



2021-2022
Student Handbook

Christ.
College.
Character.®

Greetings HOPE Christian High School Scholars and Families!

Welcome to the 2021-2022 school year. Our theme this year is ***Row The Boat!*** We are experiencing a renaissance - rebirth - here at HOPE Christian High School as we strive to best meet the academic and social needs of our scholars. Our first floor has been freshly painted, and we have many fresh, new faces on staff as well. Setting out into a new school year we will continue to Row The Boat in the same direction, trusting each other, and ultimately, trusting Christ. Philippians 1:27 says, "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ...**standing firm in one Spirit, striving together as one** for the faith of the gospel." We are all in the same boat; let's row as one this school year!

Our school is grounded in Christ. College. Character. All Educators will be guiding and developing you into young, Christian professionals. For ten consecutive years, we have celebrated 100% College Acceptance for all graduating seniors. This legacy continues this year as scholars are equipped to become Champions in and after college. Our schools are dedicated to meeting the needs of our scholars and their families from kindergarten through high school graduation and onward through college and their careers.

Like all learning communities, HOPE Christian High School has rules and expectations in place to protect all family members. Through Christian love and professional accountability, you will learn and grow in a safe and secure environment. To protect and maintain our positive, Christian learning environment, all members of our school -- students, parents, and staff -- are responsible for the policies, procedures, expectations, and rules outlined in this handbook. All disciplinary matters are handled by the principal.

Please read this handbook carefully. From time to time, these policies and procedures may change as deemed necessary by our Administrative Team. If this occurs, changes will be communicated with students, parents, and staff using the contact information we have on file. Changes will always be in the very best interest of our student population and learning community.

God's blessings over the entire HOPE Christian High School Team and Family for a safe, successful, and fun school year!

Together in Christ,



Angie Hamilton, Principal

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GENERAL INFORMATION

HCHS Code of Conduct

At HOPE Christian High School (HCHS), the unconditional love of Christ, the goal of a college education, and the growth of personal character are infused into everything we do, every day. HCHS is a place of mutual respect. It is an expectation that all members of the HCHS community - teachers, administrators, staff, students, parents, and guests - will follow the HCHS Code of Conduct and treat each other as they would wish to be treated themselves. It is expected that everyone on the HCHS campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional. HCHS's Code of Conduct will apply to students:

- 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. Where a specific penalty for violating a rule is not listed in the HCHS 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 are all set the highest examples of conduct. To that end, 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 unforeseen 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 commitments
- 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

HOPE Christian High School Nondiscrimination StatementAs a Christian organization, HOPE (name of school) does not discriminate on the basis of race, gender, national origin, disability, color or other protected class applicable to institutions of faith.

ATTENDANCE/TRUANCY

HCHS believes that regular school attendance is the best way to acquire the instructional continuity necessary for academic achievement. Potential employers of students have repeatedly expressed the belief that attendance habits developed during school years are indicative of attendance at work. In addition, state law has established compulsory attendance for students and placed the shared responsibility of attendance on both our parents and students.

Attendance - Parent Responsibility

When a student is absent, his/her parent or guardian shall contact the school (preferably before 10:00 am) to explain the absence. Parents can call 24 hours a day or provide a written explanation of absences at the time the student returns to school. Voice mail will accept a message when someone is not able to answer the phone. Failure to contact the school will result in a call to the parents' or guardians' home or workplace. In the case of anticipated absences, parents/guardians are asked to contact the school at least one school day prior to the absence.

Attendance - Student Responsibility

Any student anticipating being absent for more than one day must complete a Pre-Planned Absence Form, available in the high school office or online. Parent/guardian approval noted on the Pre-Planned Absence Form will be sufficient notification of the absence. The forms should be signed by the parent or guardian and returned to the office for final approval before the planned absence. Students must always check in and out of the high school office when leaving or returning 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, college visits, 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 student 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 student. 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 nonschool hours.
- Legal proceedings that require the student's presence
- To enable the student to obtain religious instruction outside the school during the required school period.

Unexcused absences/truancies

Unexcused absences/truancies demonstrate a deliberate disregard for the educational program and are considered a serious matter that can lead to a truancy citation from law enforcement.

A student 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 student. Wisconsin Statute 118.16 (1)(c). A student 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, babysitting, gainful employment, leaving school without permission, shopping, errands, 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 student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence.

A student 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 student is truant for 1 or 2 class periods, he or she may be assigned one detention for each period that the student is truant. For truancy violations exceeding 2 periods, the following penalties may be imposed:

- First and second offense: In-school suspension
- Third offense: Penalties/consequences will be determined by the high school principal.
- Fourth offense: Law enforcement may be contacted for a conference.
- Fifth offense of each semester: Law enforcement may be contacted, and a possible truancy citation may occur.

Student Make-Up Work After Absences

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Illness at School

The following procedures will be used if a student becomes ill while in school:

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

A student who is ill must report to the office. If a student misses all or part of a class and has not reported to the office, the absence will be considered unexcused and detentions may be assigned.

Permit to Leave

No student shall leave the school building during the school day except by permission from the high school office. If an absence is anticipated (i.e., medical appointment), students are to present a written parent request to the office at the start of the school day and obtain a Permit to Leave pass. A student who leaves school without checking out in the office will be considered truant and will be assigned a detention for each school period missed.

Proof of Minor's Age

We may now accept the following for proof of a minor's age:

- a duly attested birth certificate,
- a verified baptismal certificate, or
- a driver's license/photo ID card issued by the Wisconsin Department of Transportation

18-year old Students

Students who are 18-years old may sign themselves in/out of school with written permission from their parent/guardian. These students will be required to follow all closed campus regulations. 18-year old students are considered to be legal adults. As legal adults, they may be cited by law enforcement for illegal actions on school grounds.

School Hours

School begins at 7:45 am each morning and dismisses at 2:16 pm with one 30-minute lunch period. A four-minute period between classes allows sufficient time for passage between classes as well as locker time.

Before/After School Hours

Students are not to enter the building before 7:10 am or remain in the building after the school dismissal time unless involved in a school-sponsored and/or supervised activity under the direct supervision of an employee of HOPE schools. This covers all areas of the building including the gymnasium.

Tardiness

As an important element of life, students are expected to be on time.

Late to School: Students who are late to 1st hour must report to the office for an admit slip. Arriving after 8:15 is no longer considered a tardy but is then considered a period absence.

Late to Class: Students are to report directly to class, and will be recorded as tardy, unless an approved signature on a travel pass is presented.

Consequences of being tardy: The teacher will work with the student to correct the problem. A discussion with the student, restriction of the student break period, parental contact, or detention with the teacher are appropriate responses to tardiness. Teachers will develop their own plan of consequences for tardiness. Being on time for class will be defined as being in the classroom when the bell sounds.

BEHAVIOR MANAGEMENT

General requirements

The school is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students 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 students to participate in classroom learning activities. Both in and outside of class, students 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 disciplinary referral. Students are also expected to abide by the Code of Conduct, directives by HHS staff, and all rules of behavior whether governed by school, city, county, state or nation. We expect a high degree of civility from our students in school, in the community, and at co-curricular events.

The entire staff at HHS is responsible for monitoring student behavior. Students, in turn, are expected to comply with staff directives. Staff members who encounter misconduct outside of class are expected to direct the students involved to correct their behavior. Students who display negative or undesirable behaviors will be subject to disciplinary measures at school and will be referred to law enforcement as necessary.

Disciplinary Referrals

Disciplinary referrals are made by staff or administrators when a student violates the Code of Conduct, any school rule or directive, or repeatedly disregards school rules or directives. Such conduct can occur on school grounds, at a school sponsored event or activity, or away from school that affects other HCHS students or other members of the broader school community.

Given a disciplinary referral, the administrator will meet with the student involved to address the situation and to assess corresponding consequences deemed most appropriate. In making this determination, the administrator may consult with the referring staff member. The following consequences, in no particular order and depending on the severity of the offense, may be applied:

1. Apology - student acknowledges wrongdoing, extends appropriate apology, and commits to refraining from like behavior in the future.

2. Detentions - all detentions must be served by an assigned date. Failure to do so will result in an in-school suspension.
3. Restitution - student held responsible for cost of repairing damage to and/or theft of personal or school property.
4. In-school suspension.
5. Out of school suspension (See "Suspensions")
6. Police referral - police will investigate the incident and determine if a citation is in order. This determination will then be communicated to all parties concerned.
7. Recommendation for expulsion (See "Expulsions")

Once the decision of consequence is made, the administrator will contact the student's parents by phone or in person to make them aware of the incident and corresponding consequence. Other than for out of school suspensions or expulsions, there is no further process.

Out of School Suspensions

School administration has the authority to suspend a student out of school for a period of up to five school days.

Reasons justifying out of school suspensions.

Out of school suspensions are reserved for students 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 HCHS, which endangers the property, health or safety of others at school or under the supervision of a HCHS 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 HCHS staff.

Purpose and effect of suspensions

Suspensions can be used as a disciplinary consequence; to facilitate the need to investigate an incident; in connection with a recommendation to expel the student; or in an emergency constituting endangerment to health or safety. Students will not receive credit for work missed during the period of suspension.

If a student is suspended out of school, the student must leave the building and grounds and not return until the suspension is over. While on suspension, the student is prohibited from being on school district property, in the school buildings and attending or participating in school sponsored events. When the suspension(s) has been served, a parent or guardian may be required to accompany the student to school to meet with the principal before the student is allowed to attend classes.

Suspension procedure:

Unless factual considerations and/or exigent or emergency situations provide otherwise, prior to suspending a student, a school administrator or staff member will inform the student of the accusations against him/her and allow the student to relate his/her version of the incident prior to determining whether the student's conduct warrants suspension. An administrator may suspend a student 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 student will be advised of the reason for the proposed suspension and the parent/guardian of a suspended minor student will receive notice of the suspension and the reason for the suspension.

The suspended student or the student'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 student was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, any remaining suspension shall be cancelled and reference to the suspension on the student's school record shall be expunged and, depending on the circumstance, the student may be allowed an opportunity to make up work missed during the period of suspension. Such finding shall be made within fifteen (15) school days of the conference. The Principal's final decision is not appealable.

Expulsions

Reasons justifying expulsion

School administration has the authority to recommend the expulsion for students 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 HCHS, which endangers the property, health or safety of others at school or under the supervision of a HCHS 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 HCHS staff.

Moreover, students who possess a firearm at school or while 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 student's behavior warrants expulsion, an administrator will notify the student and, if the student is a minor, the student's parent/guardian, of the grounds for which the student is being considered for expulsion and the particulars of the conduct upon which the expulsion hearing is based.

An administrator may suspend a student for a maximum period of fifteen (15) school days if the administrator determines the expulsion is warranted and provides the student, and the parents of the student if the student is a minor, notice of expulsion meeting.

A parent and/or legal guardian must attend an expulsion meeting that may include the student, 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 student, the school will mail and/or e-mail a copy of the order to the student and, if the student is a minor, the student'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 student 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.

Removal from class

A teacher may remove a student 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 student 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 student 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
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
- 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 students 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 student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student 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 designee shall review the situation and make a placement decision regarding the student in accordance with school policy. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

BEHAVIORAL EXPECTATIONS, RIGHTS AND RESPONSIBILITIES OF STUDENTS

Disruptive Behavior

Behavior that is deemed disruptive or inappropriate and not conducive to the objectives of the school in providing a safe, orderly and educational environment will not be tolerated and subject to disciplinary action by teachers and/or administration. Any student who engages in such behavior may be subject to removal from class. In addition, the student 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 students at all times. If a student is involved in a fight for the first time, the principal has the discretion to determine the consequences. The student may be suspended with a mandatory parent conference before being readmitted to school. If the student is involved in a second fighting incident, the student may be suspended for three days with a recommendation for

possible expulsion. Law enforcement may be contacted as deemed necessary by the high school administration.

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, toy guns, water pistols, darts, firecrackers, laser pointers, and/or any other look-alike weapons or other items which may inflict injury on a person or property. These will be immediately taken from the student and may be picked up by parent. Appropriate disciplinary action will be taken.

Backpacks

Students will use backpacks on school property to carry all necessary school supplies and will not be permitted to visit lockers between classes. Inappropriate or chronic abuse of the backpack privilege may result in administrative intervention.

Bus Rider Rules/Procedures

In order to ensure the efficient running of the busing service and safety of all students:

- Bus riders must be at the bus stop ready to board the bus when the bus arrives.
- Do not move to board a bus until it is completely stopped, and the door is open.
- Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop. Students are to remain in their seats at all times while the bus is in motion.
- Any damage to the bus will be paid for by the rider inflicting the damage.
- Conduct on a bus is subject to school rules and is what is expected in a classroom situation. This includes no profane language or disrespect to any bus rider or driver.
- For everyone's safety, bus riders are asked to keep arms and heads inside the bus at all times.
- Riders must listen and follow instructions provided by the bus driver.
- Report any injuries to the bus driver immediately.
- No student recording or photographing with electronic devices or cell phones allowed on the buses.
- To promote the well-being and safety of all riders, there will be no eating or drinking on the bus.
- A bus driver may assign seats.

These rules are not intended to be exhaustive; they only serve as guidelines.

Generally, and depending in the severity of the situation, students who violate the bus rider rules and procedures the first time can expect a conference regarding the violation and what proper conduct is expected while being transported to and from school.

A first-time violation that endangers the safety and well-being of other people on the bus will result in removal from the bus for up to five (5) school days. A second violation of the bus

rider rules will result in the student being given administrative detention(s). The third violation will result in administrative detention(s) and/or removal from riding the bus for a minimum of 3 (three) school days. The fourth violation will result in removal for a minimum of 5 (five) school days, and any further violation could result in permanent removal from the bus.

Clothing, Student Appearance and Uniforms

Grooming guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Recognizing the correlation between dress and personal appearance and the way students conduct themselves in school, the following descriptions establish expectations for student dress and appearance:

Cleanliness and dress are vital not only to the individual but also to those with whom the student shares a classroom.

Students will not wear clothing, hair, or accessories that can be hazardous to them or others during school activities, such as laboratories, athletics, physical education, art, etc. Grooming and dress that prevent the student or others from doing their best work because of blocked vision, restricted movement, or exposure to danger will not be allowed.

Uniforms must be worn at all times when a student is on campus. Students are expected to present themselves as young, Christian professionals at all times while on campus. Shirts and blouses must be tucked in at all times. If a student has a medical condition that warrants an adjustment to his/her school uniform, the parent/guardian must submit documentation from the student's physician explaining the need for the adjustment.

Coaches, lab teachers, physical education instructors or any teacher teaching an activity type class and/or advising any school activity may set specific dress and grooming regulations to assure the safety and well-being of the participants. All such regulations drawn up by instructors, coaches, or advisors must be approved by the principal.

Note: Students whose dress exceeds the limits set by the school will be referred to the administration. Those in violation of the code will be asked to change clothes at school or, if no appropriate clothing is available, the office staff will contact a parent and the student will be sent home to change. The absence will be considered unexcused. Repeated problems with a student's appearance will result in disciplinary consequences.

HOPE CHRISTIAN HIGH SCHOOL UNIFORM EXPECTATIONS

Monday through Friday Polo Uniform Expectations

Male	Female
Navy blue HOPE polo Navy blue HOPE sweatshirt Grey slacks or dress pants Black or brown belt Close toed shoes (EX: Vans, Keds, Converse, etc)	Navy blue HOPE polo Navy blue HOPE sweatshirt Grey skirt (4 fingers above knee) Grey slacks or dress pants Black or brown belt Close toed shoes* (EX: Vans, Keds, Converse, etc)

Co-Curricular Activities

A student must attend school a minimum of the last three periods of the day (4th through 7th periods) to be eligible to practice or participate in a contest on that particular day-unless excused by the high school principal or his/her designee. An unexcused absence during any class period of the day of a contest constitutes ineligibility for that contest. Students who are serving an out-of-school suspension are ineligible for practice or contests on that day.

Computers/Systems

The school's computers, phones, email accounts, internet connections and other electronic systems, are owned by the school and may be searched and reviewed at any time for any reason. Students should have no expectation of privacy in using the school's resources.

Use of Computerized Systems: Unlawful use of electronic mail and other computerized communication systems includes, but is not limited to, using such systems as a method or means to violate the Code of Conduct or school rules such as sending a message with the intent to frighten, intimidate, threaten or abuse another person. Any student misusing computers will be subject to disciplinary actions.

Internet: Students using the Internet must have an Internet acceptable use agreement signed by both student and parent and on file in the high school office. Students violating this policy will be subject to disciplinary action.

Religious Instruction

HOPE Christian High School believes in the importance of cultivating the Christian faith of the young men and women during regular faith formation instruction. The parent of a student attending HCHS through the parental school choice program may opt their student out of religious activities at HCHS upon a written request to the school principal. The student will be provided with an alternative instructional activity.

Dance Rules

The Code of Conduct and school rules and regulations in regard to student behavior and conduct are in effect. (Example: No use or possession of tobacco products, alcohol, illegal drugs, etc. in the school or on the school grounds.) Students may not leave the dance once they have entered. If they choose to do so, they may not return. Doors will be closed for student admittance one hour after the designated time the dance starts. Students from other high schools are not admitted unless the Dance Guest Form has been properly completed and submitted to the high school principal. Guests that are not currently attending a high school may be admitted based upon the parent signature of the HOPE Christian High School student. Students will follow the same expectations of proper decorum that they do during regular school hours. Dance chaperones have the right to dismiss any student from a dance. Any infraction of the school rules, as well as dance rules, will be reported to the office the next day of school following the dance, and may involve disciplinary procedures and consequences. Requests for scheduling of dances shall be submitted to the administration thirty (30) days prior to the requested date of the dance.

Deliveries

Deliveries of food, flowers etc. for students should be made to the high school office and be clearly marked with the recipient's name.

Displays of Affection

Students observed participating in inappropriate displays of affection shall be referred to the office. A conference shall be held with the student and the principal. Written notification shall be sent to parents. Further repetition of such inappropriate displays of affection shall result in a parent conference and may also result in further disciplinary action.

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. HHS 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 student at HCHS. The school establishes the following guidelines with regard to education, assistance, support, and discipline of students engaged in alcohol and illegal drug use. "Use" means a student has taken or is observed taking internally by ingestion, injection, inhalation, or other means, alcohol or other illegal drugs detectable by the student's physical appearance, actions, breath or speech.

A drug or alcohol offense will be enacted upon a reasonable determination by an administrator that a student of HCHS 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.
- is in possession of drug related paraphernalia.

The following disciplinary action may be taken at the discretion of the principal:

- The principal or his/her designee will immediately notify the student's parent(s) or legal guardian(s); and
- The principal or his/her designee will refer the matter to the appropriate law enforcement agency; and
- If a first offense, the student will be suspended, out of school, for three days; or, if a second offense, the student will be recommended for expulsion. And the student will be suspended from interscholastic activities as determined by the athletic code.

In an instance in which students 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 student shall be suspended for five days from school attendance.
- Upon suspending a student 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 student 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 student may possess or use tobacco or vaping products on HCHS property or property under the jurisdiction of HCHS as well as at all HCHS 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. Additionally, the student may be referred to law enforcement for a possible citation for each violation.

Drugs as Performance Enhancing Substances

The WIAA is against the use of anabolic-androgenic steroids and other performance enhancing substances (PES). The WIAA identifies 'Restricted' substances. These restricted substances can be legally purchased but are prohibited in connection with school programs. They include: Creatine, Caffeine-enhanced products, Energy drinks (e.g., Red Bull, Amp, Advance by PowerAde, Coke Black), Herbal Caffeine, No Doz, Protein Powders and other substances as identified in the related materials. Even natural substances in unnatural amounts may have short-term or long-term negative health risks, so performance enhancing substances are not allowed on campus or allowed to be brought into the building for consumption or distribution.

Medication Dispensed to Students

Medications should be administered to school children by parents at home whenever possible. School personnel, following the appropriate procedures, may administer medication when the medication is required during the school day.

Before any prescription medication may be administered to a student at school, school personnel must receive written parental consent along with the original prescription label.

Before any non-prescription medication may be administered to a student at school, school personnel must receive written parental consent along with the medication which must be readily identifiable or in its original package.

All written instructions and consent forms shall be filed in the school office.

The building principal or designee shall be responsible for reviewing the written instructions, maintaining accurate records, and storing all medications in a locked cabinet or drawer. Students in the high school grades may keep inhalers and non-prescription headache medication on their person so long as parental instructions, if the child is under 18 years of age, are available for review by faculty and staff.

Electronic Devices

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

During non-instructional time between classes and during breaks, students will be allowed to access personal cell phones, to primarily check for text messages and communicate with parents. Taking video or recording is prohibited without prior written consent. Students are prohibited from using cell phones while class is in session, unless the device is specifically being used as a learning aid by the teacher and only with the express written consent of the teacher. Students may not use WCDs in restrooms or locker rooms. Students may keep their cell phone in their possession, being certain the ringers and all alarms are turned to silent, or the device is turned off. Students who use the phone or whose phone rings during class are to be considered disruptions to the learning process. One warning may be provided by the classroom teacher. The teacher has absolute discretion to determine how cellphones will be used during instruction. Any future distraction may result in the teacher confiscating the phone or electronic device. No expectation of confidentiality will exist in the use of wireless communication devices on school premises/property. Should a device be confiscated, it will be turned into the office and it may be picked up by the student at the end of the school day. If a device is confiscated more than once during a single school year, the device will have to be picked up by the parent/guardian of the student. Students who habitually use cell phones inappropriately will face further disciplinary action which may include loss of privilege to use such devices.

Students may use iPods in the classroom at the discretion of the teacher. For hygiene and safety reasons, students should not share earbuds. Students must keep the volume of the iPod at a level that those seated near them cannot hear it.

Bulletin Boards

Bulletins, notices, and school advertisements may put on school bulletin boards after permission is obtained from the school administration.

Hallways and Hall Pass Use

Students should be in the hallways only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that

require them to be there. Students in the halls during class time must have a hall pass or acknowledgment from school personnel. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running or shouting in the halls is never permitted. The degree of cleanliness in our halls is a direct reflection on how much we care about our school and about one another.

Students who forge or steal hall passes, spend too much time in the halls, or disrupt classes are subject to loss of pass privileges and other school disciplinary action.

Harassment

No student of the school shall be subject to sexual, verbal, or any other type harassment.

Harassment means behavior toward a student or group of students 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 student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, or staff-to-student. 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.

Sexual harassment deserves special mention. 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 students 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 student.

Inappropriate harassment of any type must be reported promptly to the building principal or the dean of students. Students harassing others will be subject to suspension. Involved students may be referred to proper local and state authorities for further prosecution. The harassment complaint coordinator is the Regional Executive Director

Law Enforcement Investigations/ Questioning/Searches

Neither Wisconsin nor federal law requires that parents be present for a police investigation or questioning of a student which occurs in the school environment; however,

parents will be called at the conclusion of the interview of the student. The school staff will cooperate with law enforcement in the best interests of the student(s) involved and HCHS. 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. Lockers are the property of the school and as such may be searched by any school administrator who has reasonable suspicion in an effort to eliminate any weapons or other contraband from school premises.

Lockers

School authorities have responsibility for safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students at any time in accordance with state and federal law. Lockers are the property of the school and as such may be searched by any school administrator who has reasonable suspicion in an effort to eliminate any weapons, drugs or other prohibited articles from school premises.

Each student is assigned an individual locker for his/her use. Periodic inspection of lockers will be made and may involve the use of specially trained dogs, with the assistance of law enforcement. In the course of a locker inspection, school officials may seize all items which are in violation of school policy/rules, dangerous and/or illegal and which are in plain view upon opening the locker. Student belongings within the lockers may be searched, consistent with school policy and applicable law.

Students are not allowed to share lockers. Each student is legally responsible for the items in his/her assigned locker. Items seen as materially disrupting the educational process, or which are inappropriate in a school setting may not be posted or displayed in student lockers.

Students should not give their combination to other students. Students should not place a gym lock or any other personal lock on their regular lockers; such locks will be removed. Any large amounts of money or personal valuables should be left in the high school office during the school day. HHS discourages students from carrying large amounts of money during school hours. HHS is not responsible for articles lost or stolen from lockers.

All lockers will be opened the week following the end of school and the contents removed. The school cannot be responsible for items left in lockers.

Students are also responsible for maintaining their lockers and any damage incurred will result in the student making monetary compensation. No posters or any other items should be taped to the front of the lockers. Team or activity locker decorations must be adhered to lockers with magnets.

Lost and Found

Articles found in and around the school should be turned into the high school office where the owner may claim his/her property by identifying it. Items not claimed by the end of the school year will be donated to a local charity.

Lunch Period Expectations

During lunch periods, students should remain within the cafeteria. Students should not be in the parking lots, nor should they be entering, sitting in, or driving vehicles. HCHS has a Closed Campus throughout the school day. Students must obtain permission to drive during the school day from the principal or his/her designee and must have prior written permission from his/her parent or guardian. If a student must get something from his/her car, permission may be granted by the principal or by his/her designee.

Students are expected to discard trash in the appropriate receptacles and to clean up their table area. Students are not allowed to use the gymnasium or weight room areas during lunch and games which present a hazard to people or property (per the discretion of the administration) will not be played. Students may eat in a classroom with the supervision of an instructor or advisor. Lunch guests or visitors during the lunch period need to get prior permission from administration for such visitation. A room where guests can meet with the student will be provided.

Students continuously creating problems during the lunch period will be placed in an alternate setting.

Offensive Profane Language

Swearing at a teacher or any other school employee, calling the school employee/teacher an inappropriate name, or seriously threatening a staff member will result in immediate removal from class and may result in further disciplinary action, including referral to law enforcement. This includes making totally inappropriate comments under one's breath or making obscene gestures.

Trespassing

Please respect the private property of our neighbors. Disciplinary action may be taken against those who trespass.

Vehicles and Student Parking

During regular school hours, student vehicles must be parked in designated student parking areas. Once parked, these vehicles are not to be entered or moved until dismissal time. HCHS accepts no responsibility or liability for any damages to cars parked in student parking areas. The school administration may revoke the privilege of any student to drive a motor vehicle to school for failure to comply with these regulations and suspension of the student for driving his/her vehicle during school hours may result.

Visitors

All visitors, parents, guardians, etc. (“visitors”) who visit HCHS for any reason (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter HCHS through the main/front doors, sign in at the security station, read and sign the visitor/observer form, wear a visitor badge and report to the school office. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by Visitors. Parents/guardians are always welcome to visit the school. Parents/guardians who wish to meet with teachers or staff should schedule such meetings in advance to ensure availability of HCHS staff and to allow for an appropriate amount of time to be scheduled for the meeting. Parents/guardians may also observe their children’s classes provided the observation is scheduled in advance or the parent/guardian has received permission from the Principal to observe the class. HCHS administration is permitted to provide teachers with advance 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 and as an added security measure. Parents/guardians visiting for purposes of an observation are still required to enter the visiting protocol prior to proceeding to the classroom.

Parents/guardians may be denied the opportunity to enter HCHS and/or to observe a class if the school administration has determined that the parents/guardians’ presence has, had, is having, or 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 students or staff. Parents/guardians who are denied the opportunity to observe a class may appeal that determination to the principal.

Children visiting the school for class projects must have prior approval of the principal. Students are not allowed to bring children to school at any time. No one under the age of 18, who is not otherwise an HCHS student at school for an approved purpose is allowed in the building without permission of the principal.

Visits of a social nature are not allowed. Visits of an educational nature must be approved at least 24 hours in advance by the School office. Trespassers may be prosecuted.

Weapons/Firearms

HOPE Christian High School prohibits students 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 which, 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.

ACADEMICS

Academic Integrity

HCCHS values academic integrity and requires students to submit their own work. Grades should reflect a student's individual academic achievement. Academic integrity violations commonly occur, either intentionally or unintentionally, as follows:

- **Plagiarism** The use of someone else's ideas, words, or other work. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work. Examples include, but are not limited to the following:
 - Downloading information from the Internet/other source and submitting it as one's own.
 - Submitting as one's own work that which is copied or translated from another source.

- **Cheating**

The deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. Examples include, but are not limited to the following:

 - Trying to obtain information or having test information in his/her possession.
 - Exposing his/her paper and answers to another student.
 - Assisting in any way another student in giving or receiving information on an assessment or individual work.
 - Forging a signature for the purpose of earning credit in a class.
 - Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others.

- **Consequences**

When a teacher suspects that a student has violated the academic integrity policy, the teacher will determine the scope of the violation and record the incident on a behavioral referral (e.g. automatic failure of examination or assignment). The teacher and an administrator will meet to determine an appropriate disciplinary consequence and the extent of such consequence. Students may still be required to complete the assignment or an alternative assessment to ensure the student is accurately assessed against the course standards. The failure will be recorded as a zero or equivalent letter grade. A letter will be sent by the teacher to the parents. Students are also subject to additional consequences which may include, not are not limited to detention, suspension and/or expulsion.

Grading and Report Cards

Student report cards are issued four times yearly at the end of each quarter. In addition, academic progress reports will be issued at the midpoint of each academic quarter. These reports include a grade which the student has earned for each class. Grades reflect a student's knowledge, skills and effort. Results of assessments, weighted at 65%, and homework and class participation, weighted at 35% combine to produce a student's quarterly grade. A student's semester grade is determined by averaging the student's two quarterly grades, weighted at 45% each, and the student's final exam grade, weighted at 10%. The student earns .5 credit for each semester course s/he passes.

The HOPE Christian High School Grading Scale is as follows:

- A = 93% and above
- A- = 90%-92%
- B+ = 87%-89%
- B = 83%-86%
- B- = 80%-82%
- C+ = 77%-79%
- C = 73%-76%
- C- = 70%-72%
- D+ = 67%-69%
- D = 63%-66%
- D- = 60%-62%
- F = 59% and below

Graduation requirements

To earn a diploma from HOPE Christian High School, students must meet the following requirements (.5 credit = 1 semester):

- Earn at least 4 credits of English including writing composition

- Earn at least 3 credits of math (courses at/above Algebra)

- Earn at least 3 credits of science (including laboratory studies in life and physical sciences)

- Earn at least 3 credits in social studies

- 1 credit of US History

- 1 credit of World History

- .5 credit American Government

- Pass the state approved civics test

- Earn at least 1.5 credits of Physical Education

- Earn .5 credit of Health

- Earn at least 1 credit of Fine Arts (foreign language, art, music, dance or theater)

- Earn 6 credits of electives

- Earn a minimum of 22 credits in total

- Apply to a minimum of one post-secondary institution of higher learning (IHE)

Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. If a concern exists regarding instructional materials, a parent should file a written complaint with the high school principal. The principal will review the complaint and meet with the parent to resolve the issue.

GENERAL POLICIES/OTHER

Accidents

In order to facilitate appropriate medical attention and insurance claim processes, all accidents and injuries must be reported immediately to the teacher, coach, or advisor in charge. The staff member must complete and submit an accident report to the high school office within 24 hours of the occurrence of the accident and in any event no later than 24 hours after the accident or injury occurs.

Meetings with Teachers/Administrators

All teachers hold Office Hours weekly on designated days from 2:30 – 3:30 pm. During Office

Hours, teachers are available to meet with students and/or parents/guardians. Parents/guardians may also contact teachers directly via phone or email. Parents/guardians should schedule meetings with teachers and administrators in advance. Parents or guardians who visit HOPE Christian High School without a scheduled appointment will not be permitted to meet with an administrator or teacher.

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

Student Complaint Procedure

It is the policy of HOPE Christian High School that no person, on the basis of race, gender, national origin, disability, color or other protected class applicable to institutions of faith be denied participation in, be denied the benefits of, or be discriminated against on any curricular, extra-curricular, student 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 student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons; instructional and library material selection; methods, practices, and materials used for testing, evaluating and counseling students; 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 in some way discriminated against students on the basis of race, gender, national origin, disability, color or other protected class applicable to institutions of faith 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 high 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.

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.

Severe Weather Drills

Each room has instructions posted for severe weather. Notification to move to protective areas will be made via the public address system. When directed by the teacher, students walk to the designated area and remain there until the all clear signal is given.

Student Immunizations

Wisconsin State Law requires all public and private school students 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.

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.

Emergency School Closure

In the event of an emergency or early dismissal, school buses will be dispatched as soon as radio messages are broadcast. It should be realized that it takes time to get the buses into operation. Pupils waiting for buses will be provided the best care possible until buses arrive. Parents should instruct the children as to procedures to be followed when they arrive home at a time not regularly scheduled, particularly if there is no one at home.

In winter, when in doubt as to whether or not there will be school because of bad weather, listen to local radio or television stations or check the school website. If school is to be called off, it will be announced over these radio stations and television stations.

Field Trips

Field trips are designed to be an extension of the regular classroom. Students in poor academic standing may not be eligible to participate. Administration can restrict a student's participation in a field trip.

Fire Drills

Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; students are asked to acquaint themselves with these instructions. In the event that the alarm sounds, walk quickly out of the building without stopping at one's locker. Students should remain together in class groups so the teacher can account for all students within the class. Teachers must carry a copy of their

class list with them as they exit the building and take attendance when all of their students have assembled outside of the building.

Work Permits

Students needing work permits may obtain them from the high school office. It is necessary to bring along evidence of date of birth (birth, baptismal certificate, or driver's license), a request for and the nature of your employment from your employer along with the employer's name, address, and phone number, times of day of scheduled work and total hours of work per week, your social security card, and a statement from the parent or guardian granting permission for employment. The fee is \$10.00, which should be reimbursed by the employer.

School Backpack Policy 2020-2021

Backpack use on campus property or at school sponsored events

HCHS authorities have responsibility for safeguarding the safety and well-being of the students in their care. As a result of HCHS's COVID19 protocols in an effort to reduce student to student proximity and contact time, lockers will not be in use for the 2020-2021 school year. This requires that all students carry all books, school supplies and any approved personal items with them in their backpack/bag throughout the school day or school sponsored event.

Searches

In an effort to ensure the safety of all students and staff, all student backpacks, purses, satchels, personal belongings and other bags (collectively "Bags") will be searched each morning at the beginning of the day and upon reentry if the student leaves at any point during the school day. No student will be allowed into the School without having their Bags searched. All Bags are also subject to search upon entry (or reentry) to a School sponsored activity or event.

Students refusing to allow a search of their Bags will not be able to enter the School or participate in the school event. In cases where the refusal to submit to a search results in missing any portion of the school day/classes, the student's parents will be alerted to pick up the student and the student will be marked down for an unexcused absence. Repeated instances may result in disciplinary action including expulsion from HCHS.

The discovery of any prohibited and/or illegal items including but not limited to illegal drugs, drug paraphernalia, alcohol, controlled substances, weapons, etc. will result in a disciplinary action, including expulsion, and a possible police referral.

As always, students suspected of possessing or carrying contraband or other illegal or prohibited items at school may be subject to search at any time.

FAMILY COVENANT LETTER

“Obey your leaders and submit to them, for they are keeping watch over your souls as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” Hebrews 13:17

Student:

As a student at HOPE Christian High School, I will submit to the expectations and norms of my school leaders without reservation.

I will receive redirection, correction, amnesty and grace with the love of Christ. I will accept responsibility for all of my choices, both intentional and unintentional.

I will maintain language and conversation that reflects Christ and His love for us. My professionalism and respect for others will always reflect our school virtues.

I understand my family’s choice to enroll at HOPE Christian High School and agree to adhere to the guidelines outlined in Holy Scripture.

I understand that violation of this covenant can and will result in compromised enrollment status as a student at HOPE Christian High School.

Parent/Family:

As a parent or guardian of a HOPE Christian High School scholar, I will accept and support the expectations and norms for my child by his/her school leaders without reservation.

I will support and nurture my child’s professional development by upholding school rules and expectations from home. I will partner with my child’s teachers, understanding that on one accord, we will accomplish greater success.

I will maintain the respect and professionalism while present in school, on phone conversations or during any other communication with school staff.

I understand that if I violate this covenant as a parent, my child’s/children’s enrollment status at HOPE Christian High School can and will be compromised.

STUDENT
SIGNATURE _____ DATE _____

PARENT
SIGNATURE _____ DATE _____

STUDENT
NAME _____ GRADE _____