



# **Family Handbook**

**2023-2024**

# Welcome to HOPE Prima!

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 Prima is a family and a team built on trust, respect, hard work, and honesty through the actualization of our mission: **Christ. College. Character**. HOPE Prima 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 Prima 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 can maximize his/her God-given potential; and,
- every child is developing positive, lifelong character virtues to become servant leaders.

### **SCHOOL HOURS:**

**Monday-Friday 8:40 a.m.-3:40 p.m.**

Doors do not open for scholars prior to 8:40 a.m.

### **OFFICE HOURS:**

**Monday-Friday: 8:40 a.m.-3:25 p.m.**

Main Office closes at 3:25 p.m. daily to prepare for dismissal.



# Prima Administrative Team

Mrs. Colbert-Brown  
**Principal**  
414-931-0350

Mr. Reggie Walker  
**Dean of Students**  
414-931-0350

Mr. Kenney Webster  
**Sr. Associate Dean of Students**  
414-931-0350

Ms. Dekisha Bridges  
**Dean of Instruction Elementary**  
414-373-8623

Ms. Luresse Gillespie  
**Dean of Instruction Middle**  
414-373-8624

Ms. Toni Momon  
**School Admissions Manager**  
414-305-5370

**Main Office**  
414-931-0350

*"Have I not commanded you? Be strong and very courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1:9*

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# Responsibility and Accountability

The choice to send your child to HOPE Prima 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 Prima 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 Prima 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 endless responsibilities you carry as parents or guardians, we also expect a lot from you as a HOPE Prima 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.

# Welcome Message

Dear Parents and Guardians,

Welcome! We are excited that you are going to be part of our family and team at HOPE Prima. You and your scholar will have a delightful experience at HOPE Prima as you can expect Christ, college, and character to be delivered daily from loving teachers and staff. We truly value your partnership as we know that we cannot do this alone at Prima. Here is how we live out Christ, college, and character daily.

## *Christ:*

We are a Christian school which means that we model Christ in our words and actions. Your child will receive at least 20 minutes of biblical instruction and character formation each day. It is our goal that the behavior of the scholar's will reflect their Savior as our scholars are children of God loved and saved by Jesus.

## *College:*

The HOPE Prima academic program is focused on ensuring that our scholar's receive a great education so that they have choices such as attending a 4-year college of their choice like Howard University. We want scholars to start thinking about college at an early age, so they are prepared for the future. In addition to discussing college, the classrooms work to infuse the 5 Ls of learning, lasting, laughing, loving, and leading. Education is the key to unlocking many opportunities.

## *Character:*

We believe that having good character is fundamental for our scholar's. The character of our scholar's will shine each day as our scholar's show Christ to all. We want our scholar's to be recognized in our community for our pillars of responsibility, integrity, courage, justice, respect, diligence, and self-sacrifice.

Our mission of providing Christ, college, and character is our commitment to you, the parents and guardians of HOPE Prima. Welcome to the Prima community and blessings on the school year!

Respectfully,

Mrs. Colbert-Brown -Principal

# HOPE Prima Code of Conduct

At HOPE Prima, the unconditional love of Christ, the goal of college education, and the growth of personal character are part of everything we do, every day. Prima is a place of mutual respect. It is expected that all members of the Prima community - teachers, administrators, staff, scholar's, 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 Prima campus will behave in a way that everyone will feel safe and free from harassment, both physical and emotional. Prima Code of Conduct will apply to scholar's:

- 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 always expected. If a specific penalty for violating a rule is not listed in the Prima Code of Conduct or elsewhere in this handbook, the consequences assigned will be in proportion to the severity of the infraction.

As an organization of faith and members of a learning community, we are all set the highest examples of conduct. We must:

## **BE ON TIME**

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

## **BE RESPONSIBLE**

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

## **BE RESPECTFUL**

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

## **BE SAFE**

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

# HOPE Prima Nondiscrimination Statement

Prima does not discriminate based on any characteristic protected under State or Federal law including, but not limited to, religion, race, national origin, sex, disability, age, color, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical, mental, emotional, or learning disabilities, or genetic information in its programs, activities, or employment.

## Attendance / Truancy

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

### Attendance - Parent Responsibility

When a scholar 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 or provide a written explanation of absences at the time the scholar returns to school. Please contact the main office at 414-931-0350 to call in an absence or tardy.

- 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 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, illness, and family emergency needs. Excused absences are counted in ½ day increments.

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

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



## **Unexcused absences/truancies**

Unexcused absences/truancies show a deliberate disregard for the educational program and are considered a serious matter.

A scholar will be considered truant if s/he is absent part or all of one (1) or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent scholar. Wisconsin Statute 118.16 (1)(c). A scholar who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. Scholar's who are absent from school with or without the consent of their parent or guardian and whose absence does not fall under parent excused absences above, shall be considered unexcused absent/truant.

Examples of unexcused absence/truancy include but are not limited to missing the bus, oversleeping, leaving school without permission, shopping, errands, babysitting, and non-medical personal care appointments.

Absences extending beyond the 10 parent excused absences or those not approved as excused as noted above will be documented as an unexcused absence. Absences documented as unexcused by school administration can be requested for parent review. Any absence that has not been acknowledged by a parent or referenced by other accepted documentation accepted within documentation within a period of one week will be recognized as an unexcused absence.

The principal shall notify a truant scholar's parent or guardian of the scholar's truancy and direct the parent or guardian to return the scholar to school no later than the next day on which school is in session or to provide an excuse for the absence.

A scholar will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### **Penalties/Consequences for Truancy**

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

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

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

Scholars who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up homework and assessments missed during the absence when they return to school which they have 1 week to make-up.

## **Illness at School**

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

- The scholar will request permission to go to the school nurse.
- If the scholar is ill, the scholar will report to school nurse who will:
- contact the parent to send the scholar home. Once a scholar leaves the school, that scholar will not be allowed to attend or participate in or attend a school-sponsored activity that school day.
- We do have a full-time nurse on staff at HOPE Prima.
- If the scholar 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 scholar is responsible for coming to the nurse's office when they need to take their medication. Scholars without a prescribed medication without a parent/doctor's signature are not permitted to go to the front office for medication.

## **Permission to Leave**

No scholar can leave the school building during the school day without verbal or written permission from the parent or guardian. If an absence is anticipated (i.e., medical appointment), scholars are to present a written parent request to the office at the start of the school day and obtain permission to leave. A scholar who leaves school without checking out in the office will be considered truant and will be assigned a consequence for that truancy.

# Scholar Dress Policy

## K4 to 4th Grade

### K4 - 4th Boys

- True blue HOPE polo
  - Shirt always tucked in
- Khaki or navy colored khaki / chino pants
  - If pants have belt loops, a belt is expected to be worn.
  - Shorts are permitted during warm months.
- Solid black or brown belt
  - No huge belt buckles, studs, or designs
- Any color closed toe and closed heel shoes dress or tennis shoes are preferred. No crocs or slides are allowed.
- Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Jewelry: 1 watch, 1 bracelet, 1 necklace
- Piercings of any kind are NOT allowed for male scholars.

### K4 - 4th Girls

- True blue HOPE polo
  - Shirt always tucked in
- Khaki or navy colored khaki / chino pants, skirts, skorts, or jumpers
  - If pants, skirts have belt loops, a belt is expected to be worn.
  - Shorts are permitted during warm months.
- Solid black or brown belt
  - No huge belt buckles, studs, or designs
- Any color closed toe and closed heel shoes dress or tennis shoes are preferred. No crocs or slides are allowed.
- Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Jewelry: 1 watch, 1 bracelet, 1 necklace
- 1 stud earring per ear
  - No oversized or dangling earrings
- 1 solid colored headband
  - No bandanas or head scarves

## 5th-8th Grade

### 5th - 8th Boys

- Imagine blue HOPE polo.
  - Shirt always tucked in
- Khaki or navy colored khaki / chino pants
  - If pants have belt loops, a belt is expected to be worn.
  - Shorts are permitted during warm months.
- Solid black or brown belt
  - No huge belt buckles, studs, or designs
- Any color closed toe and closed heel shoes dress or tennis shoes are preferred. No crocs or slides are allowed.
- Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Jewelry: 1 watch, 1 bracelet, 1 necklace
- Piercings of any kind are NOT allowed for male scholars

### 5th - 8th Girls

- Imagine blue HOPE polo.
  - Shirt always tucked in
- Khaki or navy colored khaki / chino pants, knee length skirts, skorts, or jumpers
  - If pants, skirts have belt loops, a belt is expected to be worn.
  - Shorts are permitted during warm months.
- Solid black or brown belt
  - No huge belt buckles, studs, or designs
- Any color closed toe and closed heel shoes dress or tennis shoes are preferred. No crocs or slides are allowed.
- Scholars may wear a non-hooded navy-blue cardigan or the navy-blue HOPE sweatshirt.
- Undershirts worn under polos must be black, white, gray, or navy with no designs.
- Jewelry: 1 watch, 1 bracelet, 1 necklace
- 1 stud earring per ear
  - No oversized or dangling earrings
- 1 solid colored headband
  - No bandanas or head scarves

## Parent Responsibilities

Parents will ensure that their child(ren) comes to school in the school uniform 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 receive a uniform infraction outlined in the handbook.

## Items Not Permitted

- Denim, loose and baggy long pants, jeans (with rips or holes), sweatpants with drawstrings, flip flops, durags, 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 Prima 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 8:30 am, he or she will be given a uniform consequence. HOPE Prima does not sell or lend belts, shoes, pants, or cardigans for scholars out of uniform. After multiple infractions, the Dean of Scholars will contact the family and parents may be required to come to a meeting to discuss next steps or supports needed.

## **Uniform Infractions and Consequences**

Infractions	Consequence (Reset at the end of each quarter)
1	Scholar serves lunch reset and a letter is sent home.
2	Scholar serves lunch reset and a letter is sent home.
3	Scholar serves lunch reset and a letter is sent home.
4	Scholar serves in-school suspension, and a letter is sent home.
5+	Scholar serves a suspension.

## **Bathroom Accidents:**

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

## 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.

## Visitors

All visitors, parents, guardians, former scholars and staff ("visitors") who visit Prima for any reason (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter Prima through the main/front doors, sign in at the security station, read and sign the visitor/observer form, wear a visitor badge, be checked in with Hall Pass, and report to the school office. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors.

Parents/guardians are always welcome to visit the school. Parents/guardians who wish to meet with teachers or staff should schedule such meetings in advance to ensure availability of 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. 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 an 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 scholar's or staff. Parents/guardians who are denied the opportunity to observe a class may appeal in writing that determination to the principal.

Children visiting the school for class projects must have prior approval of the principal. Scholars are not allowed to bring children to school at any time. No one under the age of 18, who is not otherwise a HOPE Prima scholar 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 Principal.

# Behavior Management

## General requirements

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

## Disciplinary Referrals (Behavior Incidents)

Disciplinary referrals are made by staff or administrators when a scholar 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 Prima scholar's or other members of the broader school community.

Given a disciplinary referral, the administrator will meet with the scholar 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 - scholar acknowledges wrongdoing, extends appropriate apology, and commits to refraining from like behavior in the future.
2. Detentions - all detentions must be served by an assigned date. Failure to do so will result in an in-school suspension.
3. Restitution - scholar held responsible for cost of repairing damage to and/or theft of personal or school property.
4. In-school suspension.
5. Out of school suspension (See "Suspensions")
6. Police referral - police will investigate the incident and determine if a citation is in order. This determination will then be communicated to all parties concerned.
7. Recommendation for expulsion (See "Expulsions")

Once the decision of consequence is made, the administrator will contact the scholar's parents by phone or in-person to make them aware of the incident and the 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 scholar out of school for a period of up to five school days.

Out of school suspensions are reserved for scholar's 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 Prima, which endangers the property, health or safety of others at school or under the supervision of Prima 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 Prima 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 scholar; or in an emergency constituting endangerment to health or safety.

If a scholar is suspended out of school, the scholar must leave the building and grounds and not return until the suspension is over. When the suspension(s) has been served, a parent or guardian may be required to accompany the scholar to school to meet with the principal before the scholar is allowed to attend classes.

### **Suspension procedure:**

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

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

## **Expulsions- Reasons justifying expulsion**

School administration has the authority to recommend the expulsion for scholar's 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 Prima, which endangers the property, health or safety of others at school or under the supervision of Prima, 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 Prima staff.

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

### **Expulsion procedure**

If the administration determines that the nature of a scholar's behavior warrants expulsion, an administrator will notify the scholar and, if the scholar is a minor, the scholar's parent/guardian, of the grounds for which the scholar is being considered for expulsion and the particulars of the conduct upon which the expulsion hearing is based.

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

A parent and/or legal guardian must attend an expulsion meeting that may include the scholar, parent/guardian and members of the school faculty. If the parent/guardian does not attend the expulsion meeting, a written notification of school administration's decision(s) will be sent to the parent/guardian via mail or electronic mail.

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

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

### **Removal from class**

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



- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or otherwise in violation of the school's scholar alcohol and other drug policies
- Violation of tobacco/vaping policy
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
- Fighting, taunting, baiting, inciting and/or encouraging a fight
- Pushing or striking a scholar or staff member
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
- Throwing objects in the classroom
- Repeated disruption or violation of classroom rules
- Excessive or disruptive talking
- Behavior that causes the teacher or other scholar's fear of physical or psychological harm
- Physical confrontations or verbal/physical threats
- Willful damage to school property
- Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- Possession of personal property is prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity

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

# Behavioral Expectations, Rights, and Responsibilities of Scholar's

## 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. Prima 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 always cumulative during the enrollment of a scholar at Prima. The school establishes the following guidelines regarding education, assistance, support, and discipline of scholar's engaged in alcohol and illegal drug use. "Use" means a scholar has taken or is observed taking internally by ingestion, injection, inhalation, or other means, alcohol or other illegal drugs detectable by the scholar's physical appearance, actions, breath or speech.

A drug or alcohol offense will be enacted upon a reasonable determination by an administrator that a scholar is engaged in any of the following behaviors:

- attending school or any school-related activity after using alcohol or other illegal drugs; or is in the possession of substances which are represented as alcohol or other illegal drugs on school property or at school related activities.
- 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 scholar'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 scholar will be suspended, out of school, for three days; or, if a second offense, the scholar will be recommended for expulsion.

In an instance in which scholars are on school premises, at school-sponsored or related activities or events, or in a school-operated vehicle while traveling to or from such activities or events and are found to be in:

- possession or use of alcohol or other illegal drugs/substances; or
- sale or distribution of drug-related paraphernalia.
- sale or distribution of substances that are represented as alcohol or any illegal drug; or possession of illegal drugs or any substances represented to be a drug with the intent to sell, distribute, or give away.

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

- The scholar shall be suspended for five days from school attendance.
- Upon suspending a scholar for a violation of the preceding activities, the principal will initiate expulsion procedures.

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

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

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

### **Harassment**

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

Harassment means behavior toward a scholar or group of scholar's based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the scholar's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur scholar-to-scholar, scholar-to-staff, or staff-to-scholar. Examples of conduct that may constitute harassment includes graffiti, notes, or cartoons containing offensive language; name calling, jokes, slurs, negative stereotypes, or rumors; threatening or intimidating conduct or hostile acts directed at another; written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes, a physical act of aggression or assault upon another.

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 scholar's is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a scholar.

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

## **Bullying**

### **General Principles**

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

### **Definition**

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

### **Bullying behavior can be:**

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

### **Prohibition**

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

### **Procedure for Reporting and Investigation of Bullying**

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

## **HOPE Prima will follow these procedures for handling reports of bullying:**

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

Individuals making such reports will be supported and protected against potential retaliation for making such a report. HOPE Prima will take appropriate action against any scholar or employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such bullying. HOPE Prima shall keep the complaint confidential for both accused and accuser to the extent permitted by law.

## **Sanctions and Supports**

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

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

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

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

Neither Wisconsin nor federal law requires that parents be present for a police investigation or questioning of a scholar which occurs in the school environment; however, parents will be called at the conclusion of the interview of the scholar. The school staff will cooperate with law enforcement in the best interests of the scholar(s) involved and Prima. 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 scholar who engages in such behavior may be subject to removal from class. In addition, the scholar may be subject to disciplinary action in accordance with established school rules.

## **Fighting**

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

## **Prohibited Items at School**

Items brought to school or on school grounds, functions or events which, in the judgment of the school, are hazardous to the safety of others or serve to disrupt the school in any way are prohibited. Such items include, but are not limited to, toy guns, water pistols, darts, firecrackers, laser pointers, and/or any other look-alike weapons or other items which may inflict injury on a person or property. These will be immediately taken from the scholar and may be picked up by parent. Appropriate disciplinary action will be taken.

## **Weapons/Firearms**

HOPE Prima prohibits scholar's 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 way 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 scholar's:

- 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. Scholars are to always remain in their seats 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 always keep arms and heads inside the bus.
- Riders must listen and follow instructions provided by the bus driver.
- Report any injuries to the bus driver immediately.
- No scholar recording or photographing with electronic devices or cell phones allowed on the buses.
- To promote the well-being and safety of all riders, there will be no eating or drinking on the bus.
- A bus driver may assign seats.

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

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

## Notes

- Extreme behaviors and altercations can go straight to a Prima Final Contract at the discretion of HOPE Prima.
- K4 and K5 scholars who have multiple write-ups will be required to always wear a safety harness. If a parent opts out, then a Final Contract will be made at that time.
  - Physical contact of any sort is not acceptable and will be considered a severe offense. Physical contact could be automatic bus expulsions for both parties, along with consequences at school.
- Cell phones and other electronic devices that are used in inappropriate manners are subject to be confiscated or result in a bus write-up.
- Food, gum, liquids, and candy of any sort are not permitted on the bus. This includes birthday treats as they can cause commotion. Packed lunches are permitted but should remain in the scholar's backpack.
- Please remember that riding the bus is a privilege. Misbehaviors of any kind will result in the above referrals.
- K4 and K5 scholars that are not received off the bus will not get a second chance for the bus to drop off at the assigned location. ***Parents will have to pick the scholars up from the next HOPE school.***

## Bus Changes

If there is a transportation change for a bus rider, a call must be made to the front office by 1:00 p.m. 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.

## **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 3:25 p.m. Monday-Friday.
- Scholars are not permitted to leave for early dismissal between 3:25 -3:30 p.m. 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 3:40 p.m.
- 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 a.m. 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 a.m. Staff are 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 side door.
  - If a parent would like to walk their scholar to the door, we ask that you park on the street or in the front parking lot and walk your scholar to the side door.

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

Scholars who walk to and from school will be released at 3:30 p.m. Parents should be aware that scholars who are walking to or from city bus stops, will have to cross several busy streets. 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. Parents are urged to call the local Police Department for questions or concerns.

## Late Drop Off

Scholars are tardy if they are not in the building by 8:40 a.m. All parents/guardians must sign their scholar into the front office. Scholars who are not in attendance by 12:00 p.m. will be required to speak with the school Principal or Dean of Students regarding their lateness; unless an acceptable doctor's, dental excuse, family emergency etc. can be provided. Scholars will receive a tardy pass prior to going to class.

## **Scholar Pick Up Procedure**

Dismissal begins at 3:30 p.m. Monday-Friday. To ensure that all scholars experience a safe and structured dismissal, no one is permitted to enter the building from 3:25 pm to 4:00 p.m. daily. Office doors will re-open at 4:30 for late pick-ups in the main office.

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.

## **Late Pick-Up Policy**

HOPE Prima currently does not offer after-school care. Our teachers and staff have meetings and trainings that occur after school and are unable to monitor scholars. Scholars that are not picked up by 4:45 pm Monday - Friday are considered late. We ask that parents notify staff if an emergency has occurred so that we can plan accordingly.

# **School Meals**

## **Breakfast**

HOPE Prima serves breakfast for all scholars from 8:40-9:15 a.m. 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 8:40 a.m. will not be provided breakfast and should 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 has a food allergy, please notify our office right away and provide medical documentation.

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. Bringing or ordering food through Uber Eats or Doordash will not be allowed, please refrain from ordering food for your scholar.

## **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.

NOTE: Homemade items are not permitted, due to allergies our scholars may have.

# Academics and Instruction

## Homework Expectations

At HOPE Prima, 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, math components, Christian Character Formation, 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 in our primary grades. 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/folders 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/folders 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/folders 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 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 Prima 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.

## **K4 Reading Logs**

To comply with K4 Outreach requirements, HOPE Prima requires K4 scholars to read with their families and sign a daily reading log Monday-Friday of each school week. HOPE Prima will assist by providing reading materials to families if needed. K4 reading logs are considered homework for our K4 scholar's. If a scholar returns their log with a **missing parent signature**, the procedure is as follows:

### **1<sup>st</sup> Missed Log:**

- Scholar loses independent play time in the classroom so that they can catch up on their reading.
- The K4/K5 team will follow up with a reminder to complete your log the next day.

### **2<sup>nd</sup> Day Missing Log:**

- Scholar misses recess time to catch up on reading.
- The K4/K5 team will call to brainstorm ways to ensure the logs are being completed.

### **3<sup>rd</sup> Day Missing Log:**

- Scholar misses recess time to catch up on reading.
- Dean of Instruction will request a call or meeting with family to write a plan to ensure logs are being completed.

## **School Supplies**

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

## **School Property**

God has entrusted us with property that he wants us to use properly. This includes textbooks, furniture, walls, and everything else in the school building.

- Policy: Scholars that don't take care of textbooks or the school building will have their parents billed to pay for lost or broken items. Book costs range from \$25 to \$75 and Chromebook costs range from \$150-\$300. Parents will incur cost of additional damage to school property by scholars which includes vandalism, defacing walls or furniture etc.

## **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 are comprised of weekly homework and class assessments. These grades will be communicated to parents through quarterly report cards and progress reports. A scholar's grade is comprised of homework, class work, and assessment grades.

## **Reports**

Parents will receive 4 report cards a year (1 per quarter). 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 Prima administers the Measures of Academic Progress Test (MAP) three times per year, Interim Assessments (IA's) four times per year, Forward Exam one time per year, as well as other assessments to...

- 1) Provide teachers and families with data about their scholar to effectively differentiate instruction to meet all scholar needs in individual and small groups and...
- 2) Effectively assess the academic achievement of each 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, CBA's, Interim Assessments, Forward Exam), homework completion records, 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 Prima, we value the partnership we have with our families. One way we develop our partnership is through quarterly parent-teacher conferences (please see the school calendar for specific dates). During this time, our teachers will have honest conversations about your scholar's progress in school and ways you can continue to support the work done in the classroom at home. Thus, parent-teacher conferences are mandatory and must be done in person.

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

Spring only for scholar's who are performing below the required expectations or are in jeopardy of failing. These conferences will be scheduled by the Dean of Instruction and teachers collaboratively to ensure an academic success plan has been developed and monitored.

If a parent-teacher conference is missed and not rescheduled within 7 days, the scholar will receive in out of school detention until the parent-teacher conference is held. We take our partnership extremely serious 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 of salvation according to his almighty ability in Christ. The Lord holds us accountable for the people and tasks he places in our care and graciously gives us the ability to respond to the needs of others.
- **Self-Sacrifice:** God's power for you to give something up to help others.
- **Explanation:** Christian self-sacrifice is the clearest expression of love (1 John 4:10). In a sinful world, self-sacrifice is essential for community with others. Love demands that one cease from being self-seeking and deny oneself for the care and service of others (Mat. 16:24).

# School Technology and Internet Policy

## Technology Use Agreement-HOPE Christian Schools

HOPE Christian Schools believes that electronic information research skills are fundamental to the preparation of scholars for higher education, employment, and life. Telecommunications access to electronic information enables scholars to explore thousands of libraries, databases, and bulletin boards. It allows scholars to exchange information and ideas with people throughout the world. 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.

Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the internet), local networks, data bases, and any computer accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means. This also includes all hardware devices such as Chromebooks, laptops, desktops, or other computer hardware devices.

HOPE Christian Schools supports access by scholars to information resources offered by the Internet and other technology resources. At the same time, the school recognizes the potential for abuse by scholar's, exploitation of scholars, and damage to both the school's computer equipment and records. HOPE Christian Schools also recognizes the school's responsibility to provide education in certain basic skills, and that technology resources should be employed in a grade-appropriate manner that may preclude or limit access by some scholars.

Please note that violation of this policy may result in the loss of any technology privileges at HOPE Christian Schools. Serious violations may lead to suspension or expulsion depending on the severity of the situation.

### Use of Equipment and Hardware

- I will use the school computer hardware device responsibly, ensuring it is properly stored and handled with care.
- I will not deliberately damage or alter any school hardware or software in any way.
- I will not modify the setup of any school computer without permission.
- I will not illegally install copyrighted software on any school computer.

### Ethical Use of Technology

- I will 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.
- I will not send, view or post material that contains pornography, violence, homophobia, hate, bullying, racism, sexism, alcohol, nicotine, or other drugs.
- I will not use the school's network or computers to send hate mail, to harass others, to make discriminatory remarks, or to behave in any antisocial manner.
- I 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. I will not send unwanted or harassing email.

- I will not gamble on school computers.
- I will not share my password with anyone or permit anyone else to access school computers with my account.
- I will not attempt to access files or data belonging to others, attempt to gain other user's passwords, or misrepresent other users on the network.
- I will not attempt to gain unauthorized access to any school system, school organization, or outside institution.
- I will not attempt to access any Internet site, program, or service that is blocked by the firewall or content filter by any means.
- I will not violate copyrights in my class work.

## General

- I will list all resources used in my project(s) with a works cited or bibliography section. If work or information is protected by copyright, I will not use it unless I ask and receive permission from the owner.
- I understand that the school's computer resources are to support the educational process and to facilitate the running of the school. Therefore, I will not use the school's computers or networks for commercial purposes or for excessive personal use.
- I will not publish the full name, address, or any personal information of any person (including myself) on the Internet.
- HOPE Christian Schools may use picture, video, or schoolwork on its website.
- I understand that HOPE Christian Schools may filter Internet content in any way it deems appropriate, and that it may monitor my use of technology resources including files on disks and Internet use.
- I understand that I should not be using social media websites such as Facebook, YouTube, Twitter, etc., nor will I shop, purchase or peruse websites for my personal enjoyment (e.g., buying clothes, listening to music, etc.)
- I understand that netbooks, Neo's, laptops, Interactive White Boards, and lab computers are very expensive equipment and should be handled with care. I will have to pay to replace the item if broken.
- HOPE Christian Schools 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.
- All HOPE Christian Schools -issued technology remains the property of HOPE Christian Schools. The school retains the right to access and review all electronic communications, transmissions, etc. contained in or used in conjunction with the HOPE Christian Schools issued technology. Scholars should have no expectation that any information contained on such systems is confidential or private.
- HOPE Christian Schools issued technology will be decommissioned and unenrolled following device turn in dates, which will disallow user access to the device and render it useless.
- Users may be responsible for compensating HOPE Christian Schools for device losses (up to \$250), costs (including investigation costs), or damages incurred for violations of school rules and policies, including the guidelines laid out in this document. HOPE Christian Schools assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.
- Users will be responsible for the following charges if damaged: Chargers- \$20; Screens- \$40; Total Replacement- \$250; Keyboard- \$40; Lost hotspot- \$100.



## Telephones:

Scholars are prohibited from using school telephones in the classroom(s) or main office without permission.

## Cell phones/Smart Watches:

Scholars are prohibited from carrying cell phones and smart watches during the school day except when otherwise explicitly communicated by school staff. Cell phones and smart watches are collected each morning for safe keeping. If these items are taken out at school, they will be confiscated per the school's code of conduct policy.

The school is not responsible for any lost, stolen or damaged phones, ear-buds 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, suspension, and expulsion.

Anything brought to an Administrator 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 Students and/or Principal. Consequences, if deemed necessary, may include, but not limited to lunch/recess detention, 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 indicate 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 person you are requesting to meet with. We will work to return all calls and messages with 24-48 hours if a message is left.**

## Addressing Concerns: Informal Complaint Procedures

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

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

## **Formal Complaint**

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

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

## **Equal Opportunities Discrimination Complaint Procedure**

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

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

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

The procedure for resolution of complaints shall be as follows:

- **Step 1:** A written signed statement of the complaint on the form provided by the 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 decided within ninety (90) days of receipt of the written complaint and the parties have not agreed to an extension of time. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707 -7841.

### **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 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.

# School Safety and Security

## Severe Weather Drills

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

## Scholar Immunizations

Wisconsin State Law requires all public and private school scholars to present written evidence of immunization against certain diseases (measles, mumps, rubella, polio, diphtheria, tetanus, hepatitis B, 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.

## Scholar 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:

- Scholar'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; scholars are asked to acquaint themselves with these instructions. If the alarm sounds, walk quickly out of the building without stopping. Scholars should remain together in class groups so the teacher can account for all scholars within the class. Teachers must carry a copy of their class list with them as they exit the building and take attendance when all their scholars have assembled outside of the building.

## School Safety and Security

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

## Closed Campus

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

# Volunteer Policy

HOPE Christian School encourages parents and other community members to volunteer 10 hours of their time, knowledge, and abilities for the benefit of scholars in our school throughout the school year. Authorized volunteers enrich the school's educational programs and extracurricular activities, and strengthen our schools' relationships with families, businesses, public agencies and private institutions. The presence of authorized volunteers in the classroom, on school grounds, and at school activities also enhances the supervision of scholars and contributes to school safety. All volunteers and visitors must sign into the front desk office and be approved to enter the school by a member of the leadership team. If someone wants to volunteer at HOPE, they should reach out to the front office with their appropriate information. The school staff will then decide what position fits both the volunteer's abilities and the school's needs. All volunteers must follow the following steps in order:

1. Contact the school with interest in volunteering.
2. Complete the essential volunteer forms and documents (including a background check).
3. If cleared from step 2, or formally registered, call the school to schedule a time(s) to conduct the volunteering hours. Any volunteering hours must be scheduled 24 hours in advance.

For purposes of this policy, a "volunteer" is an individual who provides a service without compensation for the benefit of HOPE school, staff, or scholars, subject to the direction and control of the school's principal or designees, and whose volunteer service could involve contact with scholars outside the physical presence of a HOPE employee, even if such contact may occur incidentally by chance and for only a brief period of time.

To help ensure appropriate oversight of school activities and the welfare and safety of staff and scholars, every individual who wishes to serve as a volunteer (including parents/guardians) must first be registered by the school. The volunteer registration process shall be conducted in accordance with the following procedures:

1. Individuals who wish to serve as volunteers must first complete a volunteer application and agreement and submit it to the HOPE Prima 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 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.

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 Prima 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 administrative 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 the 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 Office.

## Fire Safety and Evacuation Procedures

Please note, some procedures may change once the school year has officially begun. Scholars will be notified of and trained in any significant changes.

The school follows specific protocols for all building-related safety drills and emergency events, as required by the Department of Education. In case of an emergency, if a scholar or staff member sees fire or smells smoke, he or she should close the door. Upon hearing an alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of staff members who will verify the safety of the hallways and lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.

Frequently throughout the school year, scholars and staff will participate in emergency drills, including fire, lockdown, and tornado drills to ensure that the entire school community is familiar with the appropriate response in the event of each type of emergency. This handbook shall serve as notice that these drills will take place. The school will notify families by letter or auto-dialer in the event of an actual evacuation. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period, or for the rest of the day—school staff and scholars will evacuate according to the school's evacuation plan. Staff will line up scholars in a safe and orderly fashion on the sidewalks outside of the evacuation site. After staff takes attendance, should conditions permit, all staff and scholars will return promptly to school.

## Custody Issues

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

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

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



# Retention Policy

## RETENTION POLICY HOPE CHRISTIAN SCHOOLS

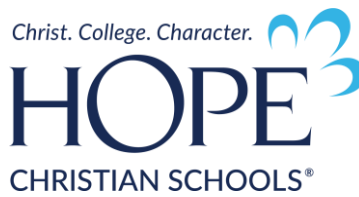
Academic Year 2023-2024

Neither the Department of Public Instruction nor numerous academic studies supports the practice of grade retention for K-8 scholar's because retention has not proved to increase academic achievement. Consequently, HOPE Christian Schools will not retain scholars in grades K-8 unless the following criteria are met:

1. The scholar's teacher has notified the scholar's parent/guardian at least 4 times in writing beginning at the middle of the first quarter that retention could be a possibility for the scholar.
2. The scholar has failed to attend classes, either in-person or virtually, for 75% of the school term, or failed to submit any assigned work; and therefore, the scholar's performance level cannot be assessed.
3. In grades K4 & K5, the scholar is emotionally or socially not ready to enter the next grade level.

The building principal will make the final judgment on whether a scholar should be retained after reviewing the scholar's individual circumstances and after consultation with the scholar's parent/guardian.

Revised 5/2021



## PARENT/SCHOLAR ACKNOWLEDGEMENT FORM

- I understand the role of HOPE Christian Schools (HOPE), the role of my child, and the role of myself in the success of my child. I will do my best to advocate for and support my child in their learning and support the school team in helping my child learn and adhere to HOPE policies and expectations.
- I have reviewed the mission and philosophy of HOPE with the understanding that these values are rooted in the identity and philosophy of the school.

### **Our Mission: Christ. College. Character.**

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

- I have read the 2023-24 Parent/Scholar Handbook and understand its contents.
- I agree to comply with these policies and all the policies mandated by HOPE.
- I have reviewed the school calendar and noted special events.
- I agree to actively participate in my child's learning and attend school-related activities such as orientation and parent-teacher conferences at a minimum.
- I understand HOPE Christian Schools are a part of the Milwaukee Parental Choice School Program and Racine Parental School Choice Program and is not part of either Milwaukee Public Schools (MPS) or Racine Unified School District (RUSD).
- I understand that enrollment and participation at a HOPE school requires a commitment to and alignment with the school mission and policies.
- I understand the importance of consistent daily attendance and the positive impact it has on my child's growth and achievement.
- I have reviewed the Code of Conduct at HOPE, including Uniform Policy, Suspensions, Expulsions, and Behavior Plans, and I understand the requirements of scholars and parent/guardian(s) and I understand HOPE's due process in these requirements.
- I agree to abide by all school policies/rules and understand that should I commit any violations, my access to the school campus and my child(s)' enrollment may be revoked, and school disciplinary and/or appropriate legal action may be taken.

**DISCLAIMER:** The Family Handbook provides you with essential 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 at 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:** \_\_\_\_\_