

# Hope Academy



## Student & Parent Handbook 2021—2022

Schooling as it should be

Elementary  
Middle School  
High School

# *Hope Academy*

1100 Old Dixie Highway

Homestead, Florida 33030

*Principal*

*Mrs. Nirvala Autar*

*Assistant Principal*

*Mr. Vic Ramnauth*

*Director*

*Mr. Cecil Persaud*

*National School Lunch Program  
Director / Fundraising Director*

*Mrs. Deoranie Ramnauth*

*Registrar*

*Mrs. Michelle Valverde-Dubon*

*Registrar*

*Mrs. Melissa Roman*

*Florida Council of Private Schools*

*Hope Academy is accredited through the Florida Council of Private  
Schools.*

*Hope Academy Elementary, Middle, and High School.*

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# *Hope Academy*

## *Philosophy*

Hope Academy is a representation of what schooling should be. The faculty at Hope Academy believes that all children are capable of learning. We hold the conviction that every child is endowed with his or her own individual capabilities and characteristics. We will provide to the best of our ability the type of education best fitted for the uniqueness of the child. To that end, we pledge to give each child every opportunity to acquire the ability to read and write legibly and clearly, converse intelligently, cipher competently and to instill in that child the qualities of democracy, truth, respect, self-esteem, propriety, and morality. Our first and most important person is the child. We will continue to strive for excellence in our daily struggles to provide that pleasant, loving, and nurturing environment we call “school”. We exist for the care and education of all children.

*Hope Academy Faculty*

# *Mission Statement*

*“Train a child in the way he should go, and when he is old he will not depart from it”.*

*King Solomon*

*We will see that every child has equal opportunity, not to become equal, but to become different – to realize the unique potential he or she possesses.*

*Hope Academy Faculty*

# Newsletter

Dear Parents,

Welcome to a new school year, 2021-2022, at Hope Academy. It is our mission as a school to provide to you the quality of education that your child (children) so deserves.

Hope Academy is a representation of how schooling should be. I am a firm believer in the old methods of educating a child, where strong values, high moral standards and principles are instilled daily. When good discipline and order are mastered, quality education follows. We diligently pursue a phonics based and hands on curriculum. I believe that when children discover new information and solve problems for themselves, it is more rewarding and gratifying for them.

I would like to take this opportunity to thank our parents and our students for their hard work and dedication throughout the Covid-19 pandemic. Remote learning, blended learning, and hybrid learning became a new way of life for all of us.

It gives me great pleasure to welcome all of our students back for the new school year 100% in person learning. Hope Academy is committed to the health and well-being of our students and staff. While the CDC and Miami-Dade County are still planning for students' arrival in the fall, we are set with our policies and procedures. We have learned to adapt and thrive, and we will continue to thrive as the school year commences.

To the students: A realm of new information is available for you to discover. We are blessed to have a trained and dedicated faculty here to guide and encourage you. In the end, however; the learning accomplished is entirely up to you. Your commitment to your education is the key to your success.

To the parents: Your role has never been more important than it is now. Together we can make a difference in your child's (children's) education. Parents must monitor students' performance, make sure students are fully prepared for school, and instill punctuality by bringing them to school on time.

I look forward to seeing all of you and working together to make this year as successful as possible. Hard work and determination are the key factors to our success.

Yours in Education,  
Nirvala Autar



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## *Thought*

Your children are not your children. They are the sons and daughters of

Life's longing for itself.

They come through you but not from you, and though they are not with you,

yet they belong not to you.

You may give them your love but not your thoughts.

For they have their own thoughts.

You may house their bodies but not their souls,

For their souls dwell in the house of tomorrow, which you cannot visit even

in your dreams.

You may strive to be like them, but seek not to make them like you.

For life goes not backwards nor carries with yesterday.

You are the bows from which your children as living arrows are sent forth.

The archer sees the mark upon the path of the infinite, and He bends you

with His might that His arrows may go swift and far.

Let your bending in the archer's hand be for gladness;

For even as He loves the arrows that flies, so

He loves also the bow that is stable.

# *Introduction*

## *Hope Academy-Our Vision*

“Let Your Spirit Shine Through”

### **School- Moving Up**

Teach me to walk and I shall run  
Teach me to look and I shall see  
Teach me to hear and I shall listen  
Teach me to sing and I shall rejoice  
For your instructions are imprinted in my mind  
And your shared experiences I shall keep  
What I have learned, I shall treasure  
And by learning to fly  
I shall soar!

Hope Academy represents what schooling should be. It was founded in February 2005 by the Persaud family whose dream was to own and operate a private school of quality and integrity. Mr. & Mrs. Persaud, both veteran teachers, firmly believe that all children are capable of learning. It is their conviction that to teach is a noble profession, and to be a teacher is more of a calling than a duty.

Hope Academy with its dedicated and chosen faculty is prepared to take the opportunity to make a difference in a child's life. She will not tolerate another generation that knows so much about violence and destruction of life, but so little about enhancing it. Hope will be the positive instrument in which a child sees the world, she will also help to mold character, plant roots, give wings, renew hope, but most of all she will help restore self-esteem, trust, respect and honor among her students.

Hope Academy will strive for excellence both in academics and moral education. It is her humble pledge to provide a pleasant, safe, loving, and nurturing environment to her students so that they may grow in wisdom and strength and become kind and respectful citizens of tomorrow.



## *About Our Staff*

Our school is a licensed educational facility accredited by The Florida Council of Private Schools.

### *Elementary/ Middle/ High School*

Our Elementary, Middle, and High School teachers have received degrees and obtained teaching certificates in their areas of concentration from the State of Florida or other equivalent states.

### *E.S.E.*

### (Exceptional Student Education)

Our ESE teachers have received degrees and obtained teaching certificates in their areas from the State of Florida or other equivalent states.



# *School Hours*

## *Kindergarten*

Our Kindergarten school day is from 8:30 a.m. to 3:00 p.m. It is the parent's responsibility to escort their child to the classroom or place their child in the hands of a Safety Patrol student. Parents must leave the classroom promptly at 8:00 a.m. Early Release is on the last Friday of each month at 1:15 p.m. Please plan accordingly.

## *Grades 1<sup>st</sup> thru 12<sup>th</sup>*

The school day is from 8:30 a.m. to 3:00 p.m.

Early Release is on the last Friday of each month at 1:15 p.m. Please plan accordingly.

## *Before and After School Care*

B.S.C. / A.S.C. (Before School Care/ After School Care)

Before-School Care is available beginning at 7:00 a.m. After-School Care is available from 3:00 p.m. to 6:00 p.m. for a separate charge. There will be an additional charge of \$1.00 per minute for any child remaining after 6:00 p.m.



# *Days Closed*

## *Elementary, Middle, and High School*

Our school is closed on legal holidays, Teachers' Planning Days, Christmas Recess and Spring Recess.

## *Admission Requirements*

We do not discriminate on the basis of race, color, sex or national origin. Privileges, programs, general activities and policies are made available to all students at Hope Academy. Admission is open to all provided the school has space available. All students applying for K-12<sup>th</sup> grade must take a placement exam. We admit on a first-come, first-serve basis.



# *Registration Requirements*

## *Elementary, Middle, and High School*

Kindergarten students must be (5) five years old on or before September 1<sup>st</sup> of the school year.

Kindergarten through (12) twelfth grades are limited to (20) twenty students per class.

- <sup>3</sup> Registration Fee (non-refundable)
- <sup>3</sup> School Registration Form
- <sup>3</sup> Parent's Photo I.D. and Social Security Card
- <sup>3</sup> Student's Birth Certificate and Social Security Card. WE MUST SEE THE ORIGINAL DOCUMENTS (Photocopies will be made for our files).
- <sup>3</sup> D.C.F. Form #3040 (current Health Examination). This form may be obtained from your child's doctor. It verifies that your child is in good physical condition. The Health Examination Form is valid for (2) two years. This form must be in our office PRIOR TO THE FIRST DAY OF SCHOOL.
- <sup>3</sup> D.C.F. Form #680 (current Immunization Certificate). This form may be obtained from your child's doctor. It verifies that your child has received the immunization required by the State of Florida. This form must be in our office PRIOR TO THE FIRST DAY OF SCHOOL.
- <sup>3</sup> Recent Report Card
- <sup>3</sup> Original Transcripts (High School Only)
- <sup>3</sup> Standardized Test Scores
- <sup>3</sup> For students not residents of the U.S., one of the following items will be required: Alien Registration Card, Visa child holds, or Visa being applied for.
- <sup>3</sup> All students entering Hope Academy will be required to take a Placement Exam.
- <sup>3</sup> The parents or guardians of all new students entering Hope Academy Elementary, Middle, or High School are required to meet once with the school principal. Our administrators would like to explain the school's policies and philosophy.

# *School Procedures*

## *Elementary, Middle, and High School*

School begins promptly at 8:30 a.m. Students must be dropped off at the pedestrian gate. A staff member will be there to assist and escort your child to class. Parents will not be allowed to escort students to class.

### *Dismissal*

Dismissal will be via “drive-thru” only. Parents will not be allowed to walk in and collect their child(ren). Parents may drive up and request their child. Children will be escorted to their parents by their respective classroom teachers. If a child is not picked up by 3:30 p.m., he/she will be signed into After-School Care. A charge of \$5.00 will then incur. Kindergarteners must be picked up at 3:00 p.m. unless they are in After-School Care.

No Pick-ups between 2:00 p.m. and 2:30 p.m. Please wait for your child to be released to the dismissal area.



# *School Procedures (cont.)*

## *Visitors*

Due to COVID-19 rules and regulations, no one will be allowed to visit the school campus. Parents will be allowed to visit the school office by appointment only or in case of emergency.

**\* Notice: This property is under 24-hour video surveillance. \***

## *Attendance*

Good attendance and punctuality are essential to a successful school career. Consistent attendance and punctuality are habits that a child can learn early in life. At Hope Academy we strive to instill discipline in all children.

## *Absence*

- <sup>3</sup> A child is considered absent if he/she does not attend school.
- <sup>3</sup> A child is considered absent if he/she arrives at school after 9:30 a.m. **without a legal note.**
- <sup>3</sup> A child is considered absent (half day) if he/she leaves school prior to 12:30 p.m.

All children who are absent must present a note from his/her parent or guardian stating the reason for their absenteeism. This note must be given to the homeroom teacher. If you are picking up your child early, you must report to the office and not to the classroom.

## *School Procedures (Cont.)*

All students who are absent for more than three (3) days must have a doctor's note in order to receive an excused absence. Ten unexcused absences will result in automatic withdrawal. Ten excused absences throughout the school year must have an administrative approval in order for a student to be promoted to the next grade level. At this time parents may be required to attend a meeting.

### *Excused Absences*

1. Illness
2. Medical and Dental Appointments
3. Funerals
4. Religious Holidays
5. Family Emergency (must be explained)



### *Tardiness*

A student is considered tardy if he/she is not in the classroom by 8:30 a.m. The final bell rings at 8:30 a.m. Once the final bell rings the student is considered tardy. Please, periodically, synchronize your watches with the 8:30 a.m. bell.

A student who is tardy must have a signed note from his/her parent or guardian explaining the reason for the tardiness. Five unexcused tardy notices per semester will result in one unexcused absence for that semester.

**Required Attendance:** 180 school days.

If a child has **ten (10)** or more unexcused absences within the school year he/she **will not be promoted.**

## *School Procedures (cont.)*

### *Homework*

The school policy is to assign homework Monday thru Friday. Failure to complete assigned work will result in an “F” for that assignment.

### *General Assembly*

Hope Academy will hold General Assembly every Wednesday. One student from each grade level will be selected to receive a Star Student / Citizenship Award every grading period.

### *Progress Reports*

Progress Reports will be issued mid-semester.

### *Personal Belongings*

Please do not allow your child to bring to school any unnecessary personal belongings; this includes toys, electronic equipment or the latest fads. Electronic items will be confiscated and returned at the end of the year. However, on their specific Show-And-Tell day, as designated by your child’s teacher, your child may bring to school one item.

Please understand that the school cannot be responsible for lost or stolen items. Also please put your child’s name on these items.

Please label all your child’s belongings (lunch boxes, books, book bags, sweaters, etc.) with his/her name in permanent ink or marker to lessen the chances of items being lost. Please do not send your child to school with expensive jewelry. The school will not be responsible for lost or stolen jewelry.

**CELL PHONES WILL NOT BE ALLOWED ON THE SCHOOL CAMPUS.**



# *School Procedures (cont.)*

## *Lunch Program*

Lunch may be brought from home. A monthly menu will go home the week before the end of the month. Milk is served with meals. If for any reason your child cannot have milk, a note is required from the parent.

**NO Microwave Lunches!!**

**NO Fast Food Lunches!!**



## *Parental Responsibilities*

1. Parents need to make sure their child is at school by 8:30 a.m. so that they are not marked tardy.
2. Parents need to contact the school by 8:45 a.m. if their child is going to be absent for the day. Please remember to do this in order to save the office staff the often time-consuming effort to contact you.
3. Parents need to pick up their children (grades 1-12) by 3:30 p.m. unless they are in the After-School Care Program or they are attending a school function. Kindergarten children must be picked up by 3:00 p.m. unless in After-School Care.
4. Parents must sign report card envelopes and progress reports and return them to the student's homeroom teacher within 2 days of receiving them.
5. Parents need to call for homework and pick up worksheets and books when their student will be out longer than one day.
6. Parents need to meet with teachers, when requested to do so, to discuss student progress. You are strongly encouraged to initiate these meetings whenever you feel they are necessary. Teachers are available after school. Call to make an appointment so that you will not have to wait. All appointments should be made before 8:30 a.m. or after 3:30 p.m.
7. Dismissal: Students will not be released to parents between 2:00 p.m. and 2:30 p.m. Please wait until 3:00 p.m. for parent pick up.

# *School Procedures (cont.)*

## *Emergency Contact*

It is very important for us to have the name and phone number of someone who can be responsible for your child if we cannot reach you. This person should be able to come to school and pick up your child if necessary. Please be sure that the person you list has this understanding. If at any time your personal information changes, please notify the office immediately.

## *Health Guidelines*

If your child is injured or becomes ill at school, you will be notified immediately. PLEASE KEEP US CURRENT REGARDING YOUR PHONE NUMBERS BOTH AT HOME AND WORK. This information is vital should an emergency arise.

## *Illness*

1. If you suspect that your child is not well, please keep him/her at home, regardless of his/her desire to come to school. We ask that you do this out of consideration for his/her classmates.
2. If your child has had a fever, his/her temperature should be normal for twenty-four (24) hours before returning to school.
3. If your child has a cold, is coughing and has a runny nose, please consider that he/she may be contagious to others. Please keep your child home or make arrangements for his/her care until he/she recovers.
4. If your child has a rash, please keep him/her home and contact your doctor to find out the cause.
5. Our school staff administers medication to children upon parental request. However, guidelines for administering medication are very strict and will be followed consistently.
6. If your child has a temperature of 99.9 degrees F or above, you will be notified. You must pick up your child from school immediately. The Department of Health will be notified if you do not comply. Your child's temperature must be below 99.0 degrees F for 72 hours in order for him/her to return to school.



# *School Procedures (cont.)*

There are several illnesses that are common occurrences in early-age school children. The following is a list of the most common childhood illnesses:

## **HEAD LICE**

Please do not allow your child to bring combs, hats, or brushes to class, as this is a primary cause for the spread of head lice. Our staff will check each child before being readmitted to class to determine that he/she is completely free of head lice and/or nits.

## **PINWORM**

Symptoms that this condition may exist include restlessness, irritability, fretful sleeping and rectal itching. Testing and treating this condition are very simple. It is important to follow all instructions included with medication to prevent re-infestation.

## **PINK EYE**

Pink eye is a virus that is highly contagious. Signs and symptoms include red, watery and itching eyes. You can expect your child to be home approximately two (2) days during treatment.

## **CHICKEN POX**

Noticeable symptoms include a rash or raised blisters containing watery fluid. You can expect your child to be home from seven (7) to ten (10) days.

## **RINGWORM**

Ringworm is a contagious skin disease (hair, skin, & nails) caused by a fungus. Please keep your child home and contact a doctor immediately. The child will not be permitted to attend school until the condition is cleared. A doctor's note must be brought to the office upon the child's return to school.

If we respect and are considerate of each other, we will not send our children to school sick. Children will not be admitted to school and will be sent home if they exhibit any symptoms of illness. Please help us control and minimize the spread of infections to others by providing care for your child when he/she is sick. We have no facilities for isolating children at our school.

## *Medicine Authorization*

Parents must complete and sign an authorization form for medication, which includes the child's name, name of the medication, amount/time/date to be given and your signature. The Florida Department of Children and Families regulations prohibit dispensing medication if it is not in its original container with the pharmacy label on the bottle, indicating the child's name. The only over the counter medication that can be administered is Tylenol. This must be administered with the parent's permission only. We will not administer more than two (2) medications per child on a given day.

# *School Procedures (cont.)*

## **GRADING POLICY**

Report cards will be sent home 4 times per year. Progress reports will be sent home mid-semester. Report card envelopes and progress reports must be signed by parents and returned within 2 days.

## **GRADING SYSTEM**

Hope Academy’s grading system is valued numerically and transferred to a letter grade.

	(GRDE) Academic	(EFFT) Effort	(CNDT) Conduct
100 – 97 = A+			
93 – 96 = A			
92 – 90 = A-			
89 – 87 = B+			A. Excellent
86 – 83 = B	A. Excellent		B. Good
82 – 80 = B-	B. Good		
79 – 77 = C+	C. Satisfactory	1. Outstanding	C. Improvement
76 – 73 = C	D. Improvement	2. Satisfactory	Needed
70 – 72 = C-	F. Failure	3. Insufficient	D. Unacceptable
69 – 67 = D+			F. Unacceptable
66 – 63 = D			
62 – 60 = D-			
59 – 0 = F			

## **ACADEMIC HONORS**

### **PRINCIPALS LIST GPA 4.0**

Academic: Straight “A’s”

Conduct: Straight “A’s”

Effort: Straight “1’s”

### **HONOR ROLL GPA 3.5-3.9**

Academics: All “A’s and B’s”

Conduct: All “A’s and B’s”

Effort: All “1’s and 2’s”

**A student must achieve a 2.0 GPA for promotion**

# *School Procedures (cont.)*

## *Dress Code*

### **GENERAL APPEARANCE**

Hope students are representatives of Hope Academy while they are in uniform, therefore it is expected that all students be appropriately attired each day.

- <sup>3</sup> All students are expected to dress in a modest and neat fashion.
- <sup>3</sup> All students are expected to practice good hygiene.
- <sup>3</sup> All students are required to wear their shirts or blouses tucked in.
- <sup>3</sup> Girl's skirts and jumpers will not be short, but of a modest length. A modest length being no shorter than two inches from the floor when the student is kneeling.
- <sup>3</sup> Students are not allowed to wear excessive jewelry. Students may wear one watch, one neck chain and (girls only) one pair of earrings. Earrings are not to be dangling, but studs. **BOYS WILL NOT BE PERMITTED TO WEAR EARRINGS OF ANY KIND.**
- <sup>3</sup> Belts will not be long and hang from the waist. All pants and shorts will be worn at the waist.
- <sup>3</sup> No gang related accessories will be permitted.
- <sup>3</sup> No inappropriate body piercing.
- <sup>3</sup> No gold teeth
- <sup>3</sup> No black tee shirts
- <sup>3</sup> No electronic devices-I Pods
- <sup>3</sup> No hooded sweaters/jackets are permitted.

# ***School Procedures (cont.)***

## **Hair**

Boys must keep their hair trimmed so that it rests above the collar of the polo shirt. Students whose hair does not meet standards will be given a 48-hour warning by which time their hair must be cut to an appropriate length. No student will be admitted to school until this requirement is met. Inappropriate hair styles or coloring will not be permitted. The school reserves the right to ask the student to change any hair style or coloring deemed inappropriate.

## **Uniforms**

### **Girls**

#### ***Kindergarten thru Fifth Grades***

- \* Polo Shirt with Logo: Short or Long Sleeve  
Colors: White, Navy Blue, Red or Gold
- \* Jumper: Red and Navy Plaid
- \* Skort: Red and Navy Plaid
- \* Long Pants: Flat Front  
Colors: Khaki or Navy Blue
- \* Tights: (Optional)
- \* Sweater with Logo: Navy Blue
- \* Jacket (Nylon or Cotton) with Logo: Navy Blue
- \* Belt
- \* Sneakers

#### ***Sixth thru Twelfth Grades***

- \* Polo Shirt with Logo: Short or Long Sleeve  
Colors: White, Navy Blue, Red, or Gold
- \* Long Pants: Flat Front  
Colors: Khaki or Navy Blue
- \* Sweater with Logo: Navy Blue
- \* Jacket (Nylon or Cotton) with Logo: Navy Blue
- \* Belt
- \* Sneakers

### **Boys**

#### ***Kindergarten thru Fifth Grade***

- \* Polo Shirt with Logo: Short or Long Sleeve  
Colors: White, Navy Blue, Red or Gold
- \* Long Pants: Flat Front  
Colors: Khaki or Navy Blue
- \* Shorts: Flat Front  
Colors: Khaki or Navy Blue
- \* Jacket (Nylon or Cotton) with Logo: Navy Blue
- \* Belt
- \* Sneakers

#### ***Sixth thru Twelfth Grades***

- \* Polo Shirt with Logo: Short or Long Sleeve  
Colors: White, Navy Blue, Red or Gold
- \* Long Pants: Flat Front  
Colors: Khaki or Navy Blue
- \* Jacket (Nylon or Cotton) with Logo: Navy Blue
- \* Belt
- \* Sneakers

P.E. - All students K-6<sup>th</sup> must wear mandatory P.E. uniform shirts and navy blue or black gym shorts (must be below the knee) on scheduled P.E. days.

**No Oversized Clothing Allowed!**

# *School Procedures (cont.)*

## *General Assembly (Wednesdays)*

Middle and High School: Students must wear khaki or navy-blue pants and red polo shirts.

Elementary: **Girls** must wear the plaid skort, plaid jumper or khaki /navy blue pants and red polo shirts.

**Boys** must wear khaki/navy blue shorts or pants and red polo shirts.

## *P.E. Uniforms Mandatory for K-6<sup>th</sup> Grade Students*

**Top:** Gold t-shirt with school name

**Bottom:** Navy blue or black gym shorts (must be below the knee)

If a student does not wear his/her P.E. uniform, he/she will not be permitted to participate in P.E. and will receive an **F** for the day.

**NO OTHER UNIFORM COLORS ARE ALLOWED.**

Belts must be worn by boys/girls wearing pants or shorts.

Parents will be called immediately if their child is brought to school without the complete uniform. The student will be placed on in-house suspension until parents deliver the proper attire.

**ALL STUDENTS – COLD DAYS ONLY (MANDATORY)**

**Sweater:** Navy blue

**Sweatshirts:** Navy blue

**Jackets:** Navy blue

**Logos are required on sweaters, sweatshirts, and jackets.**

**No colored leggings are allowed under skorts.**

**No colored long-sleeve shirts are allowed under uniform shirts.**



# *School Procedures (cont.)*

## *Student Rules*

### **PREPARATION FOR CLASS**

Students must be seated at their desks with necessary supplies before the tardy bell rings. Students will be charged the replacement cost of any books damaged or not returned at the end of the school year.

#### **Students will:**

- 3 Complete homework before class.
- 3 Complete class assignments as instructed by the teacher.
- 3 Contribute positively to class with comments and ideas.
- 3 Treat all class participants with respect.
- 3 Raise their hand and wait to be recognized before speaking.

#### **Students will not:**

- 3 Disturb the learning process of other students.
- 3 Perform personal errands during class time.
- 3 Bring food or drink into the classroom, including gum or candy.
- 3 Use the school telephones unless authorized by office personnel.
- 3 Make calls during class time.
- 3 Have visits by non-Hope Academy students.

CD's, CD players, I-Pods, media players, cameras, and cell phones are not to be brought to school. They will be confiscated and returned at the end of the school year. If a student is found to have electronic equipment a second time, the item will be confiscated and donated to Good Will.



# *School Procedures (cont.)*

## *Discipline*

Hope Academy endeavors to provide a learning environment in which a child is disciplined within moral principles.

Time-out and detention are our form of discipline for classroom and playground.

“Time –out” means that the child is separated from the group for a short period of time.

The child stays in time-out until he/she can calm down and stop the disruptive behavior.

If the disruptive behavior continues, the child will be sent to the office to visit the Principal. Usually one trip to the office will solve the problem. However, if the disruptive behavior persists, the parent(s) will be called and a conference will be scheduled.

## *Detentions at Hope Academy will be served in the following categories:*

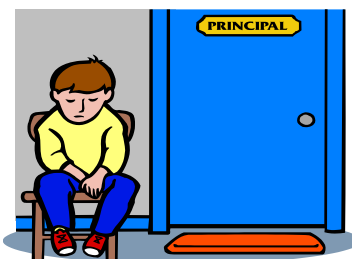
### **ISOLATED SCHOOL LUNCH:**

Elementary – 35 minutes in the classroom

Middle/High School – 45 minutes in the classroom

- <sup>3</sup> Using inappropriate language
- <sup>3</sup> Shoving and pushing other students.
- <sup>3</sup> Failure to return progress report or report card envelope.
- <sup>3</sup> Students out of uniform. Shirts not tucked in or unbelted pants or shorts. Skirts not at an acceptable level.
- <sup>3</sup> Any other behavior that a teacher considers inappropriate.

**Two detentions in one week will result in one (1) outdoor suspension.**



# *School Procedures (cont.)*

## *Suspension*

If a student's behavior is excessively disruptive, aggressive, abusive, or disrespectful, a child may be suspended from attending school. If a child has an outdoor suspension, he/she is asked to stay home.

- 3 Destroying school property of any kind

## *Outdoor Suspension*

- 3 Excessive behavior problems (i.e. detentions not working)
- 3 Smoking on or around school grounds
- 3 Leaving school grounds
- 3 Skipping school
- 3 Profanity – use of vulgarity and swearing
- 3 Any inappropriate style of dress, including body or hair painting, coloring, baggy clothes, etc.
- 3 Inappropriate dress or behavior while attending after school or athletic functions
- 3 Smoking or drinking while attending after school, extracurricular or athletic functions
- 3 Fighting – 5 days Suspension

# *School Procedures (cont.)*

## *Expulsion*

- Drug use or sales – student will be turned over to the parents and police.
- Destruction or vandalism to school property, or that of a teacher or fellow student.
- Excessive behavior problems.
- Stealing property, regardless of value, that belongs to the school, a teacher or fellow student.
- Fighting on school grounds.
- Threats and/or abuse toward a teacher or staff member, including profanity or vulgarity.
- Failure to uphold academic integrity.

**The Principal and faculty reserve the right to make random searches in order to ensure the safety of all students and members of staff.**

## *Tuition Payments*

### **Tuition**

Your child's tuition is a yearly fee. However, for your convenience we divide the tuition into (10) ten equal payments. The first payment is due by August 1<sup>st</sup>. The final payment is non-refundable. The other (9) nine payments are due on the first of each subsequent month, ending with the month of May.

### **After-Care**

All payments must be made the Friday before the first day of the week.

### **Late Fee Policy**

If your payment is not received by the 1<sup>st</sup> of each month, your account will be assessed \$5.00 per day late fee. It is our policy that if a student's account is (2) two months outstanding by the 1<sup>st</sup> of the second month, that student will be taken out of school until the account is brought up to date. No student will be allowed to register for a new school year if there is an outstanding balance.

# *School Procedures (cont.)*

## *Returned Check Policy*

If your bank returns your check, you will be charged a \$25.00 returned check fee. Please understand that if we receive (2) two returned checks from your bank, we will require that you pay your account with cashier's check/money order for the remainder of the school year.

## *Transportation*

Parents are responsible for transporting their children to and from the school.

## *Security*

Our school operates on a security minded approach. Visitors to the building must check in the school office for approval to be in the building.

Children traveling throughout the building must travel in twos. Any person who doesn't have any business to conduct in the school will not be allowed to remain on the premises. Please do not leave unattended children or your purse or wallet in your car when picking up or dropping off your child(ren). Please understand that the school cannot financially replace your possessions.

## *Intramural Sports*

Hope Academy participates with other schools our size in four different sports throughout the year: soccer, volleyball, softball, and basketball. All students in 5<sup>th</sup> through 12<sup>th</sup> grade are encouraged to participate. There will also be a junior soccer team for grades 1-4.

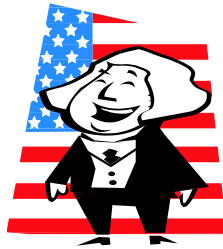
A student must maintain an overall "C" average during each marking period to be eligible to participate in extracurricular activities.

Considering recommendations from the faculty and staff, the Principal has the authority to make any student ineligible for any extracurricular activity.

# *School Procedures (cont.)*

## *Student Council*

Hope Academy maintains a Student Council comprised of a president and a vice-president from each class beginning with 3rd grade. The purpose of the Student Council is to monitor the student body and conduct various fundraising activities.



## *Holidays*

Holidays will also be studied and celebrated in the months that they occur. We will have several “celebrations” in connection with holidays. We will depend on you for their success.



## *Field Trips*

Classes will join from time to time to enjoy selected field trips. Please understand these are at the discretion of the individual teacher.



# *Our School Pledge*

*I pledge Myself*

*To uphold the good name of Hope Academy,*

*And its high moral values in*

*School and the surrounding community.*

*To obey its rules, to protect its property and to*

*Cooperate with my teachers, parents and all those*

*Who are placed in authority over me.*

*To be regular and punctual in attendance.*

*To love and respect my fellow students and dedicate my*

*energies towards the happiness and success*

*of our school and me.*



## *Hope Academy Alma Mater*

*To Hope Academy we will pledge*

*Our loving loyalty.*

*Our banner high we'll proudly fly*

*Against the blue clad sky.*

*Memories you'll give to us*

*As we learn within these halls.*

*We'll honor, trust and treasure friends*

*We make amongst your walls.*

*To you our sacred Alma Mater*

*Our hearts are always true.*

*You'll ever be our faithful guide*

*In everything we do.*

*Ever forward, ever onward,*

*Learning is the rule.*

*Blue and white, the best of all.*

*Hope Academy stands tall.*

# HOPE ACADEMY

*Schooling As It Should Be*

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Elementary / Middle / High School

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