



---

HOPE ACADEMY  
LOWER SCHOOL  
PARENT HANDBOOK

---

**2016-17**

# ***Table of Contents***

<b>Table of Contents</b>	<b>1</b>
<b>Our Mission</b>	<b>2</b>
<b>Our Vision</b>	<b>2</b>
<b>Statement of Faith</b>	<b>3</b>
<b>Philosophy of Education</b>	<b>4</b>
<b>Family Covenant</b>	<b>5</b>
<b>The Hope Declaration &amp; Hope Values</b>	<b>6</b>
<b>Policies and Procedures</b>	
Attendance	7
Accidents	7
Appointments	7
Birthday Celebrations	7
Calendar	8
Child Abuse	8
Conferences with Teachers and Parents	8
Confidentiality and Release of Records and Information	8
Discipline Approach	9
Extracurricular Activities	9
Field Trips	9
Drills	9
Health Forms	10
Illness	10
Mandatory Parent Involvement	10
Medications	10
Non-Discrimination Policy	11
Parent Orientation Meeting	11
Parent Involvement Days	11
Report Cards/Parent Teacher Conferences	11
School Closings	11
School Visitors	12
Summer Session	12
Suspensions	12
Tardiness/Early Pick-Up	13
Testing	13
Timing of School: Before & After School Info	13
Tuition	14
Transportation	14
Uniforms	16
Volunteer Experience	16
Wellness Policy	17

### ***Our Mission***

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

### ***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 21<sup>st</sup> 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.

## ***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.

*National Association of Evangelicals*

## ***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 re-nounce standards of excellence, and ultimately render children unteachable.” – 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 *shoddy* 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 21<sup>st</sup> 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	Ages 5-8	Reading/Writing
2. Grammar	Grades 3-6	Ages 9-11	Writing
3. Logic	Grades 7-9	Ages 12-14	Thinking
4. Rhetoric	Grades 10-12	Ages 15-18	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.

## ***Family Covenant***

We ask parents/guardians of students at Hope Academy to renew the promises they made in signing our Family Covenant. Below is our Family Covenant that we partner with families in upholding:

In recognition of the promises of Hope Academy to provide your child with an outstanding Christ-centered education, and that my child's success in school depends largely on my support and involvement:

- I accept the school's mission statement, beliefs, and strategies of education that are in accordance with the Word of God and Biblical virtues.
- I agree to support the school in upholding its rules and policies as outlined in the appropriate Parent-School Handbook. As a parent, I am responsible for the behavior and actions of my child.
- I agree to participate in mandatory parent activities, including a Parent Orientation, teacher home visits, two Parent Involvement Days, two parent-teacher conferences, volunteer service during the year, and attend the annual tuition conference.
- I agree to pay the "Fair Share" portion of my child's tuition that has been mutually agreed upon by parent and the school at an annual tuition conference.
- I agree to provide a supportive, educational environment for my child, which includes:
  - I will make sure my child arrives at Hope every day by the start of every school day (Mon.-Fri.)
  - I will make sure my child follows the Hope Academy dress code.
  - I will ensure that my child attends the Hope Summer Session
  - I will check my child's homework every night, try to read with him/her every night, and limit the amount of television he/she watches.

Failure to adhere to these commitments can cause my student to lose various privileges and can lead to my child's removal from Hope Academy.

## ***The Hope Declaration***

We go to Hope Academy, a Kingdom School. We exalt the name of Jesus. We recognize his presence here.

We believe in God the Father, God the Son, and God the Holy Spirit. We believe the Bible to be God's holy word, to be complete truth, a guide for our feet. I am created in the image of God, and He loves me beyond my imagination. God calls me to love and serve the Lord Jesus Christ - to listen and obey. To listen and obey the first time, not the second time or the third time, but the first time. To use words with kindness; to respect God's creation and all authority; to not do harm against another; but to love and encourage others; and to serve my community.

For I can do all things through Christ who gives me strength. I can be a teacher, a lawyer, a parent, a missionary, a doctor, a musician, a coach, a business owner, a computer programmer, or a poet.

We will display a crown of beauty instead of ashes; the oil of gladness instead of mourning; a garment of praise instead of a spirit of despair. We will be called oaks of righteousness, a planting of the Lord for the display of His splendor.

## **HOPE Values**

Honor Optimism Perseverance Excellence

### **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.
3. Seek Help: If I need help, I ask.
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.

## ***Policies and Procedures***

### **Attendance**

Hope Academy shall adhere to the regulations of the state of Minnesota concerning school attendance. The school shall develop appropriate procedures to ensure attendance.

Regular school attendance is mandatory for the growth and success of the students. Therefore, excessive, unexcused absences will not be tolerated. Parents are required to call the office by 10:00 a.m. to report the name of their absent child and the cause of the absence from school.

There are two conditions for which a child's absence is normally excused. These are 1) personal illness, and 2) death in the family. Please provide written notification to the office for consideration of all other absences.

Three unexcused absences will result in a student being placed on probation for the remainder of the quarter. If a student is absent without excuse again during that quarter he or she may be dismissed from Hope Academy.

### **Accidents**

- Parents or legal guardians are called promptly whenever there is an accident.
- The school must have current day and evening phone numbers for parents of every child.
- The teacher will act in place of the parent if the parent cannot be reached.
- The school keeps a record of any accident.

### **Appointments**

Please make every effort to schedule doctor's appointments either before or after school hours. We understand that this is not always possible. Parents should call the office or send a note ahead of time so that the teacher can prepare for the dismissal of the student. All students leaving for and arriving from appointments should check in and out at the school office.

### **Birthday Celebrations**

- Student birthdays will be celebrated according to teachers of individual classrooms.



- Parents should coordinate with the teacher if they want to provide a store-bought treat for the entire class.
- Please do not send party favors to school without making arrangements with the teacher.

### **Calendar**

Hope Academy has a 10-month school year. The calendar will, in large part, follow the holiday schedule for Minneapolis Public Schools with the addition of a Summer Session. See the Hope Academy website for a complete calendar of holidays and other school events at [www.hopeschool.org](http://www.hopeschool.org)

### **Child Abuse**

The staff of Hope Academy is required by state law to report any suspected signs of child abuse to the Department of Children, Families, and Learning. This report may be made directly to the DCFL without first contacting the parents.

### **Communication**

**Emails:** Each Saturday you will receive an email to let you know that announcements have been updated on the school website: [www.hopeschool.org](http://www.hopeschool.org) Stay informed about what going on in school and activities by reading The Hope Happenings every week. Paper copies can be sent home by request through the Office.

**Text Messages:** Please text the word “subscribe” to 68453 to receive text alerts from Hope Academy [late buses, snow days, etc]. Cell phone numbers must already be in our database. Text charges may apply.

### **Conferences with Teachers and Parents**

- Attendance at the two scheduled parent-teacher conferences (November and February) is mandatory.
- Teachers and parents may request conferences at other times as well.

Hope Academy teachers believe parents are the first and primary educators of each child, and they seek to support you in your responsibility of being a godly parent.

### **Confidentiality and Release of Records and Information**

- All student records are considered confidential.
- Information regarding admission, academic progress, test scores, health records, attendance or discharge of a student will be confidential and restricted to staff designated to have appropriate access to the information.

- Parents may have access to their child’s permanent record at any time.
- Student academic and health records will be released upon payment of applicable tuition and fees that have accrued on the student’s account.

### **Discipline Approach**

As we encourage our students to love the Lord according to Matthew 22:37 we believe that there should be evidence of this love reflected in their behavior. Our role as teachers and staff is to shepherd their hearts by leading, guiding, protecting, and nurturing them to develop Christ-like character by the power of the Holy Spirit.

There are expectations that we have for our students that we believe reflect our values that are rooted in our commitment to place our hope in God. As we shepherd the hearts of our students at times we will need to provide the loving correction that comes from guiding and nurturing their hearts.

We are a “no excuses” school, and our culture is oriented around character and achievement. As much as possible, behavior incidents will be seen as opportunities for growth rather than nuisances or problems.

When a student is needing more time for shepherding, a process of reflection for learning and growth will be used. This process is based on the words in the Hope Values.

### **Extracurricular Activities**

A student who does not attend school will not be allowed to participate in after-school activities that day.

### **Field Trips**

- Field trips will be scheduled periodically.
- Parents will be notified in advance of each field trip. **A comprehensive permission slip for all trips will be signed by a parent/guardian at the beginning of each year.**
- Students will be excused from a field trip only with prior written permission from a parent or guardian.
- Parents may be invited by the classroom teacher to join the class as chaperones.

### **Drills**

Emergency procedures, such as fire, tornado, and lock down drills are practiced at various times throughout the year. Contact the main office if you have questions about these drills.

## **Health Forms**

Every student must have a health history and medical record form filled out by a medical doctor. Immunizations must be up to date as required by the State of Minnesota. These records will be kept on file as part of your child's permanent health record. Any student without necessary documentation of immunizations will be barred from classes after October 1.

## **Home Visits**

Home Visits are a time for the teachers to get to know you (the parents) better, taking place in mid-October. The teachers take time to come to each of their students' houses to meet with you. This also offers your child the opportunity to see that both you and the teacher are partnering in their educational experience.

## **Illness**

- **Do not send sick children to school.**
- If your child is ill, please call the school by 10:00 a.m. to notify them of the situation.
- The school has no provision for sick children and will not allow them to stay in school.
- If an illness develops while the child is in school, a parent or guardian will be called to pick up the child immediately.
- After having had a fever of 101 degrees or higher, a child should not return to school until 24 hours after the fever has subsided.
- If the child has a communicable disease, (for example, head lice, ringworm, pinkeye, etc.), please notify the office at once.
- After being diagnosed for a bacterial infection, (for example, strep throat, ear infection, etc.), a child may return to the classroom 24 hours after an antibiotic is first administered.

## **Mandatory Parent Involvement**

There are events that Hope believes will strengthen the parent partnership with the school which are mandatory for all Hope families. Events on campus will require a sign-in to verify your attendance. Please check the school calendar on the website for this year's specific dates.

Parent Orientation Meeting: September

Parent Involvement Days: October and January

Home Visit: October

Parent Teacher Conferences: November and February

Family Tuition Conference: end of April

Volunteer Experience: throughout the year

### **Medications**

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. Medications brought to school must be given immediately to school nurse upon arrival and may be dispensed only by an authorized adult.

### **Non-Discrimination Policy**

Hope Academy admits students of any race, color, religion, national or ethnic origin. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, or scholarship and financial aid programs.

### **Parent Orientation Meeting**

At the beginning of the school year, a Parent Orientation Meeting will include a brief overview of the curriculum, teaching methods, and discipline policies used at Hope Academy. This is a mandatory event. If a parent cannot attend the scheduled meeting, the parent must schedule an alternative meeting.

### **Parent Involvement Days**

In order to encourage parent/child interaction and build community within the school, we will have Parent Involvement Day two times during the year. All students will attend a half day of school together with their parents, becoming involved in classroom and school-wide activities.

### **Report Cards/Parent-Teacher Conferences**

Student progress reports are issued four times a year, at the end of each grading period. Report cards will include evaluative comments from the teacher. Parent-Teacher Conferences are held twice a year to discuss your child's academics, and they are mandatory for parents to attend.

### **School Closings**

Hope Academy closings due to bad weather will typically correspond to those of the Minneapolis Public School District. Listen to WCCO 830-AM radio, Channel 4 TV, or check [www.wcco.com](http://www.wcco.com) on the Internet for school closings due to snow or severe weather. In addition, the school will be closed for any reasons deemed to be unsafe to

students. If you would like to receive text alerts on your mobile device, look at the Parent Portal on the website for the instructions to subscribe.

### **School Visitors**

Parents are never to go directly to a classroom without checking in at the office. Parents are encouraged to observe and volunteer in their child's classroom, but arrangements must be made in advance through the school office.

School visitors must check in at the office and wear a visitor badge while in the building. Visitors should not use restrooms designated for student use. Only authorized school visitors wearing a nametag should be in the hallways during school hours.

### **Summer Session**

Summer Session is an important time for continuing and extending our regular curriculum to keep our academic progress strong throughout the year. We focus on geography topics and consolidate math concepts to prepare for the next school year. Each class takes 2 or 3 field trips.

Summer Session is mandatory for all Lower School students. Summer Session is typically the 2<sup>nd</sup> week in June through the 1<sup>st</sup> week in July, Mondays through Thursdays from 8:30-12:30. Students who are unexcused during Summer Session are not guaranteed a space for the coming school year. Summer Session waivers are only granted in special cases by approval of the Lower School Principal.

### **Suspensions**

The decision to suspend a student rests upon the Lower School Principal in consultation with the Dean of Students and/or the classroom teacher. A re-entry meeting is required before any student is allowed to return to school at Hope.

Teachers will discuss a student's misconduct privately with the student. Teachers will document in writing the use of discipline, and may report disciplinary measures to the child's parent when the teacher believes such reports are necessary. Corporal punishment will not be used.

Parents will be contacted if the school receives a report of student misconduct while on the school bus. If a student receives three misconduct reports, they will be suspended from the school bus for one week. If that student receives another report of misconduct, they will again be suspended from the school bus for a week. If they student receives a fifth misconduct report, they will no longer be allowed to ride the

school bus. Remember that Hope Academy uses bussing services from Minneapolis Public Schools, so we are obligated to follow MPS bus policies.

### **Tardiness/Early Pick-Up**

We believe that students at Hope Academy are forming character traits today that will carry them through the rest of their lives and affect their future in powerful ways. Tardiness and early pick-up has an inescapable affect on a student's progress and on learning to lead a disciplined life. Therefore, parents will be expected to model responsibility by making sure their child arrives at school on time and prepared for the day, and that they finish out their complete school day.

We understand that situations will occasionally arise that will cause a student to be late, i.e. a flat tire, bad weather, etc. But excessive tardiness will not be tolerated. Students should be in their classrooms at 10:05. Students who arrive at school after 10:05 will be considered tardy. Late arriving and early dismissal students must sign in at main desk. Three tardies and/or early pick-ups in one quarter will be considered an unexcused absence.

### **Testing**

All new and some returning students are tested for qualifying for Title I services during the first three weeks of school. Parents will be informed if their child will be receiving Title I services. Student progress is carefully monitored on a daily, bi-weekly, and quarterly basis. Developmental Reading Assessments will be given at least twice a year to assess reading comprehension and decoding skills. The NWEA Measures of Academic Progress will be administered to students in third grade and above each fall and spring. Nonnative English speakers will receive a language test. These tests are used for internal benchmarks and are reported as a large group in the Hope Academy Annual Report. Individual scores are distributed to families upon request.

### **Times for School**

The regular school day for Lower School is 10:05-4:25. Busses leave at 4:30.

#### **Before School**

Doors open at 9:45. Students should not be left at the school before that time, as there will be no supervision. Children must leave the school premises by 4:45 p.m. There will be no supervision after this time, unless your child is participating in a school sponsored activity. Parents whose children are at school past 4:45 will be charged \$10 per 15 minutes of late pick-up.

Before School Care is also available daily from 8:00-9:45 at a cost of 10% of a student's tuition (monthly). If you are interested in this program, please inquire in the Main Office.

### **After School**

School is dismissed at 4:25. Buses leave at 4:30. Late pick up of students from school will not be allowed, and a fee will be charged after 4:45. (\$10 per 15 minutes) Only adults whose names you have given the school on your child's authorized pick up list will be allowed to take a student off the school premises unless parental consent is given ahead of time. Your child will not be allowed to go with any unauthorized person.

Any change from the normal after school transportation arrangements must be made by either calling the school office or sending a note by 3:00. No changes will be made after this time.

Students should not be checked out of school before 4:15 except in the case of personal illness. Picking a child up before 4:15 three times in one quarter will be considered an unexcused absence.

### **Tuition**

The actual cost to attend Hope Academy is approximately \$7,300 per student. Most of this cost is subsidized by contributions made by people who believe in quality Christian education. All parents must pay their monthly Fair Share portion by the 10th day of each month, according to their registration agreement.

The re-enrollment process for current students begins in January. A family deposit is expected at that time. Students will not be allowed to begin school until the first tuition payment is received.

If a family's tuition payments fall behind, the person responsible must make arrangements with the office in order for the student to remain in class. Any student whose tuition is two months behind will be barred from class until appropriate arrangements have been made with the business manager.

A mandatory family tuition conference will be held April.

### **Transportation**

We want to facilitate safe routines for students as they come and go from school. Parents can help by following these practices if your children do not ride the bus and are dropped off with a private vehicle.

### MORNING DROP OFF

- Vehicles dropping students must use the 22nd Ave cul-de-sac area for dropping, not the bus lanes on Chicago Ave, even if there are no buses present at that moment. Students must of in the North Gym Door (#2)
- Hope will provide supervision at the North Gym Door (#2) from 9:30-10:05.
- Doors do not open until 9:45.
- Students who are registered for ASC or Before School Care may come to the Chicago Ave. entrance at their designated times.
- Parents who wish to enter the building in the morning must find a regular parking spot.
- After 10:05, all students must enter through the Chicago Ave entrance (#1) and receive a tardy pass before going to class.

### AFTERNOON PICK UP

- Street parking while you wait in available on 22nd Ave. from the corner to the cul-de-sac. If this is full, you may also wait on Park Ave.
- After dismissal time (approximately 4:25), teachers will escort Lower School students to meet their parents at their waiting cars. Upper School students may walk unaccompanied.
- When your child is safely in your car, please drive ahead to the cul-de-sac area to turn around and return to Park Ave.
- If parents are not in the pick-up area by 4:35, students will be escorted to the main entry lobby to be picked up by you. Parents are charged \$10 for each 15 minutes of late pickups.





## Uniforms

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 and portraying professionalism in the school environment.

Students should wear their complete uniform to and from school. Students will not be allowed to change clothes at school. If a child arrives at school not wearing a complete uniform, the parent will be called to come to the school and bring the uniform.

Specific uniform requirements are:

Girls K-5	Boys K-5
<ul style="list-style-type: none"><li>• Uniform jumper</li><li>• Short sleeved white blouse with peter pan collar. A white long sleeved shirt may be worn underneath.</li><li>• Red fleece sweater (knit is also acceptable)</li><li>• White socks; or navy blue or black tights or leggings</li><li>• Black dress shoes</li><li>• Athletic shoes for gym and recess (non-marking soles)</li></ul>	<ul style="list-style-type: none"><li>• Navy blue pants</li><li>• Red polo monogrammed short or long sleeved shirt</li><li>• Black or brown belt</li><li>• Navy fleece sweater (knit is also acceptable)</li><li>• White socks</li><li>• Black dress shoes</li><li>• Athletic shoes for gym and recess (non-marking soles)</li></ul>

The following items may **not** be worn to school:

- hats
- bandanas
- turtlenecks
- tights with designs, colored leggings other than navy blue or black
- jeans or jeggings
- tennis shoes (unless for recess and gym)

Personal items such as: electronics, cell phones, trading cards, toys, distracting jewelry will be confiscated by the teacher if brought to school, and will need to be picked up by the parent.

## Volunteer Experience

All Hope Academy parents must demonstrate their commitment to the community focus of the school by volunteering for at least 2 school events. Parents should choose from the list of service opportunities that best fit their gifts, abilities, and schedules. Each classroom is responsible for one school event and you can choose the other from a list of service opportunities. A parent liaison coordinator will track, document, and facilitate volunteer efforts and assignments.

## Wellness Policy

Hope Academy has a Wellness Policy, intended to promote a school culture committed to healthy lifestyles. Some of the objectives that the policy includes are nutrition education, encouraging physical activity, and healthy food choices. Parents are invited to participate in implementing and assessing the Wellness Policy.