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***Our Mission***

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

***Our Vision***

Believing that all children are created for God's glory and endowed by him with an inalienable potential to acquire wisdom and knowledge, Hope Academy covenants with urban families to equip their children to become the responsible, servant leaders of the 21<sup>st</sup> Century. Committed to the truth, discipline, and values of the gospel of Jesus Christ, Hope Academy joins with educational, business, and community leaders to serve our city's children with a remarkable education, permeated with a God-centered perspective. This inter-denominational school will seek to unleash kingdom citizens who work for justice, economic opportunity, racial harmony, hope for the family, and joy in the community.

## ***Statement of Faith***

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

*National Association of Evangelicals*

## ***Philosophy of Education***

Hope Academy was established to provide the children of the city with a rigorous, God-centered, classical education.

### **What do we mean by a God-centered education?**

*“The decline in American public education is not due to poor teaching or lack of funding; it is due to educational theories that deny the existence of transcendent truth and morality, that renounce standards of excellence, and ultimately render children unteachable.”* – Chuck Colson

There is an undeniable connection between the phenomenal growth of secular humanism in our day and the disastrous decline of our nation’s schools. The disintegration of a biblical worldview has doomed our city’s children to a lifetime of failure.

At Hope Academy, we believe the chief goal and purpose of all things—including education—is to love God and love our neighbor. True education is literally impossible without such a transcendent goal and purpose.

The Bible teaches us that all knowledge comes from God, and therefore, all knowledge has unity. At Hope Academy, we teach all subjects as part of an integrated whole, with the Scriptures at the center. Students are equipped to know and love the truth and to utilize that knowledge to glorify God in all things.

### **Why must the education at Hope Academy be academically rigorous?**

There is no place for *shoddy* Christian education. We are preparing Minneapolis’ next generation of leaders, therefore we must equip them with the core knowledge to take on the most demanding leadership roles required of the 21<sup>st</sup> century. An academically rigorous course of study will best prepare students to deal purposefully and responsibly with the complex issues of living in this present society.

### **What do we mean by a classical education?**

For centuries, education was grounded on an emphasis of imparting the basic tools of learning, designed to equip students in verbal and reasoning skills within a God-centered view of life. Today’s departure from teaching the basics has resulted in the current trend of declining student achievement.

Dorothy Sayers, a renowned Oxford trained educator, in her essay, “The Lost Tools of Learning,” defined the structure of the classic educational process and found that it fit the natural learning development of children. She showed that the key elements of classical education – Grammar, Logic, and Rhetoric – corresponded with the four natural learning stages of a child:

1. Beginning Grammar	Grades K-3	Ages 4-8	Reading/Writing
2. Grammar	Grades 3-6	Ages 9-11	Writing
3. Logic	Grades 7-9	Ages 12-14	Thinking
4. Rhetoric	Grades 10-12	Ages 15-18	Speaking

Hope Academy is both traditional and classical – learning from the great literature of our Christian heritage, combined with an emphasis on the basics of mathematics, science, history, and language.

## ***Sample Classroom Schedule***

Each class will have its own schedule – see the teacher for details.

- 10:00 a.m.     Arrival at school
- 10:15 a.m.     Classroom meeting
- 10:35 a.m.     Reading and Writing
- 12:00 p.m.     Snack and Bathroom Break
- 12:10 p.m.     Latin
- 12:30 p.m.     Family Worship Chapel
- 12:55 p.m.     Lunch
- 1:35 p.m.      Math
- 2:15 p.m.      Bathroom Break and Recess
- 2:35 p.m.      History/ Science
- 3:15 p.m.      Music, Physical Education, or Art
- 4:30 p.m.      Dismissal

Students must be picked up by 4:40 p.m.

## ***Policies and Procedures***

### **Attendance**

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

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

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

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

### **Accidents**

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

### **Admission and Application Process**

- Students will be accepted without preference to race, sex, or religious background according to available space.
- All enrollment must be made through the office of the Executive Director.
- Parents must agree to have their child taught in accordance with the statements of belief, mission, vision, and goals of the school.
- Parents are encouraged to be active members of a Bible teaching church.
- Parents are responsible for paying or arranging the payment of tuition.
- Parents are required to have a pre-registration conference.
- Registration for returning students will occur by April 30<sup>th</sup> after which registration will be open to new students.
- Immunization records and dental forms must be completed before admission is finalized.

## **Appointments**

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

## **Before and After School Care**

Before school care is available from 8:00am – 10:00am for students in grades K-5.

Students should not be left at the school before 10:00 a.m.. There will be no supervision before this time. Children must leave the school premises by 4:40 p.m. There will be no supervision after this time.

## **Birthday Celebrations**

- Student birthdays will be celebrated on the afternoon of the last Friday of each month.
- Parents should coordinate with the teacher if they want to provide a store bought treat for the entire class.
- Please do not send party favors to school without the teacher's permission.

## **Calendar**

School will start on September 5<sup>th</sup>, 2008 and will be in session through June 4<sup>th</sup>, 2008. The calendar will, in large part, follow the holiday schedule for Minneapolis Public Schools. See page 1 for a complete calendar of holidays, early dismissals, etc.

## **Child Abuse**

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

## **Conferences with Teachers and Parents**

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

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

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

- All student records are considered confidential.

- Information regarding admission, academic progress, test scores, health records, attendance or discharge of a student will be confidential and restricted to staff designated to have appropriate access to the information.
- Parents may have access to their child's permanent record at any time.
- Student academic and health records will be released upon payment of applicable tuition and fees that have accrued on the student's account.

### **Discipline Policy—School-wide**

It is vital for parents and students to realize that maintaining an orderly atmosphere is critical to the learning process. Although it is necessary to set and enforce rules and boundaries, it is our desire to train students to become self-disciplined. We want to encourage our students to obey God and from that obedience to exhibit respect, care, and love towards others.

Discipline guidelines expected of students include:

1. Students are to respect and obey all adults, following directions the first time they are given.
2. Students are to display a spirit of Christian love and respect toward other students.
3. Students are to use proper language in school and on the playground.
4. Students are to refrain from fighting and threatening physical harm to others.
5. Students are to respect the rights and property of others.
6. Students are to cooperate in keeping the school building and premises neat and clean.
7. Student honesty is expected at all times.

Keeping in mind a spirit of love and forgiveness, the following steps will be followed when discipline is needed:

1. Verbal warning.
2. Time out in the classroom.
3. Time out in the office.
4. Call to parents.

The following behaviors will warrant a time out in the classroom:

- a. Repeatedly disobey or defy their teacher in the classroom.
- b. Lie to a teacher or staff member.
- c. Cheat on an assignment or test.
- d. Use vulgar language.
- e. Steal from another student or teacher.

The following behaviors will warrant suspension from school:

- a. Receive 3 days of in-class time out in a week.
- b. Lie, cheat, steal, or use vulgar language a second time (must be the same infraction) in a given quarter.
- c. Fight with another student or threaten to do physical violence to another.

Students will be put on probation if they:

- a. Are suspended 3 times in a quarter.
- b. Are involved in a second fight at anytime during the year.

Students will be expelled if they commit an infraction worthy of a suspension while on probation.

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

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

## **Discipline Policy—Middle School**

### *Lockers*

Each student is assigned one locker in the middle school hallway for the school year. No locks are allowed on Hope Academy lockers, so valuable items should be left at home. Lockers are in a high-traffic, closely monitored area. No student is allowed to open another student's locker without permission from that student. Having a locker is a privilege, not a right, and students are responsible for the condition, contents, and neatness of their lockers. Anything displayed in a locker must be compatible with the Hope Academy values. Occasional spontaneous locker checks will take place, and students may be asked to clean their lockers.

### *Hallway and School Building Rules*

- Walk in the building and hallways at all times
- Talking is allowed, no raised voices
- Be polite to others and careful not to talk to students with different hallway rules
- Be only in areas where middle school students are allowed to be. This includes middle school classrooms currently in use, hallways on the main floor, lunchroom during lunch and breakfast, office, middle school bathrooms.

### *Breakfast Rules*

Students arriving at school before 10:10 a.m. are allowed to have breakfast in the lunchroom. Students having breakfast should head immediately to the lunchroom to do so, returning to the classroom by 10:15. Students arriving after 10:15 to Period 1 are tardy.

### *Lunch Rules*

Students are responsible to be in the lunch line by 1:05. Students are allowed to choose their seat unless this privilege has been removed, but they must remain in it until lunch

dismissal. If students wish to get up in order to change tables, throw something away, use the restroom, get a milk, etc. they must ask a middle school teacher. Students must say “please” and “thank you” to individuals who serve or assist them and clean up after themselves. After lunch dismissal, students are accountable to be in their next class on time.

### Consequences

Minor: Each teacher will manage their classroom in an orderly way and clearly communicate expectations to students. Minor infractions in the classroom or hallways, etc. will be handled by the teacher responsible (Example: students running in the hall are asked to go back and start over, students littering trash are asked to clean the classroom.). If a student repeats a minor infraction enough, weightier consequences may be offered.

Major: Major infractions will merit a 30-minute after school detention (offered Tuesdays and Thursdays from 4:30-5:00 and monitored by teachers on a rotating basis). Detentions will be served the following day, giving time for parents to be notified and alternate transportation home to be arranged for students who ride the buses. A student is allowed three detentions in a quarter. The fourth time (and all ensuing times in a quarter) that detention is earned, the student will serve one day of out-of-school suspension and remain at home the next day. Every quarter the detention count starts over at zero for all students.

#### Choices that earn detention:

- Disrespect to a teacher (includes dishonoring talk, raised voice, interrupting, angry/petulant body language, willful disobedience)
- Vandalism (damage to school building or school property)
- Violence (physical abuse, threatening language, or verbal abuse) to anyone
- Bad language (swearing, racial slurs, etc.)
- Record of repeated minor offenses with no evidence of receiving correction
- For some students, not completing homework or coursework though able to do so

#### *Dress Code Infractions*

If a student is wearing an item of clothing that can be removed that is not in dress code (i.e. a sweater or sweatshirt), the item is confiscated by a teacher until it can be personally returned to a parent at parent-teacher conferences.

If the item not in code cannot be removed (i.e. pants or shoes, etc.), the student will be sent to the office and phone call made to the parent. The student will not be readmitted to the classroom until appropriately dressed in code.

If the dress code infraction involves wearing dress code clothes in a way that is not allowed (i.e. untucked shirt, rolled up trousers), the student will be requested to adjust this. If a pattern becomes evident (i.e. student has an untucked shirt repeatedly) a

conference will be arranged to discuss the student's ability to receive correction in this area and a plan will be formed to change this. Detentions may be given for deliberate/rebellious dress code messages.

#### *Miscellaneous*

- If a student demonstrates a pattern of wandering off without leave, hallway passes may be used/required by teachers for that student (to justify presence outside of class while class is in session).
- Gum is allowed by the middle school students if they manage it responsibly (no bubbles, littering gum or wrappers, etc.).
- Any student engaging in violent behavior, illegal activity, use of drugs or alcohol, possession of a weapon, or sexual promiscuity, may be expelled.

### **Dismissal After School**

School is dismissed at 4:30 p.m. Children must leave the school premises by no later than 4:40 p.m. Chronic late pick up of students from school will not be tolerated. Only adults whose names you have given the school on your child's authorized pick up list will be allowed to take a student off the school premises unless parental consent is given ahead of time. If you are planning for someone to pick your child up who is not on your authorized list, you must call the school or send a note ahead of time. Your child will not be allowed to go with any unauthorized person.

Any change from the normal after school transportation arrangements must be made by either calling the school office or sending a note by 3:30. No changes will be made after this time.

Students should not be checked out of school before 4:30 except in the case of personal illness. Picking a child up before 4:30 three times in one quarter will be considered an unexcused absence.

### **Extracurricular Activities**

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

### **Field Trips**

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

## Fire Drills

Fire drills are held two times a year to train students for evacuation of the building in the event of fire or other emergencies.

### *Fire Drill Rules*

1. Do not talk, run, or push.
2. Move quickly.
3. Stay in line.
4. Listen for directions from your teacher.
5. Use nearest exit if away from your class.
6. Leave washrooms: everyone must exit.

### *Tornado Drill Rules*

1. Follow directions 1-4 for Fire Drills.
2. Go to your assigned place in the building or join the nearest group if away from your class.
3. Get down on the floor; cover your head; and face the wall.
4. Stay away from windows and glass.

## Health Forms

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

## Illness

- **Do not send sick children to school.**
- If your child is ill, please call the school by 11:00 a.m. to notify them of the situation.
- The school has no provision for sick children and will not allow them to stay in school.
- If an illness develops while the child is in school, a parent or guardian will be called to pick up the child immediately.
- After having had a fever of 101 degrees or higher, a child should not return to school until 24 hours after the fever has subsided.
- If the child has a communicable disease, (for example, headlice, ringworm, pinkeye, etc.), please notify the office at once.
- After being diagnosed for a bacterial infection, (for example, strep throat, ear infection, etc.), a child may return to the classroom 24 hours after an antibiotic is first administered.

## **Medications**

Medication should be given at home if at all possible. No internal medication of any kind will be administered at school unless specific instructions are given by the parent. Parents will be required to submit a medical authorization form, releasing school personnel from liability. Medications brought to school must be given immediately to the classroom teacher upon arrival and may be dispensed only by an authorized adult.

## **Non-Discrimination Policy**

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

## **Parent Service Commitment**

All Hope Academy parents must demonstrate their commitment to the community focus of the school by volunteering at least 1 hour per month in some particular area of service. Parents should choose from the list of service opportunities that best fit their gifts, abilities, and schedules. A volunteer coordinator will track, document, and facilitate volunteer efforts and assignments.

## **Parent Orientation Meeting**

At the beginning of the school year, a Parent Orientation Meeting will include a brief overview of the curriculum, teaching methods, and discipline policies used at Hope Academy. Parents will review the Parent-Student Handbook at that meeting.

## **Report Cards**

Student progress reports are issued four times a year, at the end of each grading period. Report cards will include evaluative comments from the teacher.

## **Saturday School**

In order to encourage parent/child interaction and build community within the school, we will have Saturday School two times during the year. All students will attend a half day of school together with their parents, becoming involved in classroom and school-wide activities. Please take note of the Saturday School dates on the school calendar.

## **School Closings**

Hope Academy closings due to bad weather will correspond to those of the Minneapolis Public School District. Listen to WCCO 830-AM radio, Channel 4 TV, or check

www.wcco.com on the Internet for school closings due to snow or severe weather. In addition, the school will be closed for any reasons deemed to be unsafe to students.

### **School Visitors**

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

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

### **Tardiness**

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

We understand that situations will occasionally arise that will cause a student to be late, i.e. a flat tire, bad weather, etc. But excessive tardiness will not be tolerated. School will begin at 10:15. Students who arrive at school after 10:15 will be considered tardy. Late arriving students must check into the school office for a pass before going to class. A note will be sent home with the student notifying the parents that their child was tardy. Three tardies in one quarter will be considered an unexcused absence.

### **Testing**

Student progress is carefully monitored on a daily, bi-weekly, and quarterly basis. Developmental Reading Assessments will be given each quarter to assess reading comprehension and decoding skills. The Stanford Achievement Test will be administered to students in third grade and above each May.

### **Tuition**

The actual cost to attend Hope Academy is approximately \$6,500 per student. Much of this cost is subsidized by contributions made by people who believe in quality Christian education. All parents must pay their monthly Fair Share portion by the 1<sup>st</sup> day of each month, according to their registration agreement.

The first month's tuition must be paid to the school before the first day of classes. Students will not be allowed to begin school until the first payment is received.

If a family's tuition payments fall behind, the person responsible must make arrangements with the office in order for the student to remain in class. Any student

whose tuition is two months behind will be barred from class until appropriate arrangements have been made with the business manager.

## **Uniforms**

Students will be expected to wear pre-approved uniforms at all times. The goal of our school uniform is that our students will have a neat and clean appearance, showing respectfulness in their grooming.

Specific uniform requirements are:

### *Girls K-5*

uniform skirt or jumper  
short sleeved white blouse with peter pan collar  
red cardigan sweater  
white socks or blue tights  
black dress shoes

### *Girls Middle School*

Navy blue skirt or Navy blue pants  
White short sleeved polo shirt  
Red fleece jacket  
White socks  
Black dress shoes

### *Boys K-5*

Navy blue pants  
Short sleeved white oxford shirt  
black or brown belt  
navy cardigan sweater  
white socks  
black dress shoes

### *Boys Middle School*

White short sleeved polo shirt  
Khaki pants  
Black or brown belt  
Navy blue fleece jacket  
White socks  
Black dress shoes

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

hats  
bandanas  
turtlenecks  
leggings  
tennis shoes

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

If a child arrives at school not wearing a complete uniform, the parent will be called to come to the school and bring the uniform. If this is not possible, the child should be taken home and remain at home until a complete uniform is acquired. This will be considered an unexcused absence.

Students should wear their complete uniform to and from school. Students will not be allowed to change clothes at school. Students may bring tennis shoes to wear during recess and gym.