

## **Scholar & Family Handbook**

### **2023-2024**

#### **SCHOOL HOURS**

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

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

*Dismissal begins at 2:35 pm*

#### **OFFICE HOURS**

**Monday-Friday 7:50 am-2:00 pm, and 3:00-3:30pm**

**Office and Office Phone Closes 2:00pm Daily for Dismissal Preparation**

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## Our Mission and Vision

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### **Our Mission**

Christ. College. Character.

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

### **Our Vision**

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

### **Our Values**

Learning. Loving. Lasting. Leading. Loving

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## HOPE Via Nondiscrimination Statement

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### **HOPE Christian Schools Nondiscrimination Statement**

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

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## Welcome to HOPE Christian School Via

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We are honored that you have selected us to partner with you in providing your children with a world-class education focused 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, and we partner our academic expectations with equally rigorous behavior expectations. We look forward to working with you and your family this year!

**Casandra Delgado**

**Principal**

(262)-902-8373

**Katie McCarthy**

**Director of Operations**

(262)-321-1579

**Andrea Sanchez**

**School Admissions Manager**

(262) 321-4561

**Maria Sanchez**

**Dean of Instruction**

(262)-800-9021

**Andrea Liegl**

**Dean of Instruction**

(262)-800-9021

**Shalan Johnson**

**Culture Specialist**

(262)-933-6219



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## Welcome from the Principal

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Dear HOPE Via Parents and our Racine Community,

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

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 students will reflect their Savior as our scholars are children of God loved and saved by Jesus.

College:

Education is the key to unlocking many opportunities, and the HOPE academic program is focused on ensuring that our students receive a great education so they have choices in the future such as attending a 4-year college. We want students to start thinking about college at a young age so they are prepared for the future. In addition to discussing college, teachers work to infuse the 5 Ls of learning, lasting, laughing, loving, and leading in their classrooms.

Character:

We believe that having good character is fundamental for our students. The character of our students will shine each day as our students show Christ to all. We want our students 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 Via. Welcome to the Via community and blessings on the school year!

Yours in Christ,

*Casandra Delgado*

Casandra Delgado  
Principal HOPE Via

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## Scholar and Parent Responsibility and Accountability

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The choice to send your child to a HOPE Christian school was an important one that demonstrates your high expectations of your child, yourselves, and us. We share these high expectations with you, and we are committed to making them a reality as we work together to prepare your child for the future.

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

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

For families, along with the countless and seemingly endless responsibilities you carry as parents or guardians, we also expect a lot from you as a HOPE Via 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.

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

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## HOPE Via Admissions Process

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1. **Parents/Guardians must complete the Wisconsin State Choice Application to enroll in our school and provide Proof of Residency and Proof of Income.**
  - This must be completed each year for **returning and new students**.
  - Enrollment for the following school year starts **February 1st, 2023**.
2. The School Admissions Team will verify your Choice Application if completed.
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3. **Once the School Admissions Team communicates your application is verified, parents / guardians must accept and secure their seat by completing the Online Student Registration (OLR).** Scholars (new or returning) are unable to attend unless the OLR Student Registration is complete.
  - Your OLR link is provided in your acceptance letter from the School Admissions Manager [Andrea.Sanchez@hopeschools.org](mailto:Andrea.Sanchez@hopeschools.org).
  - Parent/Guardian will fill out the following information in OLR:
    - i. Household contact information
    - ii. Emergency contact information
    - iii. Student demographic information
  - **Parent / Guardian will read and electronically sign** OSE & HOPE Christian Schools policies including:
    - i. Media Agreement
    - ii. Field Trip Permission
    - iii. Technology Agreement
    - iv. COVID Waiver
    - v. Bussing Protocol
    - vi. Handbook Acknowledgement & Agreement
4. **Parents/Guardians are required to attend 1 parent orientation in the summer.**
5. **Parents/Guardians are required to pay a supply fee per student:**
  - \$25.00 per student K4-4th grade
  - \$35.00 per student 5th-8th grade

\*\*See page \_\_ for more information on supplies\*\*
6. **Parents/Guardians are required to purchase a uniform components prior to the first day of school:**
  - \$10.00 per Polo from the front office for K4-8th grade.
  - Other uniform components, see page 17

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## Attendance Policies

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

### Reporting an Absence

- When a scholar is absent, his/her parent or guardian shall contact the school via email to document and report the absence.

Please report all absences to:

[ViaAttendance@hopeschools.org](mailto:ViaAttendance@hopeschools.org)

- Parents can call 24 hours a day and **also** provide a written explanation of absences at the time the scholar returns to school.

### Medical Notes & Documentation

- If a scholar is absent more than **2 consecutive days**, they must have a **doctor's note to excuse their absence**. All notes for medical appointments must come from a doctor on letterhead from the doctor's office.

### Student Make-Up Work After Absences

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

### Absence Types

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

### Excused Absences

- Parent or guardian excused absences are authorized by state law and yet are limited to no more than ten (10) days per school year. These absences include all family vacations and family emergency needs. Excused absences are counted in ½ day increments.

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

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

## **Attendance Contracts**

- Scholars can only be successful if they are present and prepared in school every day. If a scholar is absent with or without excuse for more than 10 days of the school year, it may affect your scholar's promotion to the next grade. Scholars with excessive absences, in accordance with our policies will be placed on an attendance contract with the school.

## **Unexcused Absences/Truancies**

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

## **Penalties/Consequences for Truancy**

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

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



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## **Arrival & Dismissal**

*Parking, School & Office Hours, PikMyKid Cards, Arrival, Breakfast, Late Arrivals, Early Pickups, Cars, DayCare, Student Walkers, Parent-Dismissal-Walk-Ups City Bus & Walkers, Late Pickups, Excessive Lateness,*

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

### **Parking Friendly Areas Arrival & Dismissal**

- Street parking is available in the neighborhoods & streets across Douglas.
- Parents will need to escort their scholar(s) to the main door where a staff member will greet them.
- **Please note we do not have crossing guards outside of our school.**
- Staff members will not be available to assist your scholars across the street.
- Parking is available in our front lot after arrival, before dismissal, and after dismissal.

### **Prohibited Parking Areas: Burger King and Douglas Terrace Apartments**

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

### **School Hours**

- School hours are between 7:30 am - 2:30 pm.
- Doors open at 7:30 am for breakfast.

### **Office Hours**

- The Office closes promptly at 2:00 pm daily to prepare for dismissal.
- Scholars leaving early must be picked up prior to 2:00pm.

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

- **What is PikMyKid?**
  - PikMyKid is an electronic program designed to organize the dismissal process to increase safety and efficiency for scholars, staff, and parents/guardians.
- **Why PikMyKid?**
  - PikMyKid cards are used to:
    - 1 = Identify that the adult is authorized to pick up the scholar.
    - 2 = Identify the order in which students exit the building.
- **Who needs a PikMyKid card?**
  - PikMyKid cards are required for all pickups including:
    - Early pickup (prior to 2:00 pm)
    - Car pickup
    - DayCare pickup
    - Walker pickup
    - Late Pickup
  - Adults / cars / DayCares without PikMyKid cards will be required to wait until after dismissal to verify with the Parent / Guardian the scholar(s) are authorized to be released.
- **When & Where do I get PikMyKid Cards?**
  - Families receive 2 PikMyKid cards per scholar at the required Parent Orientation date in the summer, or upon admission.
  - Additional cards are available upon request in the front office.
- **What if I lose or forget my PikMyKid card?**
  - Families are required to come into the front office to get a replacement card.
  - Families without a PikMyKid card at dismissal will be required to pull forward and wait until 3:00 pm to verify release of the scholar(s).

### **Arrival Car Drop Off 7:30-7:50 am**

- Car drop off will happen from 7:30 am - 7:50 am.
- Parents are required to stay in their vehicles at all times during arrival and dismissal.
- Cars will form 3 lanes and stay parked until their scholar is greeted by a staff member.
- Scholars arriving at school before the designated time must wait with their parents/guardian in their car.
- Scholars may not be left unattended during arrival at any time and must wait in their designated vehicle until a staff member greets them.
- Scholars will be escorted from their cars by a staff member to the sidewalk.
- We ask that scholars are seated on the right hand side of the car to increase safety and efficiency.

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

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

### **Late Arrival / Tardy Policy**

- Arrival ends promptly at 7:50 am Monday-Friday
- Parents MUST come into the building to sign their scholar in if they arrive after 7:50am.

### **Early Pickup Policy**

- **Scholars leaving early must be picked up before 2:00 pm Monday-Friday.**
- The Office and Office Phone closes promptly at 2:00 pm daily to prepare for dismissal.
- Parent / Guardians / Other are required to:
  - 1. Sign out the scholar(s) in the front lobby.
  - 2. Present the PikMyKid dismissal card
  - 3. Show a valid driver's license / Photo ID
  - 4. If a non-emergency contact individual, the front office may require a phone call to the main parent / guardian to confirm authorization of pickup.

### **Cars Dismissal Policy**

- Cars RIGHT TURN ONLY enter & exit the main parking lot to form 3 lanes.
- Parents / Guardians are required to stay inside their vehicles.
- A staff member will enter the required PikMyKid card number into the dismissal system.
- Cars without the PikMyKid tag may be required to:
  - 1. Pull up and wait until 3:00pm when the office can verify your identity.
  - 2. Provide a valid driver's license that can be verified with the Front Office.
  - 3. Call the parent/guardian with the Office Staff to ensure pickup is authorized.
- Dismissal starts at **2:35pm Monday-Friday.**
- Scholars will line up and exit out the side door.
- Via staff members will escort scholars to, and inside their cars.
- Once scholars are inside, cars will merge and RIGHT TURN ONLY EXIT onto Douglas.

## DayCare Dismissal Policy

- **Parents/Guardians utilizing DayCares for Arrival and Dismissal are required to:**
  - Provide a written DayCare schedule to the front office.
  - Provide the PikMyKid tag to the DayCare.
  - Communicate all school closings with the DayCare.
  - Communicate all DayCare changes with the front office and Daycare.

## Student Walkers Policy

- Parent/Guardians who authorize their scholar(s) to walk to and from school are required to:
  - Provide written & signed documentation, and verbal authorization with the Office Manager.
  - Communicate any changes to the front office by 1:00 pm daily.
  - 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.
  - **Inform scholars we do not have crossing guards outside of our school.**
    - **Staff members will not be available to assist your scholars across the street.**
    - Parents are urged to call the local Racine Police Department for questions or concerns.
  - Ensure scholar(s) arrive on time between 7:30 am - 7:50 am.

## City Bus Policy

- **Parents/Guardians who authorize their scholar(s) to take the City Bus are required to:**
  - 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.
  - **Inform scholars we do not have crossing guards outside of our school.**
    - **Staff members will not be available to assist your scholars across the street.**
    - Parents are urged to call the local Racine Police Department for questions or concerns.
  - Ensure scholar(s) arrive on time between 7:30 am - 7:50 am.

## Late Pickup Policy (3:00 pm and later)

- Scholars must be picked up from school between 2:35 pm-3:00 pm.
- We do not have designated staff or a before & after school program.
- Via staff are required to attend meetings and training that occur after 3:00 pm and are unable to monitor your scholar(s).

## Excessive Lateness (past 3:30 pm)

- **Excessive lateness (past 3:30pm) requires a Racine Police Department and CPS call.**
- Parents / Guardians consistently late may be required to meet with administration to discuss next steps.

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## Bus Policies

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- **Bus Sign Up**
  - Bus sign up will be on a first come first serve basis.
  - HOPE Via bussing & transportation functions as satellite stops, which means we do not provide door to door transportation.
  - Parents / Guardians are responsible for ensuring scholars are dropped off and picked up from the bus stop.
- **Bus Times**
  - Bus times and route locations will be emailed to you from the Operations Manager [katie.mccarthy@hopeschools.org](mailto:katie.mccarthy@hopeschools.org).
  - You can also call First Student at: (262) 290 -3534
- **Daily Bus Changes**
  - Scholars signed up for transportation are automatically put on the bus daily.
  - Parents / Guardians who wish to remove their scholar(s) from the bus list must call or text the front office by 1:00pm daily at:
    - (262) 321-1928 or (262) 800-9021
  - Failure to communicate this change by the designated time to the front office will result in your scholar riding the bus for that day.

### BUS: Code of Conduct

- Any Parent / Guardian who signs their scholar(s) up for bussing needs to discuss the HOPE Christian Schools code of conduct with their scholar(s).
- The newest code of conduct can be viewed by visiting: [shorturl.at/chkuZ](http://shorturl.at/chkuZ)
  - It should be clear to all scholars and their families that our buses are an extension of our school. They are a form of school-sponsored transportation. Therefore, appropriate behavior and adherence to our school's code of conduct is always expected to be followed.
  - **No adult besides a school staff member may board the bus for any reason.** All parents are always expected to conduct themselves with respect and professionalism. Violation of this policy may result in a suspension or expulsion from the bus, and additional consequences at school.
- To ask questions, comments, concerns about your scholar(s) or another on the bus, please contact our administration team at 262-800-9021 or call/text: 262-321-1928.

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## Medication Administration

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### Student Immunizations

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

### Medications

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

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## Illness at School

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### Illness at School

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

- Request permission to go to the Front Office
- If the scholar is ill, the scholar will report to a staff member who will
  - contact the parent in order to send the scholar home. Once a scholar leaves the school, that scholar will not be allowed to attend or participate in or attend a school sponsored activity that school day.
  - If the scholar is to take a prescribed medicine, it will be administered in the front office in accordance with state statutes and school policy. The School Medication Permission and Instruction form must be brought in with the medication and stored in the school office.
  - The scholar is responsible for coming to the office when they need to take their medication. Scholars without a prescribed medication with a parent and doctor signature are not permitted to go to the front office for medication.
- **Any scholar who vomits at school or has fever at school will not be allowed to attend after school events or return to school for 24-48 hours of being symptom free and fever free without medication.**

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## School Meals

### *Breakfast, Lunch, Snack, DoorDash, & Birthday Treats*

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**HOPE Via is a NUT FREE site.**

All scholars and staff are prohibited from bringing or eating food items containing or made with nuts. If a scholar brings an item containing nuts it will be taken and the scholar will be directed to take the school's breakfast, lunch, or snack.

If you have questions or concerns please contact the front office at: 262-800-9021 or 262-321-1928 so that we may address your concern.

### Breakfast

- **HOPE Via is a NUT FREE site.**
- HOPE serves breakfast for all scholars from 7:30-7:46am.
- Breakfast menus will be available in the school newsletter each month or may be sent as a link to your email or cell phone.
- If you send your scholar with Burger King or fast food breakfast, your scholar(s) will need to eat before going to class.

### Lunch

- **HOPE Via is a NUT FREE site.**
- Lunch menus will be available each month and sent to parents via email.
- Our meals are catered each day, and scholars have a choice of milk.
- **If your scholar is lactose-intolerant or has another food allergy, please notify our office right away. Medical documentation from a physician is required to accommodate any scholar food allergies.**
  - We do have lactose-free milk we can offer scholars, but we do not have alternative meals for scholars at this time.
- Scholars are welcome to pack a lunch from home.
- Scholars will not have access to a refrigerator or microwave, so we ask that parents plan accordingly.

### Snack Grades K4 - 4th Grade

- **HOPE Via is a NUT FREE site.**
- Scholars in K4-4<sup>th</sup> grade can bring healthy snack options to school for their snack time.
- Items like chips, cookies, candy, soda, etc. are not permitted.
- If scholars bring such items, they will be directed to grab a healthier snack from the classroom snack bin instead.

### DoorDash

- **Scholars may not receive door dash.**
- Fast food and/or restaurant food is discouraged to maintain equity in the classroom. In the event it has to be brought in for scholars by parent/guardian or other they will be required to eat in the front office.

## **Birthday Treats and Celebrations**

- Parents/Guardians are welcome to drop off treats in the front office for their scholar's classroom. Parents should schedule **with the office and teacher at least 24 hours in advance.**
- If a treat is being provided to the class for a celebration, please ensure it is store-bought, pre-packaged (seal not broken) with the ingredient list included.
- Enough treats should be provided so that every scholar can have one (Our class sizes are around 30-32 students).
  - **Note:** All treats for celebrations are given to classrooms near the end of the school day, or as designated by the school and teacher.
- **Homemade items or open packages are not permitted, due to allergies our scholars may have. ALL nut products are PROHIBITED due to severe peanut allergies.**



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## Uniform Policy

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In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow scholars to focus solely on learning and not on attire, the school has a dress policy for scholars that applies to school days.

At all times during the school day shirts must be tucked in. Scholars who do not have their full uniform will receive a consequence.

### General Information

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

### Uniform Components

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

Boys
<ul style="list-style-type: none"><li>● Solid brown or black dress shoes or solid brown or black tennis shoes. <b>(No Crocs)</b></li><li>● White, navy, gray, or black ankle socks.</li><li>● Khaki or navy colored khaki/chino pants.</li><li>● Bermuda length (knee length) khaki or navy shorts are permitted during warm months.</li><li>● Belts are mandatory grades 1st-8th.</li><li>● HOPE polo tucked in.</li><li>● Scholars may wear a <b>non-hooded</b> navy blue or black cardigan or zip up.</li><li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li><li>● No piercings <b>of any kind</b> for male scholars are allowed.</li><li>● Neutral/natural hair colors only (brown, black, gray, blonde).</li></ul>
Girls
<ul style="list-style-type: none"><li>● Solid brown or black dress shoes or solid brown or black tennis shoes. <b>(No Crocs)</b></li><li>● White, navy, gray, or black ankle socks or tights.</li><li>● Khaki or navy colored khaki pants, skirts, or skorts <b>(no leggings or jeggings)</b></li><li>● Bermuda length (knee length) khaki or navy shorts are permitted during warm months.</li><li>● Belts are mandatory grades 1st-8th.</li><li>● HOPE polo tucked in.</li><li>● Scholars may wear a <b>non-hooded</b> navy blue or black cardigan or zip up.</li><li>● Undershirts worn under polos must be black, white, gray, or navy with no designs.</li><li>● No oversized or dangling earrings or nose piercings.</li><li>● No bandanas or head scarves.</li><li>● Neutral/natural hair colors only (brown, black, gray, blonde).</li></ul>

## 5th- 8th Grade

### Boys

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

### Girls

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

### ITEMS NOT PERMITTED

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

## Parent Responsibilities

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

Parents understand that if their child(ren) has more than 4 uniform violations in a quarter, he or she may need to wait for the appropriate clothing to be brought in from home before attending

## Uniform Infractions

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

## K4-4 Uniform Infractions

<b>Infractions</b>	<b>Consequence (Reset at the end of each quarter)</b>
1	Scholar serves lunch detention and a letter is sent home.
2	Scholar serves lunch detention and a letter is sent home.
3	Scholar serves lunch detention and a letter is sent home.
4	Scholar serves in-school suspension and a letter is sent home.
5	Parent is directed to withdraw scholar from school. (per parent agreement signature)

## 5th-8th Uniform Infractions

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

### Bathroom Accidents:

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

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## School Safety & Security

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

### Closed Campus

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

### Parent/Guardian Visitors

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

All visitors, parents, guardians, etc. ("visitors") who visit HOPE Christian Schools for any reason (i.e., volunteering in the classroom, observation, meeting with school staff, etc.) are required to enter HOPE Christian Schools through the main/front doors, sign in at the main office, read and sign the visitor/observer form, present picture identification, be cleared through our security system and wear a visitor badge. In order to ensure the safety of the campus community, entrance to the school through other entrances is not permitted by visitors. Parents/guardians are always welcome to visit the school.

Parents/guardians who wish to meet with teachers or staff should schedule such meetings in advance to ensure the availability of school staff and to allow for an appropriate amount of time to be scheduled for the meeting. Parents/guardians may also observe their children's classes provided the observation is scheduled in advance or the parent/guardian has received permission from the Principal to observe the class. The administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents/guardians visiting for purposes of observation are still required to go through the visiting protocol prior to proceeding to the classroom. Parents/guardians, if permitted, can visit classrooms after the first 30 instructional days of school. The first 30 days of school are a critical time for our staff to secure a strong classroom culture and learning environment. Thus, we do not permit visitors during this window of time.

Parents/guardians may be denied the opportunity to enter the school and/or to observe a class if the school administration has determined that the parents/guardians' presence has, had, is having or may have a negative impact on the educational process and/or would create a disruption to the School and/or presents a health or safety risk to students or staff. Parents/guardians who are denied the opportunity to observe a class may appeal that determination to the principal. Parents who choose to breach our security measures and enter the school without permission will face school-based and legal consequences. Making threats to teachers, staff, or administrators will result in the parent/guardian and their scholar(s) to be immediately dismissed from the campus permanently.

Children visiting the school for class projects must have prior approval of the principal. Students are not allowed to bring friends to school at any time.

### **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, threatening, or inappropriate conduct that disturbs the tranquility of the school. Accordingly, parents, guardians and other third parties shall be held to the same standards of conduct as scholars while on school property or at a school-sponsored event, whether such event takes place on or off the school's property. If a parent, guardian or other third party fails to conduct himself or herself appropriately while on school property or at a school-sponsored event, the school may place restrictions on such a person, including, without limitation, banning him or her from entering on to the school's property and/or attending future school-sponsored events.

### **Emergencies**

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

### **Scholar Custody**

- In cases where parents are divorced or separated, the school will allow access to family members who are on the contact list, as approved by either parent/guardian with the legal authority to make such contact designations. If a person is not on the emergency contact list and desires access to the child, the Office Manager will attempt to make contact with the parent/guardian on record for permission. In the event the Office Manager is unable to verify permission from the parent/guardian on record, access to the child shall be denied.
- Note: If there is no custody order (e.g., separation, never married), verified biological parents have equal rights to the child. Ways to verify include a state-issued identification card along with a birth certificate, paternity action, or custody order stating this individual is the parent.
- As a Christian organization, HOPE Via does not discriminate on the basis of race, gender, national origin, disability, color or other protected class applicable to institutions of faith.

## Severe Weather Drills

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

## Fire Drills

- Fire drills are required by law and are held periodically so orderly evacuation of buildings may be accomplished without panic. Instructions are posted in each room; students are asked to acquaint themselves with these instructions. In the event that the alarm sounds, walk quickly out of the building without stopping. Students should remain together in class groups so the teacher can account for all students within the class. Teachers must carry a copy of their class list with them as they exit the building and take attendance when all of their students have assembled outside of the building.

## Fire Safety and Evacuation Procedures

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

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## HOPE Via Code of Conduct

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HOPE Christian School Via is unequivocally committed to providing a safe and orderly environment in which scholars can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. We cannot overemphasize the importance of providing a strong discipline policy that every scholar and family knows and understands. Scholars and families have a right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis of our scholar Code of Conduct. The school reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

### Disciplinary Penalties and Procedures

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

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

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



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

At HOPE Via, the unconditional love of Christ, the goal of college education, and the growth of personal character are part of everything we do, every day. Via is a place of mutual respect. It is expected that all members of the Via community - teachers, administrators, staff, students, parents, and guests - will follow the Code of Conduct and treat each other as they would wish to be treated themselves. It is expected that everyone on the Via campus will behave in a way that everyone will feel safe and free from harassment, both physical and emotional. **HOPE's Code of Conduct will apply to students and parents/guardians:**

- while on the school grounds,
- while on the school bus or traveling to or from school,
- during lunch,
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance.

Respect and courtesy for persons and property are expected at all times. If a specific penalty for violating a rule is not listed in the 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 must all set the highest examples of conduct. We must:

<b><u>BE ON TIME</u></b>	<b><u>BE RESPECTFUL</u></b>	<b><u>BE RESPONSIBLE</u></b>	<b><u>BE SAFE</u></b>
Take start and end times seriously	Treat everyone with dignity and respect	Follow through on promises	Act in a manner that does not endanger self or others
Be considerate of others by arriving on time	Use appropriate language	Come prepared	Resolve conflicts peacefully
Turn in all assignments on time	Be kind, not hurtful	Be accountable for choices and actions and understand the consequences	Establish and maintain an environment that is free from harassment, violence, and bullying
Plan ahead for unplanned circumstances	Be open-minded	Use planning tools to organize time and obligations	Be aware of surroundings at all times
Show up ready to learn	Take care of our environment, including personal property and school property	Plan to succeed	Report unsafe situations and conditions

## General requirements

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

## Prohibited Scholar Conduct

- Scholars may be subject to disciplinary actions, up to and including suspension and/or expulsion from school, for engaging in insubordinate and/or disorderly conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to:
- **Violating the Dress Code.** In addition to the imposition of discipline against a scholar who fails to abide by the Dress Code, parent(s)/guardian(s) may be required to pick up scholars, and/or bring the missing uniform items to school, as determined by the Dean of Scholars.
- **Arriving in Class Unprepared or without Completed Life's Work.** When class begins, scholars must be prepared and have all necessary materials (books, organized binder, paper, pen, pencil, etc.) and assignments completed on time.
- **Cutting School, Class, Detention, or Mandatory School Events.** Scholars are not permitted to have unexcused absences or to leave the school building without permission.
- **Failing to be in one's assigned place on School Property or leaving the classroom without permission.**
- **Disrupting Class and/or Preventing Teaching.** Scholars may not interfere with or disrupt class or the educational process, whether by misbehaving or otherwise.
- **Being Disrespectful Toward a Staff Member:** The school cannot function properly if scholars are permitted to be disrespectful toward adults. For that reason, scholars may not be disrespectful toward any staff member, visitor, or any other adult associated with the school. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, smacking lips or sucking teeth, making inappropriate remarks or sounds in response to a request, walking away from a staff member before a conversation is over, talking back to a staff member, arguing/debating, or ignoring/disrespecting a staff member's action or authority. Disrespectful actions in response to the imposition of discipline (or a warning/counseling) will almost always increase the severity of a discipline.

- **Acts of Dishonesty.** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Scholars are not permitted to lie, give false information, or attempt to conceal the truth when dealing with any staff member, commit acts of forgery, or use or possess false identification. Scholars also may not tamper with or alter any school record or document.
  - **Scholastic Dishonesty.** Academic integrity is paramount. Scholastic dishonesty is strictly prohibited and is likely to result in severe discipline for a first-time offense (including expulsion), and includes the following (without limitation):
    - copying the work of another scholar
    - plagiarizing materials
    - using unauthorized help sheets or materials
    - obtaining or possessing tests in advance
    - substituting for a test-taker or having someone substitute for you in a test
    - altering records
    - other forms of authorized collusion
    - assisting another scholar in any of the above actions.
- **Failing to Comply with Directive(s):** Scholars shall not fail to comply with the lawful directives of staff members.
- **Being Disrespectful of Other Scholars.**
- **Profane Language or Gestures.** Scholars may not use or direct toward others lewd, vulgar, coarse, or degrading language or gestures.
- **Failing to Submit a Required Signature.** Scholars are required to secure the signature of a parent/guardian on Life's Work assignments or school forms when requested.
- **Submitting a Forged Signature.** Scholars may not represent to the school that a signature is that of a parent or staff member that they know to be that of another person.
- **Gum, Food, and Beverages:** Scholars may not chew gum, nor eat or drink at unauthorized times or places.
- **Spitting or Littering.**
- **Blocking Access to any Part of the School Building:** Scholars are not permitted to block access to school property (including any individual classroom).
- **Creating a Hazardous Condition for Others.**
- **Trespassing.** Scholars may not trespass or enter a private or restricted area without permission.
- **Defamation:** Scholars may not make false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them through any medium, whether on or off school property, including by electronic means (text, email, social media, etc.).

- **Possession of Inappropriate or Prohibited Property/Material.** Scholars may not possess iPods, MP3 players, cell-phones, cameras, laser pointers, entertainment devices, unauthorized electronic equipment of any kind, or any other items inappropriate for school. Scholars also may not possess any material (including printed text or lyrics) that is obscene, vulgar, profane, sexually explicit, or may create a hostile or offensive learning environment for other scholars. In addition to discipline imposed upon the scholar, such items will be confiscated until an adult family member comes to the school to retrieve it at a time designated by the school administration. Items which are repeatedly brought to school in violation of this policy may be confiscated for the remainder of the year irrespective of any costs or fees scholars and/or their families may incur as a result. A parent/guardian may retrieve an inappropriate item which has been confiscated from their scholar at a mutually convenient time agreed to by the Dean of Scholars and/or the Instructional Leader.
- **Gambling.** All gambling is strictly prohibited, including card games, dice games, sports bets, and fantasy sports bets. Scholars are reminded that gambling which occurs outside of school property, school functions or school buses may result in discipline if the effects of such conduct would reasonably be expected to impact the educational process or create risk of disruption within the school environment.
- **Failing to Comply with School-Imposed Consequences.** Scholars must comply with school-imposed consequences, including but not limited to detention, in-school suspension, suspension from school and/or temporary or permanent denial of school-provided transportation.
- **Solicitation/Distribution.** Scholars may not distribute or post any written material, pamphlets or posters at the school or at a school function without the prior written approval of the Instructional Leader or the Instructional Leader's Designee, or as specifically approved by the Principal. Scholars may also not sell any items or services at the school or at a school function unless they are participating in a school-approved fundraiser for a school-approved event, club, or scholar council.

## Engaging in Conduct that Endangers Self or Others.

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

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

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

- **Selling, Using, Possessing, or Distributing a Weapon.**
- **Open Flame/Arson.** Scholars may not create an unauthorized open flame on school property or at a school function, or otherwise set fire to anything.
- **Setting Off a False Alarm or Making a Threat:** Scholars may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause,

- **Drug, Alcohol, Tobacco and Vaping Use Offenses**

The school recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. HOPE Via prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on school property or at any school-related event.

- **For purposes of this policy, "drugs" shall mean:**
  - all controlled substances as so designated and prohibited by Wisconsin statute;
  - all chemicals which release toxic vapors;
  - all alcoholic beverages;
  - any prescription or patent drug, except those for which permission to use in school has been granted pursuant to school policy;
  - "look-alikes";
  - anabolic steroids; and
  - any other illegal substance so designated and prohibited by law.
- Alcohol and other drug offenses are cumulative at all times during the enrollment of a scholar at HOPE Via. The school establishes the following guidelines with regard to education, assistance, support, and discipline of scholars engaged in alcohol and illegal drug use. "Use" means a scholar has taken or is observed taking internally by ingestion, injection, inhalation, or other means, alcohol or other illegal drugs detectable by the scholar's physical appearance, actions, breath or speech.
- **A drug or alcohol offense will be enacted upon a reasonable determination by an administrator that a scholar is engaged in any of the following behaviors:**
  - Attending school or any school-related activity after using alcohol or other illegal drugs; or is in the possession of substances which are represented as alcohol or other illegal drugs on school property or at school related activities
- **The following disciplinary action may be taken at the discretion of the principal:**
  - i. The principal or his/her designee will immediately notify the scholar's parent(s) or legal guardian(s); and
  - ii. The principal or his/her designee will refer the matter to the appropriate law enforcement agency; and
  - iii. If a first offense, the scholar will be suspended, out of school, for three days; or, if a second offense, the scholar will be recommended for expulsion.

- In an instance in which scholars are on school premises, at school-sponsored or related activities or events, or in a school-operated vehicle while traveling to or from such activities or events and are found to be in:
  - possession or use of alcohol or other illegal drugs/substances; or
  - sale or distribution of drug-related paraphernalia.
  - sale or distribution of substances that are represented as alcohol or any illegal drug; or possession of illegal drugs or any substances represented to be a drug with the intent to sell, distribute, or give away.
  
- The following disciplinary action may be taken at the discretion of the principal:
  - The scholar shall be suspended for five days from school attendance.
  - Upon suspending a scholar for a violation of the preceding activities, the principal will initiate expulsion procedures.

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

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

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



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## **HOPE Via Behavior System**

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The school is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Both in and outside of class, students are expected to behave in a safe, orderly, and non-offensive fashion. Students who fail to correct their behavior, or repeatedly engage in similar misconduct will be subjected to a disciplinary referral. Students are also expected to abide by the Code of Conduct, directives by staff, and all rules of behavior whether governed by school, city, county, state or nation.

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

### **HOPE Scholar Incentives**

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

### **Dojo Points (K4-4th)**

- At the end of each week, the total amount of Dojo points will be counted. Scholars earn incentives based on Dojo points such as; special pens, stickers, snacks, candy etc...

### **School Store (5th-8th)**

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

## K4-8th Grade Classroom Consequences

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

### K4-4th Grade Color Key:

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

### 5th-8th Grade Deduction Key:

Deduction	Consequence
0 deduction	Great Leadership!
1 deduction	Complete reflection in isolation seat within classroom Verbal conversation with a staff member
2 deductions	Complete reflection sheet in a partner classroom for 10 minutes Lunch Detention
3 deductions	Phone Call Home (teacher) Conversation with Dean of Scholars Lunch Detention
4 deductions	Phone Call Home (DOS) In-School Suspension or out-of-school suspension (As determined by Dean of Scholars)

## **Detention**

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

## **Removal from class**

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

## **Disruptive Behavior**

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

## **Fighting**

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

## **Prohibited Items at School**

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

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

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

## **Weapons/Firearms**

- HOPE Via prohibits scholars from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the school.
- The term "weapon" means any object, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms and guns of any type including air and gas-powered guns, whether loaded or unloaded, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives. Disciplinary action will be taken for violations of this policy.
- The term "firearm" has the meaning as set forth in 18 U.S.C. Section 921 but shall include antique firearms.

## **In-School Suspension**

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

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

Out of school suspensions are reserved for scholars who:

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

## **Purpose and Effect of Suspensions**

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

## **Suspension Procedure:**

- Unless factual considerations and/or exigent or emergency situations provide otherwise, prior to suspending a scholar, a school administrator or staff member will inform the scholar of the accusations against him/her and allow the scholar to relate his/her version of the incident prior to determining whether the scholar's conduct warrants suspension. An administrator may suspend a scholar for a maximum period of five (5) school days, or if a notice of expulsion hearing has been set, for not more than a total of fifteen (15) school days, for noncompliance with school rules or regulations. The scholar will be advised of the reason for the proposed suspension and the parent/guardian of a suspended minor scholar will receive notice of the suspension and the reason for the suspension.
- The suspended scholar or the scholar's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Principal or his/her designee. If the Principal or his/her designee finds that the scholar was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the scholar suffered undue consequences or penalties as a result of the suspension, any remaining suspension shall be canceled and reference to the suspension on the scholar's school record shall be expunged and, depending on the circumstance, the scholar may be allowed an opportunity to make up work missed during the period of suspension. Such findings shall be made within fifteen (15) school days of the conference. The Principal's final decision is not appealable.

## **Crisis Prevention: Physical Interventions**

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

## **Behavior Plans**

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

## **Final Strike Contracts**

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

## **Expulsions**

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

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

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

## **Expulsion procedure**

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

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

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

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## Academics and Instruction

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### Life's Work (Homework) Expectations

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

Life's Work will be assigned every night. Scholars will bring home their Life's Work Binder every day. A Communication Log will be kept inside explaining the night's Life's Work and scholars Behavior Log. Parents will be required to sign the Communication log everyday saying they have seen their scholar's Life's Work and it is complete.

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

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

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

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

### Independent Reading

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



## School Supplies

- HOPE Via will provide all the school supplies and textbooks needed for the classroom. Our supply fee is \$25.00 for elementary school scholars, and \$35.00 for middle school.

<b>Here's what your \$25.00 supply fee covers for your K4 scholar for the year:</b>		
<u>Item</u>	<u>Where Does This Item Stay?</u>	<u>Notes</u>
K4 Sleeping Mat	Sleeping mat stays in the classroom for daily use.	Mats are sanitized daily
Tri-Write Pencils	Pencils stay in classroom	*Please see note below on pencils*
3 ring binder for Life Work (Homework)	Scholar transports binder between school and home daily	In the event your scholar breaks or loses their binder, parent/guardian may be asked to replace the item.
4 folders for ELA, Math, Social Studies / Science and Bright Work	Folders stay in classroom to house student work	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
1 pair of Koss headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	
<p><b><u>Teachers are provided classroom sets of supplies including but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>● Crayons</li> <li>● Scissors</li> <li>● Glue</li> <li>● Rulers &amp; measuring tools</li> <li>● Other items required by the curriculum such as mini white boards, expo markers, dry erasers, and more.</li> </ul> <p><b><u>Parents are not required but encouraged to purchase the following items for at home use:</u></b></p> <ul style="list-style-type: none"> <li>● Pencils for scholar(s) to complete life work.</li> </ul>		

**Here's what your \$25.00 supply fee covers for your K5-4th grade scholar for the year:**

<u>Item</u>	<u>Where Does This Item Stay?</u>	<u>Notes</u>
3 ring binder for Life Work (Homework)	Scholar transports binder between school and home daily	In the event your scholar breaks or loses their binder, parent/guardian may be asked to replace the item.
Pencils	Pencils stay in classroom	*Please see note below on pencils*
Folders	Folders stay in classroom to house student work	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
Pencil box or pencil pouch	Will stay in classroom in scholar's desk to organize their materials	In the event your scholar breaks or loses their pencil box/pouch, parent/guardian may be asked to replace the item.
1 pair of Koss headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	
Class Set of Crayons	Stay in classroom and distributed by teacher	

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

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

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

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

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

<u>Item</u>	<u>Where Does This Item Stay?</u>	<u>Notes</u>
Novels per grade level	Novels & books stay in the classroom and are returned at the end of the school year. Books are distributed by the teacher daily.	In the event your scholar breaks or loses their book, parents/guardians may be asked to replace the item.
Pencils	Pencils stay in classroom	*Please see note below on pencils*
Erasers	Erasers stay in the classroom	
Highlighters	Stays in the classroom ELA	
Folders for each subject and Life's Work	Folders stay in classroom to house student work  Life's Work Folder will go back and forth	In the event your scholar breaks or loses their folder, parent/guardian may be asked to replace the item.
Notebooks for ELA	Notebooks stay in classroom to house student work	In the event your scholar breaks or loses their notebook parent/guardian may be asked to replace the item.
1 pair of headphones	Will stay in the classroom for daily use.	<b>Replacement fee of \$20.00, or, scholar required to bring a pair from home to stay at school.</b>
Lexia Access Online (ELA program)	Installed on individual chromebooks	
Zearn or IXL Access Online and Textbook(Math program)	Installed on individual chromebooks and kept in classrooms	

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

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

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

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

## 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.

## Grading

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

<b>K4 and K5 Grading Scale</b>	
4: Exceeding 3: Mastered 2: Approaching 1: Emerging NA=Not Assessed	All scoring will be based off of mastery of Common Core Standards
<b>1st-8th Grading Scale</b>	
A: 93-100 A-: 90-92 B+: 87-89 B: 83-86 B-: 80-82 C+: 77-79	C: 73-76 C-: 70-72 D+: 67-69 D: 63-66 D-: 60-62 F: Below 60

## Reports

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

## Missing/Incomplete Assignments

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

## **Standardized Testing**

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

## **Promotional Standards**

- 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, CBAs and 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.

## **Retention Policy**

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

## Parent Teacher Conferences Overview and Expectations

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

## 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.

## Christian Character Formation Project (CCFP):

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

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

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## School Technology and Internet Policy

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### **Technology Use Agreement-HOPE Christian Schools**

- HOPE Christian Schools believes that electronic information research skills are fundamental to the preparation of students for higher education, employment, and life. Telecommunications access to electronic information enables students to explore thousands of libraries, databases, and bulletin boards. It allows students to exchange information and ideas with people throughout the world. Students 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 students to information resources offered by the Internet and other technology resources. At the same time, the school recognizes the potential for abuse by students, exploitation of students, 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 students.
- 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 emails.
- 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. Students 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

### **School Telephones:**

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

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

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

### **Social Media Scholar Policy**

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

### **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.

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## **Communication & Complaint Policy**

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### **To Contact Us:**

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

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

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

## **Formal Complaint**

- If you are not satisfied with the outcome or decision pertaining to the informal complaint, and if your complaint alleges a violation of the school's policies or law, you may file a formal complaint in writing to the Executive Director. The contact information for the Executive Director can be obtained in person at the school's main office.
- Upon receipt of a formal complaint, it will be reviewed. After reviewing the complaint, the Executive Director or designee will respond to the complainant within a reasonable amount of time (within forty-five (45) days from the date of receipt of the complaint).

## **Equal Opportunities Discrimination Complaint Procedure**

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

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

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

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

- Step 1: A written signed statement of the complaint on the form provided by the school will be requested. This complaint shall be presented to the Executive Director. The executive director shall send written acknowledgement of receipt of the complaint to the complainant within five (5) days of receipt of the written complaint. The executive director shall promptly investigate the complaint via interviews and document review. The executive director shall provide a response to the complainant within forty-five (45) days of receipt of the complaint unless the complainant agrees to an extension of the timeline.
- Step 2: If the complainant is not satisfied with the executive director's Step 1 decision, s/he may file a written appeal with the HOPE Board. A written determination of the complaint shall be made by the HOPE Board within thirty (30) days of the receipt of the written complaint unless the parties agree to an extension of time.
- The complainant may appeal directly to the Department of Public Instruction if the Board has not provided written acknowledgement within forty-five (45) days of the receipt of the complaint or made a determination within ninety (90) days of receipt of the written complaint and the parties have not agreed to an extension of time. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707 -7841.

### **Office for Civil Rights**

- Discrimination complaints may also be filed with the Federal government at the Office for Civil Rights - Chicago, U.S. Department of Education; Citigroup Center; 500 W. Madison Street, Suite 1475; Chicago, IL 60661 Telephone: 312-730-1560 Fax: 312-730-1576
- The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the district before filing a complaint with the Office for Civil Rights if you wish to do so.

### **Prohibition Against Retaliation**

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

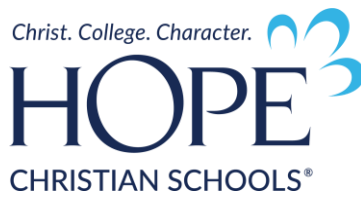
### **False Information**

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

### **Student Records**

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

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



## PARENT/SCHOLAR ACKNOWLEDGEMENT FORM

- I 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:** \_\_\_\_\_