



Vivat Veritas
"Let Truth Prevail"

CHICAGO HOPE ACADEMY

Student & Family Handbook

2024-2025

Chicago Hope Academy
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INTRODUCTION

MISSION STATEMENT

Chicago Hope Academy (CHA) is a coeducational, non-denominational life and college preparatory high school dedicated to nurturing and challenging the whole person – *body, mind, and spirit* – to the glory of God.

STATEMENT OF FAITH

The founders, administration, faculty, and staff of Chicago Hope Academy believe the following:

There is one God, eternally existing in three persons: Father, Son, and Holy Spirit. The Bible is the inspired, authoritative Word of God and is without error in the original manuscript. The Lord Jesus Christ is God incarnate, fully God and fully man, revealed to us in His virgin birth, His sacrificial death, His bodily resurrection, and His ascension to the right hand of God the Father. Man was created in the image of God but fell into sin, and in that sense, is subject to God's wrath and condemnation. Salvation from God's wrath is by grace through faith in Christ alone.

Prior to Christ's second coming, the church is manifested in the spiritual unity of believers in the Lord Jesus Christ.

MEMBERSHIP AND RECOGNITION

CHA is recognized by the Illinois State Board of Education (ISBE) and granted all privileges associated with it. The high school is an athletic member of the Illinois High School Association (IHSA).

REVISION NOTICE

This handbook is not intended to be contractual. Rather, this handbook is intended to provide guidelines to students and families. The administration reserves the right to create and enforce stricter and more specific guidelines on an as-needed basis. The administration reserves the right to make changes when deemed necessary with or without notice. Students and families will be notified of any significant changes made during the academic year in a timely manner.

SCHOOL GOVERNANCE

Our school is governed by the Principal, who sets school policy and oversees the enforcement of our day-to-day activities. For concerns or questions, Principal Ike Muzikowski can be reached by calling our Main Office at 312-491-1600.

SCHOOL MASCOT



“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint” *Isaiah 40:31*

All over the world, the eagle is recognized as a symbol of freedom, strength, and authority. In America, the bald eagle was declared the national emblem by the Second Continental Congress in 1782. But thousands of years before our country was founded, the writers of the Bible were inspired to use the eagle over twenty-five times to teach us lessons on living the Christian life.

The eagle is an excellent illustration of power and strength; additionally, the Bible asks us to follow the eagle’s nesting and nurturing habits. Eagles can build their nests at higher elevations than other birds, giving them strategic advantages in hunting and defense. They mate monogamously for life, working together as a team to build their nests, provide food, and defend their eaglets against enemies. They teach their young by nurturing and challenging them so that they too might grow and soar. In its care for its young, the eagle gives us a most vivid illustration of God’s love. “Like the eagle that stirs up its nest, that flutters over its young, spreading out its wings, catching them, bearing them on its pinions, the Lord alone shall lead us.” *Deuteronomy 32:11*

SCHOOL COLORS: The CHA school colors are navy blue and white.

SCHOOL SONG: At major school functions, the CHA family sings *My Hope is Built on Nothing Less*. It is a community prayer and petition to honor our Lord and Savior Jesus Christ in all that we do.

My Hope is Built on Nothing Less

by Edward Mote, 1797-1874

My hope is built on nothing less
Than Jesus' blood and righteousness;
I dare not trust the sweetest frame,
But wholly lean on Jesus' name.

On Christ, the solid Rock, I stand;
All other ground is sinking sand.
All other ground is sinking sand.



The CHA Triangle

Chicago Hope Academy aims to nurture and challenge students holistically in *body, mind, and spirit* to the glory of God.

CHA TRIANGLE: ACADEMICS

Academics is an extremely important component of a student's development. CHA strives to prepare students to think and communicate clearly and intelligently from a Christian worldview to interact successfully with the world around them. CHA's goal is to have all students graduate in four years, ready to pursue higher education or a career.

CURRICULUM SCOPE AND SEQUENCE

Courses offered at CHA accrue 0.5 credits per semester unless otherwise noted. Below is a list of the general courses offered for the 2024-2025 school year.

9 th Grade	10 th Grade	11 th Grade	12 th Grade
English I	English II	English III	English IV
Pre-Algebra / Algebra I	Geometry / Algebra II	Algebra II / Pre-Calculus	Statistics / Calculus
Comparative Religion I	Psychology/Sociology	Archaeology	Comparative Religion II
Biology & Health	Chemistry	Environmental Science/Physics	College & Career Prep/Economics
Elective	World History	U.S. History	Civics/World Geography
Foreign Language	Foreign Language	Career and Technical Science I or Elective	Career and Technical Science II or Elective

CHA HONORS, AP, AND ELECTIVE OPTIONS

Elective, Honors, and AP Course Offerings 2024-2025

- Accounting
- Archaeology
- Creative Writing
- Criminal Justice
- EYE (Entrepreneurial Youth Experience)
- Greek
- Film Studies
- Honors African Literature
- Honors: Biology, Chemistry, Environmental Science, Physics, Anatomy & Physiology
- Honors English I, II, III, IV
- Honors Philosophy
- Honors US History
- Honors World History
- Intro to Computer Science
- Visual Arts
- World Geography
- AP Calculus
- AP Language and Composition
- AP Literature and Composition
- AP US Government and Politics
- AP US History
- AP World History: Modern

CHICAGO HOPE ACADEMY GRADUATION REQUIREMENTS

Subject	Requirement
English	4.0 credits
Mathematics	4.0 credits
Biblical Studies	4.0 credits
Social Studies	3.0 credits
Science	3.0 credits
Foreign Language	2.0 credits
Elective and/or CTS Courses	3.0 credits
College & Life Prep Courses	1.0 credit
Total Required Credits	24 credits

CHA's standard requirement exists for all Hope students except transfers, students with academic

differences, or students who meet the criteria through other administration-approved classes. Every student who graduates from Hope meets Illinois state-approved standards. Students' transcripts are reviewed each year by the Registrar to ensure students are on track toward graduation, college, and/or career.

COMMUNITY SERVICE

Students are encouraged to see community service as an expression of God's love and engage in service to the glory of God. To that end, 40 hours of community service are required for graduation. Community Service forms should be submitted throughout the year by filling out the online form found on our weekly newsletter, Hope Happenings.

Students will have many opportunities to complete this requirement by volunteering at school-sponsored community events or outside of CHA, all of which must be documented in writing.

GRADUATION ELIGIBILITY AND SUMMER SCHOOL

To maintain eligibility to graduate, students must meet the following guidelines:

- Students must pass all courses or complete credit recovery
- Student's tuition and fee balance must be paid.
- 40 hours of community service need to be completed.

ASSIGNMENTS AND ASSESSMENTS

GRADING SCALE	
PERCENT VALUE	LETTER GRADE
100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

ACADEMIC and SPIRITUAL RECOGNITION of EXCELLENCE

- CHA offers AP (added grade point value 1.0) and honors classes (added value 0.5)
- CHA has Honor Roll Recognition - 3.0 GPA Honor Roll, 3.5 GPA High Honor Roll, 4.0 GPA Presidential Scholar (weighted)
- CHA honors each year at graduation one senior Valedictorian and one senior Salutatorian
- CHA honors each year at graduation a Triangle Founders Award (The student who best exemplifies excellence in all three areas of the Hope Triangle -- Spiritual, Academics, Athletics. Recipients are required to have a minimum 3.5 GPA, contribute to the athletics programs as a high performing athlete in

varsity sports, and exemplify/embody Hope's values on a day-to-day basis to lead others toward Christ.)

- CHA honors each year at graduation a Spiritual Life Award (One who demonstrates best servant's heart and models Christ's character through sacrifice, humility, joy, service, kindness, and love.)

INTERVENTION AS A RESULT OF FAILING GRADES

CHA seeks to facilitate student success and therefore strives to identify early signs of struggling on the part of a student and address the underlying causes for poor performance. A minimum of two grades per course are given weekly. A weekly D & F Report is generated for staff review. Consequences of being named on the D & F Report may include, but are not limited to, the following:

- Temporary ineligibility for sports activities
- Required attendance at after school office hours with teacher
- A conference with the parents or guardians, as needed
- Attendance at Saturday School in the 2nd and 4th quarters of the school year (\$10 fee charged the day of Saturday School)
- Attendance at Summer School the month of June (additional tuition fee of \$400)

TRANSFERS OUT OF CHICAGO HOPE ACADEMY

Students who transfer to another school because of a lack of academic progress may apply for readmission after one calendar year. Readmission will only be granted if the student's academic progress at the point of readmission allows him/her to graduate on time in compliance with the stated graduation requirements.

TRANSFERS INTO CHICAGO HOPE ACADEMY

Students who transfer to Hope will be accepted on a probationary basis. Transfers will be allowed to continue at Hope the following year only once they demonstrate buy-in and adherence to the Hope culture as outlined in the rules and expectations in this handbook.

TEXTBOOKS

Students may be issued textbooks and novels for classroom use. All textbooks are to be returned at the end of each school year unless otherwise indicated. Students will be fined for severely damaged or lost textbooks. Students will be charged a \$50/semester book fee for novels, workbooks, or other soft-cover books that students may keep.

COLLEGE AND CAREER ADVISING

CHA offers College & Career advising services. Our goal is to help students determine their post-high school plans which include college admission. Hope carries a 100% college acceptance rate. For more information, please contact our College and Career Counselor, who can be found on the Chicago Hope Academy website.

CHA TRIANGLE: ATHLETICS

CHA believes athletics is an important component of a student's development, and therefore requires students to participate in a physical education program and/or interscholastic athletic program.

PHYSICAL EDUCATION

CHA encourages all students to compete on athletic teams during the fall, winter, and/or spring seasons. CHA students must register with our athletic department: <https://il.8to18.com/chicagohopeacademy/home>.

STUDENT-ATHLETE ELIGIBILITY

Participation in CHA's Interscholastic Athletics is a privilege. Failure to fulfill CHA's standards for academic performance and behavior may result in forfeiture of participation in any athletic event, practice, and/or competition.

Students must be passing at least five out of six academic courses when grades are posted at the beginning of each week to participate in any interscholastic athletics that week. They also must have achieved a 2.0 GPA in the previous semester. Home-schooled and/or partnership students who are home-schooled and attend CHA part-time must be passing all courses (up to four) in which they are enrolled at CHA.

ATHLETIC GEAR POLICY

Athletic gear must be returned to the school at the end of the season. Official transcripts and diplomas will be withheld until returned.

STUDENT-ATHLETE CODE OF CONDUCT

All student-athletes are expected to maintain CHA's standards of behavior. A student-athlete not living up to CHA's behavioral expectations, on or off the field, may be suspended or dismissed from a team at any time. A student who has academic responsibilities, including mandatory tutoring, appointments with teachers, suspensions, etc., must satisfy those responsibilities before proceeding to extra-curricular activities. CHA does not condone or tolerate hazing and/or bullying of any kind. Any such actions may result in suspension and/or dismissal from the athletic team and/or Chicago Hope Academy.

CHAIN OF PROBLEM-SOLVING

During a season, it is common for issues to arise that involve student-athletes. If this happens, there is a chain of communication which should take place:

1. The student-athlete should advocate for themselves, approaching their coach with the issue.
2. The parent may then approach the coach with the issue, if still unresolved.
3. If the issue is still unresolved, the parent and/or student-athlete may approach the Athletic Director and request a meeting with the Athletic Director and the coach.

4. If the issue is still unresolved, the parent and/or student-athlete may approach the Principal and request a meeting with the Principal, Athletic Director, and coach.

CHA TRIANGLE: SPIRITUAL LIFE

“What good is it for a man to gain the whole world, yet forfeit his soul?” - Mark 8:36

CHA exists to nurture students in their walk with Jesus Christ and to challenge students to live out that walk by loving their neighbor and developing a passion for the lost, all to the glory of God. We sustain an atmosphere that is conducive to guiding each student toward a personal relationship with our Lord and Savior, Jesus Christ. The founders, administration, faculty, and staff are committed to strengthening the spiritual and moral growth of students by focusing on the Word of God. We instill in our students a respect for God and their fellow man by training them to make sound decisions based upon Christian moral and ethical standards.

CHAPEL

All CHA students are required to attend the school’s weekly chapel service. Parents, families, guardians, visitors, guests, donors, volunteers, and community members are welcome at chapel services. Chapel is an opportunity for spiritual growth. Students are required to sit with their Discipleship Groups during chapel.

DISCIPLESHIP GROUPS

CHA places each student in a same-gender, mixed-grade level Discipleship Group. DG is a dedicated time for biblical learning, mentorship, relationship-building, and spiritual growth. Attendance is mandatory. Unexcused absences from or excessive tardies to DG will be treated in the same manner as classroom tardies and absences. DGs are led by CHA teachers, faculty, and staff.

STUDENT POLICIES AND PROCEDURES

ACADEMIC HONESTY POLICY

As an educational institution, we value honesty and trust. Academic dishonesty - any form of cheating - will not be tolerated. In particular, your instructor expects the work you hand in to be your own unless you are supporting your assertions with a properly cited quote.

Passing off someone else's work as your own is plagiarism. Plagiarism can be defined as presenting someone else's work, including the work of other students and parents as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from class to class. Students who plagiarize will be referred to the Dean of School Culture. Plagiarism may be grounds for mandatory tutoring, failure of an assignment, failure of a course, suspension, or expulsion from Chicago Hope Academy.

Further, students who willingly provide their homework, tests, quizzes, or other course materials to be copied by another student will also be subject to disciplinary measures. Students who accommodate cheating are actively engaging in academic dishonesty as well, and this will not be tolerated.

ATTENDANCE

As a recognized school, we follow the attendance requirements set forth by the Illinois School Board of Education. CHA requires students to attend daily during the entire regular school term. The school offers a minimum of 176 5-hour days or 880 hours of instruction. See the Academic Calendar for all mandatory attendance days.

Excused Absences

Communication, via email and/or written note or phone call, must be made by parents/guardians before 9:30 AM, notifying the office that their student will be absent on a given day. Absences without communication from parents/guardians by 9:30 AM may be considered unexcused.

Absences will be excused for the following reasons:

1. Illness (If ill for 3 days in a row, a note from the doctor's office is required.)
2. Medical treatment or a doctor's visit: A note from the doctor's office is required.
3. College visit: A brochure from the college is required to excuse the absence.
4. Death in the family or other family emergencies.
5. Other extenuating circumstances may be presented to the CHA for approval.

Unexcused Absences and Tardies

If a student is marked "unexcused absent" for 5% or more of school days, CHA holds the right to issue grade reductions and evaluate the need for credit recovery in the summer.

- Five tardies (T) are permitted per semester without penalty. Excessive tardiness will accumulate toward the student's UA count.
- Excessive tardiness or excessive unexcused absences (UA) will likely result in grade reductions or the loss of credit for the course.
- Arriving at class 15 or more minutes late results in an extreme tardy (XT), which will be applied toward the student's UA count.

Extended Absences

Students who require an extended absence must be in contact with the administration and teachers and are responsible for any work missed. For long-term illnesses, a doctor's letter of notification is required which clearly outlines that the absences are unavoidable. Total absences may not exceed 20% of the 176 required days per school year. If the extended absences exceed 20% of school days (or 35 days), there may be a loss of credit.

ARRIVING OR DEPARTING OUTSIDE OF NORMAL SCHOOL HOURS

CHA is a closed campus. Students are always required to sign in or out with the main office personnel whenever arriving late or leaving early. Parents/guardians must submit permission to the office for a student to leave campus during the school day for any reason. The only exception is the Off-Campus Lunch privilege approved by the student's guardian and managed by the Dean of School Culture.

STUDENT CODE OF CONDUCT

Chicago Hope Academy (CHA) expects students to conduct themselves in a civil, respectful, and professional manner. The Student Code of Conduct expectations include, but are not limited to, the following:

1. Arrive at school in full uniform AND be on time for school and classes.
2. Follow the school rules outlined in this handbook.
3. Practice honesty at all times.
4. Be respectful to teachers, staff, and other students; disrespectful or violent behaviors will not be tolerated.
5. Use appropriate and civil language; profanity, disrespectful, or threatening language of any kind is not tolerated.
6. No sexual activity or inappropriate displays of affection.
7. No participation in illegal behaviors or activities, such as drugs, gangs, weapons, etc.
8. Cell phone usage is prohibited. Cell phones are to be turned in at the beginning of the school day.
9. Earbuds or headphones are NOT permitted to be used at any time unless in a classroom with permission from the teacher.
10. No personal computers, tablets, or smart watches are allowed during the school day.
11. No food and beverages (except water) on the third floor or in classrooms.
12. Students are not permitted to chew gum on CHA property.

The discipline policy is designed to change behavior and attitudes, enabling students to make better choices. The highest of Christian standards is to be maintained at CHA at all times. The school will evaluate each case of student misconduct or problem behavior and take whatever corrective action it

deems appropriate based on the circumstances involved.

PHILOSOPHY OF DISCIPLINE

1. **Work with Each Student Individually:** To see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity.
2. **Maintain Cooperation between Home and School:** We believe the home and school should work in partnership. Both should implement discipline in love and humility, not in anger or haste. Families are expected to support the school's disciplinary guidelines for behavior.
3. **Deal with Forgiveness and Consequences:** Our goal is a repentant heart and a changed behavior. We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences.
4. **Realize the Limits of Our Discipline:** Although we are charged with the duty of educating and supervising students for a portion of the day, we are neither their families nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to mandate an order for withdrawal or transfer. This does not mean we are giving up. However, a change of school environment may be the best for all involved.

Problem-solving Process

It is CHA's belief that the student body, parents, staff, and employees should strive to live in harmony. In the event that there is any disagreement or conflict, CHA believes that in most instances students should act as advocates for themselves. They should first respectfully discuss the issue with the person with whom they have the issue and attempt to resolve the issue (Matthew 18:15). If the discussion does not result in an adequate resolution for both parties, the student or his/her parent/guardian should contact a CHA employee, in the order that is most appropriate for the given situation. For academic or attendance concerns, please contact the Dean of Academics. For behavioral or social/emotional concerns, please contact the Dean of School Culture.

Disciplinary Measures

In an effort to “train a child up in the way he should go” (Proverbs 22:6a), CHA has implemented a strong standard of discipline aimed at building students up rather than tearing them down in the hopes that, even after they leave Chicago Hope Academy, they will “not depart from it” (Proverbs 22:6c).

Violations	Examples of Consequences	
	Initial offense	Subsequent offenses
Level I Infractions (examples) <ul style="list-style-type: none"> • Dress code violations • Chewing gum • Eating food outside approved areas • Loitering in the hallway or bathrooms during class times • Not turning in cell phone/smart watch • Use of cell phone or smartwatch during school • Use of earbuds • Use of personal tablet or laptop 	Verbal correction Written infraction with parental notification Sent home for the day Device confiscated for parent pick-up	Removal from the classroom or activity Sent home for the day Written infraction Device confiscated for parent pick-up Parent meeting
Level II Infractions (examples) <ul style="list-style-type: none"> • Disruptive, disrespectful or defiant behavior toward others • Skipping class, Discipleship Group or any other required assignment • Copying, cheating and/or plagiarizing • Using the computer or internet inappropriately • Vandalizing or misusing school property or participating in pranks • Abusing, bullying, harassing, intimidating or threatening others (physically, sexually, verbally, or electronically) 	Removal from the classroom and/or activity Grade of zero for assignment Written infraction with parental notified	Suspension In-parent meeting or phone call Transfer/Expulsion*

Level III Infractions (examples) <ul style="list-style-type: none"> • Leaving campus without permission • Fighting, demonstrating any form of violence, or verbally threatening violence. • Tampering with fire or safety equipment • Purchasing, possessing, using, distributing, or selling any illegal substance (alcohol, tobacco, drugs, etc.) • Possession of any weapon or other harmful devices (including fireworks, explosive devices, weapon replicas, imitations, or look-alikes) on school grounds or at any school event • Participating in gang activity • Engaging in inappropriate sexual conduct (physically, verbally or electronically) 	Written infraction with parental notification Suspension (in-school or out-of-school) Transfer/Expulsion* Law enforcement may be involved if necessary	Suspension (in-school or out-of-school) Transfer/Expulsion* Law enforcement may be involved if necessary
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*All transfer/expulsion decisions are determined by the Dean of School Culture and/or the Dean of Academics and reviewed by the Principal.

DRESS CODE

CHA's dress code and uniform aim to cultivate the student's sense of professionalism, school-mindedness, personal cleanliness, and modesty while maintaining a culture that is conducive to learning and the holistic development of the student to the glory of God.

CHA dress shirts, sweaters, ties, and other apparel are available for purchase through Land's End. Purchasing information can be found on the school website. Used uniforms are available for purchase at the Main Office at Hope, as supplies last.

The Administration's decision regarding the interpretation of this dress code and uniform for any particular item of clothing is final.

Official Student Uniform

- Shirt: CHA collared, solid white dress shirt with school logo, buttoned all the way up
- Pants: Modest, business casual pants, solid navy. No sweatpants, leggings, denim, torn or holey pants are to be worn.
- Sweater: CHA Navy Sweater must have the school logo and be worn over a white collared shirt.
- Young men must wear a tie with a white button-up with Hope logo.
- Fleece/Jacket: CHA Navy Fleece or hoodless Hope Jacket must have the school logo and

be worn over a shirt and tie. No hoodies are to be worn over or underneath Hope's uniform.

- Shoes: Black, business casual, casual, or athletic shoes, flat and closed-toe. No slippers, high heels, sandals, slides, flip-flops, or crocs are to be worn.
- Ties for Boys: solid navy, tied squarely and secured at the collar
- Belts for Boys: dark colored belts are required for boys
- Skirts for Girls: solid navy, knee length (skirts are optional)

General Guidelines

All clothing must be professional, scholarly, clean, and modest:

- No stains, wrinkles, holes, patches, ragged/frayed edges, designs, logos, or slogans
- No visible undergarments: undershirts, if worn, must be solid white tees
- No excessively flashy fashion accessories, chains, necklaces, bracelets, or rings.
- No exposed mid-drifts or tank tops.
- Shirts must be tucked into pants.
- No hats, head scarfs, or head wrappings.

Visible tattoos, facial/body piercings (other than earrings) are unacceptable; existing tattoos must be covered throughout the school day and at all school-related activities and events; existing facial/body piercings must be removed throughout the school day and at all school-related activities and events.

Athletic attire, which includes athletic shoes, athletic socks, athletic shorts, athletic pants, sweatpants, t-shirts, and sweatshirts are not acceptable for school days unless a student-athlete is wearing a Hope uniform on a game day with coach and administration approval.

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Additional Guidelines for Male Students

Hair, both facial and head hair, must be well-groomed. Ponytails, buns, rubber bands, barrettes, headbands, may be required to ensure a student is professional in appearance. Hair must not cover eyes. Earrings and any jewelry/accessory may not be distracting or inappropriately draw attention.

Additional Guidelines for Female Students

Stockings or leggings, if worn under skirts, must be solid skin-tone black or navy. Earrings and any jewelry/accessory may not be distracting or inappropriately draw attention. Make-up, if worn, must be subdued and natural-looking. Hair must not cover the eyes.

Additional Dress Code Guidelines for Extracurricular Activities and Events (All Students)

CHA students represent the school when attending extra-curricular activities and events outside of the classroom. As such, CHA expects students to dress in a manner that reflects the values and guidelines of the CHA dress code.

All clothing must be professional, scholarly, clean, and modest. Shirts must cover the entire torso (front and back), shoulders, and underarms. Exposed midriffs and plunging necklines are

unacceptable. Dresses must cover the entire torso (front and back), shoulders, and thighs (front and back). Strapless dresses are unacceptable. T-shirts may not have slogans that are inconsistent with the school's values.

FIREARMS, DRUGS, BATTERY & STUDENT INFORMATION REPORTING SYSTEM

Firearms & Drugs

The Principal or member of his administrative staff shall immediately notify a local law enforcement agency of firearm and/or illegal drug incidents on school grounds. School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school.

The Principal or member of his administrative staff shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

Battery

The Principal or member of his administrative staff shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and the Principal or member of his administrative staff shall notify the Illinois State Police within three days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

HEALTH: MEDICAL INFORMATION, FIRST AID, MEDICATION, AND MEDICAL ASSISTANCE

Immunizations

Students must fulfill the State of Illinois requirements concerning health examinations and immunizations. All students must submit an up-to-date Certificate of Child Health Examination including immunization records and a Liability Release Form every year to attend classes and participate in any school-related activities or events. Parents/Guardians acknowledge that CHA reserves the right to withhold access to Google Classroom and the school's Student Information System (PowerSchool) in addition to official transcripts and in-person attendance if these documents are not supplied by parent/guardian by the first day of school. Students will be excluded from school by October 15th if requirements for health examinations and immunizations have not been met. CHA stores students' medical information securely to preserve privacy.

Prescription Drugs and Allergy Medication

The Illinois Public Health Department requires any prescription and non-prescription medications to be stored in the front office in their original container bearing the name of the student and the name of the medication.

CHA requires parents/guardians to provide a written note permitting Chicago Hope Academy to administer any medication. This note must include specific instructions for the dosage and time of the medication(s). Students who must take prescription medication must submit a written note

from a medical doctor granting permission for the school to administer the medication.

CHA requires students who must carry emergency medications, such as Asthma Inhalers, Anaphylaxis Medication, or Insulin Pumps, and seizure medication to submit a written note from a medical doctor granting permission to carry the medication.

Medical cannabis will be administered to qualifying students who submit appropriate documentation. CHA prohibits students' purchase, possession, use, distribution, or sale of any type of medication on school property.

First Aid

CHA takes its responsibility to care for students extremely seriously. Students who need first aid, medication, or medical assistance due to an accident, allergic reaction, injury, or illness can go to the front office to receive first aid.

In the instance of a medical emergency or an accident, allergic reaction, injury, or illness requiring immediate medical attention, the administration, faculty, or staff will dial EMERGENCY 9-1-1 and assess the situation according to the policies and procedures outlined in the Chicago Hope Academy Crisis Response Manual.

HUMAN DIGNITY

CHA commits to maintaining a community in which all individuals conduct themselves with respect for the dignity of others and which is free from all forms of intimidation, exploitation, and harassment.

Abuse, Neglect, or Abandonment

- CHA is mandated by the State of Illinois, as outlined by The Illinois Abused and Neglected Child Reporting Act, 325, ILCS 5/1, to report any child who is suspected by reasonable cause, to be a former, current, or intended victim of abuse, neglect, or abandonment.
- CHA administration, faculty, and staff must notify the Principal if s/he suspects or knows that a child has been abused, is currently being abused, has been abusing him/herself, is currently abusing him/herself, is intending on abusing him/herself, has been abusing others, is currently abusing others, or is intending on abusing others.

Discrimination, Harassment and Sexual Harassment

Harassment is defined as any unwelcome attention, comments, or actions because of a person's identity, gender, appearance, race, religion, color, nationality, ethnic origin, age, or disability.

It is unlawful to harass a person because of that person's sex. Harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Harassment is illegal when it is so frequent or severe that it creates a hostile or offensive environment.

Examples of harassment include, but are not limited to:

- Abusing, bullying, intimidating or threatening others (physically, sexually, verbally, or electronically)
- Engaging in inappropriate sexual conduct (physically, verbally, or electronically)
- Exhibiting racist behavior or racial/identity-based slurs (including inappropriate attempts at humor)

CHA strictly prohibits discrimination, harassment, and sexual harassment of or by any of its students, parents, family members, guardians, founders, board members, administration, faculty, staff, visitors, guests, volunteers, donors, or any other members of its core and extended community.

CHA urges any member of its core and extended community to report any known or suspected incidences of discrimination, harassment, or sexual harassment to the Principal, or an appropriate superior immediately and confidentially, and CHA pledges to investigate the incident immediately and confidentially.

FAITH'S LAW – SEXUAL ABUSE RESPONSE & PREVENTION RESOURCE GUIDE

[Faith's Law \(Sexual Abuse Response and Prevention Resource Guide\)](#)

RECORDS AND REPORTS

Financial Obligations

CHA parents, family members, and guardians agree to honor their financial agreements completely and promptly.

CHA reserves the right to withhold a student's grades, grade reports, official transcripts, and diplomas until all financial obligations are met.

CHA reserves the right to suspend, withdraw, or transfer any student until financial agreements are completely honored.

CHA grants neither allowance nor deductions in the event of absences and grants no refunds in the event of withdrawal or transfer.

CHA parents, family members, and guardians agree to direct any questions or concerns regarding their financial agreements, records, or reports to CHA's Main Office or Business Manager.

Tuition Payments

To meet its ongoing expenses, CHA relies on timely payments from families for tuition. As a private Christian school, CHA does NOT receive any taxpayer or government funding. Tuition payments from parents are a critical source of income needed to pay for the teachers, staff, school building, and programs. Each family must do its part to support the school.

The cost to educate is \$18,800 per year per child.

Families complete financial aid forms annually. Based on family resources, an adjusted tuition amount may be offered. The yearly tuition amount is paid in ten (10) equal installments from August through May. There is also an annual registration fee which is separate from tuition,

payable at the time of enrollment. This amount is the same for all families. There are also bi-annual book fees and technology fees added to tuition invoicing that are subject to change each year.

Families are expected to pay their monthly tuition amount on the 1st or 15th of each month. CHA reserves the right to suspend educational services (including, but not limited to denying access to our SIS PowerSchool) and/or extracurricular activities to the student until the account is made current. At CHA's discretion, an official educational transcript and/or diploma may be withheld until the account is paid in full.

CHA will accept payments in cash, money order, check, or credit card. Families may also make their payments online using our website or set up automatic withdrawals from their accounts or charges to their credit cards.

If families experience a situation that prevents them from making part or all of their monthly tuition payments on time, they should immediately notify the Main Office staff, who will direct the family to the proper contact person in the Business Office. CHA and the family will work together to find a solution.

Grades

CHA students, parents, family members, and guardians may gain access to their student's grades and grade reports by setting up an account, log-in name, and password on PowerSchool, which they may do through the Registrar in the Main Office. Contact the Main Office for information about how to access PowerSchool.

Chicago Hope Academy reserves the right to withdraw a student's access to grades, report cards, official transcripts, and diplomas until financial and student documentation obligations are met. CHA also reserves the right to suspend a student or request that the student transfer from Chicago Hope Academy if financial obligations are not fulfilled.

TRANSPORTATION TO SCHOOL

CHA students and their parents/guardians are responsible for facilitating students' transportation to and from school. CHA is easily accessible by Chicago Transit Authority (CTA) buses and trains, and the CTA grants students discounted rates on school days. Ventra cards that reflect this discount are available for purchase at the Main Office. Parents/family members/guardians may drop their students off before school at the chapel entrance. Parents may pick up their students during the school day using the same procedure.

SCHOOL-SPONSORED TRAVEL

CHA typically provides school-sponsored travel to and from most off-campus, school-related activities and events. CHA vans are to be driven exclusively by its formally approved, officially certified administration, faculty, and staff, and strictly for its school-related operations.

CHA van passengers must:

- Be limited to the total number of seat belts available.
- Wear seat belts at all times

TECHNOLOGY, INTERNET, AND SOCIAL MEDIA

CHA monitors students' use of its technology, computers, and internet. CHA prohibits the use of technology, computers, and the internet for purposes other than teaching and learning. By selecting YES to the Student & Family Handbook Agreement, students are agreeing to abide by this policy.

Students are NOT permitted to bring personal tablets or laptops into school. Teachers will distribute classroom Chromebooks for use as lessons require. Students are not permitted to use Chromebooks during lunch and only during study hall upon permission and supervision of the teacher. Earbuds are not allowed unless in the classroom with teacher's permission.

POLICY FOR ACCEPTABLE TECHNOLOGY USE

Purpose

The use of technology is a necessary element of the Chicago Hope Academy (CHA) educational mission. The use of technology at CHA is a privilege, not a right. With these technology use policies, CHA seeks to protect, encourage, and enhance the legitimate use of technology.

Policy

CHA technology is to be used solely for research, education, school-related business, and school operations.

All technology users are expected to be good digital citizens by refraining from activities that disrupt the educational experiences at CHA or can be considered illegal, immoral, and/or unprofessional conduct.

Any system which requires password access, or which requires a CHA account shall only be used by authorized users. Account owners are ultimately responsible for all activity under their account.

The school's technological resources are limited. All users will respect the shared use of these resources. The school reserves the right to limit the use of such resources as needed.

All communication and information accessible and accessed via the CHA technology systems is and shall remain the property of the school. Any defects or knowledge of suspected abuse of CHA technology systems must be reported to the Main Office.

Failure to comply with the CHA Policy for Acceptable Technology Use may result in disciplinary action.

Violations of state or federal laws using CHA technology will be reported to law enforcement officials.

Students who cause damage to any of the school's technological property will be required to pay for the replacement or repair.

As per ISBE: The school may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; the school may require the student to share content in the course of such an investigation. The school may request that content be shared in an investigation but not the student's username and password.

Unacceptable Technology Use

Unacceptable uses of technology include but are not limited to:

- Altering any computer configurations (such as screensavers, desktop settings, network settings, passwords, etc.)
- Installing or downloading executable files, instant messenger programs, MP3 or music files, files or messages that contain inappropriate material or language, radio stations or television shows
- Violation of privacy (such as giving out personal information without permission, such as reposting personal communications without the author's consent)
- Cyberbullying or harassment
- Plagiarism or unlawful copying (such as copying commercial material in violation of copyright law, plagiarism, modifying or copying files of other users without their consent)
- Attempting to hack, crack, or otherwise degrade or breach security (such as attempting to bypass content filters, developing or passing programs that contain computer viruses, giving out passwords)
- Accessing or transmitting materials in violation of school philosophy and policies (such as pornographic materials, materials that promote violence, destruction of property, hatred against particular individuals, the purchase sale, or use of illegal drugs, promoting of illegal activity)
- Any other inappropriate use, as determined by CHA Administrators

CHA CHROMEBOOK POLICY

Chicago Hope Academy issues computer devices to its students. Students receiving a device, along with their parents, must agree to the following responsibilities:

Student Responsibilities

Your Chromebook is an important learning tool for educational purposes only. To take your Chromebook home each day, you must be willing to accept the following responsibilities:

- I know this computer is on loan to me. All policies, procedures, applicable laws, and the Network and Internet Policy must be followed. I understand that any violation could result in the loss of the computer for my use.
- I will treat the Chromebook with care and will be responsible for its proper use.
- I will not loan the Chromebook to others; it will always stay in my possession.
- I will not load or delete software or other applications onto or from the Chromebook, and I will comply with all copyright laws.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the Chromebook.
- I understand that misuse or inappropriate use as determined by school personnel may result in any and/or all of the following:
 - Student Conference or Parent Conference
 - Cancellation of access privileges and/or loss of computer privileges
 - School disciplinary actions including civil or criminal liability under applicable laws

Parent Responsibilities

Your child has been issued a Chromebook computer to improve and personalize his/her education this year. The following guidelines must be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the Internet and will supervise my child's use of the Chromebook at home.

- I will not attempt to make any repairs to the Chromebook.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook, and I will comply with all copyright laws.

CHA CELL PHONE POLICY

To promote learning and prevent distractions, Chicago Hope Academy is a cell phone and smartwatch-free campus for students. Chicago Hope Academy requests that smartwatches be left at home or turned in with their cell phone daily. Students are not permitted to use a smartwatch during the school day.

When arriving on campus for the school day, students must turn in their cell phones/watches to their first-period class or the Main Office. Cell phones/watches will remain with that teacher for the entirety of the school day. Cell phones/watches will be securely locked in specific locations in each classroom and may be picked up at the end of the school day.

CAMPUS FACILITIES

The entire CHA community is responsible for the care and maintenance of the building, facilities, and resources CHA is fortunate to possess. Proper respect and stewardship should be shown at all times.

CAFETERIA, LUNCH, AND FOOD SERVICE

CHA serves a hot lunch daily in the cafeteria at a nominal cost. Alternatively, students may bring their own meals to lunch, which must be stored in students' lockers until lunchtime and consumed only in the cafeteria. Snacks, meals, and non-water beverages may not be consumed outside of the designated lunch locations.

During lunch, CHA students must maintain an appropriate noise level, remain in the designated eating areas for the duration of the lunch period, demonstrate respectful attitudes towards cafeteria supervisors and personnel, throw away all garbage, and wipe down all surfaces.

CLEANING AND CARE OF SCHOOL PROPERTY

Although CHA employs maintenance and facilities staff, it is not the job of that staff to clean up after students who are acting irresponsibly. Additionally, the teachers and students are to exercise ownership over the learning space. Students should be prepared to carry out directives given by faculty and staff for occasional housekeeping of CHA classrooms.

DAMAGE, MAINTENANCE, AND REPAIR

CHA requires that any damage to school property be reported immediately. CHA may hold the offending student(s) responsible for repairing the damage and paying for the cost of the repairs.

SAFETY AND SECURITY

Building Policy

CHA's standard hours of operation are Monday - Friday, 7:30 am - 3:30 pm. Students are not permitted to open exterior doors for other students, staff, or non-students/staff visitors. All who enter the building must do so with keys or be buzzed in by the Main Office Staff. All visitors must sign in at the Main Office upon arrival and departure of the building. Unsupervised students must vacate the third floor by 2:45 pm. Supervised students must vacate by 3:30 pm. At no time are the building's exterior doors to be propped open.

AGREEMENT FOR TRANSFERS ONLY

Hope welcomes and encourages transfers from other high schools. Because transferring often holds unpredictable adjustments, students who transfer to Hope are accepted on a probationary basis. Transfers may be asked to withdraw at any time within the first 90 days of attendance if CHA administration deems a transfer's acclimation unsuccessful. Likewise, transfers may continue at Hope the following year once they demonstrate buy-in and adherence to Hope culture as outlined in the rules and expectations of this handbook. By agreeing to this, I acknowledge that all necessary information regarding the necessity of the transfer has been disclosed. Dismissal from CHA may occur if the Admissions Department concludes the transfer and the guardian has withheld pertinent information in the transfer process. I also acknowledge that transferring to Hope does not guarantee a permanent spot at CHA. I recognize that the transfer student must adhere to the entirety of this handbook, as do all CHA students.

CHA CHROMEBOOK AGREEMENT

A Chromebook is being loaned to the Borrower for academic purposes. It is the Borrower's responsibility to care for the equipment and ensure it is maintained in a safe environment. A \$350.00 fee will be assessed to cover the cost of replacement if the computer is lost, stolen, or damaged. Parents/guardians/students should immediately notify the main office if any of the above issues occur.

The Chromebook computer, computer charger brick, charger cord, and mouse are the property of Chicago Hope Academy and are herewith being loaned to the student for educational purposes only for the academic school year. Students may not deface or destroy this property in any way. Inappropriate material on the machine will result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from school before the end of the school year. Students who do not return the computer and related materials when requested may be subject to criminal prosecution or civil liability. A late fee may be charged if the laptop is not returned to the school district on the required check-in date.

Borrower may not install or utilize any software in connection with Borrower's use of the laptop equipment other than software owned by the Chicago Hope Academy and made available to Borrower per this receipt and agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

Chicago Hope Academy is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's device or other data storage medium and Borrower agrees to use Borrower's best efforts to assure the property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Borrower agrees to a one-time \$150 Chromebook rental fee and a one-time \$50 Technology Maintenance fee. Fees will be added to tuition invoices by the Business Office (one fee per semester).

By agreeing to the terms of the Student and Family Handbook, the Borrower and Borrower's parent/guardian acknowledge and agree to the terms and fees related to use as spelled out in the Computer Loan Agreement. Additionally, they agree that the Borrower's use of CHA property is a privilege and that by the Borrower's agreement to the terms and fees hereof, the Borrower acknowledges the Borrower's responsibility to protect and safeguard CHA property and to return the same in good condition and repair.

STUDENT AND FAMILY HANDBOOK AGREEMENT

I certify that I have read the *Student and Family Handbook* in its entirety and promise to abide by its guidelines and regulations throughout the 2024-2025 academic school year. I am fully aware that all rules and regulations stated in the *Student and Family Handbook* will go into effect at the time of my signing of this document until the last day of the 2024-2025 school year. I also acknowledge that the Chicago Hope Academy administration reserves the right to revise the content of the Student and Family Handbook at any time, as necessary.

Additionally, I certify that the **uniform policy** will be maintained; I certify that the **Chromebook policy** will be maintained; I certify that **cell phones and smart watches** will be turned in at the beginning of each day; I certify that **no personal electronic devices** will be used at CHA during the school day; I certify my acknowledgment that CHA is state mandated to regulate excessive **tardiness and absences**; I understand that **emails** are CHA's main means of communication and I will be responsive to the content of these emails.