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August 2011

Dear Parents and Students,

On behalf of Hope Online Learning Academy Co-Op (Hope Online), I welcome you to the 2011-12 school year. You have chosen an individualized approach to the learning process. I know that Hope Online teachers and Learning Center mentors are excited to teach and assist students with lessons. It is our goal that by working together students will learn, achieve and graduate.

This Parent/Student Handbook outlines several of our school policies, many of which are described in greater detail in our Student Code of Conduct. Both of these documents are also available on the Hope Online website (www.HopeOnline.org). Please take some time to review this Handbook and keep it handy as a resource throughout the school year.

With hard work and persistence students will learn many new things this year. Hope Online teachers and Learning Center mentors are here to support students in their pursuit of knowledge and success. If you have any questions, please ask your Hope Online teacher or Learning Center staff or you may always call the Hope Online main office at 303-989-3539.

Sincerely,

A handwritten signature in blue ink that reads "Heather O'Mara".

Heather O'Mara
Chief Executive Officer

Hope Online is committed to education equality. Accordingly, the program admits students and conducts all educational programs, activities and employment practices without regard to race, color, religion, gender, sexual orientation, national origin, marital status, ancestry, disability, or any other legally protected classification, in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act or the Individuals with Disabilities Education Act.

The following has been designed to coordinate compliance with these legal requirements and to coordinate Title VI, Title IX, and Section 504 compliance activities. The above notice, if necessary, may be disseminated to persons with limited English language skills. It will also be made available to persons who are visually or hearing impaired.

ABOUT HOPE ONLINE LEARNING ACADEMY CO-OP

What is Hope Online?

Hope Online Learning Academy Co-Op (Hope Online) is a public school chartered by the Douglas County School District (DCSD) and certified by the Colorado Department of Education (CDE) as a multi-district online school. As a public school, Hope Online receives over 99% of its funding from taxpayer dollars, and therefore, Hope Online is subject to all rules and regulations that govern public education in Colorado.

Specifically designed to meet the educational needs of students by providing access to online curriculum for all k-12th grade Colorado students, Hope Online provides a great opportunity for Colorado's at-risk students, who do not have an adequate learning environment at home, to participate in online education in a completely supported Learning Center with computer and Internet access and mentor supervision.

Our Mission

The mission of Hope Online Learning Academy Co-Op (Hope Online) is to provide a comprehensive and quality k-12 education for all students, based on proven methods of differentiated instruction in a safe, flexible, non-threatening and adult-supported environment. Through instructional innovation and strong commitment to child-centered education, Hope Online will advance academic achievement, character building, leadership, and enhanced life skills in all of its students.

Hope Online is a charter school designed to meet the needs of at-risk students in Colorado. This innovative learning model provides online and offline curriculum, Colorado licensed and highly qualified teachers, access to mentors, and statewide student access to technology. Hope Online provides k-12 students with a quality-focused education that delivers:

- A safe, supportive environment
- Small group settings and opportunities for frequent individual attention
- Specific learning plans for each student, providing both remediation and enrichment
- Parental access to their student's progress
- Access to hardware, software and the Internet, with knowledgeable support and supervision
- Core curriculum from kindergarten through 12th grade
- Accountability standards supporting a high school diploma accepted by colleges and universities

Hope Online is a school of choice enabling children to reach their full potential and perform successfully on standardized testing at the national level. Hope Online is a leading model for educating children by making available previously inaccessible resources to all students.

As a DCSD charter school, Hope Online aligns with the vision, derived from the DCSD End Statements, adopted December 18, 2007:

Douglas County School District students will acquire the knowledge and abilities to be responsible citizens who contribute to our society.

- *Students who are able to think critically, using reason and logic when facing decisions about what to believe or do.*
- *Students who embrace universal ethical principles such as honesty, integrity and justice.*
- *Students who demonstrate the self-motivation and resourcefulness to continue their learning.*
- *Students who apply what they have learned; who go beyond merely knowing, to using their knowledge and skills productively.*
- *Students who develop and demonstrate leadership skills; who are influential in creating a vision of what the future can be.*

- *Students who take ownership and accept responsibility for their well-being. Students who have the knowledge, skills, and ability to make educated choices concerning their social, emotional, and physical health.*
- *Students who demonstrate the essential skills of reading, writing, listening, speaking, and numeracy.*
- *Students who have an understanding of a core body of knowledge in science, information literacy, social studies, world languages, literature and “Great Works”, physical education and health, personal business and finance, and math.*
- *Students who are exposed to the fine arts.*
- *Students who explore chosen areas beyond the liberal arts foundation that may expand future opportunities.**

**For full text of the DCSD Board of Education End Statements, visit www.dcsdk12.org.*

HOPE ONLINE LEARNING CENTERS

A Learning Center is a non-profit service provider that meets specific and rigorous criteria for approval to operate on behalf of the Hope Online charter school. Learning Centers offer the critical components of a nurturing student environment and the delivery of Hope Online’s instructional process and curriculum. The daily operation of a Learning Center is under the direct supervision and support of a Hope Online teacher who is the Learning Center’s Site Coordinator. Learning Centers are continually monitored and evaluated to assure compliance with state, DCSD and Hope Online standards.

The Hope Online Teacher/Site Coordinator is responsible for monitoring the Hope Online program of sequential instruction. He/she must be a highly qualified teacher, as defined within the No Child Left Behind Act and licensed in the State of Colorado, or a counselor licensed by the Colorado Department of Education. Some of the major responsibilities of the Teacher/Site Coordinator include:

- Sole responsibility for monitoring the Hope Online program of sequential instruction.
- Regularly assessing whether a child participating in the online program is progressing on a regular basis through assigned work.
- Meeting in person with students for evaluations.
- Evaluating what mentoring services are necessary for each student participating in the Hope Online program.
- Notifying students who are not performing satisfactorily in the Hope Online program and identifying other educational alternatives available to a student who is not performing satisfactorily.

IMPORTANT PHONE NUMBERS

Hope Online Learning Academy Co-Op Office.....303-989-3539

Hope Online Learning Academy Co-Op Office Fax:.....303-675-3013

Staff E-Mail Addresses.....Firstname.Lastname@HopeOnline.org
(Example: John.Brown@HopeOnline.org)

School Website:.....<http://www.HopeOnline.org>

HOPE ONLINE STAFF ROSTER

Chief Executive Officer	Heather O'Mara
Executive Vice President of Academic Achievement	Sherida Peterson
Executive Vice President of Operations	Joyce Gietl
Executive Vice President of Learning Center Support & Development	Michael Cooke
Vice President of Finance	Amie Lonergan
Director of Policy Initiatives	Katie Sixta
Director of Admissions	Nyeva Bembry
Director of Student Achievement	Janet Filbin, Ph.D.
Director of Student Services	Susan McAlonan, Ph.D.
Manager of Technology	Tina Watson

Hope Online Main Reception	303-989-3539
Academic Operations	720-274-9772
Student Services	303-989-3539
Learning Center Support & Development	720-279-7615
Data Analyst/Database	720-259-1989
Finance	303-800-3720
Health Services	720-259-0069
Help Desk	720-274-9773
Human Resources	303-800-3720
Media Inquires	720-274-4651
Nutrition Services	720-359-7624
Office Manager	720-274-9774
Reading Specialist	303-551-3620
Records	720-279-7613
Special Education	303-387-9604
Student Admissions	720-259-1986
Transcript Requests	720-897-8315

HOPE ONLINE BOARD OF DIRECTORS

Raymond Ayon	Denver Police Department
Michael Bautista, Ph.D.	Educator
Stephannie Finley	Colorado Springs Chamber of Commerce
Phil Fox	Consultant
Jennifer Sobanet	Front Range Community College

Meeting dates and minutes may be viewed at www.HopeOnline.org

DOUGLAS COUNTY SCHOOL BOARD OF EDUCATION MEMBERS

John Carson
Meghann Silvertson
Craig V. Richardson

Dan Gerken
Clifton D. Stahl

Doug Benevento
Justin G. Williams

IMPORTANT DATES

October Pupil Count

Hope Online receives its public funding based on the number of students enrolled, in attendance and participating online during the Student Count Window determined by the Colorado Department of Education. **September 30, 2011** is the official Student Count Day (the most important day of the 11 day Student Count Window). It is imperative that students attend and participate online each day of the Student Count Window in order to verify the students' enrollment at Hope Online.

CSAP

The Colorado Student Assessment Program (CSAP) is an annual assessment of 3rd-10th grade Colorado public school students. State law requires that all **3rd-10th grade students complete the assessment program** which will be administered in **February - April 2012**. More details will be provided in the second semester.

HOPE ONLINE SCHOOL CALENDAR 2011-2012

Hope Online and all Hope Online Learning Centers operate on a standard traditional year calendar approved by the Douglas County School District.

The calendar may be found at www.HopeOnline.org.

Snow Days

Because of the geographic distribution of Hope Online Learning Centers, snow days at the individual Learning Centers will be determined by the school district where the Learning Center resides, unless contacted by Hope Online. School closures and delays are made with student safety foremost in mind. **(See Policy HA-013 in the Code of Conduct.)**

Most school district websites and hotlines will also indicate early closures due to inclement weather. Parents will also stay informed of snow days and early releases in the school district where their Learning Center resides via local T.V. and radio stations.

The following T.V. station provides closure information for the Denver metro area:

9News

The following radio stations provide closure information for the Denver metro area:

KOA-850 AM

KHITS-107.5 FM

KFAN-950 AM

KyGO-98.5 FM

KyGO-1600 AM

KIMN-100.3 FM

KHOW-630 AM

KOSI-101.1 FM

KJME-1390.AM-Spanish

Professional Development Days

For the 2011-2012 school year, professional development days and teacher/mentor work days have been incorporated into the school calendar. This additional time will be used for teachers and mentors to participate in staff development and work in teams to set specific goals around student achievement. Students will not attend school on these days. Check the Hope Online calendar at www.HopeOnline.org for dates.

KEEP US CURRENT

It is extremely important for parents to keep the Hope Online Admissions Office and Learning Center informed of any changes in emergency and doctor contact information and home or work phone numbers during the year. Current information is a necessity for the safety of your children. Contact the Hope Online office at 303-989-3539 and your Learning Center with any changes.

ADMISSIONS AND ENROLLMENT

Hope Online does not discriminate on the basis of race, color, gender, age, creed, sexual orientation, national or ethnic origin, or religion for purposes of admission.

Procedure

1. Application for enrollment and all required signed documents are submitted.
 - a. Signatures are required from legal guardian of the student.
2. Proof of Colorado Residency is required.
3. Immunization forms (or waiver) must be provided at the time of enrollment. (All students must have documentation of the immunizations required by the Colorado Health Department.)
4. Copy of birth certificate.

Acceptance

Parents and Learning Centers will be notified concerning the outcome of the enrollment process when the above procedure has been completed and all required documentation has been submitted to Hope Online.

The Hope Online Parent/Student Handbook and Code of Conduct will be supplied to each Hope Online student household.

Learning Centers at Private Schools

Students who are enrolled in Hope Online and attend a Learning Center, that also conducts a private school, may only be “enrolled” in Hope Online for the full program of instruction and no fees may be assessed by the Learning Center for the Hope Online program. Should a Hope Online student wish to enroll in an individual private school class, parents must “opt into” that class and may be charged the appropriate private school fee. Any private school class must be outside the Hope Online school day hours.

Hope Online grades, report cards, credits and transcripts are issued only by Hope Online—not from the Learning Center or its private school. All requests for Hope Online student records must be made from the Hope Online Admissions Office.

WITHDRAWALS

When students withdraw from a Hope Online Learning Center it is imperative that the parents sign a Withdrawal Form available from the Learning Center or Hope Online. Important state-required information on this form includes the date of withdrawal, the reason for withdrawing, and the school in which the student is enrolling. Withdrawal Forms may be submitted to the Learning Center or faxed or mailed to the Hope Online office.

TRANSFERS

Students may find it necessary to transfer locations for their Hope Online education. With the permission of the receiving Learning Center and Hope Online, students may do so provided the appropriate Transfer Form is filled out and signed by the parent or legal guardian and submitted to Hope Online.

ATTENDANCE

School attendance is required by law for every child between the ages of six and 17 years. Attendance in class is an integral part of the educational process and students are required to be in attendance every day school is in session each academic year.

Parents, guardians, and legal guardians of students between the ages of six and 17 years are obligated by state law to ensure the child’s attendance.

Students must be at their chosen Learning Center on time every scheduled day, unless excused. Parents/guardians must contact their Learning Center Director by phone/e-mail or signed note if a student’s absence is to be considered excused.

The final decision on excused absences is at the discretion of the Hope Online Student Services Coordinator or his/her designee.

Students must come to class prepared, by bringing required supplies and completed assignments. Students must make reasonable academic progress. **(See Policy HS-017 in the Code of Conduct.)**

SAFETY AT SCHOOL

All Learning Centers are required to pass fire inspections and implement plans for fire, natural disasters, and unwanted intruders. Drills are conducted regularly so that students will know what to do in an emergency. Quiet, orderly behavior is expected during all drills.

Dangerous Weapons

Hope Online will not tolerate unauthorized student possession or use of dangerous weapons on Hope Online property or at Hope Online-sponsored activities. Such behavior is unacceptable, detrimental to the safety of others, and destructive to a positive learning environment.

Carrying, bringing, using, or possessing a dangerous weapon in a Hope Online or Learning Center building, on Hope Online or Learning Center grounds, in any vehicle used for school purposes, or at any school-sponsored activity without the authorization of Hope Online is prohibited and is grounds for mandatory expulsion. **(See Policy HS-003 for Dangerous Weapons details in the Code of Conduct.)**

Drug and Alcohol Free Education Environment

Student use, possession, distribution, gift, purchase, exchange, sale or being under the influence of alcohol or illegal drugs is prohibited in all Hope Online Learning Centers, on all Learning Center grounds and Hope Online property, at any school-sanctioned activities, when students are being transported to and/or from Hope Online activities or events, and at any time or in any place where the student's conduct interferes with or disrupts the educational program or operations of Hope Online. **(See Policy HS-004 for Drug and Alcohol Free Education Environment details in the Code of Conduct.)**

Discrimination and Harassment

Hope Online is committed to the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Hope Online program or activity on the basis of race, color, religion, national origin, ancestry, sex, disability, or any other applicable status protected by state or local law.

Further, Hope Online affirms the right of all students to be treated with respect and protected from intimidation, discrimination, physical harm, and/or harassment on the basis of ethnicity, race, color, religion, sex, marital status, national origin, ancestry, age, disability, or any other applicable status protected by state or local law. **(See Policy HS-006 for Discrimination and Harassment details in the Code of Conduct.)**

Prevention of Bullying

Hope Online recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. Bullying is prohibited on all Hope Online or Learning Center property, at Hope Online or Learning Center sanctioned activities or events, when students are being transported to and/or from Hope Online activities or events, and off school property when such conduct has a nexus to a Hope Online or Learning Center curricular or non-curricular activity or events. **(See Policy HS-007 for Prevention of Bullying in the Code of Conduct.)**

Specific Rules

1. Only Hope Online may suspend or expel a student for misconduct when involved in a Hope Online sponsored activity.
2. While Hope Online has no control over student activity off campus that is not Hope Online sponsored, if misconduct outside of Hope Online comes to the attention of Hope Online authorities, it may result in administration of discipline, including suspension or expulsion.
3. Hope Online property shall be protected. Malicious or careless defacing, damaging, or destroying of Hope Online property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his or her parents or legal guardian.

4. Conduct and attitude shall be respectful. Disruptions, unruly behavior, or repeated interference with Hope Online's ability to provide an environment that is conducive for learning will not be tolerated.
5. Willful disobedience and defiance of proper authority will NOT be tolerated at any time by students. Each student is expected to show respect for any staff member at all times. If a student displays disrespectful behavior toward any staff member, he/she will be subject to disciplinary action, which may result in a suspension and/or expulsion from Hope Online.

COMPLAINT OR PROBLEM PROCEDURES

It is the policy of Hope Online that any complaint or dispute that arises between any individuals involved in the Hope Online program shall be resolved through a constructive set of steps as defined below.

If a student complains about a discipline policy, parents should follow this procedure:

1. Realize that your child's reporting is emotional, and may not contain all the relevant information.
2. Realize that Hope Online has reasons for all rules, and that we enforce them without favor.
3. Contact Hope Online for facts that apply to the situation.

The Hope Online administration has adopted a set policy for these situations, and complaints or problems will be handled in the following way:

1. All questions, problems, or complaints should be brought directly to the Hope Online teacher first, before anyone else is involved.
2. If it is not solved at this level, it should then be presented to the Hope Online Learning Center Support & Development Department.

Should a parent be dissatisfied with the chosen Learning Center, they may, with the approval of Hope Online, transfer to another site with permission from the receiving Learning Center and appropriate documentation (Transfer Form).

DISCIPLINE POLICY

In order to ensure maximum educational benefits for all students, each student is expected to conform to all Hope Online policies and regulations, show respect for and obey those in authority, and otherwise conduct himself or herself at all times in a manner fitting his or her ability, age, and grade. Provisions for disciplining students are to allow other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

See Policy HS-002 in the Student Code of Conduct for Student Conduct

See Policy HS-012 in the Code of Conduct for Discipline Procedures

See Policy HS-013 in the Code of Conduct for Grounds for Suspension or Expulsion from Hope Online

See Policy HS-014 for Discipline of Habitually Disruptive Students

STUDENT USE OF INFORMATION TECHNOLOGY

To support its educational mission, Hope Online and the Learning Center will provide information technology (IT), such as computers, networks, and Internet access to students. No student will be given access to Hope Online IT resources until he/she, along with a parent or guardian, has signed and submitted an Acceptable Use of Hope Online IT Agreement (provided to you in the enrollment packet). ***(See Policy HS-011 for Student Use of Information Technology in the Code of Conduct.)***

Email: Student use of email is intended for educational purposes. Inappropriate use of email will be at the sole discretion of Hope Online and may result in denial of the email privilege.

Cell phones and text messaging: Cell phone usage and text messaging are not allowed during instructional hours at Hope Online. Offenses may result in disciplinary action

GRADING POLICY

It is the policy of Hope Online that all students enrolled in a Hope Online program shall be issued a report card at the end of each quarter for grades K-12.

Hope Online Grading Procedures Guidelines for Grade/Credit Determination

Grades 9-12

Quarter	Grade Scale	Credit Scale	Guidelines
1	A-F, IP, NG	0-1.00	<ul style="list-style-type: none"> Students who have 25% of the course should receive the appropriate letter grade and credit. Students who have not completed 25% of the course should receive an IP. In extenuating circumstances* an NG may be granted.
2	A-F, NG	0-1.00	<ul style="list-style-type: none"> Students who have completed a minimum of 25% of course should be given a letter grade and appropriate credit amount. Students who have completed less than 25% of the course at this point receive an F. Students who did work in previous quarter, but none in the current quarter should also receive an F. In extenuating circumstances* an NG may be granted.
3	A-F, IP, NG	0-1.00	<ul style="list-style-type: none"> Students who have completed a minimum of 25% of course should be given a letter grade and appropriate credit. Students who have completed less than 25% of a full year course at this point should receive an F. Students who did work in previous quarter(s), but none in the current quarter should also receive an F. If a student began the class at semester, and has done less than 25% an IP may be used. In extenuating circumstances* an NG may be granted.
4	A-F, NG	0-1.00	<ul style="list-style-type: none"> Students who have completed more than 50% of course should be given a letter grade and appropriate credit. Students who have completed less than 50% of the course at this point should receive an F. In extenuating circumstances* an NG may be granted.

* Extenuating circumstances = 1.) A student has not been able to complete any work due to illness, pregnancy, short term incarceration, family emergency, or other similar situation or 2.) There is a previous agreement that the student is focusing on other courses for the time being and will begin the course at a later date. This decision must be made well before the end of the quarter and the student must demonstrate adequate progress (.25 credit/quarter or more) in other courses at the end of term.

Other notes for grades 9-12:

- Grades should be calculated using the approved scale. (70% online/30% offline). For extenuating circumstances, the Hope Online Teacher may apply for a waiver for a percentage variance from the approved scale. Waivers must be approved by the Chief Academic Officer.
- All IPs and NGs on a report card must be accompanied by a comment from the Hope Online Teacher. Teachers are also highly encouraged to provide comments for 'F's.
- If a student was placed in a course at a time other than quarter break, the student has up to 9 weeks to begin working in the course. The teacher should be aware of the date placed in the class and grade according to that date, not when the student began actual work.
- If a student has completed a course early, teachers must modify the schedule. End date should be the date that the student completed the course.
- Students must end the year at the half way point or by completing the class. If student completes less than .5 or 1, they will need to start the course at the beginning or at the semester point the following year. In some cases this may mean that students will repeat some lessons. However, a student will not earn credit for repeated lessons in the following year. The maximum credit allowed for any course will still be 1.0.
- F's at each quarter will count in a GPA and will show on a transcript.

Grades 4-8

Quarter	Grade Scale	Guidelines
1	A-F, IP, NG	<ul style="list-style-type: none"> • Students who have 25% of the course should receive the appropriate letter grade. • Students who have not completed 25% of the course should receive an IP. • In extenuating circumstances* an NG may be granted.
2	A-F, NG	<ul style="list-style-type: none"> • Students who have completed a minimum of 25% of course should be given a letter grade. • Students who have completed less than 25% of the course at this point receive an F. • Students who did work in previous quarter, but none in the current quarter should also receive an F. • In extenuating circumstances* an NG may be granted.
3	A-F, IP, NG	<ul style="list-style-type: none"> • Students who have completed a minimum of 25% of course should be given a letter grade. • Students who have completed less than 25% of a full year course at this point should receive an F. • Students who did work in previous quarter(s), but none in the current quarter should also receive an F. • If a student began the class at semester, and has done less than a IP may be used. • In extenuating circumstances* an NG may be granted.
4	A-F, NG	<ul style="list-style-type: none"> • Students who have completed more than 50% of course should be given a letter grade. • Students who have completed less than 50% of the course at this point should receive an F. • In extenuating circumstances* an NG may be granted.

* Extenuating circumstances = 1.) A student has not been able to complete any work due to illness, pregnancy, short term incarceration, family emergency, or other similar situation, or 2.) There is a previous agreement that the student is focusing on other courses for the time being and will begin the course at a later date. This decision must be made well before the end of the quarter and the student must demonstrate adequate progress (25% of lessons/quarter or more) in other courses at the end of term.

Other notes for grades 4-8:

1. Grades should be calculated using the approved scale. (70% online/30% offline). For extenuating circumstances, the Hope Online Teacher may apply for a waiver for a percentage variance from the approved scale. Waivers must be approved by the Chief Academic Officer.
2. All IPs and NGs on a report card must be accompanied by a comment from the Hope Online Teacher. Teachers are also highly encouraged to provide comments for 'F's.
3. If a student was placed in a course at a time other than quarter break, the student has up to 9 weeks to begin working in the course. The teacher should be aware of the date placed in the class and grade according to that date, not when the student began actual work.
4. If a student has completed a course early, teachers must modify the schedule. The end date should be the date the student completed the course.

K-3 Notes

1. All primary grades are standards—based on a scale of 1-4.

TESTING

Colorado Student Assessment Program (CSAP) tests will be administered to all students 3rd-10th grades in the months of February-April each year as per state law. The ACT will be administered to all 11th grade students in the spring of each year as per state law. Dates and times will be communicated by Hope Online Teachers.

Hope Online students also participate in other assessments such as: MAPS, DIBELS, Explore and PLAN.

GRADUATION REQUIREMENTS

It is the policy of Hope Online that students must demonstrate mastery of all subjects as defined by the local governing board and the State Board of Education adopted essential skills, in order to qualify for graduation from Hope Online. All Hope Online graduating students are expected to participate in the Hope Online graduation ceremony unless excused or barred from the Hope Online graduation ceremony for cause. The following are the 2011-2012 minimum course requirements for graduation from Hope Online:

- 4 credits Language Arts**
 - 3 credits Math**
 - 3 credits Natural/Physical Science**
 - 3.5 credits Social Studies (American History and Civics are required)**
 - 0.5 credit Computer Education**
 - 7 credits of Electives**
 - 2 credits Foreign Language**
 - 1 credit Life Skills (P.E., Health, Work Study)**
-
- Total number of credits required = 24 credits**

Hope Online graduation requirements also include a minimum composite ACT score of 18, or minimum scores of 80 in Reading, 95 in Sentence Skills, and 85 in Math on the ACCUPLACER, subject to reasonable accommodation for special education students.

To be eligible for graduation from Hope Online, transfer students must meet the minimum credit requirements, minimum ACT or ACCUPLACER requirements, and complete at least their last full semester at Hope Online.

HEALTH

Communicable Diseases and Long-Term Illnesses

Admission to Hope Online or a Learning Center may be denied to a child suffering from a disease whereby his or her attendance is detrimental to the welfare of other pupils. This would include any disease, infectious condition, or illness which may reasonably be considered to pose an unacceptable risk of being communicated to others. **(See Policy HS-018 for Communicable Diseases and Long-Term Illnesses in the Code of Conduct.)**

Administering Medicines to Students

In general, Learning Center personnel should not administer medication to students at the Learning Centers unless clearly necessary and where appropriate administration cannot reasonably be accomplished outside of school hours. The parent or guardian shall be responsible for providing all medication to be administered to a student with the appropriate documentation.

In no case shall anyone at a Learning Center administer medications to a student without delegated authority from a Hope Online School Nurse. **(See HS-019 for Administering Medications to Students in the Code of Conduct.)**

VISITORS

It is the policy of Hope Online to encourage parents and other interested citizens to visit Learning Center classrooms as long as such visits do not interfere with the educational process. Parents and citizens shall have reasonable access to observe classes, activities, and functions at the Learning Centers upon advance notice to, and authorization by, the Learning Center Director. **(See Policy HA-015 for Visitor details in the Code of Conduct.)**

STUDENT EDUCATION RECORDS

The Hope Online Director of Admissions is the official custodian of all student records. All requests for student records must be directed to his/her office. **See Policy HS-020 Student Education Records details in the Code of Conduct.)**

HOPE ONLINE ACADEMIC DISHONESTY POLICY

Cheating

The word “cheating” refers to the acts of giving, utilizing, or receiving non-permitted aid during examinations or in the preparation of reports or any other class work that the Hope Online Teacher and/or Mentor use as a basis for evaluation. The following are some specific examples of cheating:

- Preparing, prior to an exam, written information, which may then be used during the exam without the mentor’s knowledge or permission.
- Obtaining from or giving to another student any non-permitted information during an exam or while preparing class work, homework, or assignments.
- Having another person prepare reports or take exams on a student’s behalf.
- Turning in, as their own, term papers or reports that would have been either purchased or borrowed from another source.
- Using study guides developed by any source other than the student.
- Providing answers to/taking answers from another student or source.

Plagiarism

The word “plagiarism” refers to the use of another person’s work without giving proper credit to that person. When copying verbatim another person’s work (i.e. words, phrases, sentences, or entire passages), a student must credit that person through the use of quotation marks and appropriate documentation (e.g. MLA or APA style). When paraphrasing another person’s work (i.e. borrowing but rewording that person’s facts, opinions, or ideas), a student must give proper credit through the use of appropriate documentation.

ABIDING BY THE LAW

Every student in Hope Online, as well as every employee of Hope Online, is expected to abide by the laws of the State of Colorado and of the United States and a violation of any of these laws shall constitute a violation of the policies and rules of Hope Online and appropriate disciplinary action will follow.

Hope Online recognizes that it cannot and should not attempt to list every action which could result in disciplinary procedures and the enumeration of certain specific rules intended to exclude other rules which are also laws, as well as those rules which are generally accepted conduct for citizens of the community.

DRESS CODE

Parents and students should be aware of the Hope Online dress code stated in the Student Rights and Responsibilities and Code of Conduct and Discipline.

Subject to the approval of Hope Online, Learning Center Directors may establish additional specific standards for their own Learning Centers. These standards will be published and distributed to students and a copy will be filed with the administration and posted in each Learning Center. ***(See Policy HS-008 for Dress Code details in the Code of Conduct.)***

RELIGION IN A PUBLIC SCHOOL

It is the policy of Hope Online that all Learning Centers shall maintain a non-sectarian environment at all times. It is important to note that Hope Online does not endorse nor promote religious activities conducted by an organization providing a Learning Center or provided at the same or related facility as any Learning Center. ***(See Policy HA-009 for Religion in a Public School details in the Code of Conduct.)***

DISCLAIMER

Hope Online is committed to education equality. Accordingly, the program admits students and conducts all educational programs, activities and employment practices without regard to race, color, religion, gender, sexual orientation, national origin, marital status, ancestry, disability, or any other legally protected classification. Any person having inquiries concerning the school's compliance with regulations implementing Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act or the Individuals with Disabilities Education Act is directed to contact: Hope Online Learning Academy Co-Op, 367 Inverness Pkwy., Suite 225, Englewood, CO 80112, or the Office of Civil Rights, U.S., Department of Education, Region VIII, Federal Office Building, 1244 N. Speer Blvd., Suite 310, Denver, CO 80204.

This handbook is subject to review and revision by the Hope Online Board of Directors.

HOPE ONLINE LEARNING CENTERS

For a list of Hope Online Learning Centers, visit our website at <http://hopeonline.org/FindACenter.html>