



Hmong American Peace Academy, K-12 Family Handbook

2023-2024 School Year

Table of Contents

Chief Executive Officer Welcome Letter.....	pg. 3
Hmong American Peace Academy, Ltd.....	pg. 5
HAPA Strategic Priorities.....	pg. 6
HAPA Discipline Policy.....	pg.7
School Uniform, Appearance, and Professional Conduct Policy.....	pg. 12
Parental Involvement Agreement Information.....	pg. 16
Media/Telecommunications/Field Trips/Medical Release Information.....	pg. 17
School Policy on Weapons and Other Criminal Offenses Information.....	pg. 18
Appendix A—Emergency Contact Card.....	pg. 19
Appendix B—Uniforms & Appearance, Discipline Policies, and Parental Involvement.....	pg. 22
Appendix C—Media/Telecommunications/Field Trips/ Medical Release.....	pg. 23
Appendix D—School Policy on Weapons & Other Criminal Offenses Signature Page.....	pg. 24

Dear HAPA Families,

Welcome to the 2023-2024 school year! We are very excited about HAPA’s new academic strategic direction of a Portrait of a HAPA Graduate, which will serve as our anchor as we forward with student performance outcomes. The teachers and staff are very excited and look forward to welcoming our scholars back to school on **Tuesday, September 5th, 2023.**

HAPA will continue to closely monitor COVID-19 and health regulations and will communicate any changes in a timely manner. We are very excited and expect this school year to be an excellent year filled with discovery and learning for all! In the spirit of building school culture, this year’s theme is “**Great Today but Better Tomorrow!**” As a family, I look forward to partnering with you in providing the best education to our scholars.

In moving forward with growth and expansion for the 2023-2024 school year, HAPA will continue with operating **two campuses:**

1. Main Campus located at 4601 North 84th Street
 - High School & Administrative Offices Building
 - Primary and Middle School Building: K4-2nd & 6th – 8th Grades
2. Denver Campus located at 8200 West Denver Ave: 3rd – 5th Grades

HAPA is pleased to announce the return of shared transportation between all of our campuses.

HAPA’s Transportation

School Location	AM Schedule	PM Schedule
Main Campus: Primary, Middle School, & High School	AM Drop Off at 6:55 am	PM Pick up at 2:20 pm
Denver Campus	AM Drop off at 7:10 am	PM Pick up at 2:10 pm

In addition, below are information regarding HAPA’s Early Care, Extended Care, After School Activities, and After School Achievement Program (ASAP):

Early Care, Extended Care, After School Activities and ASAP

Early Care		
Grade Level	Time	Location
K4 to 2 nd	Start at 6:30 am	Primary & Middle School Building
3 rd to 5 th	Start at 6:30 am	Denver Campus
6 th to 8 th	Start at 6:30 am	Primary & Middle School Building
9 th to 12 th	Start at 6:30 am	High School Building

Extended Care		
Grade Level	Time	Location
K4 to 2 nd	2:30 pm to 4:00 pm	Primary & Middle School Building
3 rd to 5 th	2:30 pm to 4:00 pm	Primary & Middle School Building

After School Activities and ASAP		
Grade Level	Time	Location
6 th to 8 th	2:30 pm to 4:00 pm	Primary & Middle School Building
9 th to 12 th	2:30 pm to 4:00 pm	High School Building

If you have any questions regarding your child’s division, please call the following division as indicated below:

- Primary Division (grades K4 to 2nd)—Office Phone # 414.383.4944**
- Intermediate Division (grades 3rd to 5th)—Office Phone # 414.797.2222**
- Middle School Division (grades 6th to 8th)—Office Phone # 414383.4740**
- High School Division (grades 9th to 12th)—Office Phone # 414.797.2223**

As we move forward with excellence, **please call your child’s divisional office to report absence by 7:30 am daily.**

I look forward to partnering with you to ensure academic excellence and as always, I welcome your active participation in your child’s education. Should you have any questions, please feel free to contact 414-800-1797. Once again, welcome to the 2023-2024 school year! I am very excited and look forward to a positive and productive school year with you. Together we make the HAPA community stronger.

In addition, below are HAPA’s Family Handbook, which contains HAPA’s Discipline Policy, School Uniform, Appearance, and Professional Conduct Policy, Parental Involvement, Media/Telecommunications/Field Trips/Medical Release, Policy on Weapons and other Criminal Offenses, and Appendices for the 2023-2024 School Year, which must to be completed, signed by the parent/guardian and returned to the school.

Forever Forward,



Chris Her-Xiong, PhD
 Founder/Chief Executive Officer

Hmong American Peace Academy, Ltd. Information

Main Campus Address

4601 North 84th Street
Milwaukee, WI 53225

1. Administration Offices

4601 North 84th Street
Milwaukee, WI 53225
414.800.1797
Chris Her-Xiong, PhD
Chief Executive Officer

2. High School Division (grades 9th to 12th)

4601 North 84th Street
Milwaukee, WI 53225
414.797.2223
Mr. Donald Patnode
Principal

3. Middle School Division (grades 6th to 8th)

4601 North 84th Street
Milwaukee, WI 53225
414.383.4740
Ms. Jessica Scherer
Principal

4. Primary Division (grades K4 to 2nd)

4601 North 84th Street
Milwaukee, WI 53225
414.383.4944
Mr. Ryan Johnson
Principal

Denver Campus

Intermediate Division (grades 3rd to 5th)

8200 W. Denver Ave
Milwaukee, WI 53223
414.797.2222
Mr. Luke McAvoy
Principal

Hmong American Peace Academy Strategic Priorities:

HAPA MISSION

HAPA provides students with rigorous academics, character development, and Hmong cultural values, preparing them to excel in colleges, universities and careers.

HAPA VISION

HAPA students enjoy college and career success, value Hmong cultural heritage, and exhibit responsible and peaceful leadership in local and global communities.

HAPA Portrait of a Graduate Statement

Graduates of the Hmong American Peace Academy will embody...

- **College and Career Readiness:** HAPA graduates possess the mindsets, skills, content knowledge, and variety of learning experiences needed to pursue college level study and the career of their choosing. They are independent, lifelong learners who have the confidence to set their own purpose, goals, and path to success.
- **Connection to Hmong Heritage:** HAPA graduates hold comprehensive knowledge of Hmong culture, values, and language. They have reflected deeply on their personal, family, and community history and draw perseverance from their identity. They know where they come from, take pride in who they are and share their heritage with others.
- **Community Leadership:** HAPA graduates model compassion, moral character, and peaceful action. They are critical thinkers, effective communicators, and collaborative problem-solvers who build respectful relationships with diverse community members. They have the courage to advocate for themselves and others in order to transform their local and global communities.
- **Commitment to Wellness and Joy:** HAPA graduates maintain healthy habits of mind, body, and spirit. They have developed the social-emotional skills, self-knowledge, and adaptability to thrive in any environment. They cultivate a well-rounded range of interests in the pursuit of a fulfilled and meaningful life.

Hmong American Peace Academy Discipline Policy

The procedures for disciplining students.

Hmong American Peace Academy and the entire community are dedicated to educating the whole person - mind, body, and will for peace and fullness of life. HAPA strives to foster and maintain a safe and peaceful environment to further engage in peacebuilding and building relationships through problem solving. The PeaceBuilders program outlines six principles for students to practice: praise people, give up put downs, seek wise people, notice and speak up about hurts one has caused, right wrongs, and help others. Capturing Kids’ Hearts supports staff in developing positive relationships with students with the goal of student achievement.

At HAPA, we strive to find ways to problem solve between the offender and offended, and come up with action plans to prevent future offenses. More importantly, both programs offer conflict prevention skills, conflict resolution/remediation strategies, and ethics. A core concept of PeaceBuilders and Capturing Kids’ Hearts is the idea of “relational capacity” (that a behavior intervention is only as successful as the relationship it is based on). With this in mind, disruptive behavior should be corrected whenever possible within the classroom by the teacher. Additionally disruptive behaviors should be addressed in the moment using The Four Questions or Lightening Quick Corrections. The Lightening Quick Correction or Four Questions are:

1. What are you doing?
2. What are you supposed to be doing?
3. Are you doing it?
4. What are you going to do about it?

Do not wait a few days or until the end of class to address something. If it is a larger issue, time outside of class should be used. Teachers, Impact Coaches, and Administrators are all present to support each other, but the closer the correction happens to the infraction, the more effective it will be.

Level I - Disruptive Behavior	
Behavior	Steps
<ul style="list-style-type: none"> ▪ Speaking without permission ▪ Throwing items around the room ▪ Inappropriate noises ▪ Moving about in the classroom or school without permission ▪ Violating another person’s space ▪ Making faces and/or 	<ol style="list-style-type: none"> 1. Classroom teacher uses The Four Questions or a Lightening Quick Correction to address the behavior. 2. If behavior continues... <ol style="list-style-type: none"> A. The classroom teacher or staff will address the situation. A phone call home by the teacher will be made to inform parent. Classroom teacher or staff will document call. B. Teacher, parent, and student work together to come up with an action plan so behavior will not continue.

<ul style="list-style-type: none"> ▪ inappropriate gestures ▪ Inappropriate language or put downs ▪ Repeated tardiness ▪ Uniform violation ▪ Using abusive, profane or obscene language whether spoken, written, or by gesture ▪ Minor cheating or helping another to cheat, including forgery ▪ Defiant by refusing to listen to staff, substitutes, volunteers, or any other person in authority ▪ Inappropriate use of cell phones ▪ Disrespect to staff or other students ▪ PDA (public displays of affection) ▪ Abusive language directed toward a teacher/staff or another student. ▪ Student actions that disrupt the class to the extent that the teacher’s authority is being challenged or the teacher is unable to teach effectively. 	<p>C. Teacher will inform Impact Coach and fill out referral form.</p> <p>3. If behavior continues after at least three (3) teacher led interventions, it will result in the student being sent to the Impact Coach. Impact Coach will support teacher’s action plan.</p> <p>4. If disruptive behavior continues go to Level II.</p> <p>A. Student will meet with Impact Coach and parent will be contacted for a meeting to review the Covenant of Excellence.</p> <p>B. A behavior plan will be put in place using PeaceBuilders and Capturing Kid’s Hearts philosophies. This plan will be documented in HAPA’s tracker format.</p> <p>C. Impact Coach will inform Educational Leader.</p>
--	---

Level II - Disruptive Behavior

Behavior	Steps
<ul style="list-style-type: none"> ▪ Persistent defiance by refusing to listen to staff, substitutes, volunteers, or any other person in authority ▪ Vandalizing, defacing, or destroying school property or the property of other students or staff members ▪ Cheating or helping another to cheat. ▪ Persistent uniform violations. ▪ Persistent lying or dishonesty ▪ Inappropriate physical or sexual touching ▪ Persistent disrespect ▪ Truancy 	<p>1. Step #1:</p> <p>A. Student will meet with Impact Coach, teacher and parent will be contacted for a meeting to review the Covenant of Excellence.</p> <p>B. A behavior plan will be put in place using PeaceBuilders and Capturing Kid’s Hearts philosophies. This plan will be documented in HAPA’s tracker format.</p> <p>C. Impact Coach will inform Educational Leader.</p> <p>2. Step #2</p> <p>If the disruptive behavior continues, in-school suspension may be deemed necessary. A plan will be put in place using PeaceBuilders and Capturing Kid’s Hearts philosophies. Should an in-school suspension occur, the student, parents, an administrator, and staff must participate in a Peace</p>

	Circle process to reinstate the student.
Level III - Disruptive Behavior	
Behavior	Steps
<ul style="list-style-type: none"> ▪ Leaving school grounds without permission ▪ Stealing ▪ Possession, use, distribution, or sale of drugs, alcohol, weapons, or any other banned substance. 	<ol style="list-style-type: none"> 1. The student will meet with the Impact Coach and parent will be contacted for a meeting to review the Covenant of Excellence. 2. A behavior plan will be put in place using PeaceBuilders and Capturing Kid's Hearts philosophies. This plan will be documented in the HAPA's tracker format. 3. Impact Coach will inform Educational Leader. 4. If the disruptive behavior continues an out-of-school suspension may be necessary. A behavior plan will be in place using PeaceBuilders and Capturing Kid's Hearts philosophies. Should a suspension occur, the student, parent, an administrator, and staff must participate in a Peace Circle process to reinstate the student.

Any instances of serious discipline infractions may result in immediate suspension or possible expulsion. An immediate suspension or expulsion may occur for the following:

1. Conduct by the student while at school or under the supervision of a school authority that endangers the property health or safety of others, including, but not limited to: arson or attempted arson; assault and/or battery of another student; possession, distribution, manufacturing and/or sale of drugs and/or drug paraphernalia; threatening to harm the health or safety of a person or making a threat to damage property; possession, use, or sale of a firearm, as defined in 18 USC 921(a)(3), or dangerous weapon; possession, use, distribution, sale, lighting, or discharge of explosive devices; unlawful assemble and/or riot;
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Repeated refusal to obey the rules of the school;
4. Fighting;
5. Student actions which indicate the use of drugs, alcoholic beverages, or other behavior altering substances;
6. Student actions that present a danger to the safety and well-being of themselves or others;
7. Other criminal acts in violation of local, state, or federal laws.

Notice of Suspension

Prior to any suspension, the student shall be advised of the reason for the proposed suspension.

A form of communication from the Educational Leader or his/her designee will be communicated to the student's parent(s)/guardian when the student is assigned in-school suspension or out of school suspension or is recommended for expulsion.

Notification of Suspension

A. Notice of In-School Suspension

The suspension notice for in-school suspension shall include at least the following information:

1. Reason(s) for the suspension and date(s) of suspension are to be clearly stated;
2. A parent is expected to participate in a conference with the Educational Leader or his/her designee in order for the student to be readmitted to the regular classroom. The Peace Circle process may be implemented;
3. The student will not be allowed to participate in classroom, grade level and school activities during the suspension period including loss of privileges deemed appropriate by administration; and loss of privileges deemed appropriate by administration.

B. Notice of Out-of-School Suspension.

The suspension notice for out-of-school suspension (fewer than five days) shall include at least the following information:

1. Reason(s) for the suspension and the date(s) of suspension are to be clearly stated;
2. A parent must come to school for a conference with the Educational Leader or his/her designee in order for the student to be readmitted to school. The Peace Circle process may be implemented;
3. The student will not be allowed to participate in classroom and school activities during the suspension period;
4. The student is not allow to go on school property;

Due Process Procedures for Suspension

A. **In-School Disciplinary Actions.** Should a parent disagree with disciplinary action of the school other than out-of-school suspensions or expulsions, the parent may appeal as follows:

1. Appeals should be made to the Educational Leader by arranging an appointment or by writing the Educational Leader.
2. If the parent is dissatisfied with the result of the appeal to the Educational Leader, the parent may appeal to the Executive Director. Appeals must be filed in writing, within three school days of receipt by the parent of the Educational Leader's notice of disciplinary action.

B. **Out-of-School Suspension (Three Days or Fewer).** Should the parent disagree with a suspension of three (3) consecutive days or fewer, the parent may appeal the decision of the school as follows:

1. Appeal requests must be made in writing by the parent to the Educational Leader. Such written request must be filed with the Educational Leader within three school days of the notice of suspension, or the right to review and appeal is waived.
2. If the parent is dissatisfied with the Educational Leader's decision, he or she may appeal the decision to the Executive Director by filing a written request of appeal within five school days or the right to further appeal is waived.
3. In cases of immediate appeal, if the Educational Leader determines that the student's presence at school does not create a continuing danger to persons or property or an ongoing threat of disruption, the student may be allowed to continue in school on a regular basis until the appeal is considered. A favorable decision will allow the student to continue in school, whereas a decision supporting the Educational Leader will require the student to serve the full suspension beginning the next school day after receiving notice of the decision. In situations where the student is excluded during the appeal process and the appeal is ultimately favorable to the student, opportunity will be provided for the completion of make-up assignments.

Recommendation for Expulsion

HAPA shall follow MPS's Expulsion Policies and Procedures as outlined by Charter School Contract.

Students with Disabilities

Students with Disabilities. Students with disabilities may be disciplined, in accordance with the state and federal law, for inappropriate behavior.

SCHOOL UNIFORM, APPEARANCE, and PROFESSIONAL CONDUCT POLICY

Hmong American Peace Academy (“HAPA”) believes that a positive school learning environment is a major factor in attaining high student achievement. There are many factors that lead to a positive learning environment: safety, discipline, and school unity. We believe that wearing school uniforms is one way to contribute to all three of these goals.

All students are required to wear school uniforms. The purpose of this Uniform and Appearance Policy is to ensure that students dress appropriately to learn and to express pride in themselves and their school. In the professional world, employers require that employees dress and behave properly at work. Therefore, as a strong and united family, our goal is to prepare them to compete for the “best” jobs in Milwaukee and beyond. Our students are our future leaders and should be dressed for success.

Thus, the Academy desires that our students dress for success. **Students and parents can purchase the uniforms with Goldfish Uniforms located at 5300 W Lincoln Ave in West Allis (414-476-4343).** Please note that in the event a student is out of uniform, parents will be called to bring a proper uniform to change into. If parents are not able to bring the correct uniform to school, the school will lend the needed clothing items to the student if the school has extra uniforms available. If parents are not able to bring in the uniform item, one will be provided to the student, the uniform item should be returned the following school day. Scholars will be charged 5% of the replacement cost of the item for each school day it is not returned after the first day. After twenty days, the full replacement cost of the item will be assessed and the scholar may keep the item.

The School Uniform and Appearance Policy is as follows:

Elementary (K4-5)	Middle School (6-8)	High School (9-12)
Tops	Tops	Tops
Solid light blue polo Navy blue sweater/cardigan/vest (seasonal) With embroidered HAPA Logo on shirts/polos (starting 2021-2022). All shirts must be tucked in. Absolutely NO logos,	White woven shirt Burgundy/gray plaid tie (boys) or cross over tie (girls) Navy vest with white trim (seasonal) Solid Navy, sweater/cardigan (seasonal) With embroidered HAPA Logo on shirts/polos (starting 2021-2022) A tie is required at all times. Boys must tuck in their shirts. Girls are encouraged to tuck in longer shirts.	White or light blue woven shirt Red and navy plaid tie (boys) or cross over tie (girls) Solid navy vest/cardigan/sweater (seasonal) With embroidered HAPA Logo on shirts/polos (starting 2021-2022) A tie is required at all times. Boys must tuck in their shirts. Girls are encouraged to tuck in longer shirts.

insignias, pictures or messages. (Including undershirts) Undershirts must be white only.	Absolutely NO logos, insignias, pictures or messages. (Including undershirts) Undershirts must be white only.	Absolutely NO logos, insignias, pictures or messages. (Including undershirts) Undershirts must be white only.
Bottoms	Bottoms	Bottoms
Navy, black, or khaki uniform pants Navy, black, or khaki uniform shorts Navy uniform jumpers or scooters	Navy, black, or khaki uniform pants Navy, black, or khaki uniform shorts Navy or tan uniform scooters	Navy, black, or khaki uniform pants Navy, black, or khaki uniform shorts Navy or tan uniform scooters Red/navy plaid skirt
Leggings/tights are recommended under skirts. Leggings/tights must cover entire leg down to the ankle. All shorts/skirts/scooters must be knee-length level or longer. <u>No athletic wear. No joggers. No rolling up pants legs.</u>	Leggings/tights are recommended under skirts. Leggings/tights must cover entire leg down to the ankle. All shorts/skirts/scooters must be knee-length level or longer. <u>No athletic wear. No joggers. No rolling up pants legs.</u>	Leggings/tights are recommended under skirts. Leggings/tights must cover entire leg down to the ankle. All shorts/skirts/scooters must be knee-length level or longer. <u>No athletic wear. No joggers. No rolling up pants legs.</u>

Shoes	Shoes	Shoes
Shoes must fit securely on the feet. No extreme or distracting styles that are disruptive to the educational environment. Not allowed in school: flip flops, sandals of any kind, shoes with wheels, slippers, clogs, wedges, platform shoes, high heels, crocs.	Shoes must fit securely on the feet. No extreme or distracting styles that are disruptive to the educational environment. Not allowed in school: flip flops, sandals of any kind, shoes with wheels, slippers, clogs, wedges, platform shoes, high heels, crocs.	Shoes must fit securely on the feet. No extreme or distracting styles that are disruptive to the educational environment. Not allowed in school: flip flops, sandals of any kind, shoes with wheels, slippers, clogs, wedges, platform shoes, high heels, crocs.
Hair	Hair	Hair
No designs/carvings, or extreme styles (e.g. “mohawks”). No extreme haircuts; hair should not interfere with eye contact, vision, or distract attention. No hats, bandanna or unconventional headwear may be worn.	No designs/carvings, or extreme hair colors or style (e.g. “mohawks”). No extreme haircuts, hair should not interfere with eye contact, vision, or distract attention. No hats, bandanna or unconventional headwear may be worn.	No designs/carvings, or extreme hair colors or style (e.g. “mohawks”). No extreme haircuts, hair should not interfere with eye contact, vision, or distract attention. No hats, bandanna or unconventional headwear may be worn.

	For boys - No facial hair	For boys - No facial hair
Makeup	Makeup	Makeup
No make-up	Natural makeup is allowed No extreme and/or heavy use of make-up	Natural makeup is allowed No extreme and/or heavy use of make-up
Accessories (earrings, necklaces, bracelets, etc.)	Accessories (earrings, necklaces, bracelets, etc.)	Accessories (earrings, necklaces, bracelets, etc.)
Only one earring on each earlobe (smaller than a nickel), no cuffs. No body piercings allowed Scarves may not be worn as an accessory in school	Only one earring on each earlobe (smaller than a nickel), no cuffs. No body piercings allowed Scarves may not be worn as an accessory in school	Only one earring on each earlobe (smaller than a nickel), no cuffs. No body piercings allowed Scarves may not be worn as an accessory in school

Professional Conduct	
Respect others through actions and words	No public display of affection
Be ready to learn. Students should demonstrate this by (for example): Getting to class on time Bringing all your learning materials Being attentive Completing assignments	

NOTE 1: HAPA Spirit Wear Collection

Students may wear any top items (t-shirt, long sleeve, sweater, pullover) from the HAPA Spirit Wear Collection or HAPA provided items collection. Students must be in uniform bottoms.

NOTE 2: HAPA School Uniform and Appearance Policy is enforced at any and all school sponsored events (trips, field experiences, dances, Senior Trip, DC Trip, etc.). This includes accessories, hair, and shoes sections.

NOTE 3: All staff, faculty, and administration will enforce the School Uniform, Appearance, and Professional Conduct policy. Every day, “Uniform Checks” will be completed within the first period of each day. Any student who is out-of-uniform will be sent to the office. Parents will be contacted to bring the proper uniform. If parents are not able to bring in the uniform, one will be provided to the student, the uniform item should be returned the following school day. Scholars will be charged 5% of the replacement cost of the item for each school day it is not returned. After twenty days, the full replacement cost of the item will be assessed and the scholar may keep the item.

NOTE 4: Hmong American Peace Academy reserves the right to interpret the meaning of “extreme” and make any/or all revisions necessary regarding the School Uniform and Appearance Policy.

POSSIBLE CONSEQUENCES for violation of the School Uniform and Appearance Policy:

1. The student will be referred to the Impact Coach to correct his or her uniform or appearance with the following options:
 - a. Parents called to bring proper uniform to change into
 - b. Parent, Student, Administration covenant review meeting
2. Loss of privileges for violation of this Policy, which may include:
 - a. School-sponsored activities, events, and trips
 - b. Participation in school sports, extracurricular activities and/or social events (sponsored by the school or its partnerships)
 - c. Others determined by the Educational Leader

The Academy strives to achieve full compliance through positive reinforcements; however, students that fail to comply with the Hmong American Peace Academy Uniform and Appearance Policy will be referred to the Impact Coach or designated person. The parent(s) will be contacted to attend a covenant meeting to reinforce partnership to comply with established policy. Further consequences will be implemented. *The Educational Leader(s) (and, if necessary, the Chief Executive Officer) will have the final decision on violations and interpretations of this Policy).*

PARENTAL INVOLVEMENT AGREEMENT

INFORMATION

Services and Parental Involvement:

HAPA believes when parents work closely with their students and the school, both students and the school will benefit. Consequently, HAPA's policy expects parents to contribute and participate actively in support of their students and school.

Parental services and participation may be contributed in the following areas

1. Attendance at meetings
2. Fundraising
3. Supervising Students
4. Participating in Community/School Events

PLEDGE OF COOPERATION:

As a parent who selected HAPA for the quality educational program and safe learning environment they provide for students, I pledge my full cooperation as follows:

1. Completing all admission forms on time.
2. Keeping school emergency forms up-to-date with parent contact information.
3. Providing clothing for my son/daughter in accordance with the school dress code policy.
4. Attending All Parent meetings.
5. Attending Parent-Teacher Conferences (2 per year or as needed).
6. Checking on my son/daughter's daily homework and school supplies.
7. Reviewing "Red Folder" Information on Wednesday, signing and returning it with the student on Thursday—elementary parents only.
8. Making provisions for before and after school care.
9. Notify the school if my son/daughter is going to be absent by 7:30 a.m.
10. Getting my son/daughter to school on time in the morning.
11. Encourage my son/daughter to come to school with a positive learning attitude each day.
12. Responding quickly and in a supportive manner to resolve any discipline/or school problems.
13. Establish appropriate bedtime for students.
14. Read with or to my child every night—elementary parents only.

Media/Telecommunications/Fieldtrip/Medical Release Information

PERMISSION TO PHOTO/VIDEO TAPE (MEDIA/TELECOMMUNICATIONS)

I grant permission for the Hmong American Peace Academy to disclose any information (i.e. name, photo, video, etc.) about my child for media and promotional purposes (i.e. news, brochures, newspaper articles, etc.).

TRANSPORTATION RELEASE PERMISSION

I hereby release any and all staff members/supervisors and the Hmong American Peace Academy, Ltd. from any and all liability in the event of an accident or injury that may occur with the transportation including emotional or physical distress of the student named, on this form or other students who ride with the teacher/chaperone. I give permission for my child to be transported by the teacher/chaperone from the location and back.

PERMISION FOR MEDICAL RELEASE:

I hereby release any and all staff/supervisors and the Hmong American Peace Academy from any and all liability in the event of any accident that may occur at the HAPA event. I grant my permission to HAPA and staff to treat my child in case of a medical emergency.

FIELD TRIP POLICY

Field trips are meant to enhance and support student's learning and are planned to be educational and age-appropriate. Field trips require extra supervision, and parents are encouraged to volunteer to help with their student's classroom, when necessary.

SCHOOL POLICY ON WEAPONS AND OTHER CRIMINAL OFFENSES INFORMATION

MY RESPONSIBILITY

I am fully informed about the rules of behavior at Hmong American Peace Academy (HAPA). All rules and expectations of behavior apply, at school, to or from school, at any school-sponsored activity (field trips, sporting events, dances, etc.).

I fully understand that:

1. Guns, imitation weapons, or any other weapon(s) are not allowed at school, to or from school, or at any school-sponsored activities. The applicable WI Statutes are 948.605 and 948.61. If a scholar brings a gun or other weapon to school, the weapon will be confiscated and the scholar will be recommended for expulsion.
2. Scholars are not allowed to have alcohol or drugs in their possession at school, to and from school, or at any school-sponsored activity. Scholars are not allowed to smoke, chew tobacco or vape (electronic cigarettes) in school or on school grounds. If a scholar brings or uses alcohol, drugs, tobacco or vape at school, the item will be confiscated and the scholar may be suspended or recommended for expulsion.
3. Scholars are not allowed to have chemical irritants (pepper spray and/or any other substance) in their possession at school, to or from school, or at any school-sponsored activities. If a scholar brings or uses chemical irritants (pepper spray) in school, they will be suspended and may be recommended for expulsion.
4. Scholars are not allowed to bring or store items in their locker that are not deemed appropriate for educational use. HAPA reserves the right to define what is deemed appropriate. Lockers are the property of HAPA and as such are subject to search at any time if there is evidence or suspicion of illegal activity.
5. I accept the rules for school behavior. I know I could be expelled from school for breaking these rules. Being expelled means I cannot attend Hmong American Peace Academy. HAPA shall follow MPS's Expulsion Policies and Procedures.

EMERGENCY CONTACT CARD
PLEASE KEEP THIS INFORMATION CURRENT

Medical Alert: _____
 Student ID #: _____

STUDENT'S NAME: _____ Date of Birth: _____
 Grade Level: _____ Homeroom #: _____

Parent/Legal Guardian (print): _____
 Address: _____ City _____ State _____ Zipcode _____
 Phone Number: _____ Email Address: _____
 Relationship to Student: _____
 Language Spoken (check): ___ English ___ Hmong ___ Other (list) _____
 Place of Employment: _____ Work Number: _____

Parent/Legal Guardian (print): _____
 Address: _____ City _____ State _____ Zipcode _____
 Phone Number: _____ Email Address: _____
 Relationship to Student: _____
 Language Spoken (check): ___ English ___ Hmong ___ Other (list) _____
 Place of Employment: _____ Work Number: _____

Student lives with (Name): _____ Specify Relationship: _____

Siblings at HAPA:

1) Name _____ Grade _____ ; 2) Name _____ Grade _____
 3) Name _____ Grade _____ ; 4) Name _____ Grade _____
 5) Name _____ Grade _____ ; 6) Name _____ Grade _____

Check box with "X" if legal restrictions are in effect. The principal must be provided with a copy of the court order that prevents the persons you list below from visiting your child in school.

____ Last Name: _____ First Name: _____
 ____ Last Name: _____ First Name: _____
 ____ Last Name: _____ First Name: _____

EMERGENCY CONTACTS: Please list in order of preference 3 relatives or friends who can be contacted if parents/guardians cannot be reached. List three people parent/guardian designate to pick child up. **NO CHILD WILL BE DISMISSED TO ANYONE OTHER THAN THE PERSONS DESIGNED BY PARENT/GUARDIAN.**

Full Name	Relationship	Phone #	Can Pick Child Up?
1.			
2.			
3.			

EMERGENCY CONTACT CARD
INFORMATION INCASE OF EMERGENCY (To Be Completed by Parent/Guardian)

In case of serious illness or injury, the principal or designee will contact the City of Milwaukee Fire Department Emergency Medical Service at 911, if emergency medical care is required. Parents/Guardians are responsible for all conveyance and medical expenses incurred on behalf of their children.

Signed: _____ Print Name: _____ Date: _____
(Parent/Legal Guardian)

The well-being of your child is very important. Frequently, when children become seriously ill or injured, we find it difficult to locate the parent/guardian or the family physician for immediate action. We request your cooperation in completing this report.

IMPORTANT! The following information about your child will help us in the event of an emergency.

Check and comment on any serious condition(s) your child has:

- Yes No Asthma/Breathing Problem _____
- Yes No Heart Condition _____
- Yes No Seizures _____
- Yes No Allergies (circle) food, plant, medication, animal _____
- Yes No Other Allergies (list) _____
- Yes No Other disease (list) _____
- Yes No Diabetes _____
- Yes No Dietary needs/concerns _____
- Yes No Other concerns _____
- Yes No Does your child need any special assistance or accommodations due to his/her Health problem? _____

If any of the above are checked, is an emergency plan necessary? Yes No

Comment _____

My child wears glasses or contact lenses Yes No

My child wears a hearing aid Yes No

Is your child required to take a prescription medicine during this time? Yes No

If you checked yes, a prescription authorization form must be on file with the principal Yes

Physician's Name: _____ Phone Number: _____

Other concerns: (Non-participation in holidays, restraining orders, etc.): _____

I hereby give my consent for HAPA to have and use the above information about my child in the event of an emergency and to share with HAPA officials. This consent shall remain in force until revoked by me with **written notice to the principal.**

Signed (Parent/Guardian)

Date

EMERGENCY CONTACT CARD
INFORMATION INCASE OF EMERGENCY (To Be Completed by Parent/Guardian)

PARENT/GUARDIAN MUST NOTIFY THE SCHOOL WHENEVER THERE IS A CHANGE OF INFORMATION OR LEGAL RESTRICTIONS THAT MAY HAVE IMPLICATIONS FOR THE STUDENT.

PARENT/GUARDIAN CONSENT FOR EXTRA CURRICULUAR AND OFF-CAMPUS EDUCATIONAL ACTIVITIES, INCLUDING FIELD TRIPS

I hereby give consent to have my child, _____, take part in any and all school approved activities/field trips arranged by the school unless I notify the principal in writing to the contrary. This consent will remain in force until revoked by me on written notice to the principal.

Signed (Parent/Guardian)

Date

School Uniforms and Appearance Policy, Discipline Policy, and Parental Involvement Agreement Signature Page

School Uniforms and Appearance Policy:

I have received a copy of the 2022-2023 HAPA Uniform and Appearance Policy. I fully understand the expectations laid out in the policy and will adhere to all expectations.

Scholar Name: _____

Grade: _____

Scholars Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Discipline Policy:

I have received a copy of HAPA's Discipline Policy. I fully understand the policy as described in the document and will adhere to all components of the policy.

Scholar Name: _____

Scholars Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Parental Involvement Agreement

I have received a copy of HAPA's Parental Involvement Agreement Information. I fully understand the expectations laid out and will adhere to all expectations.

Parent Signature: _____

Date: _____

Media/Telecommunications/Field Trips/Medical Release Signature Page

PERMISSION TO PHOTO/VIDEO TAPE (MEDIA/TELECOMMUNICATIONS)

I grant permission for the Hmong American Peace Academy to disclose any information (i.e. name, photo, video, etc.) about my child for media and promotional purposes (i.e. news, brochures, newspaper articles, etc.).

TRANSPORTATION RELEASE PERMISSION

I hereby release any and all staff members/supervisors and the Hmong American Peace Academy, Ltd. from any and all liability in the event of an accident or injury that may occur with the transportation including emotional or physical distress of the student named, on this form or other students who ride with the teacher/chaperone. I give permission for my child to be transported by the teacher/chaperone from the location and back.

PERMISSION FOR MEDICAL RELEASE:

I hereby release any and all staff/supervisors and the Hmong American Peace Academy from any and all liability in the event of any accident that may occur at the HAPA event. I grant my permission to HAPA and staff to treat my child in case of a medical emergency.

FIELD TRIP POLICY

Field trips are meant to enhance and support student's learning and are planned to be educational and age-appropriate. Field trips require extra supervision, and parents are encouraged to volunteer to help with their student's classroom, when necessary.

Scholar Name _____ Grade _____ Date _____

Scholar Signature _____

Parent Name _____

Parent Signature _____ Date _____

SCHOOL POLICY ON WEAPONS AND OTHER CRIMINAL OFFENSES SIGNATURE PAGE

MY RESPONSIBILITY

I am fully informed about the rules of behavior at Hmong American Peace Academy (HAPA). All rules and expectations of behavior apply, at school, to or from school, at any school-sponsored activity (field trips, sporting events, dances, etc.).

I fully understand that:

1. Guns, imitation weapons, or any other weapon(s) are not allowed at school, to or from school, or at any school-sponsored activities. The applicable WI Statutes are 948.605 and 948.61. If a scholar brings a gun or other weapon to school, the weapon will be confiscated and the scholar will be recommended for expulsion.
2. Scholars are not allowed to have alcohol or drugs in their possession at school, to and from school, or at any school-sponsored activity. Scholars are not allowed to smoke, chew tobacco or vape (electronic cigarettes) in school or on school grounds. If a scholar brings or uses alcohol, drugs, tobacco or vape at school, the item will be confiscated and the scholar may be suspended or recommended for expulsion.
3. Scholars are not allowed to have chemical irritants (pepper spray and/or any other substance) in their possession at school, to or from school, or at any school-sponsored activities. If a scholar brings or uses chemical irritants (pepper spray) in school, they will be suspended and may be recommended for expulsion.
4. Scholars are not allowed to bring or store items in their locker that are not deemed appropriate for educational use. HAPA reserves the right to define what is deemed appropriate. Lockers are the property of HAPA and as such are subject to search at any time if there is evidence or suspicion of illegal activity.
5. I accept the rules for school behavior. I know I could be expelled from school for breaking these rules. Being expelled means I cannot attend Hmong American Peace Academy. HAPA shall follow MPS's Expulsion Policies and Procedures.

Scholar Name _____ Grade _____ Date _____

Scholar Signature _____

Parent Name _____

Parent Signature _____ Date _____