



**HOPE BIBLE**  
C H U R C H  
**HOPE ACADEMY**

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# TUTORIAL POLICY HANDBOOK

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## PASTOR'S WELCOME AND COMMENTS

Dear Homeschool Parents and Students,

Welcome to Hope Academy! Hope Academy is a ministry of Hope Bible Church, a church committed to the application of God's Word into every area of life.

Hope Academy extends that philosophy into the realm of education. We are committed to coming alongside parents who choose to homeschool their children by providing a Christ-centered, Bible-driven, relationally satisfying, and academically sound environment for learning and for Christian growth.

We are joyful that you are considering Hope Academy as a place for your family to grow together academically, socially, and spiritually. Please do not hesitate to ask how we can be of service to you and your family and how you can get involved using your gifts and talents to promote solid Christian education.

- Pastor Tom Leake

## POLICIES NOTE

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

## 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: <http://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 members 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](http://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.

## THE MISSION OF HOPE ACADEMY

*"Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6*

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

Hope Academy exists as a ministry of Hope Bible Church with the mission of supporting local homeschool families, fostering biblical discipleship amongst our members, and above all bringing glory to God.

## SUPPORT HOMESCHOOL FAMILIES

- Providing a **cooperative tutorial** in which families join in service together.
- Maintaining a Christ-centered **classroom environment** that seeks to foster a love of learning and excellence in the students' academic pursuits.

## DISCIPLE OUR MEMBERS

- Supporting and encouraging parents in the **biblical training** of their children.



- Taking opportunities to foster **Christ-like character**, as the staff and volunteers of Hope Academy minister to the students and each other.

## GLORIFY GOD

- **Coming alongside parents** to support them as they fulfill their God-given role of raising children to love and serve the Lord.
- Fostering a sense of **community** amongst local believers.

## ADMISSIONS POLICY

### ENROLLMENT PROCESS

- Attend an Open House night (if none are scheduled, contact the Hope Academy administration or leadership).
- Read the complete Hope Academy Policy Handbook, the Statement of Faith of Hope Bible Church, titled “What We Teach,” and the Hope Bible Church Philosophy of Ministry.
- Complete and submit the full enrollment application, including a copy of students’ birth certificates and the non-refundable application fee.
- Send reference forms to applicable individuals: Pastoral Recommendation\*, Personal Reference, and Teacher Assessment.

Upon receipt of the completed enrollment application, family interviews will be scheduled with the Leadership Board.

\*Not applicable for Hope Bible Church members.

### INTERVIEW PROCESS

Interviews will be scheduled once the family application is completed and received. Members of the Leadership Board will conduct the interviews, which will contain a family interview portion, a parent interview portion, and a student evaluation portion. The parent and student interviews will occur at the same time.

### ACCEPTANCE PROCESS

Families will be notified of acceptance. An acceptance packet will be sent to accepted families, which will include the enrollment contract. Enrollment will be completed when the signed enrollment contract is returned to the Hope Academy Leadership Board. Following acceptance, any necessary placement tests will be scheduled.



## GRADE PLACEMENT

Students entering Preschool and Kindergarten will be assessed based on social, emotional, and physical development. Preschool enrollment is open to eligible 4-year-old children, while eligible 5-year-old children may enroll in Kindergarten. Incoming students in grades 1-12 will be tested for social, emotional, and academic readiness. A sample of the child's work may be requested by Hope Academy to assist in the placement process. The assessment will be of the whole child with the intent of placing them in the grade that will benefit their long-term success.

## PROBATIONARY PERIOD

All new families and/or students will be placed on a 90-day probationary period from the first day of classes. If at any time during the probationary period the Leadership Board deems it necessary for a family and/or student to be dismissed from Hope Academy, tuition will be refunded as pro-rated from the final date of classes attended.

## WITHDRAWAL POLICY

Occasionally it may be necessary for a family and/or student to withdraw from an individual class or from Hope Academy. The withdrawal period is during the first 3 weeks of the school year. In the instance that the parent(s) and tutors/administration agree that withdrawal from the program is necessary, tuition will be pro-rated up to 50% from the date of withdrawal, minus curriculum costs and fees. In the case of the parent(s) choosing unilaterally to withdraw their child(ren) from the program prior to the end of the academic year, the family will be financially responsible for any outstanding tuition. Following the withdrawal period, families will remain financially responsible for all outstanding tuition.

## SPECIAL NEEDS

Hope Academy is not always capable of meeting the educational needs of children with physical, emotional, or learning disabilities. Prospective families are encouraged to speak with the Hope Academy Leadership Board in order to understand the available resources prior to applying. The parent or guardian will be financially responsible for any additional cost incurred in order to meet the needs of students with physical, emotional, or learning disabilities.

## REAPPLYING FAMILIES

Any family who has previously had children enrolled in Hope Academy and is reapplying for admission after a semester or more away from Hope Academy will be required to participate in a re-admission interview and similar admissions criteria as new families.



## SIGNIFICANT FAMILY LIFE CHANGES

If, at any time, there are significant family life changes (i.e. marital status, births, deaths, financial distress, job loss, etc.), the Hope Academy Leadership Board must be notified. The Leadership Board will evaluate continued attendance and re-enrollment of student(s). It is our intention to come alongside and minister to the student(s) and families in appropriate ways during such times.

## RE-ENROLLMENT

Enrollment is valid for one full academic year. Re-enrollment in Hope Academy will be available to those students and families who are in good standing with Hope Academy. Re-enrollment is not guaranteed. Packets for re-enrollment will be available during the second semester of the academic year.

## FINANCIAL POLICY

### CLASS TUITION RATES

GRADES PreK-6	YEARLY TUITION	GRADES 7-12	YEARLY TUITION
Preschool 4's	\$200.00	Single Class	\$350.00
Kindergarten	\$300.00	Core Bundle (4 classes)	\$1300.00
1 <sup>st</sup> -6 <sup>th</sup> Grade Core Program	\$900.00		

GRADES 1-12	YEARLY TUITION
All Elective Classes	\$120/class

## DISCOUNTS

NOTE: Discounts are only applied to total tuition. Discounts will not be applied to fees.

- Early Bird Discount: 10% off total tuition. See application timeline for deadlines.
- Multiple Student Discount: 10% off each additional student of equal or lesser value.
- \*Core Tutor Discount: Parents who serve as a Core Tutor will receive 30% off of their family's total tuition.
- \*Elective Tutor Discount: Parents who serve as an Elective Tutor will receive 20% off of their family's total tuition.
- \*Staff Member Discount: Parents who serve as a permanent staff member, minimum 10 hours/week, will receive 10% off their family's total tuition.
- HBC Member Discount: 5% off total family tuition cost.
- \*These discounts cannot be combined.





## ADDITIONAL FEES

FEE TYPE	FEE AMOUNT
<b>Application Fee</b>	\$20.00/family
<b>Commitment Fee</b>	\$200.00/family
<b>Registration Fee</b>	\$10.00/family
<b>Late Payment Fee</b>	\$25.00
<b>Study Hall Fee</b>	\$20.00/class period
<b>Uniform Polo Shirt</b>	\$10.00-\$15.00
<b>Uniform PE Shirt (opt)</b>	\$10.00-\$15.00

- The application fee is a one time, non-refundable payment due when the application is turned in.
- The commitment fee is a non-refundable fee for new families only. This fee is due no more than 30 days after acceptance to Hope Academy and will be applied to the tuition. If total tuition cost is less than \$200.00, the total tuition will be due in the place of the commitment fee.
- The registration fee is a yearly fee meant to cover the registration cost of *www.homeschoolreporting.com*, which will be used to track students' grades and allow tutors to contact the students and their parents. This fee is waived if the family joins the umbrella program or if only Preschool children are enrolled.
- The late payment fee will be automatically added to the family's account 10 days after the payment due date. Students may not be permitted to attend class until the tuition payment has been received.
- The study hall fee will be required for those students who have gaps in their class schedule. These students will be in study hall during any times that they are on campus and not scheduled to be in class. This is **not** the same as the Math Study Hall tuition.
- Hope Academy requires students to own one uniform polo shirt for special events and field trips. Polo shirts from previous years are authorized to meet this requirement. Uniform Physical Education shirts are required for all 1<sup>st</sup>-12<sup>th</sup> grade students enrolled in Physical Education classes.
- *\*Some classes may require additional book/supply fees\**

## SCHOLARSHIP INFORMATION

Scholarships may be available. Contact the Leadership Board for more information.



## PAYMENT OPTIONS

- **Quarterly** – A total of four payments to be made during the school year. Payments are due at the beginning and middle of each semester.
- **Bi-semester** – A total of two payments to be made during the school year. Payments are due at the beginning of each semester.
- **Lump Sum** – One payment at the beginning of the school year.
- *Bi-Semester and Quarterly payment plans will include a \$10.00 processing fee per payment.*
- *Hope Academy is not responsible for providing notice of payments due.*
- *Tuition balances may not be carried over from a previous year. All outstanding tuition and fees must be paid in full by the end of the school year. Re-enrollment will not be accepted for families with outstanding balances from previous school years.*

## DISCIPLINARY POLICY

*“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11 NASB*

Our staff is committed not only to academic excellence, but also to teaching our students how to apply the truths of God’s Word to every aspect of life. The purpose of Hope Academy’s disciplinary policy is to lead our students in practicing biblical correction, forgiveness, and restoration. We seek to help our students understand the ways in which their actions have violated Scripture. Our staff and volunteers take these opportunities to instruct our students in how to think and act according to biblical principles.

## STUDENT CONDUCT CARD

Training a child is the primary responsibility of the parent (Prov. 22:6). At times, a student may be given a Student Conduct Card, also known as a “Yellow Slip.” The conduct card serves as a means of communication with the parent, so that the parent may address the situation biblically and if necessary provide consequences at home. Anyone in authority at Hope Academy (staff, leadership, and volunteer tutors) may issue a conduct card to a student.

Conduct cards will be filled out with one copy being retained by the staff member who issued the card, and the other copy being delivered to the family via the family mailbox. It is the parent’s responsibility to address the infraction at home and facilitate reconciliation as needed. Parents should sign the conduct card and return it to the Hope Academy Leadership Board or Administrator within one week. If the parent desires clarification, they should inquire of the staff member who issued the conduct card. This will follow the Matthew 18 principle and seeks to avoid misunderstandings.



## BULLYING, HARASSMENT, & PHYSICAL ALTERCATIONS

Hope Academy seeks to foster an environment of respect that reflects the love of Christ. Any bullying, harassment, or physical altercations will be handled seriously. Actions taken may include: Administrator or Leadership Board intervention, suspension, or expulsion. Any known harassment must be reported to the Hope Academy Administration or Leadership Board immediately.

## DISHONESTY AND PLAGIARISM

In the event that a student is found to be deceptive, untruthful, or cheating (including plagiarism) it is expected of the child's parents to treat the infraction as a serious offense and to honor any consequences issued by Hope Academy.

## SUSPENSION AND EXPULSION

In the event that a student has been involved in a serious or consistently repeated offense, the Hope Academy Leadership Board will take appropriate action, which may include suspension or expulsion. Offenses include, but are not limited to: harassment, cheating, theft, disrespect toward authority, physical violence, and/or illegal activity.

## CONFLICT RESOLUTION

Scripture commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (1 Corinthians 6:1-6; Matthew 18:15-20).

## SEEKING FORGIVENESS

The Word of God calls believers to confess their sins and seek forgiveness of those they have sinned against. Seeking forgiveness and reconciliation goes beyond saying "I am sorry." The offending party is called to seek out the offended party, confessing their wrong and asking for forgiveness and in turn receive the forgiveness. When personal property is destroyed, damaged, or stolen, restitution must be made.

## EXPRESSING COMPLAINTS

As a ministry of Hope Bible Church, Hope Academy expects our tutors, staff, parents, and students to model the following Biblical view of handling conflict with others: (Colossians 3:12-14)

1. Before you speak, pray. Before God, consider if there is any error on your own part, in thought, word, or deed. Pray that you convey your concerns in an honest, loving, and kind way (Matthew 7:4-5).



2. Express it promptly, clearly, and to the right person. Direct your concern to the specific individual(s) involved. Speak to a leader or administrator if you are unable to come to a resolution, or if the issue is of a more serious nature (Matthew 5:23-24).
3. Do not broadcast it. Love covers a multitude of sins. We cannot please God when gossiping. Anxiety, hard feelings, and disharmony can arise when we share our complaints with those not involved in a disagreement (Philippians 4:6-7). We should be wise and not take up the offenses of another (Proverbs 26:17). Instead, when approached with another's complaint, guide your friend to seek out God's blessings by following the above steps. "The first to plead his cause seems right, until his neighbor comes and examines him." (Proverbs 18:17)

#### THE FOLLOWING IS FROM PEACEMAKER MINISTRIES:

The Seven A's of Confession (Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13)

1. Address everyone involved
2. Avoid if, but, and maybe
3. Admit specifically
4. Acknowledge the hurt
5. Accept the consequences
6. Alter your behavior
7. Ask for forgiveness

The Four Promises of Forgiveness (Matt. 6:12; 1 Cor. 13:5; Eph. 4:32)

1. I will not dwell on this incident.
2. I will not bring this incident up and use it against you.
3. I will not talk to others about this incident.
4. I will not allow this incident to stand between us or hinder our personal relationship.

## CODE OF CONDUCT

### GENERAL STUDENT CONDUCT

We expect all members of Hope Academy to behave in a manner worthy of the name of Christ. Students must conduct themselves in an orderly and respectful manner at all times. The key concepts that promote good behavior are: *Courtesy, safety, and cheerful submission to authority*. The general code of conduct is as follows:

- Complete obedience and respect to all tutors and all other adults at all times is required.
- Chewing gum is not permitted during school hours and events. ☹
- Running is permitted in PE, but not in classrooms or hallways. ☹



- Students are required to talk in a normal tone of voice and to avoid excessive noise.
- Students are required to maintain appropriate manners and behavior during the lunch period.
- Students are expected to keep their hands to themselves. There is to be no inappropriate contact between young men and young ladies.
- Students must remain on the property at all times during school hours, and are not permitted to loiter in the parking lot.
- Students are required to dress in conformance with their gender at birth.
- Students are required to use the restrooms and changing facilities that correspond to their gender at birth.
- Physical fighting is strictly prohibited.
- Any manner of bullying is prohibited.
- Stealing or attempting to steal is prohibited.
- Lying or cheating in any manner is prohibited.
- Profane or obscene language is prohibited.
- Possession, use, disbursement, or sale of narcotics, alcohol, tobacco, or any illegal substance is strictly prohibited.
- Possession, use, or disbursement of pornography or any vile, obscene, or profane materials is strictly prohibited.
- Possession, use, disbursement, and/or sale of weapons (including pocket knives) on school property is prohibited.
- For any illegal activities or infractions, law enforcement may be contacted.

## ELECTRONIC DEVICES POLICY

During school hours, all cell phones must be powered off. Necessary phone calls may be made only when under the supervision of a tutor or staff member.

On occasion a student may be required to use an electronic device for class purposes (presentations, etc.). The tutor must approve the use, and devices must be powered off when not in use for class purposes.

Aside from these exceptions, the use of electronic devices is prohibited and any must be powered off. In the instance of a student being found using an electronic device without approval, the device may be confiscated and returned at the end of the school day.

## CONFISCATION POLICY

If at any time a staff member finds a student with any item they deem dangerous, distracting, or otherwise inappropriate, the item may be confiscated and turned in to the administrator. Confiscated items will be returned at the end of the day.



## ATTENDANCE POLICY

We expect all students to attend every class session. Unnecessary trips and/or appointments are discouraged during school hours. While missed assignments and worksheets will be provided to students, Hope Academy cannot make up missed instruction, activities, discussion, review or practice. It will be the responsibility of the parent to ensure that their child remains on schedule if classes are missed.

## DAILY SCHEDULE

### HOMESCHOOL SCHEDULE

Hope Academy, as ministry of Hope Bible Church, has the purpose of partnering with homeschool parents to aid in the education of their children. We believe that it is ultimately the responsibility of the parent to teach their children, and we come alongside to guide and assist. To that end, homeschool days are scheduled for Monday, Wednesday, and Thursday each week. On these days, parents will assist students with assigned homework, teach all scheduled lessons, and ensure that the child is progressing through the curriculum on schedule. All worksheets and other homework are to be brought to class on the next tutorial day for review and grading by the tutor.

### TUTORIAL SCHEDULE

1-12 grade tutorial classes will meet on Tuesdays and Fridays each week. Preschool and Kindergarten will be held on Friday mornings only.

### NURSERY AND CHILDCARE

Nursery and childcare will be provided for children (Kindergarten and under) of tutors, staff, and staff assistants *only during the time in which they are serving*. Tutors, staff, and staff assistants must pick up their children promptly following the completion of their responsibilities. Nursery and childcare is **not** a drop off program, and parents **must** remain on campus while their nursery child is in our care.

### ASSEMBLY AND CHAPEL

An important part of the mission of Hope Academy is the discipleship of our students. To this end, we require that all students attend Assembly and Chapel. This will be a time to build community as we learn hymns and memory verses together and announce upcoming events.

### DROP OFF AND PICK UP PROCEDURES

Hope Academy staff will not be available to supervise students before or after the scheduled arrival and dismissal times. No students may be dropped off more than 15 minutes



prior to the beginning of their first class. All students must be picked up no later than 15 minutes following the completion of their last class. Students are not allowed to leave the campus until they are picked up by a parent or individual listed on the Student Profile Form. If parents or approved guardians will be late to pick up their students, the administrator must be notified immediately. There will be a late pick-up fee applied to the family account if students are picked up late. Late pick-up fees will be \$5.00 for every 15 minutes late or fraction thereof, beginning after the first 15 minutes following student dismissal. The Leadership Board will review repeated late pick-ups.

### DROP OFF PROCEDURES

Preschool and Kindergarten children must be accompanied by a parent/guardian and signed in to their class. Students (1-12 grade) who are enrolled in a class during the first period of the day may be dropped off and walk to their class. Tutors will take attendance and report to the Hope Academy desk. All students whose first class of the day is not during the first class period must have a parent/guardian sign them in at the Hope Academy desk. In the event that a student who is enrolled in the first class period of the day is unable to attend the first period class (due to a doctors appointment, traffic, etc.), the parent/guardian must sign in their child at the Hope Academy desk.

### PICK UP PROCEDURES

Students whose final class is during the final period of the day will be picked up from their tutor in front of the building. In the event of inclement weather, pick ups will occur in the foyer of the building. Those students whose final class is not during the final period of the day must be signed out by a parent/guardian at the Hope Academy desk and may be picked up from the Study Hall room.

### ABSENCES

When a student will be absent from class, an email must be sent to the child's tutors and an administrator of Hope Academy with as much notice as possible. The Leadership Board will review cases of excessive absences.

### TARDINESS

Students are required to arrive on campus and be ready for class 10 minutes prior to the scheduled class time. Any arrival after this time will be considered tardy.

The Leadership Board of Hope Academy understands that there are times when it is unavoidable to be late. Unexpected issues on the road or at home are not uncommon. In these cases, we request that an administrator be notified as soon as possible. It is our desire to promote good stewardship of the time we have been given by the Lord and to facilitate an exemplary



learning environment for our students. Repeated tardiness may affect the student's suggested grade and will be evaluated by the Leadership Board.

## EARLY DEPARTURE

Students are expected to remain on campus for the entirety of their registered class day. In the event that a student must leave early, they must be with a parent/guardian or authorized person listed on the Student Profile Form. The parent or guardian is required to sign out the student with the Hope Academy administrator prior to leaving campus.

## PERMISSION TO PICK UP STUDENTS

Individuals listed on the Student Profile Form are the only ones authorized to pick up students from Hope Academy. In the instance that someone who is not listed on the student's form is required to pick up the student, the parent must call the Hope Academy Administrator to inform them of who will be picking up the student. In addition, the parent must sign and send a handwritten note to the administrator with confirmation of permission to pick up the child. The individual picking up the student must present a government issued photo ID. Parents are allowed to add names to the Student Profile Form throughout the school year. Verbal permission alone is not considered adequate and students will not be released without written consent.

## VACATIONS

If a vacation has been planned while school is in session, tutors must be notified as quickly as possible. This will allow our tutors the time to prepare for the student's absence.

- Students will be given all assignments prior to their departure.
- Tutors will assess if a revised due date is necessary. The Late Work Policy will be applied to any late or missing work upon the student's return.
- Students are expected to return prepared to take any missed tests.

## ACADEMIC EXPECTATIONS

### LATE OR MISSING WORK

Academic work will be done both in the classroom and on homeschool days. Homework assignments are to be completed on homeschool days. In the case of an illness or emergency preventing the submission of assigned work, parents must alert the tutor and provide an explanation. Regardless of any delays, all assignments must be turned in to the tutor. Late or missing assignments may be subject to a lowered suggested grade, and ultimately may effect the





class grade for the student. Continuing or lack of submission of late assignments may result in academic probation.

## PARENT-TUTOR CONFERENCES

Occasionally it will be necessary for a tutor to meet with a student's parents. These meetings may be for a variety of reasons and will be at the discretion of the tutor. We encourage both parents to attend if possible. A parent-tutor conference will be one of the steps taken before a student is placed on academic probation, however this is not the only reason a parent-tutor conference may be held.

## ACADEMIC PROBATION

There are various methods a tutor may use to help students who are struggling academically. If a student requires additional help, a parent-tutor conference will be scheduled to discuss potential reasons the student may be struggling and to develop a strategy to help the student improve. On occasion, outside testing may be recommended which will be the financial responsibility of the parents. Testing results will be assessed to determine the best way to proceed. In the case that academic improvement is not sufficient, a student may be placed on academic probation. This may ultimately result in a recommendation for the student to be held back a grade level. Other reasons for academic probation include, but are not limited to, a student's suggested grade in a Core class dropping below a C-, or if there is a pattern of missing or late submission of assignments.

## MISSING SUPPLIES

Students are expected to come to class prepared with all necessary supplies or equipment. We believe that it is never too early for our students to learn responsibility. If a student arrives without necessary supplies/equipment, one or more of the following actions will be taken:

- Students may receive a yellow slip.
- Students may be provided with the missing supplies/equipment and a fee will be added to their account.
- Students may not be permitted to participate in the activity requiring the missing supplies/equipment.
- The assignment grade may be affected.



## CLOSING AND DELAY POLICY

### INCLEMENT WEATHER

Hope Academy generally follows the school closings of Howard County Public Schools (HCPS) as announced online, on local television, and on radio stations. In the event that Howard County Schools are closed for the following day, all grades within Hope Academy may be cancelled. If the schools are on a delay, Preschool and Kindergarten may be cancelled. Grades 1-12 may follow the delay schedule and afternoon elective classes may be cancelled at the discretion of the Leadership Board. Early dismissal will usually follow HCPS but will be at the discretion of the Leadership Board. The Hope Academy Leadership Board reserves the right to deviate from the HCPS closures and delays as deemed necessary by the board.

### ILLNESS CLOSINGS

In the event that there is a widespread illness among the members of Hope Academy, classes may be cancelled to help prevent the further spread of illness. This decision will be at the discretion of the Leadership Board.

### CLOSING AND DELAY ALERTS

In the event of a delay or closure of Hope Academy, an alert will be sent out to all families via Hopebook. Families are responsible to check their email prior to leaving if the possibility of closing or delay is present. (i.e. inclement weather or Howard County Public School closure or delay.) Families also have the option to receive text message alerts through Hopebook which we strongly recommend families opt in to receive. Emails and/or Text messages will be sent out in the event of early dismissal for inclement weather. In addition, alert notifications for closures, delays and early dismissal will appear on the Hope Academy web page at [www.hopebiblechurch.org/hopeacademy](http://www.hopebiblechurch.org/hopeacademy).

## HEALTH CONSIDERATIONS POLICY

Hope Academy seeks to provide a healthy and safe environment for students, staff, and volunteers. We ask that these considerations be followed to insure the well-being of all.

### ILLNESSES

Children and staff must not come to Hope Academy when sick. A classroom setting is a breeding ground for illness, and children are not always careful to avoid sharing their germs. A student may not attend Hope Academy classes or events within 24 hours of presenting the following symptoms:



- Fever
- Nausea/vomiting
- Flu virus
- Cold symptoms (cough, colored mucus, sore throat)
- Pink eye symptoms
- Chicken Pox

Parents will be contacted to pick up their child *immediately* if, in the opinion of the staff of Hope Academy, the student is determined to be ill on campus. In the case of a parent being unavailable, the emergency contact of the child will be notified to pick up the child.

## STUDENT HEALTH RECORDS

A basic student health history as provided on the Student Medical Data Form will be kept on file. If at any time additional allergies or conditions are diagnosed, the administrators of Hope Academy must be informed immediately to keep the files updated. **All students are required to be up to date on immunizations (according to the CDC's standards).** We require vaccination records from the student's physician for admission to Hope Academy.

## MEDICATION ON CAMPUS

Hope Academy does not provide over-the-counter medications to students. If it is necessary for prescription or over-the-counter medication to be administered to a student during the school day, a few requirements must be met:

- A medication authorization form must be filled out and signed by both a parent *and* physician (for prescriptions).
- Prescription medications must be in the original, pharmacy labeled container/package. Prescription labels must be labeled with the student's name and must not be expired.
- Students are not permitted to have medications in their backpacks or on their person. Medications must be turned in to a staff member upon arrival at Hope Academy.
- Medications will be administered at the appropriate times by a staff member. Students can pick up their medications immediately prior to leaving Hope Academy.
- Emergency use medication (i.e. epi-pens, inhalers, etc.) may remain with the student, but Hope Academy Administration and tutors must be informed.
- Over-the-counter medications include items such as: ibuprofen, acetaminophen, cough and cold medications, allergy medications, and nasal sprays.



## PERSONAL HYGIENE

- All staff, staff assistants, and students of Hope Academy are expected to maintain acceptable standards of personal hygiene. This includes appropriate bathing, hair washing, grooming, dressing, and use of deodorant.

## ACADEMY LUNCH POLICY

- Refrigerators and microwaves will **not** be available to students, including students of staff members, tutors or staff assistants.
- Sharing food between students is strictly prohibited. Parents will be notified if their child is caught sharing food.
- Parents are welcome to come on campus to join their children for lunch.

## PRESCHOOL POTTY TRAINING POLICY

It is the policy of Hope Academy that all children enrolled in our preschool program be potty trained. If it becomes apparent that the child needs more bathroom assistance than what we are able to provide, that child may not be ready for our program. In such cases parents may be asked to hold their child back from class until they are sufficiently potty trained.

- During the class period, there will be one staff assisted bathroom break after morning snack.
- Children are welcome to use the bathroom throughout the morning as needed.
- Children are responsible for letting a tutor or staff member know if they need to use the bathroom at any time other than the scheduled bathroom time.
- Parents are encouraged to have their children use the bathroom as soon as they arrive in the morning, before dropping them off for class, and also after they pick up their child, before they leave the building.
- Tutors will not be responsible for constant clothing changes.
- It is understood that there may be an occasional wet accident at school, but these should be rare and not daily occurrences.
- Parents must provide a spare change of clothes and a plastic or wet bag in their child's backpack in case of such accidents.
- The use of pull-ups is permitted though not encouraged. Note that wet pull-ups will only be changed at the scheduled bathroom time.
- If a parent is on campus they will be called in to change soiled underwear or pull-ups.



## NURSERY & CHILD CARE BATHROOM AND DIAPERING

- Parents will complete the Nursery & Child Care Potty/Diaper Form for ALL children age 5 and under who may use the nursery or child care at any point during the school year.
- We strongly encourage that children age 3 and older who are in the nursery/child care while a parent is serving be toilet trained.
- Adequate bathroom breaks will be taken during the parents' service time.
- Staff will take toilet trained children to use the restroom at snack times and when they request to use the restroom.
- If frequent accidents still happen at home, we request that you put your nursery child in diapers or pull-ups for class days.
- For children who are not potty trained, the parent is required to provide enough disposable diapers and wipes to be used for their child during their service time.
- If parents choose to use reusable diapers, they will be called into the nursery for diaper changes.
- If a nursery child needs diaper cream or other medications applied with changes the parent will be called in for diaper changes.
- Parents must bring a change of clothes and a plastic or wet bag for use in the event of an accident.

## DRESS CODE POLICY

Hope Academy, as ministry of Hope Bible Church, is committed to the Biblical principles of modesty and appropriateness in how our staff and students present themselves, and our dress code is designed to support this. We believe our dress code creates a positive atmosphere for appropriate behavior and attitudes. If a staff member deems a student's attire to be out of dress code, the parents will be contacted and the student will be asked to change. Students out of dress code will be given a yellow slip, and may not be permitted to participate in class until they are in the appropriate attire (at the tutor's discretion). It is our desire that our staff and students dress in a way that honors the Lord and each other, and does not promote distraction or competition. To that end, our dress code is as follows:

### GENERAL DRESS REQUIREMENTS:

- Attire must at all times be neat, clean, in good repair, and fit properly.
- Baggy, oversized, sloppy, or excessively close-fitting clothes are not allowed on campus or at any activity of Hope Academy.
- Attire and accessories must be in good taste, without distracting, negative, or offensive symbols, words, or patterns.



- Accessories must not cover up the uniform. No hats will be permitted.
- Outerwear (coats, sweatshirts, cardigans, hoodies, etc.) may not be worn indoors. Long sleeved shirts may be worn underneath the uniform polo.
- Strong perfumes or colognes are prohibited.
- Students and staff are required to own at least one Hope Academy Uniform Polo shirt.

### ATTIRE FOR YOUNG MEN (PRESCHOOL-12<sup>TH</sup>):

- Young men are required to dress in conformity to their gender at birth.
- **Shirt:** White, light blue, navy, or Hope Academy polo shirt (long or short sleeved). Long sleeved shirts of the same uniform colors may be worn under the polo on cold days. Shirts must be tucked in for grades 5-12.
- **Pants:** Dress, uniform, or khaki pants in tan, black, or navy. Grades 5-12 must wear a belt.
- **Footwear:** Closed-toed shoes with backs and socks
- **Hair:** Neatly groomed, not excessively long, in a natural color, and not distracting.
- **Nails:** Neatly groomed, not excessively long, with no color/art.
- **Jewelry:** No body piercings or distracting jewelry may be worn on campus.

### ATTIRE FOR YOUNG WOMEN (PRESCHOOL-12<sup>TH</sup>):

- Young women are required to dress in conformity to their gender at birth.
- **Shirt:** White, light blue, navy, or Hope Academy polo shirt (long or short sleeved). Long sleeved shirts of the same uniform colors may be worn under the polo on cold days.
- **Pants:** Dress, uniform, or khaki pants in tan, black, or navy.
- **Dresses/Jumpers (Grades 6 and under):** Tan, black, or navy uniform jumper (worn with polo) or polo dress worn with navy or black leggings (not tights). All dresses must be a-line/pleated (not pencil cut), and must come to the knee.
- **Skirts (Grades 7 and up):** Tan, black, or navy worn with navy or black leggings (not tights). All skirts must be a-line/pleated (not pencil cut), and must come to the knee.
- **Footwear:** Closed-toed shoes with backs and socks.
- **Hair:** Neatly groomed, in a natural color, and not distracting.
- **Nails:** Neatly groomed, not excessively long, and any color/art must be in good taste.
- **Jewelry:** No excessive or distracting jewelry. No body piercings other than ear piercings may be worn on campus (only one earring per ear may be worn).
- **Makeup:** Makeup may be worn with parental permission, but must not be excessive or distracting.



### PE UNIFORM (REQUIRED FOR PE CLASS 1<sup>ST</sup>-12<sup>TH</sup>):

- **Shirt:** Hope Academy Physical Education Uniform Shirt.
- **Pants/Shorts:** Solid color Black, Gray, or Navy loose fitting track-suit pants, athletic pants, sweat pants or basketball shorts may be worn for Physical Education Class. Black, Gray or Navy bike shorts/spandex/leggings will be worn underneath basketball shorts. Tight fitting pants (spandex, yoga pants, leggings, etc.) without loose basketball shorts over top are inappropriate. Pants or shorts with an accent color stripe down the legs are acceptable.
- **Footwear:** Socks and athletic/running shoes (skate shoes or other flat sole sneakers are not acceptable).
- **Jewelry:** All jewelry except for watches and stud earrings must be removed during class.
- **Young Ladies:**
  - **Hair:** Must be tied back in braid(s)/ponytail(s)/bun(s), etc. Shorter hair must be held back in clips or elastic headbands. Hair must be kept contained and out of the student's face during class.
  - Sports bras are recommended for young ladies, but must not be visible.

### ATTIRE FOR STAFF ASSISTANTS:

- **Shirt:** White, light blue, navy, or Hope Academy polo shirt
- **Pants:** Dress, uniform, or khaki pants in tan, black, navy, or gray
- **Skirts:** Solid Black or navy ankle-length maxi style or a-line (not pencil cut) skirts are authorized for women only
- **Footwear:** Closed-toed shoes
- **Jewelry:** No excessive or distracting jewelry
- **Hair:** Must be tidy, not distracting, and in good taste
- **Makeup:** Must be in good taste and not distracting or excessive

### ATTIRE FOR FIELD TRIPS:

- NOTE: Some field trip locations may have specific dress requirements. Due to this, the Hope Academy Leadership may modify the field trip uniform. An email confirming any modifications will be sent to those attending applicable field trips.
- All parents and chaperones are required to follow the Hope Academy Staff Assistant dress code.
- Staff and students are required to wear the Hope Academy Uniform polo and follow the remainder of the dress code.



## PARENTAL INVOLVEMENT

We appreciate the hard work of our parents in making Hope Academy a great program that takes seriously the task of instructing and nurturing future godly adults. Your involvement as parents is necessary in order for Hope Academy to run smoothly and to accomplish our goals of assisting you in educating your children. The following are areas in which parents have opportunities to serve.

### TUTOR AND STAFF POSITIONS

Parents are welcome to apply to serve as a tutor or staff member with Hope Academy. If you are interested in serving in either of these capacities, contact the Hope Academy Leadership Board for a staff application.

### STAFF ASSISTANTS

A parent/guardian from each family is required to serve as an assistant multiple times per year. The position will vary each service day based upon the needs that day. The specific number of service shifts required will be announced no later than Back to School Night.

### COMMITTEE MEMBER

Each family is required to serve on a committee. The Leadership Board will assign parents to a committee based upon the interest expressed during the application process. The Hope Academy Leadership Board will oversee all committees and any decisions must be submitted to the Board for approval.

#### PUBLICITY COMMITTEE

The Publicity Committee is responsible for creating promotional materials and planning Open Houses and Back to School Night.

#### YEARBOOK COMMITTEE

The Yearbook Committee is responsible for gathering pictures and designing a yearbook for the year, as well as creating a slideshow for Promotion Night at the end of the academic year.

#### STUDENT LIFE COMMITTEE

The Student Life Committee is responsible for planning all special events and holiday parties throughout the year.

#### FIELD TRIP COMMITTEE

The Field Trip Committee is responsible for planning, scheduling, and leading field trips throughout the year.





## ACADEMY EVENTS

Hope Academy hosts a variety of events throughout the year. The purpose of these events is to foster a sense of Christian fellowship and community among the members of our program. We believe that fellowship and fun are a vital part of relationship building and encouragement of one another. To this end, events we may host include, but are not limited to Back to School Night, Spirit Week, All School Picnic, Thanksgiving Feast, Fall Fest, Christmas Program, Spring Drama Program and Promotion Night. These events will be planned and hosted by the Student Life Committee, as overseen by the Leadership Board. In addition to Staff Assistant service, each family will be required to assist with at least one student life event per year.

## FIELD TRIP POLICY

Hope Academy realizes that education is not limited to home or the confines of a classroom. We are committed to allowing students to explore the world around them using field trips. Field trips are open to all families at Hope Academy and families enrolled in the HBC Umbrella Group. To ensure safety when we are off the campus of Hope Bible Church as a group, we ask that the following expectations be honored:

- A consent form provided by Hope Academy must be filled out for each student and signed by a parent for each field trip, in the event that the parent will not attend.
- The Code of Conduct will be obeyed while off campus.
- There must be an adequate number of parents and volunteers to serve as chaperones. Parents are strongly encouraged to serve as chaperones on field trips
- All attendees are required to follow the field trip dress code.

We welcome any suggestion on interesting places that our students would enjoy as a field trip experience. If you have a suggestion, please contact the Field Trip Committee.

## COMMUNICATION

### FAMILY MAILBOX

Each family will be assigned a “family mailbox.” This will be a box with a mail slot for each family. All Hope Academy families and staff are required to check their mailbox weekly.

### ONLINE COMMUNICATION

#### HOPEBOOK

Hopebook is an online tool used by Hope Bible Church that enables communication throughout the week. All enrolled families and staff members will be provided with a Hopebook



account. Non-HBC members will be given instructions on how to create an account following enrollment, and will receive access to the specific Hope Academy pages of Hopebook. Email communication occurs through the means of Hopebook. Families and staff members will have the option to receive text message alerts through Hopebook. Text message and email preferences can be managed under the communications settings menu on the Hopebook profile.

### [HOMESCHOOLREPORTING.COM](http://HOMESCHOOLREPORTING.COM)

HomeschoolReporting.com is an online homeschool record-keeping program. All enrolled families will be provided with instructions to create an account on this site following enrollment. This website will be used by tutors to communicate course descriptions, suggested grades, and attendance. Parents will also use this to track lesson plans.

### LOST AND FOUND

We expect our students to be responsible for their own belongings. To aid in this, we request that all student property be labeled with the child's full name. Hope Academy will not be responsible for lost or misplaced items. Any items left after dismissal will be placed in the lost and found. Any unclaimed items in the lost and found will be donated after 30 days.

### HOPE ACADEMY PLEDGES AND VERSE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

*"Whatever you do, work heartily for the Lord and not for man."*

*Colossians 3:23*