

# HOPE

ONLINE LEARNING ACADEMY





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August 2025

Dear Families and Students,

On behalf of HOPE Online Learning Academy Co-Op (HOPE), I welcome you to the 2025-26 school year. You have chosen an individualized approach to the learning process. I know that HOPE teachers and Learning Site staff 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. This document is available on the HOPE website ([www.HOPEonline.org](http://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 teachers and Learning Site staff are here to support students in their pursuit of knowledge and success. If you have any questions, please ask your HOPE teacher or Learning Site staff or you may always call the HOPE main office at 720-402-3000.

Sincerely,

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

Heather O'Mara  
Founder and Chief Executive Officer

*In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Douglas County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees, and members of the public. To address complaints alleging sexual harassment under Title IX, please contact [Baylee Byczkowski](mailto:Baylee.Byczkowski@dcse.doe.org), 9780 Pyramid Court, Suite 100, Englewood, CO 80112, 720-402-3000.*

# ABOUT HOPE ONLINE LEARNING ACADEMY CO-OP

## How HOPE Works

HOPE is a blended learning model where 6-12<sup>th</sup> grade students receive instruction online and through face-to-face classroom instruction. In-Person Students attend a community-based Learning Site four days a week for the full school day. All students are remote on Fridays. Drop-In Learning Site Students are remote 5 days a week with an option to drop-in to their Learning Site for in-person individualized instruction. Curriculum is assigned and supervised under the direction of teachers and the mentor. There are low student-educator ratios, meaning students get a high level of personal attention in the classroom. HOPE is a non-profit, free, public charter school of the Douglas County School District.

## HOPE's Mission

HOPE students matter. At HOPE, students achieve more than they ever thought possible. Through our small, community-driven, diverse learning environment, students gain the knowledge and skills to become leaders in their community. The vision of HOPE is to provide a safe, caring and engaging learning environment that empowers students to grow academically, as well as social-emotionally.

## HOPE's Vision

At HOPE, you: **Belong; Believe and Become**

## HOPE's Pillars

At HOPE, our pillars – **Affiliation, Attendance, Achievement, Aspiration** – influence our learning culture. The motivation for all our decisions and everything we do, on behalf of our students, is represented by these four principles.

## THE HOPE Model

- Develops a foundation for literacy and strengthens knowledge of reading, language arts, mathematics, social studies and science.
- Is accredited, standards-based and mapped to the national Common Core and Colorado standards.
- Is developed by experienced educators, based on scientifically-based research, pedagogically-sound instruction and proven best practices.
- Incorporates self-paced and project-based activities that promote exploration, individual learning, cooperative learning, problem solving, reflection and real-world connections.
- Offers students the ability to achieve academic success through a variety of learning and instructional strategies designed to teach to multiple learning styles.
- Features assessment and management tools that provide students and teachers immediate feedback and guidance, allowing student progress to be monitored and assessed in real time.
- Is individualized, allowing students to move forward at their own pace and receive remediation or enrichment when needed.

## HOPE BOARD OF DIRECTORS

Bill de la Cruz  
Dr. Kristine A. Turner

Bishop Jerry Demmer  
Jeff Vigil

Kim Rossi

Meeting dates, agendas and minutes may be viewed at [www.HOPEonline.org](http://www.HOPEonline.org)

## DOUGLAS COUNTY SCHOOL DISTRICT BOARD OF EDUCATION

[The Douglas County School District RE-1 Board of Education](#)

## IMPORTANT DATES

### October Pupil Count

HOPE 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. **October 1, 2025**, is the official Student Count Day (the most important day of the 10 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.

### State-Mandated Testing

State law requires that all 6-12th grade students complete the assessment program which will be administered in **April 2026**. More details will be provided in the second semester.

## HOPE SCHOOL CALENDAR 2025-2026

HOPE and all HOPE Learning Sites operate on a standard traditional school year calendar approved by the Douglas County School District.

The calendar may be found at [www.HOPEonline.org](http://www.HOPEonline.org).

### Classroom/Site Cancellations

HOPE is empowered to authorize closure of the Learning Sites, delay starting time, or dismiss students early in the event of severe weather or other emergencies that threaten the health, safety, or welfare of students.

In the absence of direction from HOPE, the Learning Site Director shall rely upon the school closure decision in the school district in which the Learning Site is located to determine if closure of the Learning Site is warranted. In no event shall a Learning Site close without notification to HOPE, or a decision from the local public school district.

Because of the geographic distribution of HOPE Learning Sites, snow days at the individual Learning Sites will be determined by the school district where the Learning Site resides, unless contacted by HOPE. School closures and delays are made with student safety foremost in mind. [\(See Policy HA-013 Early Closing and Cancellation of Classes\)](#)

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 Site resides.

### **Professional Development Days**

For the 2025-2026 school year, professional development days and staff workdays have been incorporated into the school calendar. This additional time will be used for HOPE and Learning Site staff to participate in staff development and work in teams to set specific goals around student achievement. Each Friday is designated as a staff professional development day. Students will not attend their Learning Site on these days, and are expected to do their schoolwork at home. Check the HOPE calendar at [www.HOPEonline.org](http://www.HOPEonline.org) for dates.

## **STUDENT EDUCATION RECORDS**

The HOPE Registrar is the official custodian of all student records. All requests for student records must be directed to the registrar's office. ([See Policy HS-020 Student Education Records](#))

### **To request student records contact:**

**Student General Records and Special Education Records**

Record Requests: [Record Request Form](#).

Fax: 303-484-2929

Phone: 720-402-3018

If you are a parent or student wanting to request current grades, please use [Permission to Request Student Current Grades](#).

## **WITHDRAWALS**

Students can withdraw from school at the age of 17. Students who are 16 years old or younger can only withdraw if they are enrolled in another school. Otherwise non-attendance will be considered truancy. When students withdraw from a HOPE Learning Site a Withdrawal Form is completed. 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, **please contact your Learning Site to withdraw your student.**

## **TRANSFERS**

Students may find it necessary to transfer locations for their HOPE education. With the permission of the receiving Learning Site and HOPE, students may do so provided the appropriate Transfer Form is filled out and signed by the parent or legal guardian and submitted to HOPE, please use [Student Transfer Request Form](#).

## **ATTENDANCE**

School attendance is required by law for every child between the ages of six through 16 years. Attendance in class is an integral part of the educational process, and students are required to be completing schoolwork every day school is in session, each academic year. Parents, guardians, and legal guardians of students between the ages of six through 16 years are obligated by state law to ensure the student's attendance.

Students must be at their chosen Learning Site on time every scheduled day or working remotely, unless excused. Parents/guardians must contact their Learning Site director if a student's absence is to be considered excused.

The final decision on excused absences is at the discretion of the HOPE Executive Director of Student Support or their designee.

Students must be prepared for schoolwork, have required supplies, and complete assignments. Students must make reasonable academic progress. ([See Policy HS-017 Student Attendance](#))

## **SAFETY AT SCHOOL**

All Learning Sites 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 will not tolerate unauthorized student possession or use of dangerous weapons on HOPE property or at HOPE-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 or Learning Site building, on HOPE or Learning Site grounds, in any vehicle used for school purposes, or at any school-sponsored activity is prohibited and is grounds for mandatory expulsion. ([See Policy HS-003 Dangerous Weapons](#))

### **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 Learning Sites, on all Learning Site grounds and HOPE property, at any school-sanctioned activities, when students are being transported to and/or from HOPE 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. ([See Policy HS-004 Drug and Alcohol Free Education Environment](#))

### **Discrimination and Harassment**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Douglas County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees, and members of the public. ([See Policy HS-006 Discrimination and Harassment of Students](#))

### **Prevention of Bullying**

HOPE 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 or Learning Site property, at HOPE or Learning Site sanctioned activities or events, when students are being transported to and/or from HOPE activities or events, and off school property when such conduct has a nexus to a HOPE or Learning Site curricular or non-curricular activity or events. ([See Policy HS-007 for Prevention of Bullying](#))

## **COMPLAINT OR PROBLEM RESOLUTION PROCEDURES**

It is the policy of HOPE that any complaint or dispute that arises between any individuals involved in the HOPE program shall be resolved through a constructive set of steps as defined below, or further explained here: [Compliance at HOPE](#).

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

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

The HOPE 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 Learning Site director first, before anyone else is involved.
2. If it is not solved at this level, it should then be presented to HOPE administration.

Should a parent/guardian be dissatisfied with the chosen Learning Site, they may, with the approval of HOPE, transfer to another site with permission from the receiving Learning Site and appropriate documentation, please use [Student Transfer Request Form](#).

## **DISCIPLINE POLICY**

In order to ensure maximum educational benefits for all students, each student is expected to conform to all HOPE policies and regulations, show respect for and obey those in authority, and otherwise conduct themselves at all times in a manner fitting their 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.

1. Only HOPE may suspend or expel a student for misconduct when at school or involved in a HOPE sponsored activity.
2. While HOPE has no control over student activity off campus that is not HOPE sponsored, if misconduct outside of HOPE comes to the attention of HOPE, it may result in administration of discipline, including suspension or expulsion.
3. HOPE property shall be protected. Malicious or careless defacing, damaging, or destroying of HOPE property will result in both appropriate disciplinary action and the replacement of such property by the student and/or their parents or legal guardian.
4. Conduct and attitude shall be respectful. Disruptions, unruly behavior, or repeated interference with HOPE'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, they will be subject to disciplinary action, which may result in a suspension and/or expulsion from HOPE.

[See Policy HS-002 Student Conduct](#)

[See Policy HS-012 Student Discipline](#)

[See Policy HS-013 Suspension and Expulsion](#)

[See Policy HS-014 Discipline of Habitually Disruptive Students](#)

## **STUDENT USE OF INFORMATION TECHNOLOGY**

To support its educational mission, HOPE and the Learning Site will provide information technology (IT), such as computers, networks, and Internet access to students. No student will be given access to HOPE IT resources until they, along with a parent or guardian, has signed and submitted an Acceptable Use of HOPE IT Agreement. ([See Policy HS-011 Student Use of Information Technology](#))

**Email:** Student use of email is intended for educational purposes only. Inappropriate use of email will be at the sole discretion of HOPE 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. Offenses may result in disciplinary action.

# GRADUATION REQUIREMENTS

It is the policy of HOPE that students must demonstrate mastery of 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. Contact your Student Academic and Career Advisor with any questions regarding graduation requirements.

## HOPE Graduation Ceremony

All graduates are encouraged to attend the Graduation Ceremony held at the end of the Spring semester. Students who violate the Code of Conduct may be excluded from the ceremony. To be eligible to participate in the ceremony, all graduation requirements must be completed by the deadline prior to the ceremony.

HOPE has two pathways to graduate. Both pathways lead to a Douglas County School District regular diploma.

### 1. Core24 Pathway

- 4 credits English/Language Arts
- 3 credits Math
- 3 credits Science
- 3 credits Social Studies
- 2 credits Practical Arts
- 1 credit Career Technical Education (CTE)
- 1 credit Personal Wellness (PE)
- 7 credits of Electives

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Total number of credits required = 24 credits

### 2. Workforce Ready Pathway

The Workforce Ready Pathway is an alternative to the Core24 graduation requirements. It is designed to be completed in 3 to 4 semesters. Students have the opportunity to test out of some components by demonstrating proficiency on designated assessments.

This pathway is available to students in grades 11 and above, 16 years old or older, who are considered significantly behind on graduation credits. Eligibility for the Workforce Ready Pathway program will be determined by HOPE.

HOPE graduation requirements also include a minimum score on one of the following Colorado Department of Education approved College and Career Readiness Exams in Language Arts and Math, subject to reasonable accommodation for special education students.

ACT WorkKeys NCRC at Bronze Level  
Senior Capstone score of 18 or higher

ACT:     Language Arts 18       Math 19  
SAT:     Language Arts 430     Math 460

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

For more information see [the HOPE High School Academic Planning Guide](#)

## HEALTH

### Administering Medicines to Students

In general, Learning Site personnel should not administer medication to students at the Learning Sites 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 Site administer medications to a student without delegated authority from a HOPE School Nurse. ([See HS-019 Administering Medications](#))

## VISITORS

It is the policy of HOPE to encourage parents and other interested citizens to visit Learning Site 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 Sites upon advance notice to, and authorization by, the Learning Site director. ([See Policy HA-015 Visitor](#))

## HOPE 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 teacher and/or staff 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 staff’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.

Consequences for violation of this Policy can include: receiving an F for the class; Redoing the entire class; suspension and/or expulsion.

## ABIDING BY THE LAW

Every student in HOPE, as well as every employee of HOPE, 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 and appropriate disciplinary action will follow.

HOPE 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.

## **SCHOOL DRESS CODE**

For the HOPE dress code, please refer to the Student Dress policy. ([See Policy HS-008 Student Dress](#))

Subject to the approval of HOPE, Learning Site directors may establish additional specific standards for their own Learning Sites.

## **RELIGION IN A PUBLIC SCHOOL**

It is the policy of HOPE that all Learning Sites shall maintain a non-sectarian environment at all times. It is important to note that HOPE does not endorse nor promote religious activities conducted by an organization providing a Learning Site or provided at the same or related facility as any Learning Site.

([See Policy HA-009 Non-Sectarian Environment](#))

## **DISCLAIMER**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, the Douglas County School District RE-1 does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law. Complaint procedures have been established for students, parents, employees, and members of the public. To address complaints alleging sexual harassment under Title IX, please contact [Baylee Byczkowski](#), 9780 Pyramid Court, Suite 100, Englewood, CO 80112, 720-402-3000.

Any person having inquiries concerning the school's compliance with regulation 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 Learning Academy Co-Op, 9780 Pyramid Court, Suite 100, 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 Board of Directors.