

HOPE Academy

Partnering with Collegiate Academy of Colorado



Home of the Mustangs

Parent & Student Handbook 2019-2020

Mission: To provide professional support, curriculum and resources for K-12 students allowing the successful partnership between the home and a school environment.

Vision: Students both traditional and homeschooled, through unique pathways, attain education excellence, leading to college or the workplace.

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Dear Parents and Students,

Welcome to a very unique program. HOPE Academy is different in that it incorporates the original HOPE Homeschooling Philosophy and Design, serving the homeschooling and traditional community. We are very excited to have you join our school and allow HOPE to support your family in your children's educational efforts. As our mission and vision imply ... ***HOPE provides professional support and resources, both traditional and homeschooled, through unique pathways, to attain educational excellence...*** truly encouraging every student to create their own successes – supporting and preparing each student for the rigors of college and careers.

The HOPE program is unique in its philosophy by offering both part-time and full-time course pathways for students who need and seek a very self-specific education. To prepare for these life-long opportunities, HOPE offers both rigorous and challenging courses, but also fun and exciting experiences as well. We pride ourselves in providing social opportunities and a school culture that develops: ***Each Student's Plan for an Excellent Future***. The school planning guide and course descriptions will provide you an overview of courses/activities offered; however, some courses may change on a yearly basis. We are pleased to offer a rich selection of courses and opportunities to make your school experience an excellent one.

HOPE is a small school and is purposely designed to provide each student individual attention and support to enjoy their experience while at our school. It is our goal, combined with participation in courses, for the HOPE Academy staff, teachers, and administration to build lasting relationships with you and your children.

On behalf of the HOPE team, we welcome you to our school! Your success is our success, and we are excited to serve your family.

Welcome,

Terry Johns, Director

Welcome to the HOPE Academy 2019-2020 School Year

We, the Administration and Staff of HOPE Academy, would like to thank you for joining us for 2017-2018 school year. It is with great anticipation that we look toward this upcoming school year. As we welcome back our returning families, we also want to extend a special welcome to our new families. Please plan on becoming an active part of our community as we strive to help our students attain their highest academic and personal potential. Some significant tools we will be using to complement our academics and communications include:

- Teacher Websites & Google Classroom — Each teacher’s website includes weekly assignments and other information for you and your student. Most Secondary teachers will also be utilizing Google Classroom to provide more advanced technology for use in and out of the classroom.
- Campus Parent Portal — The Campus Parent Portal provides parents access to their student's grades, class schedules and attendance information, accessible from any internet enabled computer or mobile phone.
- Jeffco Connect — Jeffco Connect lets parents fill out their student's contact and demographic information from any computer that has an internet connection, and make updates when needed, so that schools always have the latest emergency contact information.
- School Messaging — School emergency and closure information, school newsletter, attendance notifications, and notices of D and F grades are available by phone message, email or text message.
- Dual College Credit Opportunities — HOPE Academy is proud to offer the Concurrent Enrollment Dual Credit Program and ASCENT Program, provided through the local Community Colleges (currently partnering with the Community College of Aurora, Front Range Community College, and Red Rocks Community College). Students who qualify can receive college credit, weighted in their GPA, while also working toward credit needed toward an Associates or Bachelor’s Degree. Please see more information regarding the Dual Credit Program on the HOPE website.

When we understand and abide by the procedures and rules that govern our school, all students will be able to succeed at HOPE Academy.

Thank you,

HOPE Academy Administration & Staff

School Leadership

Administrative Team

Terry Johns Director

Faculty – Teachers

Elizabeth Allen	Elementary and Secondary	Art, Photography and Design
Melanie DeWitt	Elementary and Secondary	English and Theater
Lori Dowd	Secondary	Speech/Debate
Alyssandra Hossler	Elementary	Kindergarten and First Grade
Beth Jones	Elementary and Secondary	Electives
Julie Keeton	Elementary	Electives
Tim Martinez	Secondary	English
George Moreno	Secondary	Math, Spanish, Technology
Susan Mortiner	Secondary	Math
Joy Nelson	Elementary	Science and Math
Scott Pedersen	Secondary	Physical Education
Nicole Scott	Secondary	Science
Vince Secor	Secondary	Business
Charlie Thompson	Elementary and Secondary	Ceramics/Pottery
Albert Velazquez	Secondary	Social Studies
Chris Webster	Secondary	Science

Support Staff

Jewel Regier	Principal's Secretary
School Secretaries	Jeanette Coash, Melanie DeWitt, Rachel Regier
Elementary Building Coordinator	Rachel Regier
School Nurse	Stephanie Kelsey
Paraprofessional Kind/1st	Kathy Culpepper

Mission:

To provide professional support, curriculum and resources for K-12 students allowing the successful partnership between home and a school environment.

Vision:

Students both traditional and homeschooled, through unique pathways, attain education excellence, leading to college or the workplace.

Core Values

Integrity: HOPE students do the right thing regardless of whether anybody sees them. This value goes beyond honesty to require sincerity in communicating and living.

Perseverance: Our students see their problems as challenges, hurdles to overcome. They see their problems as weights to build strong character. By shifting the student's ability to think about problems, and HOPE students change thought patterns to improve their attitude and perception of a given situation.

Ownership: HOPE students are held accountable and responsible for present and future actions. They take pride in the work they do and are honest with adults, peers and community members. When their work is strong, they showcase it, and when their work lags, they improve it by owning the notion that we can always do just a little better.

Quality: Our students follow the rule that no matter how great or small, one always puts his or her best effort forward. The notion of doing quality work is a confidence builder that improves our reputation with ourselves, our teachers and our peers.

Values: Character education is an integral component of our homeschooling roots, and has been a unique component to HOPE Academy's program since our founding. The four Collegiate Core Values guide our students on the path to becoming strong leaders. Students at Collegiate are encouraged to embody these values daily while in school but are also expected to live these values outside the walls of the school to grow as leaders in our larger community.

Statement of Purpose:

This is HOPE Academy's seventh year, but HOPE is not a new program. HOPE started back in 2000, from an idea to combine an already offered public homeschooling program in Jeffco School District with the opportunities of a homeschooling co-op philosophy. The phenomenal options were endless, and today this idea has developed into sites all over the Denver Metro Area in many different school districts. HOPE Academy Arvada operates under the leadership of the original founder of the HOPE program and has now expanded their offerings to include full-time students and pathways. We currently serve grades Kindergarten through 12th grade, and offer a full-time pathway for 9-12th grade students participating in Concurrent Enrollment or Warren Tech. We deliver an educational program grounded in high academic standards. Our innovative, homeschooling approach blends traditional skills with exploration, creativity, problem solving, and application. We promote a positive school, family, and community partnership, as we strive to create a single unified K-12 model.

Elementary School – Grades K-6

Secondary School – Grades 7-12

Overview & Oversight: HOPE Academy operates autonomously under the direction of Collegiate Academy of Colorado and its Board of Directors. The Principal of Collegiate Academy and Director/Assistant Principal of HOPE Academy are responsible for making policy and procedural decisions affecting our school. Parents are encouraged to give input regarding the school in general, as well as issues concerning their children.

Administration: The HOPE school Administrator reports directly to the Principal of Collegiate Academy, as well as their Board of Directors and is responsible for the operation and management of the school. In addition to providing strategic planning, the Administrators oversee communication,

school finances and building management. Our Administrators believe the primary focus of HOPE Academy is the students. They work together to provide strong leadership for our school community.

Teachers and Staff: HOPE Academy and Collegiate Academy’s ultimate goal is to produce successful, self-directed learners. A real strength as a charter school comes from our autonomy to hire and train teachers who are in alignment with this philosophy. Our teachers are trained in academic and classroom strategies to enhance the students’ education. The level of teacher commitment at HOPE Academy is very high. Our teachers are here because they believe in our philosophy and in our students. Our dedicated teaching staff reflects a variety of backgrounds, each believing strongly in the unique role that HOPE Academy plays in educating students through a variety of teaching techniques.

Class & School Size: Our goal is to keep class sizes for all grades K-12 at or below 15 students, with the exception of classes that benefit larger classes sizes, such as drama/theater, physical education, choir, or other similar classes. Our total number of students is typically determined by the facility where we reside. As HOPE Academy currently leases a church facility, our maximum capacity would be 350 students on-site, and 50 off-site college students.

School Sponsorship and Affiliation: HOPE Academy is sponsored by Collegiate Academy of Colorado, a charter school of the Jefferson County Public School District.

Funding

Fees: As a partner of a charter school, Collegiate Academy is funded primarily with per pupil revenue from the state of Colorado. Parents do not pay tuition, however, mandatory annual fees are set by the Board of Directors and collected at fall registration. Additional expenses may be assessed throughout the school year for field trips, project materials, workbooks, some testing fees, etc. Low income families may apply for Free & Reduced Lunches, <https://lunchapps.jeffco.k12.co.us/>.

Volunteer Hours: As a program of a charter school, HOPE Academy depends on volunteer hours to make our school function smoothly. Volunteer hours foster ownership, unity, and pride in our school. Each family is responsible for a minimum of 25 volunteer hours per year. The hours may be contributed by the parents, their student, or other family members. There are jobs to be done year-round. At times, we have had a parent or two volunteers to procure the volunteer program, however, time available is generally limited. So, we ask all parents to seek out volunteer opportunities to meet their 25 hours commitment. Watch for volunteer opportunities via email, phone, or our website (www.hopemustangs.us), but don’t always wait for someone to ask you to volunteer. If you suspect help may be needed (e.g. with a dance, school pictures, vision/hearing screenings, the days around the beginning or end of school, with snow removal, field day, etc.) call the appropriate staff with an offer to help! If time is limited, families may substitute cash (\$10/hour) or contributions of supplies/materials (\$10 in value/hour). New family referrals are another great way to meet your volunteer hour commitment while building our community. Families are asked to track and log their hours and material contributions using our online format through Sign-Up Genius as frequently as possible at: hopemustangs.net, on parent & student tab.

Parent/Student Handbook Review and Revision

The HOPE Academy administration and staff will review the parent/student handbook at least once a year, at which time there may be revisions. Also, the parent/student handbook may be reviewed and

revised at any time during the school year, without notice. Changes will be provided to all families and staff when revisions are made.

Statement Of Cooperation

1. I have read and understand the school's mission and vision and I am in agreement with both, as written in the HOPE Handbook.
2. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
3. I agree to actively participate in the Volunteer Program of HOPE, as stated in the Parent/Student Handbook.
4. I realize that my attitude toward the teachers and policies of HOPE affects the emotional and academic stability of my child, therefore, my attitude will reflect my support of the mission and vision of HOPE Academy.

Admissions and Enrollment

Admissions:

HOPE Academy accepts students in grades K-12. currently is accepting new students. HOPE adheres to the Jefferson County School District's Choice Enrollment Policies and Procedures for student priority placement.

Enrollment: Official enrollment occurs when all the following requirements have been met:

- Students are accepted on a space available basis. We currently have capacity!
- First Round Applications are prioritized through a lottery process; in-county applicants will be processed in the first lottery, out-of-county applicants will be processed in the second lottery. Parents/Guardians will be notified no later than early February, but likely by the end of January. Waiting lists are created if applicants exceed space available at the school. A separate application must be completed and submitted for each child.
- Second Round Choice Enrollment – Between Early February & End of August - Enrollment will be accepted on a first-come, first-served basis. Students will be added to the waitlist created from the First Round Choice Enrollment, if needed.
- Upon receipt of the Choice Enrollment Form (per student), and determination for capacity has been made, enrollment information will be provided for completion and return to HOPE Academy. For secondary students, this will include a copy of the student's current grade reports and/or transcript.
- The following forms must be completed and received by the school office:
 - Student Enrollment Packet
 - Signed Disclosure Statement
 - Signed Student's Health History
 - Student Records from Previous School, Including Current Transcript 9-12 (if applicable)
 - Birth Certificate
 - Immunization Records
 - Student Screening
- Students must meet the following requirements:
- The student must be between 5 years old by October 1st of the current school year and no more than 21 years of age at the start of the current school year.
- Upon entering kindergarten, the child will be screened for developmental readiness to participate in the kindergarten program.

- All students entering HOPE will be given a screening for math and writing in order to determine appropriate placement.
- When the enrollment paperwork is complete, an academic plan and schedule will be created, outlining the student's goals and interests.

Books and Activities Fees: All fees must be paid in full, if applicable, from any previous school. HOPE Academy will provide a fee schedule annually when each new course offering is provided (usually in late December, early January) for each future year enrollment.

Administrative Transfers: An administrative transfer is available for the purpose of moving one student from one school to another in certain circumstances where the Choice Enrollment option may be inappropriate or inapplicable. For more details see the Jefferson County School District Policy JFBA and District Regulation JFBA-R (<http://www.jeffcopublicschools.org/enrollment/>).

Special Education Student Admissions: Parents of students who have an Individual Education Plan (IEP) must meet with Administration prior to acceptance to HOPE Academy. As a part-time (homeschooling) student with HOPE Academy, IEP's are not supported similar to full-time schools, annually updated or funded by the state of Colorado. Additionally, students will not be provided specified services outlined in an IEP, due to the Free Appropriate Public Education (FAPE) laws regarding education alongside the Individuals with Disabilities Education Act (IDEA) does not apply with regard to IEP's, as HOPE does not provide a student's full educational experience or assessment. See Parent Letter regarding "Students with Individual Education Plans" on the HOPE website at hopemustangs.us.

Academics

In accordance with our mission statement, HOPE Academy provides a sound educational environment grounded in the fundamental skills of a college preparatory curriculum. These academic expectations are outlined below by school level.

Elementary

Elementary Academics (K-6): The HOPE Elementary Program is a "coop homeschooling" format, meeting one day per week, and offering courses that do not displace or interrupt the student's primary education at home. HOPE aims to provide a fun and exciting environment in an active-based learning classroom. HOPE students are provided a broad base of class options ranging from elective type courses to unit-study core classes. The Elementary Program is designed around the desires and needs of our families, and for every student to always have an exciting experience while at HOPE!

Curriculum: HOPE offers a variety of classes/curriculum which seeks to enrich the life of the learner, elevate the level of one's curiosity of the world and to foster academic growth for each student. Classes range from history themed units to exciting drama or art classes, and anything in between. Students are offered many opportunities to experience first-hand what life is about through experiences and field trips such as AmeriTowne, International Town, or visiting historical sites around Colorado. For more information, please visit our website at (hopemustangs.us), and view our Elementary Planning Guide for more in-depth information regarding all Elementary Classes and Activities that HOPE offers.

Conferences: Parent/teacher conferences are held in the fall and in the spring.

Grading Scale: All classes are graded in accordance with standards-based grading, based on their time at HOPE. As HOPE students are homeschooled by their parents, they spend one day with HOPE, and the remaining time with their parents, where they will be completing full curriculums and grading at home. For more details on HOPE class grading, please talk with your child's teacher or access the course syllabus. This grading is as follows:

- 4 - Exceeding Standard (Advanced)
- 3 - Meeting Standard (Proficient)
- 2 - Making Progress Toward Standard (Partially Proficient)
- 1 - Lacking Adequate Progress (Unsatisfactory)

Report Cards and Progress Reports: Progress will be reported quarterly, approximately one week after the end of each quarter, at conferences, and report cards issued at the end of each semester.

Homework: Teachers may assign homework to aid students in the progress of their studies. Like the parents/guardians, they know that it is useful to reinforce daily lessons in order to build good study habits. And, the teachers understand that, as educational partners, the parents/guardians support the completion of homework assigned by the teachers. They, the teachers, also, recognize the talents and gifts the parents/guardians bring to their child's learning at home, and therefore, would like to encourage parents/ guardians to share/exchange ideas with the teacher at HOPE ACADEMY for the enrichment of all. For more information regarding homework, and how it relates to HOPE Academy classes, please see the Course Rating System located in each of the Elementary and Secondary Planning Guides, found on our website at hopemustangs.us.

Elementary Retention/Promotion: Staff and Administration, in consultation with parents and district personnel, attendance, academic performance and social/emotional readiness. Students who show documented deficiencies will be considered for retention.

Middle/High School Combined Topics

There are vast developmental differences between middle/high school students; however, administratively the middle school and high school programs are closely aligned. The following is a list of academic expectations shared by middle/high school:

Academic Recognition: HOPE students in grades 7-12 can earn Honor Roll recognition. Students taking Advanced Placement, Honors, or Concurrent Enrollment Classes (grades 10-12) can earn GPA's that exceed 4.0 as their A = 5.0, B = 4.0, etc. Other student accomplishments (K-12) are honored at an awards assembly.

GPA Requirements for Honor Roll	
Summa Cum Laude	4.0 or higher
Magna Cum Laude	3.5 to 3.999
Cum Laude	3.0 to 3.499

MS/HS Drop, Add or Change a Class: Students wanting to drop, add, or change a class, must complete a "Drop, Add, or Change a Class" form and receive teacher, parent and Administrator

approval. Classes officially dropped within the first two weeks will not appear on a high school student's transcript; for the reasons students are not allowed to add or drop classes after the first 10 school days of the semester. It is the student's responsibility to verify his/her Infinite Campus schedule is accurate and to attend the classes listed! Students who fail to attend a class without officially dropping the course will receive an "F" grade.

MS/HS Grading Scale: In accordance with Jefferson County School guidelines, end of semester grades will not incorporate + or -. Only whole letter grades are given. Work is graded on a percentage basis using the following marking system: 90-100 =A 80-89 = B 70-79 =C 60-69 =D 59 and Below =F

MS/HS Homework: Assigned homework is vital to the student's academic growth and is the student's responsibility for successful completion of HOPE classes. Teachers strive to assign relevant, meaningful, and time-appropriate homework. Students enrolled in honors or college classes should expect a corresponding increase in homework load. For more information regarding homework, and how it relates to HOPE Academy classes, please see the Course Rating System located in each of the Elementary and Secondary Planning Guides, found on our website at hopemustangs.us.

MS/HS Late Work: Assignments that are not turned in on time will lose 10% for each day an assignment is late. (For example, 1 day late will lose 10%, 3 days late will lose 30%). Assignments turned in 5 days after the due date will be accepted and reviewed for mastery, but the student will not be given credit for the assignment. The assignment will receive a 0%. Any copies of missing work will only be given out, and late work may only be turned in, during the teacher's "Access Period" or at the teacher's convenience. Teachers or Administrators have the right to make extensions or allowances based on individual circumstances.

MS/HS Incomplete Grades: It is the student's responsibility to resolve incomplete grades. Grades not made up within 10 school days following the end of the grading period will be changed to an "F" unless special arrangements have been made with the instructor (on an individual basis).

MS/HS Viewing Assignments & Grades (via Campus Portal): See Campus Portal.

MS/HS Administrative Review: Any student whose grades consistently fall below the 70-80% level may be asked to meet with the Administration to seek a remedy for the problem.

MS/HS Student Interns/Class Aides: Elementary students and teachers receive classroom support through an elective called "Connections in Education." Select students in grades 7-12 are given basic classroom and educational training. Following the training, students assist in the elementary classrooms. This is one way that works to foster goodwill among students in grades K-12.

You may also see interns at the MS/HS reception desk. In assisting you, these high school students are gaining valuable job skills. Feel free to leave attendance messages with them.

High School Academics (9th-12th)

Our high school curriculum and graduation requirements are aligned with the Jefferson County Content Standards. For a student to graduate and walk with their class, they must earn the correct number of credits in each course/subject area. Additionally, beginning with the graduating class of 2021, students will be required to indicate competency in both English and Math skills (see *CDE Graduation Guidelines Fact Sheet* on the HOPE website).

HOPE Academy Graduation Requirements:

English	4 Years
Mathematics (Algebra I and higher)	3 Years
Natural Science (One Biology), Two must be laboratory courses	3 Years
Social Studies (US History, World History, Gvmt, Economics, Geography)	3.5 Years
World Language (Currently NOT required, but recommended)	2 Years
Physical Education	.5 Year
Arts (Music, Art, Drama, some CTE)	.5 Year
Academic Electives (From any list above: foreign language, comp science, art, music, journalism, drama, and other courses)	8.5 Years

23 Total Credits to Graduate

Higher Education Admissions Requirements (HEAR): Beginning in the fall 2012, many colleges and universities in Colorado began to require the following courses for admission:

English	4 Years
Mathematics (Algebra I and higher)	3 Years
Natural Science (One Biology), Two must be laboratory courses	3 Years
Social Studies (US History, World History)	3 Years
World Language (Currently NOT required, but recommended)	2 Years
Academic Electives (From any list above: foreign language, comp science, art, music, journalism, drama, and other courses)	2 Years

18 Total Credits to Graduate

HS Grade Point Average (GPA): GPAs are calculated at the end of each semester. Cumulative GPA’s are shown on each student’s transcript. To be eligible for valedictorian or salutatorian, a student must be enrolled as a full-time student during both semesters of their junior and senior years.

HS Academic Guidance: The Director will review each high school student’s schedule to be sure he or she obtains the required number of hours and credits for graduation. The Director and all the high school teachers offer help with academics, career/college planning, college scholarship and application processing.

Attendance

General Guidelines: Compulsory attendance laws are crafted by each state to require school attendance for children of certain ages. School attendance is mandatory. Please refer to the truancy section of the Jefferson County Conduct Code booklet on Jefferson County School District website <http://www.jeffcopublicschools.org>. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. As a parent, you have the opportunity to teach your students the kind of attendance habits desired by employers and schools of higher education. Teach good habits now, and they'll make good decisions in the future! **We salute your efforts to encourage an exemplary attendance record.**

Leaving Attendance Messages: Parents are required to call by 8:30 a.m. to report an absence or tardy. An answering machine will accept your call at (303)431-0796 or through the Secretary's Cell Phone at (720)568-0088. In case of emergency and you cannot call, please call in your student's excuse within 24 hours of absence. After that, unexcused absences will be marked excused only if there is hard evidence showing justification for making a change.

- Student's name (spelling last name helpful)
- Date(s) of absence
- If Arriving Late:
 - Authorized time of arrival
- Grade
- Reason for absence
- If Departing Early:
 - Time of departure, Your name, relationship to student, and contact number

Closed Campus: HOPE Academy has a closed campus and students are expected to be in the building during class hours except for authorized times, or by administrative approval.

Pre-Approval for Pre-Arranged Absences (three days or more): If you are considering taking your student out of school for three (3) or more days (e.g. college trip):

1. Prior to confirming your travel plans, please review the chart on Page 20 which outlines the impact of excessive absences.
2. Students requesting extended absences must pick up a Pre-Arranged Absence form at either front desk. This approval must occur at least 3 days before the extended absence is to occur. The student must complete the "Pre-Arranged Absence Form" and meet one or more of the following criteria: 1) is in good academic standing 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year. The school will enforce the written district policy for makeup work.
3. It is the parent's and student's responsibility to have a conversation, and get a signature of approval from administration (e.g. a trip during finals week probably won't be approved), then to turn the form into the Attendance Secretary who will mark the absences "excused" in Infinite Campus.
4. It is the family's responsibility to contact the teachers to obtain make-up work which is due immediately upon return from the trip.

Regular attendance is a critical component for successful learning. Parents/Guardians are asked to schedule family vacations during school vacation periods whenever possible. Likewise, if parents/guardians could schedule doctor/dentist appointments after school hours, it would go a long way to ensure your child gets the most out of each educational opportunity HOPE has to offer. Though, it is understood that some things cannot be planned or foreseen (illness, emergencies, a death in the family, etc.). These types of absences are unplanned but are part of our life.

How Time Away is Marked – Tardy or Absent?

	Tardy	Absent
Students K-6	<p>“Tardy” Student arrives late, but by 9:30a.m.</p>	<p>“Morning absence” Student arrives after 9:30 a.m. “Afternoon absence” Student leaves before 1:15 p.m.</p>
Students 7-12	<p>“Tardy Excused” Student has an excuse, and attends any portion of a class “Tardy Unexcused” Student is unexcused, and late by 50% of the class period.</p>	<p>“Absent Excused” Student has an excuse, and misses an entire class period “Absent Unexcused” Student is unexcused, and late by 50% of the scheduled attendance period.</p>

Arriving or Departing School:

- All students arriving or departing HOPE Academy after the start of the regular school day are to sign the Student In/Out Log at the front desk, and when necessary receive a pass to class.
- Elementary students **MUST** be logged in/logged out by a parent/guardian.
- MS/HS students are not able to log themselves out of the building without speaking to Attendance Secretary for approval.
- Permission to be Off-Campus: If an approved student wants permission to be away from campus regularly during the school day (e.g. any student including students who have to take a class at another facility, for participation in an extracurricular activity at another school, or for junior off-campus lunch), a “Permission to be Off-Campus” form signed by the parent/guardian and approved by the administration. Any deviations from the approvals granted in the form require the parent follow standard procedures for excusing a tardy or absence.

Leaving Campus at Lunch:

As much as HOPE Academy is a closed campus, Sophomores, Juniors, and Seniors can be eligible for off-campus privileges, with both parental and administrative approval. As this is a “**privilege,**” and not a right, these “**privileges**” can be revoked for various reasons (ex: academic or behavior reasons). The Off-Campus Form must be signed prior to any student going off-campus.

Additionally, off-Campus privileges **DO NOT** include privileges during class periods, which includes individual study halls. Extended breaks in a student’s schedule can be approved for an off-campus privilege, with administrative approval, and a valid reason. All students going off campus must sign in/out at the front office. All tardy returns will be handled in the attendance policy. Student behavior expectations apply off campus. Violations of open campus policy could result in loss of off-campus privileges as well as consequences stated in the Jeffco Conduct Code booklet and Parent/Student Handbook. Students will lose off-campus privileges for behavior violations.

Parents may take their student out for off-campus lunch provided they sign them out/in. Students ineligible for off-campus lunch cannot earn it via a note or phone call from their parents. Parents wishing to allow another adult to take their student off-campus for lunch must send a note; phone calls will not be accepted as we require written documentation on file.

Students eligible for off-campus lunch are not allowed to take ineligible students off campus.

Who Can Sign-Out –or– Excuse a Student?

Absences or tardies can only be excused by a parent/guardian, not by a car-pooling parent, or someone temporarily taking care of a student when parents are out of town without written documentation on file with the attendance secretary. We appreciate when parents let us know their student will be under the temporary care of another adult.

At no time may any student call to excuse him/herself. This includes students over the age of 18. Notes and calls must come from a parent/guardian. Students who are 18 years of age and indicate they are emancipated or live away from their parents must meet with administration to develop a plan for excusing themselves from school.

Please contact your Attendance Secretary for any questions or clarification regarding any and all questions regarding attendance.

What results from Non-Attendance

Extracurricular Activities: Students must attend school on the day of an extracurricular activity to participate in the activity.

Auto-dialer Notification of Unexcused Absences: The auto-dialer phone system will contact parent/guardians (in the evening) to notify them of all unexcused absences that occurred that day (as little as one period or as much as a full day). We cannot guarantee a parent will be the person who answers when this call is made. Parents should be alert that another household member may receive this call. Because the same message goes out to many families, it will be somewhat generic, however any periods referenced will be specific to your student. Please re-listen to the auto-dialer (or re-read the email version of the message), then consider the auto-dialer message as an invitation to contact us!

Student Disputes of Attendance by a Teacher: Students need to contact their teachers (NOT the Attendance Secretary) to resolve tardies. If warranted, the teacher will take the appropriate steps to have the attendance re-corrected.

Unexcused Tardies and Absences

Students are scheduled to be in class at 8:00 a.m. (or for their “start of day time”). If a student is unable to make it to class on time, the parent/guardian is asked to call and let the school attendance secretary know of your delayed arrival. We, at HOPE Academy, believe that part of character development includes learning to be on time. Thus, if a student is arriving late, in excess of three times a month, a parent meeting may become necessary in order to seek solutions to reverse the disruptive trend. **Parents, please remember that if you do find yourself running late, be sure to come into the office to sign in your child.**

Excused Tardies: Excused tardies should be rare. Please show respect for teachers and classmates—arrive on time and ready to learn. **Your assistance in excusing only legitimate tardies is appreciated.** If your student routinely arrives late of their own doing, the consequences following are intended to help remind them of the importance of taking responsibility for their actions.

Unexcused Tardies:

# of Unexcused Tardies	Consequences
1 st Tardy	Warning
2 nd Tardy	Lunch Room or Classroom Clean-Up

3 rd Tardy	Lunch Room or Ground Maintenance Teacher Calls Parent
4 th Tardy & Subsequent Tardies	Teacher Issues a Conduct Code Violation (CCV)

Unexcused Absences: Appeal for an “excused” absence(s) is at the discretion of the school Administration. Any absence from school or class without approval of the school administration and parents will be considered an unexcused absence. Each unexcused absence shall be entered on the student’s record and the parents or guardians of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences may subject the student to appropriate consequences, including disciplinary measures such as suspension from school in accordance with law and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade. Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of absences a student may incur before Judicial Proceedings initiated to enforce compulsory attendance is four days in one month or 10 days in one year. Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, will have their ‘Continuous in School’ and ‘October New to School’ codes reset.

For attendance purposes, any absence from school resulting from suspension will be considered an “unexcused” absence. Such absences due to suspension shall not be counted in the total of unexcused absences when determining if a student is “habitually truant.”

Consequences—Absences:

# of Absences	Consequences
UNEXCUSED: 1 absence	After absence verified, student eligible for a Consequence.
UNEXCUSED: 3 absences	Student receives a CCV and may be placed on an attendance contract or suspended.
UNEXCUSED: 6 absences	MS/HS: A student’s grade may be lowered one letter grade from the student’s earned grade (e.g. A to B, B to C).
UNEXCUSED: 8 absences	MS/HS: A failing grade (F) and no credit will be earned.
UNEXCUSED: 4 full-day absences in any one month – or- 10 full-day absences during any school year	Court action may be initiated to enforce attendance requirements. Parents will be notified in writing that proceedings have begun.
EXCUSED or UNEXCUSED: 5 and 10 or more full-day absences	5 full-day absences in a month will require a doctor’s note to excuse. Any absence from school or class over 10 full days a quarter will need a doctor’s note to excuse the absence. Student will be considered for retention and a conference involving the student, teachers, parents, and administration may be held review options.
EXCUSED: 5 and 10 or more absences (full-day or for a class period)	Anything over 5 full-days excused absences per month may have a negative impact on a student's grade(s) and will need a doctor’s note to excuse the absence.

	<p>Anything over 10 absences per school year will result in Unexcused absences until a doctor's note is provided. Attendance is important for the students' learning and passing a class, therefore is a part of grading at HOPE. We understand some absences are necessary, but recommend parents plan vacations around HOPE vacation times.</p>
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Make-up Work for Unexcused Absences: Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic standards of the teacher. As with excused absences, time allowed to make up work is one class day for each school day missed (which is actually three calendar days on a HOPE calendar) and assignments are due according to each school day counted for that days homework assigned, however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described by the following:

Grades One through Six: Make-up work will receive full credit.

Grades Seven and Eight: Makeup work for unexcused absences will be allowed for credit and may have one grade reduction for all work completed. Makeup work for excused absences will be accepted for full credit. When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the assignment, students will receive a 0%.

Grades Nine through Twelve: For the first two unexcused absences from a class, makeup work will be allowed for credit and may have one grade reduction for all work completed. After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed, the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late. When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

Homework Envelope: When a student misses school, it is the student/family's responsibility to contact teachers and to collect make-up work no later than the day the student returns to school.

Campus Parent Portal/Jeffco Connect Parent Portal: The Campus Parent Portal provides parents access to their student's grades, class schedules and attendance information from any computer that has an internet connection. Parents of K-12th grade students should routinely view these records.

Jeffco Connect: Jeffco Connect lets parents fill out their student's contact and demographic information from any computer that has an internet connection, so that schools always have the latest emergency contact information. You can also access the Campus Parent Portal via Jeffco Connect. <https://jeffcoconnect.jeffco.k12.co.us/>

- Students have their own log-in to campus which allows them to view their records, but not the records of the other students in their household. Please do not share account information.
- To access Infinite Campus Parent Portal or Jeffco Connect go to the HOPE Academy website (www.hopemustangs.us) and click on the appropriate link on the bottom of each page.
- If you do not have online access, contact a receptionist for suggestions on how to gain access; contact teachers for paper progress reports via voicemail (call your receptionist for voicemail extensions); or contact your Attendance Secretary for a printout of your student's attendance record.

Withdrawal Process: Students under the age of 18 years may not withdraw from school without Administrator and parent/guardian permission. Any students under 17 years of age who stops attending classes without having been withdrawn will be considered truant and Jefferson County School Student Outreach Department may be notified. (See Jefferson County Conduct Code booklet.) In order to withdraw a student from HOPE Academy, a parent/guardian must complete a "Withdrawal" form and submit it to the Enrollment Secretary. Withdrawals are not finalized until books and materials have been returned, all financial obligations have been cleared, and all teachers and Administrator have signed the "Withdrawal" form. After a student has been withdrawn, he/she must abide by the Visitor Policy" outlined in Section 6.

- All outstanding fees upon withdrawal will be transferred to fines and will follow the student within the district.
- HOPE Academy will withhold records if a student withdraws out of district with outstanding fees.

Student Activities

Opportunities for Student Involvement: Statistics show that overall student success in school is closely related to the student's involvement in school activities. The administrators, support staff and teachers, using recommendations from students and their parents, will encourage students to participate in one, or more of the various extra-curricular activities during the school year. Listed below are some suggestions.

Service Projects: Classes may sponsor a family in need during the holiday season, run a recycling program, or make collections for local food banks. Students will be encouraged to look for ways to help others.

Leadership: Older students may serve as Misc. Aide's in classrooms or Student Interns, as approved by the Administration, and will be incorporated into their daily schedule. Additionally, other opportunities are available to all students to participate in the Access Leadership Program. This may include Student Counsel, National Honor Society meeting times, other "Club Activities," and/or Community Service Projects.

Behavior Expectations

HOPE Academy holds high expectations for student choices and behavior. Students are expected to adhere to all behavioral expectations in the following areas.

Student Conduct: Students are expected to follow the Jeffco Conduct Code, and to conduct themselves in a manner that honors themselves, their parents and the school. Expectations for general conduct are:

1. Students will exercise courtesy and kindness when dealing with others.
2. Students will show respect for themselves and others.
3. Students will demonstrate care for the facilities and property entrusted to HOPE Academy.

Core Beliefs that guide behavior expectations for all:

1. We believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. We believe that students should do most of the thinking and should be expected to solve the problems they create without making problems for anyone else.
3. We believe that students should be given the opportunity to make decisions and live with the results, regardless of whether the consequences are good or bad.
4. We believe that misbehavior should be handled with natural consequences instead of punishments **whenever possible**.
5. We believe it is essential, to the benefit of all, for students involved in a misconduct situation to share his/her view of events (due process hearing).
6. We believe that school problems should be handled by school personnel and that criminal activity should be referred to the proper authorities.

Classroom Behavior: Students are expected to conduct themselves in a manner that promotes learning. Disruptive behaviors in the class that interfere with teaching and/or learning are unacceptable and will not be tolerated. (See Jefferson County Conduct Code booklet, index listing for “habitually disruptive students.”)

Town Halls & Assemblies: Students must attend any scheduled town hall or assembly and are expected to show courtesy and respect for others. Unexcused absences will result in a Conduct Code Violation (CCV) and further action by the school administration.

In-House Rooms: Students receiving Conduct Code Violations (CCVs) are sometimes asked to proceed to an in-house room until the teacher, counselor, or Administrator can meet with them to discuss the violation and possible re-entry to class. In-house time gives students the opportunity to reflect on how their violation conflicts with the 4 core values. No nuisance devices (e.g. cell phones, portable music devices) are permitted while in an in-house room. Cool Down Teachers will give the student a “Hall Pass” which is to be turned in immediately to their receptionist. A student may then spend some time in an in-house room. Parents will be notified if cool downs are requested frequently.

Hall Passes: Teacher will give a Hall Pass to students moving to another class or to the Health Office. If a student arrives at a classroom, clinic, or study hall without a pass they will be sent back to their class for a Hall Pass.

Lunchtime:

- Elementary students will eat in W1 & Hallway near W1. Kindergarten & First Graders will eat in their classroom (W2).

- Middle and High School students may only eat lunch in the Secondary Classrooms E5 & E6, or outside, between the two buildings on the “grassy knoll” on the picnic tables. No food or drink of any kind is permitted in the hallways.
- Everyone is expected to clean up after themselves.

Food in Classrooms and Hallways: No food/drink is permitted in classrooms, including Study Halls. Bottles of water is permitted in the classroom. Snacks may be consumed during passing periods. Students with special conditions may have special exceptions.

Textbooks: Students should treat textbooks and library books responsibly. Students will be fined for damaged or lost books.

Closed Campus: Students are not allowed to leave campus without permission from parents and Administration. The HOPE Campus is defined as all property owned by the Arvada Adventist Church and school or any Jefferson County School District Property under the supervision of HOPE Academy. For routine approval to be off-campus, see Section 2.

Our Neighbors: The 4 Core Values and behavior expectations carry over to our neighbors—students must be respectful and considerate of all people and property. Arvada Police Department will be called to investigate any complaints received.

Restricted Areas Within the Building: Students are not allowed in the upper part of the gymnasium, or the first level of the Elementary Building. They cannot be on top of the buildings (including both the shed and kiln hut), behind the reception desks (unless working as an intern), or in any staff office without permission.

Drop Off/Pick Up Zones: During drop off/pick up times, students are not allowed to linger in the parking lot, be in the back of the building, on the south side of the gymnasium, on the playground, or out on the field. If on the sidewalk, students must also follow the safe travel patterns (which will be introduced & reviewed annually with all students at orientation). Skateboarding, rollerblading and scooters are not allowed on campus.

Nuisance Devices: Nuisance devices are prohibited. Examples include: electronic games, playing cards, squirt guns, water balloons, laser pointers, any object that does not have a legitimate educational purpose, any object that interferes with the educational process, or any object determined by the Administration to be a nuisance.

Confiscation—Students caught with any nuisance device may receive a CCV, suspension and have that device confiscated for parent/guardian retrieval.

Liability—The staff, faculty and Administration shall not be held liable or responsible for lost or stolen items, including confiscated items. Compact, high value items are easy targets for theft!

Student Use of Cell Phones/Smart Watches/Personal Electronics at School: Cell Phones/Smart Watches/Personal Electronics Cell phones and/or Smart Watches may not be used in the classroom. School policy is that all students are to “Silence and Check in” their Cell Phones/Smart Watches or any device which can be used as a phone to the Teacher in each class and Access Period, where it will be stored in a “Container.” Additionally, teachers will confiscate cell phones (or similar devices) being used during academic time and delivered to the school Administrator. The administrator will determine if the device will be returned at the end of the day, if a parent meeting needs to be scheduled, and/or phone rights/ privileges will be suspended at school altogether, by continual disobedience with such

devices. Phones can be used during lunch and passing periods (only if needed). Cell phones may be permitted in classes at the sole discretion of the classroom teachers for specific academic reasons and then put away and stored according to the above policy. Students will be required to sign a Cell Phone Policy Statement, indicating their understanding of the policy/enforcement of same. **Headphones (for use with non-cell phone devices) may be permitted during study hall as a reward for students in high academic standing. This is again at the sole discretion of the classroom teacher and individual rules of that classroom may apply.**

Headphones/Earbuds: Headphones and earbuds must be stored and out of site in all classrooms during school hours. As outlined above, a study hall teacher may allow limited listening to music with headphones on a case-by-case basis. Any listening devices seen by teachers or administrators that falls outside this very limited use may be confiscated pending parent pickup.

Camera and Video Recorder Devices: Due to privacy and confidentiality laws, cameras of any type and all recording devices, cell phone cameras, video recorders and cell phone video recorders are not allowed to be used on school campus without prior approval from a teacher and Administrator.

Prohibited Substances: HOPE Academy is a safe, drug-free, tobacco-free and alcohol-free environment. Students, parents, guests, and staff are not allowed to possess or use drugs, alcohol, tobacco products, or any product or device used for smoking while at any student event or activity. All confiscated items will be destroyed or turned into the Arvada Police Department. HOPE Academy will follow procedures set forth by Jefferson County.

Sexual Harassment of Students: Sexual harassment will not be tolerated. HOPE abides by the Jefferson County Conduct Code policies regarding sexual harassment of students. Students needing help with the complaint procedure should contact a teacher or administrator.

Police Interviews: When a suspected violation of criminal law has occurred on school grounds, at a school-sponsored activity, or involving school operations, law enforcement shall be promptly notified. Law enforcement officers may independently determine that a criminal investigation involving school-related conduct is necessary. Upon request by a law enforcement officer to question a student victim, witness, or suspect, school officials shall make an effort to notify the student's parent/guardian or legal custodian. When a law enforcement officer is investigating reported child abuse, involving a student and the suspected perpetrator, and is a member of the student's family, school officials will not contact the family.

Cheating Policy: Cheating is defined as a student unfairly advancing his or her own academic performance or in any way intentionally limit or impede the academic pursuits of other students.. **Cheating is prohibited**

- The following are examples of behaviors that are considered cheating:
 - Giving or receiving aid during or prior to any exam or otherwise cheating on an exam.
 - Failing to distinguish carefully between one's own work and material from any other source including Internet resources (plagiarism).
 - Misrepresenting the type or amount of one's own work.
 - Misusing school resources, including library materials, Jefferson County resources, and computers, and mobile devices.
 - Reproduction of any test materials.
- If a teacher strongly suspects that a student is cheating and the teacher feels the incident is of a serious nature, the following steps will be taken:

- Cheating may result in failure of the course.
- The student will receive a grade of “F” or “0” for the activity/assignment if the teacher decides the student is cheating. Parents and Administration will be notified and, depending on the seriousness of the incident, may include other consequences.

Student Discipline Policy

At HOPE Academy, we use the principles and philosophies of Positive Behavior Support and Love and Logic. The process below is the standard procedure for any misconduct, though it may vary however slightly, from class to class and from situation to situation.

1. Talk with the student: Determine the cause of the misconduct. Discuss the reason for the rule, policy or procedure.
2. Raising Awareness: Teacher will remind the student of the behavior expectations.
3. Problem solve: Together, the student and the teacher, will make a plan that will provide the student with necessary guidance and procedures to avoid continual misconduct.
4. If the student is unable, for whatever reason, to make necessary adjustments to his/her behavior, then the student will need to problem solve with the administrator and his/her parents.

NOTE: Please note that possession of drugs, alcohol, tobacco or weapons may result in expulsion from school – Please refer to the Jefferson County Public School Conduct Code.

Corrective Policy: A behavior plan gives the student an opportunity to correct a serious problem. However, if the behavior does not improve, the student, parents/guardians, teacher and administrator will need to determine an appropriate course of action, which could result in a suspension from school. Though, most misconduct issues are resolved quickly and judiciously.

Grade Specific Behavior Expectations:

Recess K-6: Students are expected to follow these guidelines on school grounds:

- | | |
|---|---------------------------------------|
| ● Respect yourself and others | ● Maintain and respect personal space |
| ● Keep hands and feet to yourself | ● Wear appropriate outdoor clothing |
| ● Take care of the equipment | ● Use the equipment as intended |
| ● Return all equipment | ● Take care of the area |
| ● Leave rocks, pine cones, and sticks where they belong | ● Respect our living environment |
| ● Pick up trash | ● Include others |
| ● Share equipment—take turns | ● Let everyone participate |
| ● Be reasonable and responsible | ● Display good sportsmanship |

Rules during recess / breaks:

- | | |
|---|---|
| ● Stay inside designated play area | ● Stay behind the yellow line at the curbs |
| ● Listen to and obey adults | ● Valuable Personal Property (K-12) |
| ● Unattended property is subject to search and placement in Lost & Found. | ● Valuable items should not be left at HOPE. HOPE Academy is not responsible for items missing, lost or stolen. Please leave valuables at home. |

Access/Lunch 7-12th: Students are expected to follow these guidelines on/off school grounds:

- | | |
|-----------------------------------|---------------------------------------|
| ● Respect yourself and others | ● Maintain and respect personal space |
| ● Keep hands and feet to yourself | ● Wear appropriate outdoor clothing |

- Take care of the equipment
- Return all equipment
- Leave rocks, pine cones, and sticks where they belong
- Pick up trash
- Share equipment—take turns
- Be reasonable and responsible
- Rules during Access/Lunch
- If Off-Campus during lunch, follow the guidelines described in Section 2
- Valuable Personal Property (K-12)
- Extremely valuable items should not be left in the Building. HOPE Academy is not responsible for items missing, lost or stolen. Please leave valuables at home.
- Use the equipment as intended
- Take care of the area
- Respect our living environment
- Include others
- Let everyone participate
- Display good sportsmanship
- Stay inside designated Lunch areas
- Listen to and obey adults (HOPE Staff and Volunteer Adults)
- Unattended property is subject to search and placement in Lost & Found.

Lockers 6-12th Only:

- Students who are assigned lockers and combination locks must sign a “Locker Agreement”.
- All lockers are the property of HOPE Academy.
- Locker data is kept at the high school receptionist desk.
- Unattended property is subject to search and placement in Lost & Found.
- Extremely valuable items should not be left in lockers. HOPE Academy is not responsible for items missing, lost or stolen. Please leave valuables at home.
- Lockers should be cared for properly—It is the student's responsibility to maintain their lock and locker and keep the locker clean and free of graffiti.
- Failure to do so could result in a lock replacement fee (\$5) or locker clean-up/repair/ replacement.
- MS/HS students who are currently taking a required P.E. must use their regular locker – two will not be assigned to any student.
- The use of a locker is a privilege and must be locked at all times. Abuse of this privilege will result in the privilege being revoked.

Internet/Technology Use Policy (K-12)

User’s Responsibilities & Guidelines for Use The student and the student’s legal guardian must sign an intent to abide by these guidelines before the student is allowed to use our computers or access the Internet.

- NO offensive, abusive, or inflammatory speech online.
- Not share personal information online.
- E-mail is not guaranteed to be private and that network administrators and others do have authorized access to mail.
- Be responsible for the proper use of access privileges.
- Not degrade or disrupt equipment, software or system performance.
- Adhere to the rules of copyright.

Misuse of Technology Examples of misuses of technology that will result in disciplinary action include, but are not limited to:

- Using the account of another user.

- Misrepresenting yourself or others.
- Using the network for non-academic reasons.
- Attempting to gain or gaining unauthorized access to resources.
- Spreading computer viruses.
- Violating copyright laws.
- Accessing inappropriate material.

Consequences for Violations of “Internet / Technology Use Policy”

Violations of the “Internet/Technology Use Policy” and/or District Internet policy will be dealt with seriously. The misuse of technology, including a violation of any of the guidelines in this handbook, will result in disciplinary action. Consequences may include, but are not limited to, the loss of access to technology. Illegal activities involving technology will result in referral to law enforcement authorities.

Additional actions may be taken as deemed appropriate:

- Staff / parent contact for student misuse
- Referral to the Administrator for discipline for student misuse
- Loss of access to specific technology and/or designated area for a minimum of 3 days
- Confiscation of inappropriate item(s)
- Restitution/Restoration

Wireless Access Usage Policy: HOPE Academy has made our wireless network available to students for academic use. The same expectations apply when students access the network using their own wireless devices. All use of electronic devices on the network is subject to Administration’s approval and policy interpretation.

Acceptable Devices:

- Students may access the Wireless LAN with approved devices, including laptop computers, iPads, and e-Readers. If there is a question regarding whether a specific device is permitted, check first with Administration
- Students may access the Wireless LAN network ONLY from devices which are their own personal property.
- Students may not set up wireless access points or networks on campus. This includes the use of cellular phones as access points via tethering.
- All computers connected to Wireless Access Points must be running approved anti-virus and anti-spyware programs.
- Use of a wireless device on HOPE networks shall constitute an affirmation that all software installed on that machine is fully owned and licensed to the student or their guardian and that pirated software is NOT installed on the computer.
- Certain types of software, such as programs used to illegally access or download content or to engage in any illegal or inappropriate activities are strictly prohibited.
- HOPE Academy reserves the right to inspect any and all machines connected to wireless networks on campus. Devices with non-compliant or pirated software, or those without up-to-date security programs may be denied access to the network.

Acceptable Use: Students are provided access to the campus networks for educational purposes. Use of the network for personal use is allowed at the discretion of school staff.

Privacy:

- Students acknowledge and surrender all rights or expectations of privacy when accessing Collegiate Academy campus networks.
- HOPE can and does monitor internet access and activity on campus networks, including but not limited to sites visited, content viewed and email sent and received.
- HOPE Academy and law enforcement may examine a student's personal device and its contents if there is reasonable suspicion to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

Authorized Use: Use of campus networks is prohibited while students are in class except with the explicit permission of the teacher of that class for a specific day and class period.

IT Support:

- Students are responsible for setting up and maintaining all approved devices connected to campus networks.
- HOPE does not provide and assumes no responsibility for supporting or troubleshooting any connectivity issues with any student device.

Personal Responsibility:

- HOPE Academy assumes no responsibility for any loss, theft or damage to any personal electronic device connected to our Wireless LAN, or to any information stored on that device or peripherals attached to that device.
- Electronic devices must be stored in LOCKED lockers when brought onto campus.
- Consequences
- Students agree that misuse of campus networks will result in discipline which may include loss of access to campus networks, loss of all technology privileges on campus, or other appropriate disciplinary or legal action in accordance with the Pride Book, the Jefferson County Code of Conduct and any other applicable state and local laws.

Final Interpretations: Technology is constantly changing and new devices, technologies, and policy questions are likely to arise in the upcoming year. Final interpretation of this wireless policy will lie solely with HOPE Academy's administration.

Behavior Violation Consequences (K-12)

The consequences that result from the Parent & Student Handbook violations vary. Offenses that violate the 4 Core Values and show disrespect to teachers and/or students will result in disciplinary actions. The student also may receive a Conduct Code Violation, depending upon the severity of the incident. More severe behavior consequences include detention, in-school suspension, out-of-school suspension, behavior contracts or expulsion.

Conduct Code Violations: The consequences that are given when a CCV is issued is determined by the severity of the violation and whether the violation is repeated. CCV violations may include:

- Insubordination / Defiance
- Copying / Cheating / Plagiarism
- Skipping Class/Leaving Without Permission
- Dress Code Violation
- Profanity / Vulgarity / Obscenity
- Classroom Disruption / Unprepared for class
- Destruction of Property
- Unexcused Tardiness (4 or more)

- Public Displays of Affection
- Lunch Duty or Community Service
- In-School or Out-of-School Suspension
- Repeated behavior violations may result in increasing consequences including Detention, Suspension, or Expulsion.
- Other conduct detrimental to the community
- After School Detention

Detention: Students may receive a detention, with or without a conduct code, from a staff member before, during and after class. Students may also receive a detention before or after school hours for behavior violations. Detention earned from a violation of the behavior rules will be served from 11:09 am – 11:40 am, or 3:25 pm through 4:00 pm each Wednesday.

Suspensions: All suspensions will be issued by the school administration and submitted to District offices. Parents will be notified of suspension days by telephone.

In-School Suspensions: The in-school suspension (ISS) program is designed to keep students in school and on an academic route and can assist students in learning ways to improve their behavior. ISS is in place only for those students who commit infractions that do interfere with the educational environment of the community.

Out-of-School Suspensions: Students may NOT be on school grounds any time during out-of-school suspension. Students will not be able to return until a re-entry meeting has been held to address issues surrounding the suspension. Parents may be required to shadow their student upon return.

Behavior Contracts: Students who repeatedly exhibit behavior that is disruptive will be placed on a behavior contract. If the contract conditions are not met, the student could face expulsion from Jefferson County Schools.

Grounds for Suspension or Expulsion: Please refer to the Jefferson County Conduct Code booklet for details regarding grounds for suspension or expulsion.

Suspension Consequences

SUSPENSION CONSEQUENCES	Eligible to pick up work?	Eligible for missed assignments?	Eligible for missed exams?
In-School Suspension	With Administrator approval, student is responsible for picking up work during the school day, at the teacher's convenience.	Assignments will be done in an in-house room and will receive full credit for work turned in at the end of the day.	Exams will be taken in an in-house room or at the teacher's convenience.
Out-of-School Suspension	With Administrator approval and at teacher's convenience, students can pick up work prior to leaving school. If unable to obtain work before departing, it	Any make-up work is due the day student returns from suspension. May not be on campus for "Extended Day." Not eligible for a "Window of	Student must be ready for test upon his/her return. Test given at teacher's convenience. Not eligible for a "Window of Opportunity".

	<p>is the family's responsibility to contact the teachers directly to obtain work. Suspended students are not to be on school grounds, even to pick up school work.</p>	<p>Opportunity".</p>	
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Student Discipline Policy

Student Dress and Grooming

This policy reflects the school's effort to recognize that the school, like most organizations, will have policy as it relates to dress for the "workplace." Students will dress appropriately and groom themselves for school attendance in a way that reflects personal willingness and commitment to participate in their education at HOPE Academy. Therefore, clothing should be neat, clean, tasteful and modest. Modest will be defined as that which does not bring undue attention to one's self. Students should consider the special safety and hygiene requirements of classes, such as science, art and physical education. Shoes or sandals must be worn for health and safety reasons - At All Times. Because HOPE Academy is attempting to create an educational culture that is consistent with state and district guidelines, the following will apply: The following dress is not appropriate and is unacceptable for HOPE Academy:

- Ripped clothing which becomes revealing or a distraction (this includes jeans or pants with holes or tears).
- Clothing that is overly revealing or sexually suggestive (this includes unacceptable visible undergarments/straps, or not wearing appropriate undergarments). Exposed midriffs or exposed backs. Includes boys showing chests through enlarged armholes in shirts and overly tight leggings or yoga pants.
- Gang attire, symbols, or colors.
- Trench coats or dusters. Chains or pointed studs that are distracting or could be utilized as a weapon.
- Bare feet.
- Clothing such as: hats (those with caps with hard brims, body markings or jewelry that display offensive words, phrases and text, profanity, or advertise illegal or restricted substances. (i.e. alcohol, drugs, tobacco, etc.).
- Costumes (unless connected to a school activity).
- Clothing displaying text or graphics (overt or implied) of a sexual nature.
- Immodest clothing – as indicated by the following guidelines:
 - Tube tops, halter-tops and strapless tops.
 - Tank tops (or tops without sleeves) must have a three-finger width. No spaghetti-strapped type tops allowed and the primary/only top.
 - Bare skin exposed between the shirt and pants – either sitting or standing
 - Shorts and skirts need to be of appropriate length. Shorts and skirts should extend to the length beyond the tip of the thumb when arms are relaxed at the student's side regardless of whether the student is wearing leggings, hose or other attire.
 - Appropriate undergarments should be worn at all times and not be visible when in normal posture (sitting or standing). This includes boys' boxer shorts.
 - Dress or blouse tops may not expose cleavage or undergarments.

- Any clothing that is inappropriate or potentially disruptive.

If a student's dress or appearance is judged to be disruptive, unsafe, immodest or unhealthy, the students will be asked to correct the situation immediately. This will take place in one of two ways: Students will be asked to contact their parents to resolve the situation by changing into appropriate clothing or the school will provide alternative clothing for the duration of the day (this will usually mean sweats and/or plain T-shirts). Disciplinary action for violation of the student dress code shall include notifying the student and/or parents of the violation and a requirement that the dress or appearance be corrected before the student re-enters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building-level administrator, a parental conference may be held. More serious consequences, including suspension or expulsion, may result from repeated or serious violations. **As different fashions come and go, the administration has the final say regarding whether clothing is appropriate or not.**

Dress Code Enforcement: We commit to our families to be fair and consistent in enforcing the dress code. Final interpretation of the dress code lies with Administration.

Consequences for Dress Code Violations: Students may be asked to change into different clothes, to borrow items from a peer, or to get clothes from home. Consequences may include removal from the classroom until the student has changed into appropriate attire. Student will receive a Conduct Code Violation (CCV) for repeat offenses and a parent meeting will be required.

Student Services and Procedures, Calendar, Daily Schedules

HOPE Academy makes several services available to students to create a safe learning environment and to help them achieve their highest academic potential.

Student I.D. Card: Each student is issued a picture I.D. card at registration. The I.D. card should be carried at all times and presented to school officials when requested. Loss or theft of this card should be reported to the front office immediately. Replacement I.D.s cost \$5.

Textbook Library: HOPE Academy does not maintain a traditional library. Students needing access to a library must use the local public library. HOPE does have a Textbook Lending Library for homeschoolers needing curriculum for home use (Please see the HOPE website for more information regarding the Textbook Lending Library). The Textbook Lending Library is located in the storage closet of the Art Room, in the Secondary Building.

Clinic: We take concerns for the safety, health and well-being of our students very seriously. The clinic is available for students who become ill or are injured at school during the school day. If a child is deemed truly ill (e.g. runs a temperature 1° above normal), has an injury that appears to require medical attention, parents will be called and will be expected to come to the school and pick up their child immediately. A parent must sign out or authorize a student leaving school for health reasons. Please help us by not sending your students to school if they are ill or have undiagnosed rashes or physical problem (Please see the Children's Hospital Colorado *Illness Policy – How Sick is Too Sick? When to Keep Your Child at Home from School* on our website. Also, help your child recognize and understand the real signs of illness. Students may remain in the clinic only with the approval of clinic personnel.

The clinic provides:

- First aid and emergency care for ill or injured students
- Physical assessment of ill/injured students and referral for medical care
- Vision and hearing screenings
- Coordination/management/follow-up for student identified health needs
- Monitoring and reporting of contagious diseases
- Maintaining health records and state immunization forms
- Dispensing Tylenol with written permission from physician
- Dispensing prescription medications. **Parent and physician must complete a medication form or clinic-administered medication.** The physician's written orders must include: student's name, name of drug, dosage, purpose of medication, time of day medication is to be given, anticipated number of days to be given at school, possible side effects, and instructions for administering and storage. **All medication must be in original container with a current pharmacy label. All medication will be kept in the school clinic.** The student is responsible to go to the clinic for medication and must take the medications in the clinic.

Student Parking (grades 10-12)

- All students who park at HOPE Academy must register their vehicle via the "Student Parking Agreement" form. To receive a parking sticker, you will need to submit the form, a copy of your driver's license, registration, proof of insurance, and potential fee per year to defray maintenance costs; forms can be processed at registration or at the HOPE reception desk.
- If you are car-pooling one or more elementary students, you need to park before anyone gets out.
- HOPE students must park in the lower, main lot; no student parking is allowed in the parking spots at the entrance to the Elementary Building (south) lot, or adjacent to the Secondary Building (east entrance), or on neighborhood streets.
- Jefferson County Schools and HOPE Academy carry no insurance for loss or damage to students' personal property.
- Those who do not heed the guidelines outlined on the "Student Parking Agreement" form will lose their parking privileges.

Hot Lunch: HOPE Academy students must normally provide their own "sack lunch" on each school day. Microwaves are available to warm food, if needed. HOPE does provide a "hot lunch" the second Monday of each month. The hot lunch may be different from month-to-month and will be posted on the HOPE website at hopemustangs.us and communicated in the school newsletter. Only those reserving ahead will be provided hot lunch.

Telephone Usage: Students are allowed to use the office telephone in an emergency. Students may be allowed to leave the classroom at the teacher's discretion.

Extracurricular Activities: Student extracurricular activities vary year-to-year depending on student interest and the availability of adults and staff to lead the activities. Parents please let us know if you are interested in sponsoring an activity! Students are eligible to participate in extracurricular activities at other Jefferson County Public Schools provided they meet all eligibility requirements (e.g. GPA requirements). If you live outside the District, please check your district's requirements. Activities that have occurred in the past or are scheduled to occur for the school year include:

- **Student Council:** We offer a MS and HS Student Leadership Program; other student leadership opportunities depend upon student interest. Leadership sponsors student activities including school dances, provides service-learning opportunities, and promotes student relations between the elementary, middle, and high school.
- **Dances:** If a student wants to bring a guest (maximum one-two per student) to a dance, they must

submit a completed Guest Dance Form to Administration for approval 48 hours prior to the event and are available at the school reception desk.

- **Field Trips** – Field trips are scheduled throughout the year to provide learning experiences not readily available in the regular classroom. Parent/guardian permission slips must be signed in advance of each trip. At the discretion of the teachers, students may be left at school for reasons of discipline or failure to complete classroom assignments or activities and their cost for the trip will not be refunded. Since our field trips are an important part of our curriculum enhancement, we encourage everyone to be in attendance. Exemplary behavior is expected at all times! In accordance with state law and District policy, any driver transporting students on a field trip must provide a copy of his/her driver's license and proof of insurance prior to transporting students.
- **Other Activities (Clubs):** We have offered: Art, outdoor adventures, MS/HS Lock-In, Robotics, Destination Imagination, technology games, school talent show, scrapbook, ES/MS/HS yearbook, debate, and HS newspaper. Parents are encouraged to help sponsor activities.

School Procedures

Before and After School Supervision

- HOPE Academy has a responsibility to provide supervision for students AT ALL TIMES, including before and after school.
- MS/HS students should not arrive before 7:30 a.m. Elementary students should not arrive before 7:30 a.m. Supervision cannot be provided prior to that time.
- All students should be picked up by either 2:30 to 3:45 pm, depending on their schedule, unless they are participating in any after school activity. Students that are not picked up by 3:45 p.m. may be charged \$10/hr. per half hour for daycare services. Students and parents may be asked to meet with a school Administrator regarding consistent violations.
- The MS/HS entrance (east building) is staffed until 4:00 pm. on Mondays and Wednesdays, and until 2:00 pm on Thursdays. At that time, the HS entrance will be locked, and remaining students will need to exit the building.
- The ES entrance (west) is locked at 3:30 pm on Mondays. **Elementary students may only remain in the building after school with a teacher or involved in an after-school program supervised by an authorized adult.**

Communication Methods: Communication with parents and students is an important part of the success of our school and often incorporates technology. Optimally, all families will have access to an email account (many free services such as a google email, or gmail are available). We use the following tools to keep our parents informed of events at the school as well as student progress:

- School newsletters, as needed (most come out weekly)
- Each teacher/grade level has a web site accessed via our website
- Daily access to the "Campus Portal" for attendance, assignments & grades
- Meet your Teacher & Curriculum Nights
- STP teams (student-teacher-parent), including semi-annual conferences and individually scheduled meetings
- Town hall meetings for students (during the day)
- Town hall meetings for parents (in the evening)
- Parent bulletin boards

Student-Teacher-Parent (STP) Conferences: Student-led conferences are held twice a year. Students are included in conferences, since they are part of the STP responsibility team. In addition, a parent

may request a conference with the principal or teacher. Please respect the teacher's need to focus on classroom instruction during school hours and schedule student conferences at another time. Please do not drop in before or after school as this may be the teacher's prep time or someone else's appointment time.

Contacting Students at School: Classes will only be interrupted at the request of a parent/guardian in case of serious emergency as explained on the telephone to a secretary. Reminders of dental appointments, lost car keys, dinner plans, or general poor planning are not reasons to interrupt the instructional day. **Please support our educational goals by not asking us to interrupt classes.**

Visitor Policy — Applies to everyone except students and staff!: In an effort to protect the health and safety of the students and staff, and in order to minimize disruption in the school's programs and activities, the Board believes it is necessary and appropriate to adopt policies and procedures regarding: (i) visits by parents of students enrolled at the school, as well as other interested parties; and (ii) disorderly or unruly conduct by visitors to the school.

Procedure Upon Arrival:

- Each parent, volunteer, or visitor is required to sign in and put on a name tag at the reception desk. **NO EXCEPTIONS!** Your name tag must be worn at all times while in the school. You are required to show I.D.
- At times, you will be asked to be accompanied by a staff person.
- Each parent, volunteer, or visitor will need to sign out at the reception desk where they signed in. Logs assist us in knowing who is in the building in the event of an emergency.

Behavior Guidelines:

- Under no circumstances will the school tolerate loud, obnoxious, profane or otherwise disruptive verbal or non-verbal behavior by any parent, volunteer, or visitor either at any on-grounds or off-grounds school function.
- Any parent, volunteer, or visitor who fails to follow HOPE Academy rules, may at the designated staff's reasonable discretion, be asked to leave. We reserve the right to contact a law enforcement officer for assistance.

Student Visitors:

- Prospective students may be permitted to "shadow" a current student selected by Administration, provided they have completed their orientation meeting with an Administrator.
- Other student visitors (including family, friends, relatives, and former graduates) are not allowed during the school day unless approved by the Administration, this includes lunch hour visits.

Emergency Procedures

All emergency procedures will be reviewed with staff and students at the beginning of each school year, and regular drills and safety procedures will be conducted/maintained throughout the school year.

Fire: Students should evacuate the building immediately at the teacher's instruction by routes posted by classroom doors. Students should remain silent at all times.

Tornado: In case of a severe storm warning, students should report to the interior hallways away from

windows.

Shelter: HOPE Academy's off-site shelter location is Hackberry Hill Elementary School, approximately two blocks east of the school building. If necessary to shelter off-site, parents will be notified, and reunified with their children.

School Closings: In case of severe weather conditions, listen to the radio and TV stations for school closure information. We follow Jefferson County Public Schools decisions. If only part of the district is closed, HOPE Academy will follow closures for Chatfield High School articulation area (all ES and MS that feed into Chatfield HS). If school is dismissed early for safety reasons, we will attempt to contact parents using the auto-dialer phone system.

Yellow Card—Dangerous Weather Conditions --When a yellow card is posted outside the main entrance doors (Elem or Sec), there are dangerous weather conditions in the immediate area. Parents are advised to wait in their vehicles until the weather situation is safe. If a parent feels it is absolutely necessary, they can park their vehicles and go to their student's classroom to sign students out. Teachers will release students to parents/guardians and may request identification if needed.

Red Card—Lock Down Situation: When a red card is posted in the window of a main entrance door (east or west building, or gymnasium), there is a lock-down situation outside the school building. Parents: seek safe shelter and be aware of your immediate surroundings. Please do not attempt to come inside of the building. Students will not be released until the lock-down situation or drill is over and things are safe.

Lock-Out – HOPE Academy always maintains Lock-Out procedures, which means that all doors are locked at all times, allowing a staff member to “answer the door,” and decide if someone can enter the building. As, we have three buildings, students will be escorted (ES) between buildings from time-to-time.

Lock-Down: Students and staff should lock-down immediately upon notification by a staff member, and students should remain silent at all times. As well, following District and School protocol will be required.

Student Valuables: Students should not bring large amounts of money or valuables (e.g. iPods, iPads) to school. Jefferson County Public Schools and HOPE Academy do not carry insurance covering loss or damage to students' personal property.

Lost and Found: All coats, sweaters, etc. should be labeled with a last name and phone number in case they are lost. Parents are encouraged to look through Lost and Finds in the Elementary building and the High School student lounge. Throughout the school year, items in the Lost and Found will be donated to charity.

Student Records --Cumulative student records are located in the records department. Parents may request to see their child's records but need to request to view the file at least 24 hours in advance and view the file in the presence of a school employee.

Posters and Flyers: All posters and flyers should be submitted to the receptionist for approval by an Administrator. Staff will then hang approved posters and flyers in designated areas.

Fundraising: Any organization that wishes to raise funds for any aspect of HOPE Academy must first present a proposal to Administration who will review the proposal and notify the person requesting the fundraiser of approval or disapproval.

Pets in the Building: For safety and health reasons pets may not be brought into the building unless the animal is part of the Canine Companion Program. Exceptions may be granted, but you need to ask for Administrator approval.

Transportation and Riding Sharing: HOPE Academy does not provide transportation for students to and from school, and students do not have access to Jefferson County Public Schools transportation services. Transportation to and from school is the responsibility of the parents and/or student. Families wishing to share rides may contact Ride Arrangers at (www3.drcog.org).

Asbestos Management: In compliance with federal regulations, Jefferson County Public Schools provide asbestos management plans for schools and other district facilities for public inspection. Parents, employees or interested citizens may review the management plan.