Cover Letter and Important Information 2017-2018

PLEASE KEEP THIS PORTION

Please retain this cover letter for your reference throughout the school year.

Dear Parents,

Thank you for your interest in Hope Academy. We have adopted an admissions policy that opens the academy to families who are like-minded spiritually, and are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards.

Before applying for enrollment to Hope Academy, please read the following documents which are located on our website: www.hopebiblechurch.org/hopeacademy.

- Hope Academy Policy Handbook
- Hope Bible Church Statement of Faith: "What We Teach"
- Hope Bible Church Philosophy of Ministry

These documents will introduce you to many of the academy's policies, procedures, and expectations for both parents and students. The Handbook explains our religious purpose, mission, and beliefs. Hope Academy, as a ministry of Hope Bible Church, unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our academy will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our Mission, Statement of Faith: "What we Teach", and Philosophy of Ministry. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child in our academy.

Biblical principles are integrated into every subject instructed at our academy. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this academy will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

FAMILIES

- Families will teach their children at home on the days not at Hope Academy. Families ensure that their students are able to complete all assigned work by providing adequate time and access to the resources they need during the school year.
- Families are responsible to read emails from the administration and respond where applicable. Families are also required to check the "family mailbox" regularly to collect important info for the academy and each student.
- Families are responsible for purchasing textbooks and supplies that their student(s) will need for their respective classes. The book and supply list for each class will be available at Back to School Night that is typically scheduled 3 to 4 weeks prior to the first day of classes. Students who arrive on the first day of classes without required material will be provided with the missing item(s) and the family will be charged accordingly (this does not include textbooks).
- All families are responsible for communicating with their students' tutors. Tutors should be notified of any special needs or considerations for the student(s) and be made aware of any struggles the children may be having.

- All enrolled families will be granted access to create an account on Hopebook, our online internal messaging system.
- Families are required to serve a number of days per year as a Staff Assistant. The quantity of required days is based upon number of enrolled families and the needs of the school and will be finalized by Back to School Night. Either parent may fulfill these required days. During Back to School Night each family will sign up for the days that they are available to serve and upon arrival at the scheduled time & day they will be placed where needed. When signing up, parents may request specific areas to be used and list any physical limitations. This request is not a guarantee.
- It is the desire of Hope Academy to involve both parents in the education of their children. Fathers who desire to lead chapel may indicate interest on their application form. In addition, either/both parents may also apply to tutor core or elective classes or serve as staff members.
- Homeschool families with students 5 years of age and older are required to register with their respective county or work with a state approved oversight/umbrella organization for reporting to the state. Hope Academy has an approved umbrella. Families are responsible for keeping track of graded work that is sent home to include in each student's portfolio.
- All students enrolled in Hope Academy are strongly encouraged to attend the weekly assembly which will also be the same time as the monthly chapel service. Parents are welcome to attend this session as well.

HOPE ACADEMY

- Hope Academy provide tutors for all classes offered and will publish the yearly calendar and schedule prior to Back to School Night. The schedule is subject to change based on the needs and resources of the academy.
- Tutors will post homework assignments on Hopebook and/or homeschoolreporting.com
- Tutors will grade all assigned work and return it to the families through our internal family mail system. Tutors will also provide quarterly/semester suggested grade reports which will be kept on file at the office.
- A member of the Hope Academy Leadership team will be on site and available each school day and will also be reachable by phone and/or email during other appointed hours throughout the week.
- The Administration team will keep all families updated on all tutorial developments such as snow days and closures, field trip opportunities, and policy changes. This information will be sent out via Hopebook as well as posting the information on the Hope Academy website (www.hopebiblechurch.org/hopeacademy) and it is the responsibility of each family to read them.
- Hope Academy will provide a book and supply list itemizing all books and items required for each class separated by grade level. This will be available no later than Back to School Night.

-Hope Academy Leadership Board-

HOPE BIBLE CHURCH
Hope Academy

APPLICATION TIMELINE & CHECKLIST

Family _____

Please Keep This Checklist

1. _____ Attend an **Open House** or **Informational Meeting** (Highly Recommended)

2. _____ Read the **Hope Academy Handbook, HBC Statement of Faith: "What We Teach", and Philosophy of Ministry of Hope Bible Church** (Links can be found at www.hopebiblechurch.org/hopeacademy)

3. Deadline for submitting the following items to the academy office is: **FRIDAY JULY 21, 2017**
   Please communicate the deadline to those that are giving your family a recommendation.
   _____ **Family Enrollment Application** (one per family)
   _____ **Student Profile** (one per student preschool – 12th grade)
   _____ **Behavior Skills Questionnaire** (one per student preschool – 12th grade)
   _____ **Student Medical Data Form** (one per child – All children Nursery – 12th grade)
   _____ **Copy of Birth Certificate for each child** (Nursery - 12th grade)
   _____ **Pastoral Reference** Give to the person on your church pastoral staff that is most acquainted with your family (one per family)
   _____ **Personal Reference** Give to a family friend or co-worker who knows your family well (one per family)
   _____ **Teacher Assessment/Referral** Give to your child's current teacher (one per student K – 12th grade)
   _____ **Application Fee**: $20.00 per family
   _____ Umbrella Program Application (one per family if applying)

4. Upon receipt of your completed application, you will be contacted to schedule your family interview.

   Our family will be scheduled for _____.

5. You will receive notification of the outcome of your application. Upon acceptance, placement testing will be scheduled, if applicable.

6. After acceptance/testing, the following will be mailed to you with a deadline for submission:
   _____ **Enrollment Contract / Payment Agreement**
   _____ **Request for Transfer of Records** (if applicable)
   The following items must also accompany the enrollment contract and payment agreement:
   _____ **Media Release Form** (one per family)
   _____ **Commitment Fee** ($200 or tuition total whichever is less) (per family)

7. Attend Back to School Night on **Friday, August 4, 2017** (REQUIRED) and bring the following:
   _____ **Current Immunization Records for each child** (Nursery – 12th grade)
   _____ **Report of Health Examination for School Entry** (School Physical)

HOPE BIBLE CHURCH
Hope Academy

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

The **Enrollment Application** must be returned by the due date listed on the **Application Timeline & Checklist** and be accompanied by a check or cash for the application fee. All fees are non-refundable unless otherwise noted on the Fee Schedule & Tuition Info sheet.

Application Fee: **$20.00 per family**

Interviews and testing appointments will not be scheduled until fees are paid. Checks should be made payable to **Hope Bible Church**, memo: **Hope Academy**.

Office Use Only
Date received _____
Check # _____
Amount _____
Received by _____

FAMILY INFORMATION

Family Name _____ Date of Application _____

Address _____
Number & Street City State Zip Code

Primary Phone (_____)_____ Primary Email _____

Father's Name _____ Date of Birth (month/day) _____

Cell (_____)_____ Work (_____)_____

Email _____

Occupation _____ Employer _____

Work Address _____
Number & Street City State Zip Code

Mother's Name _____ Date of Birth (month/day) _____

Cell (_____)_____ Work (_____)_____

Email _____

Occupation _____ Employer _____

Work Address _____
Number & Street City State Zip Code

Emergency Contact Name _____ Relationship to Family _____

Cell (_____)_____ Work (_____)_____ Other (_____)_____

Emergency Contact Name _____ Relationship to Family _____

Cell (_____)_____ Work (_____)_____ Other (_____)_____

How did you hear about Hope Academy? _____

_____

HOPE BIBLE CHURCH
Hope Academy

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

CURRENT CHURCH ATTENDANCE

Name of Church _____

City, State _____ Years Attended _____ Member (Y/N) _____

Dad's Ministry Involvement _____

_____

_____

Mom's Ministry Involvement _____

_____

_____

PAST CHURCH ATTENDANCE

Last 10 Years

Name of Church (City, State)	Years Attended	Member (Y/N)	Dad's Ministry Involvement	Mom's Ministry Involvement

CHILDREN

Please list the following information for each of your children, including those who are not yet school age.

Name	Age	Birth Date	Current Grade	Current School

HOPE BIBLE CHURCH
Hope Academy

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

PHILOSOPHY OF PARENTING

Please list all parenting classes you have taken along with other parenting materials that have greatly influenced your philosophy of parenting your children.

Name of Classes and/or Materials	Dates

Please summarize your philosophy of parenting.

_____

_____

_____

_____

Please list the reasons why you desire to partner with Hope Academy.

_____

_____

_____

Non-HBC Members: Please provide your current pastor or other significant church leader with the Pastoral Reference Form, to be returned directly to the Hope Academy Leadership Board.

HBC Members: Your community and/or small group leader(s) may be contacted regarding your application. Please indicate your community and small group below. (Pastoral Reference Form Not Required)

Community: ALPHA DELTA BEREAN AGAPE

Small Group: _____

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

BIBLICAL FOUNDATION

Hope Academy, as a ministry of Hope Bible Church, follows the doctrines and principles described in the Statement of Faith: "What We Teach" and the Philosophy of Ministry of Hope Bible Church. Please review these documents to understand our philosophy and the biblical foundation of our organization. Direct links to these documents may be found at www.hopebiblechurch.org/hopeacademy.

Father's & Mother's Testimonies

In your own words, on **separate sheets of paper**, please answer the following:

- How did you come to know Christ as your Lord and Savior?
- What is your understanding of the Gospel?
- How would you describe the present condition of your spiritual life?

FATHER

What are your spiritual gifts, talents, training, and interests? _____

_____

Do you desire to teach Chapel for the younger grades one time or more during the school year: YES NO

What committee(s) would you be interested in serving on: _____

_____

Are you currently or have you ever been in counseling? If yes, please explain briefly: _____

_____

_____

MOTHER

To help us determine where you might serve the Hope Academy family best, please answer the following:

- What are your spiritual gifts, talents, training, and interests?
- Do you have scheduling and/or physical limitations?

_____

_____

_____

What committee(s) would you be interested in serving on: _____

_____

Are you currently or have you ever been in counseling? If yes, please explain briefly:_____

_____

_____

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

APPLICATION AGREEMENT

1. We understand and agree that enrollment at Hope Academy is based upon the outcome of the application process, completion of the family interview, and payment of all required fees. Following completion of the family interview, the Leadership Board of Hope Academy may extend enrollment to those families and/or students that demonstrate moral and academic readiness for the educational environment provided by Hope Academy.
2. We understand and agree that new families and/or students are admitted with a 90-day probationary period. Near the end of the 90-day period, an academic and behavioral evaluation of the student(s) as well as an evaluation of the family's full support of the philosophy, staff, Statement of Faith, and policies of Hope Academy as outlined in the Hope Academy Policy Handbook will be made to determine continued enrollment for the school year.
3. We understand and agree that Hope Academy Leadership extends re-enrollment annually to those families and/or students who demonstrate full support of the philosophy, staff, Statement of Faith, and policies of Hope Academy as outlined in the Hope Academy Policy Handbook. Re-enrollment is not guaranteed to any student or family. It may be offered to those families and/or students who meet the moral, academic, and behavioral qualifications determined by the Leadership Board of Hope Academy.

By signing below, we hereby certify that we understand that the above agreement is not an enrollment contract, and that we have read and affirm the above application agreement.

_____ _____
Father's Signature Date

_____ _____
Mother's Signature Date

MORAL COMMITMENT AGREEMENT

Hope Academy's purpose, as a ministry of Hope Bible Church, is to support and assist parents as they strive to fulfill their biblical role of raising and instructing their children to conform to the image of Christ (Eph. 6:4). With this purpose in mind, the Hope Academy Leadership Board reserves the right to (a) refuse admission of an applicant or (b) discontinue enrollment of a student if it determines that the behaviors of the student – or the conduct within the student's home – are counter to or are in opposition to Christlikeness and/or a biblical lifestyle. This includes, but is not limited to: participating in, promoting, supporting, or condoning sexual immorality (e.g., pornography, fornication, adultery, exhibitionism, homosexual activity, bisexual activity, transgenderism, etc.); drug or alcohol abuse; foul or abusive language/conduct, disrespect, disobedience, or dishonesty; or being unable to support the moral principles of Hope Academy. (Leviticus 20:13; Romans 1:26-27; I Corinthians 6:9-11)

By signing below, we hereby certify that we understand and will submit to the moral commitment explained above.

_____ _____
Father's Signature Date

_____ _____
Mother's Signature Date

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

STATEMENT OF FAITH AND PHILOSOPHY OF MINISTRY OF HOPE BIBLE CHURCH AND HOPE ACADEMY

Statement of Faith

Hope Academy, as a ministry of Hope Bible Church, subscribes to the doctrinal statement of the church. All classes and activities will be conducted in accordance with these teachings. The Hope Bible Church Statement of Faith: "What We Teach" can be found at: www.hopebiblechurch.org/hopeacademy. The basic doctrinal overview is as follows:

- Every word of the Bible is inspired by God and is without error, so that the Bible is the only infallible rule for faith and Christian practice.
- There is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- God created everything out of nothing.
- God is the one Supreme Ruler in the universe.
- Jesus Christ is fully God - the second person of the Trinity.
- Jesus Christ is fully man - the unique God-Man.
- God has supernaturally performed many miracles as recorded in the Bible including the virgin birth of Christ.
- Jesus Christ never sinned; He lived a sinless, perfect life.
- Christ's death on the cross was a substitutionary sacrifice for our sins.
- Jesus Christ was bodily resurrected from the grave, and is now living victoriously over death.
- Christ will bodily come again.
- The Holy Spirit is fully God - the third person of the Trinity. He is a person, not an impersonal force or power.
- Every human being has sinned, and apart from Christ is unfit for Heaven.
- Salvation is by grace alone through faith alone in Jesus Christ alone.
- Christ is the only mediator between God and men.
- The Holy Spirit indwells all those who place their faith in Christ for salvation.
- Every believer needs to live a Christ-like life in the power of the Holy Spirit, turning away from sin, and showing love and goodness.
- God wonderfully and immutably creates each person as male or female, and these two distinct, complementary genders together reflect the image and nature of God.
- God created marriage to be exclusively the union of one man and one woman, and intimate sexual activity is to occur exclusively within that union.
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- Every believer is commanded to learn the word of God, to pray, to worship, to witness about his faith, to fulfill family duties, and to fellowship with other believers.
- Satan, demons, and angels are real spiritual creatures.
- Heaven and Hell are real places. Each person will spend eternity either in the Kingdom of Heaven or in Hell.

_____ Fathers Initials

_____ Mothers Initials

CONTINUED ON NEXT PAGE

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

Philosophy of Ministry

Hope Academy, as a ministry of Hope Bible Church, follows the Philosophy of Ministry of Hope Bible Church. A full copy of the philosophy of ministry can be found at www.hopebiblechurch.org/hopeacademy. A summation of the philosophy of ministry is as follows:

The central commitment of Hope Bible Church is to glorify the Lord Jesus Christ, who is the Head of the Universal Church. This is clearly the role of the church as expressed in the Bible. In order to glorify the Lord Jesus Christ we follow the Bible's threefold purpose for the church:

- Worship: To worship God in spirit and truth, praising and thanking Him from our hearts and giving Him all the glory and honor due His name.
- Discipleship: To build up each believer in faith, godliness, and love, motivating the whole body to perform good works and service towards God.
- Evangelism: To reach out to the lost with the Good News about Jesus Christ, speaking the truth in love, calling sinners to turn from their sin and embrace Jesus as Lord and Savior.

Scripture also teaches us how those objectives should be accomplished and what convictions the local church should maintain as it grows and strengthens from generation to generation

By signing below, we hereby certify that we have read and understand the Statement of Faith: "What We Teach" and the Philosophy of Ministry of Hope Bible Church and Hope Academy. Furthermore, we agree to submit our family to the teachings set forth in these documents. In addition, we agree that any claim or dispute arising from or related to this agreement shall be settled in accordance with Scripture, and that the Elders of Hope Bible Church have the absolute final authority.

_____ _____

Father's Signature Date

_____ _____

Mother's Signature Date

POLICY AGREEMENT

By signing below, we hereby certify that we have read and understand the Hope Academy Tutorial Policy Handbook. Furthermore, we agree that our family will abide by all policies set forth therein.

_____ _____

Father's Signature Date

_____ _____

Mother's Signature Date

FAMILY ENROLLMENT APPLICATION

20__ - 20__ Family _____

ACCURACY CERTIFICATION

By signing below, we hereby certify the accuracy and completeness of all information provided within this application and the attached documents; we understand that any misrepresentation may be cause for denial or cancellation of admission or enrollment, or dismissal from the program.

_____ _____
Father's Signature Date

_____ _____
Mother's Signature Date

APPLICATION SUBMISSION

Please submit your completed application documents and payment by the due date on the application checklist.

Hope Bible Church
Attn: Hope Academy
7185 Oakland Mills Road, Suite A
Columbia, MD 21046