

Healthy Learning Academy



Handbook for School Year 2022-2023

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.

Index

General Information

Healthy Learning Academy Staff Information

Principal Welcome

Healthy Learning Academy Board Information

Enrollment Policy

 New Student Enrollment

 Returning Students

Attendance Policy

Dress Code

Healthy Learning Academy School-Wide Rules and Policies

 Classroom Discipline Policy

 Code of Conduct

Student Instruction and Progress

 Grading Scale

 Computer Responsibility

 Wireless Communication Device Policy

 Homework Policy

 Student Promotions and Retention

 MTSS

 Gifted

 Physical Education/Yoga and Health

 Morning Mile/Five Points of Life/Walking Club

Family Involvement Policies

 Parent/Teacher Conferences and Communication

 Parent Volunteer Commitment

 Parent Involvement Nights

 Medication Requirements

 Media Release

 Snacks/Lunch

Afterschool Program Policies

Volunteer Policy

Parent self-assessment

Signature Page

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.
Morning Mile begins at 7:00am. Students enter through the side gate out to the track.
- Administrative Hours of Operation are daily Monday through Friday from 7:00am-3:30pm.
- Conference Periods: Conferences are scheduled during teaching planning periods or at other times mutually convenient for both parents and teachers.
- After School Hours M,T,Th,F are from 1:45-6:00pm. Wednesday hours are from 12:45pm-6:00pm.

Staff Information

Suzanne Borganelli, Principal sboranelli@hlacharter.com	Kimberly Friar, Kindergarten Teacher kfriar@hlacharter.com
Rebecca Carr, Administrative Assistant rcarr@hlacharter.com	Nicole Martinez, First Grade Teacher nmartinez@hlacharter.com
Julie Williams , Substitute jwilliams@hlacharter.com	John Weissler, Second Grade Teacher/BRT jweissler@hlacharter.com
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Osa Romero, Paraprofessional oromero@hlacharter.com	Damon Lowenstein, After School Director dlowenstein@hlacharter.com
Katje Janisch, ESE,ESOL, Art/Music Teacher kjanisch@hlacharter.com	Brandon Cotter, Physical and Health Education Teacher bcotter@hlacharter.com

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. If you have a question about something that is not covered in this handbook, please contact the school principal in writing so that it can be presented to the BOD for a decision as to whether it will be added to the Handbook.

Principal Welcome

As Principal of Healthy Learning Academy, it is my pleasure to welcome everyone to the 2022-2023 school year!. I am looking forward to working with you and your child this school year. We recognize that in order to be successful in school, our children need support from both the home and their school. We know that a strong partnership with our HLA families will make a big difference in your child's education. We are committed to providing the best education for your child. We can not do it all without the commitment from our school community. Please sign up for an hour or two or a day or two to volunteer at HLA! I am looking forward to seeing so many of our parent volunteers back at HLA making a difference! Thank you for all that you do to make HLA a great place to learn and grow! I am looking forward to a great new school year!

Mrs. Borganelli

School Board Members

The Healthy Learning Academy School Board meets on the third Tuesday of the month from August through June from 4:00 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

Bernd Liesenfeld
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Sharon Sperling, Treasurer
ssperling@hlacharter.com

Sheila Crapo
scrapo@hlacharter.com

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

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 assist in helping 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.

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 the Principal will be available to answer general questions about the school and curriculum. A tour request form must be submitted to begin the enrollment application. Pre-enrollment forms are available from the school or 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 of 2023. To participate in the lottery, prospective students must submit a completed application packet prior to **March 1st**. Applications submitted on or after March 1st 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 completed tour request form has been returned.
- *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 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 1st. Currently enrolled students who have not submitted the form by March 1st 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

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 7:00 A.M. to 2:00 P.M. Parents are required to pick-up students by the designated time.

Late pick-up fee schedule is as follows:

*Parents are requested to call if they know that they will be late. Two grace late pick-ups will be allowed each year.

*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.
- Students will **NOT** be allowed to be picked up between 1:30-1:45pm on Mondays, Tuesdays, Thursdays and Fridays, and 12:30pm on Wednesdays. If your child needs to be picked up for an appointment before school dismissal please arrive to pick them up before 1:30pm on M,T,TH,F and before 12:30pm on Wednesdays.
- 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.
- 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

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.
- Shorts, skirts and dresses must be **fingertip in length**.
- All tops/shirts must have straps or sleeves. Not off the shoulder.
- Shorts, leggings or tights should be worn under skirts or dresses to accommodate yoga poses and physical activity.

- No exposed midriffs, all shirts must extend past your waist band.
- 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 permitted given they follow the dress code guidelines and not cause a distraction to the classroom.
- Please be sure to put sunscreen and or bug spray on your child before school. (Please see medication information)

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.

On Campus Daily Procedures

- Students can be dropped off starting at 7:00 am
- All students must stay in their car and go through the car drop off line. Students and parents will not be admitted into the building unless previously arranged. (student will be allowed into their classrooms only to put away their belongings or use the restroom prior to class starting)
- Students will proceed directly through the gate to the backyard area
 - Students will place their belongings in their designated area before going to Morning Mile
 - Parents are allowed to participate in Morning Mile; please drop your child off in the drop off line and then park your vehicle and proceed to the backyard through the side gate.
- Students can participate in Morning Mile until 7:40am
- Students will enter the Great Room for Morning Meeting.
- Students will be dismissed directly from their classroom at the end of the day. All students must be picked up through car pick up or go to afterschool.

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 the 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.

Consequences for student misconduct:

Step 1*

A first offense or minor act of misconduct which interferes with orderly classroom or school function, or learning. These offenses may be handled first by the teacher or other

staff members. The student may also be referred to the administration or BRT(Behavior Resource Teacher). Documentation of behavior and consequences will be filed.

Step 2

Repeated offense of misconduct which requires administrative action. The student will be referred to the administration or BRT. The parent(s) will be notified and a behavior plan conference will be held. The teacher, parents, and administration will agree to a PBP(Positive Behavior Plan). A follow up meeting will be scheduled in 1-4 weeks after implementation of the PBP to discuss progress of detrimental behavior.

Step 3**

After 1-4 weeks, the teacher, parents, and administration will reconvene to discuss progress made by the student and adjust the PBP as necessary. If progress is sufficient the teacher, parents, and administration will agree to end the plan or continue to monitor for progress.

If during Step 3 it is determined that there is no progress or the behavior has worsened the conference will act as a final warning.

Step 4

After a final warning is communicated between the parents, student, teacher, and administration terms of suspension/dismissal will be discussed. A major offense will place a student directly to Step 4 as determined by administration.

*End here if behavior is not recurring

** This step can be repeated as necessary.

A minor offense is an act of misconduct which interferes with the orderly classroom or school function, and/or acts directed against property or persons. The offenses may be handled first by the teacher or other staff members. These offenses do not endanger the health or safety of others.

Examples are, but not limited to: classroom disruptions, dress code violations, unsafe acts, defiance and offensive language, bullying, acts directed against a person or property without danger to health or safety.

A major 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.

Examples are, but not limited to: possession of weapons or drugs, damage to property, threats to health and/or safety, physical altercation, abusive language (**see definition), etc.

**Abusive Language: Using insulting/offensive language, swearing, cursing, or uttering vulgar words; profane, indecent, obscene, or seriously offensive language, gestures, or propositions.

SESIR (School Environmental Safety Incident Reporting): This refers to specific offenses that are against the law or represent serious breaches of the Code of Student

Conduct. These include incidents considered severe enough to require the involvement of or required to be reported to law enforcement.

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 Behavior Resource Teacher 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 Behavior Resource Teacher.

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

School safety and fire 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

- 90% - 100%-A
- 80% - 89%-B

70% - 79%-C
60 - 69%_D
Less than 60%-F
Incomplete-I

Notes:

- Teachers will teach the Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards as well as the Florida State Standards 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 available to view in the Family Access Portal. Please sign up to see all progress reports and report cards.

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 the 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, smartwatches, 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 K-5 must take the Florida Assessment of Student Thinking(F.S.A.T) progress monitoring assessments 3 times a year. Florida is the first state to

implement education progress monitoring. Testing will take place 3 times a year (within a student's first 30 days, midyear, and within the last 30 days of the school year).

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 (3rd and 4th 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.

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

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. Mile charms and certificates will be sent home each nine weeks. Students who run/walk 10 miles or more will earn one charm and have their names called at Morning Meeting each nine weeks.

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 in their purple folder throughout the school year, 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(see below).

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.

Text Alerts

If you wish to have school wide text alerts please complete necessary paperwork provided at the beginning of the year.

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

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

Healthy Learning Academy holds Parent Involvement Nights throughout the school year. **The August Parent Nights for New Families and Established Families are Mandatory. The September and October Parent Involvement Nights presented in your child's classroom are also Mandatory.**

Themed parent nights(not mandatory) will be announced throughout the year, families will be notified via the monthly newsletters, teacher newsletters and email. If you choose to attend any of these non-mandatory parent nights each family will receive 1 hour of volunteer time that counts towards your volunteer hours.

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/Guardians are welcome to spend lunch time with their child. These visits do not count towards volunteer hours. There are two designated picnic tables in front of school for students to have lunch with you.

. Lunch is provided daily by Hidden Oak Elementary School. Monthly menus are posted on the bulletin board and our website. Students are always welcome to bring their own lunch.

We have two times each day designated for school lunch. 3rd-5th grade eat from 11:30-12:00, and K-2 eat lunch from 12:00-12:30.

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-unapproved snacks will not be distributed to the class**

- | | |
|--|---|
| *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 on 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.

Full time fees (4-5 or more days a week) are \$60.00 for first child, \$50 for each additional sibling.

Part time fees (2-3 days per week) are \$40.00 and \$30.00 for each additional sibling.

One day fee(1 day only per week) are \$20.00 and \$10.00 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

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 volunteer

computer. Once a volunteer application has been completed, background check completed (RAPTOR) then approved parents can begin to volunteer. 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. **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. Working 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. Please check the Sign-Up Genesis for all posted volunteer opportunities. If a volunteer shows up at Healthy Learning Academy to volunteer and has not previously signed up they will not be permitted to volunteer.

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 during school hours or on a field trip.**

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. Volunteer hours and opportunities must be coordinated through our Sign Up Genesis tab on our website. If a volunteer shows up at Healthy Learning Academy to volunteer and has not previously signed up to volunteer they will **NOT** be permitted to volunteer.

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. The application process can be found on our HLA website.

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 school activities. 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-term 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 2022-2023 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

Parent/Guardian Signature

Parent/Guardian Signature

Parent/Guardian Name

(Print) Date

Student(s) name