

HOPE 

CHRISTIAN SCHOOLS

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Christ. College. Character.®

**Family Handbook  
2022-2023**

HOPE Christian School: Semper

**Welcome to HOPE!**

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

## **Our Vision**

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

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

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

### **SCHOOL HOURS:**

**Monday-Friday 9 AM-3:40 PM**

Doors do not open for scholars prior to 8:40 AM

### **OFFICE HOURS:**

**Monday-Friday 9am-3pm**

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## **Responsibility and Accountability**

The choice to send your child to HOPE Christian School: Semper was an important one that demonstrates your high hopes and expectations of your child, yourselves, and us. We share these

high hopes and expectations with you, and we are committed to making them a reality as we work together to prepare your child for college. HOPE Christian School: Semper is based on shared responsibility and accountability. As scholars, families, and staff, we each must fulfill our responsibilities, and we each must be held accountable for doing so.

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

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

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

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

## HOPE Christian School and Family Accountability Action Steps

# Welcome Message

We are very excited to welcome you to a new school year at HOPE Semper! I am Mrs. Jameela Lee,

your principal for the 2022-2023 school year! For those of you who are new to HOPE, welcome!! We look forward to partnering with you this school year to continue our mission of Christ, College, and Character. You have many options for schools to educate your children in Milwaukee, and we believe that you have made the right choice. We thank you for entrusting your scholars to our care and service. Our staff does not take your commitment to HOPE Semper lightly and will work tirelessly to ensure our commitment of Christ, College, and Character to you daily.

# HOPE Christian School: Semper Code of Conduct

At HOPE Christian School: Semper, the unconditional love of Christ, the goal of college education, and the growth of personal character are part of everything we do, every day. (HOPE Christian School: Semper) is a place of mutual respect. It is expected that all members of the (HOPE Christian School: Semper) 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 (HOPE Christian School: Semper) campus will behave in a way that everyone will feel safe and free from harassment, both physical and emotional. (HOPE Christian School: Semper) 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 HOPE Christian School: Semper Code of Conduct or elsewhere in this handbook, the consequences assigned will be in proportion to the severity of the infraction.

## HOPE Christian School: Semper Nondiscrimination Statement

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

## ATTENDANCE/TRUANCY

HOPE Christian School: Semper believes that regular school attendance is the best way to earn an 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 shall contact the school (preferably before 8:30 am) to explain the absence. Parents can call 24 hours a day and provide a written explanation of absences at the time the student returns to school. **Emails are acceptable forms of written notes.** Voice mail will accept a message when someone is not able to answer the phone. Failure to contact the school will result in a call to the parents' or guardians' home or workplace. In the case of anticipated absences, parents/guardians are asked to contact the school at least one school day prior to the absence. For phone calls, voice mails, 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 or guardian excused absences are authorized by state law and yet are limited to no more than ten (10) days per school year. These absences include all family vacations and family emergency needs. Excused absences are counted in ½ day increments.

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

- Evidence that the student is not in a proper physical or psychological condition to attend a school or an educational program. In such cases, the parent/guardian shall obtain a written statement from a physician or licensed practitioner as proof of the physical or psychological condition of the student. The excuse shall be in writing and state the period of time, which it is valid, not to exceed 30 days.
- Medical, dental, chiropractic, optometric, or other-valid professional appointments accompanied by appropriate documentation (such as appointment cards or written statements). Parents or guardians are encouraged to make appointments during 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 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 or guardian of the absent student. Wisconsin Statute 118.16 (1)(c). A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. Students who are absent from school with or without the consent of their parent or guardian and whose absence does not fall under parent excused absences above, shall be considered

unexcused absent/truant.

Examples of unexcused absence/truancy include but are not limited to missing the bus, oversleeping, 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: Detention
- Third offense: Penalties/consequences will be determined by the principal (in-school suspension)
- 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 via Google Classroom.

### **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, participate in, or attend a school-sponsored activity that school day.
- If the student is to take 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 with a parent and 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.

## **Scholar Dress**

### **K4 - 4th Grade**

Boys	Girls
<ul style="list-style-type: none"><li>● Khaki or navy colored khaki/chino pants. Shorts are permitted during warm months.</li><li>● True blue HOPE polo.</li><li>● Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt</li><li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li><li>● Jewelry: 1 watch, 1 bracelet, 1 necklace.</li><li>● No piercings of any kind for male scholars are allowed</li><li>● Neutral/natural hair colors only</li></ul>	<ul style="list-style-type: none"><li>● Khaki or navy colored khaki pants, skirts, skorts, or jumpers. Shorts are permitted during warm months.</li><li>● True Blue HOPE polo.</li><li>● Scholars may wear a non-hooded navy blue or black cardigan or the navy-blue HOPE sweatshirt</li><li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li><li>● Jewelry: 1 watch, 1 bracelet, 1 necklace.</li><li>● 1 Stud earring per ear. No oversized or dangling earrings.</li><li>● 1 Solid colored headband. No bandanas or head scarves.</li><li>● Neutral/natural hair colors only</li></ul>

### **5th-8th Grade**

Boys	Girls
<ul style="list-style-type: none"> <li>● White or black ankle socks.</li> <li>● Khaki or navy colored dress pants.</li> <li>● Solid Brown or black belt. No huge belt buckles, studs, or designs.</li> <li>● Imagine Blue HOPE polo tucked in</li> <li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li> <li>● Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt</li> <li>● Jewelry: 1 watch, 1 bracelet, 1 necklace.</li> <li>● No Piercings of any kind for male scholars</li> <li>● Neutral/natural hair colors only</li> </ul>	<ul style="list-style-type: none"> <li>● White, navy, or black ankle socks or tights.</li> <li>● Khaki or navy colored dress pants or knee-length skirts/skorts</li> <li>● Solid Brown or black belt. No huge belt buckles, studs, or designs</li> <li>● Imagine Blue HOPE polo tucked in</li> <li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li> <li>● Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt</li> <li>● Jewelry: 1 watch, 1 bracelet, 1 necklace</li> <li>● 1 Stud earring per ear. No oversized or dangling earrings.</li> <li>● 1 Solid colored headband. No bandanas or headscarves.</li> <li>● Neutral/natural hair colors only</li> </ul>

## **Parent Responsibilities**

Parents will ensure that their child(ren) comes to school in the school uniform purchased through the school, according to the guidelines listed in the Handbook.

Parents understand that if their child(ren) has more than 3 uniform violations in a quarter, he or she may need to wait for the appropriate clothing to be brought in from home before attending class.

## **Items Not Permitted**

- Scholars may not dye or change their hair color to a non-natural color (red, blue, green, etc.)
- Denim, loose and baggy long pants, jeans, shorts, sweats, pants with drawstrings, flip flops, du-rags, hats, scarves, bandanas, heels bigger than ½ inch, snow boots (scholars may wear boots to school in the winter, but must bring uniform shoes to change into).
  - Snow Boots may not be worn in the classroom.
- All scholars must dress in a professional manner. Torn/Stained/Sagging pants, untucked/stained/torn shirts are considered out-of-uniform.

NOTE: Realizing that it is not possible to create standards that address all scenarios of appropriate dress for HOPE Christian School scholars, the administration reserves the right to forbid any form of fashion deemed inappropriate or disruptive to the educational process at HOPE Christian Schools.

If a scholar comes to school out of uniform or is missing a component, parents will be notified by HOPE staff. It is the responsibility of the parent to bring the uniform to school for the child. If a scholar is not in full uniform by 9:30 am, he or she will be given a uniform consequence. HOPE does not sell or lend belts, shoes, pants, or cardigans for scholars out of uniform. After multiple infractions, the Dean of Scholars will contact the family and parents may be required to come to a meeting to discuss the next steps or supports needed.

<b>Infractions</b>	<b>Consequence (Reset at the end of each quarter)</b>
1	Scholar receives phone call home
2	Scholar serves lunch detention and a letter is sent home.
3	Scholar serves lunch detention and a letter is sent home.
4	Scholar serves in-school suspension and a letter is sent home.
5+	Scholar serves an out-of-school suspension

**Bathroom Accidents:**

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

**Family Support**

- Parents are expected to support their child(ren)’s academic work by communicating regularly with their child’s teachers, by scheduling appointments to talk with them as needed, and by attending all Parent-Teacher Conferences. Additionally, parents agree to attend family meetings and other school-sponsored events on a regular basis, to send healthy snacks for your child’s snack time (K-4), according to the Family Handbook and not send candy, cookies, and soda for them to eat and drink, finally, to respond to phone calls from any school staff member promptly.

**Visitors**

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

Parents/guardians may be denied the opportunity to enter the school and/or to observe a class if the school administration has determined that the parents/guardians’ presence has, had, is having or may have a negative impact on the educational process and/or would create a disruption to the School and/or presents a health or safety risk to students or staff. Parents/guardians who are denied the opportunity to observe a class may appeal that determination to the principal.

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

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

# **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 Hope Christian Schools Semper a disciplinary referral. Students are also expected to abide by the Code of Conduct, directives by staff, and all rules of behavior whether governed by school, city, county, state, or nation.

The entire staff at HOPE Christian School Semper 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**

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

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

### **Out of School Suspensions**

School administration has the authority to suspend a student out of school for a period of up to five school days. Scholars who receive suspension are required to complete all classroom assignments on google classroom.

### **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 Hope Christian Schools which endangers the property, health or safety of others at school or under the supervision of a Hope Christian School Semper or endangers the property, health or safety of any employee or school member (conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property); or
5. possess a weapon or firearm while at school or under the supervision of Hope Christian School Semper 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 canceled 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 findings 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 Hope Christian Schools, which endangers the property, health or safety of others at school or under the supervision of a Hope Christian School Semper ), or endangers the property, health or safety of any employee or school member (conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property); or
5. possess a weapon at school or under the supervision of Hope christian school Semper 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, written notification of the school administration's decision(s) will be sent to the parent/guardian via mail or electronic mail.

Upon the ordering of the expulsion of a student, the school will mail and/or e-mail a copy of the order to the student and, if the student is a minor, the student's parent/guardian.

An expulsion order may be appealed in writing via mail and/or email to the Regional Executive Director within 5 (five) days after the expulsion has been issued. The written appeal should explain the reasons that the parent/guardian/18-year-old student feels the expulsion order should be dismissed. The Regional Executive Director must respond in writing via mail and/or email to the appeal within 5 (five) days from the receipt of the appeal. The Regional Executive Director's decision is final.

### **Removal from class**

A teacher may remove a student from class for any dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes a violation of the Code of Conduct or school rule including, but not limited to, the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
- Being under the influence of alcohol or other controlled substances or otherwise in violation of the school's student alcohol and other drug policies
- Violation of tobacco/vaping policy,
- 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 is taken to attempt to prevent the teacher from exercising his/her assigned duties
- Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
- Restricting another person's freedom to properly utilize classroom facilities or equipment
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
- Throwing objects in the classroom
- Repeated disruption or violation of classroom rules.
- 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.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- Repeated use of profanity
- No student recording or photographing with electronic devices or cell phones allowed.

When a student is removed from class, the teacher shall send the student to the Dean of Scholars 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. Hope Christian Schools Semper 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 Hope Christian Schools. 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 a second offense, a three-day suspension for a third offense, and a four-day suspension from school for a 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 of 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 include graffiti, notes, or cartoons containing offensive language; name-calling, jokes, slurs, negative stereotypes, or rumors; threatening or intimidating conduct or hostile acts directed at another; written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes, a physical act of aggression or assault upon another.

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual

advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or that conduct or communication has the purpose or effect of interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment. A personal relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

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

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

Neither Wisconsin nor federal law requires that parents be present for a police investigation or questioning of a student that 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 Hope Christian School Semper. 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 that 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 a minimum of 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 service 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 that may inflict injury on a person or property. These will be immediately taken from the student and may be picked up by the parent. Appropriate disciplinary action will be taken.

### **Weapons/Firearms**

HOPE Christian School Semper 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 wear a mask for the duration of the ride.
- 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 on 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.

### **Bus Changes**

If there is a transportation change for a bus rider, a call must be made to the front office by 3:00 pm Monday-Friday to the Office Manager. Failure to communicate this change by the designated time to the Office Manager will result in your scholar riding the bus for that day. Any route change requests must be done in writing and will take 5-7 days to process with our bus company.

### **Bus Stop Parent Drop Off and Pick Up**

HOPE utilizes satellite stops throughout the city of Milwaukee. It is critical to the safety of our scholars that parents/guardians are present to drop off and pick up scholars promptly each day at the stops. The bus company will leave scholars at the stops even if parents are not present. Do not leave scholars unmonitored in the mornings or show up late in the afternoons. We recommend showing up at least 5 minutes prior to the arrival of the bus. HOPE and our bus company will work to notify parents quickly if there are any time changes

to the bus. Parents are not allowed to get on the bus at any time. If parents get on a bus it will lead to termination of bus services.

### **Early Dismissal Policy**

To minimize disruptions to class, we ask that notification regarding early dismissals be made as far in advance as possible. We also ask that doctor and dentist appointments be limited to non-school hours to avoid scholars missing class time. All adults wishing to check out a scholar must provide a state identification card and be listed on the scholar's emergency contact form before a scholar will be dismissed to the adult.

- Parents/guardians must call the office at least 1 hour prior to an early pick-up.
- Scholars leaving early must be picked up prior to 3:00 pm Monday-Friday.
- Scholars are not permitted to leave for early dismissal between 3:00-4:00 pm Monday-Fridays during the dismissal procedure.
- If a scholar is not picked up by these designated times, the parent or guardian will have to wait until the end of dismissal time at 4:00 pm.
- The Office Manager will not hold your child in the office prior to parent arrival.

Scholars who repeatedly miss the same classes because of early dismissals may be required to make up missed class time and may incur full-day absences as a result. Additional mandatory family meetings with the Principal or Dean of Scholars will also be scheduled.

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

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

## **Transportation**

### **Morning Drop Off Procedures**

Scholars should not arrive at school earlier than 8:40 am. Scholars arriving at school before the designated time must wait **with their parents/guardians** in their car. Scholars are not permitted to be dropped off and left unattended outside the doors prior to 8:40 am. Staff is not available to monitor scholars prior to the start of the school day.

Buses will pick up and drop off scholars directly in front of the school building. As a result, we ask that parents who are dropping off and/or picking up scholars be mindful of the tight traffic situation and plan accordingly. Families must follow our staff directions and traffic patterns during arrival and dismissal.

- Parents will be directed by staff to enter our car line. Scholars that are dropped off will enter through the gates at the playground parking lot. All scholars will be escorted from their cars by a HOPE staff member.
  - If a parent would like to walk their scholar to the door, we ask that you park in a parking spot in the middle of the lot so as to not block the traffic pattern.

Thank you for your cooperation with this policy to guarantee a safe, timely, and orderly environment for all scholars and families during arrival.

### **Scholars Who Walk**

For scholars who walk to and from school, and for scholars who may be walking to or from city bus stops, several streets must be crossed. Families should instruct scholars to use all the appropriate crossing lights at each intersection and to cross each intersection only when it is safe to do so within the designated crosswalks. We do not have crossing guards outside of our school.

### **Late Drop Off**

Scholars are tardy if they are not in the building by 9:00 am. All parents/guardians must sign their scholar into the front office. Scholars will receive a tardy pass prior to going to class.

### **Scholar Pick Up Procedure**

Dismissal begins at **3:40 pm Monday-Friday**. To ensure that all scholars experience a safe and structured dismissal, no one is permitted to enter the building from 3:00 pm to 4:00 pm each day.

Each family will receive a **Pick-Up Card** at the beginning of the school year. This card must be displayed in the right corner of their windshield. A staff member will enter your code into our scanner to call their scholar out of the building. Therefore, it is important that you do not lose this card. If the card is missing, or another adult plans to pick up the scholar, he or she must present state identification and must be listed on the parent/guardian pick up list to receive the scholar.

- A staff member will escort your scholar to the right car door. Please ensure the right side of your car is available for scholars to enter, as this will help to create an efficient dismissal system.
- **Parents that walk or take the bus to pick up their scholars must practice social distancing by standing and waiting on the assigned spots.**

### **Late Pick-Up Policy**

Our teachers and staff work extremely hard during the school day and we want to be respectful of their time. Scholars that are not picked up by 4:15 pm Monday - Friday are considered late. We ask that parents notify staff if an emergency has occurred so that we can plan accordingly. After the third time a scholar is picked up late, parents/guardians will be charged \$1.00 per minute past 4:15 pm. Families that are late must sign out their child in the school's main office.

## **School Meals**

### **Breakfast**

HOPE serves breakfast for all scholars from 8:40 to-9:00 am. Breakfast menus will be available in the school newsletter each month. Scholars may not bring their own breakfast into the classroom. Scholars that arrive after 9:00 am will be provided with a breakfast snack and not the full breakfast. If this is not sufficient, parents should ensure that scholars eat before coming to school.

### **Lunch**

Lunch menus will be available in the school newsletter each month. Our meals are catered each day, and scholars have a choice of milk. If your scholar is lactose-intolerant or has another food allergy, please notify our office right away and provide medical documentation. We do have lactose-free milk we can offer scholars, but we do not have alternative meals for scholars at this time.

Scholars are welcome to pack a lunch from home. **Scholars will not have access to a refrigerator or microwave, so we ask that parents plan accordingly.**

### **Snacks**

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

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

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

### **Birthday Treats and Celebrations**

- Parents/Guardians are welcome to bring a treat for their scholar's classroom. Parents must notify the office and teacher at least **24 hours in advance**. If a treat is being provided to the class for a celebration, please ensure it is store-bought with the ingredient list included. Enough treats should be provided so that every scholar can have one. **Note:** All treats for celebrations are given to classrooms near the end of the school day, or as designated by the school and teacher.

**Homemade items and balloons are not permitted, due to allergies our scholars may have.**

## **Academics and Instruction**

### **Homework Expectations**

At HOPE, we believe homework is purposeful practice and an extension of the day's learning. It is designed to reinforce skills taught in the classroom, to help scholars develop a deeper understanding of concepts, and to promote good study habits.

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

Family assistance is expected; however, the scholar must complete his or her homework independently to benefit from the additional practice. Please do not do your child's homework for him or her.

Homework includes 20-30 minutes of required reading every night, including weekends and holidays, for which a parent/guardian signature is required. Homework must be completed in full and in accordance with HOPE's high standards for hard work and professional presentation. All scholars are provided with homework binders that include a nightly reading log. If a scholar is absent, s/he will have two days to complete it after they have returned.

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

### **If homework is late, missing, incomplete, of poor quality, or missing a parent signature,**

The teacher will inform the parents through the communication log within 12 hours of checking. All scholars, regardless of grade-level, will serve lunch detention with an adult to finish their homework.

If a scholar reaches 20 incomplete homework assignments in a semester, a mandatory parent meeting is required with the teacher. An academic contract may be put in place if a scholar reaches 50 or more incomplete homework assignments in a semester, as determined by the Dean of Instruction or Principal.

### **Independent Reading**

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

**independent reading log if you have not actually seen him or her read.** Scholars may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. There are no shortcuts.

### **School Supplies**

HOPE will provide all the school supplies and textbooks needed for the classroom. Our supply fee is \$25.00 per family.

The only thing your scholar will need from home is a book bag that can fit a full-sized folder and books. He/she will use this to transport his/her homework binder to and from school daily. Your scholar needs to be able to carry this bag on his/her back. Any supplies that you choose to purchase for your scholar should stay at home for personal use. This includes pencils, glue, scissors, and crayons. Supplies will not be provided for homework or home activities.

### **Grading**

We believe that grades are earned by demonstrating mastery of grade level, rigorous academic standards, all aligned to the Common Core State Standards (CCSS). Scholars will earn grades based on mastery of skills in all subjects. Grades consist of weekly homework, classwork, and assessments. These grades will be communicated to parents through quarterly report cards and progress reports through infinite campus.

Parents will receive 4 report cards a year (1 per quarter) and a bi-weekly progress report. They are usually distributed during Parent-Teacher Conferences. If conferences do not align with the end of the quarter, reports will be sent home in the mail.

### **Standardized Testing**

HOPE administers the Measures of Academic Progress Test (MAP) three times per year, the Strategic Teaching and Evaluation of Progress (STEP) four to five times per year, Interim Assessments (IA's) three times per year, as well as other assessments to...

- 1) Provide teachers and families with data about their scholars to effectively differentiate instruction to meet all scholar needs in individual and small groups and...
- 2) Effectively assess the academic achievement of each child.

Individual scholar scores from each assessment will be communicated to families at conferences and throughout the year.

### **Promotional Standards**

HOPE has high standards for promotion. It is not automatically assumed that scholars will pass from one grade to the next: the scholar must earn a promotion by demonstrating mastery of the essential knowledge and skills. Scholars may not be promoted if they are performing significantly below grade-level standards or showing limited growth.

Promotion decisions will be based on a scholar's grades, standardized test scores (MAP, STEP, Interim Assessments, Forward Exam), homework completion record, and other assessments. We will

look thoughtfully at scholar test scores, examples of scholar work, teacher observations, and other measures to make these decisions.

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.

### **Parent-Teacher Conferences Overview and Expectations**

At HOPE, we value the partnership we have with our families. One way we develop our partnership is through quarterly parent-teacher conferences (please see school calendar for specific dates). During this time, our teachers will have honest conversations about your scholar's progress in school and ways you can continue to support the work done in the classroom at home. Thus, parent-teacher conferences are **mandatory** and must be done **in person** (or virtually).

If for any reason, a family member cannot attend a scheduled conference, parents must set up a time outside of conferences and the school day to have the conference. Scheduling conferences outside of the scheduled day must occur prior to official parent-teacher conferences.

If a parent-teacher conference is missed and not rescheduled within 7 days, scholars will be held out of class until the conference is completed. We take our partnership extremely seriously and hope you will take all necessary measures to attend your scholar's scheduled parent-teacher conference.

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

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

- **Courage:** God's power for you to overcome fear.
- **Explanation:** Christian courage is grounded in the God who drives out fear with His love. Our God is the one who creates and provides for all. He protects us from sin, death, and the devil through the life, death, and resurrection of this Son, Jesus Christ. Through His Holy Spirit, He empowers His people to live courageously for others.
- **Diligence:** God's power for you to complete good work.
- **Explanation:** Christians recognized that Almighty God reveals Himself to be diligent in the creation of the world. Moreover, he created mankind to work and still provides the meaning and motivation for his people to create and innovate for the betterment of one's family and community.
- **Integrity:** God's power for you to be true to yourself and Him.
- **Explanation:** Christian integrity is the honest intent of the heart that pleases God. It is grounded in the understanding of who one is and whose one is, and then bearing a true witness to that identity in thought, word, and deed regardless of the surrounding circumstances.
- **Justice:** God's power for you to do the right thing.
- **Explanation:** Christian justice is defined by God and determined by God, that is, God is the final judge between what is right and wrong. Moreover, He justifies sinners, making them right, not through ignoring or changing the law, but by fulfilling all righteousness through Jesus Christ.
- **Respect:** God's power for you to honor Him and others.

- **Explanation:** Christian respect is grounded in the understanding that God is our creator and we are to honor him and value all that he has created. Through humble submission to God's order and authority, we respect all people, especially those placed in authority over us.
- **Responsibility:** God's power for you to be accountable to God and others.
- **Explanation:** Christian responsibility flows from the fact that the Lord responded to our need for salvation according to his almighty ability in Christ. The Lord holds us accountable for the people and tasks he places in our care and graciously gives us the ability to respond to the needs of others.
- **Self-Sacrifice:** God's power for you to give something up to help others.
- **Explanation:** Christian self-sacrifice is the clearest expression of love (1 John 4:10). In a sinful world, self-sacrifice is essential for the community with others. Love demands that one cease from being self-seeking and deny oneself for the care and service of others (Mat. 16:24).

## School Technology and Internet Policy

### School Computer Policies

Scholars have the privilege to use computer workstations, HOPE network, and the internet for educational purposes in technology skills, information gathering skills, and communication skills. The school will ensure age-appropriate internet usage among scholars who use its internet facilities.

The school will also take all possible precautions to restrict access to undesirable materials including, but not limited to, installing content filtering solutions on its network or using an Internet provider which uses content filtering software on its equipment to screen all Internet web sites by URL and/or by keyword search. However, scholars must also accept responsibility for restricting access to these materials. Scholars who gain access to undesirable internet materials must report this material to their teacher.

The following policies apply specifically to the use of computers, the internet, and other technology at HOPE Christian School. Please note that violation of this policy may result in the loss of any technology privileges at HOPE Christian School. Serious violations may lead to suspension or expulsion depending on the severity of the situation. Any serious damage to a technology item will result in the parents of the scholars paying to replace the item.

- Scholars may not use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way. Scholars may not send, view, or post material that contains pornography, violence, homophobia, hate, racism, sexism, alcohol, nicotine, or other drugs.
- Scholars will not use the school's network or computers to send hate mail, to harass others, to make discriminatory remarks, or to behave in an antisocial manner. They will not use the school's network or computers to develop programs that harass other users, infiltrate a computer system, or damage software or data on a computer system.
- Scholars must not allow others to use their network accounts (both Internet and School accounts). Users of school file servers to store files should have no expectation of privacy in such files. Network storage areas may be treated like school lockers. Designated school personnel may review files and communications stored on the school file server or other systems to maintain system integrity, ensure compliance with school policies, and ensure that users are using the system responsibly. Users should not expect that files stored on school file servers will always be private.
- Scholars will not attempt to gain unauthorized access to any school system, school organization, or outside the institution. They will not attempt to access any Internet site, program, or service that is blocked by the firewall, content filter, or school staff, by any means.
- In cases where written work is required, scholars will not violate copyright laws. Scholars will list all resources used in project(s) with works cited or bibliography section. If work or information is protected by copyright, scholars will not use it unless given permission from the owner. The use of internet sources without proper citation constitutes plagiarism.
- Scholars may not use school computers to access private Internet providers.

- Scholar use of email is not allowed during school or on the school's network.
- Scholar use of social networking, blogging, chat, and other user groups is not allowed at school.
- Downloading from the Internet without approval from the supervising teacher is not allowed.
- The school's computer resources are to support the educational process and to facilitate the running of the school. Computers or networks used for commercial purposes or for personal use are not permitted. Scholars will not publish the full name, address, or any personal information of any person (including themselves) on the Internet.
- If a scholar misuses and breaks a school computer, Chromebook, or another form of technology, they will be required to replace the item or pay for all needed repairs.

HOPE Christian School cannot be held liable for incorrect or improper information from the Internet. The school cannot be responsible if data or information is lost due to a service interruption. Failure to comply with these policies may result in loss of computer privileges as well as other penalties. Scholars observing or knowing any violation of these guidelines or of a security problem on HOPE Network/Internet must notify a teacher or the Principal.

### **Telephones:**

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

**Cell phones/Smart Watches:** Scholars are prohibited from carrying cell phones and smartwatches during the school day except when otherwise explicitly communicated by school staff. Cell phones and smartwatches are collected each morning for safekeeping. If these items are taken out at school, they will be confiscated per the school's code of conduct. **The school is not responsible for any lost or damaged phones or other items. We encourage families not to send their children with any valuables, including cell phones.** Scholars are only allowed to use the school phone in the event of an emergency with permission from a school staff member.

### **Social Media Scholar Policy**

Scholars have easier access to technology today than ever before, and that has proven to cause an incredibly high level of distraction in the learning environment. For this reason, we have put a social media policy in place to ensure that we are modeling the 3 Cs everywhere we are representing ourselves.

The way our scholars use Social Media is an extension of their character and how they represent themselves, their family, and our school. At HOPE Christian Schools, scholars are a part of our team and family. If they say something threatening, bullying, mean, or inappropriate on social media, it is no different than saying it at school. Therefore, if a scholar posts anything threatening/bullying/inappropriate towards a member of the HOPE family and it is brought to the attention of the Dean of Scholars and/or Principal, that scholar will receive disciplinary action that may include but is not limited to detentions, RISE, suspension, and expulsion.

Anything brought to the Dean of Scholars and/or Principal's attention on Social Media (with proof) for the purpose of reconciliation will be handled on a case-by-case basis. A conversation between scholars will be held and mediated by the Dean of Scholars and/or Principal. Consequences, if deemed necessary, may include, but not limited to lunch/recess detention, RISE, suspension, and expulsion.

### **Field Trips**

The school's curriculum may sometimes require outside learning experiences or special school events. During these activities – which are a privilege and not a right – it is important for all scholars to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds. A permission slip that allows scholars to attend each school field trip or event will be sent home prior to the trip/event and should be signed by a parent or guardian.

Scholars who fail to return the signed slip – or who are not permitted to attend because of an earlier incident (displayed behavior that compromises the safety of themselves or others within the last quarter)- will not be

eligible to participate and will be required to attend school that day. If parents or other volunteers assist with such trips or events, scholars must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips unless the school staff indicates otherwise.

All chaperones must be approved by the school and complete a background check prior to the trip.

## **Communication Policies**

### **To Contact Us:**

We are committed to establishing and maintaining an open and respectful line of communication between families and school staff, each of whom has their own phone extension and e-mail address. Families should contact staff by telephone or e-mail and understand that we will try and return calls within 24-48 hours if a message is left. All parents or guardians who call the front office to speak to a teacher during school hours will be directed to the teacher's voicemail. Please be sure to leave your name, scholar's name, phone number, and reason for your call on the voicemail, and the appropriate teacher will respond within 48 hours. If you do not receive a return phone call, please let the front office know.

Families will also have an opportunity to meet with staff during the scheduled parent-teacher conference days. In addition, meetings can be arranged at any time by appointment. While we certainly welcome, encourage, and appreciate contact between families and teachers, we also ask that families be respectful of the enormous and constant demands made on all our staff. For example, consistently contacting a faculty member several times per week, can impact his or her ability to provide the best learning experience for all scholars.

Our teachers and leaders have important work that they do with scholars daily. Our leadership team works daily in our classrooms, with scholars, and coaching teachers. They are rarely found in their office. Therefore, walk-in requests to meet with an administrator or teacher are not accepted. **Appointments must be scheduled in advance with the Office Manager, or the person you are requesting to meet with. We will work to return all calls and messages within 24-48 hours if a message is left.**

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

An informal complaint is a complaint that does not concern the alleged violation of the law (examples include, but are not limited to, the following: a concern about an academic grade, the school's uniform policy, the school's cell phone policy, or the bus schedule, etc.).

If you have an informal complaint, you are encouraged to contact the appropriate staff member at the school by telephone or email. All staff members are committed to responding promptly to informal complaints, either in person, by telephone, or in writing. If an informal complaint is not responded to and resolved promptly or satisfactorily, you may contact the Principal or Dean of Scholars to discuss the matter; the Principal or Dean of Scholars shall respond in person, by telephone, or in writing.

### **Formal Complaint**

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

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

## **Equal Opportunities Discrimination Complaint Procedure**

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the Milwaukee Regional Executive Director for HOPE Schools, 20935 Swenson Dr., Suite 101, Waukesha, WI 53186, (262) 542.9546. The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: 312-7 30-1560, Fax: 312-730-1576; E-mail OCR.Chicago@ed.gov

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

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

The procedure for the resolution of complaints shall be as follows:

Step 1: A written signed statement of the complaint on the form provided by the high school will be requested. This complaint shall be presented to the executive director. The executive director shall send written acknowledgment of receipt of the complaint to the complainant within five (5) days of receipt of the written complaint. The executive director shall promptly investigate the complaint via interviews and document review. The executive director shall provide a response to the complainant within forty-five (45) days of receipt of the complaint unless the complainant agrees to an extension of the timeline.

Step 2: If the complainant is not satisfied with the executive director's Step 1 decision, s/he may file a written appeal with the HOPE Board. A written determination of the complaint shall be made by the HOPE Board within thirty (30) days of the receipt of the written complaint unless the parties agree to an extension of time.

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

## **Office for Civil Rights**

Discrimination complaints may also be filed with the Federal government at the Office for Civil Rights -

Chicago, U.S. Department of Education; Citigroup Center; 500 W. Madison Street, Suite 1475; Chicago, IL 60661 Telephone: 312-730-1560 Fax: 312-730-1576

The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the district before filing a complaint with the Office for Civil Rights if you wish to do so.

### **Prohibition Against Retaliation**

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

### **False Information**

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

### **Severe Weather Drills**

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

### **Student Immunizations**

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

### **Student Records**

The U. S. General Education Provisions Act declares the following as directory information which may be made public; however, parents may contact the building principal to limit the publication of the information below:

- Student' s name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, weights and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended.

### **Fire Drills**

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

account for all students within the class. Teachers must carry a copy of their class list with them as they exit the building and take attendance when all of their students have assembled outside of the building.

## **School Safety and Security**

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

### **Closed Campus**

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

### **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 an 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 Semper 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 the same standards of conduct as scholars while on school property or at a school-sponsored event, whether such event takes place on or off the school's property. If a parent, guardian or other third party fails to conduct himself or herself appropriately while on school property or at a school-sponsored event, the school may place restrictions on such person, including, without limitation, banning him or her from entering on to the school's property and/or attending future school-sponsored events.

### **Emergencies**

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

### **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 a fire or smells smoke, he or she should close the door. Upon hearing an alarm, the 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.

## **PARENT/SCHOLAR ACKNOWLEDGEMENT FORM**

- I have read the 2022-2023 Family Handbook and understand its contents.
- I agree to comply with these policies and all the policies mandated by HOPE.
- I have reviewed the mission and philosophy of HOPE with the understanding that these values are rooted in the identity and philosophy of our school.
- I understand that HOPE Christian School participates in the Milwaukee Parental Choice Program.
- I understand that attendance at a HOPE school requires compliance with school mission and policies.
- I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance, and I will use the calendar as a reference when planning appointments.
- I have reviewed the Code of Conduct at HOPE, including Uniform Policy, RISE levels, Suspensions, DNR Suspensions, Behavior Plans, and Expulsions, and understand the requirements of scholars and parents/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: \_\_\_\_\_