10 materials fee charged that will be used to purchase the individual box of materials to be used by the child.

- Full time fees (3 or more days a week) are \$48.00 for first child, \$38.00 for each additional sibling.
- Part time fees (1 or 2 days per week) are \$28.00 and \$15 for each additional sibling.

**All program fees are attendance based. Payments are due the Monday following the week of attendance.** Attendance and payments will be taken through Procure Connect.

## **Volunteer Policy\* Due to the nature of the pandemic volunteers will not be permitted in the building until further notice\***

A school volunteer is any non-paid individual who gives his/her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida statutes and State Board of Education rules.

The school shall maintain a volunteer services record which will record the volunteer's name, date, hours of service, and the nature of the volunteer activity. All volunteers must sign in at the front desk computer. Once a volunteer application has been completed, his/her name will be entered into the system. This is how volunteer hours shall be entered. If hours are completed outside of regular school hours, please enter these hours using the offsite button. Quarterly updates will be sent home with students' report cards. Families are required to contribute 20 volunteer hours per school year for the first child and 10 hours for each additional child. At least five hours must be completed by the parent/guardian. A minimum of five volunteer hours are required to be in the classroom. Dual households should make every effort to share in fulfilling this commitment. **All volunteer hours must be completed a week before the last day of school.**

The school principal and each staff member who supervises a school volunteer shall be responsible for supervising volunteers serving in the school, and for assigning duties to school volunteers. **Volunteers shall work under the direction and supervision of the principal, teachers and other staff members.**

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to identifiable student information only with approval of the principal or designee, to the extent necessary to fulfill an assigned activity. Work with any student is always confidential. Never use a student's full name when talking with others outside of the school. A misplaced comment can be devastating to a student, a family, a teacher, and to the volunteer program. If you have any concerns, please speak to the supervising staff member or the principal.

### **Conduct and Dress Code**

As a volunteer, you are considered to be a paraprofessional. You are a role model for students and should dress and act appropriately. Cell phone use is prohibited on school grounds. In case of an emergency the school's phone number may be given. **Never take pictures of students or interact with students on any social media sites, or through text or email.**

### **Attendance**

It is imperative that you be prompt and dependable. If you are not able to complete your scheduled volunteer task please notify the school.

### **Application and Approval**

Prior to approval, prospective volunteers must complete an application. Volunteers are subject to a background check against the Florida Department of Law Enforcement's sexual predator/sex offender registry. The volunteer application shall require that the applicant disclose if she/he has ever been convicted or had adjudication withheld in a criminal offense other than a minor traffic violation or if any criminal charges are pending.

Any applicant who has been convicted of a crime that would disqualify him/her for employment in the District, under the criteria of Policy **4121.01**, Criminal Background and Employment, shall not be accepted as a volunteer.

For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

## **Duties**

**If there is a designated room parent, all mass school/classroom communications to classroom parents/guardians must be blind copied (for privacy reasons) and must include a copy to the teacher and/or principal.** Room parents will be provided with an HLA email account and will be required to send all communications from this address (ie. roomK@hlacharter.com).

School volunteers **shall not:**

- A. Supervise a class in the absence of a certified teacher;
- B. Directly teach students;
- C. Assume direct responsibility for the health, safety, and welfare of students;
- D. Discipline students;
- E. Establish instructional objectives;
- F. Make decisions about instructional objectives;
- G. Make decisions about the appropriateness of teaching materials for accomplishing instructional objectives;
- H. Make judgments regarding the attainment of instructional objectives unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

**\*Younger siblings are not permitted to accompany parents while volunteering, during any activities with the exception of Morning Mile. It is important for parents to be engaged with students while volunteering.**

## **Volunteer Categories**

**Classroom Hours:** Classroom Hours are defined as time spent engaging with students in a learning activity.

Examples are:

- \* Reading with them
- \* Doing an art project
- \* Cooking with them
- \* Assisting with an academic lesson
- \* Giving a presentation
- \* Helping students in the library
- \* Any other academic based activity

## **General Volunteer Hours:**

Many volunteer opportunities are available outside the classroom:

- \* Fundraising
- \* Gardening
- \* Media

- \* Morning Mile
- \* Maintenance
- \* At home projects

**Non-Volunteer Activities:**

- \*Eating lunch at the school with your child
- \*Attending Morning Meeting
- \*Walking Morning Mile with your child
- \*Other activities where the school is not benefitting from your service
- \*Observing or visiting with your child in class
- \*Field trips

If there is an activity you want to participate in and are not sure it will qualify, please contact a staff member to verify. Thanks for all your efforts!!

## **Parent Self-Assessment Checklist**

Florida law 1002.23 F.S. calls for the distribution of a parent self-assessment checklist to all families. The checklist offers a recommended list of the steps parents can take to help boost their child's success in school, including:

- ✓ I talk to my child regularly about school and the importance of doing one's best.
- ✓ I know that my child has the ability to succeed.
- ✓ I help my child learn to set long- and short-term goals.
- ✓ I praise my child for both effort and achievement.
- ✓ I encourage my child to read every day and provide opportunities for the family to read together.
- ✓ I provide lots of age-appropriate reading material in the home.
- ✓ I set aside a special study time and a study area with the tools needed to complete assignments.
- ✓ I ask to see the work my child is doing in school.
- ✓ I make it easy for my child to go to the library.
- ✓ I attend workshops and training on how to help my child at home.
- ✓ I am aware of what my child watches on TV and what electronic or computer games my child plays.
- ✓ I have read the Student Code of Conduct and returned the parent signature form.
- ✓ I model positive behaviors such as respect for my child, others and myself.
- ✓ I make sure my child attends school daily and promptly.
- ✓ I encourage my child to accept responsibility for his/her actions.
- ✓ I monitor my child's participation in extra-curricular and after-school activities.
- ✓ I maintain regular communication with the school and teacher(s).
- ✓ I find out how my child is progressing by attending parent-teacher conferences when needed.
- ✓ I attend Open House and other school events.
- ✓ I volunteer in and for the school.
- ✓ I talk to my child in a patient, understanding and caring manner

# Signature Page

\*\*\*\*Please return only this page of the 2020-2021 student handbook. Retain the body of the handbook at home for future reference.

**\*\*\*\*\*There have been significant changes made to the handbook and Healthy Learning Academy policies. Please read the entire handbook carefully before signing.\*\*\*\*\***

\*By my/our signature(s) below, I/we signify that I/we have received and read this student handbook.

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

*Heidi Winston*  
\_\_\_\_\_  
Parent/Guardian Signature

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

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

\_\_\_\_\_  
(Print) Date

\_\_\_\_\_  
Student(s) name