Hope Academy Upper School

www.hopeschool.org

Student Handbook
2016-2017

If found, please return this handbook to:

Name ___________________________ Gr. ______

Email ___________________________________

Phone # ________________________________

Locker # ______________________________

NOTICE: The Upper School Student Handbook of Hope Academy is intended to provide students and their parents or guardians with information regarding the school's philosophy, guiding principles, and policies; and to describe its expectations of students who attend the school. Hope Academy reserves the right to vary from the provisions of the Handbook in its discretion and without notice based upon its judgment, in evaluating the circumstances of any specific situation, regarding what action is in the best interests of the school and its students.
**HOPE ACADEMY // 2016-2017 Calendar**

**LS** = Lower School (Grades K-5); **US** = Upper School (Grades 6-12); **RED dates** = required for all parent/guardian(s)

### AUGUST 2016
- 1-26 = Summer Break
- 25 = New Family Dinner & Orientation, 5:30pm
- 25 = Parent Opening Convocation, 7pm
- 29 = First Day of Classes (1st-12th Grade)
- 29 = Kindergarten Round-up, 11am - 2pm
- 30 = First Day of Classes (Kindergarten)

### AUGUST 2017
- 13 = Friday Schedule (US)
- 16 = Parent-Teacher Conf. (PM)
- 16 = Admission Open House, 6-8pm
- 17 = No School // Parent-Teacher Conf.
- 20 = No School // President’s Day
- 23 = Rolls for the Honor Roll (US) 10:30am
- 24-25 = Hope Youth Conference (7th-12th grade)
- 27 = Friday Schedule (US)

### SEPTEMBER 2016
- 5 = No School // Labor Day
- 12 = Picture Day
- 16-18 = High School Retreats
- 20 = HS National College Fair (US)
- 21 = See You at The Pole (US)
- 29 = Partner Day

### SEPTEMBER 2017
- 3 = No School // Staff Development
- 27 = Friday Schedule (US)
- 28 = 5th to 6th Grade Info Night, 5-6:30pm
- 30 = Quarter 3 Ends
- 31 = No School - Records Day

### OCTOBER 2016
- 6 = Christian College Fair (US)
- 8 = Neighborhood Clean Sweep
- 11 = Picture Re-Take Day
- 17 = Friday Schedule (US)
- 19-21 = No School // Home Visits
- 29 = Parent Involvement Day, 9am-12pm

### OCTOBER 2017
- 3-7 = No School // Spring Break
- 10 = Quarter 4 Begins
- 17-21 = Testing Week
- 20 = US Creative Expressions Night (US), 7pm
- 21 = LS Creative Expressions Day (K-1st Grade), 3pm
- 24-26 = Tuition Conferences, 4-8pm
- 25 = Volunteer Appreciation Lunch
- 26 = Admission Open House, 6-8pm
- 27 = LS Creative Expressions Night (2nd-5th Grade), 7pm

### FEBRUARY 2016
- 13 = Friday Schedule (US)
- 16 = Parent-Teacher Conf. (PM)
- 16 = Admission Open House, 6-8pm
- 17 = No School // Parent-Teacher Conf.
- 20 = No School // President’s Day
- 23 = Rolls for the Honor Roll (US) 10:30am
- 24-25 = Hope Youth Conference (7th-12th grade)
- 27 = Friday Schedule (US)

### FEBRUARY 2017
- 13 = Friday Schedule (US)
- 16 = Parent-Teacher Conf. (PM)
- 16 = Admission Open House, 6-8pm
- 17 = No School // Parent-Teacher Conf.
- 20 = No School // President’s Day
- 23 = Rolls for the Honor Roll (US) 10:30am
- 24-25 = Hope Youth Conference (7th-12th grade)
- 27 = Friday Schedule (US)
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SECTION 1 - MISSION, VISION, AND VALUES

Hope Academy Student Commitment
Hope Academy understands that the only way to fully live by our H.O.P.E. values, submit to the policies laid out in the student handbook, and receive the teaching of our staff’s Faith and Life Covenant (see school website), is a life fully submitted to Jesus Christ. Knowing this, students commit to strives to live by our H.O.P.E. values, abide by our student handbook, and receive the teaching of our staff’s Faith and Life Covenant.

Statement of Faith
1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Mission Statement
Our Mission - To foster hope in God within the inner-city neighborhoods of Minneapolis by providing the children with an outstanding, Christ-centered education.

Vision Statement
Our Vision - Believing that all children are created for God’s glory and endowed by him with an inalienable potential to acquire wisdom and knowledge, Hope Academy covenants with urban families to equip their children to become the responsible, servant leaders of the 21st Century. Committed to the truth, discipline, and values of the gospel of Jesus Christ, Hope Academy joins with educational, business, and community leaders to serve our city’s children with a remarkable education, permeated with a God-centered perspective. This inter-denominational school will seek to unleash kingdom citizens who work for justice, economic opportunity, racial harmony, hope for the family, and joy in the community.

School Mascot
The school mascot is the Lion.

School Colors
The school colors are Blue and Red.

School Verse
“The wicked man flees though no one pursues, but the righteous are as bold as a lion.” Proverbs 28:1

Philosophy of Education
Hope Academy was established to provide the children of the city with a rigorous, God-centered, classical education.

What do we mean by a God-centered education?
“The decline in American public education is not due to poor teaching or lack of funding; it is due to educational theories that deny the existence of transcendent truth and morality, that renounce standards of excellence, and ultimately render children un-teachable.” – Chuck Colson
There is an undeniable connection between the phenomenal growth of secular humanism in our day and the disastrous decline of our nation’s schools. The disintegration of a biblical worldview has doomed our city’s children to a lifetime of failure.

At Hope Academy, we believe the chief goal and purpose of all things—including education—is to love God and love our neighbor. True education is literally impossible without such a transcendent goal and purpose.

The Bible teaches us that all knowledge comes from God, and therefore, all knowledge has unity. At Hope Academy, we teach all subjects as part of an integrated whole, with the Scriptures at the center. Students are equipped to know and love the truth and to utilize that knowledge to glorify God in all things.

Why must the education at Hope Academy be academically rigorous?
There is no place for poor quality Christian education. We are preparing Minneapolis’ next generation of leaders; therefore we must equip them with the core knowledge to take on the most demanding leadership roles required of the 21st century. An academically rigorous course of study will best prepare students to deal purposefully and responsibly with the complex issues of living in this present society.

What do we mean by a classical education?
For centuries, education was grounded on an emphasis of imparting the basic tools of learning, designed to equip students in verbal and reasoning skills within a God-centered view of life. Today’s departure from teaching the basics has resulted in the current trend of declining student achievement.

Dorothy Sayers, a renowned Oxford trained educator, in her essay, “The Lost Tools of Learning,” defined the structure of the classic educational process and found that it fit the natural learning development of children. She showed that the key elements of classical education – Grammar, Logic, and Rhetoric – corresponded with the four natural learning stages of a child:

1. **Beginning Grammar**  Grades K-3  Reading/Writing
2. **Grammar**  Grades 3-6  Writing
3. **Logic**  Grades 7-9  Thinking
4. **Rhetoric**  Grades 10-12  Speaking

Hope Academy is both traditional and classical – learning from the great literature of our Christian heritage, combined with an emphasis on the basics of mathematics, science, history, and language.

**Pledge To Live By H.O.P.E. Values**
Students, their parents, and the faculty of Hope Academy freely choose to participate in this community. NO one is assigned or forced to attend Hope Academy. With God’s help, everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success. Each student in the Upper School at Hope Academy must make a pledge to live by the HOPE Values.

**H.O.P.E. Values: The Core Values of the Hope Academy Community**

**Honor**
1. I treat God with honor and respect.
2. I treat my teacher with respect. My face and body language show respect. I do not talk back, roll my eyes, or show attitude.
3. Love Others: I treat my brothers and sisters in class as I wish to be treated. I do not put down my classmates.
4. Listen up: I raise my hand to speak. Calling out is disruptive.
5. Hands-off: I keep my hands to myself.
6. Integrity: I tell the truth. I do not lie.
7. Humility: I receive correction with thankfulness because it is for my good.

**Optimism**
1. Jump To It: I follow all directions the first time. I participate actively in class.
2. No Pouting or Whining: I believe that God is for me, who can be against me?
3. Eager to Learn: I eagerly seek to learn all I can.
4. Rejoice in the Lord always.

**Perseverance**
1. Good to Go: I come to class prepared with all necessary materials.
2. Keep Going: Life is hard, but I will not give up. I will keep trying.
4. No Victim: I will not give in to a victim mentality.

**Excellence**
1. No Excuses: I take responsibility for my actions.
2. Top Quality: I do my absolute best on all my assignments.
3. Focus: I commit two eyes, two ears, and one big brain to learning.
4. Assign Myself: I will be pro-active rather than waiting to be given directions.
5. Be On Time: I will be on time to class and other scheduled activities.

At Hope Academy we consider the HOPE values of equal or greater worth than academic grades. For this reason, we have students self assess themselves on the HOPE values twice a year and teachers assess each student four times a year. Students may also have an individual conference with the teachers regarding the HOPE values each year to discuss their growth.

**SECTION 2 – ACADEMIC POLICIES**

**Classes and Academic Requirements**

*What is a college prep program?*
A college prep program means that we would like all Hope Academy students prepared for college level work. Students are required to take four years each of the core courses: Human Letters, Writing/Rhetoric/Speech/Drama, Bible, Science, Math, and Foreign Language. Additional academic classes contribute to developing a solid classical liberal arts education, with offerings in physical fitness, health, music, art, and other classes. The offering of these additional classes is not meant as a substitute for the core subject areas.

**Middle School Course Listing by Grade**

<table>
<thead>
<tr>
<th>6th Grade Courses</th>
<th>Course Type</th>
<th>Credits</th>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>1.0</td>
<td>BI101</td>
<td>Old Testament I</td>
<td></td>
</tr>
<tr>
<td>Language Arts</td>
<td>1.0</td>
<td>LA101</td>
<td>Language Arts</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>1.0</td>
<td>MA101</td>
<td>Math</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>1.0</td>
<td>SC101</td>
<td>Earth Science</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>1.0</td>
<td>SS101</td>
<td>U.S. History</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>1.0</td>
<td>FL101</td>
<td>Latin I</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.25</td>
<td>FA101</td>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA104</td>
<td>Choir or</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA107</td>
<td>General Music</td>
<td></td>
</tr>
<tr>
<td>Health / Phy. Ed.</td>
<td>0.25</td>
<td>HP101</td>
<td>Physical Education</td>
<td></td>
</tr>
</tbody>
</table>
### 7th Grade Courses

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Years Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>1.0</td>
<td>FL102</td>
<td>Latin II</td>
<td>7th Grade</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1.0</td>
<td>MA102</td>
<td>Pre-Algebra</td>
<td>7th Grade</td>
</tr>
<tr>
<td>Bible</td>
<td>1.0</td>
<td>BI102 / BI103</td>
<td>Old Testament II / New Testament</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Language Arts</td>
<td>1.0</td>
<td>LA102 / LA103</td>
<td>Writing &amp; Logic I &amp; II</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Science</td>
<td>1.0</td>
<td>SC102 / SC103</td>
<td>Life Science / Physical Science</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1.0</td>
<td>SS102 / SS103</td>
<td>Humane Letters – Medieval / Ancient &amp; Classic History</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.25</td>
<td>FA102 / FA103</td>
<td>6th Grade Art</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA105 / FA106</td>
<td>6th Grade Choir or</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA108 / FA109</td>
<td>6th Grade General Music</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Health / Phy. Ed.</td>
<td>0.25</td>
<td>HP102 / HP103</td>
<td>6th Grade Physical Education</td>
<td>Both 7/8th</td>
</tr>
</tbody>
</table>

### 8th Grade Courses

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Years Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>1.0</td>
<td>FL103</td>
<td>Latin III</td>
<td>8th Grade</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1.0</td>
<td>MA103</td>
<td>Algebra</td>
<td>8th Grade</td>
</tr>
<tr>
<td>Bible</td>
<td>1.0</td>
<td>BI102 / BI103</td>
<td>Old Testament II / New Testament</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Language Arts</td>
<td>1.0</td>
<td>LA102 / LA103</td>
<td>Writing &amp; Logic I &amp; II</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Science</td>
<td>1.0</td>
<td>SC102 / SC103</td>
<td>Life Science / Physical Science</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Social Studies</td>
<td>1.0</td>
<td>SS102 / SS103</td>
<td>Humane Letters – Medieval / Ancient &amp; Classic History</td>
<td>Loop 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.25</td>
<td>FA102 / FA103</td>
<td>Art I &amp; II</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA105 / FA106</td>
<td>Choir I &amp; II or</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
<td>FA108 / FA109</td>
<td>General Music I &amp; II</td>
<td>Both 7/8th</td>
</tr>
<tr>
<td>Health / Phy. Ed.</td>
<td>0.25</td>
<td>HP102 / HP103</td>
<td>Physical Education I &amp; II</td>
<td>Both 7/8th</td>
</tr>
</tbody>
</table>

**Application to High School**

Hope Academy does not assume that all 8th grade students desire to be students in our high school. Because of this, we require all 8th grade Hope Academy students to apply to High School at Hope. Students will be given applications at the President’s Dinner (mid-January) which will be due February 15th. Students and families will be given letters by March 15th indicating if they have been accepted or denied admittance into the high school. The largest determining factor in acceptance into the high school is a student’s desire to be at the school. If a student is denied acceptance, a reason will be given with a chance to improve that area over the course of the remainder of the school year.
## Hope Academy High School Graduation Requirements

### Freshman (9th Grade) Courses

<table>
<thead>
<tr>
<th>Credit</th>
<th>Course</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Spanish I</td>
</tr>
<tr>
<td>1.0</td>
<td>Geometry</td>
</tr>
<tr>
<td>1.0</td>
<td>Biblical Worldview or Christian Apologetics</td>
</tr>
<tr>
<td>1.0</td>
<td>Writing &amp; Rhetoric I / II</td>
</tr>
<tr>
<td>1.0</td>
<td>High School Earth Science or Biology</td>
</tr>
<tr>
<td>1.0</td>
<td>Modern History I / II</td>
</tr>
<tr>
<td>0.25</td>
<td>Art I / II</td>
</tr>
<tr>
<td>0.25</td>
<td>Choral Performance I / II or General Music I / II</td>
</tr>
<tr>
<td>0.25</td>
<td>Health &amp; Physical Ed. I / II</td>
</tr>
</tbody>
</table>

**7.0 TOTAL CREDITS**

### Sophomore (10th Grade) Courses

<table>
<thead>
<tr>
<th>Credit</th>
<th>Course</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Spanish II</td>
</tr>
<tr>
<td>1.0</td>
<td>Algebra II</td>
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<tr>
<td>1.0</td>
<td>Biblical Worldview or Christian Apologetics</td>
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<tr>
<td>1.0</td>
<td>Writing &amp; Rhetoric I / II</td>
</tr>
<tr>
<td>1.0</td>
<td>High School Earth Science or Biology</td>
</tr>
<tr>
<td>1.0</td>
<td>Modern History I / II</td>
</tr>
<tr>
<td>0.25</td>
<td>Art I / II</td>
</tr>
<tr>
<td>0.5</td>
<td>Choral Performance I / II or General Music I / II</td>
</tr>
<tr>
<td>0.25</td>
<td>Health &amp; Physical Ed. I / II</td>
</tr>
<tr>
<td></td>
<td>One Week of Service Requirement (see Mission Trips handbook section for more details)</td>
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</tbody>
</table>

**7.0 TOTAL CREDITS**

### Junior (11th Grade) Courses

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<th>Credit</th>
<th>Course</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
<td>1.0</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>1.0</td>
<td>Oral Rhetoric</td>
</tr>
<tr>
<td>1.0</td>
<td>Theology I / II</td>
</tr>
<tr>
<td>1.0</td>
<td>Chemistry or Physics</td>
</tr>
<tr>
<td>1.0</td>
<td>Medieval or Ancient &amp; Classic History</td>
</tr>
<tr>
<td>0.5</td>
<td>Art Elective I / II</td>
</tr>
<tr>
<td>0.5</td>
<td>Choral Elective I / II or Music Elective I / II</td>
</tr>
<tr>
<td>0.5</td>
<td>Technology Elective I / II</td>
</tr>
</tbody>
</table>

**7.0 TOTAL CREDITS**

### Senior (12th Grade) Courses

<table>
<thead>
<tr>
<th>Credit</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1.0)</td>
<td>Spanish IV</td>
</tr>
<tr>
<td>1.0</td>
<td>Calculus</td>
</tr>
<tr>
<td>1.0</td>
<td>Senior Writing / Senior Thesis</td>
</tr>
<tr>
<td>1.0</td>
<td>Theology I / II</td>
</tr>
<tr>
<td>1.0</td>
<td>Chemistry or Physics</td>
</tr>
<tr>
<td>1.0</td>
<td>Medieval or Ancient &amp; Classic History</td>
</tr>
<tr>
<td>0.5</td>
<td>Art Elective I / II</td>
</tr>
<tr>
<td>0.5</td>
<td>Choral Elective I / II or Music Elective I / II</td>
</tr>
<tr>
<td>0.5</td>
<td>Technology Elective I / II</td>
</tr>
<tr>
<td></td>
<td>One Week of Service Requirement (see Mission Trips handbook section for more details)</td>
</tr>
</tbody>
</table>

**6.0 TOTAL CREDITS**

**Total Credits needed to Graduate:** 27 credits

### Paper Formatting and Style

The Hope Academy Upper School uses MLA formatting and style for writing papers and citing sources. For clarifications, see the MLA formatting and style guide found at this web address: http://owl.english.purdue.edu/.

For the Senior Writing and Senior Thesis class, seniors are to use APA formatting and style for writing papers and citing sources. For clarifications see the formatting and style guide for APA at this web address: http://owl.english.purdue.edu/.

### Finals Week

The last week of each semester will be used for end of term finals. Students will take exams or complete projects, papers, or presentations in each of their core classes as well as their specialist classes. The purpose of this week is for teachers to be able to assess students on their mastery of the core content from the semester. The high school will have an alternate schedule during this week in which they will have designated study periods as well as time set aside for assessments.
Grading and Reporting

**Upper School Grading Policy**

At Hope Academy we believe that a grade should reflect what a student knows and is able to do. In an effort to assign grades that reflect evidence of student learning, there will only be two categories for grading in each class for the Upper School - Academic Achievement and Academic Practice. The categories will be weighted in the following manner.

**Academic Achievement (Summative Assessments)**
- 85% of a grade for High School.
- 80% of a grade for Middle School.

A summative assessment is an assessment that occurs after the learning has taken place. It is a measure of what a student has learned. Summative assessments could include:
  - Tests (end of the chapter or unit)
  - Quests (bigger than a quiz, smaller than a test)
  - Projects
  - Papers
  - Presentations

There should be approximately four or more Academic Achievement check-points each quarter.

**Academic Practice (Formative Assessments)**
- 15% of a grade for High School.
- 20% of a grade for Middle School.

A formative assessment is an assessment of a student that occurs during the learning process. Academic Practice could include:
  - Formative assessments
  - Quizzes
  - Homework completion
  - Class participation

Academic practice does not include:
  - Attitude in class
  - Behavior in class

**Attitude and Behavior in Grading**

These factors will be evaluated as part of the HOPE Values Report that is sent home with report cards. We believe that these factors along with other character traits affect learning, but should not be a part of a student's grade. We feel that developing Godly character is just as important as academics at Hope Academy. Because of this, each student's character is also evaluated quarterly through the HOPE Values Report.
Academic Accountability: Retakes, Redos, and Rewrites

Because we believe that each and every student should be held accountable both for learning and for work completion, the following policies are in place for all Upper School students.

Accountability in Academic Achievement

- All students (not just students on Academic Probation) must demonstrate proficiency on all assessments in this category (tests, projects, papers, or presentations). The following will be required of students if they do not earn 60% or higher on any of the given assessments. Please note the category of concern.
- All tests, projects, papers, or presentations must be retaken, redone, or rewritten within two weeks of the first attempt being returned to the class. If a student still has not retaken, redone, or rewritten a failed test, project, paper, or presentation within this two week timeframe, he or she will be assigned an after-school detention and given one final week to complete the task. If a student still has not retaken, redone, or rewritten the test, project, paper, or presentation after this additional week, he or she will receive a failing grade for the assessment. If a student misses a test because of athletics or an absence, he or she is required to attend the Academic Support Center to complete the test or arrange a time with the teacher to take the test.

TESTS

- Students must attend the Academic Support Center a minimum of two times to learn the material.
- Weak areas on the test will be identified by the teacher.
- The following will be required for each specific class:
  - Math – complete worksheet with specific skills
  - Humane Letters – Reread text and complete a summary page
  - Science – Reread textbook and complete a summary page
  - Other Academic classes – Redo study guide for the test
- Each class will also require a Test Redo Sheet. To complete the Test Redo Sheet, students must:
  - Copy the incorrect questions.
  - Correctly redo the incorrect questions.
  - State what was done wrong the first time.
- Students will then redo the test at the Academic Support Center (or during Activities Period Study Hall).

PROJECTS

- All projects will have rubrics to guide both original project completion and project re-dos.
- If the project is incomplete after the due date – a student is required to attend the Academic Support Center until it is finished.
- Larger projects will have checkpoints that will also be graded. These will be treated as Academic Achievement. If a project is incomplete, the student is required to stay for Academic Support until it is completed.
- If a student is not proficient on a project, he or she must attend the Academic Support Center until all areas of the rubric are improved and signed off by an ASC Teacher.

PAPERS

- Teachers will mark the paper with errors.
- Students must attend the Academic Support Center a minimum of two times.
- The 1st Time at the Academic Support Center students will work through their errors.
- The 2nd Time at the Academic Support Center students will complete an Academic Support Center writing rubric.
- Students will then resubmit a final draft with a self-assessment rubric for the assignment.

PRESENTATIONS

- Students will review the rubric and assignment requirements to see what is missing or needs improvement.
- Students will then make a new outline for the presentation.
- Students will now write out a script for the presentation and create the visual aids. They will attend the Academic Support Center throughout this process.
- Students will then attend the Academic Support Center one additional time to practice the presentation.
Accountability to Minimal Effort on Academic Achievement Assignments
If a student does not make a minimal effort on an Academic Achievement assignment including tests, as determined by the teacher, the student will receive an after school detention.

Academic Accountability: Late Work
Accountability to Turning in Assignments on Time
All assignments should be completed on time. If any student (not just students on Academic Probation) has 3 or more missing Academic Practice assignments in a class, he or she will be required to attend the Academic Support Center until all assignments have been completed for that class. If a student is missing five or more assignments in any class, they will be assigned Saturday Academic Support Center. If the assignment still has not been completed after 2 weeks, the student must attend Saturday Academic Support Center in addition to the mid-week times of ASC until it has been completed.

If any Academic Achievement or larger Academic Practice assignment is not turned in on time, a student will be required to attend the Academic Support Center until the assignment is completed. In these scenarios, it does not matter how many assignments are missing. For Academic Achievement Assignments that are turned in late, an after school detention will also be assigned.

Homework assignments will not be accepted if they are turned in more than one week past the due date. These assignments will be given a score of zero.

Academic Accountability: Makeup Work
Upon their return to school, students who have been absent due to illness must take the initiative to contact each of their teachers regarding makeup work. Students who have missed class because of a short term illness will have the days equal to the amount they were absent plus one to make up all assignments and tests. Students who are absent due to a long term illness need to make individual arrangements about makeup work with each of their teachers.

Students who are going to miss class because of a vacation or other family event must request all upcoming assignments prior to their absence and have them completed upon return unless they have made prior arrangements with the teacher.

Students and their families need to be aware that completing missed assignments will not necessarily make up for all of the class content missed due to absence. Students who miss lectures, explanations, and discussion may experience a negative impact on their grades for future tests and assignments. Hope Academy teachers are not expected to revise tests to account for information or skills taught during a student’s absence.

Academic Accountability: Juniors and Seniors
In giving juniors and seniors an increased amount of responsibility that would more closely reflect college or other post-secondary options, 11th and 12th grade students do not have all of the same accountability measures as the rest of the Upper School. For juniors and seniors (who have attended Hope Academy for two years or more):
- Academic Achievement retakes are highly encouraged, but not required.
- Students who would normally meet the threshold of being placed on Academic Probation are highly encouraged, but not required to attend the Academic Support Center.
- Students who would normally meet the threshold of being required to attend the Academic Support Center for an excessive amount of missing assignments (3 or more) are highly encouraged, but not required to attend the Academic Support Center.
- Juniors and seniors still will receive an after-school detention for minimal effort on tests or for turning in Academic Achievement assignments past the due date.

High Academic Standards
Hope Academy maintains high academic standards both in the challenges placed before students and in the level of expected achievement on coursework. While high standards and a rigorous academic program increase the likelihood that a student will experience less than 4.0 (A) achievement, it is also true that students who have teachers with high standards are more likely to score better on standardized tests than those who do not. It is therefore the
intent of Hope Academy that all teachers maintain high standards of performance in their classes while continuing to offer the rigorous academic program established in the school.

Hope Academy calculates Grade Point Averages (GPA) based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A–</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B–</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
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<td>C–</td>
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<tr>
<td>D+</td>
<td>1.33</td>
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<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D–</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grading Scales
Hope Academy uses letter grades. Teachers are responsible for grading the assignments and tests within their class in a manner that effectively challenges the students to do their best and to learn well those things that are genuinely important. If a student does not understand a grade earned on a test or assignment, he or she is encouraged to ask the teacher for more information. Students should approach such a question with a desire to understand rather than a desire to affect change. Errors in calculations should also be directed to the teacher so that corrections may be made. Such errors should be brought to the teacher’s attention as soon as possible.

Hope Academy uses the following grading scale:

<table>
<thead>
<tr>
<th>Exemplary (90-100%)</th>
<th>Proficient (80-89%)</th>
<th>Acceptable (70-79%)</th>
<th>Deficient (60-69%)</th>
<th>Unacceptable (59% and below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>98 – 100% = A+</td>
<td>87 – 89 = B+</td>
<td>77 – 79 = C+</td>
<td>67 – 69 = D+</td>
<td>59 and Below = F</td>
</tr>
<tr>
<td>93 – 97 = A</td>
<td>83 – 86 = B</td>
<td>73 – 76 = C</td>
<td>63 – 66 = D</td>
<td></td>
</tr>
</tbody>
</table>

Any student who scores 59% or below on an Academic Achievement assessment is required to attend the Academic Support Center until he or she passes the assessment (see the Academic Accountability section of the handbook).

Report Cards
Progress reports are mailed to parents at each mid-quarter. Report cards are mailed home at the end of each quarter. Semester grades are a culmination of two quarters and are the grades used for course credit and GPA calculation. Mid-quarter and quarter grades are only used to give students and parents/guardians feedback on academic progress. Parents/Guardians and students should also keep up to date on student grades via InformationNOW (see the link on www.hopeupperschool.org).

Incompletes
If at the end of a grading period a student is missing an Academic Achievement assignment or assessment, he or she may be assigned the grade of an “I.” This mark reflects that there is insufficient evidence to measure the learning of the student. Student receiving incompletes during the school year must attend Study Hall during their Activities Period until the incomplete has been changed to a grade. An incomplete is counted as 2 points in the Academic Probation calculations (see the Academic Probation policies). Once a student receives a grade for the incomplete, Academic Probation points are recalculated. If a student still has an incomplete at the end of the Semester, they have 2 weeks to turn his or her work in before the grade for that assignment or assessment is changed to a zero. If a student receives an incomplete at the end of the school year, the student must attend the Summer Session until the incomplete is replaced with a grade.

Failed Classes: Middle School
If a student fails three or more Middle School semester classes during the year, or receives an “F” in math, language arts, humane letters, or writing class, he or she will be required to attend additional time at Summer Session. This time will usually occur from 12:30 to 2:30 p.m. on Tuesdays and Wednesdays for the four weeks of the Summer Session. At the end of the first and third quarters, if a student has 6 or more Academic Probation points (Fs = 2 points, Ds = 1 point), they may be asked to attend a meeting with their parents to assess their fit for continuation as a Hope Academy student.
**Failed Classes: High School**

A high school student may be allowed to make up two failed core classes during the summer session at Hope Academy. Students will not only be required to complete work while at summer school, but will receive a significant amount of work to be completed outside of school too. If the student satisfactorily completes the work assigned for the class they did not pass, they will receive a grade of "Pass." The original "F" will remain on the student’s transcript and will still be used in GPA calculations.

Students failing 3 or more classes in one school year cannot make up enough course work during a 4 week summer session to earn the credit needed to pass all of the failed classes. It is highly unlikely a student failing more than two classes will be permitted to return to Hope Academy.

Please note that if a student receives a “D” in math, humane letters, or writing class, he or she will be required to the summer session for additional academic support. Any student who receives a “D” in one of their other classes may also be required to attend the summer session.

**Academic Support and PSEO**

**Academic Probation**

Hope Academy students must show academic progress. This will be monitored on progress reports at mid-quarter and on report cards at the end of each quarter. If a student does not meet the minimum standard, that student will be placed on Academic Probation until the next grading period is complete. Juniors and seniors (who have attended Hope Academy for more than two years) who meet the minimum threshold to be placed on Academic Probation are highly encouraged, but not required to attend the Academic Support Center.

If at mid-quarter time or at the end of the quarter, a student has a combination of Fs and/or Ds that equals 3 or more points total (Fs = 2 points, Ds = 1 point, Incompletes = 2 points) from the 6 core classes, he or she will be placed on Academic Probation. When incompletes are replaced with a grade, the point calculations will be recalculated. Specialist classes meet for less time than the core classes, so are worth half the points (Fs = 1 point, Ds = 0.5 points).

The following are expected of a student placed on Academic Probation:
- 3 pts = 2 times a week at the Academic Support Center (ASC)
- 4 pts = 3 times a week at the Academic Support Center (ASC)
- 5+ pts = 4 times a week at the Academic Support Center (ASC) + Study Hall for Activities Period

**Academic Support Center (ASC)**

The Academic Support Center is open during the week before school from 8:45 to 9:45 am daily, after school from 4:30 to 5:30 pm Monday through Thursday, and from 9:00 a.m. to 12:00 noon on Saturdays. Students must sign-in when they arrive to ASC and will receive academic support during that time if needed. There is no additional tuition cost to attend the Academic Support Center. Students attend for one of three reasons:

1. They are required to attend because they are on Academic Probation.
2. They are required to attend because they did not pass an Academic Achievement Assignment.
3. They choose to come because they want a regular place to study or want to receive extra tutoring.

Parent(s) are responsible for arranging transportation for their child by dropping them off at 8:45 am if attending the before-school time or picking them up at 5:30 pm if attending the after-school time. Once a student has come into the building for ASC, they are not allowed to leave the building for any reason. Students who do not attend their weekly required ASC times, will be assigned to Saturday ASC. If the student is not showing sufficient academic progress (meeting the minimum standard) at the end of the probation term, it is possible the student may not be permitted to continue at Hope Academy.

**Saturday ASC**

The Academic Support Center is also open on Saturdays from 9:00 a.m. to 12:00 noon (with the exception of Thanksgiving, Christmas, and Spring Breaks). Students may be assigned to Saturday ASC for school attendance reasons, weekday ASC attendance reasons, because of an excessive amount of missing assignments, or because of Academic Achievement assignments more than two weeks late.
**PSEO Guidelines & Policies**

We at Hope Academy are committed to providing an outstanding, Christ-centered education. With that goal in mind, the following policies regarding Post-Secondary Enrollment Options (PSEO) are in place at Hope Academy.

PSEO is a program open to Minnesota high school juniors and seniors that allows them to take college courses while they are in high school, at no additional cost to the student.

We believe that a student’s first educational priority should be to their education at Hope Academy. We therefore, will not advise most students to take PSEO classes, as the course load may interfere with their success as a student here at Hope.

Students at Hope Academy may take one PSEO class per semester through a nearby college or university if they meet the admissions requirements of the school to which they apply and if their schedule of classes at Hope Academy can be worked out to accommodate their off-campus schedule.

- Students at Hope Academy are allowed to take one PSEO class per semester, and will be exempt from taking the two courses from the Hope Academy high school schedule (usually Spanish and elective classes).
- The student’s family will be responsible for providing transportation to and from the PSEO classes.
- The student and his or her family will be responsible for applying to the college and registering for the coursework.
- Students must have and continue to maintain a 3.33 GPA in their Hope Academy classes in order to continue attending PSEO classes.
- Students will need to fulfill all Hope Academy graduation requirements.
- Except in rare circumstances – and especially if PSEO courses are taken through secular universities – we encourage taking classes on-line and completing the coursework at Hope Academy during exempt periods in order to benefit from the high school and Christ-centered atmosphere.
- We encourage students to take their PSEO courses from Christian colleges and universities (like Northwestern, North Central, Crown College and Bethel).
- Hope Academy requires students in PSEO to regularly meet with Hope faculty to process what they are learning through a Christian worldview.

**PSEO Pre-Calculus and Calculus at Hope Academy**

- Juniors and seniors are allowed to take Pre-Calculus and Calculus at Hope Academy for college credit through the University of Northwestern, St. Paul.
- Students must apply and be accepted to Northwestern’s dual-enrollment on-site program (minimum GPA of 2.75).
- Students will receive 4 college credits per year for these courses taken at Hope Academy.
- Students are allowed to enroll in these math courses in addition to their regular PSEO classes as outlined above.

**Academic Honors**

**Honor Roll**

Students will be placed on the Hope Academy “A” honor roll if they achieve a semester GPA of 3.67 or higher. Students will be placed on the “B” honor roll if they achieve a semester GPA of 3.00 to 3.66.

**Graduating with Honors**

Students with high cumulative GPA's earned for grades 9 through 12 will qualify for graduating with honors.

- Summa Cum Laude (Latin for Highest Honors) = 3.80 to 4.0 GPA
- Magna Cum Laude (Latin for High Honors) = 3.60 to 3.79 GPA
- Cum Laude (Latin for Honors) = 3.33 to 3.59 GPA
The 8th Grade Hope Award
The Hope Award is an award given to an outstanding 8th Grade student planning to attend Hope Academy High School who embodies the H.O.P.E. values of Honor, Optimism, Perseverance, and Excellence. All staff members, as well as the 8th grade class, are given input as to who is chosen for the award. The award is given annually at the 8th grade breakfast and also includes a $1000 college scholarship if that student remains at Hope Academy until graduation.

The Hope Graduate Award
The Hope Graduate Award is given each year to the graduating senior who best exemplifies the four HOPE values of honor, optimism, perseverance, and excellence. The Hope Graduate Award is voted on by every member of the Hope Academy staff, including all of the teachers, office staff, lunch and custodial staff. This award is the most prestigious award given to a member of the senior class. In addition to this recognition, the recipient of the Hope Graduate Award will also receive a one-time $1,000 college scholarship that can be used at the college of his or her choice. This award is given annually at the Senior Dinner.

The Hope Scholar Award
The Hope Scholar Award is an annual award that has been made possible through the generosity of the SAM Foundation. This award is given to a Hope Academy student(s) graduating from the 12th Grade. The award is a college scholarship for up to $10,000 each year over the 4 years the student is in school for a total of $40,000 to the college of his or her choice. The award is given based on financial need, Christian character, academic achievement and ability, and is presented each year at the Senior Dinner.

The Inverted Arts Award
The Inverted Arts Award is given to a Hope Academy student each year who is pursuing a major or minor in the arts, or some minimum level of artistic studies. Eligible students must have served as an intern for a past Art Exploration program at Hope Academy. The goal of this award is to help students continue their artistic development at a college level and return to Hope Academy to help inspire other students to discover their own creative voices. This award recipient will receive a $2500 scholarship each year of college for a total of $10,000.

Summer Session Policies

Summer Session – General Information
Summer Session is an important part of the education here at Hope Academy. Summer Session is mandatory for all students in middle school and is optional for high school students. Summer Session is held four days a week (typically Mondays through Thursdays) from 8:30 a.m. to 12:30 p.m. for four weeks from approximately early-June to early-July. The Summer Session time is broken into two parts.

- 8:30 – 10:30 = Reading and Math Groups
- 10:30 – 12:30 = Enrichment Elective Classes

Summer Session – Middle School Policy
Summer Session for Hope Academy Middle School students is mandatory. Attendance is part of the parental covenant that is signed by parents each year. We encourage families to plan student participation in camps and family vacations during non-Summer Session weeks of the summer.

Summer Session – High School Policy
Summer Session for High School students is optional if they have passed all classes. It is required for any student who did not pass a semester class.

Summer Session Uniforms – Middle School
- Blue Hope Academy T-Shirt
- Khaki Shorts or Pants
- Tennis Shoes
- Optional Sweatshirt (only allowed if the blue Hope Academy T-Shirt can still be seen)
Summer Session Dress Code – High School
Even during summer session, students are expected to dress in a way that honors God. Staff reserves the right to determine if a student’s clothing meets the below requirements.

Unacceptable Dress
- Clothing with tears, rips, or holes (patched or open) above the knee
- Clothing with printed slogans that advertise alcohol, tobacco, or drugs or are sexually suggestive
- Short clothing (length of shorts and skirts must be mid-thigh or longer)
- Tops that do not cover the mid-riff – tops must be able to be tucked into pants or skirts
- Sleepwear
- Pants with any words on the rear
- Anything that allows undergarments to show
- Head wear (including hats, visors, and hoods)

Specific to females
- Tops with shoulder straps narrower than one inch
- Tops that allow bra / bra straps to show
- Tops with low necklines - no cleavage or bust is to be showing at any time
- Leggings, tights, or spandex must be covered by shorts, skirts, or dress that are at least mid-thigh or longer

Specific to males
- Sleeveless shirts

Unexcused Absences
- Required to make it up during the Afternoon Summer Sessions (12:30 – 4:00pm, Monday – Thursday)

Excused Absences
- Must be pre-approved with the Upper School Administrative Assistant
- Must complete a daily journal to be turned in to the office. The journal can be downloaded from the school website.
- Must complete a one-page reflection about the experience to be turned in to the office. The reflection page can be downloaded from the school website.

Unexcused Tardies
- An unexcused tardy is being 15 minutes late or less to Summer Session.
- 3 unexcused tardies = Must be made up by attending 1 hour of the Afternoon Summer Session.
- If more than 15 minutes late on any morning = Student must attend the Afternoon Summer Session that day for twice the amount of time missed.

Excused Tardies
- Must call and notify the office before 8:30am. The Upper School Office phone number and extension is (612)721-6294 x104.

Summer Session – High School Credit Recovery
For students who did not pass one or two of their high school semester classes during the school year, the course can be made up during the Summer Session. If a student has failed three or more semester classes during the year, he or she cannot make up that many credits during the Summer Session and will be required to either repeat the grade level or not return to Hope Academy.

For each class a student has not passed, the student must attend one Summer Session class and complete at least two hours of homework for each day that Summer Session is in session. Each Summer Session class meets 2 hours a day for 4 days a week over the 4 week session. Since students are making up high school credits, attendance at all Summer Session classes is mandatory. All absences must be made up.
All credit recovery classes are graded pass/fail. Students not completing the required homework will be asked to make up the course work at a scheduled time here at school. If there is a persistent problem with a student not completing their Summer Session homework, they will not receive a passing grade for the course.

**High School HopeWORKS Internships**

High school sophomores and juniors (and sometimes freshmen) have the option to participate in the HopeWORKS internship program. HopeWORKS interns receive a small stipend for working at local businesses or organizations. Students are paired with an internship site that is of interest to them. The following are guidelines for HopeWORKS internships:

- Students must pass all semester classes in order to participate in this program.
- Semester 1 and Mid-Quarter 4 grades will determine eligibility. If a student has any Fs or is on Academic Probation at the time of MQ4 or failed any Semester 1 classes, he or she is not eligible for an internship.
- Internship preference will be given to upper classmen.
- Students must commit to all four weeks of the internship. Since there are only 16 days of the internships, leaving early or missing for mission trips, family trips, or camps is not allowed.
- If you will be absent from the internship because of illness or emergency, you must let both the Upper School Administrative Assistant (612-721-6294 x104) and your internship coordinator know of your absence before 8:00 a.m.
- Students will be paid a small stipend at the conclusion of week two and week four of the internships. Money will be deducted for being late to or being absent from the internship.

**Summer Session – ACT Prep**

In order to better prepare students for the ACT college entrance test, Hope Academy offers an ACT Prep class during the summer session weeks. The class meets on Monday through Thursday afternoons from 12:45-2:45 p.m. Homework completion is expected each day. A deposit of money is required for the class but is refundable if a student attends all of the sessions.

SECTION 3 – BEHAVIOR POLICIES

**Attendance Policies**

**Absence: Excused**

Students are expected and required to be in attendance and on time every school day regardless of homework load, co-curricular activities or other events that may lead to a late night. The administration reserves the right to determine whether an absence is excused. Excused absences are those resulting from:

- Illness
- Injury
- Family emergencies and funerals
- Medical and dental appointments
- School –related events

Absences for family vacations or trips are not considered excused absences. Families are encouraged to plan their trips during times when Hope Academy is not in session. If possible, all medical/dental appointments should be scheduled before or after school, on school holidays or during vacation periods. If a student is absent more than 7 days during the school year, he or she will be required to bring a doctor's note upon further absences in order for the absences to be considered excused.

**Absence Policy: Whole and Half Day Absences**

The following will occur when absences (excused or unexcused) accumulate over a semester. Absences will be rounded to the nearest half day absent.

- **5 absences in one semester** – Staff meeting with the student and a call home. If the student has any grades that are a C or below, they will also be required to attend one session of Saturday Academic Support Center
A doctor’s note will be needed for absences to be considered excused for the remainder of the semester.

- **8 absences in one semester** – Staff meeting with the student and parent; attendance contract; and one session of Saturday Academic Support Center (ASC).

- **12 absences in one semester** – Twelve absences in one semester will result in dismissal from Hope Academy. Hope Academy is also required to report truancy to Hennepin County when it reaches the level of 12 absences in one semester.

### Absence Policy: Individual Classes

The following will occur when absences (excused or unexcused) accumulate in an individual class over a semester. A “class period” is defined as each short section of a class (approximately 40 minutes). A block class (Tuesday/Thursday and Wednesday/Friday and Friday on Monday schedules – approximately 80 minutes) will count as two “class periods”. Hope Academy athletics absences will not be considered in this count. See the Athletics Policies section of the handbook for policies specific to athletic absences.

- **5 absences in one semester** – Staff meeting with the student and a call home. If the student has any grades that are a C or below, they will also be required to attend one session of Saturday Academic Support Center (ASC). A doctor’s note will be needed for absences to be considered excused for the remainder of the semester.

- **8 absences in one semester** – Staff meeting with the student and parent; attendance contract; and one session of Saturday Academic Support Center (ASC).

- **12 absences in one semester** – Failure to receive credit for the class. If a student does not receive credit for the class, the course will have to be made up during Summer Session. Please note that the maximum number of courses that can be made up during Summer Session is two. If a student has more than two classes to make up over the summer, it is likely that they will either be asked to leave Hope Academy or repeat the grade they did not complete.

### Notification of Absence

Parents are asked to phone the school office (612-721-6294) as soon as they know that their son or daughter will be absent. If the parent/guardian cannot be contacted and does not report the absence it will be counted as an unexcused absence. Notification of absence does not necessarily make the absence excused and Hope Academy reserves the right to require suitable proof in the case of illness.

### Parent Involvement Day Absences

Parent Involvement Days are required days of school. If a student does not attend Parent Involvement Day, they are required to make it up by attending Saturday ASC.

### Truancy

A student is truant if he/she is absent from school without parental and/or school permission, or leaves school grounds. The school is required to call parents and possibly involve law enforcement if a student is truant.

A student will be considered to have skipped class if he/she misses more than 10 minutes from any class without permission and/or notification of the teacher. Students will receive an automatic after-school detention for each skipped class. The student’s choice to skip class, i.e. be truant, is a serious matter.

If a student has been found to be truant for the majority of the day or was skipping school off campus, he or she will receive an in-school suspension.

### Tardiness

Students are expected to be in their assigned classrooms at the beginning of each school day and at the beginning of each class period. Being consistently tardy is a hindrance to academic progress. A note explaining tardiness does not necessarily excuse the tardiness. Reports to parents about excessive tardiness and its resulting consequences should be considered an opportunity to help a student grow in academic stewardship.
**Tardy Policy: Beginning of Day and Early Dismissals**

It is important that students are on time to school so they are not missing out on learning and are not a disruption by coming in late to class. The following will occur when a student accumulates several tardies to school at the beginning of the day or leaves early at the end of the day).

- **Tardies (or early dismissals) of less than 15 minutes** – These will be treated the same as the tardy policy for individual classes (see below).
- **Tardies (or early dismissals) of 15 minutes or more** – In addition to being counted as a tardy to the individual class (see policy below), every 3 tardies (or early dismissals) of 15 minutes or more will be considered the equivalent to a half day absence.

**Tardy Policy: Individual Classes**

A student is tardy to class if he or she is not in his or her seat with the bell to start class rings. If a student receives a note from a staff member with a valid reason for being late, they will be excused and not receive a tardy. If a student is deemed tardy, the consequences will be as follows:

- Tardy #1 the student will receive a verbal warning
- Tardy #2 (in the same class, in one quarter) the student will earn a lunch detention
- Tardy #3 (in the same class, in one quarter) the student will earn an after school detention

If a student brings a signed doctor’s note with the time written on it, his or her tardy will not be counted toward a tardy detention. Any consequences assigned by the administration are in addition to consequences given by individual teachers. The administration reserves the right to determine whether or not a tardy is excused. Parents will be notified of all lunch detentions and detentions. The tardy counts for lunch and after school detentions reset at the start of each quarter.

**Discipline**

**Purpose of Discipline and Rules**

It is vital for students to realize that maintaining an orderly atmosphere is critical to the learning process. Although it is necessary to set and enforce rules and boundaries, it is our desire to train students to become self-disciplined. We want to encourage our students to obey God and from that obedience to exhibit respect, care, and love towards others.

If a student ignores the guidelines, it then becomes the obligation of the one who loves that student to do what is possible to bring about repentance and restoration of broken relationships that result from sin. Repentance will not remove consequences for wrongdoing, but repentance and reconciliation are the primary goal of all disciplinary consequences administered by the school. It is our desire that discipline enables a student’s heart to be restored to God and reconciled to authority and peers. We also recognize that some discipline will produce no immediate results in the heart of a student, but we hold to the truth of Hebrews 12:11, “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

**Attitude**

A student’s attitude is as important as his or her behavior; though behavior is more visible than attitude. For this reason discipline at Hope Academy is conducted in response not only to outward actions, but attempts to identify and address the heart cause for the actions. As in any discipline situation, it is the hope of the school staff that such intervention will result in immediate change in the heart, and consequently the behavior, of the student. In some cases, when a student remains resistant to correction, it may be necessary for the administration to impose disciplinary consequences, including suspension or expulsion, if the student is deemed to have a negative impact on other students or the school community.

**Levels of Consequences**

Consequences may be positive or negative, and are intended to be in direct connection to the behaviors being addressed. Hope Academy has levels of disciplinary consequence for violations of school policy. Whenever possible, disciplinary action is to be handled by the classroom teacher. If the student is unresponsive, if there is repeated offense, or if the violation is severe, the administration may determine the appropriate level of consequence, and may accelerate the process through these levels of action should the student behave in ways...
clearly beyond normal limits of what is proper. Teachers will determine the method and severity of consequences for misbehavior and refer students to the administration when they deem it necessary. The administration retains the right to suspend or expel a student as it deems necessary.

See Hope Academy Upper School Behavior Plan Diagram for more details.
Lunch Detentions
As an intermediate consequence students may sometimes be assigned a lunch detention. Students are still allowed to eat their lunch during the lunch detention but may not talk, interact with others, or attend recess. Lunch detention is typically held in the lunch detention room. If a student has permission from a staff member to reschedule their lunch detention, he or she must inform the Upper School Office Staff with written permission from the staff member. If a student has mentor group on the same day as lunch detention, he or she should reschedule the lunch detention in the Upper School Office. If a student does not attend their scheduled lunch detention, he or she will be assigned an after school detention.

Restitution Time
At times, a student may arrange with a teacher to complete restitution as a consequence. Restitution consists of spending an activity period working with one of the Upper School Staff Members cleaning or completing tasks around the school grounds. If a student has successfully completed the requirements for the restitution time, the supervising teacher will inform the Upper School Office Staff of this.

A student may also lower his or her detention count by successfully completing two restitution periods. The detention count will not be lowered until the second restitution time has been completed and the supervising teacher has informed the office. The lowering of the detention count will also be noted in the student's discipline file.

After School Detentions
Students will be notified by a staff member when a detention is given. Parents will be informed if their son or daughter receives an after school detention with at least a one-day notice via phone, email, or in person. All after school detentions will be served on Tuesdays or Thursdays from 4:30 to 5:00 pm. It is the parents’ responsibility to arrange transportation at 5:00 pm for their child.

There are three categories of after school detentions: Behavior, Academic, and Tardy Detentions.
- **Behavior Detention** – given for behaviors (separate from academics) that warrant a detention
- **Academic Detention** – given for academic infractions such as not turning in an Academic Achievement Assignment on time or failing to retake, redo, or rewrite a test, project, paper, or presentation within the required time frame.
- **Tardy Detention** – given for arriving late or leaving school early multiple times, as well as accumulating three tardies to the same class within a quarter.

A student may not participate in any co-curricular activities on after school detention days until his or her detention has been served. Co-curricular activities and work are not valid reasons for missing a detention. If a student misses a second detention, a suspension will be assigned. Each category of detentions (listed above) is counted separately within a quarter. Detention counts reset at the start of each quarter.
- Detention #1 will require a call home
- Detention #2 (in one quarter, in the same detention category) occurring in the same quarter will require a call home and the student meeting with teachers
- Detention #3 (in one quarter, in the same detention category) occurring in the same quarter will result in a suspension and a meeting with the principal and parent(s). The suspension will replace the requirement to serve the detention

If needed, a student may reschedule a detention one time but must communicate this with a staff member in the Upper School office or the on-duty detention teacher. If the student does not communicate this with an Upper School office staff member or the on-duty detention teacher, he or she will automatically receive an additional detention. After one approved reschedule, the student must serve the detention or will receive an additional detention.

**Behaviors That Warrant an Automatic Detention**
- Cheating on an assignment.
- Late Academic Achievement assignment
• Not retaking, redoing, or rewriting a failed test, project, paper, or presentation within the required timeframe.
• Disrespect to a staff member.
• Extreme disruption of class.
• Fixable Uniform Violation 3 times in the same class in one quarter.
• Inappropriate contact with another student.
• Lying to a teacher or staff member.
• Repeated disobedience or defiance in the classroom.
• Stealing from another student or teacher.
• Tardy to the same class 3 times in one quarter.
• Unsuccessful completion of a Detention, Lunch Detention, or Restitution Time.
• Use of vulgar language.
• Minimal or no effort on a test or quest.
• Leaving the classroom without permission.

Detention Reflection Paper
A detention reflection paper is a form filled out by students while they are in detention to encourage them to more fully understand the decisions they have made, how these decisions affect their life, how these decisions affect the lives of others around them, and most importantly, how these decisions affect their relationship with God. The classroom/detention teacher may find using this form an effective way to work students in building Christian character.

Out-of-School Suspensions
A suspension requires that a student remain off campus under his or her parent's supervision for one or more days as a disciplinary consequence. Students suspended in the middle of the school day will be sent home immediately.

If a student receives a suspension, he or she cannot attend any school sponsored practices, rehearsals, competitions, performances, or events until the suspension has been completed and the suspension reentry meeting has been held.

Reentry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community. Conferences will require the following parties in attendance:
• Suspension #1 – Principal, parent(s) and student
• Suspension #2 – Principal, parent(s), student and teacher(s)
• Suspension #3 - The administration will consider probable expulsion from school

Suspensions are reported on the student's official record.

Behaviors That Warrant an Automatic Suspension
• Alcohol, Tobacco, or Other Drugs (3-5 days)
• Assault (5 days) + Possible Expulsion
• Bomb and Terrorist-like Threats (3-5 days) + Possible Expulsion
• Cheating on an Academic Achievement Assessment (1 day)
• Fighting (3 days)
• Harassment (1-3 days)
• Inappropriate contact with another student, non-consensual (1-3 days)
• Inappropriate response to a detention or other type of consequence (1-3 days)
• Physical Aggression (1-3 days)
• Threats (1-3 days)
• Three Detentions within one category (behavior, academic, tardies) in one quarter (1 day)

Other Behaviors That May Warrant a Suspension
• Defiance, Persistent Lack of Cooperation (1 day)
• Verbal Abuse and Disrespect of School Staff and Students (1-3 days)
• School Property Damage, Personal Theft, Vandalism, Arson, Extortion, Locker Break-Ins (1-3 days)
• Improper Activation of Fire Alarms (1 day)
• Trespassing (1-3 days)

**In-School Suspensions**

Under special circumstances, a student may receive an in-school suspension. In-school suspensions are served in either the Main or Upper School Office. Students are allowed to work on assignments during this time but are not allowed to talk or interact with other students. Besides the location of it, an in-school suspension is considered the same as an out-of-school suspension and will be treated as such (see Out-of-School Suspension Policies). Reentry into the student body after a suspension will require completion of a suspension reflection paper and a conference with the parent(s) before the student will be re-admitted into the school community.

**Behaviors That Warrant an In-School Suspension**

- Truant from school for the majority of the day or skipping school off campus.
- Plagiarism or cheating on an Academic Achievement assignment or assessment (See the Integrity Section of the handbook).
- Three Academic Achievement related detentions in one quarter.

**Suspension Reflection Paper**

Before a student is allowed to return to Hope Academy following a suspension, he or she is required to right a one-page suspension reflection paper. This paper must address what behavior occurred, why it was wrong, what God may be trying to teach you through the situation, and what your plan is to change this type of behavior moving forward.

**Expulsion/Dismissals**

On rare occasions, it may become necessary for a student to be expelled (or dismissed) from school. In such cases, a student is dismissed for the duration of an academic year. Re-admittance to the school community will be considered on a case-by-case basis. If a student desires to be re-admitted to Hope Academy, they must reapply with all of the necessary application materials. Acts 26:20b, "I preached that they should repent and turn to God and prove their repentance by their deeds." Before re-admittance will be considered, it must be clear that there is genuine repentance and change of heart as evidenced by the following:

- Completion of two consecutive quarters in a regular education setting at another school (not in a home school setting).
- Reapplication to Hope Academy.
- Passing grades at the other school, in courses equivalent in level to courses at Hope.
- At least two recommendations from teachers or administrators from that school showing evidence that behavior/effort has changed.
- Asking forgiveness from the offended party and being reconciled.
- A demonstration of sorrow for the offense that might include a public apology.
- A letter to the teachers and administration about how God has been working in your life, what has changed, and why you would like to be back at Hope Academy.

**Behaviors That May Warrant an Expulsion**

- Bringing a weapon to school
- Sale or distribution of drugs or alcohol
- Three suspensions within one school year

**Academic Honesty**

**Honesty**

Hope Academy students are expected to tell the truth all the time. They are expected to communicate the full truth, the spirit of the truth, and to not withhold information on a technicality because they are not asked the right question. This demonstrates integrity in the fullest sense and a value for truth even at personal cost. Lying to a teacher or staff member will result in an automatic detention.
**Plagiarism**
According to the Merriam-Webster Online Dictionary, to "plagiarize" means:
- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source.

According to [www.plagiarism.org](http://www.plagiarism.org) all of the following are considered plagiarism:
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Any student who has been found to have intentionally or excessively plagiarized will receive the consequences as described in the "Cheating" section below.

**Cheating**
No Hope Academy student will unfairly advance or inhibit the academic progress of themselves or another student in any way. Students who have knowledge of cheating should immediately report this to a staff member or be subject to the same consequences as if they had directly participated in the cheating themselves.

**Cheating on Academic Practice**
Students found cheating on an assignment or assessment considered Academic Practice (see the Upper School Grading Policy) will receive, at a minimum, an automatic detention. In addition to the detention, the student must either schedule a time with the teacher or attend the Academic Support Center to make up the assignment or assessment.

**Cheating on Academic Achievement**
Students found cheating on an assignment or assessment considered Academic Achievement (see the Upper School Grading Policy) will:
- Receive a one day in-school suspension
- Be required to make up the assignment or assessment at the Academic Support Center
- Be required to write a paper on academic integrity
If the cheating occurred during finals week, the student must serve the in-school suspension and make up the assignment or assessment during the Summer Session at Hope Academy.

**Uniforms**

**Uniform Policies**
We are a uniform school and it is expected that students are in uniform. Purity extends to the way a person dresses as well as to his or her behavior. The Hope Academy board has adopted a guideline for dress that embraces principles of cleanliness, modesty, neatness, and appropriateness. We encourage students to wear clothing that draws attention to God, not to one’s self. Students will be expected to wear pre-approved uniforms at all times. The goal of our school uniform is that our students will have a neat and clean appearance, showing respectfulness in their grooming.
Specific uniform requirements are:

**Girls Middle School**
- Navy Blue monogrammed Polo
- Khaki pants w/ Donald's hip tag
- Khaki skirt w/ Donald's hip tag
- Red full zip monogrammed fleece
- White/Navy knee highs, anklets
- Solid Black or Blue leggings (if desired)
- All Black belt
- Black shoes (No: heels, boot, open toe)

**Boys Middle School**
- Navy Blue monogrammed Polo
- Khaki pants w/ Donald's hip tag
- Navy full zip monogrammed fleece
- White/Black socks
- All Black belt
- Black professional dress shoes
- Tucked-in Shirt

**Girls High School**
- Lt. Blue polo/ Lt. Blue oxfords mono
- Gray mid-rise pant (boot cut) Donald's hip tag
- Gray skirt w/ Donald's hip tag
- Navy mono. Full zip macro fleece vest/jacket
- White/Navy knee highs/anklets
- Solid Black or Blue leggings (if desired)
- All Black belt
- Black dress shoes (No: tennis shoes, heels, boots, open toes, slippers)

**Boys High School**
- Lt. Blue polo/Lt. blue oxfords mono.
- Gray pants w/ Donald's hip tag
- Navy mono. Pullover micro fleece sweater/vest
- Black/White socks
- All Black belt
- Black professional dress shoes (no tennis shoes)
- Tucked-in Shirt

The following items may not be worn to school:
- hats
- bandanas
- turtlenecks
- tennis shoes
- non-white undershirts
- long-sleeve undershirts
- gloves
- sunglasses
- scarves
- boots
- slippers
- jeggings
- fishnet tights

Students should wear their complete uniform to and from school. Students will not be allowed in the classrooms unless they are in uniform. Students may bring tennis shoes to wear during recess and gym. Uniform violations will result in consequences.

- Uniform Violation #1 will result in a warning and it must be fixed immediately. If student refuses to fix it they will be sent to the Upper School Office and will earn a detention
- Uniform Violation #2 (in the same class, in one quarter) will earn the student a Lunch detention and the violation must be fixed immediately. If the student refuses to fix it they will be sent to the Upper School Office and will earn an after school detention
- Uniform Violation #3 (in the same class, in one quarter) will earn the student an after school detention

On occasion, it may be necessary for a student to check out a uniform item from the office. Each item checked out must be returned at the end of the day. If an item is not returned, the replacement costs will be added to your school bill and are as follows:

- Uniform Shirt or Fleece = $20
- Pants or Skirt = $20
- Shoes = $10
- White Undershirt = $3
- Socks = $2
- Belt = $5
- Summer Session T-Shirt = $6.50
- Summer Session Shorts = $10

**Ice packs, for a $3 fee if not returned, can be requested by students on an as-needed basis**

**Dress Code for Out-of-Uniform Days**

Even on non-uniform days students are expected to dress in a way that honors God. Staff reserves the right to determine if a student’s clothing meets the below requirements.
Unacceptable Dress
- Clothing with tears, rips, or holes (patched or open) above the knee
- Clothing with printed slogans that advertise alcohol, tobacco, or drugs or are sexually suggestive
- Short clothing (length of shorts and skirts must be mid-thigh or longer)
- Tops that do not cover the mid-riff – tops must be able to be tucked into pants or skirts
- Sleepwear
- Pants with any words on the rear
- Anything that allows undergarments to show
- Head wear (including hats, visors, and hoods)

Specific to females
- Tops with shoulder straps narrower than one inch
- Tops that allow bra / bra straps to show
- Tops with low necklines - no cleavage or bust is to be showing at any time
- Leggings, tights, or spandex must be covered by shorts, skirts, or dress that are at least mid-thigh or longer

Specific to males
- Sleeveless shirts

Other Policies

Drugs, Alcohol, and Tobacco Use or Possession
Hope Academy students are not to distribute, provide, possess or use drugs, alcoholic beverages, or tobacco at any time [i.e. the regular school year and summer months] on or off the campus. In addition, if a student is present at an event where there is illegal underage consumption of drugs, alcoholic beverages, or tobacco he or she must immediately leave the scene upon becoming aware of what has occurred or is occurring.

Electronic Devices and Cell Phones
Cell phones and electronic entertainment devices such as games, calculators (except for class use as instructed by teachers), and music devices serve to isolate students and are therefore inappropriate for the school environment.

Hope Academy has a “no electronics” policy. If a student brings an electronic device to school and a staff member sees it, hears it, or sees a student using it, it will be confiscated and given to the Upper School Office. It will be the parent(s) responsibility to pick up any confiscated electronic devices from the school.

If a parent feels it necessary to send a cell phone with their student, the student should have it turned off before they enter the building and leave it off until after they leave the building. If a parent needs to contact their child during the school day, they should call the office and leave a message for the student. If a student needs to communicate with parents, students will be instructed to use the phone in the school office.

Students are expected to leave all electronic devices at home. Hope Academy is not responsible for lost or stolen electronic devices.

Food and Beverages in the Classrooms
Because Hope Academy has a late start schedule, students will have the opportunity to eat breakfast in the morning and a snack during the afternoon in the classrooms. This is a privilege and if abused, can be taken away. Eating will be permitted during the first 10 minutes of the day and during one of the last class periods of the day, as determined by the staff. We especially encourage healthy food and drinks in the morning and late afternoon. Thus, some items that students consume as part of their lunch (at lunch time) will not be permitted during the breakfast and afternoon snack times. Candy, soft drinks, sunflower seeds, popcorn, and energy drinks are not appropriate for breakfast or late afternoon snacks and will not be allowed. The expectation is that no mess or garbage will be left after the breakfast and snack time in any classroom. Staff members have the authority to determine if any food is
unacceptable due to health content or cleanliness. Please bring food items that do not require use of the staff refrigerator, microwave, or lounge for storage. Students are not permitted in the staff’s area for these purposes. No food or beverages are allowed in the hallway, computer lab, or chapel.

**Foul Language**

Purity extends to speech as well as behavior. It is therefore inappropriate for students to use foul language, curse, or take the Lord’s name in vain. Even in jest, such language is a sign of disrespect for the person being addressed and for those who are subjected to hearing it. Use of profanity will be an automatic detention.

**Hallway Expectation**

Students walk in the building and hallways at all times. Talking is allowed, but without raised voices. Students should be polite to others and be respectful of the Lower School hallway expectations that elementary students not talk while in line in the hallways. Also, in order to keep our school clean, students should not consume any food or drink in the hallway.

**Hall Passes**

Students may only use the designated passes contained within their planners for each quarter. Students may not use passes from a different quarter within the current quarter. If a planner is lost, a replacement planner can be purchased for $5, but it will be without the current quarter’s pass page. Students should plan to use the short break given during the middle of most block classes to conduct business if possible.

The requirement of all students to possess a signed pass from a school authority during class periods assures that every student can be located and accounted for in an emergency. For this same reason, students should only conduct the business for which they obtained the pass, should not detour to other destinations without obtaining permission to do so, and need to promptly return to class. Generally, only a few students at a time will be released from a class so that the teacher may keep track of where students are at any given time.

**Interpersonal Relationships**

In a school where discipleship is a significant component of the vision and mission of the school, relationships are very important. Hope Academy expects its students to act toward one another out of selfless love, putting the concerns and needs of others above their own. This sometimes means sacrificing one’s personal preferences.

Hope Academy students are not encouraged to participate in dating relationships and should refrain from public displays of affection. Such actions can put other students in uncomfortable and awkward situations. In addition, in a small school such relationships can be difficult for those in them, or their friends; therefore, students are encouraged to invest their energies into interpersonal relationships of a less exclusive nature.

If the Hope Academy staff feels as though a relationship is heading in the direction of inappropriate or too physical, a staff member will have a conversation with the students involved. Parents will also be notified about the conversation.

Ridicule or unkind jesting is offensive, unloving, and is not permitted. Students are encouraged to build one another up rather than tear one another down (see Ephesians 4).

**Keeping Commitments**

Hope Academy expects its students to keep the commitments they make. This is particularly important when a student has made a commitment to a group such as an academic project team, an athletic team, or group which is counting on the student’s active participation for the duration of the project or activity season. In light of this expectation, students and their families should make careful, thoughtful decisions prior to joining such activities. In addition to asking other participants, activity directors or coaches may be able to help a student or parent understand what an activity involves. Please contact the appropriate director or coach to have questions answered prior to joining an activity.
**Moral Behavior**
In keeping with the Hope Values, Hope Academy expects students to refrain from immoral behavior and to guard others from it by keeping to the highest possible standards of sexual purity.

**Outside-of-School Behavior**
At Hope Academy we expect outside-of-school behavior to be consistent with behavior inside-of-school. If the staff becomes aware of inappropriate outside-of-school behavior, it will be investigated by the school and may receive consequences as if the behaviors happened in school.

**Physical Boundaries**
Students are asked to treat one another with respect in the way they interact physically. This means maintaining a reasonable distance, not fighting or hitting, and not hanging on one another, whether boys or girls.

Violence is not an acceptable way to handle anger. Verbal fighting, hitting, shoving, or any such behavior that requires the intervention of a staff member will result in a suspension.

Hope Academy students are not encouraged to participate in dating relationships and should refrain from public displays of affection. Such actions can put other students in uncomfortable and awkward situations. Respectful and appropriate interaction is encouraged (see also the Interpersonal Relationships section of the handbook).

**Sexual Harassment**
Hope Academy does not permit harassment of others by teachers, administrators, or other staff members, or by students in unwelcome advances of word, action, or text. The school will investigate all allegations of harassment.

For behaviors that do not constitute illegal harassment or violence but are nonetheless inappropriate, students may be suspended from school. Additional interventions may include a parent conference, involvement of school support staff, psychological evaluation, police referral, or recommendation for expulsion.

**Threats**
Students are not to threaten others verbally, physically, or in text. If a threat is made, the threat will be treated as if the student is going to follow through with it. Making threats will be an automatic suspension. Cyber threats made on social networking sites such as Facebook, or threats made through text messaging that are brought to our attention will also be investigated by the school. These threats will be treated as if they happened in school.

**Verbal Boundaries**
Students are to respect verbal boundaries in speaking to one another. Some subjects ought not to be discussed between members of the opposite sex and out of courtesy and protection, students are asked to respect such boundaries. In addition, some subjects ought not to be discussed even when not in mixed company. The dignity of all persons should be respected as students talk to and about one another. Students are asked to step forward to stop inappropriate talk when they hear others use it. This is a demonstration to all that they are trustworthy and will uphold a high standard among their peers.

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**SECTION 4 – ATHLETICS, ACTIVITIES, AND EVENTS**

**Athletics & Extra-Curricular Policies**
Hope Academy’s athletic program will reflect the overall educational and spiritual philosophy of Hope Academy: to bring glory to God in all that we do. This means that coaches, athletes, and all others that are involved in the athletic programs at Hope Academy will pursue excellence in academics, athletics, and in their personal lives in a way that glorifies God.

**Athletic Offerings at Hope Academy**
Hope Academy offers the following sports, each contingent on the number of students participating.
- **Fall Sports**
  - Boys Soccer – Hope Academy
  - Girls Soccer – Hope Academy
  - Boys Cross Country – Co-op with Minnehaha Academy
  - Girls Cross Country – Co-op with Minnehaha Academy
  - Boys Football – Co-op with Minnehaha Academy

- **Winter Sports**
  - Boys Basketball – Hope Academy
  - Girls Basketball – Hope Academy

- **Spring Sports**
  - Boys Baseball – Co-op with Cristo Rey
  - Girls Softball – Co-op with Cristo Rey
  - Boys Track – Co-op with Minnehaha Academy
  - Girls Track – Co-op with Minnehaha Academy

**Eligibility for Athletics**

If a student is placed on Academic Probation immediately before or during the sport season in which he or she is participating, that student will be required to complete the normal Academic Probation Requirements. These requirements include coming early (if practice is after school) or staying late (if practice is before school) to attend the Academic Support Center. If a student has 5 or more points against him or her (see Academic Probation section of the handbook), he or she will be allowed to practice (if still attending the Academic Support Center opposite of when practices are held in the mornings or afternoons), but will not be allowed to participate in games. These requirements will go into effect again each time grades are evaluated (mid-quarter and end-of-quarter).

If a student misses a test because of athletics, he or she is required to attend the Academic Support Center to complete the test or arrange a time with the teacher to take the test.

If a student receives a suspension from school, a one-game suspension from his or her sport will also be administered. If a student is assigned a detention on the same day as a game or practice, the student must first serve the detention. A student who does not attend school will not be allowed to participate in after-school activities that day. Hope Academy students participating in MSHSL-sponsored activities must comply with all its rules (see Athletic Director for details).

**Minnesota State High School League Policy on Mood-Altering Chemicals**

A. **Reference Bylaw 205**

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity:

1. Use or consume, have in possession a beverage containing alcohol;
2. Use or consume, have in possession tobacco; or,
3. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia,
4. Use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. “Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product,
5. Use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by her/his doctor.
B. Penalty

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties are progressive and consecutive.

5. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student’s original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Co-op Athletics Participation Policy for Hope Academy High School Students

In order to offer a greater variety of athletic opportunities for Hope Academy students, we offer some sports as a cooperative with Minnehaha Academy in Minneapolis. The following guidelines have been established for students choosing to participate in Co-op athletics at Hope Academy.

- Students must follow the same academic eligibility requirements as outlined in the student handbook (Academic & Extra-Curricular Activities section).
- Although not ideal, students are allowed permission to leave early from school for practice and games with the cooperative school as long as they:
  - Attend “Zero Hour” class the minimum required times during the week before school.
  - Maintain the academic eligibility requirements as mentioned above.
- Transportation will be provided for students in the main cooperative sports offerings (Football and Track).
- If students are participating in other cooperative sports, they must make arrangements for their own transportation to and from all practices and competitions.
- It is the student’s responsibility to keep up-to-date on class expectations and to turn in all assignments on time.
- The student must sign-out at the receptionist desk upon leaving the school grounds.

Co-op Athletics Participation Policy for Hope Academy Middle School Students

In general, Hope Academy Middle School students are encouraged to participate in sports that are offered on-site at Hope Academy. Participating in a cooperative is not ideal at the middle school age because of the amount of school time (chapel, advisory, and class) required to miss during a key time of academic and spiritual formation in the child’s life. If a student desires to participate in a sport offered through the cooperative with Minnehaha Academy, the following guidelines must be followed:

- The student must be in good academic standing (Approval from his/her Hope Academy teachers and not on Academic Probation) and in the 7th or 8th grade. In rare exceptions, 6th grade students will be allowed to participate.
- Students are allowed to miss school from 3:15 to 4:20 p.m. for practice on Mondays, Wednesdays, and Fridays. Students are allowed to miss half of 7th Period Class (Mondays), half of Chapel (Wednesdays), half of advisory (Fridays), all of advisory (Mondays), and all of activities period (Wednesdays/Fridays).
- Because core classes are taught on Tuesdays and Thursdays at the end of the day, students are not allowed to leave early for practice on those days. If there is a competition on those days, students are allowed to leave early as long as they make arrangements with their teachers prior to the absence.
- The student must sign-out at the receptionist desk upon leaving the school grounds.
- Students are required to attend “Zero Hour” one time during the week.
• For the Tuesdays and Thursdays where Hope Academy Middle School students miss practice with the cooperating school, it is suggested that a parent or volunteer coach practice with the students on site at Hope Academy before or after school on those days.
• Middle School students are required to arrange for their own transportation to and from all practices and competitions. If multiple students from Hope Academy are participating in a sport, carpooling is encouraged.
• Middle School students must complete a Co-op Participation Form and have it signed by their parent(s), the athletic director, and the lead Middle School teacher.

**Athletics Participation Policy for Hope Students in Non-Hope Sports**

The purpose of this policy is to define the expectations for students participating in athletics outside of Hope Academy. If a student desires to participate in a sport outside of Hope Academy and the sport will interfere with the regularly scheduled classes or activities of Hope Academy, the following requirements must be met.

• It must be a sport that is not offered at Hope Academy.
• The student must be in good academic standing (Approval from his or her Hope Academy teachers and not on Academic Probation).
• In general, the same guidelines for dismissal from class that applies to Hope Academy sports, will also apply to sports outside of Hope Academy.
  o Students are not allowed to miss class for practices.
    ▪ It is ultimately up to the parent to make this decision, but Hope Academy does not recommend doing this.
    ▪ Students participating in a sport outside of Hope will be allowed to miss activities period class on Wednesdays and Fridays from 3:44 to 4:25 p.m. Their sport outside of Hope will be considered their activity period choice. Students must still have the permission of their parent and must sign out at the office before leaving the school.
  o As long as the student has arranged it with the teacher ahead of time, students are allowed to leave school early for competitions. It is the student’s responsibility to make up all work and extra time will not be granted for missing class because of sports.
• Other school events, such as choir concerts and Creative Expressions are required events. It is not permissible to miss events such as these.

**Athletic Cancellations for Winter Weather**

If school has been canceled because of inclement or cold weather but it is forecasted to clear up or warm up, practices and games may still be held. The Athletic Director will make the final decision and notify families of the decision.

**Eligibility for Other Extra-Curricular Activities**

Just as with athletics, if a student is assigned a detention on the same day as an after school rehearsal, the student must first serve the detention. A student who does not attend school will not be allowed to participate in after-school activities that day. If a student is suspended, he or she cannot attend rehearsals, performances, or any school-related activity or event until the suspension has been completed and the suspension reentry meeting has been held.

If a student is placed on Academic Probation immediately before or during the Extra-Curricular Activity season in which he or she is participating, that student will be required to complete the normal Academic Probation Requirements. These requirements include coming early (if practice/rehearsal is after school) or staying late (if practice/rehearsal is before school) to attend the Academic Support Center. If a student has 5 or more points against him or her (see Academic Probation section of the handbook), he or she will be allowed to practice/rehearse (if still attending the Academic Support Center opposite of when practices are held in the mornings or afternoons), but will not be allowed to participate in performances until off of Academic Probation. These requirements will go into effect again each time grades are evaluated (mid-quarter and end-of-quarter).
Activities

Activity Period Classes
All Upper School students are given the opportunity to take an activity period class at the end of the day on Wednesdays and Fridays. Attendance for activity period is mandatory. A variety of classes are offered to appeal to the differing interest of students. Students are enrolled in a class by selecting their preference from a current list of classes. Classes have limited space. If a class is full, priority goes to the highest grade level student. If a student desires to change an activity period class, he or she must complete an Activity Period Class Change Form available in the office. Activity period class teachers must approve all change requests. Because of limited class sizes, not all requests to change activity period classes will be granted. Any student on Academic Probation with 5 or more points (see Academic Probation policies) or with an Incomplete, will be assigned to the Study Hall activity period class. All 6th grade students attend study hall as their activity period class for the first quarter.

High School Student Leadership Team
Primary Goal: According to the Vision Statement of Hope Academy, we aim to “unleash kingdom citizens who work for justice, economic opportunity, racial harmony, hope for the family, and joy in the community.” The goal of the Hope Academy Student Leadership Team is to train up high school kingdom citizens as leaders in our community and the world.

Secondary Goals:
- Students would learn what it means to be a Biblical, servant leader.
- Students would gain leadership skills.
- Students would have opportunities to practice leadership by planning and leading student events and activities.
- Students would help create and maintain a positive student culture at Hope Academy.
- Students would discover their gifts and how to use them as leaders.
- Staff would gather input and feedback from students for school-wide decisions to be made.

Expectations for Student Leadership: Students who desire to serve as leaders of Hope Academy’s Student Leadership Team must reflect and remain accountable to the following expectations.

Student leaders must demonstrate:
- A sincere love for God and desire for discipleship.
- Sound moral character (above reproach) in attitude, speech, and actions toward others.
- A commitment to integrity and purity.
- A responsiveness to correction.
- Self-discipline and self-motivation to set goals and follow through with responsibilities.
- A positive and respected reputation among classmates, faculty, and those outside our community.
- A desire to develop the character traits expressed toward overseers in Titus 1:7-8.
  - Blameless
  - Not overbearing or quick-tempered – must be teachable and open to correction
  - Not given to drunkenness – no chemical or drug use
  - Not violent, but gentle
  - Not pursuing dishonest gain – not seeking leadership as a status symbol
  - Must be hospitable – willing to move beyond immediate friendship group to welcome others
  - Loves what is good
  - Self-controlled, upright, holy, and disciplined
- A commitment to his or her academic best. Students must not be on Academic Probation.

Responsibilities of Student Leadership
- Hope Academy Student Leadership Team members are responsible to:
  - Work with faculty and staff to uphold the mission and vision of Hope Academy.
  - Help establish and maintain a positive, God-honoring and God-glorifying culture at Hope Academy.
  - Be responsive to the needs, issues, and ideas of the student body.
- Develop and implement plans to enhance student life at Hope Academy.
- Find ways to make sure every single student feels connected at Hope Academy.
- Clearly communicate to the Student Leadership Team and the rest of the student body.
- Follow through on all assigned tasks.
- Help to plan and organize student events.
- Maintain regular, timely attendance at weekly and other requested meetings.
- Meet with committee faculty advisors on a regular basis to plan committee sponsored activities.

Application Process and Selection of the Team
- All Upper School students in 9th through 12th grade are eligible.
- Students must complete a Student Leadership Team application by answering several application questions.
- Students must request a reference from one of their teachers.
- Staff will then review the applications and select one to three students per grade using the following criteria:
  - Does this student meet the required expectations of a student leader? (see the list above)
  - Does this student have a desire to lead?
  - Is this student supportive of the “whys” of the Hope Academy culture?
  - Does this student have a positive attitude and influence on other students?
  - Is this student reliable and responsible?

Note: Some of the Student Leadership Expectations, & Responsibilities sections were adapted, with permission, from Southwest Christian High School in Chaska, Minnesota.

**House System**

Every student from 6th grade to 12th grade is assigned to a Hope Academy “House.” The purpose of the House System is to intentionally develop a deeper sense of identity, belonging, and purpose. It is also an opportunity for students, especially our juniors and seniors, to develop as leaders.

Houses are centered around three major divisions: Tournament, Unity, and Outreach. Houses are able to earn points that accumulate in each of these areas to determine a House champion for the month. The House champion for the month earns a catered meal provided by Hope Academy, a relic for their House, and an out-of-uniform day.

- **Tournaments** – Each month Houses compete against each other in a tournament. Tournaments alternate between athletic and non-athletic (academic, arts, culinary…) competitions. Points are awarded based on finish in the tournament.
- **Unity** – Each month Houses earn unity points based on grades, behavior, and attendance. Points are earned for participation in unity events and extracurricular activities as well. Houses also hold a House Feast once a month.
- **Outreach** – Every other month, houses are given the opportunity to serve together in the community. Points are earned based on the number of House members who participate.

**House Cabinet** – All 11th and 12th grade students at Hope Academy are required to be a part of their House’s leadership Cabinet. Students will be assigned the roles of Chair, Vice-Chair, Tournament Rep, Unity Rep, or Outreach Rep. All juniors and seniors will receive leadership training during Bible class every other week to equip them for these roles. The Chair and Vice-Chairs of the Houses will also have a check-in lunch every other week.

**House Feasts** – During an extended lunch on the first Thursday of every month, Houses are allowed to organize House Feasts. Students are encouraged to still get a hot lunch from school and to bring snacks or desserts to supplement the meal. The previous month’s House champion receives a catered lunch provided by Hope Academy.

**House Shirts** – On House Tournament days, students are allowed to wear their House T-Shirts. See the Out-of-Uniform Dress Code policy in the handbook for other clothing requirements for those days.

**House Outreaches and Unity Events Schedule** – Each month’s event alternates between a Unity Event and an Outreach. The following is the schedule for the year:
- September (Unity Event Month) – High School and 8th Grade Retreats
- October (Outreach Month) – Phillips’ Neighborhood Clean Sweep Outreach
- November (Unity Event Month) – Student-led Night
- December (Outreach Month) – Christmas Outreach
- January (Unity Event Month) – Homecoming
- February (Outreach Month) – Feed My Starving Children
- March (Unity Event Month) – Student-led Night
- April (Outreach Month) – Church Neighborhood Outreaches
- May (Unity Event Month) – Theater Production

House Cup Points – House points accumulate each month for a monthly House champion. Each month’s winner receives a catered lunch provided by Hope Academy, a relic to be stored in their House, and an out-of-uniform day. Points are accumulated throughout the year to determine the House Cup champion for the year. Points are awarded in the following manner:

Tournament Points:
- Rank Finishes: 1st Place = 1000 pts, 2nd = 750 pts, 3rd = 500 pts, 4th = 250 pts
- Bracket Finishes: Champion = 1000 pts, Runner-Up = 750 pts, Semi-Finalists = 375 pts
- Winning Division (non-champs) = 50 pts. Each

Outreach Points (during months that outreaches are held):
- Each House member who attended the monthly Outreach = 50 pts each
- Each family member who attended the monthly Outreach = 25 pts each
- House with the highest percent of students who attended the Outreach = 100 pts.

Class Points (Class Dojo):
- Class Points will be equal to the amount of Class Dojo points earned for the month.
- 100 Bonus points will be awarded to the first place House.
- A House can earn up to a maximum of 750 pts.

Attendance Points:
- Each House member who met the following Attendance criteria = 25 pts each:
- Perfect Attendance, No Detentions for Tardies, No 15+ Minute Tardies to School, No Lunch Detentions for Tardies
- House with the highest percent of students who met the Attendance criteria = 100 pts.

Behavior Points:
- Each House member who met the following Behavior criteria = 25 pts each:
- No Suspensions, No Behavior Lunch Detentions, No Behavior Detentions, No Bus Incidents
- House with the highest percent of students who met the Behavior criteria = 100 pts.

Grade Points (during months when grades are issued):
- Each House member who is not on Academic Probation = 25 pts each.
- House with the highest percent of students who met the Grade Points criteria = 100 pts.

Event Participation (during months unity events are held), Extra Curricular Participation, and Bonus Points:
- Each House member who attends a Unity Event = 25 pts each.
- The House with the highest percent of students who attended the Unity Event = 100 pts.
- Each House member who is on the roster of an extra-curricular activity (sports team, math team, theater production, praise dance team, robotics team…) = 25 pts each.
- Bonus points can be awarded for the following: Team Spirit, Sportsmanship, and Creativity Awards during the tournament = 100 pts, Excellence (Doing The Most) during the tournament = 25 pts per student, Chair Chat Attendance = 100 pts per meeting, H.O.P.E. Values Awards = 200 pts

House Names – The names of the Houses were intentionally selected based upon a proven profession of faith in Christ and integrity in character demonstrated through family and ministry.

- **House Morris** – Dedicated to the life and testimony of Samuel Morris (1873-1893). A Liberian Prince that converted to Christianity.
- **House Ten Boom** – Dedicated to the life and legacy of Corrie Ten Boom (1892-1983). A Dutch Christian that along with her family, helped to house Jews during the Holocaust.
- **House Truth** – Dedicated to the life and testimony of Sojourner Truth (1797-1883). An African-American woman that was committed to the abolition of slavery.
- **House Wilberforce** – Dedicated to the life and legacy of William Wilberforce (1759-1833). An English statesman and leader of the movement to abolish the slave trade.

**Mentor Groups**

All Hope Academy middle and high school students are required to participate in mentor groups. These mentor groups are single-gender groups with an adult leader. The purpose of mentor groups is to foster healthy relationships among students, to provide each student with an adult who knows him or her well, to create an environment in which each student is challenged, and to encourage growth in student relationships with the Lord.

**Mission Trips**

Hope Academy organizes mission trips for the 6th, 10th, and 12th grade classes. Each of these trips require an extraordinary amount of faith and trust - faith that God will provide for all of our needs, and trust in Him and the leadership at our school who are planning the trip. If a student is able to give those concerns to God, we gladly welcome them to join the teams in serving Minneapolis (6th Grade), New Orleans (10th Grade), and the Dominican Republic (12th Grade). If a student is not able to give that kind of trust, we do not want to force them to do something against what God is calling them to do.

This service and ministry is part of our curriculum at Hope Academy. As we prayed and planned about providing a service opportunity combined with spreading the Good News of Jesus Christ, we make the assumption that all will want to go.

If a student is not able in faith to go on the trip, they will still need to fulfill this servant leadership experience requirement for high school graduation. We realize that some may not be able to go in faith and we would like to provide an alternative. The other option is to fulfill this requirement by completing 40 hours of service and ministry to the poor in our area, and writing a reflective paper about the experience (3-5 pages). Sixth grade is only required to complete 28 hours of service work and complete a reflection paper (2-3 pages). All hours will need to be documented with the organization the student is serving with. The documented hours and reflective paper will be due in order to fulfill the Hope Academy graduation requirements. If a list of possible sites to contact is needed, a list is available in the Upper School office. Our prayer is that all students would step out in faith and serve on these trips.

- **6th Grade Mission Trip** – Each summer during the second week of summer school, sixth grade Hope Academy students will take part in a local mission trip here in Minneapolis. One of the purposes of the trip is to give students the opportunity to serve and bless others in their neighborhood. If a student chooses not to attend the 6th grade mission trip, they will still be required to complete the set number or service hours in the community by serving at another location and writing a reflective paper on their experience.
- **10th Grade Mission Trip** – During the week before Thanksgiving break each year, the tenth grade students at Hope Academy will travel to New Orleans, Louisiana to serve on a mission trip. One of the purposes of the trip is to give students the opportunity to travel outside of the state of Minnesota to experience serving and blessing a culture different than the culture in Minneapolis. If a student chooses not to attend the 10th grade mission trip, they will still be required to complete the set number or service hours in the community by serving at another location and writing a reflective paper on their experience.
• **12th Grade Mission Trip** – During the week before Thanksgiving break each year, the twelfth grade students at Hope Academy will travel to the Dominican Republic to serve on a mission trip. One of the purposes of the trip is to give students the opportunity to serve and bless a culture and community outside of the United States. If a student chooses not to attend the 12th grade mission trip, they will still be required to complete the set number or service hours in the community by serving at another location and writing a reflective paper on their experience.

**Mission Trips Fundraising Policy**

At Hope Academy, it is a high priority that all students have the opportunity to serve others through mission trips their sophomore and senior years. This comes at a great expense and requires us to trust in God for providing the funds for the teams to go. It is very important for us that each student contribute to the trip by attempting to raise funds for their trip. The following policies are in place for mission trip fundraising at Hope Academy.

Approximate cost of the mission trips:
- 10th Grade NOLA Trip = $650
- 12th Grade DR Trip = $1300

1. Each student is asked to send out support letters. If a student sends out letters to potential supporters and provides the school with a copy of the letter and a list of who the letters were sent to, Hope Academy will pay one half of the remaining balance not raised through the letters.

2. Each student is asked to pay or work off one half of the remaining balance. Half of the remaining balance after support letters have been sent out either needs to be worked off at Hope Academy at the rate of $10/hour or paid off in cash or check by the student or family. If a minimal balance still remains at the time of the trip, it will be added to the student’s tuition bill.

If a student does not raise, work-off, or pay any money toward the mission trip, they will be choosing the alternate option of staying home and completing 40 hours of service work here in Minneapolis and writing a reflection paper about their experience.

**School Events**

**Event Scholarships**

Students are encouraged to attend all events. Some school events are not covered by your tuition and may require an out-of-pocket payment. We do not ever want finances to be the reason a student does not participate in a student event. If a family would like to request a scholarship, forms are available in the Upper School office. Some type of volunteer work by the student or parent is usually required as part of the scholarship.

**Description of the Events**

- **8th Grade Breakfast** – Each year on the last day of school, 8th grade students and their families are invited to a breakfast served in their honor. Students will be presented with a certificate of completion of the 8th grade. The Hope Award is also given to an 8th grade student at this event. See the Academic Honors section of the handbook for a description of this award.

- **Acorns to Oaks Ceremony** – The annual Acorns to Oaks Ceremony is a combination of Kindergarten and Senior graduations, held the day before the last day of school. The entire Hope Academy student body attends this event where Kindergarteners receive their kindergarten diplomas as well as an acorn from the seniors. A senior then gives a charge to the rest of the student body. Seniors then practice receiving their diplomas as a conclusion to the event.

- **Creative Expressions (CE) Night** – The second Thursday after Spring Break is when the annual Creative Expressions Night is held in the Upper School. The purpose of CE Night is to showcase the hard work, gifts, and personalities of every student through creative expression of literary/historical/social material for the glory of God and edification (moral or spiritual encouragement) of the broader Hope community (parents, friends, & partners). All students are required to attend CE night and present their spoken piece. Students who are in choir are also required to attend CE night as part of their performance grade. High School classes are allowed to decorate their classrooms for the event.
• **Junior-Senior Formal** – Each May, Juniors and Seniors are invited to attend the Junior-Senior Formal. As with all things at the school, we are very intentional about this event. The purpose of the formal is to provide students with an opportunity to: honor, glorify, and enjoy God in a formal setting; continue to build relationships among students and staff as brothers and sisters in Christ; be trained in how to relate to each other as brothers and sisters in Christ; and learn the rules and expectations for behavior in a more formal setting outside of the school environment.

• **Parent Involvement Day** – In order to encourage parent/child interaction and build community within the school, Parent Involvement Day will be held two times during the year. All students are required to attend a half day of school together with their parents, becoming involved in classroom and school-wide activities. If a student does not attend Parent Involvement Day, they are asked to make it up by attending Saturday ASC. Please take note of the Parent Involvement Day dates on the school calendar.

• **Pastor Appreciation Lunch** – The purpose of the Pastor Appreciation Lunch is to thank pastors who are involved in the lives of Hope Academy students and to introduce them to Hope Academy if they are not already familiar with the school. This lunch takes place over the Upper School student’s lunch period during a Thursday in April. All Upper School students are encouraged to invite a pastor that is involved in their life.

• **President’s Dinner** – Each January the President of the Board of Hope Academy hosts a dinner for 8th grade students and their parents (no other family members allowed). Students and parents are served a formal meal by some of the high school students. The purpose of this event is to discuss what it means to be a student in the Hope Academy High School. Applications for Hope Academy High School are passed out and the application process is explained. See the Application to High School section of the handbook for more details.

• **Retreats** – Each September, high school students are invited to attend Hope Academy’s high school women’s or men’s retreats, and 8th graders are required to attend the 8th grade retreat. The retreats are overnight and will challenge students to grow in their relationships with Christ and with each other.

• **Senior Dinner** – All Hope Academy Seniors and their parents are invited each year to the Senior Dinner (no other family members allow). This dinner is held two Thursdays before graduation and is one of the highlights of the year for seniors. Each senior has an individual speech given about them by one of the staff members. The Hope Graduate Award and the Hope Scholar Award are also both presented at the dinner. See the Academic Honors section of the handbook for more detailed descriptions of these awards.

• **Senior Graduation** – All Seniors who are on track to complete all graduation requirements are allowed to participate in commencement. Graduation is held the Saturday following the last day of school. Seniors participate in a ceremony that includes speeches by the seniors, a key-note speaker, and a faculty speaker; worship; praying over the graduates; and the presentation of diplomas. A reception is held following the event.

• **Youth Conferences** – At times, Hope Academy may attend or host a youth conference together. All Hope Academy students (grades 7-12) are highly encouraged to attend. High School students are allowed to stay overnight at Hope Academy, supervised by staff members. Middle School students must get rides home on Friday night and return Saturday morning. For liability reasons, if Hope Academy attends another organization’s youth conference, we only take responsibility for our own students. Therefore, Hope Academy will not accept funds or participation from students who are not currently enrolled in the Hope Academy Upper School program if we attend a youth conference outside of Hope.

**SECTION 5 – GENERAL INFORMATION**

**Facility Policies**

**Building Hours and Student Supervision**

School hours are 9:55 am to 4:25 pm. The school building will be open on school days from 10:10am until 4:45pm. Hope Academy does not provide supervision of high school students before or after school hours unless students are involved in a school activity or participating in the Academic Support Center.

Before or after school help sessions with teachers should be arranged in advance as some teachers have other duties or are not on campus at the end of the school day. All students need to be out of the building by 4:45 unless they are under the direct supervision of a teacher, coach, or a staff member.
Cafeteria
The cafeteria is only available to students during the lunch period. Breakfast is eaten in the classrooms. Food is to remain in the cafeteria during lunch. Students are expected to clean up after themselves. Rotating teams of students may be asked to help prepare the lunchroom for the next group of students.

Chapel
During Chapel, students are asked to refrain from using the restroom or making other trips that would distract others in attendance. Talking, studying, and other such activities are not appropriate during chapel time. Students are expected to respectfully participate in worship and to listen attentively to any speaker whether guest, staff, or student. Students are asked to bring their Bibles to chapel, are encouraged to be active listeners, and should respond to what God is teaching them. No food or drink is permitted in the chapel at any time unless directed by a staff member for a particular activity.

Computer Labs
The computer labs are to be used only under the supervision of a staff member. First priority for lab use goes to classes whose instructional content requires computers; second priority goes to classes using the computers for educational purposes.

The doors to the computer lab will remain locked. Students are not allowed in the lab unsupervised. A supervising teacher or staff person must always be present when students are using the computer lab. No food or drink is allowed in the computer lab.

Computer lab usage is a privilege. Students will be given a username and password to save their work throughout the year. If a student abuses this privilege by visiting inappropriate websites; social networks like Facebook, Instagram; game pages; or music and lyric pages; he or she will not be allowed to use Hope Academy computers. Because of research that shows the negative effects of trying to multi-task, students are not allowed to use ear phones or ear buds to listen to music in the computer lab unless given explicit permission by the supervising teacher or staff member.

Hope Academy has a limited number of laptops available to teachers for student use during class. Laptop power cords should never be removed from the cart. (The laptops have plenty of battery life to last several hours). When checking out a laptop, students should take a laptop, remove the power cord before it even leaves the shelf, and leave the power cord in the slot. At the end of class students should shut down rather than log off of their laptop.

Copier and Printer Use
Students must not use Hope Academy copiers and printers at any time except if under direct teacher request and supervision. If a student needs to print off papers for class work (i.e. study sheets, lecture notes, etc.) or Hope Academy activities in the Upper School Office, the student must have permission from their supervising teacher and have the Upper School Administrative Assistant, or another staff member, get the paper from the printer. School photocopiers are not for personal use; please make personal copies off campus.

Graffiti
No graffiti is allowed. Please do not write on walls, desks, lockers (inside or out), doors, and etc. Students found writing graffiti will be required to clean it up and may receive an additional consequence.

Library
Upper School students are allowed to check out books from the school's library. Books are due two weeks from the time of check out. If a student wants to keep a book longer than that, he or she must renew the book every two weeks. Students are welcome to use the library as a study area during classes with the supervision of a staff member if they are respectful of the materials, equipment, and the need for others to use it similarly. Food and drink are not
permitted in the library. If a student does not return a library book, the replacement cost of the book will be added to
the family's tuition bill.

**Lobby**
No food or beverages are allowed in the lobby or hallways as it generates too much trash. On occasion, classes or
other school groups use the lobby and/or halls for various activities. If such is the case, other students should show
respect for such activities, remaining quiet or finding another location for their activities if appropriate.

**Locker Rooms**
Men's and Women's locker rooms are provided for the use of physical education classes and sports teams only.
Student should follow the instructions of the teachers and coaches regarding the use of the locker rooms and must
remove all personal items from the floor so that the area may be cleaned.

**Lockers, Locks, Backpacks**
Hope Academy provides lockers for students. It is unwise for students to leave valuable items in their lockers.
Students are asked to respect the privacy of one another by not going into another student’s locker without that
student’s express permission. This includes going into another’s locker for the purpose of borrowing textbooks,
 leaks, pencils, calculators, or other items.

Students are not to write on the inside or outside of lockers (even with dry erase markers). In addition, students may
not post photos, posters, or other items that would be degrading or otherwise inappropriate. Locker decorating with
appropriate items is limited to the inside of the locker only.

Lockers remain the property of Hope Academy and are subject to search by school personnel at any time with or
without cause. Hope Academy also reserves the right to search all personal possessions of a student if they have
reasonable suspicion that the search will uncover a violation of school policy, rules, and/or law. Personal
possessions include, but are not limited to: purses, backpacks, book bags, packages, clothing, and cell
phones. Students are allowed to bring their own combination lock to school as long as they register the combination
of the lock with the office.

**Nurse’s Office**
Students who need to see the nurse should obtain a pass from their classroom teacher (except in an emergency)
before reporting to the receptionist. The receptionist will then notify the nurse of the student's need. Hope
Academy’s receptionist will attend the student in first aid if a student has a medical problem when the nurse is not
on campus, and will notify parents of any emergency situations that arise.

**Phone Use**
Because we have a limited number of phone lines in the school building and they are primarily intended for business
use, students are permitted to use the office, not classroom phones. Permission from a staff member is required
before making a telephone call. Calls should only be made before school, during breaks, or after school, and should
be limited to critical calls of less than three minutes. Classroom phones are not available for outside calls. Incoming
calls are for emergencies only, please. Cell phones should not be used on campus unless given strict permission
from a staff member.

**Posters and Flyers**
If you wish to post a flyer or poster, it must first be approved by the Upper School Office Staff. Posters and flyers
may be posted only on bulletin boards or in designated areas with advance permission and must contain
the official "Hope Academy" stamp.

**Science Labs**
The science lab is limited for use by classes under the direct supervision of a teacher. Students are not permitted in
the lab without such supervision. During lab activities, students are expected to follow the posted lab rules as well as
teacher instructions, and to operate in a manner consistent with the safety of every student in the class. Violation of
this standard may result in loss of lab privileges.
Safety and Security

Custody Issues
In order to properly accommodate the parents of our students, it is necessary for the school to have accurate custodial information on file. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is crucial that the faculty and staff know who may or may not pick up students. It is the custodial parent’s responsibility to provide the school with a court-certified copy of any pertinent court orders.

Eighteen Year Old Students
Hope Academy recognizes that students who are 18 years and older are legal adults and have all legal rights and responsibilities therein. When enrolled in school, it is every student’s responsibility to follow all school authorities and regulations, regardless of age and stature. Only if a student has been legally emancipated from their parents/guardians through court order, may students of age 18 and above legally sign all documents for themselves. If this is the case, a copy of the court order must be presented to school authorities.

Visitors
Only prospective students may visit classes for the day if scheduled with the Admissions Director. Please contact the Office of Admissions to make arrangements.

Hope Academy encourages interest in its school programs and student activities by both parents and community members. Visits to the school building are welcomed provided the visits are consistent with the education and safety of students and employees, are conducted within the procedures established by the school, and are free of activity that may be disruptive to student learning and the work environment for employees.

School Procedure
- As a courtesy, parents should notify a teacher in advance if they plan to sit in on a particular class.
- Parents arriving for an unscheduled visit with a classroom teacher will be required to first check in with the principal to avoid interruption to instructional time.
- Parents must check in with front office, state the nature of the visit, and obtain a visitors badge before proceeding to a classroom in the building.
- If parents desire to meet with a teacher, they should keep the teachers’ schedule in mind. Meetings should not interrupt a class period.

Visitors--Unauthorized
All visitors are required to check-in with the receptionist immediately upon entering the building. Authorized visitors will be issued a name badge that must be worn at all times while in the building. Unauthorized visitors should be reported to the Upper School Office immediately.

Weapons
Students are not permitted to have weapons or look-alike weapons on school grounds or at school activities. Weapons will be confiscated, law enforcement notified, and the student will be recommended for expulsion. Students handling props for school skits and plays or other activities will need to have a parent check that prop with the staff person supervising the production. Students at no time should bring weapon props by themselves to school.

Fire Drills
Fire drills are conducted throughout the school year to familiarize students with emergency procedures. All students, staff, and visitors to the building are required to evacuate in the event of a fire drill. Occupants are allowed back into the building after the “All Clear” has been given by the Fire Marshall or administration. Fire evacuation routes are posted in each room of the school.
**Tornado Drills**
Tornado drills are conducted so that all students are familiar with the safe areas and procedures. Safe shelter areas are marked on maps in every room of the school should a tornado warning make necessary the use of these spaces.

**Medication**
Medication should be given at home if at all possible. No internal medication of any kind will be administered at school unless specific instructions are given by the parent. Parents will be required to submit a medical authorization form, releasing school personnel from liability if medication is to be given at school.

Students are never to have prescription or over-the-counter medication in their possession at school. All medication must be kept in the office in the original bottle with the student’s full name, name and dosage of medication, time and directions for administration, physician’s name, current date and written parental permission. Special cases should be discussed with office personnel.

Doctor’s consent is required for both prescription and over-the-counter drugs. Please contact the school office for the proper form. These may be given from a properly labeled bottle (see above) in the nurse’s office.

Drugs that are permissible for students to carry and self-administer during the school day include: Albuterol/Inhalers, Epi-Pens, Insulin, and non-prescription pain relievers that do NOT include ephedrine. Students can carry medicine with them if they have written consent from parent/guardian and health care provider (including the request for the student to self-carry) and the school nurse has met with the student and checked that they can safely and successfully carry their own medicine.

**Emergencies--Medical**
In the event of a medical emergency, students should notify a staff member as quickly as possible. The nurse or other staff trained in first aid will respond, and if necessary, an emergency response team will be contacted. Emergency Medical information as provided by parents for each student is kept secure but easily available for the best response to any individual conditions. Parents will be contacted as soon as possible.

**Emergencies--Building**
In the event of a building emergency, students will be evacuated to safe areas and parents contacted as quickly as possible. When appropriate, information will be provided through the same media outlets as for weather emergencies.

**Other Policies**

**Breakfast and Lunch**
Students arriving at school before 9:55 am are allowed to have a school breakfast. Students having breakfast should follow the most current breakfast protocol. Students arriving after 9:55 am to their 1st hour class will be marked tardy.

Hope Academy has a closed-campus lunch policy. For liability reasons and time constraints, students are not permitted to leave campus during lunch. The staff lounge is for staff use only. Refrigerators are not available for student lunches. Only student designated microwaves are allowable for heating and reheating food. Hot lunch is available for purchase. Sunflower seeds, energy drinks, and popcorn are not allowed during lunch or at any other time during the day. Unless approved by a staff member, take-out or delivery food orders are not permitted.

**Complaints and Grievances**
The biblical principle based on Matthew 18 explains that when a person believes him or herself wronged by another, the first step is to go directly to the person who has offended and make the offense known to him or her. This is for the purpose of restoring the relationships between people and with God. If this step fails, then it is appropriate to involve one or two other people, still with the purpose of restoration. Only if the person refuses to respond and repent should the matter be carried further. If after making a genuine attempt at direct reconciliation it is necessary to involve others, those in the situation are urged to only involve the people who will be part of the solution. This is
to discourage gossip and complaining that serves to make the situation and relationships worse, rather than better (see Ephesians 4).

On rare occasions, public offense may call for public response (I Timothy 5:20), or the safety of students requires more information be provided to parents. It is the policy and intent of Hope Academy to keep these situations private when possible. If a parent or student finds themselves in disagreement with a policy, Hope Academy requests that the family submit to the existing policy, and work through established channels of change to request revision or amendment of policies. All such changes are to be consistent with the Word of God and the mission, vision, and philosophy of Hope Academy.

Policies are revisited during the summer months. To request consideration for a revision or amendment of a policy, submit the request in writing to the principal before the end of the current school year.

Gifts
Gifts to teachers from students or their parents should be limited to Christmas, birthdays, or teacher appreciation week. Any monetary gifts to teachers should be for a special season and given through a parent organization to all teachers.

School Cancellations
Hope Academy closings due to bad weather will almost always correspond to those of the Minneapolis Public School District. Listen to WCCO 830-AM radio, watch WCCO Channel 4 TV, or check the wcco.com website for school closings due to snow or severe weather. Please note that we are not "Hope Community Academy." We are "Hope Academy – Minneapolis." If school has been canceled because of inclement or cold weather but it is forecasted to clear up or warm up, athletic practices and games may still be held. The Athletic Director will make the final decision and notify families of the decision.

Statement of Non-Discrimination
As an expression of Christian faith, Hope Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships, and financial aid programs, and athletic or other school-administered programs.

Textbooks and School-Owned Equipment: Lost or Stolen
School-issued property is the student’s responsibility until returned. Students should inspect their books upon receipt, and report any damage to the instructor. Hope Academy will charge an appropriate replacement fee for textbooks, workbooks, library books, and school-owned equipment lost, stolen or damaged by students. Texts that are returned with damage, but are still usable with a shorter lifespan, will be assessed an appropriate fee for the damage that was incurred. Any student failing to return a book issued by the school loses the right to free textbooks until the book is either paid for or returned in usable condition. Students have the responsibility to safeguard the materials or equipment at all times until returned. Stolen property cannot be reimbursed by Hope Academy. Any unpaid fees will be added to the family's tuition bill.

Transportation
Hope Academy has contracted with the Minneapolis Public School bus company (612-668-2300). Riding the school bus is a privilege, not a right. Parents will be contacted if the school receives a report of student misconduct while on the school bus. Consequences vary depending on the level of the violation, but in general follow this progression: 1st misconduct report = warning, 2nd misconduct report = 1 day bus suspension, 3rd misconduct report = 3 day bus suspension, 4th misconduct report = 1 week bus suspension, 5th misconduct report = 2 week bus suspension and possible loss of all bus riding privileges, 6th misconduct report = loss of all bus riding privileges for the remainder of the school year.

High School students who drive to school are not allowed to park in Hope Academy or Hope Commons parking lots. If there are limited spots available on the streets surrounding the school, students can park in the PEI/Allina Parking ramp on 24th St. The cost for a token is $4 in the Upper School office. Students may also purchase an annual parking pass for the PEI/Allina Parking ramp for $170 for the year.
# HIGH SCHOOL - Class Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 - 9:45</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
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<tr>
<td>9:55 – 10:39</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>10:43 – 11:27</td>
<td>2</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>11:30 – 12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:04 – 12:46</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12:50 – 1:31</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:35 – 2:14</td>
<td>6</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2:18 – 2:57</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:01 – 3:40</td>
<td>8A – HS Advisory (Specialist)</td>
<td>7A (Specialist)</td>
<td>8A – HS Advisory (Specialist)</td>
<td>7A (Specialist)</td>
<td>8A – HS Chapel</td>
</tr>
<tr>
<td>3:44 – 4:25</td>
<td>7B (all year) (Specialist)</td>
<td>7B (Specialist)</td>
<td>8B – Activities (Specialist)</td>
<td>7B (Specialist)</td>
<td>8B – Activities</td>
</tr>
<tr>
<td>4:30 – 5:30</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
</tr>
</tbody>
</table>

**Class Schedule:**

Period 1: _______________________________   Period 2: _______________________________

Period 3: _______________________________   Period 4: _______________________________

Period 5: _______________________________   Period 6: _______________________________

Period 7: _______________________________   Period 8: _______________________________
# MIDDLE SCHOOL - Class Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 - 9:45</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
</tr>
<tr>
<td>9:55 – 10:39</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10:43 – 11:27</td>
<td>2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11:30 – 12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:04 – 12:46</td>
<td>3A</td>
<td>3A</td>
<td>4A</td>
<td>3A</td>
<td>4A</td>
</tr>
<tr>
<td>12:50 – 1:31</td>
<td>4B</td>
<td>3B</td>
<td>4B</td>
<td>3B</td>
<td>4B</td>
</tr>
<tr>
<td>1:35 – 2:14</td>
<td>6</td>
<td>5A (Specialist)</td>
<td>6</td>
<td>5A (Specialist)</td>
<td>6</td>
</tr>
<tr>
<td>2:18 – 2:57</td>
<td>5A</td>
<td>5B (Specialist)</td>
<td>5B (Specialist)</td>
<td>5B (Specialist)</td>
<td>5B (Specialist)</td>
</tr>
<tr>
<td>3:01 – 3:40</td>
<td>7</td>
<td>7</td>
<td>8A - MS Chapel</td>
<td>7</td>
<td>8A - MS Advisory</td>
</tr>
<tr>
<td>3:44 – 4:25</td>
<td>8A - MS Advisory</td>
<td>8B - Activities</td>
<td>8B - Activities</td>
<td>8B - Activities</td>
<td>8B - Activities</td>
</tr>
<tr>
<td>4:30 – 5:30</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
<td>Academic Support Center</td>
</tr>
</tbody>
</table>

**Class Schedule:**

Period 1: _______________________________   Period 2: _______________________________
Period 3A: _____________________________   Period 4B: __________________________
Period 5: _______________________________   Period 6: _______________________________
Period 7: _______________________________   Period 8: _______________________________