



HOPE BIBLE
CHURCH
HOPE ACADEMY

UMBRELLA PROGRAM HANDBOOK

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ADMINISTRATOR'S WELCOME AND COMMENTS

Dear Homeschool Parents and Students,

The purpose of the Hope Academy Umbrella Program is to fulfill a need within Hope Bible Church and the Hope Academy Tutorial by providing a supervised home education program (“umbrella program”), which meets current state regulations. The program is designed to give parents as much freedom as possible in determining their children’s education.

It is the philosophy of the Elders of Hope Bible Church that the parents are responsible for the education of their children. Within Hope Academy, the parents maintain the primary responsibility for the education of their children. Therefore, it is up to parents to choose and purchase the curricula and teaching materials to best suit their needs.

The Hope Academy Umbrella Administration can show parents: (1) how to maintain a portfolio, (2) how to monitor each child’s progress, and (3) how to maintain all necessary student records.

The fee for the school year is \$50 per family per year for the General Umbrella Program for students in grades K-8. This will include a pre-enrollment conference for new families and two portfolio reviews per school year, one at the end of each semester. The pre-enrollment conference may be conducted via phone, email, and/or in person. Portfolio reviews will be conducted primarily by experienced home school parents or, if needed, by professional educators. All portfolio evaluators are members of Hope Bible Church.

A High School Umbrella Program is also available for students in grades 9-12. The fee is \$100 per family per year. This will include a pre-enrollment conference, information and advisement regarding high school credit requirements and curricula, two portfolio reviews per school year, transcript preparation and maintenance, sending official transcripts to the institutions of the student’s choice, and awarding a “diploma” upon completion of the high school requirements as prescribed by Hope Academy Umbrella. Students may only be admitted to the high school program at the beginning of ninth grade, except by special permission of the Hope Academy Umbrella Administrator. A parent orientation may be held as needed to prepare parents for the High School Umbrella Program.

Umbrella Applications are available at www.hopebiblechurch.org/HopeAcademy or by request from HAinfo@hopebiblechurch.org. Umbrella enrollment applications must be received by June 1st and payments are due no later than September 1st.

If you have any concerns or questions that you would like to discuss before the pre-enrollment conference, please contact the Hope Academy Umbrella Administrator.

- Hope Academy Umbrella Administration



POLICIES NOTE

The Hope Academy Umbrella Program Handbook is intended to provide guidance and information for families of the Hope Academy Umbrella Program. The content of the handbook is subject to change at any time without notice by the Hope Academy Umbrella Administration. Hope Academy and the Umbrella Administration are not in any way contractually bound by the Hope Academy Umbrella Program Handbook. For the most updated copy of the Hope Academy Umbrella Program Handbook, please contact the Hope Academy Administration.

HISTORY OF HOPE ACADEMY

Hope Academy began during the 2008-2009 school year as a ministry for homeschool families of Hope Bible Church. Over the years it has grown from a small co-op to becoming a tutorial program of Hope Bible Church serving homeschool families in the community.

STATEMENT OF FAITH

Hope Academy, as a ministry of Hope Bible Church, subscribes to the doctrinal statement of the church. All classes, instruction, and activities will be conducted in accordance with these teachings. The statement of faith of Hope Bible Church 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.

PHILOSOPHY OF MINISTRY

Hope Academy, as a ministry of Hope Bible Church, follows the Philosophy of Ministry of Hope Bible Church. Hope Academy views all tutors and staff as integral participants in the ministry of the church. As ministers of the church, tutors agree to uphold the church's doctrinal beliefs in the classroom and in their personal lives. 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.



CONTACT FROM SCHOOL BOARD/GOVERNMENT OFFICIAL

If you receive a letter, email, phone call, home visit and/or other form of communication from your county school board, local public school, Social Services, Child Protective Services, social worker, and/or other government official regarding your homeschooling and/or your children; please inform the Hope Academy Umbrella Administration as soon as possible. The Umbrella Administration needs to know the nature of the contact, any requests made of you by the officials, and any actions being taken by the officials and/or by you.

The Umbrella Administrators may be able to help you with administrative requests. However, keep in mind that the Hope Academy Umbrella Administrators are not lawyers and are limited in the type and extent of help they can provide. It is highly recommended that you seriously consider membership in Home School Legal Defense Association (HSLDA) hslda.org

GENERAL UMBRELLA PROGRAM REQUIREMENTS

The “Home School Notification” form is required documentation for the state of Maryland. It must be filed with your county board of education’s Home School Office, indicating that you are a member of Hope Academy in Columbia, MD. For information about this required documentation see the “Home Schooling Notification Form and Procedure” document in the “Files” section of the Hope Academy Umbrella Program group on Hopebook. This form is to be submitted once at the beginning of your homeschool program. Annual submission of this form is not required.

The documents required by the Hope Academy Umbrella are entered and maintained by the parent(s) of the homeschooled student(s) on www.homeschoolreporting.com, and must contain the following:

- The school year must be setup at the beginning of the school year. Dates for the beginning and the ending of homeschool instruction are established. **Deadline for setting up school year is September 15.**
- Hope Academy requires the following subjects to be taught: English, math, science, social studies, art *or* music, health, and physical education. **Deadline for entering subjects taught is September 15.**
- Information for each subject taught must be entered in the appropriate spaces on homeschoolreporting.com. The information must include course titles, textbooks/curricula/materials used, course descriptions (grades 9-12), course credits (grades 9-12), course instructors (if a co-op, tutorial, or college class), and methods of evaluation (grades 9-12). For grades K-8, health curriculum can be listed as “Personal hygiene and nutritional instruction.” **Deadline for entering curricula is September 15.**



LESSON PLAN REQUIREMENTS

According to the Home School Legal Defense Association's legal analysis of the Code of Maryland Regulations (COMAR), one of the responsibilities of a church umbrella is to supervise instruction with lesson plan reviews.

Dated Lesson Plans must be entered at least monthly and are reviewed monthly by the Hope Academy Umbrella Administration. Lesson plans for September-May will be reviewed. Lesson plans for the previous month are reviewed on or about the 15th of the month. (Lesson plans for September are reviewed on or about October 15th.) Email reminders with due dates are posted on Hopebook each month. Lesson plans must be entered on the www.homeschoolreporting.com website. Lesson plans maintained on any other homeschool record keeping website or by any other means do not meet the requirements for the Hope Academy Umbrella.

If the above requirements are not met, an encouraging reminder will be sent via email, phone conference, or in person conference. This reminder will contain a deadline for the completion of the missing documentation. Failure to meet this deadline will result in a personal conference with the Hope Academy Umbrella Administration, after which immediate full compliance with the documentation requirements is expected. **Continued non-compliance with the above requirements will result in termination of enrollment in the umbrella program.** All decisions about termination are at the discretion of the Hope Academy Umbrella Administration, whose decision is final.

LESSON PLAN PROBATION POLICY

Lesson Plans due dates are posted on Hopebook by the lesson plan reviewer. If more time is needed to complete lesson plans, you must let the reviewer know via Hopebook prior to the deadline. If you miss this first deadline and you did not request more time, there is a grace period of about 2 days. Failure to complete lesson plans by this extended deadline will result in Probation. The Probationary Period is the next 2 consecutive months. Lesson plans must be completed by the first deadline (on or about the 15th of the month as posted by the reviewer) for the next 2 consecutive months. Failure to complete Lesson Plans by the first deadline during either of the 2 months of the Probationary Period will result in the termination of membership in the umbrella for the remainder of the school year. Any and all umbrella fees will be forfeited. This does not affect enrollment in the tutorial. Re-enrollment in the Umbrella Program for the next school year is at the discretion of the Umbrella Administration, whose decision is final.

Please make every effort to submit lesson plans by the first deadline each and every month, September-May. In the event that we are audited, we want to all our members' documentation to be complete and up to date to show ourselves blameless and above reproach which is honoring to our Lord.



PORTFOLIO REVIEW POLICY

In order to ensure homeschooled students in the Hope Academy Umbrella program are receiving “regular, thorough instruction,” the Hope Academy Umbrella Administration conducts portfolio reviews twice a year at the end of each semester. Parents must maintain a portfolio of examples of the student’s schoolwork including writings, worksheets, workbooks, reading lists, tests, quizzes, and creative materials.

The portfolio evaluator will review the portfolio at the end of each semester. Portfolios reviewed at the end of the first semester which lack sufficient evidence of regular, thorough instruction must be remediated by the next review. Portfolios reviewed at the end of the second semester which lack sufficient evidence of regular, thorough instruction must be remediated in 30 days when another review will be conducted. Portfolios which provide little or no evidence of regular, thorough instruction will be reviewed again in 30 days and must demonstrate substantial progress to continue enrollment in the umbrella program. **Failure to comply with the requirements as set forth above will result in termination of enrollment in the umbrella program.** All decisions about remediation and termination are at the discretion of the Hope Academy Umbrella Administration, whose decision is final. The portfolio remains the property of the family. Portfolio requirements are outlined by grade level below.

GRADES K-8 PORTFOLIO REQUIREMENTS

- Ample samples of the student’s work for each subject completed for the semester being reviewed. All work needs to be dated. “Ample” means at least 3 worksheets/workbook pages for each subject per month. Often it is easier to bring in all completed work. Please do not tear up workbooks to obtain “3 pages per month” for the purpose of the portfolio review. Simply bring the whole workbook to the review.
- Additionally, a Grade Sheet listing all grades for all quizzes, tests, essays, and projects in all academic courses should be maintained **for 8th grade students.**
- Health instruction can be documented by chore charts; a dated certificate or note from your child’s dentist indicating a good check-up; completed children’s activity sheets about nutrition or safety from the grocery store, fire department, police department, health department, etc.
- Please include field trips, special educational activities, community service, etc. Give your student and yourself credit for the work you are doing. Ways to document these extras include brochures and/or photos from the museum, zoo, aquarium, farm, botanical garden, exhibit, etc.; student’s drawing or written description of the place visited or activity/service completed; photos of the student participating in the activity or service; or parent’s written description of the place or activity/service.



GRADES 9-12 PORTFOLIO REQUIREMENTS

- The student's work completed for the semester being reviewed. All work needs to be dated. Although only samples of work are required for grades K-8, ALL quizzes, tests, essays, projects must be presented for review in the high school years. Samples of *homework* are required to show "regular, thorough instruction." "Samples" means at least 3 worksheets/workbook pages for each subject per month. Often it is easier to bring in all completed work. Please do not tear up workbooks to obtain "3 pages per month" for the purpose of the portfolio review. Simply bring the whole workbook to the review.
- Additionally, a Grade Sheet listing all grades for all quizzes, tests, essays, and projects in all courses should be maintained for high school students.
- A high adviser will help in the completion of a Credit Report, which is updated each year. This Credit Report is a working document to help plan courses and ensure all high school credit requirements are met. The Credit Report form is posted in the "Files" section of the Hope Academy group on Hopebook. **Please submit copies of the Grade Sheets and Credit Report to the portfolio evaluator.** These documents can be submitted electronically via email to the Hope Academy High School Umbrella Administrator. The Credit Report may be completed at the review.
- Please include field trips, special educational activities, community service, etc. Give your student and yourself credit for the work you are doing. Ways to document these extras include the student's artwork or written description of the place visited or activity/service completed.

GRADES 9-12 INFORMATION

Hope Academy comes along side parents to help ensure high school students earn the required credits to achieve their goals. We also send official transcripts to the colleges of the student's choice.

The primary advantage of participation in the high school umbrella program is the increased credibility afforded by the student's transcript being maintained by someone other than the parent. The "diploma" earned at the culmination of the program is not an official state of Maryland diploma. However, state and private colleges do not require a Maryland diploma. Colleges do require transcripts and SAT and/or ACT scores.

Each high school student must complete the number of credits required in the prescribed course areas in order to graduate from high school. There are some differences between the review requirements for high school and the review requirements for grades K-8. Please see the High School Umbrella Program Requirements.



As with grades K-8, lesson plans are required to be maintained on homeschoolreporting.com. In addition for high school, transcript information (courses, number of credits, grades earned) must be maintained on homeschoolreporting.com by the parent.

Final grades must be objectively assigned for each course. Letter grades and Standard or Weighted Points will be listed on the transcript, according to the following scale. Honors, AP, and college courses have Weighted Points.

Percent	Grade	Standard Points	Weighted Points	Comment
93-100%	A	4.00	5.00	Excellent
90-92%	A-	3.67	4.67	Excellent
87-89%	B+	3.33	4.33	Above Average
83-86%	B	3.00	4.00	Above Average
80-82%	B-	2.67	3.67	Above Average
77-79%	C+	2.33	3.33	Average
73-76%	C	2.00	3.00	Average
70-72%	C-	1.67	2.67	Average
67-69%	D+	1.33	2.33	Below Average
63-66%	D	1.00	2.00	Below Average
60-62%	D-	0.67	1.67	Below Average
Below 60%	F	0.00	0.00	Failure

Credit Reports are to be updated at each year’s end for underclassmen and at the end of each semester for graduating seniors. Transcripts will be created in the junior year and updated each semester. The transcript is based on the information submitted on homeschoolreporting.com by the parent. Transcripts will be made available upon request. The most advantageous way of presenting academic and extra-curricular activities will be determined jointly by the parent and administrator.

The college application process is the responsibility of the parent and the student. Hope Academy Umbrella Administrators do not participate in Common Application or Universal College Application.

Hope Academy Umbrella Administrators cannot fulfill the NCAA Eligibility Center’s requirements.

Learner’s Permit: If your student is under 16, you must provide a completed School Attendance Form to the MVA during the application process. This form is found at www.mva.maryland.gov/drivers/rookie-driver/general-learners.htm. You must have this form signed by the home school coordinator in your county. Hope Academy Umbrella Administrators are not authorized to sign this form. It is recommended that you wait until your student is 16 to obtain a learner’s permit.



HIGH SCHOOL CREDITS

EARNING CREDITS

A credit is earned in any of the following ways:

- Complete $\frac{3}{4}$ of a standard textbook
- Log 120 hours in a course for 1 credit or 60 hours for $\frac{1}{2}$ credit
- Complete a college course (counts as 1 high school credit)
- Other – There may be special circumstances which would require an alternate method of documentation of credits. Any alternate documentation must be discussed with the umbrella administrator prior to the student beginning the course work. The alternate documentation must be approved by the umbrella administrator.

CORE SUBJECT CREDIT REQUIREMENTS

- **English** – 4 credits required. Must include literature and composition. Grammar is recommended. Vocabulary study is recommended for college prep work.
 - *Literature* – May use a literature textbook. It is recommended to include poetry, essays, short stories, one play, and novels. For college prep work, American Literature should be taught one year and British Literature should be taught another year. The other 2 years may be general literature or world literature.
 - *Composition* – It is recommended that freshmen and sophomores write at least 2 short compositions (1-2 pages) per semester, covering various types (classification, compare and contrast, definition, description, persuasive). It is recommended that juniors also write one longer composition (4-5 pages) and seniors also write a research paper (7-10 pages).
 - *Grammar* – A grammar book may be used. May show corrections made in compositions.
- **Math** – 3 credits required. The following credits are required.
 - 1 credit of Algebra I
 - 1 credit of Geometry
 - Most colleges require Algebra I, Algebra II, and Geometry. Students planning to study STEM in college need 4 math credits.
- **Science** – 3 credits required. The following credits are required.
 - 1 credit of Biology
 - 2 science credits must include laboratory experience in any or all of the following areas: earth science, life science, and physical science. Required: 20 hours lab experience or the labs included in a standard textbook.
 - Most colleges required 3 credits in biology, chemistry, and physics. Students planning to study STEM in college need 4 science credits.



- **Social Studies** – 3.5 credits required. The following credits are required.
 - 1 credit of United States History
 - 1 credit of World History
 - 1 credit of US Government – Teen Pact is 0.5 credit, Alpha Omega Lifepac Civics is 1 credit.
 - 0.5 credit of Geography – May be part of world history course.
- One half credit of **Speech** is recommended.

FULL CREDIT REQUIREMENTS

Subject	General Requirements	College Preparation
English	4	4
Math	3	3-4
Science	3	3-4
Social Studies	3.5	3.5
Foreign Language	0	2-3
Physical Education	0.5	0.5
Health	0.5	0.5
Technology	1	1
Fine Arts	1	1
Electives	4.5	2.5+
TOTAL CREDITS	21	21-24+

HOMESCHOOLING NOTIFICATION PROCESS

In order to maintain consistency and avoid the confusion of different forms from different counties, the Hope Academy Umbrella Administration recommends our members use the Maryland Department of Education Home Schooling Notification Form as provided by Home School Legal Defense Association.

“Home School Legal Defense Association is a nonprofit advocacy organization established to defend and advance the constitutional right of parents to direct the upbringing and education of their children and to protect family freedoms. We provide homeschooling-related legal advice and representation to our 84,000+ member families, promote homeschool-friendly legislation at the state and federal levels, and offer information and resources to encourage and support all homeschoolers.

HSLDA’s officers, directors, and employees are Christians who seek to honor God by providing the very highest levels of service in defending homeschooling freedom and equipping homeschoolers. We want every family to have the freedom to direct the education and upbringing of their children, no matter what their creed or religious affiliation. Therefore, we do not make religious beliefs a criterion for membership.”



For families in Howard County who are concerned about sending “proof” of enrollment in an umbrella, this “proof” is not required under law. The following is the response from HSLDA regarding this specific concern.

I've [Caleb Mast, Esq.] done some research and here's what we [HSLDA] advise. Families are not required to provide proof of registration or proof of enrollment in a nonpublic school. They must simply provide the name of such school they intend to come under the supervision of when selecting Option B.

Do not use the Howard County form. Instead, use the official form from the Maryland Department of Education, which I have attached for your convenience

The attached form needs to be filled out once for each child, 15 days before the beginning of the child's home school program. Several children may be listed at one time. Mail it "CERTIFIED MAIL/RETURN RECEIPT REQUESTED" to the superintendent of your school district.

"Verification," but NOT a new notice of consent form, is required each subsequent year.

Caution: some counties pressure home schoolers to use a different form that requires information that is not required under law. In most cases, you should insist on using the Department of Education form rather than a county form.

Sincerely,

Caleb Mast, Esq., Legal Assistant to Attorney Scott Woodruff, Senior Counsel Home School Legal Defense Association

1 Patrick Henry Cir, Purcellville, VA 20132

P: (540) 338-5600 | E: legalc@hsllda.org | F: 540-338-1952 | W: www.hsllda.org

The form recommended above is located in the files section on the Hopebook Umbrella group or will be provided via email upon request from the Hope Academy Administration.

Verification of enrollment is provided in September when the Hope Academy Umbrella Administration submits the names of the students under our oversight to the various counties.

1. Complete and sign the form. The “optional” information is not required. Make a copy for your records.
2. Mail it "CERTIFIED MAIL/RETURN RECEIPT REQUESTED" to your county's Home Instruction office. County School Board addresses are listed in the next section of this handbook.
3. Save the copy of your form, the Certified Mail receipt, and the Return Receipt (received via mail) for your records.



COUNTY SCHOOL BOARD ADDRESSES FOR HOMESCHOOL NOTIFICATION

Anne Arundel County

Home School Office
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401

Baltimore County

Baltimore County Public Schools
Home Schooling Program
105 W. Chesapeake Ave.
Lower Level
Towson, MD 21204
Attn: Kimberly O'Connor

Baltimore City

Dr. Louise L. Fink
Dr. Patricia Pender
2000 Edgewood Street
Room 53 B
Baltimore, MD 21216

Carroll County

Carroll County Public Schools
Attention: Sharon Kirkpatrick
Student Services Dept.
125 N. Court Street
Westminster, MD 21157

Frederick County

Frederick Co. Public Schools
Attn: Home Instruction Monitor
33 Thomas Johnson Dr.
Frederick, MD 21702

Howard County

Home Instruction
HCPSS
10920 Route 108 #B46
Ellicott City, MD 21042

Montgomery County

Home Instruction Office
Montgomery County Public Schools
850 Hungerford Drive, Room 251
Rockville, MD 20850

Prince George's County

Prince George's County Public Schools
Division of Student Services
Home School Office
7711 Livingston Road
Suite H
Oxon Hill, MD 20745

*"Whatever you do, work heartily for the Lord and not for man."
Colossians 3:23*