

**Hope Academy of Public Service
Parent-Student Handbook
2021 - 2022**



Hope Academy of Public Service Handbook

Vision

Provide a high-quality education that creates compassionate, responsible citizens in an increasingly diverse society who have clearly defined college and career goals and are prepared to complete those goals as they move on to high school.

Mission

HAPS exists to empower all students through meaningful innovation to discover and reach their full potential academically, socially, and vocationally.

HAPS Staff will inspire students to explore, create, contribute and achieve. We will:

- maintain a student-centered educational environment designed to meet the academic and social needs of our students,
- foster a sense of identity and healthy self esteem
- develop a spirit of responsibility
- teach cooperation with and concern for others
- Support the greater mission and vision of the school

Students will be provided with an education that

- challenges them academically
- helps them recognize their uniqueness
- prepares them for responsible citizenship
- teaches them responsibility and appropriate conduct so that they become lifelong learners and independent thinkers.

We recognize that this endeavor is a shared responsibility of students, home, school and community. We strive to involve all stakeholders.

School Motto: Growing Today's Scholars & Tomorrow's Leaders

HAPS VALUES:

** RESPECT * INTEGRITY * AMBITION * PERSEVERANCE * COMMUNITY INVOLVEMENT*

THE HAPS STUDENT COMMITMENT TO EXCELLENCE

RESPECT

Respect is Given and Received: My teachers care about me and my future. I never talk back, roll my eyes, or suck my teeth. My teachers are here to help me be my best, so I treat them with TOTAL RESPECT. In return, my teachers give me respect. The culture at HAPS Academy is one of Mutual Respect.

Be Nice: I treat my peers as I wish to be treated. I never tease, laugh at, or put down others.

Patience Pays: I raise my hand to speak during class. Calling out is disruptive.

Be on Time: Arrive on time every day. Remain at school throughout the instructional day. Come to school every day to learn.

Keep it Clean: I keep my desk area, my classrooms, our bathrooms and the rest of the school spotless. I pick up trash any time I see it.

ENTHUSIASM

Jump To It: I follow all directions the first time. I will ask my teachers for help when I need it both in class and outside of class.

Focus: I commit two eyes, two ears, and one brain to learning. I watch the teacher and participate actively in class.

Bring an A+ Attitude: I'm excited to climb the mountain to college. I always bring a positive attitude. I never whine, pout or act out when things don't go my way.

ACHIEVEMENT

Top Quality: I do my absolute best on all assignments. I never rush through my work. My homework and classwork are always neat and complete. I will make sure my parent/guardian signs my agenda. I will give 100% every day.

Mastery: I am constantly mastering new standards. My grades and test scores show dramatic gains.

Spark: Sitting up straight, Paying Attention, Asking and Answering questions, Reacting to show I'm following along, and Keeping track of the speaker.

CITIZENSHIP

No Excuses: I take responsibility for my actions. I admit when I am wrong, and I apologize to the people I let down.

Be Present: I will focus on the activity taking place, be actively engaged and exhibit good behavior as I represent our campus and school district during any service learning event. I will either pouch my device or leave it at home.

Be Honest: I tell the truth at all times. I never lie.

Be the Best: I will always work, think and behave in the best way I know how. I will do whatever it takes for my fellow teammates and me to learn. Every day, I will be the best student and person I can be.

Be Reflective: If I make a mistake, I will use reflection to make a better choice next time.

Be a role model: I will uphold the high expectations of HAPS at all school related events on and off campus.

Help Others: I am part of the HAPS community. I celebrate the achievements of others and always look for ways to support my community members.

No Bullying: I will not bully, nor will I be a bystander to bullying. I will not accept being bullied, nor will I be a witness to bullying in any way, shape or form.

HARD WORK

Bring My Tools: I come to class with all necessary materials. I come to school every day and I am never late. I wear my clothing properly at all times.

Act Like A Scholar: Climbing the mountain to college is not easy. To get to college, I must do all my work and treat each class like a priceless gift. I will follow all teachers' directions and school rules.

Parents'/Guardians' Commitment

We will make sure our child arrives at HAPS everyday on time.

We will make arrangements so our child can remain at HAPS throughout the day and to be picked up on time.

We give permission for our child to participate in supplemental instruction as needed.

We will commit to participating at HAPS by volunteering in a variety of ways, including attending parent teacher conferences, family workshops, and other school-related activities.

We will do all we can to support our child and the commitment he/she has made to attend HAPS.

We will partner with the teachers and staff of HAPS to help our child excel in school, both academically and behaviorally.

We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn.

We will review your child's homework every night and let him/her call a classmate or teacher if there is a question and/or problem with the homework.

We will review and sign our child's classroom incentives, progress reports and other documentation and ensure that it is returned to the school in a timely manner.

We will read carefully and sign (if necessary) all the papers the school sends home to us. We will ask questions if we have them.

We will always make ourselves available to our children and the school and address any concerns they may have. We will meet regularly with teachers to discuss your child's progress.

We will notify the school no later than the beginning of the school day if our child will miss school.

We will allow our child to go on HAPS field trips.

We will make sure our child follows the HAPS dress code.

We will always act in a professional manner when speaking with all people in our school community.

We will help your child prepare for high school, college and life by supporting him/her and encouraging him/her to adhere to his/her commitment to excellence.

We are responsible for our child's behavior, as well as our own.

Teachers' Commitment

We will arrive at HAPS every day on time and remain throughout the instructional day.

We will always teach in the best way we know how, and we will do whatever it takes for every single one of our students to learn.

We will plan and execute rigorous lessons to prepare our students for success in high school, college and in life.

We will hold all of our students, parents, fellow staff members, and ourselves to HAPS' high expectations.

We are committed to results.

We will collaborate and plan with colleagues on a regular basis.

We are committed to our own professional growth and constant learning. We will give each other feedback regularly and seek out professional development opportunities.

We will make ourselves available to the questions, concerns, or suggestions of our parents through scheduled meetings and phone calls.

We will make ourselves available to students, parents, and fellow staff members via phone and email in the evenings.

We will provide opportunities to parents/guardians to volunteer and participate in their child's classroom.

We will regularly provide parents with updates on their children's progress via classroom incentives, progress reports, report cards, web pages and other electronic communications.

We will always act in a professional manner when speaking with all people in our school community.

We will strive to be the best teachers we can be, modeling excellence and taking no shortcuts in preparing our students for success in high school, college and in life.

We will ensure the safety of all students under our supervision.

We will follow the HAPS Dress Code and norms for Professionalism.

We are responsible for our own behavior, and will accept responsibility for our own actions.

The HAPS Common Picture

Common Routines and Procedures to Ensure We are All on the Same Page, Headed in the Same Direction

HAPS Home Access Center (HAC):

Through this electronic portal, parents/guardians will have access to attendance, discipline, grades, teacher calendars and other facets of school life. This will allow us to be a "paperless" campus in many ways and will serve as a primary means of communication. Through the teacher portal in HAC, assignments, projects, calendars, activities, etc will be available to parents/guardians as well as students. Usernames and Passwords for HAC will be provided during our Open House/Meet the Teacher night. We will provide a training for parents/guardians to set up their HAC notifications during the first two weeks of school.

HAPS Student Agendas:

Each HAPS student will be provided an academic agenda/planner the first day of school. This resource is provided for students as a means of keeping up with school work, documenting assignments, securing a place to take home notes, flyers, and messages from HAPS staff and provide parents a visible means of student responsibilities and expectations in all courses. Should a student lose or misplace his/her agenda, another one can be purchased by parent/guardian.

HAPS Students Entering the School:

Students may not arrive at school before 7:15 in the mornings. Students will enter school in proper dress with hats or hoods off. Students smile as they enter the cafeteria or classroom, and show respect by greeting staff and classmates by saying “Good Morning.” Students will take their trays to their assigned classroom and eat breakfast. When finished eating, students will throw all trash away in the trash and/or recycling bins located in the hallway. Students who arrive in a personal vehicle will enter the campus from the 7th Street parking area/car rider gate. Students who arrive by school bus will enter the campus from the Washington Street/bus rider gate.

HAPS Students During Morning Routine:

Students will stand for the Pledge of Allegiance and other classroom routines.

HAPS Students Proper Dress:

HAPS students make a great first impression by looking sharp in their daily attire. Here’s the deal: clean, unstained clothing. Each student must wear a HAPS approved shirt (polo, button-down or other appropriate shirt, sweatshirt, sweater etc.). Students will wear slacks or shorts at knee length made of cotton twill, denim or chinos fabric (no “jeggings”, leggings, stretch, sweat, pajamas or other pants that do not **conform** to these rules) with a belt. No article of clothing should have holes above the knee. No house shoes, flip flops, slides, high heels, shoes with lights/sound, or shoes with wheels may be worn. Shoes with laces must be tied or straps fastened appropriately. Jackets, sweaters, sweatshirts or coats may not be worn around the waist. Hoods and hats are not allowed indoors.

HAPS Students Who are Absent from School:

Attendance in school is mandatory and vital to the success of HAPS students every day. When a student is absent from school for any reason he or she is responsible for the work missed. All notes regarding school absences are to be turned into the HAPS Office upon return to school. Upon return to school students must see each teacher to get the assignments missed and must make up the work within one school day for every day missed. HAPS students take responsibility for their learning and this is seen even when they are absent. All HAPS staff will be notified daily of all student absences. Through HAC, parents/guardians will have access to daily attendance of their student. On the 5th day, a certified letter will be sent from the District Office. On the 10th day, an additional certified letter will be sent from the District Office and the student will be referred to the prosecuting authority and the parent, guardian or person in loco parentis shall be subject to a civil penalty as prescribed by law.

Absences that are not charged against the allowable number of absences are those outlined below as prescribed by law:

- Days missed due to in-school or out-of-school suspension
- Official school business
- FFA, FHA, or 4-H sanctioned activity
- Participation in election poll workers program (high school students)
- Serve as a page for a member of the General Assembly
- Visit a parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support posting

- Purposes pre-approved by school-administration such as visiting prospective colleges, to obey a subpoena, or to attend an appointment with a government agency
- Due to the student having been sent home from school due to illness

HAPS Students Who are Late to School:

Being on time is mandatory and HAPS students value every moment of the school day. When a student is late to school, he/she must check in at the HAPS Office with a parent before proceeding to class. Late students will enter the classroom in the least disruptive manner possible. Any student who is **more than 5 minutes** late for class is considered tardy; Any student who is **more than 10 minutes** late for class is considered absent.

HAPS Students in the Hallway:

When students are in the hallway they will walk to the right. Students get from class to class quickly, minimizing issues and maximizing instructional time. Students will not touch one another, will walk appropriately and will not touch the walls. Teachers who have an impending preparation period will act as hallway monitors between classes. These teachers will remain in the hallway into the first 3 minutes of their preparation period, to ensure students move to their classes quickly. When students get to their next class they are to enter the room silently.

HAPS Students Entering Classrooms:

Students will enter the classroom quietly, collect materials and/or equipment needed for the class session. Students will enter the classroom by saying “Good Morning,” or “Good Afternoon” to the teacher and will then go silently to their seats and begin the Do Now activity. Class begins immediately and students are to be on task the moment they enter the classroom.

HAPS Students in Class:

In each classroom, students are focused and on task and follow teacher set rules and procedures. Students should enter every class quickly and quietly, go to their desks, begin the Do Now/Warm Up activity, and have all necessary materials (pens/pencils/notebooks/binders) ready. Students sit with both legs underneath the tables, four legs of chairs on the ground, sitting up straight. No heads on desks or hands. Unless given permission or engaging in a discussion, students must raise their hands to speak. All students should participate actively, watch the teacher, take appropriate notes and respond to questions. Students do things when they are asked- right then, not 10 or 20 seconds later. If asked to stop, students do so immediately. Students respond appropriately to teacher corrections and do what the teacher asks (no talking back or rolled eyes etc.). Students are respectful to classmates and do not laugh at or put down other students. Students never say “shut up.” Students’ eyes track the teacher/speaker, and all students are facing forward during instruction. When working with partners or in groups, students remain focused and on task. Each class displays a sense of urgency.

HAPS Students Exiting Class:

Prior to being dismissed from class, students are to pick up any trash they see and place it in the garbage, and put all classroom materials and personal belongings away. When the teacher dismisses students, each student will push in his or her chair and will exit through the appropriate door.

HAPS Students at Lunch:

Students will walk quietly to the cafeteria. When students enter the cafeteria, each will proceed to line to get their lunch. Students will say please and thank you to the food servers. When finished eating, students will

throw all trash away in the trash and/or recycling bins. Students who need to use the restroom during lunch must ask the permission of a HAPS staff member. Food and drinks are not permitted in the restrooms.

Parents who bring lunch to their child Monday-Thursday are **required** to stay and eat lunch with their child; parents are allowed to drop lunch off for their child on Fridays. Parents need to sign in at the office.

HAPS Students Going to the Bathroom:

Students understand that class time is sacred and that they should only ask to use the bathroom in emergency situations. Students will only be permitted to use the bathroom during assigned times and must ask teacher permission. If the teacher refuses to allow the student to go to the bathroom, the student is respectful and does not react poorly. If permitted to use the bathroom, students take the hallway pass, use the bathroom, return and go immediately back to class.

HAPS Students at Dismissal:

School will dismiss at 3:20 pm every day. Behavior at dismissal is extremely important to the community at HAPS. Through excellent behavior at the end of the day, HAPS students send the message that they understand that they are expected to live up to a set of high standards and values from the time they enter the building to the time they exit. Students get their belongings, put on jackets and sit down silently to await dismissal. Aside from their jackets, students will remain in uniform while on the HAPS campus. Students may not put on their hats until they leave the building. Classes will be dismissed one at a time. When a class is dismissed, students put their chairs up on the tables, and line up silently in the halls. Bus riders will exit through the doors at the end of the West Hallway Exit doors and proceed through the bus rider gate to the Washington Street exit; car riders will exit through the East Hallway Exit doors and proceed through the car rider gate to the 7th Street exit. Students are allowed to walk home from school only when written permission is on file in the HAPS Office. Students who walk home will exit campus via the Washington Street/bus rider gate. Students are not allowed to leave campus with another student or via a bus route other than their own without written permission being on file in the HAPS Office. Students are required to obtain a bus pass from the Office to ride any bus other than their usual route.

HAPS Students and Bus Behavior:

All HAPS students are expected to follow District Policies for proper behavior on school buses for daily transportation to and from school and any time they are transported to an event, field trip or other school activity. Should a student misbehave in any way on a school bus that leads to a write up by a bus driver or any school district personnel, he/she will be removed from the bus for a minimum of five days and parent/guardian will be expected to provide transportation to and from school.

HAPS Students Using Technology:

All HAPS students are expected to follow the Technology Use Policy. During the first two weeks of school, the staff will agree on technology monitors (and one alternate) for each class. When signed out by a teacher, student monitors will be responsible for getting appropriate technology ready for classroom use. All students will be provided with a Chromebook/iPad to use within classrooms and only on school property. Use of computers is a privilege, one that can be taken away. Students will treat all technology equipment with respect. Students will log out and shut down laptops at the end of each lesson and place laptops back in the appropriate slot and cart. Students will make sure the laptop is plugged in/placed in charger when they return it to their cart. Students will be gentle with all equipment, and will ask a teacher for help if they are having trouble. Students must sign the

Technology Use Policy Form by the end of the first week of school. Failure to adhere to the technology policy will result in behavioral consequences and loss of the privilege to use technology.

Morning Tests:

When a STAR or state assessment is being given, students will report to their first period class. There will be no club meetings when morning tests are being given. Students will spread out and sit in their assigned testing seat and will have pencils out by 8:10. Testing will begin at 8:15. Until all extended time tests are complete, students will remain in their first period class. If a test ends halfway through a period, students will remain in their first period class until the next period begins.

Hallway Monitors:

Students will not touch one another, will walk appropriately and will not touch the walls. Teachers that have an impending preparation period will act as hallway monitors between classes. These teachers will remain in the hallway into the first 3 minutes of their preparation period, to ensure students move to their classes quickly.

HAPS Students Placement Change/Withdrawal:

Students who do not maintain an average of 70% or higher in all core classes (Literacy, Math, Science and Social Studies) each semester they are enrolled at HAPS will participate in an interim assessment to determine grade-level ability and continued placement at HAPS. The School Counselor will schedule a mandatory parent conference to review the results of this assessment.

Students and parents have the option to withdraw from HAPS within the first 10 days of the semester and return to the campus that would be their traditional grade-level placement. After that 10 day time period, students will remain at HAPS until the semester ends and can transfer to the traditional campus between semesters. Withdrawal from HAPS will not have a negative impact on application in future years.

Students who do not conform to the rules, protocol and procedures at HAPS or who have repeated offenses that lead to After School Detention will be returned to their traditional campus. The HAPS commitment to excellence does not allow for ISS or OSS behavioral interventions or the classroom and learning environment distractions that lead to ISS or OSS interventions. Students in need of this level of behavioral intervention will be reassigned to their traditional campus. If said student(s) can indicate behavioral growth he/she can re-apply to HAPS for the next school year.

Students who are assigned to the CATS campus due to disciplinary infractions will not be allowed to return to HAPS.

Electronic Devices:

Any HAPS student who brings a cell phone to school must turn it off and place it in a locking Yondr pouch upon arrival on campus. Students are responsible for keeping their Yondr pouch with them all day. Upon dismissal, or if a student checks out early, the Yondr pouch will be unlocked. If a student forgets their pouch it is his/her responsibility to inform school staff. The phone will be turned into the office and can be picked up at the end of the day. Students who neglect to place their cell phones in a Yondr pouch each time they have it on campus will be subject to disciplinary action and will lose the opportunity to have a phone at school. Every HAPS student will be REQUIRED to keep their cell phone turned off and in a Yondr pouch during school hours, whether on campus or attending a field trip or other school sponsored event, activity or learning experience.

No student should use any electronic device in the hallways, bathrooms, classrooms, etc. to contact any parent/guardian or other person. Any student who needs to make a call during the school day must come to the main office to make their phone call with permission.

HAPS Students Receiving Detention:

Certain behavioral offenses will result in after school detention. The student will serve detention the next detention day possible. The detention sessions must be completed within one week of the offense. Failure to complete within ten (10) days of being assigned will result in further disciplinary action.

These offenses include but are not limited to the following: frequent tardiness, misuse of technology, unreturned technology in a timely manner, dress code violations, disrespect, inappropriate language. Any and all detention may be given at the discretion of the principal.

It is the parent/guardian's responsibility to make arrangements for your student to be picked up no later than 4:15 with no exceptions.

Once a student receives three after school detentions, there will be a required parent conference and out-of-school suspension will be the result of other needed disciplinary actions. HAPS follows the Hope School District Handbook for major disciplinary infractions with the exception that we do not have In-School Suspension (ISS). Any infraction that indicates ISS in the District Handbook will result in Out of School Suspension for students on the HAPS campus.

BASIC DETENTION RULES:

- Report on time
- Bring study materials, homework, writing utensil
- I will not be allowed to talk, read magazines or sleep
- If I am disruptive or defiant I will be asked to leave, and more serious consequences will result.

HAPS Public Service

HAPS Public Service Program has been developed for the purpose of providing students opportunities to define their invaluable role in the life and welfare of their school and community.

- To develop social awareness that impels students to action, not only in school, but for life.
- To give our students the opportunity to give back to a society that has given them so much.
- To develop in our students what Alexis de Tocqueville called "habits of the heart" to help others in need.

HAPS students are active participants in a variety of service learning projects throughout the year. Grade level advisors guide students through fundraising efforts as well as the collection of goods for donation and service work. Possible community service endeavors and partners include but are not limited to:

- Race for the Cure
- Rainbow of Challenges
- Kiwanis, Lions Club and Rotary Club opportunities
- Angel Tree family adoption

- Canned food drive for Hope N Action
- Salvation Army
- Randy Sams Shelter
- Cards to Hospice and Arkansas Children's Hospital
- University of Arkansas Hope/Texarkana
- St. Jude's Hospital donations

HAPS Saturdays:

All HAPS faculty, staff and students will participate in public service one Saturday a month. These public service Saturdays will be assigned by grade levels for both the fall and spring semesters. Any and all parent or guardian participation in these public services are appreciated.

Any student that has a conflict with the Public Service dates must receive prior permission from the principal for their absence to be excused. However, these Public Service dates must be made up within a given time frame by the principal.

We understand emergencies can unexpectedly occur but they will be considered on an individual case-by-case basis at the discretion of the principal.

HAPS Extracurricular Activities and Clubs:

NJHS	Journalism	Archery	Girls/Boys Basketball
Beta	Student Council	Band	Cheerleading
FCA	Yearbook	Robotics	Football
FBLA			Girls/Boys Track

HAPS PARENTAL PERMISSION FORM

I GIVE PERMISSION FOR MY CHILD, _____, TO ATTEND ALL FIELD TRIPS WITH THE HOPE ACADEMY OF PUBLIC SERVICE. I FURTHER GIVE PERMISSION FOR MY CHILD TO BE TRANSPORTED TO AND FROM THE EVENTS BY HIRED DRIVERS AUTHORIZED BY THE HOPE PUBLIC SCHOOL DISTRICT.

Signature of Parent or Legal Guardian

Printed name of Parent or Guardian

Date

EMERGENCY CONTACT INFORMATION

Parent(s)/Guardian(s)

Name

Parent/Guardian Primary Phone Number

Street Address

Parent/Guardian Secondary Phone Number

City

State

Zip

Parent(s)/Guardian(s) Email address

Other Emergency Contact(s)

Name

Relationship to Participant

Phone

Name

Relationship to Participant

Phone

If a field trip occurs that you do not want your child to participate in, please send a written statement to the school.