

HOPE 

CHRISTIAN SCHOOLS

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Christ. College. Character.®

**Family Handbook  
2022-2023**

HOPE Christian School: Via

# Welcome to HOPE!

We are honored that you have selected us to partner with you in providing your scholarren with a world-class education with the focus on **Christ, College, and Character**. We are compelled by the love of Jesus to serve as educators and desire to share His love with our scholars. We hold extremely high academic expectations for our scholars with the intention to put them on the path towards college. We partner our academic expectations with equally rigorous behavior expectations. We look forward to working with you and your family this year!

## Our Vision

HOPE Via is a team and a family built on hard work, honesty, and trust through the actualization of our mission: **Christ. College. Character.** HOPE Scholars will have a transformational relationship with Jesus. HOPE Scholars will have a universal drive to learn and will exceed national educational expectations. HOPE Scholars, as servant leaders committed to continuous self-improvement, will revolutionize their communities.

Finally, HOPE exists to be the top performing schools in the state of Wisconsin, a place where...

- every scholar is forever growing in their love for Jesus;
- every scholar is reading and performing math at or above grade level with an insatiable thirst for knowledge; every adult and scholar has the opportunity to maximize his/her God-given potential; and,
- every scholar is developing positive, lifelong character virtues to become servant leaders.

## **SCHOOL HOURS:**

**Monday-Friday 7:30am-2:30pm**

Doors do not open for scholars prior to 7:30am

Dismissal begins at 2:35pm

## **OFFICE HOURS:**

**Monday-Friday 8:00am-2:00pm, and 3:00-3:30pm**

## **Table of Content**

- Responsibility and Accountability
- HOPE Via Nondiscrimination Statement
- Attendance Policies
  - Calling in an Absence or Tardy
  - Absence Notes
  - Absence Types
  - Excused Absences
  - Unexcused Absences/Truancies
  - Virtual Learning Attendance
  - Penalties/Consequences for Truancy
  - Lateness Policy
  - Early Dismissal Policy
  - Medical Notes
  - Student Make-Up Work After Absences
  - Permission to Leave
- Transportation
  - Morning Drop Off Procedures
  - Burger King and Douglas Terrace Apartments
  - Scholars Who Walk
  - Late Drop Off
  - Scholar Pick Up Procedure
  - Scholar Pick Up Procedure
  - Late Pick-Up Policy
  - Bus Changes
  - Bus Stop Parent Drop Off and Pick Up
  - Bus Rider Rules/Procedures
  - Bus Code of Conduct
  - Cell Phone and Technology on Bus
  - Food on Bus
  - Bus Referrals
  - Early Dismissal Policy
- Medical Policies
  - Student Immunizations
  - Medications
  - Illness at School
- School Meals
- Uniform Policy
- School Safety and Security
  - Closed Campus
  - Parent/Guardian Visitors
  - Parent Conduct
  - Emergencies
  - scholar Custody
  - Fire Safety and Evacuation Procedures
- HOPE Via Code of Conduct
  - K-8th Grade Classroom Consequences
  - Fighting
  - Prohibited Items at School

- Weapons/Firearms
- In-School Suspension
- Out-of-School Suspension
- Expulsion procedure
- Law Enforcement Investigations/ Questioning/Searches
- Academics and Instruction
  - Life's Work (Homework) Expectations
  - Grading
  - Reports
  - Standardized Testing
  - Promotional Standards
  - Parent Teacher Conferences Overview and Expectations
- School Technology and Internet Policy
  - School Computer Policies
  - School Telephones
  - Cell phones/Smart Watches
  - Social Media Scholar Policy
- Communication and Complaint Policies
  - Equal Opportunities Discrimination Complaint Procedure
  - Student Complaint Procedure Under Section 118.13, Wisconsin Statutes
  - Student Records

## **Responsibility and Accountability**

The choice to send your scholar to HOPE Via was an important one that demonstrates your high hopes and expectations of your scholar, yourselves, and us. We share these high hopes and expectations with you, and we are committed to making them a reality as we work together to prepare your scholar for college. HOPE Via is based on shared responsibility and accountability. As scholars,

families, and staff, we each must fulfill our responsibilities, and we each must be held accountable for doing so.

**For scholars**, it means much is expected of you because preparing for college is hard work! Just like your responsibilities at home—cleaning your room or doing the dishes—and just like the responsibilities you'll have as an adult—voting in an election or serving our community—you are expected to accept certain responsibilities and behave in certain ways as a HOPE Via Scholar. You are expected to always put forth your best academic effort. This means arriving at school on time every day, ready to actively participate in all classes, completing all Life's Work assignments fully, as well as displaying the habits and attitudes of a leader.

You are also expected to behave well. We need you to act respectfully towards all fellow scholars and all staff, and to make positive contributions to the school community. We will be clear in our expectations of you, and in return, you will accept responsibility for your behavior and for all consequences of your behavior.

**For families**, along with the countless and seemingly endless responsibilities you carry as parents or guardians, we also expect a lot from you as a HOPE Via family. Our scholarren watch every action that adults in their lives make. For this reason, all adults in our building, family members and staff alike, are expected to act respectfully to all members of our school community. You are expected to ensure that your scholar arrives daily and on time, ready to actively participate in all classes. You are expected to oversee your scholar's completion of all Life's Work assignments and support mandatory after-school events and meetings.

Finally, you are expected to require your scholar to fully accept all consequences of his or her behavior and to discuss school-based consequences at home.

**For staff**, it means we continue to expect a lot from ourselves. Along with the daily responsibilities we carry as educators, we also expect ourselves to do certain things and behave in certain ways as HOPE teachers and administrators. As adults, we are expected to act respectfully to all members of our school community. Our teachers are expected to prepare engaging, academically rigorous lessons for all our classes every day, to assign and evaluate appropriate Life's Work assignments each night, and to provide academic interventions in the classrooms when required. Finally, we expect to be held accountable for our behavior as staff members dedicated to the mission of preparing each scholar for college.

## **Parent/Guardian Student Enrollment Requirements**

1. Parents/Guardians must complete the Wisconsin State Choice Application to enroll in our school and provide Proof of Residency and Proof of Income.
  - This must be completed each year for **returning and new students**.

- Enrollment for the following school year starts February 1st, 2023.
2. Parents/Guardians must complete the OLR (Online Student Registration) **before** we schedule classes and assign a Homeroom Teacher to your scholar(s). Your OLR link is provided in your acceptance letter from the School Admissions Manager [Andrea.Sanchez@hopeschools.org](mailto:Andrea.Sanchez@hopeschools.org). Parent/Guardian will fill out the following information in OLR:
    - Household contact information
    - Emergency contact information
    - Student demographic information
    - **Read and sign** OSE & HOPE Christian Schools policies on the following:
      - i. Media Agreement
      - ii. Field Trip Permission
      - iii. Technology Agreement
      - iv. COVID Waiver
      - v. Bussing Protocol
      - vi. Handbook Acknowledgement & Agreement
  3. Parents/Guardians are required to attend 1 parent orientation.
  4. Parents/Guardians are required to pay a supply fee per student:
    - \$25.00 per student K4-4th grade
    - \$35.00 per student 5th-8th grade
 \*\*See page \_\_ for more information on supplies\*\*
  5. Parents/Guardians are required to purchase a uniform components prior to the first day of school:
    - \$10.00 per Polo from the front office for K4-8th grade.
 \*\*See page \_\_ for more information on uniform requirements\*\*

## **HOPE Christian School and Family Accountability Action Steps**

### **Attendance**

- I will ensure that my scholar comes to school every day on time to begin school promptly at starting time. I understand that if my scholar is chronically absent, it impacts their learning, and may also impact their promotion to the next grade level.
- I will make sure that my scholar promptly makes up for missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding scholar illness, family emergency, or religious observance.

- I understand that my scholar will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand that my scholar will not be permitted to enter the building before the designated breakfast time.

### **Life's Work**

- I agree to check and sign my scholar's Life's Work daily to ensure that it is complete. I understand that my scholar will be required to complete incomplete Life's Work during lunch detention with a staff member.

### **Code of Conduct**

- I agree to promote and support the rules of behavior as outlined in the Family Handbook, and accept responsibility as a partner in my scholar's learning.
- I understand that while my scholar is in school, he/she will be asked to turn their electronic devices into staff for safekeeping during the school day. My scholar is not permitted to use cell phones, iPods, music players, video game players, or other electronic devices. These will be confiscated by staff members and returned at the end of the day on the first offense and then held in the main office to be returned only to the scholar's parents after repeated offense.
- I understand that I will be held to the same standards of conduct as all members of the HOPE community while on school property or at a school-sponsored event, whether such an event takes place on or off the school's property. I understand that these standards include treating all members of the community with respect and acting with professionalism that maintains an orderly, non-threatening, and safe learning environment for all members of the school community. I understand that if I do not conduct myself appropriately while on school property or at a school-sponsored event, the school may place restrictions on me entering on to the school's property or attending future events.

### **Scholar Dress Policy**

- I will ensure that my scholar comes to school in the school uniform, including the purchased school polo, according to the guidelines listed in the Handbook.
- I understand that if my scholar has more than 3 uniform violations in a quarter, he or she may not be permitted to attend class and may need to wait for the appropriate dress to be brought in from home.

### **Family Support**

- I agree to support my scholar's academic work by communicating regularly with my scholar's teachers, by scheduling appointments to talk with them as needed, and by attending all Parent Teacher Conferences.
- I agree to respond to phone calls from any school staff member promptly.
- I agree that I will not drop my scholar off prior to 7:30am each day.
- I agree to pick up my scholar on time each day no later than 3:00pm.

# **HOPE Via Nondiscrimination Statement**

As a Christian organization, HOPE Via does not discriminate on the basis of race, gender, national origin, disability, color or other protected class applicable to institutions of faith.

## **Attendance Policies**

- HOPE Christian School Via believes that regular school attendance is the best way to earn academic achievement. In addition, state law has established compulsory attendance for scholars and placed the shared responsibility of attendance on both our parents and scholars.
- Scholars can only be successful if they are present and prepared in school every day. If a scholar is absent with or without excuse for more than 10 days of the school year, it may affect your scholar's promotion to the next grade. Scholars with excessive absences, in accordance with our policies will be placed on an attendance contract with the school.

## **Calling in an Absence or Tardy**

- When a scholar is absent, his/her parent or guardian shall contact the school (preferably before 7:30 am) to explain the absence. Parents can call 24 hours a day and **also** provide a written explanation of absences at the time the scholar returns to school.

**The number to call in an absence or tardy is: (262)800-9021**

- Calls should be made as far in advance as possible and can be left on the school's attendance phone line. If a scholar is not in the classroom and the school has not been notified that he or she will be absent, his or her parents or guardian will be called at home and/or work. In phone calls, voice mails, and notes, please leave or list your scholar's name, your relationship to the scholar, and the reason for and date(s) of the scholar's absence. All questions regarding scholar attendance and attendance records should be directed to the school's Office Manager.

## **Absence Notes**

- Earlier, written notice of an expected absence is both welcome and appreciated. Emails are acceptable forms of written notes. Notes may be sent in to the office with your scholar or emailed to our School Office and Admissions Manager at [Andrea.Sanchez@hopeschools.org](mailto:Andrea.Sanchez@hopeschools.org).

## **Medical Notes & Documentation**

- If a scholar is absent more than 2 consecutive days, they must have a doctor's note to excuse their absence. All notes for medical appointments must come from a doctor on letterhead from the doctor's office. If a scholar is showing COVID symptoms or other contagious illnesses, a letter from their doctor may be required to return to school.

## **Absence Types**

- There are two possible types of absences: 1) Excused and 2) Unexcused/Truancy.

## **Excused Absences**

- Parent or guardian excused absences are authorized by state law and yet are limited to no more

than ten (10) days per school year. These absences include all family vacations and family emergency needs. Excused absences are counted in ½ day increments.

Absences for more than 10 days, may be excused by the school for the following circumstances:

- Evidence that the scholar is not in proper physical or psychological condition to attend school or an educational program. In such cases the parent/guardian shall obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the scholar. The excuse shall be in writing and state the period of time, which it is valid, not to exceed 30 days.
- Medical, dental, chiropractic, optometric, or other-valid professional appointments accompanied by appropriate documentation (such as appointment cards or written statements). Parents or guardians are encouraged to make appointments during non-school hours.
- Legal proceedings that require the scholar's presence
- To enable the scholar to obtain religious instruction outside the school during the required school period.

### **Unexcused Absences/Truancies**

- Unexcused absences/truancies show a deliberate disregard for the educational program and are considered a serious matter.
- A scholar will be considered truant if s/he is absent part or all of one (1) or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent scholar. Wisconsin Statute 118.16 (1)(c). A scholar who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. Students who are absent from school with or without the consent of their parent or guardian and whose absence does not fall under parent excused absences above, shall be considered unexcused absent/truant.
- Examples of unexcused absence/truancy include but are not limited to missing the bus, oversleeping, leaving school without permission, shopping, errands, babysitting, and non-medical personal care appointments.
- Absences extending beyond the 10 parent excused absences or those not approved as excused as noted above will be documented as an unexcused absence. Absences documented as unexcused by school administration can be requested for parent review. Any absence that has not been acknowledged by a parent or referenced by other accepted documentation accepted within documentation within a period of one week will be recognized as an unexcused absence.
- The principal shall notify a truant scholar's parent or guardian of the scholar's truancy and direct the parent or guardian to return the scholar to school no later than the next day on which school is in session or to provide an excuse for the absence.
- A scholar will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

## **Penalties/Consequences for Truancy**

If a scholar is truant, the school may take corrective action to improve attendance for the family. For truancy violations, the following penalties may be imposed:

- Receive certified warning letters, formal meetings with the administrative team, attendance contracts, or involvement of local law enforcement, truancy citations.

## **Lateness Policy**

Many significant problems can arise from ongoing tardiness, including loss of learning and missed opportunities. Lateness directly impacts those who are waiting for the scholar's arrival but mainly hurts the scholar's opportunity for learning and growth. Tardiness to school and to class—whether the result of oversleeping, missing the bus, car problems, babysitting, or socializing—is unacceptable.

Families must commit to having their scholar(s) at school every day on time. A scholar is considered tardy if they arrive any time after 7:50am. If for any reason a scholar is tardy to school, he/she must report to the Main Office before going to class in order to check in with the Office Manager.

- If a scholar has a scheduled doctor's appointment, which causes him/her to be late for school, he/she must bring a note from the doctor to have the tardy excused.
- **Parents MUST come into the building to sign their scholar in if they arrive after 7:50am.**

## **Dismissal: Early Pickup Policy**

- Early Pickup Logistics:
  - Please try and limit Doctor and dentist appointments to non-school hours to avoid scholars missing class time.
  - If you are picking up your scholar early, feel free to call the front office to let us know! We will however be unable to call your scholar down until you physically arrive in the building to sign your scholar(s) out.
  - Scholars who repeatedly miss the same classes because of early dismissals may be required to make up missed class time and may incur full-day absences as a result. Additional mandatory family meetings with the Principal or Dean of Scholars will also be scheduled.
- Early Pickup Requirements:
  - **Scholars leaving early must be picked up before 1:59 pm Monday-Friday.**
  - **All adults wishing to check out a scholar must provide a state identification card and be listed on the scholar's emergency contact form before a scholar will be dismissed to the adult.**
  - At 2:00pm the front office is closed for dismissal so parents/guardians will need to wait for their scholar until 2:35pm.

## **Student Make-Up Work After Absences**

- Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up class-work and assessments missed during the absence when they return to school.

## **Permission to Leave**

- Scholars are not permitted to leave the school building early unless given direct authorization from parent/guardian & communicated by the front office. If an absence is anticipated (i.e.,

medical appointment), scholars are to present a written parent request to the office at the start of the school day and obtain permission to leave. A scholar who leaves school without checking out in the office will be considered truant and will be assigned a consequence for that truancy.

### **Snow Day/Early Release**

- In the event of poor weather conditions such as heavy snow, please listen to your local television or radio stations. We will post our cancellations on CBS 58, Storm Team 4, WISN12, and Fox 6 News.

### **Transportation: Arrival & Dismissal Car, City Bus & Walkers**

In order to implement a safe arrival, all parents/guardians and scholars must adhere to the following guidelines:

### **DAY CARE**

- **Parents must provide the front office with a daycare schedule in writing for dismissal.**
- Parents are responsible for letting the school know the day care their scholar is leaving with for dismissal.
- **Parents must provide the daycare with their scholar's PikMyKid card.**
- Any changes in daycare should be communicated with the front office.
- **It is the parent's responsibility to communicate any and ALL changes directly with the daycare including but not limited to:**
  - Days off, School Holidays, National Holidays, and other School Closures

### **Burger King and Douglas Terrace Apartments**

- Parking is NOT permitted at Burger King
- Parking is NOT permitted at the Douglas Terrace Apartment complex next to our building.
- Cars, Day Cares, & others who park in these restricted areas will be asked to move their vehicles and may be subjected to: towing, fines, & other.

### **Arrival Car Drop Off 7:30-7:49 am**

- Car drop off will happen from 7:30am - 7:49am.
- Parents are required to stay in their vehicles at all times during arrival and dismissal.
- Cars will form 3 lanes and stay parked until their scholar is greeted by a staff member.
- Scholars arriving at school before the designated time must wait with their parent/guardian in their car.
- Scholars may not be left unattended during arrival at any time and must wait in their designated vehicle until a staff member greets them.
- Scholars will be escorted from their cars by a staff member to the sidewalk.
- We ask that scholars are seated on the right hand side of the car to increase safety and efficiency.

### **Arrival Breakfast 7:30-7:46 am**

- Scholars will be able to eat breakfast from 7:30am - 7:46am. If you wish your scholar to eat breakfast we encourage families to drop off your scholar(s) at 7:30am so that they have enough time to eat.

### **Arrival Walkers & City Bus**

- Walker Arrival Times:

- Scholars should not arrive at school earlier than 7:30am.
- If your scholar is a walker, they must be escorted by a parent, guardian, or authorized person designated by the parent/guardian.
- Scholars arriving at school before the designated time must wait with their parent/guardian in their car. If your scholar is walking to school they are required to be with a parent / guardian until the doors open at 7:30am.
- Walker & City Bus Parent Requirements:
  - If you wish your scholar to walk themselves we will require written & signed documentation by the parent/guardian, as well as verbal authorization given to the front office.
  - If you choose to avoid the car arrival or dismissal line, you may choose to park nearby and walk to get your scholar(s).
  - Parking is not permitted at Burger King or the Apartment Complex next to our campus at any time. Any cars that park in those restricted areas may be: towed, fined, or other.
  - Parents may choose to park in the neighborhoods across Douglas and walk their scholar(s) across Douglas Avenue. Parents will need to escort their scholar(s) to the main door where a staff member will greet them.
- Walker & City Bus Student & Parent/Guardian Expectations: Arrival & Dismissal
  - Scholars who walk to and from school, and for scholars who may be walking to or from city bus stops, several streets must be crossed.
  - Families should instruct scholars to use all the appropriate crossing lights at each intersection, and to cross each intersection only when it is safe to do so within the designated crosswalks.
  - **We do not have crossing guards outside of our school.**
    - **Staff members will not be available to assist your scholars across the street.**
    - Parents are urged to call the local Racine Police Department for questions or concerns.
  - Scholars who walk must arrive between 7:30am - 7:49am or they will be considered late and will need to be signed in.
  - Any scholars that walk home after school are released during school dismissal times

### **Arrival Late Car & Walkers**

- Any scholar arriving after 7:49 am is considered late/tardy.
- At 7:49 am staff members come inside and no longer escort scholars into the building.
- At 7:50am: Parents, guardians, daycare, & others are required to come into the building to sign in their scholars.
  - We appreciate your partnership with this policy as we work to ensure the safety of your scholars.

### **Dismissal Late Pickup: Car & Walker Dismissal**

- Please be on time to pick up your scholar no later than 3:00pm.
- Our teachers and staff have meetings and training that occur after school and are unable to monitor scholars.
- Parents who are consistently late picking up their scholars may be subject to a meeting with administration.
- **Excessive lateness (past 3:30pm) requires a Racine Police Department and CPS call.**

## Dismissal: Logistics

- Dismissal begins at **2:35pm Monday-Friday**.
- The front office closes from 2:00pm - 3:00pm each day. If you need to get your scholar early please ensure you arrive prior to 1:59pm.  
**\*\*NOTE\*\* We are unable to release your scholar(s) after 2:00pm. Our front office is closed to prepare for dismissal.**
- Cars will line up into 3 rows and wait for their scholar to be escorted to their car by a staff member.
- A staff member will escort your scholar to the right car door.
- Staff will not call for a scholar for ANY parent / guardian that parks in the Burger King or the Douglas Terrace Apartment parking lot during arrival or dismissal. This is a breach of our policy and risks the safety of our scholars.
- All CAR/WALKER parents are required to have the PIKMYKID DISMISSAL CAR TAG in order for us to release your scholar to you.
- **\*\*NOTE\*\* If you do not have the PikMyKid Dismissal Car Tag we will ask for a valid drivers license. If you are not listed on the emergency contact form created by the parent/guardian you will not release the scholar(s) to you until the following actions occur:**
  - Any individual without a PikMyKid card who is not on the emergency contact list will be asked to park until dismissal ends at 3:00pm.
  - An administrator will contact parent/guardian after dismissal at 3:00pm to confirm whether we are able to release their scholar to you.

## PikMyKid Cards (Required for Dismissal for all Car/DayCare/Walkers)

- Each family will receive a **PikMyKid card** at the beginning of the school year.
- **PikMyKid cards are required for ALL pick-ups.**
- PikMyKid cards are used for the following:
  - 1) PMK cards tell us you are an authorized party to pick up your scholar.
  - 2) The number on the card is entered into the system and indicates to the classroom teacher and scholar that it is time for them to leave for the day.
- **\*\*NOTE\*\* After the first 2 weeks of school, if you are missing your PMK card you will be required to park until 3:00pm when the front office can run your driver's license through our system and ensure you are on the emergency contact list for that scholar.**

## **BUS NEED TO KNOW:**

- Bus Sign Up
  - All bus submissions received before July 20th will be processed and made effective for the 1st day of school (pending space and availability)
  - Any submissions received after July 20th and before September 7th will be effective for September 14th, pending space and availability.
  - Submissions after September 7th may take 1-2 weeks pending space and availability.
- Bus Changes
  - If bussing, scholars are automatically put on the bus list daily.
  - To remove your scholar(s) from the bus for the day, Parent/Guardian must CALL or TEXT the front office BEFORE 1:00pm at:
    - (262) 321-1928 or (262) 800-9021
  - Failure to communicate this change by the designated time to the front office will result in your scholar riding the bus for that day.
- Bus Stops

- Stops are “Corner Stops” routed approximately 1 mile within your home address.
- Bus Times
  - Bus times and route locations will be emailed to you from the Operations Manager [katie.mccarthy@hopeschools.org](mailto:katie.mccarthy@hopeschools.org).
  - You can also call First Student at: (262) 290 -3534

## **BUS: Code of Conduct (Arrival & Dismissal)**

- It should be clear to all scholars and their families that our buses are an extension of our school. They are a form of school-sponsored transportation. Therefore, appropriate behavior and adherence to our school’s code of conduct is always expected to be followed . No adult besides a school staff member may board the bus for any reason. All parents are always expected to conduct themselves with respect and professionalism. Violation of this policy may result in a suspension or expulsion from the bus, and additional consequences at school.
- See below for bus code of conduct and referrals:

To ask questions, comments, concerns about your scholar(s) or another on the bus, please contact our administration team at 262-800-9021 or call/text: 262-321-1928.

## **Medical Policies**

### **Student Immunizations**

- Wisconsin State Law requires all public and private school scholars to present written evidence of immunization against certain diseases (measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, chicken pox, and whooping cough) within 30 days of school admission. These requirements can be waived only if a properly signed exemption is filed with the school.

### **Medications**

- HOPE staff members are **not** permitted to administer medication to scholars.
- If a scholar has a daily prescription they need to take during the school day, it must be stored in the main office and parents/guardians must complete a medicine form.
- Scholars without a prescribed medication with a parent and doctor signature are not permitted to go to the front office for medication.
- If your scholar needs to take daily medication, please connect with our front office!

### **Illness at School**

The health and safety of our scholars is of the highest priority for our school. While we do not have a hired nurse at our school, we do have the following procedures for if a scholar becomes ill while at school. If a scholar becomes ill, he/she will...

- Request permission to go to the Front Office
- If the scholar is ill, the scholar will report to a staff member who will
  - contact the parent in order to send the scholar home. Once a scholar leaves the school, that scholar will not be allowed to attend or participate in or attend a school sponsored activity that school day.
  - If the scholar is to take a prescribed medicine, it will be administered in the front office in accordance with state statutes and school policy. The School Medication Permission and Instruction form must be brought in with the medication and stored in the school

office.

- The scholar is responsible for coming to the office when they need to take their medication. Scholars without a prescribed medication with a parent and doctor signature are not permitted to go to the front office for medication.

## **School Meals & Food**

### **Meals & Food: Breakfast**

- HOPE serves breakfast for all scholars from 7:30-7:46am.
- Breakfast menus will be available in the school newsletter each month or may be sent as a link to your email or cell phone.
- Scholars that arrive after 7:46am will not be provided breakfast and should eat before coming to school.
- If you send your scholar with Burger King or fast food breakfast, your scholar(s) will need to eat before going to class.

### **Meals & Food: Nut Free Building**

- **ALL nut products are PROHIBITED for breakfast, snack, and lunch due to severe peanut allergies.**
- If scholars bring such items, they will be directed to take the school's breakfast, lunch, or snack.

### **Meals & Food: Lunch**

- Lunch menus will be available each month and sent to parents via email.
- Our meals are catered each day, and scholars have a choice of milk.
- **If your scholar is lactose-intolerant or has another food allergy, please notify our office right away. Medical documentation from a physician is required to accommodate any scholar food allergies.**
  - We do have lactose-free milk we can offer scholars, but we do not have alternative meals for scholars at this time.
- Scholars are welcome to pack a lunch from home.
- Scholars will not have access to a refrigerator or microwave, so we ask that parents plan accordingly.
- **Scholars may not receive door dash. Fast food and/or restaurant food is discouraged to maintain equity in the classroom. In the event it has to be brought in for scholars by parent/guardian or other they will be required to eat in the front office.**

### **Meals & Food: Snacks**

Scholars in K5-4<sup>th</sup> grade can bring healthy snack options to school for their snack time.

- Items like chips, cookies, candy, soda, etc. are not permitted.
- If scholars bring such items, they will be directed to grab a healthier snack from the classroom snack bin instead.

**ALL nut products are PROHIBITED for snack and lunch due to severe peanut allergies.**

### **Meals & Food: Birthday Treats and Celebrations**

- Parents/Guardians are welcome to drop off treats in the front office for their scholar's classroom. Parents must schedule **with the office and teacher at least 24 hours in advance.**

- If a treat is being provided to the class for a celebration, please ensure it is store-bought, pre-packaged (seal not broken) with the ingredient list included.
- Enough treats should be provided so that every scholar can have one (Our class sizes are around 30-32 students).
  - **Note:** All treats for celebrations are given to classrooms near the end of the school day, or as designated by the school and teacher.
- **Homemade items or open packages are not permitted, due to allergies our scholars may have. ALL nut products are PROHIBITED due to severe peanut allergies.**

### Uniform Policy

- In order to improve the school’s educational environment, promote a more effective climate for learning, foster school unity and pride, and allow scholars to focus solely on learning and not on attire, the school has a dress policy for scholars that applies to school days and school-sponsored events. Our scholars are preparing for high school, college, and the workplace. When our scholars present themselves with a high standard of dress, they maintain that they are working toward future success. It is essential that we work together to maintain the public’s high regard for our school.
- When scholars enter the school building, they must be in the proper uniform. They cannot change into the school uniform upon arrival or tuck their shirts in only after getting to class. Scholars also may not change out of their uniform before dismissal. Doing so may result in a consequence or detention.
- At all times during the school day – including after school – shirts must be tucked in. Scholars who do not have their shirts tucked in will receive a consequence. Scholars whose uniform does not adhere to any of the above guidelines will receive a consequence and will have to change to meet the school’s requirements. Repeated disregard of the dress policy will involve the Dean of Scholars or his/her designee and the scholar’s family.

### General Information:

- Polo shirts must have the HOPE logo and be purchased through our school office for \$10 each (cash and credit cards accepted). All other items may be purchased at other retailers of your choosing.
- Each piece of the uniform must be worn every day for a scholar to be considered “in uniform”. If a component is missing, the scholar will receive a uniform notice and consequence.

### K4 - 4th Grade

Boys
<ul style="list-style-type: none"> <li>• Solid brown or black dress shoes or solid brown or black tennis shoes. <b>(No Crocs)</b></li> <li>• White, navy, gray, or black ankle socks.</li> <li>• Khaki or navy colored khaki/chino pants.</li> <li>• Bermuda length (knee length) khaki or navy shorts are permitted during warm months.</li> <li>• Belts are mandatory grades 1st-8th.</li> <li>• HOPE polo tucked in.</li> </ul>

- Scholars may wear a **non-hooded** navy blue or black cardigan or zip up.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- No piercings **of any kind** for male scholars are allowed.
- Neutral/natural hair colors only (brown, black, gray, blonde).

#### Girls

- Solid brown or black dress shoes or solid brown or black tennis shoes. **(No Crocs)**
- White, navy, gray, or black ankle socks or tights.
- Khaki or navy colored khaki pants, skirts, or skorts **(no leggings or jeggings)**
- Bermuda length (knee length) khaki or navy shorts are permitted during warm months.
- Belts are mandatory grades 1st-8th.
- HOPE polo tucked in.
- Scholars may wear a **non-hooded** navy blue or black cardigan or zip up.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- No oversized or dangling earrings or nose piercings.
- No bandanas or head scarves.
- Neutral/natural hair colors only (brown, black, gray, blonde).

### 5th- 8th Grade

#### Boys

- Solid Brown or black dress shoes or solid brown or black tennis shoes **(No Crocs)**.
- White, navy, gray, or black ankle socks.
- Khaki or navy colored khaki/chino pants.
- Bermuda length (knee length) khaki or navy shorts are permitted during warm months.
- Solid brown or black belt. No huge belt buckles, studs, or designs.
- True Blue Image HOPE polo tucked in.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Scholars may wear a **non-hooded** navy-blue or black cardigan or zip up.
- No Piercings **of any kind** for male scholars
- Neutral/natural hair colors only (brown, black, gray, blonde).

#### Girls

- Solid Brown or black dress shoes or solid brown or black tennis shoes **(No Crocs)**.
- White, navy, gray, or black ankle socks or tights.
- Khaki or navy colored dress pants or knee length skirts/skorts **(no leggings or jeggings)**.
- Bermuda length (knee length) khaki or navy shorts are permitted during warm months.
- Solid Brown or black belt. No huge belt buckles, studs, or designs.
- True Blue Image HOPE polo tucked in.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Scholars may wear a **non-hooded** navy blue or black cardigan or zip up.
- No oversized or dangling earrings or nose piercings.
- Neutral/natural hair colors only (brown, black, gray, blonde).

## **Items Not Permitted**

- Scholars may not dye or change their hair color to a non-natural color (red, blue, green, pink, purple, etc.)
- Denim, loose and baggy long pants, jeans, waistband pants, sweats, pants with drawstrings, flip flops, sandals, Crocs, du-rags, hats, scarves, bandanas, heels bigger than ½ inch, snow boots (scholars may wear boots to school in the winter, but must bring uniform shoes to change into).
  - Snow Boots may not be worn in the classroom.
- All scholars must dress in a professional manner. Torn/Stained/Sagging pants, untucked/stained/torn shirts are considered out-of-uniform.
- Scholars uniform pants in grades 1st- 8th must have belt loops.
  
- Realizing that it is not possible to create standards that address all scenarios of appropriate dress for HOPE Christian School scholars, the administration reserves the right to forbid any form of fashion deemed inappropriate or disruptive to the educational process at HOPE Christian Schools.

## **Uniform Infractions**

- If a scholar comes to school out of uniform, or is missing a component, parents will be notified by HOPE staff. It is the responsibility of the parent to bring the uniform to school for the scholar. If a scholar is not in full uniform by 9:00am, he or she will be given a uniform consequence. HOPE does not sell or lend belts, shoes, pants, or cardigans for scholars out of uniform. After multiple infractions, the Dean of Scholars will contact the family and parents may be required to come to a meeting to discuss next steps or any support needed.

## **K4-4 Uniform Infractions**

<b>Infractions</b>	<b>Consequence (Reset at the end of each quarter)</b>
1	Scholar serves 5 minutes of recess and a letter is sent home.
2	Scholar serves 10 minutes of recess and a letter is sent home.
3	Scholar serves 15 minutes of recess and a letter is sent home.
4	Scholar serves in-school suspension and a letter is sent home.
5+	Scholar serves out-of-school suspension

## **5th-8th Uniform Infractions**

<b>Infractions</b>	<b>Consequence (Reset at the end of each quarter)</b>
1	Scholar serves lunch detention and a letter is sent home.
2	Scholar serves lunch detention and a letter is sent home.

3	Scholar serves lunch detention and a letter is sent home.
4	Scholar serves in-school suspension and a letter is sent home.
5+	Scholar serves out-of-school suspension.

### **Bathroom Accidents:**

- All K4-1<sup>st</sup> grade families must include a change of pants and a pair of undergarments for their scholars to keep in their backpack in the event they have a bathroom accident. All families will be notified if their scholar had a bathroom accident during the school day.

### **School Safety and Security**

- There are a number of basic procedures the school has in order to ensure the safety and security of its scholars and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

### **Closed Campus**

- Under no circumstances are scholars to leave their assigned room of the building or use any exit other than the school's designated entrance/exit without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult – who has physically come to the Main Office to sign a scholar out – unless the school has been given prior written permission authorizing unaccompanied departure. Once scholars have entered in the morning, they may not leave the building unless a staff member escorts them. In the event a scholar leaves without permission, parents/guardians will be notified immediately. The scholar will serve an out-of-school suspension, along with additional consequences as determined by the school.

### **Parent/Guardian Visitors**

- Parents/guardians can visit classrooms **after the first 30 instructional days of school, October 11, 2022**. The first 30 days of school are a critical time for our staff to secure a strong classroom culture and learning environment. Thus, we do not permit visitors during this window of time.
- *Parents/guardians who wish to meet with teachers or staff after school must schedule such meetings in advance to ensure availability of school staff and to allow for an appropriate amount of time to be scheduled for the meeting.*
- Parents/guardians who wish to volunteer or observe (after the first 30 days) must sign the waiver and wear a mask.
- Parents/guardians who wish to observe their scholar's classes (after the first 30 days) must schedule a visit 24 hours in advance and must receive permission from the Dean of Scholars or Principal to observe the class.
- During the year, the school administration is committed to providing teachers with notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted. Parents/guardians visiting for purposes of an observation are required to adhere to all visitor policies prior to proceeding to the classroom.

- Parents/guardians may be denied the opportunity to enter the school and/or to observe a class if the school administration has determined that the parents/guardians' presence may have a negative impact on the educational process and/or would create a disruption to the school and/or presents a health or safety risk to scholars or staff.
- Parents/guardians who are denied the opportunity to observe a class may appeal that determination to HOPE Christian Schools Executive Director.
- HOPE Christian School encourages parents and other community members to volunteer their time, knowledge, and abilities for the benefit of scholars in our school throughout the school year. Authorized volunteers enrich the school's educational programs and extracurricular activities, and strengthen our schools' relationships with families, businesses, public agencies and private institutions. The presence of authorized volunteers in the classroom, on school grounds, and at school activities also enhances the supervision of scholars and contributes to school safety. All volunteers and visitors must sign into the front desk office and be approved to enter the school by a member of the leadership team. If someone wants to volunteer at HOPE, they should reach out to the front office with their appropriate information. The school staff will then decide what position fits both the volunteer's abilities and the school's needs. All volunteers must follow the following steps in order:
  1. Contact the school with interest in volunteering.
  2. Bring in your driver's license and complete the Confidentiality Agreement (including a background check).
  3. If cleared from step 2, or formally registered, call the school to schedule a time(s) to conduct the volunteering hours. Any volunteering hours must be scheduled 24 hours in advance.
- For purposes of this policy, a "volunteer" is an individual who provides a service without compensation for the benefit of HOPE school, staff, or scholars, subject to the direction and control of the school's principal or designees, and whose volunteer service could involve contact with scholars outside the physical presence of a HOPE employee, even if such contact may occur incidentally by chance and for only a brief period of time.
- To help ensure appropriate oversight of school activities and the welfare and safety of staff and scholars, every individual who wishes to serve as a volunteer (including parents/guardians) must first be registered by the school. The volunteer registration process shall be conducted in accordance with the following procedures:
  1. Individuals who wish to serve as volunteers must schedule with the office at least 24 hours in advance.
  2. A background check shall be conducted by the school, at its expense, as part of the volunteer application review process. This background check requirement is not meant to discourage or offend prospective volunteers, but rather to help ensure the safety and welfare of the scholars.
  3. All information provided in the Confidentiality Agreement, and all information received by the school through the volunteer background check and/or other sources, shall be considered and maintained as confidential personnel file information and not subject to disclosure except on a "need to know" basis as authorized by law.

4. An individual's volunteer service may be denied if HOPE Christian School determines that such volunteer service would be incompatible with the protection of scholar health, welfare, safety or morals, based on information provided in the volunteer application and agreement, information discovered through a background check, or information discovered by other means.
  5. Denials or dismissals may be appealed to the Principal of HOPE. An individual's conviction of a felony or misdemeanor will not automatically result in denial of volunteer service; each situation will be considered individually. (As used in this policy, "convicted" means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or any other security deposited to secure appearance by a person charged with a felony or misdemeanor; the payment of a fine; a plea of no contest; or the imposition of a deferred or suspended sentence by the court.)
  6. Registered volunteers shall be issued an identification badge (provided upon signing in at the front office), which must always be worn while the individual is providing volunteer services.
  7. Registered volunteers are subject to follow-up background checks any time HOPE receives information indicating that it would be prudent to conduct such a background check in the interest of protecting scholar health, welfare, safety or morals. Registered volunteers are also subject to one random follow-up background check during each three-year period they remain a registered volunteer.
- The Principal or Principal's Designees shall identify appropriate services for volunteers serving each school and shall train volunteers as necessary to perform such services. To the extent necessary to perform services assigned by the principal or designee, volunteers may be authorized to use HOPE computers and receive Internet access. A volunteer's use of school computers and Internet shall be subject to the terms and conditions of the HOPE Technology Policy.
  - The use of volunteers at any school or school activity shall not conflict with or replace any regularly authorized personnel staffing allotment. Volunteers shall comply with all applicable school policies and regulations, as well as with all applicable school rules. Volunteer service may be granted, denied or revoked at any time at the school's discretion. The Managing Director/Executive Director or his/her designee shall establish regulation or administrative guidelines to assist school personnel in the uniform and consistent implementation of this policy.

## **Parent Conduct**

- The Principal has the authority and the responsibility for assuring that parents, guardians and other third parties conduct themselves appropriately while on school property and do not engage in disruptive or threatening conduct that disturbs the tranquility of the school. Accordingly, parents, guardians and other third parties shall be held to the same standards of conduct as scholars while on school property or at a school-sponsored event, whether such event takes place on or off the school's property. If a parent, guardian or other third party fails to conduct himself or herself appropriately while on school property or at a school-sponsored event, the school may place restrictions on such a person, including, without limitation, banning him or her from entering on to the school's property and/or attending future school-sponsored events.

## **Emergencies**

- In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Offices.

### **Scholar Custody**

- In cases where parents are divorced or separated, the school assumes that both parents have access to the scholar. If one parent has been denied this privilege or has limited privileges, it is the parents' obligation to provide a copy of the court's order detailing parental rights to the administration. Parents will be asked to complete a custody form at the beginning of the year. Our campus legally must follow any court/legal documents that are provided, without exception.

### **Fire Safety and Evacuation Procedures**

- Please note, some procedures may change once the school year has officially begun. Scholars will be notified of and trained in any significant changes.
- The school follows specific protocols for all building-related safety drills and emergency events, as required by the Department of Education. In case of an emergency, if a scholar or staff member sees fire or smells smoke, he or she should close the door. Upon hearing an alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of staff members who will verify the safety of the hallways and lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.
- Frequently throughout the school year, scholars and staff will participate in emergency drills, including fire, lockdown, and tornado drills to ensure that the entire school community is familiar with the appropriate response in the event of each type of emergency. This handbook shall serve as notice that these drills will take place. The school will notify families by letter or auto-dialer in the event of an actual evacuation. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time, or for the rest of the day—school staff and scholars will evacuate according to the school's evacuation plan. Staff will line up scholars in a safe and orderly fashion on the sidewalks outside of the evacuation site. After staff take attendance, should conditions permit, all staff and scholars will return promptly to school.
- **In the event of an emergency requiring evacuation, the Reunification point for HOPE Via is located at:**
  - Reconciliation Ministries International  
2200 Mount Pleasant Street  
Racine, WI 53404

### **HOPE Via Code of Conduct**

- HOPE Christian School is unequivocally committed to providing a safe and orderly environment in which scholars can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.
- Without a firm and consistent discipline policy, none of what we envision for the school can happen. We cannot overemphasize the importance of providing a strong discipline policy that

every scholar and family knows and understands. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our scholar Code of Conduct. The school reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

## **Disciplinary Penalties and Procedures**

- Scholars who are found to have violated the School's Code of Conduct may be subject to various methods of discipline (which may be combined) in the school's administrative and educational discretion. The type and severity of discipline will be contingent upon many factors, including, without limitation (and in no particular order): (i) the type and severity of the conduct; (ii) the harm or potential harm of the conduct (including the disruption of educational processes, physical harm or emotional harm to others, damage to property, etc.); (iii) the scholar's prior disciplinary and academic record; (iv) the scholar's age; (v) deterrence; (vi) the scholar's honesty and cooperation when confronted with the violation; and (vii) the future protection of persons and property.

The following is a non-exhaustive list of possible penalties that may be issued to a scholar who is determined to have violated the School's Code of Conduct:

- 1) Oral warning
- 2) Written warning
- 3) Loss of school privileges
- 4) Written notification to parent/guardian
- 5) Conference with parent(s)/guardian(s)
- 6) Confiscation of property
- 7) Lunch and/or Recess Detention
- 8) Suspension, exclusion and/or removal from a class or school function
- 9) Suspension or revocation of school privileges related to the violation (e.g., revocation of computer use privileges)
- 10) Suspension from transportation
- 11) Suspension from cafeteria, social, athletic, after-school, field trip, extracurricular, or other school functions
- 12) In-school suspension
- 13) Short-term suspension (3 days or less) from school
- 14) Long-term suspension (more than 3 days) from school
- 15) Final Contracts for scholar
- 16) Expulsion from school
- 17) Certain violations may legally require expulsion and/or reports to law enforcement agencies.

## **HOPE Via Code of Conduct will apply to scholars:**

- While on the school grounds,
- While on the school bus or traveling to or from school,
- During lunch
- During or while going to or from any school-sponsored activities, and
- During any other event related to school activities or attendance.
- Respect and courtesy for persons and property are expected at all times. If a specific penalty for violating a rule is not listed in the Via Code of Conduct or elsewhere in this handbook, the consequences assigned will be in proportion to the severity of the infraction.
- As an organization of faith and members of a learning community, we all set the highest

examples of conduct. We must:

### **BE ON TIME**

- Take start and end times seriously
- Be considerate of others by arriving on time
- Turn in all assignments on time
- Plan ahead for unplanned circumstances
- Show up ready to learn

### **BE RESPECTFUL**

- Treat everyone with dignity and respect
- Use appropriate language
- Be kind, not hurtful
- Be open-minded
- Take care of our environment, including personal property and school property

### **BE RESPONSIBLE**

- Follow through on promises
- Come prepared
- Be accountable for choices and actions and understand the consequences
- Use planning tools to organize time and obligations
- Plan to succeed

### **BE SAFE**

- Act in a manner that does not endanger self or others
- Resolve conflicts peacefully
- Establish and maintain an environment that is free from harassment, violence, and bullying
- Be aware of surroundings at all times
- Report unsafe situations and conditions

## **General requirements**

- The school is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for scholars in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and scholars to participate in classroom learning activities. Both in and outside of class, scholars are expected to behave in a safe, orderly, and non-offensive fashion. Students who fail to correct their behavior, or repeatedly engage in similar misconduct will be subjected to a HOPE: Via's disciplinary referral. Students are also expected to abide by the Code of Conduct, directives by staff, and all rules of behavior whether governed by school, city, county, state or nation.
- The entire staff at HOPE: Via is responsible for monitoring scholar behavior. Students, in turn, are expected to comply with staff directives. Staff members who encounter misconduct outside of class are expected to direct the scholars involved to correct their behavior. Students who display negative or undesirable behaviors will be subject to disciplinary measures.

## **Prohibited Scholar Conduct**

- Scholars may be subject to disciplinary actions, up to and including suspension and/or expulsion from school, for engaging in insubordinate and/or disorderly conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to:
- **Violating the Dress Code.** In addition to the imposition of discipline against a scholar who fails to abide by the Dress Code, parent(s)/guardian(s) may be required to pick up scholars, and/or bring the missing uniform items to school, as determined by the Dean of Scholars.

- **Arriving in Class Unprepared or without Completed Life's Work.** When class begins, scholars must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.) and assignments completed on time.
- **Cutting School, Class, Detention, or Mandatory School Events.** Scholars are not permitted to have unexcused absences or to leave the school building without permission.
- **Failing to be in one's assigned place on School Property or leaving the classroom without permission.**
- **Disrupting Class and/or Preventing Teaching.** Scholars may not interfere with or disrupt class or the educational process, whether by misbehaving or otherwise.
- **Being Disrespectful Toward a Staff Member:** The school cannot function properly if scholars are permitted to be disrespectful toward adults. For that reason, scholars may not be disrespectful toward any staff member, visitor, or any other adult associated with the school. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over, talking back to a staff member, arguing/debating, or ignoring/disrespecting a staff member's action or authority. Disrespectful actions in response to the imposition of discipline (or a warning/counseling) will almost always increase the severity of a discipline.
- **Acts of Dishonesty.** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Scholars are not permitted to lie, give false information, or attempt to conceal the truth when dealing with any staff member, commit acts of forgery, or use or possess false identification. Scholars also may not tamper with or alter any school record or document.
  - **Scholastic Dishonesty.** Academic integrity is paramount. Scholastic dishonesty is strictly prohibited and is likely to result in severe discipline for a first-time offense (including expulsion), and includes the following (without limitation):
    - copying the work of another scholar
    - plagiarizing materials
    - using unauthorized help sheets or materials
    - obtaining or possessing tests in advance
    - substituting for a test-taker or having someone substitute for you in a test
    - altering records
    - other forms of authorized collusion
    - assisting another scholar in any of the above actions.
- **Failing to Comply with Directive(s):** Scholars shall not fail to comply with the lawful directives of staff members.
- **Being Disrespectful of Other Scholars.**
- **Profane Language or Gestures.** Scholars may not use or direct toward others lewd, vulgar, coarse, or degrading language or gestures.

- **Failing to Submit a Required Signature.** Scholars are required to secure the signature of a parent/guardian on Life's Work assignments or school forms when requested.
- **Submitting a Forged Signature.** Scholars may not represent to the school that a signature is that of a parent or staff member that they know to be that of another person.
- **Gum, Food, and Beverages:** Scholars may not chew gum, nor eat or drink at unauthorized times or places.
- **Spitting or Littering.**
- **Blocking Access to any Part of the School Building:** Scholars are not permitted to block access to school property (including any individual classroom).
- **Creating a Hazardous Condition for Others.**
- **Trespassing.** Scholars may not trespass or enter a private or restricted area without permission.
- **Possession of Inappropriate or Prohibited Property/Material.** Scholars may not possess iPods, MP3 players, cell-phones, cameras, laser pointers, entertainment devices, unauthorized electronic equipment of any kind, or any other items inappropriate for school. Scholars also may not possess any material (including printed text or lyrics) that is obscene, vulgar, profane, sexually explicit, or may create a hostile or offensive learning environment for other scholars. In addition to discipline imposed upon the scholar, such items will be confiscated until an adult family member comes to the school to retrieve it at a time designated by the school administration. Items which are repeatedly brought to school in violation of this policy may be confiscated for the remainder of the year irrespective of any costs or fees scholars and/or their families may incur as a result. A parent/guardian may retrieve an inappropriate item which has been confiscated from their scholar at a mutually convenient time agreed to by the Dean of Scholars and/or the Instructional Leader.
- **Defamation:** Scholars may not make false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school property, including by electronic means (text, email, social media, etc.).
- **Gambling.** All gambling is strictly prohibited, including card games, dice games, sports bets, and fantasy sports bets. Scholars are reminded that gambling which occurs outside of school property, school functions or school buses may result in discipline if the effects of such conduct would reasonably be expected to impact the educational process or create risk of disruption within the school environment.
- **Failing to Comply with School-Imposed Consequences.** Scholars must comply with school-imposed consequences, including but not limited to detention, in-school suspension, suspension from school and/or temporary or permanent denial of school-provided transportation.
- **Solicitation/Distribution.** Scholars may not distribute or post any written material, pamphlets or posters at the school or at a school function without the prior written approval of the Instructional Leader or the Instructional Leader's Designee, or as specifically approved by the

Principal. Scholars may also not sell any items or services at the school or at a school function unless they are participating in a school-approved fundraiser for a school-approved event, club, or scholar council.

### **Engaging in Conduct that Endangers Self or Others.**

Scholars found engaging in the below actions may be subject to suspension or expulsion. Examples of conduct that endangers the safety, morals, health or welfare or oneself or others include, but are not limited to:

- **Presence on School Property or at a School Function without permission of a staff member.**
- **Theft, Loss, or Destruction of Personal or School Property:** Scholars may not steal, negligently lose, vandalize, or damage the property of the school, other scholars, staff members, or any other person lawfully on school property, attending a school function, or while traveling to or from school. In addition to facing other consequences for violation of this rule, scholars are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged, or stolen property.
- **Mistreatment or Inappropriate Use of Technology or Other School Property:** Scholars must treat computers, printers, and other school technology with care, and in accordance with school computer and network policies. Scholars are prohibited from using school telephones, except at the discretion of a staff member in an emergency. Scholars must not vandalize, damage or otherwise mistreat school property.
- **Harassment, Discrimination and Bullying.** Any violation of the above anti-harassment, anti-discrimination and anti-bullying policies, whether on or off School Property, is strictly prohibited.
  - No scholar of the school shall be subject to sexual, verbal, or any other type harassment.
  - Harassment means behavior toward a scholar or group of scholars based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the scholar's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur scholar-to-scholar, scholar-to-staff, or staff-to-scholar. Examples of conduct that may constitute harassment includes: graffiti, notes, or cartoons containing offensive language; name calling, jokes, slurs, negative stereotypes, or rumors; threatening or intimidating conduct or hostile acts directed at another; written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes, a physical act of aggression or assault upon another.
  - Inappropriate harassment of any type must be reported promptly to the building principal or the Dean of Scholars. Students harassing others will be subject to suspension. Involved scholars may be referred to proper local and state authorities for further prosecution. The harassment complaint coordinator is the Regional Executive Director

- **Engaging in Sexual Activity, Inappropriate Touching or Lewd Behavior.** A scholar may not engage in sexual activity of any kind, touch himself/herself or others inappropriately, or otherwise engage in non-verbal or physical conduct of a sexual nature on school property, at a school function or on a school bus. Scholars also are prohibited from making sexually suggestive comments or jokes, or sexually propositioning any other scholar (or employee) on school property, at a school function, or on a school bus. Scholars are reminded that sexual activity/conduct with or directed at others outside of school property, at a school function or on a school bus may violate the school's antidiscrimination/harassment/bullying policy, and/or otherwise impact the educational environment such that disciplinary or remedial/preventive action may be taken.
  - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or that conduct or communication has the purpose or effect of interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment. A personal relationship between staff and scholars is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a scholar.
- **Hazing.** Hazing is strictly prohibited, whether on or off school property. Hazing is defined as any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any group, activity, organization, club, or team.
- **Gang Activity.** Scholars may not engage in gang-related behavior (e.g. wearing or displaying gang apparel, writing graffiti, making gestures or signs), including when off school property and such behavior can reasonably be expected to impact the educational process and/or create a risk of substantial disruption within the school environment. In determining whether the behavior is gang-related (which is in the reasonable discretion of the school), school officials may consult with law enforcement.
- **Physical Harm/Violence on Self or Directed at Others:** Scholars may not cause or threaten to cause physical injury upon themselves, other scholars, staff members, visitors or any other person on school property, at a school function or on a school bus, or while traveling to or from school. Any conduct that has the potential of resulting in physical harm/violence also will result in discipline, including, without limitation, fighting, play-fighting, horseplay, unwanted physical contact, bullying, and harassment. Scholars are reminded that violent conduct outside of school property, a school function, or on a school bus while traveling to or from school may violate the school's code of conduct and disciplinary or remedial/preventive action may be taken.
- **Engaging in Coercion,** by persuading someone by using force or threats.
- **Posting Material Which Threatens Violence or Depicts Violent Actions Against Scholars or Staff Members may include Social Media sites.**
- **Making a Bomb Threat.**
- **Conduct Tending to Incite or Cause a Riot.**

- **Selling, Using, Possessing, or Distributing a Weapon.**
- **Open Flame/Arson.** Scholars may not create an unauthorized open flame on school property or at a school function, or otherwise set fire to anything.
- **Setting Off a False Alarm or Making a Threat:** Scholars may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause,
- **Drug, Alcohol, Tobacco and Vaping Use Offenses**  
 The school recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. HOPE: Via prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on school property or at any school-related event.
  - **For purposes of this policy, "drugs" shall mean:**
    - all controlled substances as so designated and prohibited by Wisconsin statute;
    - all chemicals which release toxic vapors;
    - all alcoholic beverages;
    - any prescription or patent drug, except those for which permission to use in school has been granted pursuant to school policy;
    - "look-alikes";
    - anabolic steroids; and
    - any other illegal substance so designated and prohibited by law.
  - Alcohol and other drug offenses are cumulative at all times during the enrollment of a scholar at HOPE: Via. The school establishes the following guidelines with regard to education, assistance, support, and discipline of scholars engaged in alcohol and illegal drug use. "Use" means a scholar has taken or is observed taking internally by ingestion, injection, inhalation, or other means, alcohol or other illegal drugs detectable by the scholar's physical appearance, actions, breath or speech.
  - **A drug or alcohol offense will be enacted upon a reasonable determination by an administrator that a scholar is engaged in any of the following behaviors:**
    - Attending school or any school-related activity after using alcohol or other illegal drugs; or is in the possession of substances which are represented as alcohol or other illegal drugs on school property or at school related activities
  - **The following disciplinary action may be taken at the discretion of the principal:**
    - i. The principal or his/her designee will immediately notify the scholar's parent(s) or legal guardian(s); and
    - ii. The principal or his/her designee will refer the matter to the appropriate law enforcement agency; and
    - iii. If a first offense, the scholar will be suspended, out of school, for three days; or, if a second offense, the scholar will be recommended for expulsion.
  - **In an instance in which scholars are on school premises, at school-sponsored or related activities or events, or in a school-operated vehicle while traveling to or from such activities or events and are found to be in:**
    - possession or use of alcohol or other illegal drugs/substances; or
    - sale or distribution of drug-related paraphernalia.

- sale or distribution of substances that are represented as alcohol or any illegal drug; or possession of illegal drugs or any substances represented to be a drug with the intent to sell, distribute, or give away.
- The following disciplinary action may be taken at the discretion of the principal:
  - The scholar shall be suspended for five days from school attendance.
  - Upon suspending a scholar for a violation of the preceding activities, the principal will initiate expulsion procedures.

**\*\*NOTE: When the principal initiates an expulsion hearing, this does not mean that the scholar is automatically expelled.**

The use of all tobacco or vaping products while on school property or property under the jurisdiction of the school as well as at all school-sponsored activities off school premises is prohibited for all people. No scholar may possess or use tobacco or vaping products on school property or property under the jurisdiction of school as well as at all school sponsored activities off school premises. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

Students who violate this policy may be required to serve a one-day suspension from school for the first offense, a two-day suspension from school for second offense, a three-day suspension for third offense, and a four-day suspension from school for fourth offense. Subsequent violations of this policy may result in a recommendation for expulsion from school.

## **HOPE Christian School Behavior System**

### **HOPE Scholar Incentives**

- Each day, scholars will be working towards earning Dojo points (K4-4th) or scholar dollars (5th-8th) with behaviors that are modeled after the seven-character virtues from our Christian Character Formation Project: Integrity, Diligence, Courage, Responsibility, Self-sacrifice, Justice, and Respect. Dojo points will be issued and tracked on Class Dojo (K4-4th). The scholar dollars will be tracked on the Life's work cover (5th-8th). Dojo points or scholar dollars will be strictly incentive-based and will not be taken once given to a scholar.
- Throughout the week, teachers will have incentives connected to the amount of Dojo points/scholar dollars that scholars are earning. Any teacher or staff member in the building can give Dojo points/ scholar dollars, which helps to promote a sense of team and family.

### **Friday Celebration (K4-4th)**

- At the end of each week, the total amount of Dojo points will be counted. If scholars have earned 50 Dojo points and have not been on red (-12) more than one time, they will be invited to attend Friday Celebration.

## School Store (5th-8th)

- At the end of each week, the total amount of scholar dollars will be counted. If scholars have earned at least 50 scholar dollars, and have not been suspended in the week, they will be invited to attend the School Store.
- This is used as an incentive to congratulate scholars on their hard work from the week. If a scholar is not able to attend School Store, they will remain with their teacher or teaching assistant and continue instruction or independent work.

## K4-8th Grade Classroom Consequences

- Each grade level has age-appropriate consequences assigned. K4-4th grade classrooms will use Classroom Dojo to track negative points (redirections given). In 5th-8th grade, a deduction chart will be used.
- At the beginning of each day, scholars start on blue (0)/zero deductions. Scholars receive 2 “checks” (or warnings) before a color change or deduction is earned. It is our goal that 90% or more of scholars should be ending the day in blue (0) or no more than 2 deductions. Teachers will track the behaviors and messages to parents daily through the Daily Communication Log that is found in the Life’s Work Binder.

## K4-4th Grade Color Key:

Color Card	Consequence
Blue 0 to (-2)	Great Choices!
Green (-3) to (-5)	Reflection sheet and Verbal conversation with staff member Miss 5 minutes of recess/choice time
Yellow (-6) to (-8)	Complete reflection sheet in an isolated seat in the classroom for 10 minutes Lunch detention Miss 10 minutes of recess/choice time
Orange (-9) to (-11)	Complete reflection sheet in a partnered classroom for 10 minutes Phone call home (teacher) Lunch detention Miss 15 minutes of recess/choice time
Red (-12)	Phone Call Home (DOS) Miss all of recess/choice time Lunch detention Complete Life’s Work Reflection with parent/guardian signature

## 5th-8th Grade Deduction Key:

Deduction	Consequence
0 deduction	Great Leadership!
1 deduction	Complete reflection in isolation seat within classroom Verbal conversation with a staff member
2 deductions	Complete reflection sheet in a partner classroom for 10 minutes

	Lunch Detention
3 deductions	Phone Call Home (teacher) Conversation with Dean of Scholars Lunch Detention
4 deductions	Phone Call Home (DOS) In-School Suspension or out-of-school suspension (As determined by Dean of Scholars)

## **Detention**

- At HOPE we hold high academic and behavioral expectations for our scholars. Detention is when scholars must serve additional time reflecting on choices made or completing assignments that were not done in class or at home. If scholars fail to meet those expectations, they will be required to serve detention during lunch/recess. All scholars serve lunch detention if they are missing Life's Work, or if the scholar is out of uniform. Scholars are also subject to losing time off of recess in K4-4<sup>th</sup> grade, as determined by the behavior management system.

## **Removal from class**

- A scholar may be removed from class for any dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes a violation of the Code of Conduct or school rule including, but not limited to, the following:
  - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
  - Being under the influence of alcohol or other controlled substances or otherwise in violation of the school's scholar alcohol and other drug policies
  - Violation of tobacco/vaping policy
  - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
  - Fighting, taunting, baiting, inciting and/or encouraging a fight
  - Pushing or striking a scholar or staff member
  - Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
  - Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  - Restricting another person's freedom to properly utilize classroom facilities or equipment
  - Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  - Throwing objects in the classroom
  - Repeated disruption or violation of classroom rules
  - Excessive or disruptive talking
  - Behavior that causes the teacher or other scholars fear of physical or psychological harm
  - Physical confrontations or verbal/physical threats
  - Willful damage to school property
  - Defiance of authority (willful refusal to follow directions or orders given by the teacher)
  - Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
  - Repeated use of profanity

- When a scholar is removed from class, the teacher shall send the scholar to the building Principal or Dean of Scholars and inform the Principal or Dean of Scholars of the reasons for the scholar's removal from class. The scholar shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The Principal or Dean of Scholars shall review the situation and make a placement decision regarding the scholar in accordance with school policy. Parents/guardians shall be notified of the scholar's removal from class in accordance with established procedures.

### **Disruptive Behavior**

- Behavior that is deemed disruptive or inappropriate and not conducive to the objectives of the school in providing a safe and orderly educational environment will not be tolerated and subject to disciplinary action by teachers and/or administration. Any scholar who engages in such behavior may be subject to removal from class. In addition, the scholar may be subject to disciplinary action in accordance with established school rules.

### **Fighting**

- Students are required to behave in a manner which shows respect towards teachers and scholars at all times. If a scholar is involved in a fight for the first time, the principal has the discretion to determine the consequences. The scholar may be suspended with a mandatory parent conference before being readmitted to school. If the scholar is involved in a second fighting incident, the scholar may be suspended for three days with a recommendation for possible expulsion.

### **Prohibited Items at School**

- Items brought to school or on school grounds, functions or events which, in the judgment of the school, are hazardous to the safety of others or serve to disrupt the school in any way are prohibited. Such items include, but are not limited to,
  - o Weapons, toy guns/knives, lighters, or anything that could be considered a weapon
  - o Excessive amounts of cash
  - o Laser pointers, firecrackers, or any other items that may inflict injury on a person or property.
  - o Toys
  - o Alcohol, tobacco products or any illegal substance
  - o Electronic devices: iPods, mp3 players, cell phones, smart watches, or other electronic devices.

\*Scholars who **need** to bring cellphones or smart watches to school will be required to turn them in upon arrival and will have them returned at the end of the day\*

**NOTE: In the event these items are found or seen, they will be immediately taken from the scholar and may be picked up by the parent. Appropriate disciplinary action will be taken.**

### **Weapons/Firearms**

- HOPE: Via prohibits scholars from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school.
- The term "weapon" means any object, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms and guns of any type including air and gas-powered guns, whether loaded or unloaded, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons,

ammunition and explosives. Disciplinary action will be taken for violations of this policy.

- The term “firearm” has the meaning as set forth in 18 U.S.C. Section 921 but shall include antique firearms.

### **In-School Suspension**

- HOPE may require scholars to serve an in-school suspension during which they are not allowed to take part in their classes. Scholars must spend the school day doing their schoolwork away from their class. During an in-school suspension, a scholar will be given work and grade-appropriate reflective essay assignments that must be completed and signed by his/her teachers before he/she can be dismissed. Scholars who violate our code of conduct while serving in-school suspension will be sent home for an out-of-school suspension and/or RISE.

### **Out-of-School Suspension**

Out of school suspensions are reserved for scholars who:

1. disobey school rules or the Code of Conduct;
2. convey any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by explosives or other means;
3. engage in conduct while at school, or under the supervision of a school authority, which endangers the property, health or safety of others;
4. engage in conduct while not at school, or while not under the supervision of HOPE: Via, which endangers the property, health or safety of others at school or under the supervision of HOPE: Via staff, or endangers the property, health or safety of any employee or school member (conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property); or
5. possess a weapon or firearm while at school or under the supervision of HOPE: Via staff.

### **Purpose and Effect of Suspensions**

- School administration has the authority to suspend a scholar out of school for a period of up to five school days. Suspensions can be used: as a disciplinary consequence; to facilitate the need to investigate an incident; in connection with a recommendation to expel the scholar; or in an emergency constituting endangerment to health or safety.
- If a scholar is suspended out of school, the scholar must leave the building and grounds and not return until the suspension is over. When the suspension(s) has been served, a parent or guardian may be required to accompany the scholar to school to meet with the principal or Dean of Scholars before the scholar is allowed to attend classes.

### **Suspension Procedure:**

- Unless factual considerations and/or exigent or emergency situations provide otherwise, prior to suspending a scholar, a school administrator or staff member will inform the scholar of the accusations against him/her and allow the scholar to relate his/her version of the incident prior to determining whether the scholar's conduct warrants suspension. An administrator may suspend a scholar for a maximum period of five (5) school days, or if a notice of expulsion hearing has been set, for not more than a total of fifteen (15) school days, for noncompliance with school rules or regulations. The scholar will be advised of the reason for the proposed suspension and the parent/guardian of a suspended minor scholar will receive notice of the

suspension and the reason for the suspension.

- The suspended scholar or the scholar's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Principal or his/her designee. If the Principal or his/her designee finds that the scholar was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the scholar suffered undue consequences or penalties as a result of the suspension, any remaining suspension shall be canceled and reference to the suspension on the scholar's school record shall be expunged and, depending on the circumstance, the scholar may be allowed an opportunity to make up work missed during the period of suspension. Such findings shall be made within fifteen (15) school days of the conference. The Principal's final decision is not appealable.

### **Physical Interventions**

- In an emergency, a school administrator, teacher, or school staff member, may use a physical intervention or time-out room as necessary to prevent a scholar from harming him/herself, other scholars, school staff, school property, other persons, or themselves to maintain order if the scholar has refused to comply with a request to refrain from further disruptive acts.
- Parents will receive notification if your scholar is physically restrained or accesses the time out room. In most occasions, scholars may also be sent home with follow up action steps as determined by the school team.

### **Behavior Plans**

- During a school year, a scholar may be placed on a behavior plan. Behavior plans, and corresponding requirements, are determined by the Dean of Scholars and/or Principal. All requirements will be outlined in the scholar's behavior plan document. If the requirements are not met by specified deadlines, the scholar may be suspended following our suspension policy. Parent meetings must occur within the following 5 school days. During the meeting, the school administration will determine appropriate next steps.

### **Final Contracts**

- The Principal or Dean of Scholars has the authority to place scholars on a Final Contract. A Final Contract will state specific commitments that the scholar and parent/guardian must make to return to HOPE. If that commitment is broken upon a scholar's return to school, he/she will be unenrolled at HOPE.

### **Expulsions**

School administration as the authority to recommend the expulsion for scholars who:

1. disobey school rules or the Code of Conduct;
2. convey any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by explosives or other means;
3. engage in conduct while at school, or under the supervision of a school authority, which endangers the property, health or safety of others;
4. engage in conduct while not at school, or while not under the supervision of HOPE: Via, which endangers the property, health or safety of others at school or under the supervision of HOPE: Via staff, or endangers the property, health or safety of any employee or school member (conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property); or

5. possess a weapon at school or under the supervision of HOPE: Via staff.

**Moreover, scholars who possess a firearm at school or under the supervision of a school authority shall be expelled for no less than 1 year.**

### **Expulsion procedure**

- If the administration determines that the nature of a scholar's behavior warrants expulsion, an administrator will notify the scholar and, if the scholar is a minor, the scholar's parent/guardian, of the grounds for which the scholar is being considered for expulsion and the particulars of the conduct upon which the expulsion hearing is based.
- An administrator may suspend a scholar for a maximum period of fifteen (15) school days if the administrator determines the expulsion is warranted and provides the scholar, and the parents of the scholar if the scholar is a minor, notice of expulsion meeting.
- A parent and/or legal guardian must attend an expulsion meeting that may include the scholar, parent/guardian and members of the school faculty. If the parent/guardian does not attend the expulsion meeting, a written notification of the school administration's decision(s) will be sent to the parent/guardian via mail or electronic mail.
- Upon the ordering of the expulsion of a scholar, the school will mail and/or e-mail a copy of the order to the scholar and, if the scholar is a minor, the scholar's parent/guardian.
- An expulsion order may be appealed in writing via mail and/or email to the Regional Executive Director within 5 (five) days after the expulsion has been issued. The written appeal should explain the reasons that the parent/guardian/18-year-old scholar feels the expulsion order should be dismissed. The Regional Executive Director must respond in writing via mail and/or email to the appeal within 5 (five) days from the receipt of the appeal. The Regional Executive Director's decision is final.

### **Law Enforcement Investigations/ Questioning/Searches**

- Neither Wisconsin nor federal law requires that parents be present for a police investigation or questioning of a scholar which occurs in the school environment; however, parents will be called at the conclusion of the interview of the scholar. The school staff will cooperate with law enforcement in the best interests of the scholar(s) involved and HOPE: Via. Law enforcement authorities shall be permitted to search any area of the school property personally and with trained dogs according to school policy and/or statutes in effect at that time.

## **Academics and Instruction**

### **Life's Work (Homework) Expectations**

At HOPE, we believe Life's Work is purposeful practice and an extension of the day's learning. We call our Life's Work "Life's Work" because we believe it serves as a model for life—in order to be successful, you must work hard every day. That hard work will determine where our scholars will end up in life—so, we believe that begins now. We are building college-bound scholars that need to build habits and routines that will make them successful throughout their academic and professional careers.

Life's Work will be assigned every night. Scholars will bring home their Life's Work Binder every day. A Communication Log will be kept inside explaining the night's Life's Work and scholars Behavior

Log. Parents will be required to sign the Communication log everyday saying they have seen their scholar's Life's Work and it is complete.

Elementary school classes have reading and math components, and middle school will have additional work based on their courses. This means that families must help scholars with their work in ways that include reading instructions out loud, monitoring reading time, creating routines at home for scholars to follow each day, and providing a quiet, organized place to work.

Family assistance is expected; however, the scholar must complete his or her Life's Work independently to benefit from the additional practice. Please do not do your scholar's work for him or her. Life's Work includes 20-30 minutes of required reading every school night, for which a parent/guardian signature is required. Life's Work must be completed in full and in accordance with HOPE's high standards for hard work and professional presentation. All scholars are provided with Life's Work binders that include a nightly reading log.

Life's Work binders are designed to teach scholars essential organizational skills. The reading log must be filled out properly, and all assigned Life's Work must be completed and in the folder. All Life's Work must be neat, clean, and thorough. Life's Work binders are turned in to the teachers each morning as soon as scholars arrive at school.

**If Life's Work is late, missing, incomplete, of poor quality, or missing a parent signature,** the teacher will inform the parents. All scholars, regardless of grade-level, will serve 5 min of recess to complete life's work or lunch detention(5th-8th) to finish their Life's Work.

### **Independent Reading**

Research shows that the #1 way to improve a scholar's reading skills is to have them READ, READ, READ. Scholars who read every day outside of school become strong readers and score highest on reading tests. **Supporting your scholar's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading.** Although HOPE scholars have high-quality reading time during school, they must READ, READ, READ at home every night, each weekend, and during any vacations from school. Parents/guardians should make sure to supervise their scholar(s) in reading every night. It is also essential that scholarren read out loud to parents/guardians, stop occasionally to summarize what they have just read, and answer simple comprehension questions. **Please do not sign your scholar's Life's Work Log if you have not actually seen him or her read.**

### **School Supplies**

- HOPE will provide all the school supplies and textbooks needed for the classroom. Our supply fee is \$25.00 for elementary school scholars, and \$35.00 for middle school. Middle school will be given multiple novels throughout the year for their courses.

<b>Here's what your \$25.00 supply fee covers for your K4 scholar for the year:</b>		
<b><u>Item</u></b>	<b><u>Where Does This Item Stay?</u></b>	<b><u>Notes</u></b>
K4 Sleeping Mat	Sleeping mat stays in the classroom for daily use.	Mats are sanitized daily

Tri-Write Pencils	Pencils stay in classroom	*Please see note below on pencils*
3 ring binder for Life Work (Homework)	Scholar transports binder between school and home daily	In the event your scholar breaks or loses their binder, parent/guardian may be asked to replace the item.
4 folders for ELA, Math, Social Studies / Science and Bright Work	Folders stay in classroom to house student work	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
1 pair of Koss headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	
<p><b><u>Teachers are provided classroom sets of supplies including but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>● Crayons</li> <li>● Scissors</li> <li>● Glue</li> <li>● Rulers &amp; measuring tools</li> <li>● Other items required by the curriculum such as mini white boards, expo markers, dry erasers, and more.</li> </ul> <p><b><u>Parents are not required but encouraged to purchase the following items for at home use:</u></b></p> <ul style="list-style-type: none"> <li>● Pencils for scholar(s) to complete life work.</li> </ul>		

<b>Here's what your \$25.00 supply fee covers for your K5-4th grade scholar for the year:</b>		
<b><u>Item</u></b>	<b><u>Where Does This Item Stay?</u></b>	<b><u>Notes</u></b>
3 ring binder for Life Work (Homework)	Scholar transports binder between school and home daily	In the event your scholar breaks or loses their binder, parent/guardian may be asked to replace the item.
Pencils	Pencils stay in classroom	*Please see note below on pencils*

4 folders for ELA, Math, Social Studies / Science and Bright Work	Folders stay in classroom to house student work	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
Pencil box or pencil pouch	Will stay in classroom in scholar's desk to organize their materials	In the event your scholar breaks or loses their pencil box/pouch, parent/guardian may be asked to replace the item.
1 pair of Koss headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Assigned 1 chromebook	Chromebook will stay in the classroom for daily use.	<b>*See chromebook repair fees below*</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	
Class Set of Crayons	Stay in classroom and distributed by teacher	

**Teachers are provided classroom sets of supplies including but not limited to:**

- Crayons
- Scissors
- Glue
- Rulers & measuring tools
- Other items required by the curriculum such as mini white boards, expo markers, dry erasers, and more.

**Parents are not required but encouraged to purchase the following items for at home use:**

- Pencils for scholar(s) to complete life work.

**Here's what your \$35.00 supply fee covers for your 5th-8th grade scholar:**

<u>Item</u>	<u>Where Does This Item Stay?</u>	<u>Notes</u>
5 Novels per grade level ( <b>see below for listing</b> )	Novels & books stay in the classroom and are returned at the end of the school year. Books are distributed by the teacher daily.	In the event your scholar breaks or loses their book, parents/guardians may be asked to replace the item.

Pencils	Pencils stay in classroom	*Please see note below on pencils*
Erasers	Erasers stay in the classroom	
Highlighters	Stays in the classroom ELA	
5 folders for ELA, Math, Social Studies / Science and Life's Work (Homework)	<p>Folders stay in classroom to house student work</p> <p>Life's Work Folder will go back and forth</p>	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
1 pair of headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Assigned 1 chromebook	Chromebook will stay in the classroom for daily use.	<b>*See chromebook repair fees below*</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn or IXL Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	

**Teachers are provided classroom sets of supplies including but not limited to:**

- Crayons
- Scissors
- Glue
- Rulers & measuring tools
- Other items required by the curriculum such as mini white boards, expo markers, dry erasers, and more.

**Parents are not required but encouraged to purchase the following items for at home use:**

- Pencils for scholar(s) to complete life work.

**Novel List by Grade:**

**Grade 5 (770-1080)**

- Bud Not Buddy-Curtis (950)
- Number the Stars-Lowry (670)
- The Magician's Nephew-Lewis (790)
- Where the Mountain Meets the Moon-Lin (810)
- A Single Shard-Park (920)

**Grade 7 (925-1235)**

- Narrative of the Life of Frederick Douglass-Douglass (920)
- My Beloved World-Sotomayor (1070)
- The House on Mango Street-Cisneros (870)
- The Wanderings of Odysseus-Sutcliff (1220)
- Narrative Short Story Unit: "The Stolen Party" by Liliana Hecker, "Marigolds" by

	Eugenia Collier, "The Sky is Gray" by Ernest J. Gaines, "The Necklace" by Guy de Maupassant, "The Tell-Tale Heart" by Edgar Allan Poe, "The Lottery" by Shirley Jackson
<b><u>Grade 6 (855-1165)</u></b> <ul style="list-style-type: none"> <li>• The Giver-Lowry (760)</li> <li>• I Am Malala-Yousafzal (830)</li> <li>• Chains-Anderson (780)</li> <li>• Brown Girl Dreaming-Woodson (990)</li> <li>• Roll of Thunder, Hear My Cry-Taylor (920)</li> </ul>	<b><u>Grade 8 (985-1295)</u></b> <ul style="list-style-type: none"> <li>• To Kill a Mockingbird-Lee (870)</li> <li>• A Raisin in the Sun-Hansberry (No Lexile)</li> <li>• Of Mice and Men-Steinbeck (1000)</li> <li>• Romeo &amp; Juliet-Shakespeare (No Lexile)</li> <li>• <u>Science Fiction Short Stories Unit</u>: "Robbie," "There Will Come Soft Rains," "All Summer in a Day," Flowers for Algernon," "Harrison Bergeron," "The Ones who Walked Away from Omelas," "Mazes," "The Great Silence"</li> </ul>

### Student & Family OSE Network Technology Fees

- Families are required to sign the OSE Network technology agreement.
- **Families and teachers provided a spare chromebook** will be subjected to the following fees during the 22-23 school year:

OSE Family Technology Repair & Replacement Fees	
Damage	Cost
Lost Charger	\$20.00
Broken Screen	\$40.00
Broken Keyboard	\$40.00
Lost Hotspot	\$100.00
Total Replacement	\$250.00
Broken Headphones K5-8 *Note* Once headphones are broken students must bring a pair from home.	\$20.00 or bring it from home

For the 2022-2023 school year, scholars will be provided a personal chromebook to use. It is the property of HOPE Christian School and all families must agree to follow all technology and chromebook policies.

If a scholar damages school property, parents may be billed for lost or broken items. Book costs range from \$25 to \$75 each. Other property items are billed separately.

## Grading

- We believe that grades are earned by demonstrating mastery of grade level, rigorous academic standards, all aligned to the Common Core State Standards (CCSS). Scholars will earn grades based on mastery of skills in all subjects. These grades will be communicated to parents through quarterly report cards and data sheets.
- **A scholar's grade consists of life's work, participation, in class work, ed tech and assessments.**

### **K4 and K5 Grading Scale**

4: Exceeding	All scoring will be based off of mastery of Common Core Standards
3: Mastered	
2: Approaching	
1: Emerging	
NA=Not Assessed	

### **1st-8th Grading Scale**

A: 93-100	C: 73-76
A-: 90-92	C-: 70-72
B+: 87-89	D+: 67-69
B: 83-86	D: 63-66
B-: 80-82	D-: 60-62
C+: 77-79	F: Below 60

## Reports

- Parents will receive 4 report cards a year (1 per quarter). They will be distributed at the end of each quarter in a manilla envelope sent home. Progress reports, grades, and assignments can be viewed live on the Parent Portal in Infinite Campus.

## Missing/Incomplete Assignments

- If a scholar reaches 10 missing/incomplete assignments in a semester, a mandatory parent meeting is required with the teacher. An academic contract may be put in place if a scholar reaches 20 or more missing/incomplete assignments in a quarter, as determined by the Dean of Instruction or Principal.

## Standardized Testing

- HOPE administers the Measures of Academic Progress Test (MAP) three times per year, the Strategic Teaching and Evaluation of Progress (STEP) 3-4 times a year. The Forward Exam, CBA's, as well as other assessments to...
  - 1) Provide teachers and families with data about their scholar to effectively differentiate instruction to meet all scholar needs in individual and small groups and...
  - 2) Effectively assess the academic achievement of each scholar.
- Individual scholar scores from each assessment will be communicated to families throughout the year.

## Promotional Standards

- Neither the Department of Public Instruction nor numerous academic studies supports the practice of grade retention for K-8 students because retention has not proved to increase academic achievement. Consequently, HOPE Christian Schools will not retain students in grades K-8 unless the following criteria are met:
  1. The scholar's teacher has notified the scholar's parent/guardian at least 4 times in writing beginning at the middle of the first quarter that retention could be a possibility for the scholar.
  2. The scholar has failed to attend classes, either in-person or virtually, for 75% of the school term, or failed to submit any assigned work; and therefore, the scholar's performance level cannot be assessed.
  3. In grades K4 & K5, the scholar is emotionally or socially not ready to enter the next grade level.
- The building principal will make the final judgment on whether a scholar should be retained after reviewing the scholar's individual circumstances and after consultation with the scholar's parent/guardian.

## Parent Teacher Conferences Overview and Expectations

- At HOPE, we value the partnership we have with our families. One way we develop our partnership is through semester parent teacher conferences (please see school calendar for specific dates). During this time, our teachers will have honest conversations about your scholar's progress in school and ways you can continue to support the work done in the classroom at home. Thus, parent teacher conferences are **mandatory** and must be done **in person**.
- If, for any reason, a family member cannot attend a scheduled conference, parents must set up a time outside of conferences and the school day to have the conference. Scheduling conferences outside of the scheduled day must occur prior to official parent teacher conferences.
- If a parent teacher conference is missed and not rescheduled within 7 days, scholars will be held out of class until the conference is completed. We take our partnership extremely

seriously and hope you will take all necessary measures to attend your scholar's scheduled parent teacher conference.

### **Christian Character Formation Project (CCFP):**

In addition to academic courses, scholars will be participating in Bible lessons that follow biblical narratives that exemplify the following values

1. **Courage:** God's power for you to overcome fear.  
**Explanation:** Christian courage is grounded in the God who drives out fear with His love. Our God is the one who creates and provides for all. He protects us from sin, death and the devil through the life, death and resurrection of this Son, Jesus Christ. Through His Holy Spirit, He empowers His people to live courageously for others.
2. **Diligence:** God's power for you to focus on your work.  
**Explanation:** Christians recognized that Almighty God reveals Himself to be diligent in the creation of the world. Moreover, he created mankind to work and still provides the meaning and motivation for his people to create and innovate for the betterment of one's family and community.
3. **Integrity:** God's power for you to be true to Him and others.  
**Explanation:** Christian integrity is the honest intent of the heart that pleases God. It is grounded in the understanding of who one is and whose one is, and then bearing a true witness to that identity in thought, word and deed regardless of the surrounding circumstances.
4. **Justice:** God's power for you to do the right thing.  
**Explanation:** Christian justice is defined by God and determined by God, that is, God is the final judge between what is right and wrong. Moreover, He justifies sinners, making them right, not through ignoring or changing the law, but by fulfilling all righteousness through Jesus Christ.
5. **Respect:** God's power for you to honor Him and others.  
**Explanation:** Christian respect is grounded in the understanding that God is our creator and we are to honor him and value all that he has created. Through humble submission to God's order and authority we respect all people, especially those placed in authority over us.
6. **Responsibility:** God's power for you to be accountable to Him and others.  
**Explanation:** Christian responsibility flows from the fact that the Lord responded to our need of salvation according to his almighty ability in Christ. The Lord holds us accountable for the people and tasks he places in our care and graciously gives us the ability to respond to the needs of others.
7. **Self-Sacrifice:** God's power for you to give something up to help others.  
**Explanation:** Christian self-sacrifice is the clearest expression of love (1 John 4:10). In a sinful world self-sacrifice is essential for community with others. Love demands that one cease from being self-seeking and deny oneself for the care and service of others (Mat. 16:24).

## **School Technology and Internet Policy**

### **School Computer Policies**

- Scholars have the privilege to use computer workstations, HOPE network, and the internet for educational purposes in technology skills, information gathering skills, and communication skills. The school will ensure age-appropriate internet usage among scholars who use its internet facilities.
- The school will also take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, scholars must also accept responsibility for restricting access to these materials. Scholars who gain access to undesirable internet materials must report this material to their teacher.
- The following policies apply specifically to the use of computers, the internet, and other technology at HOPE Christian School. Please note that violation of this policy may result in the loss of any technology privileges at HOPE Christian School. Serious violations may lead to suspension or expulsion depending on the severity of the situation. Any serious damage to a technology item will result in the parent of the scholars paying to replace the item.
- Scholars may not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way. Scholars may not send, view or post material that contains pornography, violence, homophobia, hate, racism, sexism, alcohol, nicotine, or other drugs.
- Scholars will not use the school's network or computers to send hate mail, to harass others, to make discriminatory remarks, or to behave in any antisocial manner. They will not use the school's network or computers to develop programs that harass other users, infiltrate a computer system, or damage software or data on a computer system.
- Scholars must not allow others to use their network accounts (both Internet and School accounts). Users of school file servers to store files should have no expectation of privacy in such files. Network storage areas may be treated like school lockers. Designated school personnel may review files and communications stored on the school file server or other systems to maintain system integrity, ensure compliance with school policies, and ensure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private.
- Scholars will not attempt to gain unauthorized access to any school system, school organization, or outside institution. They will not attempt to access any Internet site, program, or service that is blocked by the firewall, content filter, or school staff, by any means.
- In cases where written work is required, scholars will not violate copyright laws. Scholars will list all resources used in project(s) with a works cited or bibliography section. If work or information is protected by copyright, scholars will not use it unless given permission from the owner. The use of internet sources without proper citation constitutes plagiarism.
- Scholars may not use school computers to access private Internet providers.
- Scholar use of email is not allowed during school or on the school's network.

- Scholar use of social networking, blogging, chat and other user groups is not allowed at school.
- Downloading from the Internet without approval from the supervising teacher is not allowed.
- The school's computer resources are to support the educational process and to facilitate the running of the school. Computers or networks used for commercial purposes or for personal use are not permitted. Scholars will not publish the full name, address, or any personal information of any person (including themselves) on the Internet.
- If a scholar misuses and breaks a school computer, Chromebook, or other form of technology, they will be required to replace the item or pay for all needed repairs.
- HOPE Christian School cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption. Failure to comply with these policies may result in loss of computer privileges as well as other penalties. Scholars observing or knowing any violation of these guidelines or of a security problem on HOPE Network/Internet must notify a teacher or the Principal.

### **School Telephones:**

- Scholars are prohibited from using school telephones, except in the event of an emergency, and in such instances, only at the discretion of school staff members.

### **Cell phones/Smart Watches:**

- Scholars are prohibited from carrying cell phones and smart watches during the school day except when otherwise explicitly communicated by school staff. Cell phones and smart watches are collected each morning for safe keeping. If these items are taken out at school, they will be confiscated per the school's code of conduct. A parent/guardian will need to pick up confiscated items. The school is not responsible for any lost or damaged phones or other items. We encourage families not to send their scholar(s) with any valuables, including cell phones. Scholars are only allowed to use the school phone in the event of an emergency with permission from a school staff member.

### **Social Media Scholar Policy**

- Scholars have easier access to technology today than ever before, and that has proven to cause an incredibly high level of distraction in the learning environment. For this reason, we have put a social media policy in place to ensure that we are modeling the 3 Cs everywhere we are representing ourselves.
- The way our scholars use Social Media is an extension of their character and how they represent themselves, their family, and our school. At HOPE Christian Schools, scholars are a part of our team and family. If they say something threatening, bullying, mean, or inappropriate on social media, it is no different than saying it at school. Therefore, if a scholar posts anything threatening/bullying/inappropriate towards a member of the HOPE family and it is brought to the attention of the Dean of Scholars and/or Principal, that scholar will receive disciplinary action that may include, but is not limited to detentions, suspension, and expulsion.
- Anything brought to the Dean of Scholars and/or Principal's attention on Social Media (with proof) for the purpose of reconciliation will be handled on a case-by-case basis. A conversation between scholars will be held and mediated by the Dean of Scholars and/or Principal.

Consequences, if deemed necessary, may include, but not limited to lunch/recess detention, suspension, and expulsion.

## **Communication and Complaint Policies**

### **To Contact Us:**

- We are committed to establishing and maintaining an open and respectful line of communication between families and school staff, each of whom has their own phone extension and e-mail address. Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24-48 hours if a message is left. All parents or guardians who call the front office to speak to a teacher during school hours will be directed to the teacher's voicemail or to complete a Communication Form. Please be sure to leave your name, scholar's name, phone number, and reason for your call on the voicemail and the appropriate teacher will respond within 48 hours. If you do not receive a return phone call, please let the front office know.
- Families will also have an opportunity to meet with staff during the scheduled parent teacher conference days. In addition, meetings can be arranged at any time by appointment. While we certainly welcome, encourage, and appreciate contact between families and teachers, we also ask that families be respectful of the enormous and constant demands made on all our staff. For example, consistently contacting a faculty member several times per week, can impact his or her ability to provide the best learning experience for all scholars.
- Our teachers and leaders have important work that they do with scholars daily. Our leadership team works daily in our classrooms, with scholars, and coaching teachers. They are rarely found in their office. Therefore, walk-in requests to meet with an administrator or teacher are not accepted. Appointments must be scheduled in advance with the Office Manager, or person you are requesting to meet with. We will work to return all calls and messages within 24-48 hours if a message is left.

### **Addressing Concerns: Informal Complaint Procedures**

- An informal complaint is a complaint that does not concern the alleged violation of law (examples include, but are not limited to, the following: a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or the bus schedule, etc.).
- If you have an informal complaint, you are encouraged to contact the appropriate staff member at the school by telephone or email. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, you may contact the Principal or Dean of Scholars to discuss the matter; the Principal or Dean of Scholars shall respond in person, by telephone, or in writing.

### **Formal Complaint**

- If you are not satisfied with the outcome or decision pertaining to the informal complaint, and if your complaint alleges a violation of the school's policies or law, you may file a formal complaint in writing to the Executive Director. The contact information for the Executive Director can be obtained in person at the school's main office.

- Upon receipt of a formal complaint, it will be reviewed. After reviewing the complaint, the Executive Director or designee will respond to the complainant within a reasonable amount of time (within forty-five (45) days from the date of receipt of the complaint).

### **Equal Opportunities Discrimination Complaint Procedure**

- Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the Milwaukee Regional Executive Director for HOPE Schools, 20935 Swenson Dr., Suite 101, Waukesha, WI 53186, (262) 542.9546. The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: 312-7 30-1560, Fax: 312-730-1576; E-mail [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)
- The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the district before filing a complaint with the Office for Civil Rights if you wish to do so.

### **Student Complaint Procedure Under Section 118.13, Wisconsin Statutes**

- Consistent with the requirements of Section 118.13, Wisconsin Statutes, it is the policy of HOPE Christian School that no person, on the basis of sex; race; creed color; religion; national origin; ancestry; pregnancy; marital or parental status; sexual orientation; or physical, mental, emotional, or learning disability may be denied admission to school or be denied participation in, be denied the benefits of, or be discriminated against on any curricular, extra-curricular, scholar services, recreational or other program or activity.
- Areas covered by this policy include admission to any school, class, program, or activity; standards and rules of behavior, including scholar harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to scholars from private agencies, organizations or persons; instructional and library material selection; methods, practices, and materials used for testing, evaluating and counseling scholars; facilities; opportunity for participation in athletic programs or other extra-curriculars; and school sponsored food service programs. If any person believes that the high school or any part of the school organization has failed to follow Section 118.13, Wisconsin Statutes or in some way discriminated against scholars on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, s/he may file a written complaint with the Milwaukee Regional Executive Director for HOPE schools, as indicated above.

### **The procedure for resolution of complaints shall be as follows:**

- Step 1: A written signed statement of the complaint on the form provided by the school will be requested. This complaint shall be presented to the Executive Director. The executive director shall send written acknowledgement of receipt of the complaint to the complainant within five (5) days of receipt of the written complaint. The executive director shall promptly investigate the complaint via interviews and document review. The executive director shall provide a response to the complainant within forty-five (45) days of receipt of the complaint unless the complainant agrees to an extension of the timeline.
- Step 2: If the complainant is not satisfied with the executive director's Step 1 decision, s/he may file a written appeal with the HOPE Board. A written determination of the complaint shall be made by the HOPE Board within thirty (30) days of the receipt of the written complaint unless the parties agree to an extension of time.

- The complainant may appeal directly to the Department of Public Instruction if the Board has not provided written acknowledgement within forty-five (45) days of the receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint and the parties have not agreed to an extension of time. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707 -7841.

### **Prohibition Against Retaliation**

- HOPE will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act of practice made unlawful by any Federal civil rights laws, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

### **False Information**

- Any individual who knowingly files a false complaint or knowingly provides false information concerning a complaint may be subject to disciplinary action.

### **Student Records**

- The U. S. General Education Provisions Act declares the following as directory information which may be made public; however, parents may contact the building principal to limit the publication of the information below:
  - Student' s name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weights and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended.

### **PARENT/SCHOLAR ACKNOWLEDGEMENT FORM**

- I have read the 2022-2023 Family Handbook and understand its contents.
- I agree to comply with these policies and all the policies mandated by HOPE.
- I have reviewed the mission and philosophy of HOPE with the understanding that these values are rooted in the identity and philosophy of our school.
- I understand that HOPE Christian School is a Racine Parental Choice School.
- I have reviewed the academic component and understand the importance it holds for scholar's success.
- I understand that attendance at a HOPE school requires compliance with school mission and policies.
- I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance, and I will use the calendar as a reference when planning appointments.

- I have reviewed the Code of Conduct at HOPE, including Uniform Policy, RISE levels, Suspensions, DNR Suspensions, Behavior Plans, and Expulsions, and understand the requirements of scholars and parent/guardian(s), and will comply.
- I agree to abide by the policy and understand that should I commit any violations, my access to privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

DISCLAIMER: The Family Handbook provides you with important information about the HOPE community. It also serves as a reference for looking up critical policies and procedures that will affect you and your scholar during your time at HOPE. These policies, procedures, and benefits as described in The Family Handbook do not constitute a contract or implied contract with scholars or personnel.

All policies and practices found in this handbook may be changed at any time by the discretion of HOPE Christian Schools Administration. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.