



HOPE EXCEL ACADEMY

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Chicago, Illinois 60651

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Superintendent - Joseph Kyles

Principal - Chrystal Kyles

Mission Statement

The mission of Hope Excel Academy is to partner with parents and churches to lead students toward God, scripturally educating the whole person spiritually, academically, emotionally, socially, and physically to become strong Christian leaders.

Philosophy of Education

“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight.” Proverbs 3:5,6

Educational excellence is achieved in the school environment by recognizing that students need:

- ◆ a positive environment, which stresses worth as God’s creation.
- ◆ opportunities that guide them into serving.
- ◆ positive reinforcement.
- ◆ guidance in developing self-discipline and in making sound judgments.
- ◆ a God-centered teaching staff and curriculum in order to evaluate issues of life using biblical principles.

School Board

The Hope Excel Academy Board is the governance authority of HOPE EXCEL. The board consists of representatives from Heirs of the Promise Church, school administrators, and teacher and parent representatives from the elementary school .

Teaching Staff

The most noteworthy qualification of the teachers at Hope Excel Academy is that teacher displays a genuine desire to serve the Lord by teaching children His ways. They are degreed, certified, experienced teachers who convey love to every student by Christian example.

Support Staff

Support services include:

- ◆ Custodial and maintenance persons for daily upkeep of buildings
- ◆ Development Director to promote Hope Excel Academy and funding for lower Tuition
- ◆ Computer Lab
- ◆ Reading Specialist
- ◆ Special Services Tutor

HOPE EXCEL ACADEMIC INFORMATION

"A student is not above his teacher, nor a servant above his master." Matthew 10:24

Preschool

The Full-day preschool students attend from 9:00am– 1pm and if afterschool care is needed then can be provided. On the First day parents are encouraged to stay with the child, this gives the child an opportunity to get to know the teachers, fellow playmates and the classroom. On the second day students come for the entire class period and parents may leave.

Kindergarten

Full day classes are offered for children who have turned five years old by September 30. Class times are 9:00 a.m.– 3:00 p.m. An entrance test is administered to each prospective student to determine developmental readiness. In addition, the child's maturity level is considered when determining placement. Careful screening is done, particularly with younger children with summer birthdays. Some children may benefit by waiting an extra year before entering kindergarten, thus avoiding competition with children who are nearly a year older. We want school to be a positive, successful experience for each child.

To ensure better communication with parents, an orientation is scheduled prior to the beginning of classes. During this time, parents learn more about the kindergarten program and receive several important handouts.

.....*continue Kindergarten*

One or both parents **must** attend orientation. Parents are urged to make babysitting arrangements for their children.

In addition to academic subjects taught by the classroom teacher, Kindergarten students attend special area classes in physical education, art and music. These classes are taught by specialized teachers. Students need to be dressed appropriately for physical education classes. Girls should either wear shorts under their skirts/jumpers or wear skorts/pants that day. All students should wear tennis shoes on gym days.

After-School is available.

Grades 1-6

A traditional curriculum is used with both team teaching and self-contained classrooms. Each classroom makes use of room computers, a mobile computer lab and/or learning stations to reinforce basic skills. A phonics-based reading approach is used and supplemented with additional literature. A variety of publishers are used, and every effort is made to integrate a scriptural approach in each subject area.

Academic excellence is encouraged so that all students may develop their God-given talents. At HOPE EXCEL Academy the spiritual, mental, physical and social needs of each student are met in a very personal way. In addition to academic subjects, students attend classes in physical education, art, music, and Computers. Students receive grades in special area classes which affect honor roll eligibility. Students need to be dressed appropriately for physical education classes. Girls should either wear shorts under their skirts/jumpers or wear skorts (grades 1-2)/pants that day. All students should wear tennis shoes on gym days.

Graduation Guidelines

1. Early graduations are not granted.
2. In order for a student to participate in graduation activities and the graduation ceremony, all graduation requirements must be met.
3. Students are required to pass the State of Illinois mandated Classes for graduation from Hope Excel Academy.
4. The school requires the completion of a unit of Bible for each year the student is enrolled, and this is a required Elective for Hope Excel Academy.

Graduation Ceremony and Events

- ◆ There will be an Official Graduation for all eligible Students in the month of June
- ◆ Spirit Week - May
- ◆ Graduates Picture Day - March/April
- ◆ Graduation Trip - June
- ◆ Graduation Practice - Beginning second week of May

All fees must be paid for 1 month prior to Graduation and no outstanding Debt with H.O.P.E Excel, all State of Illinois Required testing met by student or this will result in not being included in Graduation activities.

Parents please be advised that these dates are important and is your responsibility to adhere to all rules and Guidelines according to the State of Illinois Department of Education and Hope Excel Academy.

Physical Education Exemption Policy

To be exempted from the Physical Education requirements of HOPE EXCEL Academy, the student must have a written consent from their Physician. Exempted students must also complete one-half Year in another curricular area. PE exemption forms are available at the request of a Parent or Guardian..

Class Size

All classes will have one lead teacher. Tutors are available both in the Classroom and on an individual basis. All classes are limited to 14 students with one teacher in each class. Every effort will be made to keep the class size under 12. Exceptions will be determined by the Administrator. Our goal is to be academically sound and fiscally responsible.

Homework Policy

At the elementary level (grades k-6), homework might be limited, homework will increase as the student moves, through the grade levels.

Homework may be assigned for the following reasons:

- ◆ introduce new material & reinforce skills
- ◆ complete unfinished school assignments (some students work more slowly)

Homework will be reviewed & returned to the student in adequate time to study for the test.

Parent/Teacher Conferences

Conferences are held during the first (1st) and second (3rd) quarters of the school year.

It is not necessary, however, to wait for a scheduled conference. If you have a concern, you may request a conference at the teacher's earliest convenience.

Grading

Report cards will be issued each quarter. Students will receive a report card at the end of each ten week grading period. Progress reports will be sent home at mid-point of each ten week grading period.

Grading Criteria for Reports:

Head Start/Pre-K Skills:

N = Needs Improvement

S = Satisfactory

E = Excellent

Kindergarten & up:

A = Substantially exceeds the standard

B = Exceeds the standard

C = Meets the standard

D = Less than acceptable performance on standard

F = Does not meet the standard

X = Needs improvement

Weekly communication (folders) will contain that week's graded papers to keep parents informed of their child's academic progress.

Honor Roll

Students in grades kindergarten and up who earn all A's and B's on their grade card qualify for the honor roll.

Students who earn all As in the grading period qualify for "All A Honor Roll".

Retention

In pre-k, this decision will be influenced by the parents' wishes. If the preschool or kindergarten teacher recommends retention and the parent declines, a signed note of dissent will be placed in the child's permanent file for informational purposes. In grades kindergarten and up, input from the parents, administration, and teachers will be considered in making a retention decision. The school will make the final determination of retention.

Parents will be notified of the possibility of retention during the last ten week grading period.

If possible, a final decision will be reached by the middle of the last ten-week grading period.

The six core subjects are: reading, language arts, mathematics, science, social studies. A student who receives an "F" as a final grade in any two core subjects will be a retention candidate. Exceptions to this policy may be made by the administration.

Academic Probation

If any student fails more than one subject that student will be placed on Academic Probation.

1. At the end of the interim period, approximately a 22– day period, the student’s grades will be evaluated.
2. If a conference is needed, the principal, guidance counselor, teacher representative, parents, and student will meet promptly after the letter of probation is mailed to the student’s parent or guardian.
3. Goals and expectations will be set during the conference.
4. An accountability plan will be initiated until the end of the 10-week period. The principal / guidance counselor will meet with the student for periodic evaluations as necessary.
5. If at the end of the third probationary period the student has shown no progress, the student along with parent/guardian will attend a Review Board.
6. If a student on probation passes all classes with at least a “C” at the end of a grading period, the student will be off Academic Probation and parent will be notified.

Attendance Policy

Consistent school attendance is directly related to establishing regular habits of dependability that are important to the future of the student. Regular school attendance is a joint responsibility shared by the student, parent/guardian, teacher, administrators and other school personnel. We appreciate your family's willingness to work with us toward a common goal of academic success.

Student must be in attendance daily. If a student is absent more than 20 days in a school year, the student may be retained in his/her present grade, at the discretion of his/her

current teacher and administration. Parents must call the school office at (773) 362-1076 (preferably by 9 a.m.) to report a student absent.

By state law, the school must be able to account for each enrolled student every school day. If a parent does not call the office, then the school is required by state law to contact the parent to determine the child's location.

Students may accumulate up to ten parental excused absences per year. All other absences from school will require additional information and/or documentation from a health care professional in order for the absence to be considered excused.

- ◆ A student will not receive credit for work missed due to an un-excused absence.
- ◆ Pre-planned absences are considered part of the ten (10) days of parental excused absences.
- ◆ Students absent three (3) or more days in a row will need to have documentation from a health care professional in order for the absence to be considered excused or return to school.
- ◆ Excused absences from exams will not be considered as part of the ten days of parental excused absences.

The office will notify you by mail when your student has accumulated 8 parental excused absences. You will also receive a letter when your student has reached 10 parental excused absences. The letter will remind you that all future absences will require documentation from a health care professional to be considered excused. It is also important to remember a letter will be sent out when your student has missed 12 absences in any one class per semester. The State of Illinois requires all Illinois students to attend school a minimum of 180 days. The State of Illinois also requires Hope Excel Academy establish policies regarding student attendance. Our policy permits no more than 28 days of absence during a school year divided into each of the four grading periods, resulting in a maximum of seven days per grading period.

Make-Up Work After Absences

1. A student has the same number of calendar days as the student has been absent to complete make-up work. For example, if a student is absent four days, he will have four days to complete the missed work. If the student is absent Monday, Tuesday, Wednesday and Thursday, then all make-up work must be given to the teacher by the next Tuesday morning.
2. Please do NOT disrupt the class to ask your child's teacher to prepare homework while you wait for it.
3. If your child must leave school early, please do not ask the teacher to give the work that will be missed before the child leaves.

Make-up work will be given to the student the following school day.

4. Your child's make-up work may be obtained by:

a) waiting until your child returns to school and is given missed assignments by the teacher or calling/sending a message to the office by 10 a.m. requesting that your child's make-up work be:

- 1) sent to the office for you to pick up at the end of the school day.
- 2) sent home with a sibling or other elementary student/parent.

Family Vacations/Extended Absences Policy

1. For academic reasons, families are strongly urged to take vacations during regularly scheduled school vacation time.
2. A minimum notification of one week should be given to the classroom teacher prior to a student going on vacation.
3. The teacher will send as much work as possible with the student, but there will usually be more work to be completed when the student returns from vacation.
4. For each school day the student is on vacation and absent from school, he will be given a day to complete the missed work.

For example, if the family is on vacation for 12 school days, the student will have 12 calendar days to complete the make-up work. All missed work would be due on the 13th day or the next day of school.

Absence Guidelines

If a student fails to attend school, he/she will be marked absent for one full day. After three consecutive days of absence, a doctor's excuse should be submitted for verification of illness.

- ◆ If a student arrives at school after 10:30 a.m., the student will be marked absent for one-half day in the morning.
- ◆ If a student leaves school before 10:30 a.m., the student will be marked absent for one full day.

If a student arrives at school after 1:30 p.m., the student will be marked absent for one full day.

- ◆ If a student leaves school before 1:30 p.m. and does not return to school that same day, the student will be marked absent for one half day in the afternoon.

If a student arrives at school after 10:30 a.m., and leaves school before 1:30 p.m., the student will be marked absent for one full day.

Parents are responsible for calling the school by 10:00 a.m. when their child is absent.

This requirement complies with state law. The office staff will call to verify the student's absence if no call is received.

Excused Absences

Parents are **STRONGLY** urged to encourage good attendance.

The following are considered excused absences:

1. Verified illness of the student
2. Bereavement of immediate family members
3. Verified doctor/dental appointments
4. Emergency situations (verified and approved by administration). This requires that a parent contact the administration.
5. Unique situations which require the administrator's discretion

Medical Appointments

Whenever possible, please schedule appointments before or after school hours. A note from the doctor/dentist should be presented to the office when requesting an admit slip.

Health Related Guidelines for Keeping Your Child Home from School

Definite reasons:

Fever of 99.6° and above (student must be fever free for 24 hours before returning to school)

Severe coughing

Difficulty breathing

Stiff neck

Diarrhea (more than one abnormally loose stool within a 24 hour period)

Vomiting

Conjunctivitis (pink eye)

Untreated infected skin patches

Evidence of lice or scabies

Sore throat associated with a fever

Skin rashes associated with a fever

The first aid station staff will make the decision regarding whether or not a student needs to go home.

Students and staff alike are encouraged to use healthful techniques such as frequent hand washing and covering the mouth when coughing or sneezing to prevent communicating illnesses from one person to another. Please reinforce these measures in your home. If your child has a communicable disease such as lice or impetigo, please contact the first aid station to help prevent the spread of the disease.

Administering Medicines to Students:

Students should Not take Medication during school hours or during school –related activities unless it is necessary for a student’s health and well-being. Should the students licensed health care provider and parent believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the school’s procedures on dispensing medication.

No school employee shall administer to any student, or supervise a student’s self-administration of any prescription or non-prescription medication until a completed and signed “School Medication Authorization Form” is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The principal shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a *School Medication Authorization Form*. The School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall maintain a supply of undesignated epinephrine auto-injectors in the name of the school and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the school. A school nurse or trained personnel may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the superintendent or designee is, for whatever reason, unable to (1) obtain for the school a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the schools' prescription of undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto injector, the superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions apply.

No one, including without limitation parents/guardians of students, should rely on the school for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Discipline Policy

Suspensions – Students can be suspended for violations of the Discipline Code (see below).

Expulsions – The following offenses shall be immediately referred for recommended expulsion if they occur in the school environment (which is defined to include also any school related activities, which may even be off school property or may occur walking or taking public transportation to and from the school):

- Theft
- Sexual harassment (unwanted sexual attention)
- Possession of a weapon
- Assault or battery
- Threatening a teacher or student
- Fighting
- Other serious misconduct

The school shall determine if sufficient cause exists and, if so, notify the Juvenile officer of the police department. The principal (or designee), in consultation with the police department, will determine whether or not to file charges.

In expulsion cases, the student may be sent home until the case is settled. The intention of the student, the context of the infraction, the degree of the involvement, and the harm done will be taken into consideration. The student's attitude and willingness to make restitution; the parents willingness to cooperate; and their willingness to enroll in a corrective program may become mitigating circumstances. The student may be expelled from the school to prevent harm to the student's own self or others, or to censure an act of serious misconduct.

Possible Expulsion – The following offenses shall result in the student being **sent home immediately, with a warning and possible expulsion.**

- Drug/alcohol use, possession or association
- Leaving the building or permitted building areas or permitted outside areas without getting staff permission.
- Gang related behavior (clothing, jewelry, drawings, etc.)
- Defiance of authority
- Other serious misconduct

Reports to the Local and/or State Police – The local and/or State Police will be notified in the following cases:

- Any instances of drug violations
- Any written complaints of instances of battery against school personnel
- Firearm incidences
- Possession of firearms
- School incident reporting system (SIRS) in accordance with the school code of Illinois

Returning to School Following an Absence

On the morning of his/her return, a student must report to the office with written documentation of absences. This will be beneficial to the student when awarding of Grades is in question due to excessive absences.

Student Arrival and Dismissal

Students may report to their classrooms at 9:00 a.m. Breakfast will be available to children between 8:30 and 8:50 a.m. Students will not be allowed in the building before 8:00 a.m.

If a student needs to leave school before the end of the school day, the parent of the student must sign out his/her child in the school office at the time of departure.

Late Pick-Up Policy

1. Late pick up of a student begins ten minutes after school is dismissed. (2:50 p.m.)

Parents must sign the student out and note the time of pick-up.

2. Students who have not been picked up by 3:00 will be taken to After School and the parent will be responsible for payment for that day.

3. Each family will be allowed one late pick up per ten-week grading period with no charge.

4. Families will be charged \$1.00 per minute after the ten minute grace period.

5. Official time will be kept in the school office.

6. Records of late students will be kept in the office. Billing will be done each four weeks.

After School Supervision

After school supervision has been established to provide a safe environment for all of our student(s) involved in our afterschool activities.

Time: 2:45 pm - 6:00 pm - Monday - Friday during all regularly scheduled school days (for early dismissal days, this process will start earlier).

Place: Classroom (classrooms will be posted)

Fees: See Administration

There is a fee for after school supervision.

Responsibilities of Student(s):

All students remaining on campus, after 3:00 pm and not (immediately) involved in a supervised activity, must report to the designated after school supervision room.

- ◆ All students must bring something (homework) to keep them quietly occupied; no excessive trips to the bathrooms
- ◆ All students must follow “normal classroom” rules of etiquette.

Student violations of the above list are punishable infractions under the disciplinary code.

Responsibilities of Parent(s)/Guardian(s):

- ◆ Parent(s)/Guardian(s) must be prompt in picking their student(s) up no later than 6:00 p.m.
- ◆ Parent(s)/guardian(s) must be “present” or “spoken-with” (via cell phone) to release the student(s) after school supervision.
- ◆ Parent(s)/guardian(s) will view and understand that after school supervision is a privilege and not a right.
- ◆ Parent(s)/guardian(s) will do, within their control, all that is necessary to create a productive working relationship with all staff involved in this program.
- ◆ Parent(s)/guardian(s) will do, within their control, all they can to communicate effectively with all staff involved in this program.

Responsibilities of Hope Excel:

- ◆ School will provide a responsible adult to supervise students every day from 2:15 pm through 5:45 pm.

School will provide a quiet place where student(s) can work.

- ◆ School will provide access to a phone for emergency calls to parent(s)/guardian(s).
- ◆ School will provide the supervising adult access to Emergency Medical Authorization forms in case of any medical issues.
- ◆ School will provide disciplinary measures to be enforced if student(s) and/or parent(s)/guardian(s) do not meet their responsibilities.

CODE OF CONDUCT

Items Prohibited

The following items are not to be used at school.

These items will be confiscated!

- any personal electronic devices, including
but not limited to, cell phones and MP3 players, etc.
- real or toy weapons (i.e. guns, swords, knives)
- caps, explosives of any kind
- skateboards and roller blades
- cigarettes
- alcoholic beverages
- any type of narcotics (real or counterfeit)
- any type of drug paraphernalia
- dice (separate from games)
- any Satanic type games
- inappropriate magazines or books – reading material brought to school must not promote demonization, sexual immorality, excessive violence, or sinful behavior.

Probation Period for New Students

All students HOPE EXCEL Academy will serve a probationary period during the first grading period of the year of admission. At the end of the probation period, students will be asked to do one of the following:

- remain at HOPE EXCEL Academy
- stay on probation for another quarter
- withdraw from the school

Teachers and the administration will evaluate each child on the basis of academic progress, social adjustment, and behavior. Continued enrollment will depend upon the outcome of that evaluation. All students admitted to HOPE EXCEL will be on probation the first quarter of the year of admission.

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Discipline Philosophy

Proverbs 13:18: He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored.”

Proverbs 15:5: “A fool spurns his father’s discipline, but whoever heeds correction shows prudence.”

Proverbs 29:19: “A servant cannot be corrected by mere words; though he understands, he will not respond.”

Discipline focuses on the training and nurturing of individuals in concepts of behavior that are pleasing to God. Discipline provides a firm foundation for the teaching process and is vital to the student’s education.

Discipline is an opportunity to express love for an individual.

Love is the primary motivator for discipline. Discipline is a gradual process that helps a student develop self-control. Self-discipline is the purest form of discipline.

Classroom Discipline Policy

Each teacher will use a classroom discipline plan with a brief list of rules and consequences.

These will be explained when school begins and enforced by each teacher.

Teachers will consistently enforce classroom, lunchroom, playground, recess and general building rules by using the consequences stated in each set of guidelines.

Corporal punishment will not be used. Isolation from the group, loss of privileges (i.e. recess, detention, etc.) will be the primary measures taken for correction. Teachers will be responsible for following through with consequences and for the supervision of those consequences.

Zero Tolerance Policy

A. Prevention

1. Students and parents must go over the handbook and sign a statement that they have read, understand and will uphold the school's policies.
2. Parent orientations will be scheduled at the beginning of each school year.
3. As needed, assemblies/chapels will be scheduled to explain policies, address questions and emphasize appropriate behavior choices.

B. Strategies for School Truancy

1. First truancy—all zeros in every subject on the day of offense
2. Second truancy—student will serve an out of- school suspension
3. Third truancy—student will meet with the Principal and Administrator for a determination of the next action.

C. Intervention

1. Detentions

Some examples of behaviors that may require detentions are: repeated school tardiness, disrespect, public display of affection, irreverence, intentional mischief, name calling, put-downs, gossiping, profanity or vulgar language, gambling, disobedience and repeated behaviors or attitudes.

2. Suspensions

Some examples of behaviors that may require suspensions are: stealing, lying, fighting, destruction of property, disrespect of those in authority, inflicting major injury, cheating, possession and/or use of tobacco products and repeated behaviors/attitudes.

3. Expulsions- Zero Tolerance requires that boards of education adopt a policy of zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy, and establish strategies ranging from prevention to intervention to address the behavior.

Micah 6:8b “What does the Lord require of you? To act justly, to love mercy and to walk humbly with your God.”

Even though Hope Excel Academy will practice mercy in dealing with discipline situations, we also need to act justly, thus having “Zero Tolerance” with student behaviors in these areas:

1. Abusing, selling, possession, distribution and/or use of any illegal substances or representation of an illegal substance.
2. Possession and/or use of a weapon with intent to harm
3. Repeated acts of violence (fighting, assault, etc.)
4. Repeated use of vulgar, profane, obscene language or gestures
5. Sexual immorality: electronic, visual, written or behavioral
6. Repeated suspensions
7. Serious violation of any state, federal or city law/ordinance
8. Threatening the safety of other students with intent to harm
9. Excessive truancy
10. Repeated behaviors/attitudes (as listed above)

Detention Policy

Detention for students is held on Thursdays from 3:15-4:15 p.m.
Parents are responsible for student pick-up at 4:15 p.m.

Disciplinary detentions will be given according to teachers' discretion.

Discipline offenses include: talking, disrespect, out of seat, breaking a school rule, breaking a class rule, and poor attitude.

Parents will be notified in writing when their child has received/served a detention. The notice must be signed by the parent and returned to the homeroom teacher the following school day.

Suspension

Suspension is withholding from the student the privilege of attending class. The intention of suspension is to discipline the student for a period of time in which there will be an opportunity to reflect upon the seriousness of the actions and take the necessary personal steps to correct behavior and/or attitude. The purpose of suspension is to hold the student accountable for his/her behavior and academic work. Students serving an in-school suspension are responsible for:

1. Obtaining all assignments from school and items to complete the work.
 - a. All work counts.
2. Completing all missed work.
3. Submitting all completed work to teachers upon the day following the suspension.
 - a. Incomplete work will earn a zero.
4. Lunch will need to be brought to suspension.
 - a. You will not be able to buy or receive free lunch that day.
 - b. Clear water will be allowed.

5. Students should have enough material to keep themselves busy all day.
 - a. Personal reading material is allowed.
6. Students will be following all school rules for the day.
 - a. Complete dress code will be enforced.

Students serving an out-of-school suspension need to know that all assignments due and tests given on the date of the Out of School Suspension will receive a “0”.

After three suspensions within one school year, the student and parent(s) must appear before the Review Board to determine appropriate action.

HAVE A GOOD YEAR!!!!

Anti-Bullying Policy 2023

The purpose of this policy is to assist the Illinois State Board of Education in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior, which explicitly includes, but is not limited to the following characteristics: race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability, gender expression/identity, genetic information, or status with respect to marriage or public assistance, or status in any group protected by federal, state or local law.

Online Reporting Form

[Anti-Bullying Reporting Form](#)

<http://hopeexcel.com>

General Statement of Policy

An act of bullying, by either an individual student, a group of students, or a teacher, staff member, or administrator, is expressly prohibited on school property or at school-related functions, including school buses and by electronic means. This policy also applies conduct that substantially disrupts or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The Illinois State Board of Education will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall commit, permit, condone, or tolerate bullying through their direct or indirect behavior.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, a good faith reporter, or a witness of bullying is prohibited.

False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline. Likewise, a person who commits, permits, condones, or tolerates bullying shall be subject to administrative intervention and response for that act in accordance with school district's policies and procedures. The school district may consider the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved; and
- The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Employees who permit, condone, or tolerate bullying behaviors, or engage in an act of reprisal or intentional false reporting of bullying, can be subject to disciplinary action up to and including termination or discharge. Consequences for individuals other than students or those employed by the district engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

Definitions

"**Bullying**" means:

a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
- Places the student in actual and reasonable fear of harm.
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school; or

b. Conduct received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:

- Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities.
- Places the student in actual and reasonable fear of harm.
- Places the student in actual and reasonable fear of damage to property of the student; or
- Substantially disrupts the orderly operation of the public school; or

c. Conduct received or sent by a student using an electronic device while the student is outside a public school, off school district premises, and off school district owned or leased property which:

(1) Places the student in actual and reasonable fear of:

- Harm; or
- Damage to property of the student; and

(2) Is so severe, pervasive, or objectively offensive the conduct substantially interferes with the student's educational opportunities or substantially disrupts the orderly operation of the public school.

"**Conduct**" includes the use of technology or other electronic media.

The definition includes three important components:

- Bullying is aggressive behavior that involves unwanted negative actions
- Bullying involves a pattern of behavior repeated over time
- Bullying involves an imbalance of power or strength

"**Cyber-bullying**" means

bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "**Cyber-bullying**" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "**Cyber-bullying**" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Reporting Procedure

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to school district officials (teachers, administrators, coaches/advisors, or other employees). A student may report bullying anonymously. While the district will investigate in

good faith, action may or may not be taken against an alleged perpetrator based solely on an anonymous report.

A teacher, school administrator(s), volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall take action to stop the act of potential bullying and report it immediately to an appropriate school employee. In each school building, the building principal is the person responsible for receiving oral or written reports of bullying. Any school district employee who receives a report of bullying shall inform the building principal. An appropriate employee could be any support staff or certified staff member of a school building or district location. Failure to report could have disciplinary consequences. Complaints must be filed within statutory deadlines contained in law (105 ILCS 5/27-23.7)

Hope Excel Reaching the World Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include possible discharge. A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student disciplinary policies.

School District Action

Upon witnessing or having received a report of bullying the Hope Excel employee or volunteer's first level of action is to intervene in an appropriate manner. Everyone is responsible to provide positive behavioral support to the persons involved.

Upon receipt of a report of bullying, the principal will request a written statement. This written statement of the alleged facts will be forwarded within 48 hours by the principal to the Superintendent or his/his designee. If the report was given verbally, the principal will personally provide a written summary within 48 hours and then forward it. If the complaint involves the building principal, the complaint will be made or filed directly with the Human Resources Office or with the Superintendent. A same-sex administrator will hear the complaint if requested.

If the complaint involves the Human Resources Officer, the complaint will be filed directly with the Superintendent. Administrative level employees or other staff members who are not

supervised by a building principal, or another designated supervisor may file a report directly with the Human Resources Officer.

A student or adult who believes he/she is a victim of bullying on a school bus, or any student or adult, who witnesses such action on a school bus, will report the incident to a school employee. The employee will then refer the report to the principal of the school the alleged victim attends or to the Transportation Coordinator if the alleged perpetrator is a bus driver or bus aide.

Procedures for Promptly Investigating and addressing reports of bullying, including the following:

- (A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- (B) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- (C) Notifying the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- (D) Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Initiating Complaint Resolution Procedure

After receiving a bullying complaint or gaining knowledge of potentially bullying conduct, the building principal, direct supervisor, or Human Resources Officer shall contact the complainant/victim, determine if an investigation is appropriate, and determine if the complainant/victim requests confidentiality. The building principal, direct supervisor, or Human Resources Officer shall confirm if the investigation shall be an informal or formal process. Additionally, the building principal, direct supervisor, or Human Resources Officer will confirm the complainant/victim request for confidentiality.

Prohibition on Meeting with the Accused

At no time during the informal or formal resolution process shall the complainant be required to meet with the accused. If any school official listed in this regulation as responsible for conducting or overseeing the investigation is the accused, the Superintendent, or Board President (if the Superintendent is the accused) shall designate a different individual (which may be a third party) to carry out the accused's responsibilities associated with the investigation.

Third-Party Assistance

School officials responsible for conducting/overseeing bullying investigations are authorized to receive assistance from the district's legal counsel throughout the process. This policy is "based on the engagement of a range of school stakeholders, including students and parents or guardians."

Investigation Timeframes

The resolution procedure shall be completed within 30 days of a responsible employee reporting the complaint or incident to the Superintendent or his/her designee unless the investigator documents reasons for delays and communicates these reasons with the complainant and accused.

Interim Measures

Pending the final outcome of an investigation, the school shall institute interim measures to protect the complainant and inform him/her of support services available. These interim measures should have minimum impact on the complainant.

Resolution Procedure

The fact-gathering portion of the investigation shall be carried out by the building principal, direct supervisor, or Human Resources Officer and shall consist of interviews with the complainant, the accused, and any others who may have witnessed or otherwise have knowledge of the circumstances giving rise to the alleged complaint and may involve gathering and review of information relevant to the complaint. Both the complainant and accused will

have equal opportunity to present evidence and name witnesses. Witnesses shall be instructed not to discuss this matter with others.

The fact-gathering portion of the investigation shall be completed within 15-20 calendar days or as soon as practical. After gathering this information, the investigator shall determine if a recommendation for expulsion for an accused student or discharge for an accused teacher should be made. If this recommendation is made, the hearing shall be held in accordance district policy and law, except that both the complainant and accused shall have an equal right to attend the hearing, have parents/spouse (for employees) and a representative present, present evidence, and question witnesses.

The complainant may choose to watch the hearing remotely and appoint a representative to participate in the hearing in his/her stead.

Whenever alleged bullying may have constituted a crime, the Superintendent should contact law enforcement concerning sharing of evidence and coordination of the investigation.

Investigation Report

Contains procedures for promptly investigating and addressing reports of bullying, including the following:

- (A) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- (B) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- (C) Notifying the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- (D) Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. After the fact-gathering process and, if applicable, hearing is complete, the Superintendent or his/her designee (if a hearing was held) shall complete a written report containing a determination of whether allegations were substantiated, whether the bullying policy was violated, and recommendations for corrective action, if any. These determinations shall be made

on a case-by-case basis. The building principal, direct supervisor, or Human Resources Officer shall assess if a violation of this policy occurred based on, but not limited to, the following criteria:

- Whether evidence suggests a pattern of conduct supporting or disproving the allegations of bullying
- Whether behavior meets the definition of bullying
- Ages of the parties involved
- Relationship between the parties involved
- Severity of the conduct
- How often the conduct occurred, if applicable
- How the District resolved similar complaints, if any, in the past.

The investigation letter shall indicate if any measures shall be instituted to protect the complainant. Such measures may include, but not be limited to, extending any interim protection measures taken during the investigation. The letter shall also inform the complainant of support services available.

The investigation letter shall contain a monitoring plan to evaluate the effectiveness of the resolution and help prevent recurrence.

The resolution listed in the investigation report shall be final; however, nothing shall prevent the parties from seeking judicial redress through a court of competent jurisdiction or through any applicable state or federal complaint procedures.

Disciplinary Action

Upon receipt of an investigation letter which indicates that the complaint is valid, the Superintendent or his/her designee shall review the findings and recommendation of the building investigator and confirm or determine the appropriate disciplinary action if the individual(s) against whom the complaint is filed is an employee. Disciplinary action shall be appropriate to the severity of the bullying or retaliation and may include warning, referral of an employee to the Employee Assistance Program, suspension, resignation, or discharge.

If a substantiated complaint is filed against a student, the building principal shall determine the appropriate disciplinary action. Parents shall be notified consistent with policies dealing with discipline and due process procedures. Disciplinary action shall be appropriate to the severity of the bullying or retaliation and may include warning, suspension, or expulsion.

The results of the investigation will be reported in writing to the complainant by the principal or Superintendent or his/her designee within ten working days following the receipt of the

investigation report which validated the complaint. This policy prohibits making false accusations of bullying/cyberbullying. The following action(s): extended suspension, expulsion, and alternative placement outside of the immediate building may only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy and thus these recommendations shall be submitted to the Assistant Superintendent

Bullying violations may be handled by the student's classroom teacher or by a school official with disciplinary authority when the student is not under the supervision of a classroom teacher. If the teacher/school official did not witness the bullying behavior, s/he will investigate to determine if the student was in violation of this policy.

Continued violations of bullying conduct are to be responded to immediately and in addition, such offenses shall be reported to the building administrator(s). A teacher or school official referring a student to the building administrator(s) because of a potential violation shall complete a report of bullying or harassment (if deemed appropriate) for the principal to review.

The administrator(s) shall conduct further investigation as deemed necessary and shall include his/her findings on the report. This report may be placed in the student's educational record at the administrator's discretion in accordance with applicable policy and law. If a violation is

substantiated, the administrator(s) is authorized to respond (but is not limited to) invoking one or more of the following options:

- Teach/Reteach the appropriate behavior
- Contact the student's parents – initially via the phone
- Develop a behavior adjustment plan (i.e., fix-it plan, apology plan, and restitution plan)
- Implement restorative practices (i.e., social emotional learning plan, and post-conflict resolution programs-restorative circles)
- Hold a conference with the student's parent/guardian
- Restrict or withdraw student privileges
- Refer the student to a school counselor
- Create a behavioral adjustment plan
- Hold a conference with the student's parent/guardian and classroom teacher
- Require the student to attend detention
- Impose in or out of school suspension
- Explore alternative placement within the current school setting; (e.g., alternative schedule, change of setting within the building)

The following action(s): extended suspension, expulsion, and alternative placement outside of the immediate building may only be taken in accordance with due process procedures contained in the district's suspension and expulsion policy and thus these recommendations shall be submitted to the Assistant Superintendent for approval or denial.

Reporting to Law Enforcement and Other Forms of Redress Anytime a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. Also, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law.

Reprisal

Hope Excel Reaching the World Academy will respect the privacy of the complainant (s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations. This policy is "Consistent with federal and State laws and rules governing student privacy rights, includes procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures." This policy prohibits reprisal/retaliation against any person who reports an act of bullying.

Hope Excel Reaching the World Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or participates in an investigation, a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Victim Protection

When the District confirms that a violation of this policy has occurred, it shall notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

- Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
- Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers and/or the assignment of a staff member to escort the student between classes.
- Assignment of district staff to monitor, more frequently, areas in the school where bullying has occurred.
- Referral to counseling services for the victim and perpetrator.
- Modification of the classroom assignment/schedule(s) and other appropriate measures imposed to minimize the contact between a perpetrator and the victim.

Prevention

It is important that all students and employees understand what constitutes bullying or retaliation and their right to report unwelcome behavior. Supervisors should educate those within the building regarding this policy and should be watchful for behavior, which fits the description of bullying or retaliation. Employees who witness such behavior as a third party have a responsibility to report it in accordance with (105 ILCS 5/27-23.7) Sec. 27-23.7.

Document Retention All investigation reports will be filed with the Superintendent.

Students

Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the superintendent for six years

Staff

For employees, investigation reports shall be retained by the school during the time of employment and six years post-employment. In accordance with (105 ILCS 5/27-23.7) notice must be provided if a complaint against a teacher, an individual for whom the teacher is administratively responsible, or a staff member will be placed in the personnel file. The school principal, administrator, or school superintendent shall inform the employee of the complaint.

Employee Assistance Program

For persons employed by the school who are involved in a bullying accusation or incident of bullying or retaliation, Hope Excel Reaching the World Academy provides the Employee Assistance Program (EAP). The intent of this program in this case would be to help the employee deal with the psychological effects of being involved in the process.

Policy Evaluation Process

As part of the process of reviewing and re-evaluating the policy under subsection (d) of this Section, contains a policy evaluation process to assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where

bullying occurs; the types of bullying utilized; and bystander intervention or participation. The non-sectarian nonpublic school may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed because of the policy evaluation must be made available on the Internet website of the school. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

Contact

Report bullying here

Hope Excel Reaching the World Academy

(773) 362-1076

(773) 342-5377

Janice Evans

Revised 11/2022

Revised 01/2023

UNIFORM CODE FOR BOYS

Slacks: Navy Blue

Walking shorts: Navy Blue

Knit polo shirts : short or long sleeved –Gold/ Yellow

Sweater Vests, Cardigans (V-neck): Navy Blue– with monogram

Logo Sweatshirts: purchased through the

HOPE EXCEL Uniform Dept.

Belts: with slacks or shorts with belt loops –

Black

Shoes: tennis shoes or dress shoes

Socks: crew socks in black or khaki

BOYS:

1. Shirts worn underneath uniform tops must be plain, solid white T-shirts. (No writing is permitted on T-shirts.)
2. Shoes must be enclosed. No sandals.
3. Socks must be worn with shoes.
4. No shorts are allowed November through March.
5. Hair must be clean, well-groomed .

UNIFORM CODE FOR GIRL

Jumpers: Navy Blue

Walking shorts or slacks: Navy Blue

Skorts: Navy Blue

Skirts: Navy Blue with Pleats

Knit polo shirts : short or long sleeved Gold/Yellow

Collared blouses: short or long Sleeved Gold/Yellow – camisoles or undershirts MUST be worn under these shirts

Sweater Vests, Cardigans(V-neck): Navy Blue – with or without monogram

Logo Sweatshirts: purchased through the
HOPE EXCEL Athletic Dept.

Belts: with slacks/shorts with belt loops black,
Black

Socks, tights or leggings: White or Navy Blue

Shoes: Tennis shoes or dress shoes

Girls:

1. Skirts and jumpers must come to the top of the knees.
2. Only plain white undergarments, camisoles & T-shirts may be worn under uniform tops. (No writing on T-shirts).

3. Socks, tights and hose must be in solid uniform colors
4. Hair must be clean, well-groomed.
5. Earrings are the only pierced jewelry allowed and are limited to two earrings per ear. Pierced hoop earrings may not be larger than a quarter and dangle style earrings should not be longer than an inch. Excessive, distracting or over-sized jewelry is not permitted. Only two bracelets are permitted. All jewelry must be appropriate to the Christian faith.
6. No unnatural lipstick, makeup or is permitted.
7. Athletic type pants (not pajama bottoms) may be worn underneath skirts and jumpers to and from school and during outside recess only. The pants must be removed for the rest of the school day.
8. All shoes must be enclosed. No sandals, high heels/pumps. Heels must be less than 1”.
9. Shorts and skorts must be knee length. They are not allowed November through March.
10. Socks, tights or hose must be worn with shoes.
11. Any permitted uniform is acceptable for chapel day attire.
12. Sweaters may have the school crest (optional).

Consequences For Dress

Code/Uniform Violations

First and second offenses: Letter will be sent to parents that must be signed and returned.

Third offense: Letter will be sent to parents notifying them that their child has a detention. If violation is severe, parents will be called to take student home to get proper attire or bring proper attire to school.

Fourth offense – Letter will be sent to parents that must be signed and returned.

Fifth offense – second dress code detention will be given.

Sixth or any more offenses– a detention will be given for each offense.

Dress code violations start over every 9 weeks . After three violations for a skirt or shorts length issue in one school year, the student will no longer be allowed to wear a skirt or pair of shorts for the rest of the school year. Three detentions result in an in-school suspension. Detentions accumulate throughout the entire year. After three suspensions within one school year, the student and parent must appear before the Review Board to determine appropriate action.

The HOPE EXCEL office retains the right to make all final decisions on questions of dress code violations.

Transfer of Students

A transfer of records form must be signed by the parents to authorize their approval to transfer their child's records to another school. And be sent within 14 days. New coming students must have all information in , in 10 days.

Withdrawal

A request to withdraw a student from school must be made through the school office following these procedures:

- ◆ Parents must notify the office in writing or by phone of their child's withdrawal.
- ◆ All tuition and fees must be paid in full prior to withdrawal based on a pro-rated amount.

Student records will not be released until accounts are paid in full.

- ◆ Students must turn in all library and textbooks before records will be released.

It is imperative that the Student and Parent follow all rules , policies

School Directory

HOPE EXCEL ACADEMY

Email : hopeexcel.youth@gmail.com

Phone (773) 362-1076

School Superintendent –Joseph Kyles

Email : apostlekyles@gmail.com

Principle - Chrystal Kyles

Email : hopeexcel.youth@gmail.com

School Hours 9:00 am– 3:00 pm

After School Care 3:00pm-6:00pm

Office Hours 8 :30 am - 6pm

The Promise Church of Chicago

- ◆ Sunday Worship - 11 am
- ◆ Thursday Bible Studies Classes -7pm

Hope Excel Academy

- ◆ Headstart—1st Grade
- ◆ Before and After School Services 5y –12y