

HOPE Caritas Family Handbook
2021-2022



Our Mission

Christ. College. Character.

HOPE schools exist to provide a high-quality, Christian education, in a safe, supportive environment. We strive to make teaching and learning exciting and to graduate scholars who are well prepared to become inspirations to their families, leaders in their communities, and successes in the workplace.

Our Vision

HOPE is dedicated to developing a network of schools to provide a Christian education that is genuinely transformational for our scholars. We are tireless in our commitment to establishing a distinctive identity as one of America's finest college-preparatory institutions, developing scholars who are academic standouts and servant leaders.

Our Values

Learning. Loving. Lasting. Leading. Loving

July 1, 2021

Greetings HOPE Christian Schools-Caritas Families!!!

Welcome! We are EXCITED that you are returning or joining our HOPE Christian Schools – Caritas family, where we strive to continue to groom our young scholars into responsible, God-fearing young men and women who are ready to succeed at every level! Despite the past year of a worldwide pandemic and so many unexpected twists and turns, WE MADE IT!!! TO GOD BE THE GLORY!!! Although our teachers did not get a chance to teach the way they're used to and our families had to struggle with daily schedules, our scholars were affected the most. We know there were many challenges, but we overcame them all! Now, we are gearing up for the next level! We are prepared to take back everything the devil stole from us and show him what happens when God is in the midst! God is our strength! This year, when you visit HOPE Christian Schools - Caritas, we hope you see the joy and happiness with which we work, while holding high academic and behavioral expectations for all of our scholars. Our mission is three-fold and we stand firm on it: **CHRIST:** We are a CHRISTIAN school and believe in helping our scholars learn about and believe in Jesus' perfect love for them! **College:** We prepare our scholars for COLLEGE and beyond! **Character:** We work hard to develop strong CHARACTER within each of our scholars!

First and foremost, we cannot stress enough that we are a **Christian school**. This manifests itself in our sincere gospel focus, which is reflected in our approach to student behavior and the love we model as **Christian educators**. God loved us enough to send his Son, Jesus Christ, to die for us; out of thankfulness, we, in turn, love one another as a reflection of God's love for us. The **Christian foundation of our school**, with **Christian values taught at home**, serve as a powerful foundation within the hearts and minds of our children. We are committed to **building character** in each of our scholars of which our parents, families, and community can be extremely proud. Secondly, our academic program is intensely focused on **preparing scholars for college**. We sincerely believe in our scholars and their amazing potential! We are proud to announce that for the past two years, the Wisconsin Department of Public Instruction school report card issued to HOPE Caritas was 5-STAR!!! This means we have been closing the gaps found in Urban Education and making the necessary progress to continue to prepare our scholars for their next level. We push our scholars to push themselves academically in preparation for success beyond high school. We know this past year brought a number of challenges, many out of our control. Because of this, we must work even harder this school year to regain lost ground. We will continue to develop **servant leaders**—young people who seek to create positive change in their lives and in the communities around them. We will continue to build the **leaders** who will one day run our schools and our nation!

Finally, while school and work should be enjoyable, we are dedicated to the success of every student and work extremely hard to ensure each and every one of our scholars will be successful. **Scholars and parents must be committed to this level of intensity.** This year, we are returning to a school theme focused on **"212 degrees...the EXTRA degree"**. Our HOPE Caritas team will stop at nothing to ensure every student rises to meet and exceed our high expectations. We will go the EXTRA DEGREE in EVERYTHING we do! When our parents and scholars share this same commitment, there is no limit to what we can achieve by working together under God's guidance. Your commitment is essential in this rigorous and challenging adventure toward **excellence through Christ**, our **focus on College**, and our **dedication to building strong Character**. We look forward to partnering with you in this exciting process and appreciate your commitment to allowing HOPE Caritas staff to educate your scholar!

Praying God's Continued Blessings,

Mrs. Deniece Fields Russell, M.Ed. - Principal, HOPE Caritas

If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ. 1 Peter 4:11

Christ. College. Character.

"Since God so loved us, we also ought to love one another. No one has ever seen God; but if we love each other, God lives in us and His love is made complete in us." 1 John 4:11

Our work at HOPE Caritas is based on an understanding of the Gospel and Law and proper application of these Biblical principles. Our ultimate goal is for scholars to be proactive in demonstrating positive behaviors through the sanctifying work of the Holy Spirit who is planted in our hearts through faith in Jesus Christ. Simply put, because God loved us enough to send His Son to die for us, we strive to reflect the love of Jesus in our daily lives and our interactions with others. All this we do for all He has done for us.

Virtues

As we teach scholars to be proactive in their Christian behavior, we focus on these specific values:

- Justice
- Responsibility
- Respect
- Integrity
- Self-Sacrifice
- Diligence
- Courage

In all of the above behaviors and attributes, scholars are taught to put others before themselves. Through interactions with the Virtues, our HOPE Caritas youth begin to exhibit an awareness of the needs of those around them, demonstrating this through service to others. Ultimately, scholars learn what it means to reflect God's love.

Every week, all scholars will participate in Chapel where the Word of God will be taught, giving each child the opportunity to learn about Jesus' love for them with the rest of the school. Additionally, scholars will have Word of God as a part of daily instruction.

The Virtues will be addressed weekly.

HOPE Code of Conduct

At HOPE Caritas, the unconditional love of Christ, the goal of a college education, and the growth of personal character are part of everything we do, every day. Fidelis is a place of mutual respect. It is expected that all members of the Fidelis community - teachers, administrators, staff, students, parents, and guests - will follow the Code of Conduct and treat each other as they would wish to be treated themselves. It is expected that everyone on the Fidelis campus will behave in a way that everyone will feel safe and free from harassment, both physical and emotional. Fidelis 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. If a specific penalty for violating a rule is not listed in the Fidelis 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. 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

HOPE Caritas Nondiscrimination Statement

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

Parent/School Communication

HOPE Caritas recognizes parents as the primary educators of their children. Communication between parents, teachers, and staff is an essential ingredient to success in school. Parents are strongly encouraged to:

- Initiate communication with their child's teacher (teachers will respond at their earliest convenience)

- Communicate questions or concerns before they turn into major issues
- Avoid emotional responses to concerns before discussing the matter with school personnel

Our goal is to maintain open, two-way, collaborative communication with you. The school communicates with parents and families through phone calls, notes, letters, text messages, Class Dojo, orientation, meetings, parent/teacher conferences throughout the school year, and this Family Handbook. Classroom teams will primarily communicate with parents via phone calls, text messages, Class Dojo, daily behavior chart reports, progress reports, and face-to-face parent teacher conferences either in person or virtually. If you would like to meet with your child’s teacher outside of these scheduled conferences, please call your child’s teacher to set up a time to do so.

Parent Concerns

If you have a concern about school policy, academic grades, discipline decisions, or anything else, we ask that you take some time to reflect on it. If you are still concerned after a day or two has passed, please contact the school as we welcome the conversation. We understand that as parents, you can have very strong feelings about issues concerning your child. We promise to treat you and your concern with respect. If a parent is disrespectful to a HOPE Caritas teacher or administrator, we will cut the conversation short and reschedule for another time. HOPE Caritas is very demanding, with high expectations for academics and behavior. If we all work together, we will resolve the issue in a way that is best for your child’s learning that does not conflict with our school’s policies.

If parents/guardians feel that it is necessary, they can follow our “Grievance Procedures for Parents/Guardians”: This applies except for complaints involving sexual harassment or complaints of a criminal nature where the principal or another school leader is the subject of the complaint. Parents filing a grievance must:

1. Bring their student-related complaints or concerns to the teacher or staff member involved in the incident. The complaint or concern should be brought to the teacher or staff member in writing, must be specific, and offer a possible solution.
2. The teacher or staff member will respond in writing to all written complaints or concerns within 3 days of the receipt of a written complaint.
3. Parents or guardians who are dissatisfied with the response of the teacher or staff member may make their complaint known, in writing, to the principal. A copy of the written complaint and the teacher/staff member response shall be given to the principal.
4. The principal will respond to the parent or guardian within 5 days of submission of the grievance.
5. If the parent or guardian is dissatisfied with the response of the principal, they can then submit the complaint to the Executive Director of HOPE. The principal’s response, as well as the teacher or staff member’s response, is to be submitted to the Executive Director. Any action taken by the Executive Director must be done so in compliance with all applicable privacy laws and in accordance with HOPE policy.

Building Hours

Monday - Friday 8:40 a.m. – 3:40 p.m.

Arrival

Doors to school open at 8:40 a.m. Busses will unload between 8:40 a.m. and 9:00 a.m.

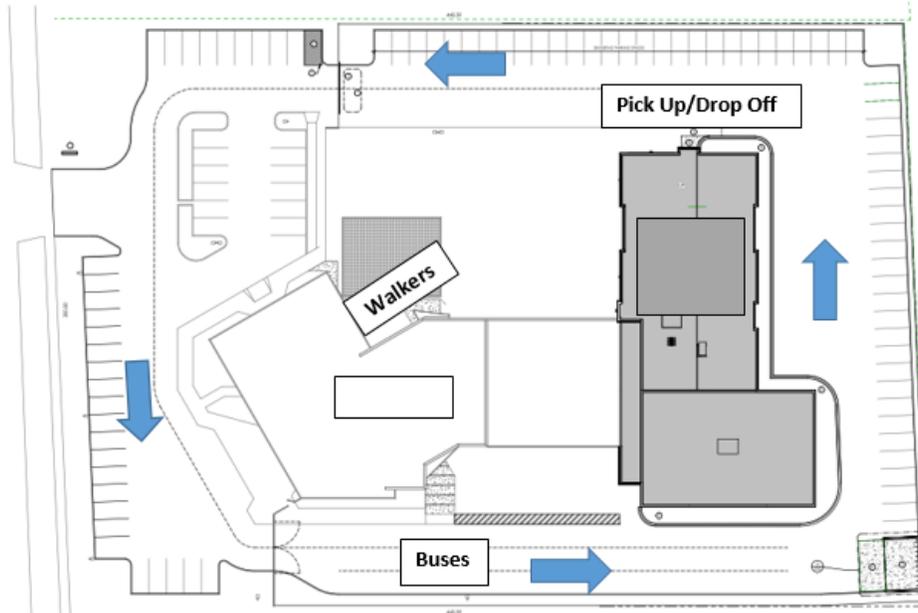
All scholars who are dropped off by car **MUST** be dropped off on the **NORTHEAST** side of the school. All scholars walking **MUST** enter through the **WEST** side (Kindergarten Door or Main Entrance) of the school. No scholars will be admitted through the front doors of the school between 8:00 a.m. and 8:40 a.m. If a scholar arrives after 9:00 a.m., he/she must enter through the main entrance in order to sign in with the Office Manager.

Dismissal

Dismissal is at **3:40 p.m.** Monday through Friday. Students leave the classroom at the time of dismissal. If you are picking up your child, **expect them to be ready for pick up no earlier than 3:40 p.m. Every minute of instruction counts.** There are no early dismissals after 2:00 p.m. **We use every second of the day that we can to teach so we hold that time very sacred.**

In the rare event that a student is dismissed early, the following procedure must be followed:

1. The legal guardian must contact the school **before 12:00 p.m.** and sign the student out of school in the office. The legal guardian must provide documentation regarding the purpose for early dismissal after the second time a child is picked up before 3:40 p.m.
2. The student must make up all missed work and return it the following day.



ATTENDANCE/TRUANCY

Caritas believes that regular school attendance is the best way to earn academic achievement. In addition, state law has established compulsory attendance for students and placed the shared responsibility of attendance on both our parents and scholars.

Attendance - Parent Responsibility

- When a student is absent, his/her parent or guardian should contact the school (preferably before 9:30 am) to explain the absence. Parents can provide a written explanation of absences at the time the student returns to school. Emails are acceptable forms of written notes. You will need to email the Office Manager at santasha.alston@hopeschools.org. **The number to call in an absence or tardy is 414.600.1045.**
- Voicemail 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 parent/guardian's 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. For phone calls, voicemails, and notes, please leave or list your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. All questions regarding scholar attendance and attendance records should be directed to the school's Office Manager.

Absence Types

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

Excused absences

Parent/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, illness, 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/guardians are encouraged to make appointments during non-school 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 show a deliberate disregard for the educational program and are considered a serious matter.

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/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, 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 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, he or she may be assigned one detention for each day that the student is truant. For truancy violations exceeding 2 days, the following penalties may be imposed:

- First and second offense: In-school suspension
- Third offense: Penalties/consequences will be determined by the 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, will be permitted to make-up homework and assessments missed during the absence when they return to school

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 office.
- If the student is ill, the student will report to a school office staff member who will:
 - 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 or attend a school-sponsored activity that school day.
- We do not have a nurse on staff at HOPE.
- If the student is to take a prescribed medicine, it will be administered 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 student is responsible for coming to the office when they need to take their medication. Scholars without a prescribed medication without a parent/doctor signature are not permitted to go to the front office for medication.

Permission to Leave

No student can leave the school building during the school day except by permission from the 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 permission to leave. A student who leaves school without checking out in the office will be considered truant and will be assigned a consequence for that truancy.

Tardy 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 child's arrival but mainly hurts the child'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 child (children) at school every day on time. **A student is considered tardy if they arrive after 9:00 am.** If for any reason a student 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 student is tardy, they may not be able to receive the full breakfast. A small snack will be given to students who arrive past breakfast time.

Parents are allowed to make **three** phone calls per quarter to notify the school of late arrivals.

- Students arriving after 9:30 am without proper notification by the parent/guardian will not be allowed to attend school that day. If there are habitual office calls for tardies, the family must meet with the Dean of Students.
- On the fourth tardy, scholars will not be permitted to enter the building and will have to try again the next day.

To avoid tardiness and absences, all appointments and meetings must be scheduled after school hours.

Scholars will only receive an excused tardy if the school is notified of the tardy ahead of time and if the reason is legitimate, such as an unavoidable event. No tardies will be excused the day of a tardy.

If a student is tardy for school five times within one quarter, a parent/guardian of the student will be required to meet with a school administrator.

School Closing

If Milwaukee Public Schools close due to bad weather, HOPE Schools will also close. Please listen to the radio or television for the announcement of the closing for Milwaukee Public Schools. HOPE will be listed separately on any announcement, but will automatically close if Milwaukee Public Schools are closed, whether or not you see a separate announcement. Teachers will notify their students by phone if there is a last-minute cancellation (for an emergency situation).

When to Keep a Child Home From School

School is important, but sick children need to be at home. Once a child's condition improves, and his/her temperature is normal without medication, he/she can return to school. Make certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child home from school:

• Fever (temperature of 100 degrees or higher)	• Heavy nasal congestion or frequent cough	• Vomiting or diarrhea
• Blistery	• Bed Bugs	• Lice
• If your child has been exposed to or diagnosed	• Pink Eye – 24 hours after treatment with a doctor's excuse	

with COVID-19 or any contagious disease		
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ILLNESS DURING SCHOOL HOURS

If a child is sick (feverish, pink-eye, flu-like symptoms or presents a health hazard to others i.e. bed bugs, ring worm, etc.), the school expects him/her to stay home for the day. Although we have a Wellness Room Assistant, we do not have a school nurse on site. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. We do not have the capacity to watch over and care for ill children for the duration of the day. Therefore, you or a designated family member, must be able to pick up your scholar in a timely manner. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out in the main office. All medications are kept in the Wellness Room. Hope Christian Schools reserves the right to request a doctor’s excuse before your scholar may return to school under any circumstance.

HEALTH

Wisconsin State Law requires that all children entering a Wisconsin elementary school be immunized against diphtheria, tetanus, pertussis, polio, measles and rubella. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

Per state regulations, no medication can be dispensed without a doctor's form. This includes prescription and nonprescription medicine (including Tylenol, Ibuprofen, and Advil). Parents must sign an authorization for consent to administer medication if their child needs to take medicine during school hours. These forms are available in the main office.

Immunizations

The law requires that students receive a minimum number of immunizations prior to entering school. The law is meant to prevent illnesses such as **mumps, pertussis (whooping cough)** and other vaccine preventable diseases from returning and harming our children. To obtain proper immunizations, call your doctor, health center, or the **Milwaukee Health Department at (414) 286-8034**. When your child is immunized, provide the records to your child’s school. **Required immunizations* are as follows:**

Pre-Kindergarten (2–4 years)	Kindergarten – Grade 5	Grade 6 – 12
4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis	4 doses of Tetanus, Diphtheria & Pertussis
3 doses of Polio	4 doses of Polio	1 additional dose of Tetanus, Diphtheria, Pertussis

3 doses of Hepatitis B	3 doses of Hepatitis B	4 doses of Polio
1 dose of Measles, Mumps and Rubella	2 doses of Measles, Mumps and Rubella	3 doses of Hepatitis B
1 dose of Varicella	2 doses of Varicella	2 doses of Measles, Mumps and Rubella
		2 doses of Varicella

*There are a handful of limited exceptions to the requirements. For details about exceptions, for free immunizations, or to check your family’s immunization records, contact your health care provider or the City of Milwaukee Health Department at (414) 286-8034.

Scholarship

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 Reading, Social Studies, Writing, Math, Science, and Word of God. These grades will include homework completion, classwork, and unit assessments. These grades will be updated often and communicated to parents through progress reports. Each scholar will receive a progress report during each quarter. Progress reports must be signed by the parent for scholars who are failing a course (below a D or an N in Kindergarten). If a scholar does not return a progress report with a signature, the teacher will call home.

Grading Scale

Grade	Minimum %	GPA
A+	100	4.0
A	93	3.7
A-	90	3.3
B+	87	3.0
B	83	2.7
B-	80	2.3
C+	77	2.0
C	73	1.7
C-	70	1.3
D	60-69	1.0
F	59 and below	0

Parent/Teacher Conferences Overview and Expectations

Parent/Teacher conferences are a crucial component of our educational program. Parents are expected to attend conferences after the conclusion of each quarter, either in person or virtually.

Quarter 1: October 27 & 28th, 2021

Quarter 2: TBD

Quarter 3: TBD

Our preference is that all conferences are done in person with a family member. This is your opportunity to pick up your child's report card and data report. This can only happen in person. Report cards are sent home only on the last day of school.

Each Lead Teacher is responsible for scheduling conferences with families on the school provided schedule. We will do whatever it takes to ensure 100% of our families have a conference every quarter. If for any reason a family member cannot attend a scheduled conference, please set up a time outside of conferences and outside of instructional minutes of the school day (before school, after school, during teacher prep periods) to have the conference. Requesting a conference outside of the scheduled day must occur prior to the scheduled conferences.

Promotional Standards

HOPE has high standards for promotion. Scholars must earn their promotion to the next grade level by demonstrating mastery of the rigorous grade-level standards. A number of scholars may take additional years to master the full HOPE Schools curriculum in order to be prepared for the honors track at our high school. Promotion decisions will be based on teachers' recommendations, a student's grades, standardized test scores, homework completion record, and other measures.

Academic Standards: For promotion to the next grade, scholars must earn a final grade of C or above (70% or higher) in Reading, Writing, Math, and Science.

Standardized Testing: Decisions to promote or retain scholars will also be based on their scores on the MAP test. In order to be promoted, scholars must earn a minimum grade-level score in Reading and Math on the MAP test or demonstrating at least one-year of growth. Scholars who have earned scores that demonstrate less than one-year of growth in Reading or Math will be promoted only at the discretion of the principal. Consideration for promotion for those scholars demonstrating less than one-year of growth will be based on the following criteria:

- Earned mastery scores of 80% or above in Reading and Math
- Strong character (no repeated or extreme discipline issues)
- An average of 95% homework completion

The principal reserves the right to request that a student repeat a grade level for lack of organization and/or lack of maturity.

Community Service: Scholars will be required to complete 20 community service hours. In order to develop our scholars into serving leaders, scholars will participate in service projects throughout the year benefitting others outside of school. Projects include making holiday cards for people in nursing homes, food drives, Operation Christmas Child or field clean-up, etc.

Standardized Testing

HOPE administers the MAP test three times per year, the STEP Reading Assessment 4 times a year, and other assessments in order to: 1) provide teachers and families with data about their scholar to effectively differentiate instruction to meet all student needs and to 2) effectively assess the academic achievement of each child. Individual student scores from each assessment will be communicated to families.

Transfer of Credits

HOPE Christian School: Caritas does not use a system of credits. Students will be admitted into their grade level based on the last recorded grade level on their previous school's report card. We will share and ask for scholar's entire record, including behavior, academic, and attendance. Schools reserve the right to promote or retain a scholar based upon their cumulative record.

Cheating/Plagiarism

Cheating is a serious offense and is grounds for receiving an out-of-school suspension. If a student copies another student's work, or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words and using them as one's own, or the imitation of the language, ideas, and/or thoughts of another author (or person) and representation of them as one's original work.

The first time this offense happens in a class, the teacher will notify parents/guardians, the Dean of Students, and the Principal. The student will lose all of their dollars for the day and receive a suspension. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and Principal. Continued cheating and plagiarism are grounds for suspension, retention, or expulsion.

Homework

An important way for HOPE scholars to climb the mountain to college is to practice what they have learned at school by completing homework. Homework establishes solid, individual study habits and helps scholars maximize their learning potential inside and outside of the classroom. Homework also serves as a quick indicator to teachers to either re-teach the skills from that day or move on. Thorough, neat, accurate, and carefully completed homework is the expectation. It must be turned in on time in order to be accepted as completed homework.

Every class will be given nightly reading homework. Additional work included in a homework packet depends on the skills the classes are working on at the time. **We will determine homework completion percentages by class based on the completion of daily homework. Daily homework can include:**

- **Zearn/Lexia/IXL completion of lessons**
- **Subject-Specific Worksheets**
- **Spelling & Writing Practice**
- **ELA Homework or Read Aloud Skill Practice Worksheet**
- **Individualized Skill Packets based on MAP/STEP level**

Homework is assigned on a daily basis. Approximate time for completion will range as follows:

- **K4/K5: 15-30 minutes**
- **1st, 2nd, & 3rd: 30-45 minutes**
- **4th & 5th: 45-60 minutes**
- **6th, 7th, & 8th: up 90 minutes**

We encourage parents/guardians to provide a quiet place for study so that scholars may learn good study habits and complete their homework with minimal interruptions.

Repeated failure to complete homework assignments thoroughly and not returning completed homework to school when it is due may result in an in-school suspension.

Missing/Incomplete Work

Incomplete Homework: Work that is incomplete or done without adequate effort will not be accepted because scholars have access to teachers and are provided with their teacher's phone numbers to ask additional questions. Work is considered incomplete if more than one problem/question is incomplete or if the assignment is illegible, torn or mistreated (at the discretion of the teacher and TA).

Consequences for missing/incomplete homework:

- It is important to emphasize to scholars the benefits and need for completing homework.
 - Scholars with missing or incomplete homework will miss their recesses the day the homework is missing in order to complete the missing or incomplete homework assignments. The homework will be completed during this time, but may not be calculated as a part of the homework percentage because it is late. K5-4th will sit on the fence to complete homework and 5th-8th will be required to complete it during a designated time.
 - Teachers will notify families about missing work via phone call/Dojo message/text message
 - Scholars will lose points for late assignments

Absent Work: Scholars have the same amount of days they are absent to make-up work they missed during their absence. For example, if a student is absent for two days, he/she has two days to make up any work he/she missed.

Supplies

- There is school supply fee of \$25 per family. This fee helps to off-set rising costs of supplies.
- Scholars are provided all necessary supplies for the school year.
- Scholars are responsible for all of their materials for the entire school year. We are fostering an environment of responsibility. Supplies that are provided should last throughout the school year.
- If a scholar loses or defaces a book of any kind, the student/family is responsible for paying the cost to replace the textbook. Textbooks cost between \$25 and \$75.
- If a scholar defaces any materials/supplies, they may lose their materials and be charged for the cost of the item.
- If a scholar needs to replace any school materials, the scholar must discuss the issue with the classroom teacher at an appropriate time.

Students will need supplies at home to complete their homework, such as a dictionary, crayons, markers, a ruler, scissors, pencils, pens, erasers, glue, and a compass. If for any reason these supplies are not accessible at home, please contact your child's teacher to discuss how we can support your child's ability to complete his/her homework. Students are responsible for keeping their textbooks in the condition in which they received them and must return books at the end of the unit or school year.

Visitors

All visitors must sign in at the main office with the Office Manager and obtain a visitor's pass before entering the building. This is for the safety of all students and staff in the building. Due to COVID-19, visitors may not be allowed to enter the building beyond the main office/welcome window.

All visitors to HOPE Caritas must state the purpose of their visit outside on the intercom in order to gain entry into the building. If the Office Manager feels in any way unsafe allowing the visitor to enter the building, entry will be denied. All staff members reserve the right to refuse entry to the building for any reason.

Visitors are not permitted to bring snacks or food of any kind with them to the school, unless dropping off a healthy lunch for their child.

Lunch

Before lunch, scholars and staff will say the Common Table Prayer together. “Come Lord Jesus, be our guest, and let these gifts to us be blessed. Amen.”

HOPE Caritas is an “offer” school, meaning scholars have some choice in what they will eat for lunch. The guidelines are always to take a fruit or vegetable, as well as a grain and protein. We work to ensure our scholars eat healthy and are happy with their lunch. Families will receive lunch menus in advance; parents should have conversations with their scholars about choosing menu items with an emphasis on trying new things.

WELLNESS POLICY: FOOD ITEMS

Beverages

- Allowed: water; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice; milk; soymilk; sports drinks.
- Not allowed: soda; iced tea; fruit-based drinks that contain less than 50% real fruit juice; energy drinks; beverages containing caffeine.

Portion sizes of foods sent in bag lunches or for snacks

- Two ounces for chips, fries, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky; One ounce for cookies; single serving
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items; single serving

Fast Food Lunches

We discourage the bringing of fast food to students for lunch. If this does occur on an emergency or special occasion, please choose healthier options such as sub sandwiches. Above guidelines for soda and portion sizes apply to lunches brought in.

Daily Lunch Schedule Sample- Monday through Friday

K5	10:30-11:00 AM
1ST	11:00-11:25 AM
2ND	11:25 AM-11:50 PM
3RD	11:50-12:15 AM
5TH AND 6TH	12:15-12:40 PM
7TH & 8TH	12:40-1:05 PM
4TH	1:05-1:30 PM

Birthday Celebrations

Treats are permitted from families and teachers. Teacher must be notified at least one day in advance by note or phone call. Below is a list of birthday celebration ideas.

- Snacks (Nutritional snacks are encouraged. Follow above guidelines.) Please arrive with appropriate supplies (napkins, plates, silverware, etc.). Bookmarks, pencils, trinket bags.
- Donate a book to the child's classroom in their name. Parent is welcome to read the book to the class.

Fieldtrips

- Fieldtrips need to be academic in nature and must support the curriculum.
- Teachers will communicate the requirements for the fieldtrip with families such as special clothing or items needed, the reason for the trip, the date, and the time.
- Prior to leaving for the field trip, teachers will explain to scholars they represent our school, their family, and our Lord. They will also explain consequences for negative behavior.
- Bag lunches will be provided if necessary.
- Scholars must greet the bus driver and thank the driver for transporting them to and from their destination.
- When leaving the fieldtrip site or bus, remind scholars to check their area and to leave everything nicer than when they arrived.
- Chaperones are required to read, agree to, and sign the chaperone guidelines and complete a background check.

Recess

Outdoor Recess:

Will occur everyday for students in K4 - 4th grades. Outdoor recess will be held indoors when the outside temperature reaches 18 degrees fahrenheit or below.

CELL PHONES/ELECTRONICS

Cell Phones may be brought to school, but must be turned off and put away from 8:40 a.m.-3:40 p.m. If a student is seen with a cell phone during the day or the cell phone rings during the day, the cell phone will be confiscated and a parent must pick up the phone at the end of the day. If a student is caught using a phone in any manner during the day (talking, texting, playing games, listening to music, taking pictures, or use in any other manner), the phone will be confiscated for a week.

Scholars may not receive incoming or make any outgoing phone calls or texts at any time. The office manager will relay messages to scholars in the case of an emergency. The office manager will call in the case of a serious illness that requires the child to go home for the day or in rare cases where there is a change in transportation plans.

If a student's cell phone is out, whether in use or not, it will be taken away by the teacher and given to the Principal. Parent must come in to pick it up.

PROHIBITED MATERIALS

Students are not allowed to bring the following items to school. If items are brought to school, further consequences will be determined by the Dean of Students.

*Weapons or toy guns/knives, lighters, tobacco products, any illegal substance, fidget spinners, gum, soda or candy; trading cards; toys; video games; makeup (lip gloss/glitter); perfume; cologne; electronic game devices (i.e. PSP) or MP3 players, iPods, iPads, tablets, glass bottles.

Any of the above items brought to school will be confiscated and either discarded or kept until a parent comes to claim them. The above list describes the main items students bring, administrative discretion will be used on items not listed above which distract from the learning environment.

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 Caritas 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 Caritas 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.

Disciplinary Referrals (Behavior Incidents)

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 Caritas 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 involved
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 Caritas, which endangers the property, health or safety of others at school or under the supervision of Caritas 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 Caritas 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.

If a student is suspended out of school, the student 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 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 Caritas, which endangers the property, health or safety of others at school or under the supervision of Caritas, 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 Caritas staff.

Moreover, students 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 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 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

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. Caritas 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 Caritas. 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 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.

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 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.

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.

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

Bullying

General Principles

HOPE Caritas is committed and dedicated to the task of providing a safe environment for students to attain high academic standards and to promote healthy human relationships. Bullying behavior interferes with the mission of HOPE Caritas and obstructs the school's ability to maintain the safety or welfare of students and staff. Bullying interferes with the students' ability to learn and with the teachers' ability to educate students in a safe environment.

Definition

Bullying is a deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior and involves an imbalance of power. Bullying may be baited by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender identification, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying behavior can be:

- Physical (assault, hitting, kicking, theft, etc.)
- Verbal (threatening, or intimidation language, name calling, cruel rumors, racist remarks, etc.)
- Indirect (spreading of rumors, social exclusion and isolation, using technology in a harmful manner - cyber bullying) Cyber bullying includes, but is not limited to, use of email, instant messaging, text messaging, digital pictures or images, cell phones, or website postings.
- Bullying by proxy - (i.e. someone engaging in bullying through another or on behalf of another);
- Between students and students, students and adults, or adults and adults.

Prohibition

Bullying behavior by an individual student, a group of students, or an adult is prohibited in school, education environments, or school property. Educational environments include, but are not limited to, every activity under school supervision. Bullying and harassment of students or school employees is also prohibited when perpetrated through the use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication.

Procedure for Reporting and Investigation of Bullying

Is it the responsibility of all students, school staff, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a member of the school administrative team. HOPE Caritas will act to investigate all complaints of bullying and will take appropriate actions against and student or employee who is found to have violated this policy.

HOPE Caritas will follow these procedures for handling reports of bullying:

All reports of bullying must be sent to the principal and/or dean of students. If the report is regarding an employee the principal shall investigate and take appropriate action. Parents or guardians of the accused and the accuser shall be notified by the principal and/or the dean of students that a report has been made. The principal and or dean of students will investigate the report and make a finding. If necessary, the principal and/or dean of students will provide appropriate consequences.

Individuals making such reports will be supported and protected against potential retaliation for making such a report. HOPE Caritas will take appropriate action against any student or employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such bullying. HOPE Caritas shall keep the complaint

confidential for both accused and accuser to the extent permitted by law.

Sanctions and supports

Where it is determined that a student has participated in bullying behavior in violation of the HOPE Caritas policy, disciplinary actions including suspensions, expulsions, and/or referral to law enforcement officials for possible legal action will occur, as appropriate. HOPE Caritas will also take appropriate action against any student or adult who retaliates against any person who reports, testifies, assists, or participates in an investigation or hearing related to such bullying.

Whenever possible, attempts will be made to use disciplinary alternatives for students who engage in bullying or retaliate against a student who reports a bullying incident. HOPE Caritas will make available evidence-based resources and a comprehensive research-based programs to address bullying program support which may include: coaching, training, restorative practices, surveys, and evaluations tools, student skill training, and program implementation support.

Employees found to have participated in bullying behavior or who have been aware that bullying was taking place and failed to report the behavior are considered to be in violation of the policy and may be subject to disciplinary action.

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 Caritas. 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.

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.

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.

Weapons/Firearms

HOPE Caritas 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.

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.

Notes

- Extreme behaviors and altercations can go straight to a Caritas Final Contract at the discretion of HOPE Caritas.
- K4 and K5 scholars who have multiple write-ups will be required to wear a safety harness at all times. If a parent opts out then a Final Contract will be made at that time.

Physical contact of any sort is not acceptable and will be considered a severe offense. Physical contact could be automatic bus expulsions for both parties, along with consequences at school.

Cell phones and other electronic devices that are used in inappropriate manners are subject to be confiscated or result in a bus write-up.

Food, gum, liquids, and candy of any sort are not permitted on the bus. This includes birthday treats as they can cause commotion. Packed lunches are permitted but should remain in the scholar's backpack. Please remember that riding the bus is a privilege. Misbehaviors of any kind will result in the above referrals.

K4 and K5 scholars that are not received off of the bus will not get a second chance for the bus to drop off at the assigned location. Parents will have to the scholars up from the next HOPE school.

Technology

COMPUTER/INTERNET

Students have the privilege to use computer workstations, the HOPE Network, and the Internet for educational purposes such as to develop technology skills, information gathering skills, and communication skills.

Student Responsibilities

In order for HOPE to provide sound educational opportunities via our computer network, each student must use computers and the network responsibly.

Responsible students treat computers, keyboards, mice, printers, and other hardware carefully. Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; treating the mouse, keyboard, printers, and furniture gently to avoid damage; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. A student exercising the privilege to use the Internet as an educational resource is responsible for all material received. Only those students with prior experience or instruction will be authorized to use the Internet. This involves reading the Acceptable Use Policy and signing it.

Students are not allowed to access, use, or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail or other means; or files deemed dangerous to the integrity of HOPE Network system (e.g. viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software, or data.

Students must comply with the following safety rules for Internet use.

- Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission.

- Students should tell their teacher, principal, or parent/guardian immediately if they experience uncomfortable information.
- Students should never agree to meet or send any picture to someone they have communicated with online.

Responsible students use HOPE’s Network properly. Students must keep their computer account and password private. If students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Students may not alter any network address or identifiers. Students may not copy software from computers, destroy or damage another person’s files or messages, copy other people’s work, or attempt unauthorized entry, interfere with or disrupt any computer, network, source, or equipment, regardless of who may own, operate, or supervise it.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other consequences. Students observing or knowing any violation of these guidelines or of a security problem on HOPE Network/Internet must notify a teacher or the Principal.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school’s Internet account may be treated like school lockers. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

Uniform Policy

“Your beauty should not come from outward adornment, such as the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s Sight.”
Peter 1 3: 3-4

Our scholars are being prepared for high school, college, and the workplace. Maintaining a high standard of dress is a key to success in the real world. It demonstrates strong character by showing respect for oneself and for others. We must commit to helping our scholars reach the highest standards in all aspects of life including dress code.

All scholars must come to school in the Hope Christian Schools uniform every day. If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class.

The following steps will be taken regarding uniforms:

*****Every Scholar is allowed one uniform warning per quarter. After that has been exhausted, the scholar will receive uniform violations going forward.*****

Uniform Violation #1	<ul style="list-style-type: none"> ● The scholar will lose 1 point on Class Dojo ● The scholar will go to the DOS office and call home for his/her parent to bring the missing uniform piece to school ● Parent is contacted regarding missing item by 9:30 a.m. ● Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 10:30 a.m.) ● Major uniform infractions (white shirts, jeans, wrong uniform, etc.) will require the scholar to be held out of class until the proper uniform is dropped off.
Uniform Violation #2	<ul style="list-style-type: none"> ● The scholar will lose 1 point on Class Dojo ● Parent is contacted regarding the missing item by 9:30 a.m. ● Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop off the missing piece by 10:30 a.m.) ● A detention will be issued for that day if the uniform piece is not taken care of and the parent will be informed of the detention during the parent contact ● Major uniform infractions (jeans, wrong uniform, etc...) will require the scholar to be held out of class until the proper uniform is dropped off.
Uniform Violation #3	<ul style="list-style-type: none"> ● The scholar will lose 1 point on Class Dojo ● Parent will be contacted regarding the missing item by 9:30 a.m. ● Uniform violation is issued (parents can agree to purchase one and have it added to their invoice in order for their child not to receive the violation or they can drop the missing piece off by 10:30 a.m.) ● Major uniform infractions (jeans, wrong uniform, etc...) will require the scholar to be held out of class until the proper uniform is dropped off. ● The student cannot return to class until a mandatory meeting with the parent is scheduled (that day or the next morning). If the parent fails to show up to the mandatory meeting, the scholar will be held from class with the Dean of Students until the parent meeting is held. Scholar will be placed on an ISS in an alternate classroom. ● A “Success Plan” will be created during a mandatory parent meeting

Elementary Uniforms: Grades K4-4th

Middle School (5th-6th-7th-8th) Uniform is the same with the exception of a light blue shirt.

Shirt	Pants	Belt	Head Gear	Socks/Tights/Leggings
<p>Shirts are for sale in the office (\$10 for short-sleeved). If it is cold, students may wear t-shirts, long-sleeved t-shirts or turtlenecks under their polos (these shirts must be plain white or black), and a HOPE navy blue sweatshirt (no hoods or logos).</p>	<p>Black in color. Walking shorts, skirts or skorts that are no shorter than three inches above the knee are allowed on hot days (no jumpers). (Cargo shorts/pants, joggers, skinny jeans, and denim of any color are prohibited). If pants have belt loops, students must wear a belt.</p>	<p>Black in color. A belt must be worn when belt loops are present.</p>	<p>Headbands and barrettes are allowed. No hats, hoods, bandanas, do-rags etc. (any headbands determined distracting to the learning environment may be asked to be removed, i.e. large bows, ears, lights, etc..)</p>	<p>Solid white or black socks, tights or leggings. Both socks MUST match.</p>

Shoes	Accessories
<p>All scholars MUST wear closed toed/closed heel shoes. No crocs, shoes that lace up one inch or more past the ankle, or flip-flops allowed. In winter, if boots are worn to school, students may change into uniform permitted shoes for class.</p>	<p>Earrings (Girls only). Bracelet can be worn on 1 wrist. Natural hair color. Earrings must be no larger than a quarter and no tattoos, fake tattoos, or any sort of visible writing on the skin.</p>

Prohibited Items

Scholars are not allowed to wear the following items:

Capris, denim, cargo pants (all scholars) or shorts (lady scholars), loose and baggy long pants, sweats, pants with drawstrings, flip flops, do rags, hats, scarves, bandanas, male earrings, sandals, makeup, class, boot shoes (students may wear boots to school in the winter, but must bring uniform shoes to change into)

Note: Boot Shoes include, but are not limited to: Snow boots, Timberlands, Nike Boots, dress boots, and Ugg Boots.

Behavioral Expectations

The following expectations for students are implied in The HOPE Covenant:

1. Be a Solution Finder. No shortcuts. No Excuses. No Limits.
2. Be on task at **all** times during class. While **anyone** is speaking, this means that students will always have their eyes, ears, and brains focused on that person.
3. Be organized and prepared for **all** classes. Every HOPE student should have all of the materials the teachers expect them to have. These can include sharpened pencils, black and blue pens, and loose-leaf paper or notebooks. Work should always be completed and presented neatly. Finally, to be prepared for school and life, all papers should be organized and kept neatly in designated HOPE binders or folders.
4. Respond appropriately to all questions and requests. Non-verbal actions matter, and actions speak louder than words.
5. Conduct oneself in an orderly manner inside and outside the campus and demonstrate respect to the HOPE educational mission while at school, at a HOPE function, or out in the world. Remember, you represent your God, your school, and your good family name.
6. Do the right thing without being told. *“Assign Yourself.”* This includes behaving like a role model to the younger students at school.
7. Fieldtrip experiences are not entitlements, they are privileges. Unexcused absences and tardiness, as well as overall behavior, are reasons that a student would not be invited on a fieldtrip experience.
8. Take responsibility for actions, apologize, and repent.
9. Leave iPods, mp3 players, or other electronic devices at home. These items are confiscated if found. Upon meeting with a staff member, a parent may reclaim the confiscated items, but after the second offense, items are not returned until the end of the school year.
10. Take responsibility for keeping school property (walls, desks, or other parts of the school building) in great condition. These actions constitute immediate disciplinary action (suspension). Any student defacing school property will be held financially responsible for any/all repairs.
11. Leave chewing gum at home.
12. Food can only be eaten in the classroom for breakfast and the lunchroom.
13. Do homework nightly.
14. Do your own work on tests, quizzes, and homework.
15. Speak softly in the hallways and classrooms and only when allowed to speak.
16. Refrain from foul language at all times. This includes “ribbing” and any other use of your words to tear other people down instead of building them up.
17. Accept responsibility for your positive and/or negative behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences.

- 18. Follow all school policies.
- 19. Behave as responsible, Christian leaders at all times and in all places.

Classroom Behavior Tracking System Elementary

If a student consistently chooses to make inappropriate choices, consequences will follow so that the learning of others in the classroom is not interrupted. Teachers use non-verbal, verbal and several concrete warnings for smaller behaviors. If there are repeated behaviors or a major offense takes place, the student must take some time to reflect. Community service may be issued to scholars to foster strong character with a focus on repairing their community.

Color	Color Description	Dojo Points	Outcome
Purple	Scholarly Purple/Out of this World: Expected behavior with no reminders and actively, consistently engaged in improving the class culture with their choices. Scholars may earn purple at the end of the day as long as they have demonstrated exceptional choices for the majority of the day.	+10	Earned Incentive/Award (positive phone call, etc.)
Blue	Sky-high: Expected behavior, all scholars begin their day on Blue.	+1	Scholar is earning his/her way to Fun Friday.
Green	Top of the Trees: When an individual correction is needed after a non-verbal redirection, positive verbal group correction and anonymous correction. The scholar’s clip is moved and the explanation as to why is briefly delivered with a warm, but strict tone.	-3	Meeting expectations
Yellow	Caution, you’re slipping: When after attempts at redirection and correction (including the warning and clip moved to green) the scholar receives a consequence. Scholar will move to back of the classroom in a designated area in the classroom to reflect upon their choices and attempt to individually correct their behavior. The scholar on yellow should not distract from the teaching and learning. The consequence will be appropriate and related to the poor choice(s) made.	-6	Leveled Reflection Assignment: K-1 st 2 nd -4 th 5 th
Orange	Orange: Whoa, it’s getting icky. When a scholar has not completed a consequence appropriately or in a timely fashion or completes the consequence but is still making poor choices similar to the ones made before, the scholar’s clip will be moved to orange signaling them to stand up quietly and sit in the	-9	Leveled reflection assignment: Phone call to help scholar get back on track.

	reflection desk, facing the wall. Scholar will complete a reflection at the desk.		
Red	This is a hot lava mess: When a scholar has chosen not to complete the consequence and has escalated a situation in spite of multiple interventions and redirections. Once a scholar reaches red, the scholar will stand in the designated area to wait for a private conference outside of the classroom. The staff member will step into the hallway with the scholar, quickly and calmly talk through the situation, speaking specifically about what has happened and the impact it has had on the scholar's learning. The adult will check for understanding by reviewing their movement through the tracker and their choices. The conferencing adult will escort the scholar to the calm down area in their classroom.	-12	Phone Call/Conference; Scholar will write a leveled penalty writing assignment in their classroom: K-1 st 2 nd -4 th 5 th
	Scholar is required to restore prior to being admitted back into their school community. They should write down the choice, what virtue they know they have broken, and how they will work to not do this in the future. If it was something that disrupted the class or a person, they must apologize prior to being admitted back into the community.		
Note:	All behavior infractions will be tracked by the teacher using infinite campus and Dojo		

Important: Every student will lose one point (warnings) before being moved down the color chart, unless they commit a Tier 3 offense. All scholars will start their day on blue. Warnings vary by grade level

Physical Aggression

HOPE Caritas takes physical aggression exhibited by scholars towards scholars and teachers very seriously. Physical aggression includes a range of behaviors, including, but not limited to, fronting/jumping, kicking, throwing, punching, slapping, biting, spitting, grabbing, hitting, pushing, wrestling, fighting, etc. We also do not distinguish “play-fighting” as separate from physical aggression.

If a scholar exhibits physically aggressive behavior towards anyone, he/she will be issued a direct consequence, including, but not limited to, out-of-school suspensions, Final Contracts, and automatic expulsion.

If a scholar feels physically threatened by another scholar at any time, he/she must report it immediately to the nearest teacher so that any physical altercation can be prevented. If the situation becomes physical (the scholar is hit), the scholar again must report it immediately to the nearest teacher. If he/she hits the other scholar back in turn, he/she is subject to a consequence as well.

Important: HOPE Caritas has a zero-tolerance policy on fighting. If a Middle School scholar is involved in a fight, that scholar will be automatically **expelled**.

Social Media

Social Media is an extension of your character and is a permanent representation of who you are. Therefore, if a scholar posts anything threatening/bullying/inappropriate towards a member of the HOPE Caritas family and it is brought to the attention of the Dean, that scholar will receive disciplinary action that may include, but is not limited to detention, suspension, or expulsion.

Anything brought to a teacher's attention on Social Media with proof, will be dealt an appropriate consequence. One such consequence could be an automatic Social Media detention, during lunch or after school. If a scholar receives 3 Social Media specific detentions in a quarter, they will lose computer privileges and require a parent meeting.

Anything brought to a teacher's attention on Social Media (with proof) for the purpose of reconciliation will be handled on a case by case basis, possibly not connected with a consequence. A conversation between scholars will be held and mediated by a teacher.

1. Parents, student and teacher will be notified of the Principal and Dean of Student's decision and the terms for re-entry or permanent expulsion.
2. If the student is permitted to return to HOPE, prior to his/her return, a conference with the Principal, parents and student must occur to review and sign a statement agreeing to the terms of re-entry.

Expulsions may occur at any point in the school year

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 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, parent/guardians will be notified immediately. The scholar will serve an out-of-school suspension, along with additional consequences as determined by the school.

Volunteer Policy

HOPE Christian School encourages parents and other community members to volunteer 10 hours of 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. Complete the essential volunteer forms and documents (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 first complete a volunteer application and agreement and submit it to the HOPE Fidelis Leadership Team.
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 volunteer application and 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.

Possible reasons for denial or dismissal include but are not limited to:

- Felony conviction
 - Two or more DUI convictions
 - Any domestic violence convictions
 - Any child abuse/reckless endangerment convictions
 - Any outstanding warrants
 - Any current charges where the court date is outstanding (pre-conviction)
 - Any conviction involving the illegal sale of a controlled substance
 - Any conviction involving unlawful sexual behavior or unlawful behavior involving a child
 - Any other information that suggests an applicant's volunteer service may be incompatible with the protection of scholar health, welfare, safety or morals
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 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 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 Office.

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 takes attendance, should conditions permit, all staff and scholars will return promptly to school.

Custody Issues

In cases where parents are divorced or separated, the school will allow access to family members who are on the contact list, as approved by either parent/guardian with the legal authority to make such contact designations. If a person is not on the emergency contact list and desires access to the child, the Office Manager will attempt to make contact with the parent/guardian on record for permission. In the event the Office Manager is unable to verify permission from the parent/guardian on record, access to the child shall be denied.

Note: If there is no custody order (e.g., separation, never married), *verified biological parents* have equal rights to the child. Ways to verify include a state-issued identification card along with a birth certificate, paternity action, or custody order stating this individual is the parent.

PARENT/SCHOLAR ACKNOWLEDGEMENT FORM

- I have read the 2021-2022 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 Milwaukee Parental Choice School.
- 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, 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 child 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.

Scholar Name _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: