

Hope Academy

Student Handbook

2023-2024



**Maricopa County Regional
School District #509 Office**
800 W Adams St
Phoenix, AZ 85007
mcrsd.org

Hope Academy
800 W. Adams St.
Phoenix, AZ 85007
mcrsd.org/hope
(602) 875-5265

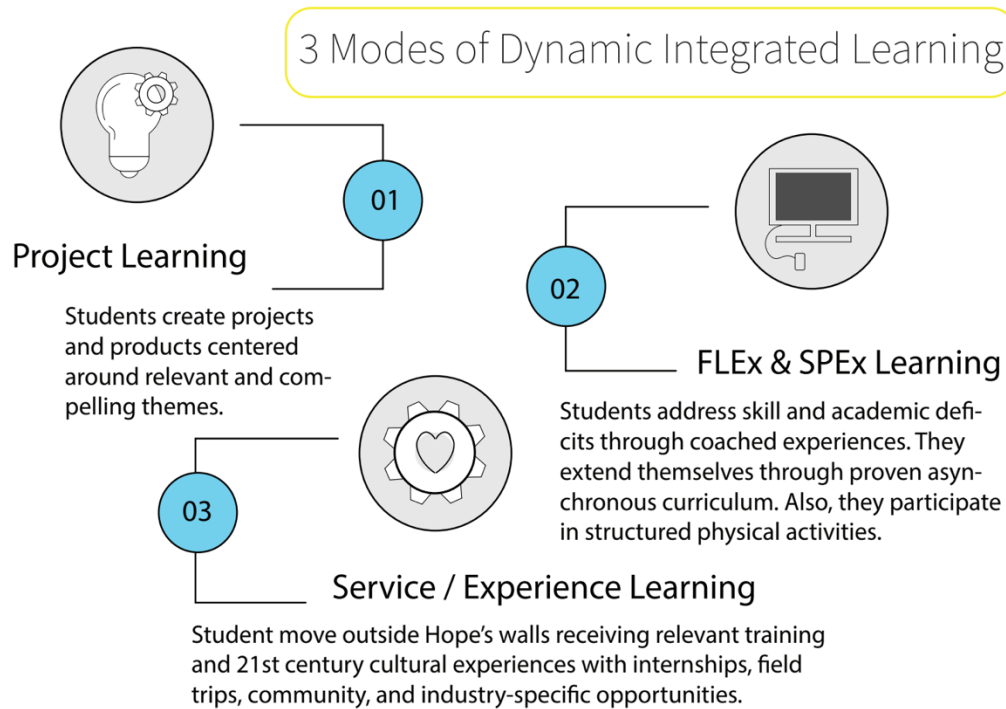
School Hours
Tuesday through Friday
9:00 am – 3:00 pm

Office Hours:
Monday through Friday
8:30 am – 3:30 pm



HOPE ACADEMY INSTRUCTIONAL PROGRAM

We are excited to launch a novel instructional program that was co-developed with students and teachers. Our instructional program includes a comprehensive, engaging, and balanced approach designed to access student creativity and interest while fostering achievement in a safe, culturally relevant, and growth-centered environment.



* FLEx (Facilitated Learning Experience) *SPEx (Structured Physical Experience)

HOPE ACADEMY SCHEDULE

School Hours: Tuesday-Friday 9:00 am – 3:00 pm

Service-Learning Mondays (No School): 9:00 am – 11:00 am.

Students attend school four days a week and complete an off-campus experiential/service-learning component individually or in groups one day per week. Mondays are designated as an experiential/service-learning day for all students. Activities are available on a modified schedule on Mondays for students who need help finding experiential/service-learning activities in the community. If Monday is a holiday, students will have service learning on Tuesday of that week.

HOPE ACADEMY SHARED STATEMENT OF PURPOSE

Hope Academy students are prepared for post-high school success because:

- We offer a flexible, holistic approach that serves the academic, social-emotional, and physical needs of students who seek a non-traditional school environment.
- We feature individualized, project-based, and culturally responsive instruction that promotes restorative relationships, community engagement, service learning, and real-world leadership development.
- Our student-focused, teacher-powered leadership model allows those who work directly with students to make decisions, keeping the focus on those we serve.

We are different because Hope Academy students are more than a test score.

Hope Academy: It's different here!

HOPE ACADEMY VALUES

We are committed to be Engaged, Visionary, Optimistic, Loving, Vocal, and Empathetic in our thoughts and actions. Every student is capable of making emotional and academic growth.

The social, emotional, and academic needs of the students are evident within structures. Students should not have to conform to the predetermined structures of a school.

Engaging every student in becoming a productive member of the learning community is the role of the entire staff.

Behavior is an expression of met and unmet needs and should be developed through nurturing relationships. Not through punishment and rewards. Managing student behavior in the context of the community happens by:

- Addressing and discussing the needs of the school community.
- Building healthy relationships.
- Reducing, preventing, and improving harmful behavior.
- Repairing harm and restoring positive relationships.
- Resolving conflict, holding individuals and groups accountable.

Learning is best achieved through authentic, integrated experiences that develop students' talents, passions, and identities as learners, community members, and successful citizens.

We believe students need in-school and after-school activities which enable them to discover their passions, gifts and connect them to the community.

Learning opportunities (lessons, units, etc.) are in the service of inquiry, discovery, and innovation based on the interests and passions of the students. When students are engaged, they are more likely to succeed.

Every day we ask, "How can I make today the best day possible?"

Maricopa County Regional School District

2023-2024 School Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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30						

School Closed / Holidays
 40th / 100th Day of School

Instructional Day (182)
 First and Last Day of School

Q1: 7/24/23 – 9/29/23 (49 days)
Fall Break: 10/2/23 – 10/13/23
 Q2: 10/16/23 – 12/15/23 (42 days)
Winter Break: 12/18/23 – 1/1/24
 Q3: 1/2/24 – 3/8/24 (47 days)
Spring Break: 3/11/24 – 3/22/24
 Q4: 3/25/24 – 5/24/24 (44 days)

Service-Learning Days:
Mondays are service-learning days, students do not attend school, unless they cannot find a service-learning activity in the community.

HOPE ACADEMY 2023-2024 CULTURE CALENDAR

August 2023

- Celebrating Hope Hornet community culture: *“Hope Academy: It’s Different Here!”*
- Quarter 1 Symposium & Title I Meeting: August 31, 2023, 4:30 pm to 6:30 pm

September 2023

- National Hispanic Heritage Month
- Suicide Prevention Month
- International Day of Peace – September 21

October 2023

- National Domestic Violence Awareness Month / Strengthening and Supporting Healthy Relationships
- National Breast Cancer Awareness Month

November 2023

- Honoring Native and Indigenous Peoples and Cultures
- World Kindness Day – November 13
- Thankful Luncheon

December 2023

- Celebrating Philanthropy
- Quarter 2 Symposium: December 14, 2023.

January 2024

- Human Trafficking Awareness Month
- National Mentor Month

February 2024

- Black History Month
- Quarter 3 Symposium: February 1, 2024.

March 2024

- National Day of Reading – March 2
- National Women’s History Month

April 2024

- National Second Chance Month and Promoting Judicial Reform
- National Sexual Assault Awareness Month
- World Earth Day – April 22

May 2024



- Asian Pacific American Heritage Month
- Food Fair / Celebration of Who We Are

June 2024

- National LGBTQ Pride Month / Promoting Awareness

Student Symposiums will occur quarterly between 4:30 pm and 6:30 pm and are highlighted in yellow above.

HOPE ACADEMY STUDENT DRESS CODE

Hope Academy's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

With regard to student dress, Hope Academy's values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Hope Academy's student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display, or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

HOPE ACADEMY STUDENT DRESS CODE (CONTINUED)

Hope Academy expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event.

Student dress choices should respect Hope Academy's intent to sustain a community that is inclusive of a diverse range of identities. **The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).** Hope Academy is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear **

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*** Courses that include attire as part of the curriculum may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally specific attire.*

3. Students May Wear

- Head coverings. Head coverings must allow the face to be visible to staff and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

HOPE ACADEMY STUDENT DRESS CODE (CONTINUED)

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting or suggesting drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity).
- Bulletproof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as required for medical/safety reasons or as a religious observance).

ACCEPTABLE USE OF TECHNOLOGY

Personal technology devices (such as smartphones, tablets, etc.) are valuable and important communicative devices in today's world. As a school, we believe that students should be allowed to use their personal technology devices on campus in a responsible and respectful manner.

Students are responsible for good behavior while using technology tools in school. The same rules which apply to the classroom apply to the use of technology.

The purpose of using technology - including the Internet - at school is for educationally related activities.

Use of the technology is a privilege, not a right. The Maricopa County Regional School District has the right to see information stored on the computer, and to investigate if any activity on the computer appears to be inappropriate.

Student users must demonstrate their ability to use the computer in a manner prescribed by the school authorities.

HOPE ACADEMY ALCOHOL, DRUG, AND TOBACCO POLICY

It is unlawful for any reason to use, manufacture, sell, distribute, possess with the intent to sell, give, distribute, or bring any controlled substance, imitation substance, or any other alcohol or prohibited drug onto Hope Academy property. Parent/guardian will be contacted of any student under the influence of alcohol or a prohibited substance. Further action will occur consistent with Hope Academy's Restorative Practices, which may include a parent meeting.

The possession, use, distribution, or sale of tobacco or imitation tobacco products on school grounds or at school-sponsored events is prohibited. These products include but are not limited to cigarettes, chewing tobacco, imitation or electronic cigarettes, marijuana or other intoxicating substances, or hookah products and pens.

DISTRIBUTION OF MATERIALS

Information (announcements, flyers, pamphlets, posters, etc.) may not be distributed to other students or displayed around the school campus without authorization from a member of the Hope Academy Leadership Team. Unauthorized postings will be removed.

BICYCLES, SCOOTERS, SKATEBOARDS, ETC.

Bicycles, scooters, skateboards, and other personal transportation devices are not to be ridden on campus.

LOST AND FOUND

Lost and found will be in the Hope Academy front office. Any item of value that is found should be taken to the Hope Academy administration office. Students should check the lost and found if they have lost anything. Unclaimed items will be disposed of or donated at the end of the year.

LUNCH TIME PROCEDURES

Hope Academy is a closed campus. During lunchtime, on-campus food service will be available to all students.

VISITORS

All visitors to Hope Academy are required to sign the visitor's registry and obtain a visitor's badge from the front office. Student visitors from other school sites are not allowed on the Hope Academy campus without the approval of the Hope Academy Leadership Team. When leaving the Hope Academy campus, visitors are required to sign out of the visitor's registry and return their visitor's badge. Visitors to Hope Academy must comply with all designated health and safety regulations and procedures.

TRANSPORTATION

Students may be provided with a Valley Metro pass for the purpose of attending school. Misusing the pass will result in fees for the cost of the pass. Lost/stolen/damaged Valley Metro passes are the responsibility of the student.

Below are fees for misuse of metro passes and/or lost/stolen/damaged passes:

1-Day Pass:	\$2
7-Day Pass:	\$10
15-Day Pass:	\$16.50
31-Day Pass:	\$32

For bus /light rail schedules, please visit: <https://www.valleymetro.org/maps-schedules>.

HOPE ACADEMY STUDENT RIGHTS

- To receive a high-quality public education in a safe, nurturing, participatory, and productive learning environment.
- To experience maximum learning time in an environment that promotes positive behaviors and supports their social, emotional, and behavioral needs.
- To be treated fairly, courteously, and respectfully.

HOPE ACADEMY STUDENT RESPONSIBILITIES

- To read and abide by this Hope Academy Student Handbook.
- To attend school daily and arrive at each class on time and prepared to learn.
- To complete all class and homework assignments to the best of their ability.
- To know, understand, and follow school rules and to comply with instructions given by members of the Hope Academy Leadership Team, MCRSD personnel, and other staff members.
- To inform a Hope Academy staff member about any dangerous behaviors or bullying that occurs at school, on the way to-and-from school, or within the Hope Academy community.
- To bring to school only those materials that are allowed.
- To treat everyone in the school community with respect.
- To respect school property, community property, and the property of others.
- To accept responsibility for their own learning and to be an active participant in all phases of the educational process.
- To accept the educational opportunity offered to you with enthusiasm and to demand challenging and individualized instruction.
- To communicate individual needs and concerns to your teachers and counselors and to ask for assistance when needed.
- To explore interests, talents, civic opportunities, and workplace experiences in preparation for life after graduation from Hope Academy.

HOPE ACADEMY PARENT/GUARDIAN RIGHTS

- To be treated fairly, courteously, and respectfully by everyone in the Hope Academy community.
- To access their student's school, staff, and academic records.
- To access information regarding MCRSD and Hope Academy policies and procedures.
- To be notified promptly when their child is absent from school.
- To be notified promptly if their child receives a discipline referral, and to be informed of any consequences assigned because of Hope Academy's Restorative Practices, and to review the disciplinary actions taken and/or utilize the MCRSD appeal process.
- To receive information from the Hope Academy Leadership Team about their child's academic, social, emotional, and behavioral progress.

HOPE ACADEMY PARENT/GUARDIAN RESPONSIBILITIES

- To read and become familiar with this Hope Academy Student Handbook.
- **To ensure their child attends school daily and on time, and to notify the school at (602) 875-5265 if their student is absent.**
- To share all possible concerns with school staff respectfully and in a timely manner.
- To work with the Hope Academy Leadership Team and other staff to address any academic, social, emotional, or behavioral concerns regarding their child.
- To talk with their child regarding Hope Academy’s behavioral expectations.
- To actively support their child’s academic activities at home.
- To be respectful and courteous to all members of the Hope Academy community.
- To respect other students’ privacy rights.

EXPRESSING CONCERNS

If a parent or guardian has concerns or questions regarding their child’s academic, social, emotional, or behavioral performance, they are encouraged to contact their child’s teacher or another member of the Hope Academy Leadership Team. Together the parent, student, and Hope Academy Leadership Team member will make every effort to resolve the issue. If the problem is not resolved and is still an area of concern, the parent, student, or member of the Hope Academy Leadership Team may then bring the issue to the attention of MCRSD personnel.

HOPE ACADEMY AND MCRSD CONTACT INFORMATION

Lane Mann <i>Teacher Leader</i> Lane.Mann@mcrsd.org	Darrin Fetters <i>Teacher Leader</i> Darrin.Fetters@mcrsd.org	Laura Richmond <i>Teacher Leader</i> Laura.Richmond@mcrsd.org
Alondra Lozano <i>Community Leader/Attendance</i> Alondra.Lozano@mcrsd.org	Hunter Pabst <i>Instructor /Academic Plans</i> Hunter.Pabst@mcrsd.org	Melva Holmes <i>Community Leader/Teen Court</i> Melva.Holmes@mcrsd.org
Dr. Michael Stewart <i>Assistant Superintendent</i> Michael.Stewart@mcrsd.org	Adrian De Alba <i>Assistant Superintendent</i> Adrian.DeAlba@mcrsd.org	Sonya Martinez <i>Office Manager</i> (602) 875-5265
Mr. Steve Watson MCRSD <i>Superintendent</i> Steve.Watson@maricopa.gov	Hope Academy Main Number (602) 875-5265 Option 1: Attendance Line Option 2: Registrar Option 3: Enrollment	

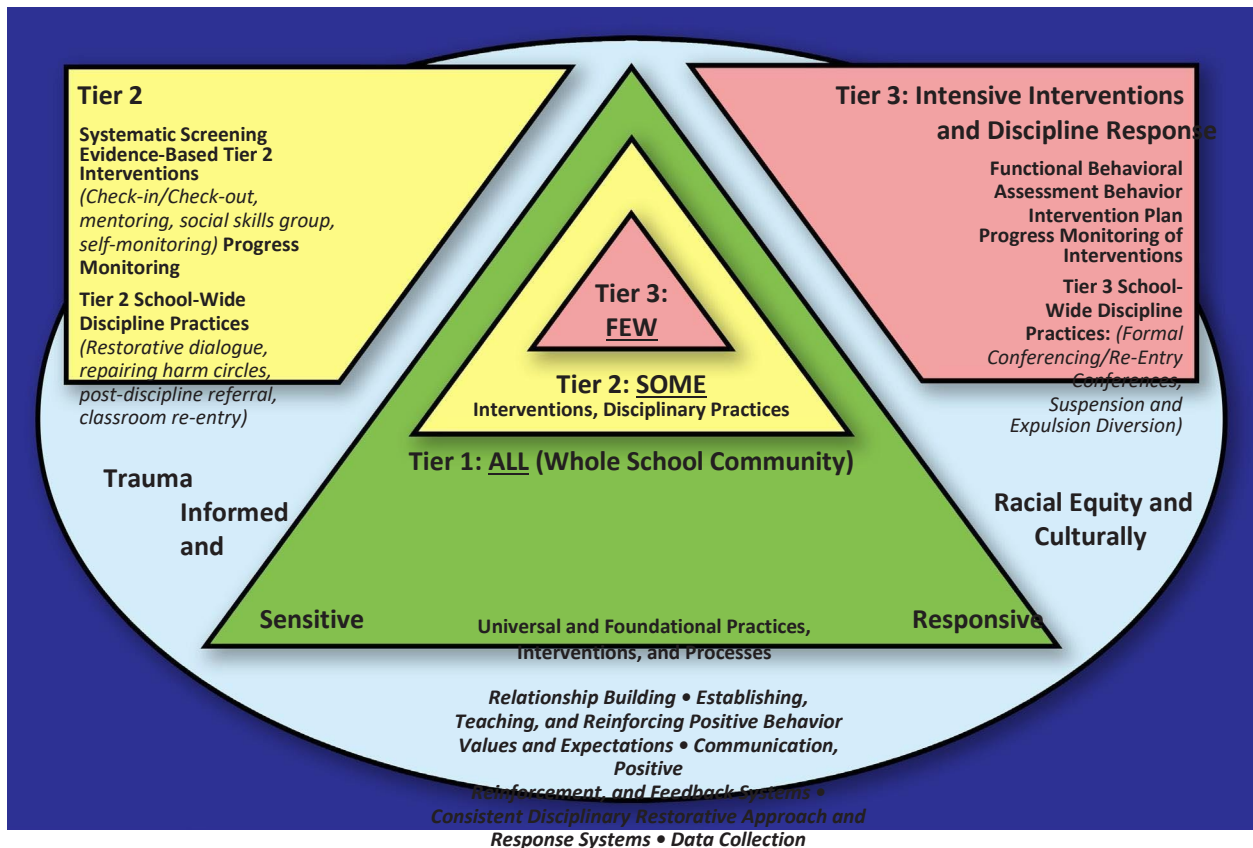
RESTORATIVE PRACTICES

Hope Academy has implemented the Restorative Practices model. By definition Restorative Practices is a process whereby those most directly affected by wrongdoing come together to determine what needs to be done to repair the harm and prevent reoccurrence.

- Restorative Practices focus on harms (rather than rules) and the consequent needs of victims, offenders and communities;
- Restorative Practices address obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders;
- Restorative Practices use inclusive, collaborative processes;
- Restorative Practices involve all individuals (victims, offenders, parents, students, teachers, and staff) who have a legitimate stake in a given situation;
- Restorative Practices seek to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.



The Goal of Restorative Practices is to cultivate a culture in which every member of the Hope Academy community feels they are seen, heard, valued, and respected.



RESTORATIVE PRACTICES: DUE PROCESS

In those instances where the person who committed the misconduct or inflicted the harm does not agree to be restored, he or she will be asked to take a temporary break from the Hope Academy community and to not come to school for a specific period of time. During this community break, the individual is responsible for completing all assigned classwork. Upon return, the Restorative Practices Team will meet with the individual and their parents or guardians to discuss appropriate measures for restoring the student to the community.

While the decision to require a student to take a break from the community will be up to the discretion of the Restorative Practices team, some common behaviors requiring students to take a temporary break from the community might include the following:

- Coming to school under the influence and/or in possession of alcohol or illegal substances.
- Sexual harassment.
- Voluntary sexual acts while in school.
- Arson.
- Terroristic threats.
- Fighting.
- Failure to abide by previously decided resolutions.

If the student's misconduct continues, and they do not appear – in the Restorative Practice Team's judgment – to be acting in good faith to change the offending behavior, the Restorative Practices Team may recommend to the Maricopa County Regional School District Board to permanently exclude (i.e. expel) the student from the Hope Academy community.

SEARCH AND SEIZURE

Hope Academy has the right to search and seize property, including student's personal property, when there is reasonable suspicion that a threat to the welfare, health, and safety of the school or its persons exists. Maricopa County Regional School District employees can conduct random searches to maintain the safety and security of our campus.



GRIEVANCE PROCEDURES

A grievance is another name for a complaint. A grievance exists when it is alleged that someone has been treated unfairly or has not been afforded due process.

When the grievance procedure is used, these steps shall be followed:

1. The grievant shall request, in writing, a conference with the person(s) who allegedly treated the student unfairly within three (3) school days of the alleged incident.
2. A conference shall be held within four (4) school days after the request.
3. If the conference does not resolve the complaint, the grievant may file a written appeal with the Hope Academy Leadership Team within three (3) days of the conference.
4. The Hope Academy Leadership Team shall resolve the appeal by investigating the situation, reviewing the appeal/records, and/or scheduling a conference to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a decision in writing no later than five (5) days following the investigation/conference. If the discipline will result in a consequence that is less than taking a break from the Hope Academy community, the Hope Academy Leadership Team's decision is final.
5. If the decision at the Hope Academy Leadership Team level is not acceptable and the consequence will result in taking an extended break from the Hope Academy community or expulsion, the Hope Academy Leadership Team's decision may be appealed to the Maricopa County Regional School District Board. A grievant wishing to appeal the decision must file a written appeal with the Maricopa County Regional School District Board no later than five (5) school days from the date of the school leadership team's written decision.
6. The Maricopa County Regional School District Board shall resolve the appeal by investigating the situation, reviewing the written appeal/records, and/or will schedule a conference to hear the grievance within five (5) school days following the receipt of the notice of appeal and shall issue a decision in writing within five (5) school days following the investigation/conference.
7. The decision of the Board shall be the final decision of the school. A copy of the decision shall be sent to the parties involved within ten (10) school days following the Board hearing



HOPE ACADEMY ATTENDANCE POLICY AND GUIDELINES

Compulsory School Attendance: Arizona statute ARS §15-802, states every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies, and science.

Attendance Guidelines

- Students who are late to school must sign-in at the Hope Academy front office.
- A legal parent or guardian shall report all absences to the front office personnel.
- Absences will be considered unexcused when there is no call into the office with explanation of absence.
- Whenever a student is absent, it is important for the student to have access to the information presented in class and an opportunity to make up schoolwork missed during their absence.
- The student shall be responsible for obtaining all make-up work upon return from the absence.
- Students missing class for field trips or other school sponsored events need to make arrangements in advance with their teachers to get make up work and due dates.
- A student may lose credit in a class, when reaching a total of twelve (12) excused/unexcused absences and only after documented interventions have been exhausted.

STUDENT ACHIEVEMENT REPORTING

Grades are to reflect learning and student achievement toward mastery of standards-aligned course outcomes. The student achievement levels used at Hope Academy are as follows:

- Expert
- Practitioner
- Apprentice
- Novice

Competency-Based Learning

Students receive credit for a course when they have adequately demonstrated proficiency for predetermined competencies. Students can complete these competencies within the course or in interdisciplinary settings.

Credits

Every opportunity will be provided to Hope Academy students to earn credits to pursue their academic goals.

Academic Integrity

Violations of academic integrity include cheating, fabricating (lying), tampering, and plagiarism (using any work other than your own without proper acknowledgment). The highest standards of academic integrity are expected of all Hope Academy students at all times.

Student Achievement Reporting

Student Achievement Reports will be issued at the end of each quarter. Parents and students are encouraged to monitor academic progress through the online grading system.

HIGH SCHOOL GRADUATION REQUIREMENTS

High school students in Arizona need a minimum of 22 credits that cover core academic subjects. Students must take four credits of English courses that cover writing, grammar, reading skills, composition, and American literature. The social studies curriculum includes American and world history, geography, economics, and government. Mathematics curriculum graduation requirements cover Algebra I and II, in addition to Geometry.

English	4 credits
Mathematics 1	4 credits
Science 2	3 credits
Social Studies	3 credits
CTE / Fine Arts	1 credit
Electives	7 credits
Total	22 credits

Mathematics (1) Three credits containing course content in preparation for proficiency at the high school level on the statewide assessment and aligned to the Arizona Mathematics Standards for Algebra I, Geometry, and Algebra II. These three credits shall be taken beginning with the ninth grade unless a student meets these requirements prior to the ninth grade. (2) The requirement for the third credit covering Algebra II, may be met by, but is not limited to the following: a math course comparable to Algebra II course content; computer science, career and technical education and vocational education, economics, science and arts courses as determined by the local school district governing board or charter school. (3) The mathematics requirements may be modified for students using a [Personal Curriculum](#).

Science: Three credits of Science in preparation for proficiency at the high school level on the current Arizona Science proficiency exam.

STUDENT MEDICINE PROCEDURES

When it is necessary for students to take medicine during school hours, Hope Academy will work with the family physician and the parents or guardians if all the following requirements are met:

- There is a written order from the family's physician stating the name of the medicine, the dosage, and the time it is to be given.
- Written permission from the parent to allow the school to secure the medicine.
- The medicine must be in the prescription container or the original container (if over the counter).

Exceptions

- Students diagnosed with anaphylaxis may carry and self-administer emergency medications.
- Students with breathing disorders may carry and self-administer a handheld inhaler
- Students who have been diagnosed with diabetes may carry and self-administer all diabetic supplies.

In the above cases: the school must have written documentation of the student's condition.

Medicine will be secured through the front office. Used diabetic syringes, epi-pens, and similar items must be disposed of in sharps containers located on campus.

FIRE AND LOCK DOWN DRILLS

Hope Academy has established fire and lockdown procedures to ensure the safety of all students, teachers, and staff members. Hope Academy teachers will review these procedures with their classes. Throughout the year, fire and lockdown drills will be practiced.

CHANGE OF ADDRESS AND TELEPHONE NUMBER

It is very important for all students to notify the school of any change in address or telephone number. Every Hope Academy student must have valid, up-to-date contact information on file. Change of addresses and phone numbers can be completed in the Hope Academy front office.

WITHDRAWAL FROM SCHOOL

Students wishing to withdraw from school must meet with the Hope Academy Guidance Counselor to complete an exit interview. Students who withdraw from Hope Academy must return all school materials, including books, computers, and other technology equipment, etc.



STUDENT SAFETY AGREEMENT

All Hope Academy students must agree to follow the safety rules listed below while traveling to and from school:

If students walk to school:

- Students will not jaywalk; they will cross streets only in properly marked crosswalks.
- Students will avoid horseplay near busy streets and intersections.
- Students will be alert and not distracted by cell phones or other electronic devices.
- Students will respect other pedestrians, bike riders, drivers, and home or business owners.

If students use public transportation:

- Students will behave appropriately while on the bus or when using public transportation, at loading zones, at bus stops, and at transit centers.
- Students will respect others riding the bus or using public transportation, at loading zones, at bus stops, and at transit centers.

If students drive to school:

- Students will drive safely and follow all traffic rules outlined by the Arizona Department of Motor Vehicles and State Law.
- Students will be alert and not distracted by cell phones or other electronic devices.
- Students will respect other drivers, pedestrians, bike riders, and home or business owners.

At all times:

- Students will contact their parent or guardian if they are not going directly home.
- Students will immediately notify school personnel if an incident occurs where the student felt unsafe – either on- or off-campus.
- Students will be respectful of the community (homes, parks, business, etc.).
- Students will be mindful of loitering and trespassing laws.
- Students will be mindful of curfew as established by the City of Phoenix:
 - Curfew hours for youth 15 years of age and younger is 10:00 p.m – 5:00 a.m.
 - Curfew hours for youth 16 and 17 years of age is midnight – 5:00 a.m.

At school-sponsored activities:

- Students must be transported safely to and from all school-sponsored activities.
- Students must be picked up no more than 15 minutes after the end of any school-sponsored activity.
- Students may have the privilege of attending school-sponsored activities revoked for reasons related to:
 - Personal safety
 - Restorative Justice practices
 - Violation of the 15-minute pick-up time limit

APPENDIX

COVID

Arizona House Bill 2898 (HB 2898) was signed into law on June 30. HB 2898 prohibits a "... school district governing board or charter governing body from requiring the use of face coverings by students or staff during school hours and on school property."

Because State law prohibits school districts from mandating face coverings, Hope will not be able to mandate face coverings. Nevertheless, we respect the decision to wear face masks as a protective choice.

For COVID reporting, and recommendations we adhere to the recommendations by Arizona Department of Health Services unless in conflict with AZ state law in which we adhere to the law.

Hope students who are experiencing illness are expected to stay home. Students who become ill at school are required to report immediately and should be isolated and sent home with a guardian.

Long-Term Suspension (JKD)

A long-term suspension is defined as the exclusion of a student from class for a period of more than ten (10) school days.

If it is determined by school personnel that the alleged student misconduct is serious enough to recommend a suspension of more than ten (10) school days, notification of a formal due process hearing shall be made to the parent(s) or guardian(s) at least five (5) school days prior to the hearing.

The parent(s) or guardian(s) shall be notified by certified and regular mail:

- The time, date and location of the hearing;
- A description of the alleged misconduct;
- The Board Policy or administrative regulation violated and discipline prescribed therein;
- A copy of A.R.S. 15-843, and statement that they shall have a right to present witnesses and cross-examine witnesses.

The students and parent(s) or guardian(s) shall be advised that:

- They have a right to be represented by legal counsel, and notice must be given to the appropriate campus administrator at least 48 hours before the hearing if the student or his/her parent(s) or guardian(s) shall have an attorney or other representative present.
- There shall be no more than two (2) other representatives present in a student discipline hearing.

At the conclusion of the hearing, the hearing officer may render a decision immediately or notify the parent(s) or guardian(s) and student within 48 hours in any event. This notification shall be made by certified and regular mail.

During the period of time between the alleged misconduct and the day of the hearing, the student may remain in school unless it has been determined by the appropriate administrator that he/she is a clear and present danger to him/herself or other persons.

Appeal Process (JKD)

Parent(s) or guardian(s) have five (5) school days to appeal a long-term suspension. This appeal should be written to the Instructional Leader of the school indicating any violations of due process during the long-term suspension hearing or any new evidence not presented during the hearing.

Pending the final resolution of such appeal(s), the student shall be returned to class or placed on in-school suspension and required to complete assignments unless it is determined that he/she is a clear and present danger to self or others.

Pending the final resolution of such appeal(s), the student shall be returned to class or placed on in-school suspension and required to complete assignments unless it is determined that he/she is a clear and present danger to self or others.

The Instructional Leadership Team shall review the evidence and respond to the parent(s) or guardian(s) appeal within five (5) school days after receipt of the appeal letter.

Parent(s) or guardian(s) may appeal long-term student suspensions to the Superintendent or designee. This may be done only after the Instructional Leader has made a determination. Appeals to the Superintendent or designee must be made within five (5) school days after receipt of a decision regarding long-term suspension from the local campus Instructional Leader. The letter must describe any objections to the hearing or the decision rendered.

Upon reviewing the student file, the designated District Hearing Officer may decide to conference with the student and parent/guardian or to hold a new hearing if the review determines that the student was not afforded his/her due process rights. The decision or modifications of the District Hearing Officer are final.

Student due process procedures regarding appeal hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in the long-term suspension board policy.

Expulsion (JKE)

Expulsion is defined as the exclusion of a student from school permanently. The authority to expel a student rests exclusively with the Governing Board.

The Instructional Leadership Team shall make any recommendations to expel a student to the Governing Board based upon the results of a student due process suspension hearing conducted by the Instructional Leader dealing with alleged extremely serious offenses.

The Governing Board may appoint a hearing officer in cases of recommendation for expulsion, or they may conduct the hearing themselves. The final decision to expel or reinstate a student rests with the Governing Board. There is no administrative appeal from the Governing Board's decision to impose discipline.

Student due process procedures regarding expulsion hearing notification, right to legal counsel, right to cross examine and present witnesses, etc. are contained in board policy.

Alternative to Suspension or Expulsion Program (JKD)

Alternative to suspension or expulsion may include removing a student from a regular school setting and providing educational services in an alternative setting. Such a program is discipline intensive and requires academic work, and may require community service, grounds keeping and litter control, parent(s) or guardian(s) supervision, and evaluation or other appropriate activities, which could include, but are not limited to, parent conference, behavioral plan, behavioral contract, interventions to include probation which will include weekly meetings with social worker or counselors, or assignment to a mentor.

For a student who is determined to have threatened an educational institution, the District may modify the expulsion requirement on a case-by-case basis. The student may be transferred to an alternative to suspension or expulsion program at a location on school premises that is isolated from other students or transferred to a location that is not on school premises. The student may participate in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. The District may require the student's parent or guardian to participate in mediation, community service, restitution, or other programs in which the parent or guardian takes responsibility with the student for the threat, as a condition of student participation in this alternative program

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION USERS AGREEMENT

Please read this document carefully. When signed it becomes a binding agreement.

TERMS AND CONDITIONS

Acceptable Use: I will use the service to support personal, educational objectives within the educational goals and objectives of Hope Academy and the Maricopa County Regional School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action.

While using and/or accessing technology resources, I will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or MCRSD policies and regulations.

Personal Responsibility: I will report any misuse of the information service to a parent, teacher, to the system administrator, as appropriate.

1. The parent and student understand that a device is property of MCRSD and being loaned to the student.
2. The device will be returned to Hope:
 - a. Prior to end of current school year,
 - b. In the event of withdrawal or transfer out of Hope Academy, or
 - c. at the request of MCRSD
3. Students are expected to bring a school device daily. The device shall be in working order and fully charged for daily use.
4. Student devices have data plans to allow students to access the internet anywhere in the Arizona. Data plans will be removed if students have more than three consecutive unexcused absences.

Technology Services: MCRSD specifically denies any responsibility for the accuracy of information. While MCRSD will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the MCRSD policy and regulations on appropriate use of the electronic information system as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violation of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

I will return the device in good condition at the conclusion of loan period. I understand that I am financially responsible if the device is damaged, lost or stolen. (ie: Chromebook replacement: \$300, Computer cord replacement: \$40)

Student name (please print) _____
Student signature _____
Date _____

A student must also have the signature of a parent or guardian who has read and will uphold the agreement. Please review and complete the following page

ELECTRONIC INFORMATION USERS AGREEMENT (CONTINUED)

PARENT OR GUARDIAN COSIGNER

As the parent or guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the MCRSD to restrict access to all controversial materials and I will not hold the MCRSD responsible for materials acquired via the electronic information system. I also agree to report any misuse of the electronic information services system to school personnel. Misuse may come in many forms that can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.

I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting, I hereby give my permission to have my child use electronic information services.

I understand that my student's device data plan will be terminated if my student has more than three consecutive unexcused absences.

Parent or guardian name (please print) _____

Parent or guardian signature _____ Date _____

ACKNOWLEDGEMENT OF STUDENT RULES AND RESPONSIBILITIES

I hereby acknowledge that I was provided a Hope Academy Student Handbook and agree to abide by Hope Academy's policies at all times.

Student name (please print) _____

Student signature _____ Date _____

Parent or guardian name (please print) _____

Parent or Guardian Signature _____ Date _____

FOR OFFICE USE:

Computer Issue Date: _____

Computer Returned: _____

Device ID#

Device Condition when issued:

Device Condition when returned:

Verified by:

Student Acknowledgement:

HOPE ACADEMY STUDENT INTERNET PERMISSION OPT OUT FORM

As a parent or guardian of a Hope Academy student, I have reviewed the information contained in the Hope Academy Student Handbook. I understand that access to computers and electronic information networks by Hope Academy is for educational purposes. All student devices are loaded with a data plan and students will have access to the internet off campus. I understand that it is impossible for Hope Academy to restrict access to all controversial materials and I will not hold the Maricopa County Regional School District responsible for the materials acquired on Hope Academy networks, systems, and student devices that are not consistent with the educational purposes of Hope Academy. If my child accesses inappropriate materials, I will report it to school personnel. I accept full responsibility for the supervision of my child if and when my child's use of a Hope Academy account or network is not in a school setting.



SKIP this section, if you allow your student to access the internet.

*****DENY INTERNET ACCESS*****

Please check the box only if you would like your student to be excluded from accessing the Internet.

Student name (please print) _____

Student signature _____ Date _____

Parent or guardian name (please print) _____

Parent or guardian signature _____ Date _____

HOPE ACADEMY DISTRICT NEWS AND MEDIA OPT OUT FORM

Your student may be interviewed, recorded, photographed or videotaped by the media or MCRSD staff for a story in the newspaper, radio or television. In some cases, stories, news photos or videos may be posted on the Internet for public access. Your student's name, photo, or interview may be used in school- or District-level publications or the media unless you direct otherwise. Such requests must be approved by Hope Academy personnel, which will assure that the best interests of your child, the school, and the District are protected.

Your student's safety and welfare are our primary concerns. We will be prudent and cautious in all of our practices regarding this issue.

Please check the appropriate box(es) below only if you would like your student to be excluded from these activities.

I DO NOT want MCRSD staff to interview, record, photograph, or videotape my student for use by the school or District in publications or videos, or in promotions such as advertisements.

I DO NOT want the news media to interview, record, photograph, or videotape my student for a story in the newspaper, radio or television or internet.

My student and I waive and release any claim we may have against MCRSD and Hope Academy arising from possible interviews, photographs, videotapes, or audio recordings whether known or unknown, and shall hold MCRSD, Hope Academy, and any successors in interest harmless from the same.

Student name (please print) _____

Student signature _____ Date _____

Parent or guardian name (please print) _____

Parent or guardian signature _____ Date _____

Students who are 18 years of age or older may complete this form without parent or guardian permission.

HOPE ACADEMY EXPERIENTIAL LEARNING PERMISSION SLIP

Our instructional program includes experiential learning that can occur off-campus. Because we are located in Downtown Phoenix, we frequently have the opportunity to walk to locations off-site within 3 miles from Hope Academy. Experiential learning walking trips include locations but are not limited to: Footprint Arena, Diamondbacks Stadium, Maricopa County Courthouse, and XICO Art Gallery, Arizona State Capitol, and among other locations.

We are asking for your permission to allow your student to leave campus under the supervision of at least one Hope Academy staff member. If you have any questions, please contact Hope Academy at: 602-875-5265, option 2.

Please check **one**:

I DO NOT give my student permission to leave Hope Academy Campus with adult supervision during the 2023 - 2024 school year.

I give my student permission to leave Hope Academy Campus with adult supervision during the 2023-2024 school year.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Phone Number

Parent/Guardian Email

HOPE ACADEMY OFF-CAMPUS LUNCH PERMISSION SLIP

Hope Academy does not have an open campus for lunch. Students are expected to stay on campus between 9:00 am and 3:00 pm. In an effort to be as flexible as possible with our student population, some students can be granted special permission to leave campus for lunch. In these cases, it is recommended that the student is at least 18 years of age. In order to have this privilege students must:

1. Be in good academic standing, making adequate progress toward projects.
2. Have no more than 3 absences in total for the quarter.
3. Have no more than one behavior incident on campus.
4. Arrive on time to class (being able to sit in class and do work) at the beginning of the learning session.
5. Sign out in the front office before leaving campus and sign in when they return to campus.

Both student and parent understand that:

1. Hope Academy and Maricopa County Regional School District are not responsible for the student while they are off campus.
2. Hope Academy and Maricopa County Regional School District are not liable for any activities the student is involved in off-campus.
3. Hope Academy and Maricopa County Regional School District are not responsible for any students that leave campus without permission.
4. Leaving campus during lunch is NOT a school-sponsored activity and students will not be supervised during this time.

Please check **one**:

I give my student permission to leave Hope Academy Campus during lunch without adult supervision and do not hold Hope Academy and/or Maricopa County Regional School District liable for any incidents occurring off campus. I understand that my student and I will waive any liability when the student leaves campus. I also understand that this privilege will be revoked if my student does not follow the above-mentioned procedures. This form must be completed once a quarter.

Student Name

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Phone Number

FOR OFFICE USE ONLY:
Reviewed by: _____
Approved by: _____
Parent Contacted on: _____