

# Hope High School Policies and Procedures 2018-2019

## 1 Code of Conduct

Hope High School's mission is education. Students are expected to behave in a manner consistent with that mission.

- Hope follows Providence School District's [Code of Conduct](#) and progressive discipline policy. Level 1 infractions result in teacher-determined consequences (teachers may seek support from administration as needed); Level 2 infractions result in administrator-determined consequences; Level 3 infractions result in principal and district-level determined consequences. Some *examples* are as follows, but please read the code of conduct before you sign it.

Level 1	Level 2	Level 3
late to class	fighting	alcohol/drug possession /under the influence
not following directions	forgery	arson
disrespectful language	damage to property	bomb threat
eating in class	abusive/profane language	false fire alarm
electronics misuse	dress code violation	explosives
disruptive conduct	non-compliance with discipline	assault on student
cheating/plagiarism	interference with school administration	assault on teacher
cut class	bullying/harassment	weapons

- When students need help managing their behavior, Hope offers the following supports: Dean of Students, Restorative Justice practices and conferences, administrators, guidance counselors, social worker, and psychologist.

## 2 Policies and procedures for maintaining safety in the school

All fire drills, evacuations, and lockdown drills are opportunities to prepare for actual emergencies.

- When there is a fire or evacuation drill, everyone must evacuate the building. Students must evacuate in an orderly manner and follow adult directives about where to meet once outside the building. Students must stay with their teacher.
- When there is a lockdown drill, students must follow their teacher's directions about where to go in the classroom. Students must be silent and cooperate with all directions from the teacher.
- Students are not allowed to open a side door to let people in or out of the school during the school day. This is a serious safety violation. All late arriving students and visitors must enter through the main entrance and be buzzed in by office staff.

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### 3 Policies and procedures for signing a student out of school

Hope High School is a closed campus. Students are not allowed to leave the building during the school day. In order to keep all students safe, students will not be dismissed unless these procedures are followed:

- Students are not allowed to sign themselves out of school, even if they are 18 or older.
- Only parents and guardians who are on the student's pick up list will be allowed to sign out a student.
- Parents and guardians must come to the main office to sign a student out of school. They must present a picture identification card such as a license or state ID.

### 4 Policies and procedures for arriving early or late

Students are expected to be in school on time.

- If you arrive to school early, wait in the cafeteria.
- If you arrive to school early to complete an assignment or meet with a teacher, you must have a pass from the teacher indicating the TIME and DATE the teacher is meeting with you.
- If you are late, report to the Truancy office to sign in and get a yellow slip.

### 5 Policies and procedures for managing time during the school day

Hope High School students are expected to manage their time as young adults.

- Get to class on time. Tardiness will result in disciplinary action. Chronic lateness will result in even further disciplinary action and consultation with parents/guardian.
- No one is allowed to leave class the first and last 30 minutes of a 90-minute class; for shorter blocks, follow a 20-minute rule.
- Students must have a pass (and ID card once issued) when out of class.

### 6 Policies for dress and decorum

Hope High School students are expected to come to school dressed appropriately.

Hope High School follows the Providence School District dress code.

- No hats, hoods, or do-rags during the school day.
- Pants, shirts and blouses must not be revealing/see-through.
- Exposed undergarments or midriffs (belly shirts) are not acceptable.
- Tank tops and tube tops must be worn with a shirt with sleeves.
- Shorts and skirts must come down to the length of the student's extended fingertips.
- Hanging pocket chains, sunglasses, hats, do-rags, handkerchiefs, bandanas, gang paraphernalia and clothing that displays profanity, encourages violence or the use of drugs, alcohol, or tobacco, or has sexual connotations are not permitted.

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- Words or images on clothing may not be vulgar, or advertise alcohol, drugs or gang affiliation.
- Students participating in physical education shall be allowed to wear any color shorts or sweatpants and T-shirt without penalty.
- Scarves and/or hats for religious or medical purposes are accepted and respected.

### 7 Policies for using personal electronics and school owned devices

Hope High School offers students multiple opportunities to use technology as a learning tool. Violations of policies and procedures will result in the loss of access to these tools.

- Students are not allowed to use personal electronics during the school day UNLESS a teacher invites students to do so for educational purposes.
- Students are not allowed to play music in the hallways, including before and after school.
- Students must sign an Internet Acceptable Use Form before using a school computer.
- Students are expected to follow their teacher's rules for signing out devices in the classroom.
- Students are expected to take care of the school-owned devices assigned to them. Failure to show reasonable care (i.e., no food or drinks near computers) will result in a loss of access.
- Students will be issued a locker when they return all beginning of year forms: lunch applications, emergency form and AUP (Acceptable Use Policy for Internet) form.

### 8 Policies for accessing services

Support services are available to all students. Please follow these guidelines.

- **Guidance:** Students can make an appointment to see their guidance counselor by filling out a request for an appointment. Students are not allowed to leave class without an appointment. Request slips are located in a basket outside the guidance office and in homeroom folders.
- **Nurse:** The nurse is available from 8-9:30 and 11:10-2:30. Students must have a pass to see the nurse. Except in an emergency, the teacher should call the nurse before sending a student.
- **Library:** Students must have a pass to access the library during the school day. Teachers are welcome to reserve the library for instructional purposes. If a teacher wants to send 1-4 students to the library without the rest of the class, please call ahead to ensure the availability of space and adult supervision.

### 9 Policies for participating in extracurricular activities

**Students are encouraged to participate in ALL HOPE HIGH SCHOOL HAS TO OFFER**

In order to do so, students must be in good standing.

- Field trip permission slips must be signed by the student's parent/guardian and all of the student's classroom teachers.
- All school rules are in effect during extracurricular activities.

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- Excessive absences (***10 or more in a quarter***) will exclude students from playing a school sport.
- Must be passing 60% of classes to participate in extracurricular activities.

### 10 Policies not covered previously

- **No food leaves the cafeteria.**
- If you have a pass to leave the cafeteria during lunch, you may do so after you eat in the cafeteria. At no time is food allowed to leave the cafeteria.
- Keep all sporting equipment in your locker during the school day (balls, bats, gloves, footwear, uniforms, etc).
- Hoverboards are never allowed on campus.
- Skateboards must be kept in your locker or with an administrator during the school day. Students are never allowed to ride skateboards inside the school.
- **Identification Cards (IDs):** Students need their own Identification Card to receive their monthly bus pass, go on fieldtrips, leave the classroom, enter school sponsored events (at a reduced price), and other offered programs.