

HOPE ACADEMY

A Homeschool Co-Op



2023-2024

FAMILY HANDBOOK

3339 East 13th St. (physical address)

P.O. Box 1952 (mailing address)

The Dalles, OR 97058

541-769-0599

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www.hopeacademytd.com

Hope Academy operates under the cover of Mustard Seed Ministry and Rivers of Grace Church. Our purpose is to supply academic support to families choosing to homeschool their children. We offer instructor-led classes for grades K4/5, 1-8 in English, Math, Science, History, PE and Bible. In the afternoon we offer elective classes. These classes meet four times a week, Monday-Thursday.

FINANCIAL INFORMATION

Tuition and Fees

Hope Academy's desires to keep tuition and fees as low as possible so every family can attend this program. The fees below do not cover all the costs to operate Hope Academy or cover the actual cost of educating a student. The generous support of Rivers of Grace Church and others makes it possible to continue.

SECTION 1: REGISTRATION FEE

Kindergarten (4&5) - \$175 per student

1ST-8TH GRADE - \$275 per student

Please submit Non-Refundable Registration Fees with Application:

- **Make all checks payable to Mustard Seed Ministry**

SECTION 2: TUITION - is due on the 5th of each month

Kindergarten (4&5) - \$180 per student per month for ten months/\$1800 a year

1ST-8TH GRADE Half Day - \$225 per student per month for ten months/\$2,250 a year

1ST-8TH GRADE Full Day - \$360 per student per month for ten months/\$3600 a year

A \$100 discount is offered for families paying tuition and fees in full for the year by August 30, 2023.

SECTION 3: Volunteer Time

- Volunteering to assist in various activities is part of how we keep Hope Academy affordable for all.
- 10 hours per family for the year or a buy-out of \$300 is required.
- The Parent Team Connection (PTC) will facilitate the volunteer hours and assignments.

SECTION 4: PAYMENT OF TUITION

School policy states that tuition payments must be kept current.

- Tuition and fees can be accepted in the office by check or cash, online, or by mail.
- Do not send payment in homework folders or with students.
- Online payments are available at www.hopeacademytd.com. You must PAY THE ADDITIONAL FEE for this service.

All financial obligations for the previous school year are to be paid in full; and all past fundraiser expectations are to be completed before registration is accepted. Students may not register if accounts are not current.

When a family finds itself in particularly hard times, financial arrangements can be made with the School Director

- **Make all checks out to Mustard Seed Ministry**

VAN TRANSPORTATION

Hope Academy offers a van transportation service for local students.

- The van can pick up students in the morning, drop them off after school or do a round trip.
- This is a pre-paid only service. The cost is \$3.00 one-way and \$5.00 round trip per day.
- You must sign up with the Van Transportation Coordinator, prepay and sign permission slip prior to your child to ride the van.

SECTION FIVE: LATE PAYMENT PENALTY -- All tuition is due by the 5th of every month

The Academy reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Deny a student enrollment for the following semester.
2. Deny the continuation of educational relationships.

ADMISSION PROCEDURES AND GUIDELINES

It is the primary goal of Hope Academy to assist families in the formation and education of their students **in the Christian faith and Gospel values**. Registration means that all families are willing to comply with the programs and policies of the Hope Academy and actively participate in activities which support the school's programs and philosophy.

We adhere and teach the Biblical standards of taking care of our bodies. The Bible commands us not to allow our bodies to become "mastered" by anything. Scripture teaches us to care for our bodies, "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body". (1 Corinthians 6:12, 6:19-20). We believe to honor God with your body is to avoid any addictive substance, drugs or behavior that can damage your body or mental health.

- Any substances that knowingly damage our bodies should be avoided such as nicotine, marijuana, or alcohol.

All families who enroll their children in Hope Academy must adhere to the Oregon ESD Homeschool requirements.

Home Schooling is an educational option in Oregon. Families who choose to home school children in their care must do the following items, pursuant to [Oregon Administrative Rule 581-021-0026](#):

1. Notify the local Education Service District (ESD) of intent to home school ([ESD Homeschool Websites](#)) within 10 days of withdrawing from public or private school
2. Coordinate with HomeSchool Tester(s) to assess student growth at the end of grade levels 3, 5, 8, and 10 (testing begins 18 months after notification)
3. Submit test results to local ESD when requested

A. ENROLLMENT

1. Registration for school takes place in the spring. At that time, families with students already enrolled in grades Kindergarten through 8th will be given the opportunity to register first, then student's admission will be open to the public until classes are filled.
2. Kindergarten students **MUST** be completely potty trained before they can enroll in Hope Academy.

ATTENDANCE

A. ABSENTEEISM

Parents should make sure that their student's attendance at school has priority over all other activities. If your student will be absent due to illness, notify the school by 8:30 a.m. on the day of the absence.

- Homework can be available to be picked up at the end of the next day.

B. REQUEST FOR EARLY DISMISSAL

Regular attendance is extremely important at all levels. A written request or one in person by the parent must be provided for any early dismissal. A parent must sign their child in and out of school in the office. It is strongly recommended that medical and dental appointments be made after school hours.

C. TARDINESS

Additionally, it is important to arrive to class on time and prepared to begin the day.

- Tardiness is very disruptive and valuable teaching time is interrupted or lost when students arrive late.
- We are teaching life-long skills and being on time is an important quality for your child to learn, especially for future employment.
- **A student is tardy if he/she checks in after 8:01 a.m. Students can begin to check-in at 7:45 a.m.**
- If a student is later than 8:15 the child cannot be dropped off but needs to be signed in by an adult at the school office.
- If a consistent pattern of unexcused tardiness occurs the student will be asked to withdraw from Hope Academy.

If possible, family vacations should follow the school calendar; otherwise, instructional time in class is missed and may be reflected in the grades earned. Poor attendance does affect schoolwork at all grade levels. Twenty or more days of absence may indicate a need to consider not staying enrolled at Hope Academy.

DAILY SCHEDULE

The school office is open from 7:45 am until 3:00 pm. Please take care of school-related business during these hours.

7:45-7:59 am - Drop Off

8:00 am - School begins

12:00 pm - Dismissal for kindergarten and half-day students

2:45 pm - Dismissal for full-day students

Dropping off

- Students will enter school through the gym's double doors.
- Children must be accompanied across the parking lot.
- To use the drop off lane, pull your vehicle up directly in front of the doors before allowing children to exit vehicles.
- If you wish to walk your student into school, you must park inside the orange circle which is the designated parking area. Then proceed to walk across the marked crosswalk in front of gym doors.
- Under no circumstances are children to be walking in the parking lot unaccompanied by an adult.

Picking Up

- To pick-up your child, please line up in front of the gym's double doors outside the orange cone area, the same as was done for drop-off.
- PICK-UP PERSON MUST BE DESIGNATED PERSON ON PICK-UP FORM. Anyone else a written or email stating who will be picking them up is required. Any last-minute changes should be phone called into the school office 541-769-0599
- All students will wait with a staff member until their ride comes to pick them up. After 2:55 p.m. you will have to come to the school office and pick up your child.

DAILY PREPARATIONS FOR CLASS

Every student needs to come to school with a full water bottle, a healthy snack and SIGNED homework folder.

RELIGIOUS EDUCATION

The threefold purpose of Christian education for Hope Academy is to foster growth in faith, build community, and to serve the human community. Each school day begins with the pledge of allegiance to the American Flag followed by prayer for our country and leaders. We honor and pray for Israel and all the nations. Bible class, Scripture memorization and prayer are done daily.

- 4TH-8th grade students need their own New King James version Bible that they are allowed to write and underline in.

PHYSICAL EDUCATION

- Each morning 5th-8th grade students will walk/jog for ten minutes-please make sure your students have tennis shoes to wear during this time.
- Afternoon P.E. Classes- students need to wear appropriate P.E. clothing which includes: a T-SHIRT, MID-THIGH ATHLETIC SHORTS OR SWEATPANTS, TENNIS SHOES. **ALL** yoga pants or leggings **MUST HAVE LONG T-SHIRT OR SWEATSHIRT.**

GRADING POLICY

At Hope Academy, it is our goal to create individuals that are responsible self-motivated lifelong learners. To encourage responsibility the teachers will strive to hold students accountable for their work. We wish to help each student develop the skills needed to not only be successful in school but to be successful in life.

Kindergarten

- Grades are evaluated in a modified letter grade system using M (Mastered), P (Progressing) and E (Emerging) that helps parents and students better understand their skill level. This method is used for both academic and behavioral components.

1st Grade – 8th Grade

- Letter grades are given for all 1st through 8th grade students. This is done to create consistency and better understanding of letter grade equivalency.

All parents are required to access TrackCC to obtain communications with your students' teacher. From TrackCC you will be able to track your students' in these key areas:

- Behavior comments
- Grades homework, a quiz, or an exam
- Access any of the daily class notes that the teacher records.

It is the responsibility of the student to get missed work

Communication is key. All students are expected to arrange a meeting with their teacher to get any work done while they are absent. Homework must be turned in within TWO DAYS OF RETURNING TO CLASS TO GET FULL CREDIT. See each teacher's homework policy. Accommodations may be made to make up missed work for extenuating circumstances. Students may request additional time with the teacher to make up for missed work if needed. The teacher must approve this prior to additional time being given.

- Daily homework will always include 20 minutes of reading.
- Homework folders will go home every day. **Hope Academy is a Homeschool Co-op. Parents, your part is to follow through with the daily homework and sign-off on it WITH HONESTY.**

CONFERENCES

During the week of January 8, 2024 there will be required parent/teacher conferences. Staff will send out sign-up forms in December. For optimum benefit, it is best to have both parents present at the conference. Parents or teachers may request additional conferences during the year. Teachers may ask that parents and students both be present at conferences.

LUNCH -- For full-day students

All full-day students will need to bring snacks and lunch. Please note a refrigerator or a microwave **are not** available for students to use. Occasionally, we will be providing lunches for purchase. We will send notices home in homework folders the week before. **Soda and energy drinks are not permitted.**

SNACKS -- Pack healthy snacks for your students. Please do not send heavily sugared items for snacks.

ALLERGIES

To help protect students who have peanut/nut allergies, we strongly suggest you offer alternatives to peanut butter/nut butter for your student(s). Because this can be a life-threatening allergy that is airborne rather than ingested, we ask you to take extra precaution.

Notice of all allergy treatment needs to be provided in writing. For emergency allergic reaction treatments (bee stings, etc.), necessary medications need to be provided in the original container with detailed instructions.

- Please alert your student's teacher of any allergies your child has and any signs of reactions they need to be aware of.

PARENTS

A. CUSTODY ISSUES

Divorced or separated parents must have on school file who is and is not allowed to pick-up your child from Hope Academy. Hope Academy will not be held responsible for failing to honor arrangements that have not been made known to the school in writing.

B. CLASSROOM INTERRUPTIONS

All visitors, including parents, must report to the office. Classroom disruptions are to be kept to a minimum and learning time to a maximum.

MEDICAL

A. COMMUNICABLE DISEASES

Notify the school promptly when your student contracts a communicable disease such as COVID19, strep throat, head lice, pink eye, etc.

- If your student has a fever, they need to stay home until they are fever free for 24 hours (off medication).
- As long as there is someone in the home with a fever, **PLEASE** keep other siblings home also.
- Any student that has a fever of 99 F or above will immediately be sent home.
- **If** your student has a consistent cough, runny nose, and is overall not feeling well please keep them home.
- We strongly encourage good hand washing practices at home and at school—be a good example!

B. MEDICATION

Any student who is required to take medication at school must comply with the following State laws:

1. All medication, prescribed and otherwise, including ALL cough drops, cough syrup, and Tylenol, etc., (ChapStick and lotion are OK) must come to school in the original container, in a zip-locked bag, with the student's name on the outside of the bag. The sealed container must be brought to the school secretary immediately upon arrival at school.
2. Each bag must be clearly marked with the student's name and the dosage directions written on the "Authorization to Administer Medication" form available in the office. A signed consent form is to be kept with the medication in the zip-locked bag, giving the designated personnel permission to assist the student taking any medication.
3. A storage area is provided in the office for the safekeeping of the medication.

C. FIRST AID

Students who are injured in the classroom or playground are treated on-site or in the office. Hope Academy's staff can treat most injuries with ice, cleaning, and covering of wounds. In the event extensive care is required, parents will be notified.

D. DRESS CODE

We take pride in our school, and ourselves and because we bear witness to Christ's presence and Biblical principles the appearance of our students is of great importance. Clothing attire should be modest, age appropriate, sex appropriate (male or female) and fit.

- The Bible is a guide of conduct for Hope Academy. According to these Scriptures we require students to dress according to the sex, male or female, that was recorded on their birth certificate. Deuteronomy 22:5 "A woman shall not wear anything that pertains to a man, nor shall a man put on a woman's garment..."
- We adhere to Genesis 1:26-27. Then God said, "Let Us make man in Our image, according to Our likeness... 27 So God created man in His *own* image; in the image of God **He created him; male and female He created them.**"

Dress Code Standard:

- All tops, shirts, sweatshirts, and hoodies must be solid color with no writing or graphics, except for Hope Academy apparel.
- No slippers or pajama pants
- Leggings are not to be worn as pants – leggings must be worn with a dress or skirt
- No low-cut blouses / tops or tops with mid-section exposed/crop-tops.
- All tops need to have sleeves
- Tank tops are allowed as a layering piece or undergarment
- All skirts, shorts, skorts or dresses must be mid-thigh length or longer.
- No costumes or animal type(ears, tails, etc) of apparel are allowed to be worn except for special dress-up days.

Please make sure

- all shirts need to be tucked in or be long enough to cover their bottom when they sit down.
- all girls need to wear leggings or shorts under their skirts or dresses.

If the dress code is violated, parents will be called to bring appropriate clothing for the student or alternative clothing will be provided and a clothing charge will be added to the parent's bill.

ELECTRONIC DEVICES / CELL PHONES / SMART WATCHES

We have a no personal electronic devices policy. Cell phones, IPODS, Smart Watches and other electronic devices should be kept in backpacks and turned off. They can be used only in the school office to contact a parent. Electronic devices used during school time (7:45 am - 2:45 pm) will be confiscated and returned at dismissal. Please note van transportation rules for electronic devices.

UNKINDNESS

Name-calling or making jokes at another person's expense will not be tolerated and will be considered a disciplinary matter.

Unacceptable Behavior: screaming, hitting, biting, rudeness, lying, swearing, kicking, and threats of any kind to anyone.

WE HAVE ZERO TOLERANCE FOR A CHILD HITTING ANYONE; another child, a volunteer or teacher. THE CHILD'S PARENTS WILL BE CONTACTED IMMEDIATELY TO COME GET THEIR CHILD. THE CHILD WILL be suspended FROM THE CLASS. The period of the suspension will be determined by the Director.

If your child has been suspended or expelled from a private or public school at any age level, Preschool on up, they will not be allowed to attend Hope Academy until approved by the Director. **Due to the severity of some behaviors that lead to being expelled or suspended from school, there is too great of a risk of harm to other children and to the volunteer workers. Our goal is to keep all children safe emotionally and physically.**

DISCIPLINE

Discipline is considered an aspect of moral guidance and not a form of punishment. In a pleasant atmosphere of study and work, students are taught acceptable patterns of behavior and responsibility. The staff strives to teach self-discipline rather than impose discipline.

- **Every student has a right to learn without continued disruption and every teacher has a right to teach without constant disruption.**
- Each teacher and class have specific rules for a positive learning environment.
- Parents are expected to support the teacher in carrying out his/her specific discipline policy.

A. DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

- Referral by teacher
- Conference with student in the principal office
- Denial of privileges and / or extra-curricular activities
- Natural consequences
- Behavior Plan
- Suspension
- Expulsion

B. SUSPENSION / EXPULSION

Suspension results from severe violation of the school's behavior expectations. Classwork will be assigned to be completed for re-admission.

The principal may suspend students immediately for the following behavior:

- Being involved in a fight
- Refusal to obey any teacher
- Leaving school property without permission
- Being disrespectful to any teacher, staff member, or person in authority.
- Using inappropriate language or gestures
- Harassment or bullying of a grave nature
- Doing or saying anything that could endanger themselves or others
- Having any kind of knife or weapon with them

- Situations determined by the principal to warrant suspension

Expulsion will occur following a consistent pattern of disruptive behavior over a period of time, if repeated efforts to remedy the situation by working with the parents, teacher, (administration), and the student are not amenable. Expulsion will occur when a student has committed a serious offense against state and city laws or school regulations.

C. POST ENROLLMENT ISSUES

Hope Academy is a homeschool co-op and not equipped to serve all students. If a question arises as to a student's specific learning needs after enrollment, the school will contact the parents. If the principal determines that the Hope Academy school program cannot provide the best program for the special needs of a student, parents will be asked to withdraw the student and place him / her in another program that is better equipped to meet the student's needs.

Likewise, if the school determines that a student's behavior is such that his / her education or the education of other students is jeopardized, he/she may be asked to withdraw from the school after consultation with the student's teacher and the student's parents.

If the principal becomes aware of any other information, which negatively affects the life of the school, the student may be asked to withdraw.

CONFLICT RESOLUTION GUIDELINES

The following steps are designed to assist any parent who has a complaint about the school's policies, programs, procedures, or employees.

Step One: Try to resolve the problem with the individuals who are directly involved. A problem involving a student in his/her classroom should be discussed with the teacher. More than one discussion may be required.

Step Two: Bring the situation to the attention of the principal, who is to serve as a mediator between the aggrieved parties.

MAJOR INFRACTIONS

Major infractions are severe offenses and may be deemed by the administration to result in immediate expulsion.

A. HARASSMENT AND BULLYING

Everyone at Hope Academy is committed to making our school a safe and nurturing environment for all students. We seek to eliminate hurtful behaviors and to provide all students with the skills to assist the victims of such behavior. Bullying and aggressive actions do not have a place at Hope Academy. We will treat others with respect, and we will refuse to tolerate bullying behavior. At the same time, we will promote positive characteristics for students to emulate.

Physical violence or the threat of physical violence is referred to as assault, menacing or bullying. Included is fighting in a school building, on the school grounds or nearby vicinity, or at school-sponsored activities. Menacing is willfully threatening to assault a fellow student or a faculty member. Bullying is any behavior that contributes to a hostile education environment, including cyber bullying.

We do not attempt to list every behavior because we expect common sense and conscience to be a student's major guide. If a student destroys school property, writes on walls, leaves

the playground, or some other obvious violation of trust, it WILL NOT BE ACCEPTABLE to say, "It wasn't listed in the handbook, and therefore, I didn't know it was a rule."

GENERAL INFORMATION

School Dates and Times

- The first day of school will be September 5, 2023
- The last day of school will be June 06, 2023
- Open House is August 28, 2023 at 6:00 p.m.

Morning Time for K-8th grade Teachers

The teachers need time each morning to prepare for their class. We ask that if you need to speak to a teacher, please wait until the end of the day, email them to make an appointment or send a note with your student.

Holiday Breaks

- Thanksgiving - The full week of Thanksgiving
- Christmas – The same as D21 public school calendars
- Most of the legal holidays- check school calendar, Facebook page or Hope Academy's web page
- Easter/Spring Break – Same as D21 public school calendar

Snow Day or other school closure days

- We will normally follow The Dalles (D21) public school closures for snow or other weather conditions.
- Because of our location we may close more often than the public school.
- If we are closing, we will send out a group text by 6:30a.m. and post it on Hope Academy Facebook.
- Please make sure the school office has your correct cell phone number.

Closed Campus

Hope Academy has a *closed campus*. Students are not to leave the building except when escorted by a guardian, teacher or staff member. Students must bring their snack and lunch each day.

SOCIAL MEDIA

Negative or derogatory comments about Hope Academy, its students, administrators, or staff are not to be posted on social media sites. Parents and students should take issues or concerns to the appropriate staff rather than making inflammatory remarks on social media. Inflammatory remarks could result in school expulsion.

STUDENTS AND STAFF SAFETY

We want a safe and positive environment for all who are involved with Hope Academy. All staff and volunteers will have background checks and renewed every two years. We will try to have the “no student alone with other student or adult” always enforced.

Please be praying daily over Hope Academy and student’s protection. We will pray for you and ask that you pray for us, for wisdom, knowledge and understanding to glorify God in all we do and say.

Please sign, remove and return the Family Handbook & Code of Conduct Agreement Form on the next page.

Hope Academy Director: Pastor Cindy McLean, mustardseed.td@gmail.com

FAMILY HANDBOOK & CODE OF CONDUCT AGREE



