



Vivat Veritas
“Let Truth Prevail”

CHICAGO HOPE ACADEMY

Faculty & Staff Handbook
2022-2023

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Chicago Hope Academy

2022-23 Academic Calendar

Fall Semester



May 30	Memorial Day; School closed
June 6-July 1	Credit Recovery
July 15	New Teacher Welcome
July 18-22	New Teacher Professional Development
July 25-29	New Teacher Institute Days
August 1-5	ALL Teacher Professional Development
August 8-12	All Teacher Institute Days
August 15-18	All Student Orientation Days 8AM-12PM Freshmen/Transfer Academic Boot Camp (1-3PM)
August 15-18	Family Back to School Nights (5-6PM) M: Seniors T: Juniors W: Sophomores Th: Freshmen
August 19	Field Day 8AM-12PM with BBQ Lunch
August 22	First Full Day of School – Semester 1 begins
August 26	First Football Game vs. Whitney Young 7PM
August 27-28	Lake Geneva Retreat 8AM-5PM
August 29	No School; School Closed
September 5	Labor Day (No School; School Closed)
October 10	Fall Holiday (No School; School Closed)
October 20	End of 1st Quarter Grading Period
October 21	Teacher Institute Day (No School for Students)
October 24	Parent/Teacher Conferences (2-7PM) (No School for Students)
November 21-25	Thanksgiving Break (No School; School Closed)
December 19-22	Final Exams 8-12PM
December 23	Teacher Institute Day--End of 1st Semester (No School for Students)
December 26 – January 6	Christmas Vacation (No School; School Closed)

Chicago Hope Academy

2022-23 Academic Calendar

Spring Semester



January 9	Return from Christmas Break – Semester 2 Begins
January 16	MLK Day (No School; School Closed)
February 20	President’s Day (No School; School Closed)
March 16	End of 3rd Quarter Grading Period
March 17	Teacher Institute Day (No School for Students)
March 20	Parent/Teacher Conferences (2-7PM) (No School for Students)
April 3-7	Spring Break (No School; School Closed)
April 10	Easter Monday Holiday (No School; School Closed)
May 22-25	Final Exams 8-12PM
May 26	Senior Class Dinner
May 26	Teacher Institute Day--End of 2nd Semester (No School for Students)
May 27	Graduation (5 PM)

*Dates and times are subject to change. For an updated calendar, visit the CHA website. (4/2022 version)

Chicago Hope Academy Faculty and Staff Handbook

MISSION STATEMENT

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

INTRODUCTION

This handbook is intended to serve as a mutually agreed-upon guideline for faculty and staff procedures and conduct.

REVISION NOTICE

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. Faculty and staff will be notified of any significant changes made during the academic year in a timely manner.

ATTENDANCE - FACULTY

All teachers must be on school grounds between the hours of 7:30 a.m. and 3:30 p.m. In addition, attendance is mandatory at the following:

1. Teacher, grade-level, or departmental meetings Tuesdays at 3:00 p.m. with dates TBD
2. Staff Praise Meeting at 3:00 p.m. in the lecture hall
3. All-School Assembly each Monday during 3rd period
4. Chapel each Friday during 3rd period
5. Parent-Teacher Conferences bi-annually - see Academic Calendar for dates
6. Summer Professional Development Days in which all details of this handbook including but not limited to the federal and state laws and mandates outlined below are reviewed
7. Graduation and Senior Dinner
8. Annual student retreat/camp
9. Admission Department Open Houses (upon invitation by the Admissions Department)
10. Orientation events and Back-to-School nights for returning and incoming students

FACULTY ABSENCES

You will receive two paid personal days, one per semester, approved at least two weeks in advance by the Dean of Academics. You will receive up to five emergency/sick days (mental health, illness, death in family, or other urgent needs).

1. A teacher who is too sick to teach must text the Dean of Academics AND the Dean of Student & Family Support by 7:00 AM. Please mention extra duties that need to be covered.
2. Plans for a substitute teacher should be emailed to the Dean of Academics and Dean of Student & Family Support. Please always have at the ready optional substitute plans to forward for any days you are unable to provide current lesson plans.

To Request Time Off

1. Email Dean of Academics for approval of the dates requested, whether it is a half or full day, and the reason for the request.
2. Please arrange coverage for your non-teaching responsibilities while you are gone. The Dean of Academics will arrange for a substitute teacher.
3. The Dean of Academics will report time-off data to the Business Office.
4. No faculty or staff should be leaving campus for personal errands at any time during the school day outside of lunch. If there is a need to leave campus during the school day, the Dean of Academics must be informed.
5. Although staff is permitted to go off-campus for lunch, staff is not permitted to take students off campus for lunch.
6. Tardies: After three tardies there will be a half-day salary deduction.

Family & Maternity Leave

Chicago Hope Academy is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978 and the Family & Medical Leave Act (FMLA). Chicago Hope Academy's policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training, promotion and benefits.

Further, pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to receive additional benefits in the amount of twelve weeks unpaid leave as allowed by the FMLA.

When the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Should the employee not return to work when released by her physician or after the twelve weeks of entitled leave (according to the FMLA), she will be considered to have voluntarily terminated her employment with Chicago Hope Academy.

ATTENDANCE for STUDENTS

1. The teachers should identify absences and correctly mark attendance records on PowerSchool **at the BEGINNING of each period.**
2. If you suspect that a student is truant, contact the office immediately. To determine truancy, if a student is absent, check that student's attendance in PS. Report to the Main Office any student absent from your class yet present in previous classes that day.
3. Attendance records must be maintained by the classroom teacher including tardiness and truanancies. **Teachers must follow through on all attendance policies listed in the Student & Family Handbook.**

CHAPEL

Chapel times are designed to provide a positive, meaningful experience for all students and staff at Chicago Hope Academy. Chapel attendance is required of all students and faculty. Attendance of students will be taken by DG leaders. DG leaders are expected to enforce the proper behavior of students during

chapel, including, but not limited to, no sleeping, touching of others, inappropriate slouching, distracting others, or verbally disrespecting the chapel speakers/worship leader. Students are not permitted to leave chapel once it has begun.

CLEANING AND CARE OF SCHOOL PROPERTY

Staff and students are expected to share in the stewardship of school property. Staff should observe the following guidelines and pass them on to the students:

1. Property damage:

Damaging school property will be treated as a serious offense and should be reported to the principal immediately. The offender will be required to correct the damage and pay for the cost of the repair. Staff or students who deliberately damage school property or the personal property of others face possible dismissal from school.

2. Classroom Responsibilities:

- The teacher is to help the students learn to be neat.
- Use painters tape or sticky-tack to put items on walls or whiteboards. Scotch tape should not be used.
- Students are not to sit on desks or table tops at any time.
- Lights are to be turned off, windows closed and doors locked when the classroom is not being used.
- Students are to pick up paper from the floor and their desks before dismissal.
- Whiteboards, trays, and erasers are to be cleaned regularly.
- Teachers and students are expected to keep their own rooms and furniture free of accumulated dust, debris, and cobwebs. Each classroom is given a broom and dustpan, cleanser and paper towels. Vacuums are located at each wing of the building for this purpose.
- Teachers are expected to create an 8th period cleanup time at the end of each day, when students assist the teacher in cleaning the room.
- Teachers are to empty their trash daily, leaving the tied trash bag outside the classroom door.
- Only teachers are permitted to eat in the classroom.
- NO Students are allowed to eat on the 3rd floor. Classes that include treats should reserve the cafeteria for such events.

DRILLS

Drug Inspection

Each year CHA will reserve the right to conduct several drug inspections in cooperation with local police. These could occur at any time. When they do occur, the following procedures must be followed:

- Do not allow students to leave the room for any reason.
- Watch for suspicious activity near trash cans, bookbags, etc.
- When an administrator enters the room to conduct the search, the teacher should exit the room before the students.
- As the students exit the classroom, do not allow them to leave the group, open lockers or throw anything away.
- Maintain order until given permission to reenter your room.

If the administration notifies you in advance of the inspection or if you accidentally become aware of the search, do not discuss it with anyone. Doing so will be grounds for potential dismissal.

Bomb Threat

If a bomb threat is announced, follow the exit routes for a fire drill. Upon exiting the building, you must take your cell phone with you and proceed with your class to Livingston Field. Once you have reached the field, take attendance on the PowerSchool app and keep your class together. Notify an administrator of any missing students.

Lockdown

If the school is under a threat the following announcement will be made over the public address system: “Lock Down.” If you hear this announcement:

- Any students in the hallway should be taken into the nearest classroom. Lock your door.
- Shut off classroom lights and cover your window with the provided felt and velcro cover (this is the ONLY time that your classroom window should be covered).
- Do not open your door for anyone. An administrator or police will unlock your door to notify you that the threat is over.
- If instructed to leave the building by the proper authorities, meet at Livingston Field. If you know of a threat, but have not heard the emergency announcement, buzz the office immediately, warn the office staff, and begin the above procedures.

Fire Drills

1. The first fire drill will be announced in advance to faculty and students, so use this opportunity to review procedures with each of your classes. After the first fire drill, others will follow unannounced. Fire drills occur three times per year, the first of which during the first 90 days of school, as mandated by ISBE.
2. Procedure
 - An evacuation map is posted in each room, next to the door. The first day of school, you should notify students of your classroom exit route.
 - Students should leave the classroom during a drill in an orderly fashion. Leave ALL belongings in the classroom except the teacher clipboard with red/green sign and cellphone for attendance.
 - Students should not stop until they reach their designated area. It is important that students follow the exact pattern on the diagram for exiting down the corridors and out the doors.
 - After the class reaches its designated area, take attendance using the PowerSchool app on your cell phone. There should be no talking outside until roll is taken.
 - After roll is called and all students are accounted for, the “all clear” bell will sound, and students may reenter the building.
 - Occasionally, an exit will be blocked to provide experience in changing routes.
 - Fire drills are extremely important. Make sure students are well trained.

Tornado Drills

You will be informed of a tornado drill over the PA system. Please follow these procedures:

1. Do not waste time opening or closing windows. Follow exit routes immediately.

2. Take your grade book and class to your assigned area in a quiet organized manner.
3. Always stay away from windows.
4. Have students sit under a table or facing a wall with their head between their knees and their arms over their heads.
5. Wait for the “all clear” announcement.
6. One drill will be held in the fall semester and one in the spring semester.
7. For students who need assistance with stairs, follow this procedure:
 - Meet at the top of the south stairs (closest to gym).
 - Ensure that students know where the designated safe location is.

VAN USAGE

- Vans are not for personal use.
- Reservations for use of a van should be made through the Athletics Office using the Google calendar.
- All available seat belts must be worn when the vehicle is in operation. If this is not done, there will be disciplinary action taken. Vans will NOT be allowed to depart if all passengers are not correctly buckled in (Illinois State Law).
- NO students may sit in the front passenger seat (shotgun).
- Students are to be transported in same sex groupings. Either all girls in one van and boys in another, or if there is only one van, girls should sit in the front and the boys in the back.
- By Illinois State Law, the vans are not to exceed a speed of 55 mph.
- Before staff and students leave after an event, the van **MUST** be cleaned by the supervising coach, teacher and students.
- No food is allowed to be eaten in the vans.
- **Staff members should supervise students in the cleaning of the vans prior to their dismissal.**
- When checking in a van, inform the office staff of any mechanical issues or need for gas.
- In order to drive the vans, faculty and staff must complete the proper documentation and receive approval from the Athletic Director.

FACULTY DRESS CODE

- Hope requires all staff to demonstrate professional taste and good judgment when selecting clothing for Hope’s business casual dress code, unless the day’s task requires otherwise. Our students, parents, donors, and visitors are our customers and clients.
- Clothing must not be too revealing. Employees must always present a clean, professional appearance, well groomed, and wear clothing free of holes, tears, etc.
- Male staff attire: Business casual collared shirts, tie, dress slacks, belt, and appropriate business casual shoes. No untucked shirts. Jackets and business casual sweaters are permitted.
- Female staff attire: Business casual pants, skirts, dresses, blouses and sweaters. No short skirts or leggings worn as pants.
- No tight clothing, blue jeans, or exposed undergarments.
- Nose rings and tongue piercings are not permitted to be worn by staff at Hope or any Hope event.
- On Professional Development days, staff may dress in professional casual attire.

FACULTY CODE OF CONDUCT

Chicago Hope Academy expects all of its employees to model Christian values. Employees of Chicago Hope Academy understand and agree to live by the standards of the school as set forth below. Failure to adhere to these standards may be grounds for discipline and/or termination.

We, the staff of Chicago Hope Academy, agree to...

1. Above all, pursue conduct that is above reproach, acknowledging that what we do is observed by our students, families, guests, and coworkers.
2. CHA expects its staff to avoid sexual misconduct and sexual discrimination of any kind. Inappropriate conduct includes, but is not limited to, such behaviors as the following: sexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital affairs), homosexual activity, sexual harassment, use of pornographic material, sexual abuse or improprieties towards minors as defined by Scripture and federal and state laws. Inappropriate sexual conduct is grounds for immediate dismissal.
3. If you have been a victim of any of the above discrimination, please report incidents to the principal. If your complaint is against the principal, please contact the Dean of Academics.
4. Use of alcohol and any cannabis products while performing school duties is prohibited.
5. The use of profane, obscene or crude language in the classroom, on the field, or when engaged with students in any other context is prohibited.
6. Use wisdom and discretion when sharing one's life with students. It is not often necessary to share the details of one's personal life with students. Students are not intended to be confidants or friends. Oversharing of one's life with students is an easy way to undermine a teacher's authority and to lead a student to see an adult in an inappropriate light.
7. Display a unified front in affirming the beliefs, positions, and actions taken by Chicago Hope Academy administration, faculty, and staff while in the presence of students. To voice disagreement and dissension to our students shows a lack of professionalism, maturity, and commitment to the mission of Chicago Hope Academy. While we may not always agree with the decisions made by administrators and leadership, we trust that they are acting in what they believe to be the best interest of CHA, and we must convey that to our students. If we do have a personal disagreement with decisions, we will handle them according to the principles outlined in Matthew 18. Additionally, we will avoid speaking of members of our community in a negative light. Gossip is a cancer to any organization and does not do anything to breed unity within an institution.
8. Acknowledge that Christians of different denominations and sects hold different beliefs regarding a plethora of issues that are not critical to Salvation. This diversity of opinion is a good thing when approached with grace and charity. It requires Christians to consider multiple sides and to assess them against Scripture. We are not to allow this diversity to breed disunity. If these issues are spoken to in the Statement of Faith of Chicago Hope Academy, faculty and staff will defer to what that statement says. On issues that are not mentioned, we will grant grace to one another and seek to uphold unity by all possible means. Disunity will cause confusion and hurt our ministry to our students.
9. Understand our mission at Chicago Hope Academy to be both an earthly one, providing a quality private education to our students to prepare them for careers/college and life, and

an eternal one, constantly exposing students to the Gospel with the aim to win souls to Christ. We will do everything in our power to serve both of these ends.

FACULTY SOCIAL MEDIA CONDUCT

It is understood that social media plays a large role in the lives of our students in today's world. Faculty and staff are expected to act as representatives of both God and Chicago Hope Academy at all times, including on social media. If it comes to the attention of the administration of Chicago Hope Academy that any member of its faculty and staff is conducting him/herself in a manner that is contrary to the standards of Chicago Hope Academy, this is grounds for discipline and/or termination. Because of this, Chicago Hope Academy requests that teachers not friend, follow, or otherwise involve students or parents on their social media accounts. This includes graduates with younger siblings.

STAFF/TEACHER PARENT RELATIONSHIP

1. It is important to be friendly in a businesslike manner with parents.
2. Teachers are responsible to respond within 24 hours to any communication from parents.
3. Conversations with parents should be limited to business, relative to their particular student only, not other students or staff.
4. Maintain a record of all phone calls and other correspondence in a confidential file to be made available only to the Chicago Hope Academy administration upon request.
5. If a parent calls you about matters other than your classroom, refer him/her to the appropriate administrator.

STAFF/TEACHER STUDENT RELATIONSHIP

As a teacher in a Christian school, you have the unique opportunity to affect students for Christ. Teachers are encouraged to mentor, disciple, and/or counsel students. However, in today's society, you must be wise and beyond reproach. Therefore, please follow these guidelines:

1. Require students to address you as "Mr.," "Mrs.," or "Miss" and your last name (not your first name). You are the adult, and students should address you with proper respect. Athletes may address coaches as "Coach".
2. Be friendly, but do not become friends with the students. This will undermine your authority and could lead to future problems.
3. At no time should any teacher be alone in a private room with a student. For counseling, please refer them to the Dean of Student Support.
4. Avoid physical contact with students.
5. Teachers are not permitted to date students. This is grounds for immediate dismissal.
6. Teachers and staff are not permitted to give their cell phone numbers to students or share other staff cell phone numbers with students. No texting between staff and students is allowed. If for safety reasons on outings cell phones must be used and numbers are shared, further communication is prohibited. When clubs, teams, or other CHA groups need to communicate via cell phones, please use a group app. No personal texting is allowed.

EDUCATORS CODE OF CONDUCT PER IL STATE BOARD of EDUCATION:

PART ONE–5 Core Principles:

Teachers and Staff must adhere to the Illinois Educators Code of Conduct, as follows, in regard to the five core principles:

PRINCIPLE 1: RESPONSIBILITY TO STUDENTS

The Illinois Educator is committed to creating, promoting, and implementing a learning environment that is accessible to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society.

Illinois educators:

- Embody the Standards for the School Service Personnel Certificate (23 Ill. Adm. Code 23), the Illinois Professional Teaching Standards (23 Ill. Adm. Code 24), and Standards for Administrative Certification (23 Ill. Adm. Code 29), as applicable to the educator, in the learning environment;
- Respect the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect and equal opportunity for each student, regardless of race, color, national origin, sex, sexual orientation, disability, religion, language or socioeconomic status;
- Maintain a professional relationship with students at all times;
- Provide a curriculum based on high expectations for each student that addresses individual differences through the design, implementation, and adaptation of effective instruction; and
- Foster in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

PRINCIPLE 2: RESPONSIBILITY TO SELF

The Illinois Educator is committed to establishing high professional standards for their practice and striving to meet these standards through their performance.

Illinois Educators:

- Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both content knowledge and professional practice;
- Develop and implement personal and professional goals with attention to professional standards through a process of self-assessment and professional development;

- Represent their professional credentials and qualifications accurately; and
- Demonstrate a high level of professional judgment.

PRINCIPLE 3: RESPONSIBILITY TO COLLEAGUES AND THE PROFESSION

The Illinois Educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning.

Illinois Educators: Illinois Educator Code of Ethics

- Collaborate with colleagues in school to meet local and state educational standards;
- Work together to create a respectful, professional and supportive school climate that allows all educators to maintain their individual professional integrity;
- Seek out and engage in activities that contribute to the ongoing development of the profession;
- Promote participation in educational decision making processes;
- Encourage promising candidates to enter the education profession; and
- Support the preparation, induction, mentoring and professional development of educators.

PRINCIPLE 4: RESPONSIBILITY TO PARENTS, FAMILIES AND COMMUNITIES

The Illinois Educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student. Illinois Educators:

- Aspire to understand and respect the values and traditions of the diversity represented in the community and in their learning environments;
- Encourage and advocate for fair and equal educational opportunities for each student;
- Develop and maintain professional relationships with parents, families, and communities;
- Promote collaboration and support student learning through regular and meaningful communication with parents, families, and communities; and
- Cooperate with community agencies that provide resources and services to enhance the learning environment.

Principle 5: RESPONSIBILITY TO THE ILLINOIS STATE BOARD OF EDUCATION

The Illinois Educator is committed to supporting the Administrative and School Codes, state and federal laws and regulations, and the Illinois State Board of Education's standards for highly qualified educators. Illinois Educators:

- Provide accurate communication to the Illinois State Board of Education concerning all certification matters;
- Maintain appropriate certification for employment; and
- Comply with state and federal codes, laws, and regulations.

EDUCATORS CODE OF CONDUCT (per IL State Board of Education)

PART TWO—Sexual Misconduct and Professionalism:

Teachers and Staff must adhere to the Illinois Educators Code of Conduct specifically in regards to the prohibition of sexual misconduct defined as “any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the school district, charter school, or no public school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- (1) A sexual or romantic invitation;
- (2) Dating or soliciting a date;
- (3) Engaging in sexualized or romantic dialog;
- (4) Making sexually suggestive comments that are directed toward or with a student;
- (5) Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or
- (6) A sexual, indecent, romantic, or erotic contact with the student.”

Additional staff-student regulations mandate that staff must maintain a professional relationship with students, including all expectations for staff-student boundaries as specified above, recognizing the legal age of students as minors, not being alone in a closed classroom with a single student regardless of gender, not transporting a single student in a vehicle regardless of gender, not taking or possessing a photo or video of a student, and not meeting with a student or contacting a student outside of the staff's professional role.

VIOLATION OF CODE OF CONDUCT

A violation or the failure to report a violation of the Employee Code of Conduct may subject an employee to disciplinary action up to and including dismissal.

MANDATED REPORTER POLICY

All faculty and staff are considered mandated reporters according to Illinois State Law. If you suspect that a child is being abused, a staff member must immediately contact the principal who will support you in making the report to DCFS. The principal will also engage the Dean of Student & Family Support to provide the appropriate wrap-around services and support for Hope students and families.

FACULTY CLASSROOM PROCEDURES

1. Greet students at the door each period with handsanitizer for all students.
2. Close the door at the sound of the bell.
3. Take attendance immediately. Any student who is admitted to the classroom after the bell is to be considered tardy, if no excused tardy slip is provided by another staff or main office member.
4. Students are never to be left unattended. If an emergency arises, call the front desk or another faculty member and wait for classroom coverage to arrive before leaving the classroom.
5. Teachers are to instruct and/or manage academic activity bell-to-bell. Freetime without academic intention is not permitted.
6. Teachers must not allow students to leave the classroom before the bell rings.
7. There is no standing in the hallway or doorway outside the classroom waiting for the bell.
8. Each student will clean their desk top with disinfectant spray upon departure.

BIBLICAL INTEGRATION OF CLASSROOM INSTRUCTION

1. Goals

In a Christian school, studies and activities should be God-centered and integrated with Biblical principles. Creating and developing Christian thinkers is a primary goal of Chicago Hope Academy. True integration of subject matter hinges on your personal devotion to the study of the Bible.

2. Methods

As you feel comfortable and led, feel free to open your class with prayer, focusing on giving God praise and thanksgiving or petition related to the subject matter.

GRADE REPORTS

Final grades must be posted before any faculty can leave for a school break. If a student has been absent, an "Incomplete" may be issued. The Dean of Academics must approve any "Incomplete" prior to it being recorded as a grade.

HOMEWORK AND CLASS ASSIGNMENTS

1. A minimum of two grades are to be entered for each student in each class weekly. Only one of these grades may be a participation grade.
2. Grades should be entered, assignments returned, and feedback given in a prompt and appropriate manner.

3. Students are expected to complete assignments on time, according to each teacher's late policy as indicated on their syllabus. Acceptable excuses for not completing homework are a student's illness or a written note stating that an emergency prevented homework from being completed. Students who habitually fail to do homework should be referred to the Dean of Student & Family Support.

CURRICULUM

Curricula must be submitted to the Dean of Academics by the date specified. Curricula at CHA will pursue the ends of CHA's mission statement in preparing students for life and college. This includes an emphasis on literacy, critical thinking, communication, SAT standardized test preparation when applicable, and E-learning best practices when applicable. Students should more specifically become proficient verbal and written communicators, able to exercise proper rhetorical principles to articulate their worldview. CHA reserves the right to ask that any curriculum be changed, modified, or otherwise amended at any time. Curriculum created by members of the CHA faculty is the property of Chicago Hope Academy and, therefore, must be left with Chicago Hope Academy upon the departure of the creating faculty.

SUPERVISION AND EVALUATION OF FACULTY

Formal evaluations will occur twice a year at the discretion of the Dean of Academics. Performance reviews will be documented as needed, as determined by the principal. Classroom visits and walk-throughs by administrators will occur on a weekly basis throughout the year to observe classroom management, content delivery strategies, and student learning in order to provide insights for faculty coaching.

TEXTBOOKS

1. Upon receipt of textbooks, ensure that there is a number in the front cover of each. Assign books to students by these numbers and document these assignments in a Google sheet shared with the main office manager. Comment on the Google sheet the condition of the book (new, soiled, torn or it has writing or marks).
2. When a student turns in a book at the end of the unit/year, assess the condition of the book AT THAT TIME, to ensure that the correct books (and associated fees) are attributed to the correct student. Create a list of books that were more damaged upon return than upon distribution. Turn that list, along with the names of the associated students to the main office. The office will then assess fees to individual students as necessary.
3. Ultimately, the teacher bears responsibility for the textbook(s) utilized in his/her class. Failure to follow this procedure will result in the associated fees being passed from the students to the teacher.
4. If a student or teacher loses a textbook, he/she must pay for the lost book before being issued a replacement book (this includes teacher manuals).

DISCIPLESHIP GROUPS

Each teacher will be assigned a Discipleship Group (DG) of same-gender students, ranging across all grade levels. Teachers will maintain the same DG throughout their time at CHA. Objectives for Discipleship Groups include building relationships with students on a small group and individual level, crafting a connection that isn't always possible in the classroom, allowing an opportunity to teach students

about what it looks like to live a Christ-centered life, and to spend time exploring Scripture and faith. DG is a unique component of a CHA education and provides opportunities to engage with students in a way that teachers in other school environments are not permitted. DGs should be intentional times of spiritual mentorship and guidance. Below is a list of expectations for DG:

Discipleship Group will be...

- A time devoted to nurturing the spiritual growth of each student.
- Filled with content that asks students to engage with spiritual questions and issues.
- Rooted in Biblical truth and Scripture.
- Conducted at a level that is applicable and relatable to the population of the group, bearing in mind the spiritual maturity of each member.
- A place where students are comfortable to be honest.
- Led by a teacher who seeks to support and uplift students.
- Edifying and a great and positive start for the day.
- Respectful to the differing beliefs and backgrounds of students.
- A time in which students can see their teacher in a positive, Christ-centered light.

Discipleship Group will not be...

- A time for grading, lesson planning or preparation for the day for the teacher.
- Free time, study hall or a place to prepare for the day for students.
- A time to cast Chicago Hope Academy, its staff or students, or Christianity in a negative light.
- A space for the teacher to overshare about personal matters.
- An opportunity to promote personal beliefs that run contrary to the Statement of Faith and Code of Conduct of Chicago Hope Academy.
- An opportunity for academic tutoring.

Failure to conduct Discipleship Group according to the aforementioned standards is unacceptable. The administration will provide structure and guidance on how Discipleship Group will be conducted, leaving as much deference to the styles, preferences, and giftings of the individual teacher as possible. Suggested tools to promote engagement and discussion will be provided. DG should be a life-giving time for teachers and students alike.

EXTRACURRICULAR ACTIVITIES

Teachers may choose to make themselves available to the Athletic Department as a candidate to fill coaching vacancies. Teachers may be asked to sponsor a club that meets during the school day two days per week and/or supervise a study hall during that time.

IHSA STUDENT ELIGIBILITY FOR ATHLETICS

- Academic eligibility is computed every Monday morning by the Dean of Student & Family Support.
- A list of students on the D&F, watch, probation, and suspension lists will be emailed out to all faculty and coaching staff each Monday morning.
- A student with two F's in academic subjects will not be eligible to participate in extracurricular activities during that week.

FIELD TRIPS

Field trips are a valuable aid to learning. Trips are justifiable when they relate directly to the course of study and objectives studied by the class making the field trip. Proposals for field trips should be made to the Dean of Academics. All available details of the trip ought to be provided in order for administration to make a decision in the best interest of CHA. Upon approval by the administration, action steps will be given pertaining to necessary parental notice, permission slips, transportation, and funds. It will also be the responsibility of the teacher to discuss the need for teacher chaperones with the Dean of Academics and to give those teachers due notice. Teachers must adhere to the Main Office policy for field trips.

HIRING POLICY

We will not discriminate employment on the basis of age, race, color, sex, disability or national origin. Because we are a nonprofit Christian organization, we do require faculty and staff to sign a statement that they are Christians and hold to Christian values. We do not receive federal funding and are a Bona Fide Non Profit Private membership organization. We will comply with the Illinois school code as it applies to a non-profit Christian High School not receiving any federal funding.

PAYROLL PROCEDURES

Salary checks are issued twice per month. No checks will be issued after June 1st until all teacher responsibilities for that school year have been fulfilled to the satisfaction of the principal. Deductions will be made from salary checks for federal withholding tax, state withholding tax, health insurance, and retirement premiums.

CONFLICT MANAGEMENT

Chicago Hope Academy functions best when all involved follow a simple principle of communication and problem solving: Solve problems by involving the least number of people and at the lowest level possible. This approach is based on the teaching of Scriptures as found in Matthew 18.

ORGANIZATIONAL STRUCTURE

Ike Muzikowski is the president and principal of Chicago Hope Academy. Teachers report to the Dean of Academics who oversees all academic and administrative operations within the school. Teachers refer student behavioral concerns to the Dean of School Culture who cultivates, manages and restores behaviors of individual students and the student body in general, as aligned with Hope's mission and vision. Teachers refer students with social-emotional and academic needs to the Dean of Student and Family Support who provides wrap-around services to students and families in need. See website for current leadership roles and assignments.

CHA STUDENT DISCIPLINE POLICY

Students who exhibit inappropriate or unacceptable behavior will be handled on a case-by-case basis. Faculty should feel empowered to manage their classroom to maximize learning and minimize distractions. Each teacher will be allowed to craft their own class procedures, and those procedures should be shared with the Dean of Academics during Professional Development and stated in their syllabus. Class procedures should be consistently applied and should uphold the standards for behavior outlined in the Student Code of Conduct located in the Student and Family Handbook.

Faculty should feel supported by administration in handling discipline and behavior issues. Any student exhibiting behavior that disrupts the classroom should be corrected or referred to administration as the teacher sees fit.

A Christian school must have a philosophy of discipline based on the Scriptures. Some guidelines to keep in mind are:

1. Christian love is at the heart of all discipline. The tough side of love (correction and chastening) is an essential part of loving firmness. The key is balance. Firmness minus love becomes harsh, whereas love without firmness is sentimentality. Both errors produce, instead of solve, problems.
2. The responsibility and authority to discipline comes from God. You stand *in loco parentis*, that is, “in the parents’ stead.” Their authority is delegated to you during the school day and during school activities when their student is in your charge.
3. Christian discipline respects the image of God in the student and the teacher.
4. The goal of discipline is restorative, and needs to be conducted in love with patience, kindness and humility, never in frustration or anger.
5. Behavioral correction and restoration can be used effectively to show the student his or her sinful nature and need for God, in addition to developing self-discipline in areas related to moral conduct.

CHA STUDENT DISCIPLINE PROCEDURES

1. We must take time to teach proper conduct and deal with problems.
2. The causes of the problems should be found and corrected at the source.
3. Faculty and administration should be fair, firm, and consistent in corrective discipline and restoration, noting differences in student’s needs and problems. You should be consistent concerning the school rules and enforce them for all students, not just those in your own class. You should prepare students to accept corrections from any other teacher or staff member.
4. The disciplinary means should be in keeping with the seriousness of the offense. Raising one’s voice, cursing, embarrassing or demeaning students are not compatible with Christian attitudes and principles and should not be used to punish or correct students.
5. Be aware of the needs and limitations of the students and try to meet them. Students are not perfect and must not be expected to be so.
6. Use a positive approach which emphasizes reinforcement of good behavior and attitudes more than the negative consequences of unacceptable conduct.
7. A well-planned and interesting class will help minimize problems. Work must be paced to fit the needs of the class.
8. It is best practice to keep a written record of specific behavioral or attitude problems which need correction, so that objective information will be available for conferences and intermediary purposes.
9. The administration of the school is ready to help with classroom problems. Consult with them promptly when the need arises.
10. Teachers are permitted to write detentions for students with whom verbal correction has failed.

STUDENT ILLNESS

During school time

1. If a student is sick, send him/her to the office with a pass.
2. If a student faints or has any kind of blackout, help the student first and have another student call the main office immediately to secure help.
3. **No medicine is ever to be given to students by teachers.** Students are not to transport medicine from home to school and vice versa (except for asthma and emergency anaphylaxis medications). Students are only permitted to self-administer prescription medication with permission from main office. If a teacher discovers a student in possession of medication, he/she should take the medication from the student and turn it in to the main office.
4. If a student is stung or seems allergic to some food, get him/her to the office immediately!
5. Teachers will be notified by the office at the beginning of the school year if they have any students with medical conditions of which they will need to be aware (diabetes, epilepsy, etc.)

FIRST AID PROCEDURES

1. Determine the severity of the injury.
2. If the injury involves a broken limb or an undetermined injury of an apparently serious nature, the student should not be moved until the proper medical aid arrives. Notify the office immediately if an emergency arises.
3. If the injury is determined to be less severe, the student is to be sent or brought to the office where first aid will be administered.
4. An accident report (via Google Forms) needs to be completed for every incident, no matter how insignificant it may seem.

MAIN OFFICE PROCEDURES FOR STUDENT

Students are never to be sent to the office without a pass from the teacher AND the teacher alerting the Main Office by phone. Students may be sent to the office for medical reasons only. Students are NOT to be sent to the office for discipline reasons, social-emotional reasons, or on personal errands (i.e. adding money to lunch cards, calling home, etc.) If a student has an emotional need, the teacher must call the Dean of Student & Family Support, who will come to assist the student. If a student has a disciplinary issue, the teacher must call the Dean of School Culture, who will come and remove the student from the classroom. If needed, ask the student to step out of the classroom while waiting for a Dean. If either Deans are unavailable, contact the Dean of Academics. It should be a rare occurrence that a student will need to leave the classroom.

FACULTY & STAFF HANDBOOK

AGREEMENT 2022-2023

Each faculty and staff member must sign the agreement in conjunction with their CHA contract of employment.

I certify that I have read the *Faculty & Staff Handbook* in its entirety and promise to abide by its guidelines and regulations in addition to enforcing it throughout the 2022-23 academic school year. I am fully aware that all rules and regulations stated in the *Faculty & Staff Handbook* will go into effect at the time of my signing of this document until the first day of the 2022-23 school year or the termination of my employment at Chicago Hope Academy. I also acknowledge that the Chicago Hope Academy administration reserves the right to revise the content of the Faculty & Staff Handbook at any time, as necessary.

I certify that I have also read and understand the policies outlined in the *Student & Family Handbook* and agree to uphold and enforce those policies to the best of my ability for the duration of my employment at Chicago Hope Academy.

Name

Signature

Date