

Welcome to Greater Baton Rouge Hope Academy:

***Unique Solutions for Unique Learners***

Greater Baton Rouge Hope Academy offers quality, educational opportunities which empower each student to reach their potential academically, socially, physically, and emotionally. Individualized, tailored instruction, in a structured and supportive environment, provides ***unique solutions for unique learners***.

Greater Baton Rouge Hope Academy, Inc. admits students, on a non-sectarian basis without discrimination, of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities available at the school.

This non-discrimination policy includes the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **WHO WE ARE**

Founded in 2007, Greater Baton Rouge Hope Academy is a 501(c)3 nonprofit organization.

Every student has unique and complicated patterns of strengths and weaknesses, affecting academic, social, and emotional progress. The process of learning is neurologically-based. Students must learn to manage and maximize this system in order to enjoy a healthy, happy successful life.

## **WHO WE SERVE**

Hope Academy serves a variety of different types of students including those functioning on level, above level, and those with learning challenges. Due to the unique programs offered at Hope Academy, students often travel from a wide geographical area from several surrounding parishes to attend this specialized instruction. We recently have served students from as many as ten parishes in the Greater Baton Rouge Metropolitan Area.

## **PHILOSOPHY AND GOALS OF THE SCHOOL**

**Hope Academy's instructional curriculum is as unique as its learners.**

A sound, flexible, diagnostic-prescriptive approach is utilized, with research-based methods and materials adapted to meet individual needs.

Every child has a learning plan that allows progression on his/her unique level and speed. Academic, social, as well as behavioral objectives, benchmarks, and anticipated timelines are set for each student.

Hope Academy's school climate is one of inclusion, encouragement, positive relationships, and recognition of accomplishment.

Low teacher/student ratios are coupled with small group and one-on-one instruction.

Many individuals with learning and developmental challenges have trouble with relationships, reading social cues, and distinguishing between appropriate and inappropriate behavior. Social skills programs embedded daily in the classroom provide the students greater confidence in social situations.

Sports, clubs, dances, and other activities enhance the social skills and self-worth of Hope's students. Hope Academy strives for student participation in all activities. Many of Hope Academy's students were marginalized in other settings and not able to participate in these activities. The combination of specialized academics, social skills training, and participation in extracurricular activities results in low absenteeism, the development of strong friendships, genuine feelings of acceptance, happy demeanors, and most of all, success.

## **ADMISSION OF STUDENTS**

Hope Academy provides Kindergarten through 12th grade classes and multi-level special needs classes for students through age 21, all designed to meet the different learning styles of students.

Hope Academy has an open admissions policy, and does not discriminate on the basis of race, sex, creed, color, religion, or national origin.

Students are admitted on an individual basis, and interviews with parents and student are required. Parents of potential enrollees are encouraged to visit the school for an individual consult to determine if Hope Academy can meet their child's requirements. While Hope Academy's goal is to accept all students, certain medical, ambulatory, mental, behavioral, and emotional issues may be outside the realm of Hope Academy's capabilities. In certain situations, a student may be admitted on a provisional basis or with the agreement of certain adaptations to be provided by the parent.

Diagnostic educational testing is administered prior to enrollment and as often as necessary. On occasion, this may be postponed until the student has entered and become acclimated to the school.

When a student is admitted, Hope Academy dedicates the resources necessary for the student for the entire school year and incurs financial obligations which are funded by these tuition and fees. **Parents are responsible for the entire amount as stated on their admission contract. A contract must be signed by the parents and returned to the office before the student can be admitted to the school.**

Tuition and fees are based on normal use of facilities. Reimbursement is required for lost or damaged textbooks, library books, materials, or property. **Grades or records will not be released until all financial obligations are met.**

## **REGISTRATION**

Registration for the following school year is held in the spring. Students currently enrolled at Hope Academy are given the first opportunity to enroll. The registration fee for returning students will be at a discount. This discount is only available for those accounts that are current. Payment of registration fees is required to secure the student's place for the following school year. **This registration fee is not refundable.**

After the current student registration deadline, registration is open to new students and returning students at the regular rate.

## **TUITION AND FEES**

See enrollment contract and fee schedule provided at enrollment. A \$25.00 fee will be charged for all NSF checks returned by the bank.

## **DELINQUENT FEES**

A late charge will be added to any fees not paid within the time allotted. When fees are more than a month delinquent, the information may be given to the Finance Committee of the Board of Directors for review. Students may be asked to withdraw from Hope Academy, and school records, including report cards, will not be issued until the account is current.

### **WITHDRAWING A STUDENT**

If it is necessary for the student to be withdrawn before the end of school year, please notify the school office at least two days in advance of the student's last day. Please read the withdrawal policy below carefully.

1. If the administration determines that the school is not meeting the student's needs, the parents will be requested to withdraw the student from the school. If this occurs, the **tuition only** will be prorated and refunded.
2. If a parent withdraws a student, and the school administration determines that the student's needs are being met, **no tuition will be refunded**. Parents will be responsible for all tuition and fees for the entire school year.
3. If a family moves out of town (further than the area Hope currently serves) during the school year, the student's **tuition** for the remainder of the year will be refunded. There will be **no refund of registration or fees**.
4. **If a student is expelled for a disciplinary reason, no refund of fees will be given and the parents are responsible for the total year's tuition.**

### **ACADEMICS**

#### **EXAMINATIONS AND TESTING**

Each teacher sets an assessment program appropriate to his/her student population. In addition, diagnostic testing to determine each child's needs/placement is available. All students are administered a standardized achievement test in the spring.

#### **ELEMENTARY**

- Pupil/teacher ratio is kept as low as is academically necessary for the dynamics of individual classrooms.
- Instruction is provided by certified teachers. Curricular emphasis for elementary students is placed on basic skills in reading, writing, and mathematics. Other curricular offerings include: spelling, social studies, science, music, art, computer literacy, and physical education, as well as secondary school electives.
- Frequent contact with parents is provided, and parents are encouraged to become involved in the instructional needs of their students.
- After diagnostic testing has been completed, teachers work to individualize the student's curriculum. A student will be placed in a homeroom based on age and functioning levels and may attend another

class during the academic day for a particular subject if he/she requires instruction at a different level than is provided in the homeroom.

- Multi-level special needs classes are provided for students functioning significantly below grade level who require additional support. Students are selected for this program based on diagnostic testing and instructional needs. Students with certain academic strengths who meet proficiency in certain areas, may be mainstreamed into classes for certain subjects.
- Hope Academy works with the East Baton Rouge Parish Pupil Appraisal team to evaluate and plan for Special Education students. An Individualized Plan (IEP) will be developed for students who qualify.
- Hope Academy employs cutting edge educational and behavioral techniques and is proud to have program affiliations with Louisiana State University, Southeastern Louisiana University, Nicholls State University, Southern University, Our Lady of the Lake College, and Our Lady of the Lake Pediatric Residency Program. This brings the added resources of researchers, clinicians, therapists, and interns to the classroom.
- Bridges Learning Solutions, Inc., an ABA (Applied Behavioral Analysis) therapy clinic within Hope Academy, may be an option for select Hope Academy students. Bridges therapy may be billed through Bridges' certified BCBA to students' health insurance, contingent upon clinic availability and student qualifications.
- Parent conferences are held periodically throughout the school year. All parents are expected to attend these conferences. Communication between teachers and parents is encouraged.
- Accommodations and modifications will be made in all academic settings, where appropriate. Each teacher working with a student will note these in their grade book and will implement them within the instructional program. In some instances, a multi-level classroom may be suggested as an alternative instructional setting for an academically struggling student or a student who may require the extra assistance of a classroom paraprofessional for other reasons.
- Students working above grade level are provided with instruction based on their individual ability.

## **GRADING**

All students will receive a report card at the end of each nine weeks. Academic and conduct will be reported, as well as a narrative about the student's progress. Students will receive a report card using the grading scale which is appropriate for their age and functioning level. A detailed narrative will also be provided.

Weekly papers will be sent home each Monday. The parents are to review and sign the folder containing the papers and return the folder and papers to the homeroom teacher the next day.

Students will also receive interim progress reports every 4½ weeks which also include a narrative.

### **Grading Scales:**

E excellent (counts as A Honor Roll)

A 94% - 100%

G good (counts as A/B Honor Roll)	B 86% - 93%
S satisfactory	C 78% - 85%
N needs improvement	D 70% - 77%
U unsatisfactory	F Below 70%

**Semester and final grades will be calculated utilizing the point system.**

**Secondary school grades will be based on an alpha and numeric system.**

**HOMEWORK ASSIGNMENTS**

Homework is a necessary part of a student's education and is assigned at the discretion of the teacher. It will be consistent with the teacher's objectives for the individual student and the student's progress. Homework assignments will vary with subject, time, and student's completion of classwork. Homework will have a purpose relevant to classwork and will cover material taught in the classroom.

Assignments not completed in class should be completed as homework. Students will confer with each individual teacher regarding incomplete assignments.

The amount of homework depends on the student's level in school. It is important to keep in mind that written work is not the only type of homework.

The best ways for parents to help their student to complete homework are:

1. Provide a quiet place without distractions.
2. Review and sign the assignment book daily.
3. Check the assignment to assure it was completed correctly.
4. Sign the papers sent home.
5. Reinforce the instruction provided by the teacher.

**HONOR ROLL**

Honor Roll students will be recognized each 9 weeks at assembly, in the school newsletter and, by first name only by class, on the school web page.

**SECONDARY SCHOOL**

Hope Academy offers high school age students a choice of two programs for completing their education.

- Academically able students will complete a state approved (LA Core 4 or Basic Core) high school diploma program.
- Students who are academically unable to meet the requirements for a high school diploma may work toward a certificate of achievement and attend a multi-level class through age 21. These classes provide a combination of academics, a Life Skills Lab, vocational skills and job preparedness. If the student turns 21 during the school year, they will be allowed to remain until the end of that school year.

The Louisiana State Department of Education diploma curriculum requires a total of 24 credits. Bulletin 741 for Non-Public Schools describes these requirements in detail, and a copy is available for review in the administrative office and on the State Dept. of Education website through a link on the school website.

### **GRADING**

Secondary school teachers use Renweb to record grades. Students and parents will receive access information for ParentsWeb to monitor grades.

All students in secondary school will receive a report card at the end of each nine weeks. Academic and conduct will be reported along with a detailed narrative. Students receive interim progress reports every 4½ weeks which also include a narrative. Students have midterm and final exams at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters, respectively.

### **ARRIVAL**

Students may begin arriving at school at **7:50** a.m. No teacher is on duty before **7:50** a.m. If a student needs to be dropped off before **7:50** a.m., Before School Care is provided, and parents will be billed accordingly. Breakfast is not served. Parents must walk their child into the Before Care room to the Before Care Teacher, and sign the student in. All students are to be dropped off under the covered walkway near the office and received by a duty teacher. No student is to be dropped off without a duty teacher present. Assembly begins in the school gym promptly at **8:10** a.m. A student is considered late after 8:10 a.m. and must be signed in at the office by a parent and receive a tardy slip to be admitted to class.

### **DAILY SCHEDULE (SUBJECT TO EDITS)**

#### **Grades K-5 & Multi-Level Classes**

7:00 – 7:50  
7:50

Before Care  
Carpool Begins / Student Arrival (Jefferson Hwy.)

8:10 – 8:15	Assembly / Pledge in Gym
8:15 – 10:15	ELA Block
10:15 – 11:20	Math Block
11:30 – 12:00	First Lunch Shift (Grades K-5 & Multi)
12:00 – 3:00	Afternoon Block
3:00	1 <sup>st</sup> Dismissal (Grades K-5 & Multi)
3:00 – 6:00	After Care

**Secondary School (Grades 6– 12)**

7:00 – 7:50	Before Care
7:50	Carpool Begins / Student Arrival p
8:10– 8:15	Assembly / Pledge in Gym
8:15 – 9:09	1 <sup>st</sup> Period
9:12 – 10:02	2 <sup>nd</sup> Period
10:04 – 10:14	AM BREAK
10:17 – 11:07	3rd Period
11:10 – 12:00	4 <sup>th</sup> Period
12:00 – 12:30	LUNCH
12:32 – 1:22	5 <sup>th</sup> Period
1:25 – 2:15	6 <sup>th</sup> Period
2:15 – 2:25	PM BREAK
2:25 – 3:15	7 <sup>th</sup> Period
3:15	Secondary Dismissal
3:15 – 6:00	After Care

## ATTENDANCE

Attendance and promptness are necessary for a successful school experience, and Hope Academy students are expected to attend class. Hope Academy complies with the Louisiana State Department of Education policy on absenteeism. Attendance and tardies will be monitored by RenWeb for all students. State law requires that each student must be in attendance for a minimum of **80** days per semester to be eligible for credit for courses taken. Students may not exceed a total of **ten** absences per semester. Excused absences will require proper documentation, such as a doctor's note, received by the school within 10 days of the absence. Hope Academy reserves the right to determine appropriate documentation. Special consideration may be made for those students with an extended or chronic illness or a death in the immediate family, with proper documentation.

For students working toward high school credit, each class is considered a separate course, and students must be present in each class for the required number of days. A Secondary School student must not miss more than 10 minutes in a class period to be considered present for that class. **Students having more than 10 absences per semester from a class will not receive credit for the course.** Please note that **these 10 days are a total of both excused and unexcused absences per semester.**

For elementary grades, students cannot be promoted if they accumulate more than 20 absences per year.

**A doctor's excuse is required for absences due to illness to be considered excused. A student must be fever free for 24 hours before being readmitted to school.**

1. A parent is to call the school office at **225-293-0141** before 8:45 a.m. on the day of the absence to confirm the student's absence.
2. Parents are required to send a written note to the student's teacher on the day that the student returns to class. A note, signed by a parent or guardian, should state the student's name, grade, dates of absence and the reason for absence. If a student is absent for 4 or more consecutive days or has had a contagious disease, a doctor's certificate is required for the student to be readmitted to school. Without this note, the student's absence will be considered unexcused. If a student is chronically absent due to medical reasons, a doctor's letter must be placed in that student's file explaining the reasons for absenteeism.
3. The student is responsible for making up all work missed upon returning to school. Arrangements must be made with the classroom teacher. Teachers are not required to allow students to make up tests given during an unexcused absence.
4. If the parent feels that the student can complete some of the work at home during an illness, he/she should call the office before 8:45 a.m. on the day of the request, to arrange for assignments. The materials will be available for the parent to pick up after 3:00 p.m. on the day requested or scanned by email to the parent.

## TYPES OF ABSENCES

### A. Excused absences

1. Illness of the student
2. Death in the family
3. Severe injury or illness in the family

4. Verified doctor or dentist appointment
5. Court appearances
6. Participation in school activities off campus
7. Observance of religious holiday
8. An emergency situation verified by a school administrator

B. Unexcused absences

1. Disciplinary suspension
2. Extended holiday periods (before or after school holidays)
3. Pleasure trips or family vacations
4. Appointments other than medical or required legal appointments
5. Truancy

**TARDY TO SCHOOL**

A student is considered tardy after **8:10** a.m. and must be signed in at the front office and receive a tardy slip before going to class.

Elementary School

If a student arrives late to school but misses less than two hours, that student will be counted as tardy. Two to three and one half hours of school missed will be considered as a half day's absence. **Five tardies will be considered as a ½ day unexcused absence.**

- 6<sup>th</sup> Tardy- Warning
- 8<sup>th</sup> Tardy- Behavior Clinic (failure to comply may result in suspension)
- 12<sup>th</sup> Tardy- Out- of – School Suspension
- 24<sup>th</sup> Tardy- Out-of-School Suspension for 2 days
- 25<sup>th</sup> Tardy- Parent conference with the principal to discuss the possibility of expulsion

Students are responsible for completing any classwork missed when tardy.

Students are **not** allowed to make up any missed assignments/tests while on suspension.

Tardies for Students Earning High School Credit

High School students who are more than 10 minutes late to a class will not receive credit for that particular class that day. Students are allowed three tardies to school per semester without a consequence. The fourth tardy, and all tardies thereafter, will be counted as an absence for the first hour class. Parents will be notified when this occurs. Chronic tardiness to school will result in the student failing his/her first hour class, as is policy of the La. State Department of Education.

Consequences for unexcused tardies in one semester are:

- 3 = one detention
- 4 = two detentions
- 5 = parents will be contacted for a conference with the Principal or School Counselor

- 6 = the administration will bring more serious action to deter tardiness. These actions may include, but are not limited to, extended "before or after school detentions", extended loss of driving privileges, loss of student activity privileges, Saturday work day and/or suspension. The student may be required to be signed in by the parent/guardian for a determined period of time. Only the parent/guardian may sign-in the student each day before the first bell at 8:10 a.m.
- **Continued** unresolved tardiness may result in a student being expelled from school.

## **DISMISSAL**

Afternoon dismissal begins at **3:00** p.m. for younger students (K-5<sup>th</sup> grade and multi-level classes) and **3:15** p.m. for secondary school students (Grades 6-12). Elementary parents with secondary students can pick up students at 3:15. A duty teacher will be on post with elementary students until 3:15. If a student is picked up before their dismissal time, it will be considered an early check out and students must be signed out at the office. (**EARLY CHECKOUTS ARE DISCOURAGED AND SHOULD ONLY BE USED IN AN EMERGENCY. CHECK-OUTS ARE NOT PERMITTED AFTER 2:15 P.M. UNLESS FOR MEDICAL REASONS**)

Students picked up from After Care must also be signed out by a parent. Students not picked up by the end of carpool time must report to Hope Academy's After School Care Program, and parents will be billed accordingly.

NOTE: If a student is to go home with another student who is not in their designated carpool, parental written permission is required. Under no circumstance will a child be released to anyone not on the transportation form in the school office without written permission. Students will not be released to drivers who are suspected to be impaired or with the absence of required safety equipment for the student. These policies are for the student's safety.

## **EARLY DISMISSAL BY WRITTEN REQUEST**

Medical/personal appointments for students should be made after school hours. If your student must leave school before his/her regular dismissal time, a written request should be given to the homeroom teacher the morning of the appointment. When the appointment time arrives, the parent must sign out the student in the front office. The student must also be signed back in when returning to school after an appointment. When returning from an appointment, a written doctor's excuse is required.

NOTE: All dismissals are disruptive to instruction and should be kept to a minimum. Early dismissal, for any reason other than approved reasons for absence, will be an unexcused absence.

**NO STUDENT WILL LEAVE CAMPUS DURING THE DAY WITHOUT PERMISSION OF THE ADMINISTRATION AND PARENT.**

## **EXTENDED CARE**

Before and After Care is provided for Hope Academy students.

- Before Care (hours: 7:00 a.m. until 7:50 a.m.)
  - After Care (hours: 3:00 p.m. until 6:00 p.m.)
- Fees: (See Extended Care forms.)

## **EMERGENCY SCHOOL CLOSINGS**

In some circumstances, school may need to close before or after the school day begins. In most cases, Hope Academy will follow the directives of the East Baton Rouge Public School System. Parents should listen to the radio or watch the local television stations when in question. Parents will also be notified by

the school automated phone system. Please be certain your contact information is kept current in the office.

## **VISITORS**

Anyone entering the school campus must first check in with the school office and receive a visitor's pass. There is a sign-in notebook for parents and separate ones for visitors, therapists, and university students.

## **PARENT COMMUNICATION**

Parents must check their student's assignment book daily. Daily communication between home and school is the key to a student's success. If at any time a parent desires to meet with their student's teacher or the principal, please notify the school secretary for an appointment. Before a conference regarding a classroom situation is requested with the principal, please make certain the teacher has had a chance to address/resolve this issue or question. Each teacher also has a school e-mail. A school newsletter is sent home monthly and will be posted on the school's website. School events are listed in the newsletter and on the website and facebook page. Furthermore, parents and students in grades 6-12 are encouraged to check Renweb for assignments, grades, and upcoming assessments. A school wide phone notification system is also utilized. Please keep contact information current in the office.

## **PARENTAL INVOLVEMENT**

Parents are required to join PAF (Parents, Alumni & Friends). Hope Academy's PAF officers organize many events during the school year. Participation of every parent is necessary for a successful school year. Meetings are held periodically during the school year and notice will be included in the school newsletter and on the website.

Some PAF projects include: fundraising, music teacher, book fair, beautification of the school, teacher appreciation week, schoolwide dances, and organization of school events, and school workdays.

PAF dues are \$25/per family and faculty members. This is included in the school fees collected at registration.

All PAF fundraising money sent to school must be sent in a marked envelope including student's name, grade and purpose of payment.

## **PARENT VOLUNTEER HOURS**

All parents are required to provide a minimum of 10 volunteer hours per Hope Academy student the family has enrolled. Many opportunities for volunteers will be provided throughout the year. These may be at the school, at special events, or possibly tasks that can be performed at home to help the school. Please watch for notice of these in the monthly newsletter and through our school social media.

If these hours are not provided, a fee of \$100.00 for each of their students, will be charged on the students' account. (Example: 3 students enrolled = 30 volunteer hours or \$300.00.) Forms to track hours will be in the office.

## **LUNCH**

Hot lunches are catered daily by Piccadilly. The monthly menu will be available on the school website. Students will purchase a “lunch card” in the school office for \$90/ monthly or \$25 for weekly. Each day a student orders a Piccadilly lunch, the lunch card will be initialed and dated by the Lunch Monitor. Parents will be notified when a new lunch card needs to be purchased. Students may also bring their lunch. Microwaves are available for student use.

Kids Kafé, a student-run lunch service, will available on most Fridays after Labor Day. Menus will be sent home on Monday, and Piccadilly will not cater on these days.

Due to the high incidence of peanut allergies, Hope Academy adheres to a **peanut free policy**. Hope Academy’s lunch caterer guarantees peanut free meals. All students who bring their lunch will also be required to adhere to the **peanut free policy**. Please read food labels carefully to check for peanut contents. After Care snacks are also peanut free. Room parents who provide treats for the classroom must adhere to the peanut free policy.

### **SCHOOL PARTIES**

Teachers and room parents plan special holiday celebrations throughout the school year. Please note: Parents who wish to distribute private party invitations at school must invite the entire class.

### **MEDICATION**

If a student is to receive medication at school, parents and staff must adhere to the following policy.

1. Hope Academy will administer prescribed medications at lunchtime and at other times as designated and approved.
2. The medication must be in a labeled prescription bottle. The label must have the student’s name, medication type and dosage, times for medication administration and the physician’s name. Please ask the pharmacy to provide the smallest size bottle possible. Medication not properly labeled will not be administered.
3. The parent must transport the medication to school and give the bottle to the school secretary or principal. At no time is a student to transport any medication or to have any medication in his/her possession.
4. Parents must complete appropriate paperwork when a prescription is brought to school.
5. Medication is stored in a locked area of the school.
6. Students in grades 4 and above are responsible for reporting to the office for their medication at their designated time.
7. Parents will be notified when the student’s medication supply is low.
8. Please send at least a one week supply of medication each time.
9. The school keeps a daily record of medication administered.
10. At the end of the school year, all unused medication not retrieved is destroyed by administrative personnel, according to protocol.
11. If a student is suspected of having any type of infectious illness, the parent will be called to pick up the student. The student may return with a doctor’s note.

The above policy applies to all medications, both prescription and non prescription drugs! No medication will be given to a student without written clearance.

## **FIRE DRILLS/EMERGENCY DRILLS**

Fire drills are conducted monthly as required by law. Other emergency drills are conducted periodically throughout the year. During emergency drills, students are to move quietly, quickly, and orderly out of the building, or to required designated areas, depending on the type of drill, as instructed by the teacher. The student must remain with his/her class in the assigned area until notified by a faculty member to return to the classroom. It is very important that students cooperate and treat their participation seriously.

## **PHOTOGRAPHS**

Throughout the school year, Hope Academy's students participate in many different activities, such as sports, parades, field trips, etc. and are often photographed. Additionally, photos are often placed on the school's website and Facebook page. By signing the photograph release form, Hope Academy has the right to use some of these photographs to promote the school in newspaper articles, on billboards, pamphlets, Facebook, etc.

Video may also be used for school events (i.e. school publicity) or used for teacher/student observation/evaluation.

Video used for evaluation/behavior shaping purposes will be confidential and used **ONLY** by those directly involved with the student (i.e. student's parent, principal, teacher, paraprofessional, academic specialist, counselor, behavior clinic monitor, etc.).

Of course, Hope Academy is very careful to not sensationalize the student or portray their image in negative manner when using video/ photographs. We are proud of our students and wish to "show them off" as much as possible.

PERMISSION IS REQUIRED FOR PHOTOGRAPHS TO BE USED. IF ANY PARENT DOES NOT WISH THEIR CHILD'S PHOTOGRAPH/VIDEO TO BE USED IT WILL BE INDICATED ON THE SIGNATURE PAGE OF THE STUDENT HANDBOOK. (See permission area of handbook signature page for Photograph/Media Release.)

## **STUDENT DRIVERS**

Students who are licensed drivers are welcome to bring their cars to the campus provided they drive in a safe manner and comply with the school's regulations while entering or leaving campus. Student drivers must register their driver's license and vehicle registration numbers with the office, park in the designated area for students (which is the gravel lot located at the intersection of Jefferson Highway and Barringer Road), enter and leave the campus slowly, reduce the music volume, exit their cars promptly, and allow all parents who are picking up students to leave the parking lot first at dismissal. **Failure to comply with these regulations may result in the loss of driving or parking privileges on campus.**

## **PHYSICAL EDUCATION**

All students participate daily in physical education. A written excuse filed in the office is necessary for non-participation. A doctor's excuse is needed for any student missing two consecutive days. Students will receive a grade in P.E. Skill is not the only grade criteria. Students will be expected to participate in activities and maintain good behavior and sportsmanship.

### **EXTRA-CURRICULAR ACTIVITIES**

Students who elect to participate in extracurricular activities are expected to follow the same guidelines set for school behavior. Should a discipline problem arise during an extracurricular activity, a conference will be held with the parent. At that time a decision will be made as to whether continued participation in this activity will be allowed. The principal will have the final decision in this matter. Students who are absent from school or who receive a clinic or suspension, will not be allowed to participate in that day's/evening's extracurricular activity. Exceptions to this may be made for an absence due to a family emergency, death, or appointment that constitutes an excused absence.

### **SPORTS**

Hope Academy participates in intramural sports as a member of a private school league. Information regarding team sports and cheerleading is available from the Athletic Director. Participation in sports is encouraged.

### **FIELD TRIPS**

Field trips are a privilege and not an absolute right, as students attending field trips serve as representatives of Hope Academy to the community. Participation may be denied based on academic or behavior problems. A student may not attend a field trip the same week a major offense clinic is issued. If a student elects not to participate in a school field trip, he/she **must** stay at home that day. This absence will be counted as an unexcused absence.

Students are required to wear their uniforms on all field trips, unless otherwise stated by the teacher. All money sent to school for field trips must be in a marked envelope with the student's name, grade, and purpose of money listed.

### **DRESS CODE**

The school uniform must be worn during the school day. It is the parent's responsibility to check their student's appearance before arrival at school. Students are expected to have a clean and neat appearance. Uniforms may be purchased at School Time on Jefferson Highway, Young Fashions on Coursey Blvd., Uniform Mart, and Inka's on Sherwood Court (off Sherwood Forest Blvd.). **THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE IF THE STUDENT IS DRESSED APPROPRIATELY.**

### **GENERAL UNIFORM GUIDELINES**

Hair – boys’ hair should be of moderate length, neat and clean at all times. Male students are not allowed to wear ponytails. No students may have shaving or carving into the natural hairline or dyed hair or bleached hair. Males must be clean shaven at all times.

Coats - Only hunter green or navy blue sweaters, jackets or windbreakers, or sweatshirts may be worn in the classroom. No blue jean jackets. Heavy coats/overcoats worn to school may not be worn in the classroom. Please label all clothing with the student’s name.

All pants must be worn with the waistband at the level of the waist with a belt. **No underwear may be visible.** Pants must be hemmed. No form fitting shorts or pants. **No rips in pants.**

During the year, students may receive a free dress pass. The clothing worn during free dress days should follow all the guidelines below. Clean, neat jeans are allowed on free dress days. Any shirts or shoes worn on free dress days must conform to the above regulations.

Students are not allowed to wear any clothing which portrays religious, racial or indecent expression. This includes alcohol, tobacco, and drug references.

No hats are allowed to be worn in the classroom. No body piercing jewelry or visible tattoos are allowed. Parents will be called to immediately come to school and provide appropriate clothing and/or grooming for their student. Failure to comply with clothing and grooming regulations may result in a student being sent home, which will result in an unexcused absence.

### **BOYS’ UNIFORM POLICY**

Shirt - A green knit polo style school shirt with the school’s emblem on the left chest. A solid white undershirt may be worn under the green knit shirt.

Pants - Navy blue pants or walking shorts Note: no jeans, cargo pants, or gym shorts.

Socks - Solid white or navy socks, socks are required at all times.

Shoes – Dress or athletic shoes may be worn. Also shoes of a neutral color are appropriate. No cleats, shoes with wheels, cowboy or army boots.

Jewelry - Boys are not allowed to wear earrings to school. Wallet chains and heavy neck chains are not allowed. No body piercing jewelry or visible tattoos are allowed.

Belts - Belts are to be black or navy and should always be worn with uniform.

### **GIRLS’ UNIFORM POLICY**

Shirt - Green knit school polo style shirt with emblem on the left chest.

Jumper - Official school plaid jumper

Skirts - Official school plaid or navy skirts or skorts: girls’ hemlines should be no shorter than four inches above the knee when kneeling.

Shorts – Navy walking shorts may be worn with the official school green shirt. Also, shorts may be worn under the jumper or skirt.

Socks - Solid white or navy socks. Solid navy or white tights and neutral color hose may also be worn. Socks, tights or hose must be worn at all times.

Shoes - athletic shoes or neutral color shoes. Shoelaces should be white or navy. No high heels, platform shoes, cleats or boots.

Pants - Girls may wear navy blue pants with the official green school shirt. No jeans, gym shorts or cargo pants allowed.

Jewelry - Jewelry worn to school should be minimal, tasteful, and appropriate to the age of the student. Hair ribbons and bows must be an appropriate color for school. No body piercing jewelry or visible tattoos are allowed.

### **SPIRIT FRIDAYS**

Spirit shirts may be worn with jeans on Fridays. Jeans may not be worn if a spirit shirt is not worn with them. School Spirit shirts may be ordered through the office. Hope Academy athletic shirts are also considered Spirit shirts. **No ripped Jeans.**

### **HOPE ACADEMY CLOTHES CLOSET**

Outgrown uniforms and Spirit shirts which are still in good condition may be sent to school for the Clothes Closet. Parents may “shop” the closet and take the uniforms that their student needs. These will be provided without charge.

### **BOOKS**

Each student is solely responsible for the cost of all textbooks that are lost, stolen or damaged. All textbooks must be covered at all times. Books and personal items should not be left on the floor or outside of the building. All items should be labeled with the student’s name.

### **COMMUNITY SERVICE PROGRAM**

Hope Academy has a community service program for middle and high school students. A community service requirement of five hours per semester will help our students become more aware of and involved in their community. The community service hours must be completed by the end of the semester before the report card will be sent home, and appropriate signatures and descriptions of said service must be furnished to the principal. A list of community agencies in need of volunteers will be available in the office.

### **EAGLE BUDDY PROGRAM**

Hope Academy secondary school students in good standing may be chosen to participate in the Eagle Buddy Program. An Eagle Buddy will be allowed to periodically assist in younger grade classrooms or with an individual younger or multi-level student, under the direction of the student's teacher. This program is an honor and a privilege and may be considered part of the secondary school student's community service hours.

### **DISCIPLINE**

Hope Academy uses a Positive Behavior Support System allowing the teachers to set firm, consistent limits for students, while at the same time remaining aware of the students' needs for warmth and positive support. All students are aware of the classroom rules and are rewarded for good behavior. Parents are informed of their student's behavior. If students, teachers, and parents work together as a team, the learning environment in the classroom will be very positive and rewarding.

Students who have not had a Behavior Clinic or After School Detention in a 9 week grading period, are eligible to participate in the quarterly Eagle Extravaganza event to reward their positive behavior. Students who receive one or more Clinic Slips or After School Detentions per 9 week grading period are ineligible for the Eagle Extravaganza and will remain in the classroom with academic work. **A student is not allowed to check out of school to avoid not receiving this reward.**

Eagle Bucks can be earned by students throughout the week. Students may spend their bucks at the school store, The Eagle's Nest, each Friday morning for an item or a privilege.

School rules are posted in each classroom and throughout the school.

The rules are:

1. **Follow directions the first time.**
2. **Respect people and property.**
3. **Be prepared for class.**
4. **Work quietly.**
5. **Always try your best.**

**Individual classroom teachers may also require additional classroom procedures.**

When a student is guilty of a minor offense, after warnings from the teacher, the student is issued a clinic slip and is removed from class and sent to the Behavior Clinic with his/her classwork. Students may also be issued a clinic warning or clinic slip for a severe behavior infraction without receiving previous warnings from the teacher. Such severe infractions are listed under "Major Offenses". Parents will be contacted by the end of the school day for "Major Offenses".

Students who participate in extracurricular sporting events and receive a clinic slip or detention may not participate in that day or evening's sporting/social events. A Friday clinic slip will result in loss of school events of Sat./Sun. This policy also applies to field trips.

### **BEHAVIOR CLINIC SLIP**

A copy of the clinic slip is given to the student to take home to be signed by the parent and returned the next day to for the student to be admitted to class. These copies will be maintained in the Behavior Clinic log.

- After three clinics have been issued during a nine week period, the next clinic will result in an in-school suspension.
- Three in-school suspensions will result in an out-of-school suspension.
- Three out-of-school suspensions will result in a parent conference with the principal to discuss

the possibility of expulsion.

- An after school clinic also may be assigned at the discretion of the principal.

**NOTE:**

**Major offenses will result in immediate disciplinary action, which may include expulsion.**

**BEHAVIOR CLINIC**

When sent to the clinic, a student will take his/her clinic slip, classroom assignments, and appropriate materials to be completed to the designated behavior room. The clinic will be used in a variety of ways. For instance, a student may just need a few minutes out of his/her classroom to calm down, regroup, then rejoin the class. It will, of course, also be used as a consequence, if necessary, and will be used to remediate and to teach new and more appropriate replacement behaviors. Secondary School students may also attend After School Detention held every Wednesday after school. If a student does not attend detention, two consecutive detentions must be served.

When a Secondary Student is guilty of a behavior infraction, the student is issued a detention. Detentions are held every Wednesday after school

- After three (3) detentions have been issued during a nine week period, the next detention will result in an out-of-school suspension.
- Three (3) out-of-school suspensions will result in a parent conference with the principal to discuss the possibility of expulsion.
- Out-of-school suspensions may also be issued at the discretion of the principal.
- While suspended, students are not allowed to make up any missed tests or assignments.

**Every attempt will be made to work with student behavior; however, any student whose behavior continues to disrupt the learning and/or safety of others, may be expelled. All financial obligations for the entire school year for the expelled student are still required to be paid by the parent.**

**MAJOR OFFENSES**

Major offenses include the following:

1. Stealing
2. Fighting
3. Profanity/obscenity (including sexting, or sharing inappropriate messages/pictures via electronic devices)
4. Use of slurs regarding race, ethnicity, sexual orientation, and/or exceptionality
5. Severe disrespect
6. Destruction of property
7. Cheating
8. Forgery
9. Tobacco, alcohol or any type of drug possession or paraphernalia (including prescription drugs,

synthetic drugs, etc.)

10. Possession of matches or lighter
11. Damage to school property
12. Intentional misuse of computer/internet
13. Possession of a weapon at school
14. Possession of fireworks or explosives

**IF TOBACCO, ALCOHOL, DRUGS, WEAPONS, OR OTHER UNAUTHORIZED ITEMS ARE SUSPECTED, THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH A STUDENT'S PROPERTY AS DEEMED NECESSARY.**

**HOPE ACADEMY IS A TOBACCO FREE CAMPUS.**

**Tobacco:** The use of tobacco by anyone is prohibited on campus and surrounding property at any time. This includes all school sponsored events. Surrounding property includes the Cracker Barrel and the adjacent Old Jefferson neighborhood. The term tobacco refers to cigarettes, e-cigarettes, and chewing tobacco. If these products are found in the possession of a student they will be confiscated and not returned. **The use of these products will result in a three day suspension for the first offense, a five day suspension for the second offense and expulsion for the third offense.**

**Alcohol /Drugs:** The use and/or possession of any type of alcoholic beverage, any type of drug (including prescription or synthetic), or drug paraphernalia on or off campus, in vehicles, on adjacent property, or at school sponsored activities is strictly forbidden. **Any student thought to be under the influence of alcohol or drugs will be immediately referred to the Principal. A drug screening will be required immediately. A negative result will be required prior to the student returning to school. Possession of alcohol, any type of drug, or drug paraphernalia will result in expulsion from school and notification to the proper legal authority.** Prescribed or "over the counter" medication must be brought to the office by the parent and will be dispensed by a designated staff member as per written instructions. A physician's order must be on file for prescription medications.

At any time, the drug dog from the School Drug Task Force may be asked to search Hope Academy's facility for the presence of illegal substances. This may include students' lockers, backpacks, purses, etc.

**Weapons: Any student found to possess a firearm, knife, weapons, or any other device that could cause bodily harm to others will be expelled from school immediately.**

Verbal or physical threats to another student or staff member may result in immediate expulsion.

## **ELECTRONIC DEVICES**

**Students are NOT ALLOWED to have electronic devices at school.** This includes iPods, iPads, cell phones, MP3 players, and Gaming Devices. These devices will be confiscated and returned to the parent at the discretion of the principal. If a student requires an electronic device for an after school reason, it must be discussed with the administration and checked into the office upon arrival on campus. Students who drive to school must leave their cell phones in their car during the school day. Students who require

electronic devices for their disability, such as touch talkers for non-verbal students, will have that device listed in their IEP.

## **PHONES**

The office phone will be made available with permission before and after school to arrange transportation or in the case of illness or an emergency. Personal phone calls are not allowed.

**STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES ON CAMPUS.**

### **Violations will result in the following penalties:**

- **1st offense:** The student receives a Behavior Clinic or Detention and the parent may pick up the phone in one week at a \$5.00 fee.
- **2nd offense:** The student receives a Behavior Clinic or Detention and the parent may pick up the phone in two weeks at a \$10.00 fee.
- **3rd offense:** The student receives a Behavior Clinic or Detention and the parent may pick up the phone at the end of the school year at a \$20.00 fee.

## **RESPECT FOR THE SCHOOL PROPERTY**

A student guilty of damaging school property will be sent to the principal's office for disciplinary action as well as required to pay for the repair of damages.

Students are responsible for the proper use and care of classrooms, restrooms, supplies and furniture. Students who disfigure or otherwise damage property will be held responsible for repair or replacement. Severe damage to property will be reported to local law enforcement agencies and may result in expulsion.

## **RESPECT FOR OTHERS**

All students should treat themselves, classmates, and faculty and staff with respect.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of discrimination prohibited by Federal and State law. It is the policy of Hope Academy to maintain a learning and working environment that is free from sexual harassment. This policy specifically prohibits all forms of sexual harassment. The complete policy is available for review in the administrative office.

## **BULLYING**

Hope Academy prohibits the harassment, intimidation, and bullying of a student by another student, on or off school property including any intentional gesture or written, verbal, or physical act that:

- a. a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property; and

b. is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.

### **CYBERBULLYING**

Hope Academy prohibits the harassment, intimidation, and bullying of a student by another student by use of electronic media inclusive of internet and its social media sites and all actions collectively known as cyberbullying. The term "cyberbullying" is defined as harassment, intimidation, or bullying of a student by another student using a computer, mobile phone, or other interactive or digital technology, or harassment, intimidation on or off school property when the action or actions are intended to have an effect on the student when the student is on school property.

### **ANY STUDENT PARTICIPATING IN BULLYING WILL FACE SEVERE CONSEQUENCES, INCLUDING POSSIBLE EXPULSION.**

- First Offense – One Day Suspension
- Second Offense – Three-Day Suspension – Parent-student conference with the Principal required prior to returning to school.
- Third Offense – Expulsion
- Written or Verbal Threat of Violence - Expulsion

### **STUDENT PREGNANCY**

Pregnant students are not allowed to attend classes. If a staff member learns that a student may be pregnant, the matter will be referred to the administrative staff, which will develop a program for the student to withdraw.

### **INTERNET USE POLICY**

Students must be supervised and follow the teacher's directions at all times while using the school computers and internet system. Inappropriate internet use may result in serious consequences, including expulsion.

Hope Academy provides internet access for students, faculty, and staff use. This access has been established for a limited educational purpose. Following are established regulations:

1. Users shall not use profanity or other inflammatory language, obscene or profane pictures/images, or similarly objectionable material that would reflect negatively on Hope Academy.
2. Student user shall never give out personal information such as his or her home address or telephone number, and adult user will exercise special caution when /if this is done. All users should know internet electronic mail is not a suitable means for private or sensitive communications.
3. User shall never post private or derogatory information about another person.
4. User shall not re-post a message that was sent to him/her personally without permission of the individual who initially sent the electronic message.

5. User will adhere to approved local site printing and file saving procedures.
6. User will not share or exchange passwords.
7. User will not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. If a user mistakenly accesses inappropriate information he/she shall report this to a teacher, media specialist, or administrator within one day.
8. User shall utilize the Hope Academy internet access for information and research which enhances approved educational goals and objectives. User will not use Hope Academy provided internet access for personal gain. Students and school employees are prohibited from social media interaction outside of The Fans of Hope Academy Facebook page. The site is monitored and all posts and comments must be appropriate.
9. User will normally be required to complete a school-approved training class or special orientation before he/she is granted access to the internet. Valid exceptions may be occasionally allowed.
10. User must understand his/her internet access is an asset of the school system first and foremost. It is not a personal or private resource, and he/she must know Hope Academy staff may access computer systems and user data when required in the course of their assigned duties.

**PENALTIES FOR IMPROPER USE**

1. Violation of the Hope Academy Acceptable Use Procedure will result in the suspension of internet access privileges. Violators are also subject to applicable disciplinary action.
2. According to Louisiana state law and relevant federal law, any unauthorized access, attempted access, or use of state computer network systems is a violation of the law. Violators are subject to criminal prosecution.
3. Hope Academy will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through Hope Academy provided internet access.

**GREATER BATON ROUGE  
HOPE ACADEMY  
2017-2018**

Student Handbook Signature Page

**Name of student (please print) \_\_\_\_\_**

After reviewing this handbook and discussing it with your student, please sign and date this letter and return it to the homeroom teacher. Please keep the handbook in a convenient place for easy reference.

I have read with my student this handbook in its entirety and we are both fully aware of the policies and consequences contained within.

\_\_\_\_\_  
Student's Signature                      Parent's Signature                      Date

Computer/Internet Permission

I have read with my student the computer/internet policy in the handbook and we are both fully aware of the policies and consequences contained within.

My student, \_\_\_\_\_ has my permission to access the internet in the classroom as well as the computer lab. My student will be supervised and advised of appropriate viewing material. Any unauthorized use and/or viewing of unapproved material may result in severe consequences.

\_\_\_\_\_  
Student's Signature                      Parent's Signature                      Date

Photograph/Media Release (check and sign one)

\_\_\_ **YES**, Hope Academy **HAS PERMISSION** to use my student's photograph/video.

Parent's signature \_\_\_\_\_

\_\_\_ **NO**, I prefer that my student's photograph/video **NOT BE USED IN ANY WAY** by the school,

Parent's signature \_\_\_\_\_

**Written notification of any changes to the handbook or Hope Academy policies will be provided.**

**GREATER BATON ROUGE  
HOPE ACADEMY  
2017-2018  
PARENT VOLUNTEER SIGNATURE PAGE**

Student(s) name \_\_\_\_\_

Please print clearly and list all students from your family enrolled in the school.

Many opportunities for volunteers will be provided throughout the year. These may be at the school, at special events, or possibly tasks that can be performed at home to help the school. Please watch for notice of these in the monthly newsletter and through our school social media. Do you have a special talent? Please indicate an area in which you may prefer to volunteer.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

As the parent of a Hope Academy student, I understand that a minimum of 10 parent volunteer hours are required per student. I also understand that if these hours are not provided, a fee of \$100.00 per student will be charged the each student's account.

Parent signature \_\_\_\_\_

Number of students at Hope Academy \_\_\_\_\_

Date \_\_\_\_\_