



Student/Parent Handbook **K-5th Grade**



HOPE Community Academy
720 Payne Ave St. Paul, MN 55130
Phone: 651-796-4500 Fax: 651-796-4599
www.hope-school.org



Table of Contents

Director’s Welcome (Tuam Thawj Tswj Txais Tos)	4-5
Academic	6-9
Conferences	6-7
Homework	6-7
Report Cards	6-7
Grading Scale	8-9
Attendance	10-13
Breakfast/Lunch	12-13
Communication	12-13
Newsletter	12-13
Changes in Information	12-13
Teacher Websites	12-13
Daily Routine	14-15
Discipline	16-21
Early Release	20-21
Extracurricular Programs	22-23
Field Trips	22-23
Guidance	24-25



HOPE’s Mission Statement

HOPE Community Academy

The mission of HOPE (Hmong Open Partnerships in Education) Community Academy is to provide students in grades K-8 with a rigorous academic foundation, focusing on the mastery of fundamental and higher-order thinking skills that prepare them for life-long learning, while instilling in them the finest Hmong and American values.



Lub Hom Phiaj

Lub hom phiaj ntawm tsev kawm ntawv HOPE Community Academy yuav muaj kev qhia ntawv rau cov me nyuam qib K-12 txog kev kawm ntawv zoo ua kom muaj kev txawj ntse uas yuav pab lawd lub neej ntev mus yav tom ntej, tsis tag li xwb tseem khaws lub cwj pwm Hmoob thiab Asmesliv-kas.

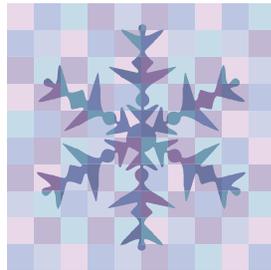
HOPE Community Academy
720 Payne Ave St. Paul, MN 55130
Phone: 651-796-4500 Fax: 651-796-4599
www.hope-school.org



WEATHER

HOPE Community Academy may follow St. Paul Schools in the event they close due to weather. Schools officially close in bad weather. Decisions to close schools are made and reported by 6:30 a.m. For important school closing information, parents should check one of the following:

- WCCO Radio (830 AM)
- WCCO TV (Channel 4)
- wccoradio.com
- School Messenger (via phone)



HUAB CUA

HOPE Community Academy yuav taug raws li cov tsev kawm ntawv hauv St. Paul thaum lawd kaw tsev kawm ntawv vim huab cua phem. Tsev kawm ntawv yuyav kaw thaum muaj huab cua phem heev. Kev txiav txim kaw tsev kawm ntawv thiab yuav muaj tshaj tawm rau thaum 6:30 a.m. Yuav kom paub xom xwm tseem ceeb txog kev kaw tsev kawm ntawv, cov niam txiv yuav tau hloog cov xov tooj cua hauv qab no:

- Vib tha nyub WCCO (830 AM)
- WCCO TV (Tshooj 4)
- Saib hauv internet wccoradio.com
- Lwm tshooj tshaj xov xwm



Table of Contents

Health Information	26-29
Medications	26-27
Illness	26-27
Immunizations	28-29
Lockers	28-31
Personal Belongs	30-31
Pre-School Program	30-31
School Security	32-33
School Property	32-33
Special Occasions	34-35
Hmong New Year	34-35
Open House	34-35
Student Records	34-35
Transportation	36-37
Uniforms	38-39
Vandalism	40-41
Weather	42
Mission Statement	43





Dear Parents and Students,

Welcome to HOPE Community Academy! We hope that you will soon feel at home and that you will find much to enjoy and appreciate at HOPE. This handbook contains important information for you regarding school wide expectations, procedures, and guidelines. This handbook also includes information concerning school closings due to holidays, weather, conferences, and professional development for the school staff. Please be sure to read through the entire handbook and if you should have any questions, feel free to call the school office at 651-796-4500.

Parents are welcome to visit their child’s classroom anytime. However, we ask that you stop in the office when you arrive. Again, welcome to HOPE! We look forward to a great year, filled with learning.

Maychy Vu, Executive Director



Vandalism

Cov tub/ntxhais kawm ntawv twg uas txhob txwm muab tsev kawm ntawv tej khoom tsoo kom puas yuav tsum raug them cov khoom ntawvd. Yog cov tus/ntxhais kawm ntawv twg txhob txwm muab tsev kawm ntawv cov khoom tsoo kom puas, lawd yuav raug xa mus tsev los yog raug lwm lub txim. Yog lawd ua raug yam khoom puas yuam kev, lawd yuav tsum hais qhia rau tus xib hwb los yog tom hoob kas paub tam siv.

Tej Yam Txhob Txwm Ua:

- Khij phab nta, rooj, cov phau ntawv kawm, los yog lwm yam
- Tsoo qhov rai, computers, lwm yam
- Muab tej chaw du du kos
- Tsoo rooj, los yog lwm yam khoom hauv tsev kawm ntawv
- Dai, ce tej phab ntas thaiv hauv tsev dej los yog txhob txwm tso dej nyab hauv tsev dej
- Tsoo cov lockers
- **Lwm lwm tus tub/ntxhais kawm ntawv tej ntaub ntawv hauv lub computer**

Cov Phau Ntawv Kawm

Txhua txhua phau ntawv kawm thiab cov phau ntawv hauv library tsuas yog nqiv rau cov tub/ntxhais kawm ntawv siv rau lawd txoj kev kawm hauv lub xyoo kawm ntawv xwb. Yuav tsum khaws cov phau ntawv no kom tsis txhob puas thiab ceb muag. Cov tub/ntxhais kawm ntawv **YUAV TSUM** raug them cov phau ntawv uas nws ua xiam los yog puas lawm. Yog cov tub/ntxhais kawm ntawv twg them tis taus phau ntawv uas nws ua xiam los yog ua puas, lawd yuav tsum ua huaj lwm hauv lub tsev kawm ntawv los them tus nqi ntawd. Yog nws them phau ntawv uas xiam lawm es ho nrhiav tau, yuav thim nws qhov nyiaj rov qab.

Cov Nqi

Yob xiam los yog puas lawm, cov tub/ntxhais kawm ntawv yuav tau them cov nqi teev hauv qab no thiab:

- Cov phau ntawv hauv library (Media Center Library thiab lub library hauv hoob kawm ntawv)
- Lub laij leb (Calculators)
- Cov cuab yeej siv hauv Science (beakers, scales, etc.)
- Tus maib mev (Rulers)
- Lwm yam uas qiv hauv lub tsev kawm ntawv/tus xib hwb





Vandalism

Students who destroy or vandalize property will be required to pay for losses or damages. If students destroy school property on purpose, they may receive a school suspension or other form of discipline. If they damage something by accident, they should tell a teacher or the office immediately.

Examples of Vandalism:

- Writing on walls, tables, textbooks, or other surfaces
- Breaking windows, computers, etc.
- Carving into any surface
- Destroying tables, desks, or other school property
- Hanging on bathroom stalls or purposefully flooding bathroom
- Damaging lockers in any way
- **Deleting any student files off the computer**

Textbooks

All basic texts and library books are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students **WILL BE REQUIRED** to pay for lost or damaged books. If students can not afford to pay for a textbook that is damaged or lost, they will be required to work around the school until the cost of the book is repaid. If the student pays for a lost book and then the book is found, the student will get his/her money back.



Fees

If lost or damaged, students will have to pay for these items as well:

- Library books (Media Center Library and classroom library)
 - Calculators
 - Science lab equipment (beakers, scales, etc.)
 - Rulers
 - Anything else borrowed from the school/teacher



Hawm txog Cov Niam Txiv thiab Cov Tub/Ntxhais Kawm Ntawv,

Zoo siab tos txais nej tuaj rau haud HOPE Community Academy! Peb cia siab hais tias tsis ntev no nej yuav muaj kev khab seeb thiab txaus siab txog HOPE. Phau ntawv no yuav qhia txog tej ntsiab lus tseem ceeb xws li tsev kawm ntawv cov txheej txheem kev cai. Phau ntawv no kuj teev cov hnuv lub tsev kawm ntawv yuav kaw vim muaj so, huab cua phem, muaj rooj sab laj, nrog rau cov hnuv uas cov xib hwb mus kawm txog kev cob qhia pab rau lawd tus kheej. Thov nyeem phau ntawv no kom tas es yog koj muaj lus nug, tsis txhob ua siab deb, hu tuaj rau lub tsev kawm ntawv ntawm tus xov tooj 651-796-4500.

Peb zoo siab txais tos cov niam cov txiv tuaj ncig xyuas nej cov me nyuam cov chav kawm ntawv txhua lub sij hawm. Thaum nej tuaj txog, peb xav kom nej los hauv chav lis fai (office) ua ntej. Zoo siab txais tos nej tuaj rau haud HOPE! Peb cia siab hais tias xyoo no yuav muaj ntau yam kev kawm zoo heev.

[Maychy Vu, Executive Director](#)



ACADEMIC

Conferences

Parent conferences are scheduled in November and March. Conferences at HOPE are student-led; therefore, all students should attend with their parents. Teachers will notify parents prior to the scheduled conference dates to set conference times. Parents need to return the notices indicating when they can attend. Return the notices indicating when you can attend.

Homework Guidelines

- Homework assigned by teachers is to reflect the standards the students are working on in class.
- Directions will be given to students with the assignment.
- Parents need to provide quiet study space and time for their student to do daily homework. Turn off the TV and any other distractions.
- Parents are not to do the child's homework for them, but they should check with child to see they understand the work. Explanations and discussions can be done in Hmong and/or English as appropriate.
- Teachers may choose to assign reading and/or math drills as homework to support student's learning. Note: Students should record this as homework in their planners.
- The amount of time that parents should expect students to spend on homework is recommended to be assigned in 10 minute increments appropriate to the students' grade level; for example 10 minutes of homework for first grade, 20 minutes for second grade, etc.,
- **Homework Requests:** If students/parents know they will miss school in advance, they should call the school to arrange for the work they will be missing. Teachers need at least **3 FULL DAYS** to get materials together.



Report Cards

HOPE Community Academy is on a semester schedule. Report cards will be given out at the end of each semester.



RIS TSHO HNAV KAWM NTAWV

HOPE Community Academy yog ib lub tsev kawm ntawv muaj hnav ris tsho kom sib xws. **Txhua tus me nyuam yuav tsum hnav cov ris tsho nov txhua hnuv.**

Keu hnav ris tsho li no pom tau hais tias muaj ntau yam zoo, swx li:

- Muaj kev hwm rau cov tub.ntxhais kawm ntawv.
- Pab tau kom tsis txhob muaj kev sib tw yuav ris tsho zoo/tshiab hnav.
- Pab cov tub.ntxhais kawm ntawv kom tsis txhob tau xaiv ris tsho.
- Pab kom txhob hnav ris tsho tsis zoo los yob li cov neeg phem.
- Pab qhia hais tias kev kawm ntawv yog qhov tseem ceeb tshaj.

HOPE cov ris tsho muaj xws li:

- Hnav ris/tiab xim xiav doog cov tiab yuav tsum txij hauv caug los yog ntev dua. Hnav tau jeans rau hnuv Friday yog nws yeej hnav ris/tiab siav doog hnuv Monday-Thursday lawm.
- Siv yuav tsum sia tuav lub ris kom nyob saum duav. Yuav tsum yog xim siav doog, dub los yog xim av.
- Tsho xim dawb muaj khawm ntawm xub ntiag– koj yuav hnav ib lub tso dawb tuaj hauv qab lub tsho nov los tau. **TSIS PUB HNAV COV TSHO MUAJ XIM LOS YOG COV T-SHIRTS UAS SAU NTAWV RAU.**
- Khau Raus (yuav tsum zoo saib/tsis pub rau khau luj siab). Txhua tus tub/ntxhais kawm ntawv yuav tsum muaj ib nkawg khnau ntaub nyob rau tom tse kawm ntawv rau hoob P.E.
- Tsho sov (pub hnav lub caj ntuj no swb-yuav tsum yog ib xim xwb, siav dooglos yog dawb. Tsis pub muaj hnav tshos los yog kaus mom).

Yog ib tug tub/ntxhais kawm ntawv twg tuaj kawm ntawv tsis hnav cov ris tsho kawm ntawv, nws yuav tsum hu mus tse kom ib tug nqa nws cov ris tsho tuaj rau nws hnav tom tse kawm ntawv, los yog tej zaum lub tse kawm ntawv yuav muab ib ce rau nws qiv hnav rau hnuv ntawd. Yog qhov no ua teeb meem mus li, tus tub/ntxhais kawm ntawv no yuav tau mus nyob txim uas yog noj sus nrog tus thawj tswj lub tsev kawm ntawv thiab ua hauj lwm dawb.



UNIFORM

HOPE Community Academy is a uniform school. **All students are required to wear a uniform every day.**

Uniforms have been proven to have many benefits:

- They reinforce a healthy respect for students and their appearance.
- They eliminate the peer pressure to buy/have the latest fashions.
- They help students get ready for school- no deciding what to wear.
- They prevent any gang influence (colors/clothes).
- They reinforce that academics are most important.

The HOPE Uniform includes:

- **Navy blue bottom** (pants/skirt/jumper/shorts) Skirts must be knee length or longer. Shorts must be mid thigh or longer. **NO JEANS OF ANY KIND.**
- **Belts** must be worn to keep pants at waist level. Must be navy blue, black or brown.
- **Plain white/light blue/navy collared shirt.** NO T-SHIRTS/Tank tops.
- **Shoes** must be appropriate for school and play. No flip flops or high heels are allowed for safety reasons.
- **Sweatshirts** must be plain navy/white. No pockets/hoods.

If a student comes to school out of uniform he/she may be required to call home and have one brought to school, or the school may have one for the student to use for the day. If this becomes an on-going issue, HOPE counselor will contact the family to help them resolve the problem.



KEV KAWM NTAUB KAWM NTAWV

Cov Rooj Sab Laj

Cov rooj sab laj nrog niam txiv muab teem rau lub 11 Hlis Ntuj thiab lub 3 Hlis Ntuj. Cov rooj sab laj hauv HOPE yog cov tub/ntxhais kawm ntawv ua cov coj; yog li txhua tus tub/ntxhais kawm ntawv yuav tsum nrog niam txiv tuaj. Cov xib hwb yuav ceeb toom rau cov niam txiv ua ntej teem sij hawm. Cov niam txiv yuav tau teb qhia lub sij hawm haum rau lawd. Xa daim ntawv qhia hais tias koj tuaj tau rov qab tuaj.

Cov Txheej Txheem Ntawm Cov Homework

- Cov ntawv uas cov xib hwb muab rau cov tub/ntxhais kawm ntawv nqa los ua tom tsev yuav qhia hais tias lawd kawm dab tsi.
- Cov tub/ntxhais kawm ntawv yuav tau kev qhia hais tias yuav ua lawd cov ntawv li cas.
- Niam txiv yuav tsum muaj chaw thiab caij nyoog kom ntsiag to rau lawd ua lawd cov ntawv. Tua lub TV thiab tej yam uas yuav cuam tshuam me nyuam txoj kev kawm ntawv.
- Tsis pub cov niam txiv ua cov tub/ntxhais kawm ntawv cov homework tab sis nrog xyuas seb cov tub/ntshais kawm ntawv puas to taub lawd cov ntawv. Kev qhia thiab kev sib tham hais ua lus Hmoob los yog lus As Kiv los yeej tau.
- Cov xib hwb yuav xaiv kev nyeem ntawv thiab/los yog leb ua homework los pab cov tub/ntxhais kawm ntawv txoj kev kawm. Cov tub/ntxhais kawm ntawv yuav tsum sau rau haud lawd phau teev caij nyoog hais tias yog homework.
- Sij hawm xav kom cov tub/ntxhais kawm ntawv siv ua homework yog 10 feeb kom haum raws li tus me nyuam lub hnuv nyoog; xws li 10 feeb rau qib 1, 20 feeb rau qib 2.
- **Thov Cov Homework Mus Ua:** Yog paub ua ntej lawm hais tias yuav qhaj ntawv, lawd yuav tsum hu tuaj rau lub tsev kawm ntawv kom nrog xyuas tej ntawv kawm rau lub sij hawm yuav qhaj coj mus ua. Yuav tsum muab **3 HNUB TSEEM** rau cov xib hwb npaj cov ntaub ntawv no.

Daim Report Card Yuav Qhia Txog Tus Me Nyuam Kev Kawm Ntawv

HOPE Community Academy faib kev kawm ua ob (2) lub semester. Daim report card yuav muab xa tawm rau thaum lub semester xaus.



Grading Scale:

- 4 Student exceeds grade level standards for the grading period. (Above standard)
- 3 Student is meeting grade level standards for the grading period. (Meets standard)
- 2 Student is at basic grade level standard for the grading period. (Beginning)
- 1 Students is working below grade level standards for the grading period. (Not Yet)
- NE Not evaluated during this grading period.



These grades reflect how the student is performing on the expected grade level outcomes at this time of formal evaluation. A grade of "3" in the fall does not mean the student has already met the year-end outcomes, but that the student has proficiently met expectations to this point. If the student continues to progress at this pace, he/she is likely to meet year-end grade level expectations by June.

5th Grade:

5th grade students will receive report cards that represent their academic scores as letter grades and number scores. This is to help them transition to the GPA/letter grade system used at most high schools. They will receive letter grades for each subject, which is an average of the number scores within each subject. Example: A student receives a B in Math: She gets a 4 in addition, a 3 in subtraction, a 3 in multiplication, and a 2 in division.

- A- 90-100%/Excellent
- B- 80-89%/Very Good
- C- 70-79%/Average
- D- 60-69%/Below Average
- F- Below 60%/Failing



TSHEB THAUJ

Safeway Bus Company yog lub npav thauj me nyuam kawm ntawv rau HOPE Community Academy. Txhuaj tus me nyuam yuav tau ua raws li txoj cai uas Safeway teev tseg kom muaj kev nyab xeeb. Cov tubntshais kawm ntawv yuav kawm kev cai caij npav thaum lub caij nplooj ntoos zeeg (fall) thiab yuav teev cov cai qhia xws li:

- Cov tubntxhais kawm ntawv yuav tsum nyob tom qhov chaw tos npav 10 feeb ua ntej lub npav tuaj, thiab yuav tsum hnav ris tsho kom haum raws hua cua.
- Cov tubntxhais kawm ntawv yuav tsum zaum twj ywm hauv lub npav.
- Cov tubntxhais kawm ntawv uav tsum sib hwm thiab hwm tus tsav npav.
- Tsis pub noj los yog haus dab tsi li hauv lub npav.
- Cov tub/nthais kawm ntawv yuav tsum tsis txhob cev tes thia lub crv tawm lub npav sab nraud.
- Cov tub.ntxhais kawm ntawv yuav tsum hla kev kom nrug deb pem tob hau npav.
- Cov tub ntxhais kawm ntawv yuav tsum caij lub npav uas thauj nws mus kawm ntawv los xwb.
 - Hog nws yuav caij lwm lub npav, nws niam/txiv yuav tsum sau ntawv rau nws nqa tuaj.

Tus tsav npav yuav sau cov tub/ntxhais kawm ntawv uas tsis mloog lus cov npe es muab rau tom HOPE lub hook kas. Cov tswj lub tsev kawm ntawv mam nrog lub npav company xyuas txog cov teeb meem no. Safeway tus xov tooj yog (651) 451-1375





TRANSPORTATION

Safeway Bus Company provides transportation for HOPE Community Academy. All students riding the bus must follow safety procedures put in place by Safeway. Students receive a safety demonstration in the fall and rules will be outlined.

These include:

- Students must be at their bus stop 10 minutes before pick-up time and dressed appropriately for the weather.
- Students must be seated at all times.
- Students must show respect for others on the bus and the driver.
- No food or drink on the bus.
- Students must keep feet and body out of the aisle.
- Students must keep hands, arms and body inside the bus.
- Students must cross at a safe distance from the front of the bus.
- Students must ride their assigned bus to and from school.
 - If a student needs to take a different bus, the student must bring a signed note from a parent.

Bus drivers write up students who do not follow the rules and will give it to the HOPE office. School administration will handle all bus issues in cooperation with the bus company. Safeway's phone number is (651) 451-1375.



Grading Scale:

- 4 Cov tub/ntxhais kawm ntawv siab dua nws hoob nyob rau lub caij muab tus grade no. (Siab dua)
- 3 Tus tub/ntxhais kawm ntawv siab li qib nws kawm rau lub caij muab tus grade no. (Tib yam li hoob nws kawm)
- 2 Tus tub/ntxhais kawm ntawv tseem nyob rau qib pib rau lub caij muab tus grade no. (Pib)
- 1 Tus tub/ntxhais kawm ntawv nyob qis tshaj hoob nws kawm rau lub caij muab tus grade no. (Not Yet -Tsis Tau) NE tsis tau ntsuam xyuas txog rau lub caij muab tus grade no.



Cov grades no qhia tau hais tias tus tub/ntxhais kawm ntawv kawm tau zoo li cas nyob rau nws hoob rau lub caij los tshuaj ntsuam no. Tus grade uas yog "3" nyob rau thaum fall tsis txhais tau hais tias tus tub/ntxhais kawm ntawv twb kawm tau zoo rau lub xyoo ntawd lawm, tab sis tus tub/ntxhais kawm ntawv yeej kawm tau zoo los txog rau lub sij hawm no. Yog hais tias tus tub/ntxhais yeej kawm tau zoo li no mus ntxiv, nws yeej yuav kawm tau zoo li qhov tau npaj tseg nyob rau thaum lub 6 hli ntuj.

5th Grade:

Cov tub/ntxhais kawm ntawv uas kawm qib 5 yuav tau txais cov report cards raw li lawd txoj kev kawm uas ua tu ntawv los yog leb. Qhov no yog ib qho hla los mus rau tus GPA/tsiaj ntawv uas sij nyob rau cov high schools feem coob. Lawd yuav tau txais tus grade ua tsiaj ntawv rau tej yam lawd kawm, uas yog nruab nrab ntawv tej yam lawm kawm. Xws li: Ib tug tub/ntxhais kawm ntawv tau B nyob rau hoob leb: Nws tau 4 nyob rau qhov muab sib ntxiv (addition), tau 3 nyob rau qhov mua rho (subtraction), tau 3 nyob rau multiplication, thiab 2 nyob rau division.

- A- 90-100%/Zoo Tshaj Plaws
- B- 80-89%/Zoo Heev
- C- 70-79%/Nruab Nrab
- D- 60-69%/Qis Tshaj Nruab Nrab
- F- Below 60%/Poob





ATTENDANCE

All students have the right to learn. Regular attendance and on-time arrival at school are very important for the students' educational success. Students cannot make adequate progress if they are not in school. HOPE Community Academy has a 10-month school year that runs from mid-August through mid-June. It is important that students attend classes consistently throughout the school year in order to achieve at a high level.

Minnesota Law: Students who miss three or more days without a valid excuse are considered truant and will be referred to the Ramsey County Attorney's Office Truancy Intervention Program (TIP). **Note:** Four tardies equals one day of unexcused absence.

If a student is absent or late for any part of the day...

Parents **must:**

- Call the school with the reason the student is not in school.
- Send a note for the teacher upon return to school.
- Send a doctor's note if the student is absent for more than three consecutive days.

Students **must:**

- Ask the teacher for make-up work three days before any extended absence (3 or more days) to receive make-up work.

Excused Absences:

- Sick
- Doctor's visit
- Religious Holiday
- Family emergency (death, fire, etc.)

Unexcused Absences:

- Stay home to baby-sit
- Overslept
- Missed Bus
- Too Cold



TEJ LUB CAIJ NYOOG ZOO

HMONG LUB PEB CAUG

Hmoob noj peb caug yog tib lub koom txhoo uas HOPE uas xwb. Cov tub/ntxhais kawm ntawv yuav koom ua kev lom zem ua ke rau lub 11 hlis txhua xyoo. Yuav xa ntawv qhia hnuv thiab sij hawm rau cov niam txiv paub. Lwm lub koom txhoos (holidays) swx li Thanksgiving, Christmas thiab lwm yam yuav muab qhia nrog ua ke rau hauv cov ntawv kawm raws li cov xib hwb npaj.

QHIB TSEV KAWM NTAWV

HOPE qhiab tsev kawm ntawv ob zaug hauv ib lub xyoos twg, ib zaug lub caij nplooj ntoos zeeg, ib zaug thaum lub ciai ntuj no (winter). Nqua hu sawv daws tuaj ntsib cov xib hwbm saib cov hoob, ntsib cov thawj tswj lub stev kawm ntawv, thiab nrog peb noj khoom txom ncauj.

TUB/NTXHAIS KAWM NTAWV COV NTAUB NTAWV

Hope Community Academy muaj ntaub ntawv ceev cia txog cov tub/ntxhais kawm ntawv. Cov niam txiv muaj cai:

- Tuaj tshawb xyuas tus me nyuam cov ntaub ntawv.
- Kom tsev kawm ntawv luam ib cov qauv pub dawb rau niam txiv.
- Kom tsev kawm ntawv ib tug piav hia cov ntaub ntawv rau niam txiv.
- Hais kom muaj rooj sib hais txog cov ntaub ntawv hauv tsev kawm ntawv.
- Coj kws lij choj (lawyer) los is ib tug neeg pab niam txiv (parent advocate) tuaj mus xyuas cov ntaub ntawv nyob hauv tsev kawm ntawv.

Yuav tau sau ib tsab ntawv tuaj rau tus thawj tswj (School Director) ces nws mam tso cai tsis pub dhuau 10 hnuv ua hauj lwm txij hnuv sau tsab ntawv ntawd tuaj. Cov niam txiv twg uas tsis txaus siab rau cov ntaub ntawv yuav tau sau ib tsab ntawv piav txog qhov lawm pom. Niam txiv tsab ntawv no yuav muab ceev cia nrog tus tub/ntxhais kawm ntawv no cov ntaub ntawv.

Tswv kawm ntawv yuav tsis kam muab tus my nyuam tej ntaub ntawv tso tawm rau ib tug neeg twg yog hais tias tsis tau kev tso cai ntawm niam txiv los. Tiam sis, peb muab tau cov ntaub ntawv tso tawm yam tias tas tau niam txiv kev tso cai yog hais tias:

- Tu s tub/ntxhais kawm ntawv hmoov mus rau lwm lub tsev kawm ntawv.
- Tsev kawm ntawv ua raws tsev hais paub xaj tuaj.



SPECIAL OCCASIONS

HMONG NEW YEAR

Hmong New Year is the only holiday officially celebrated at HOPE. Students will celebrate this holiday at school assemblies in November of each year. Parents will be notified of dates/times. Other holidays such as Thanksgiving, Christmas, etc. may be incorporated into the curriculum as an educational experience at the discretion of the teacher.



OPEN HOUSES and CONFERENCES

HOPE holds an Open Houses in the fall, and Parent/Teacher Conferences in the fall and winter. See Master Calendar for dates. All families are encouraged to attend in order to meet teachers and school administrators, visit classrooms, and enjoy some refreshments.

STUDENT RECORDS

HOPE Community Academy provides access to student academic records. Parents have the right to:

- Inspect and review the contents of the educational records.
- Obtain one copy of the education records at no charge.
- Receive an explanation and interpretation of the educational records from school personnel.
- A hearing related to the contents of the educational records.
- Bring an attorney or parent advocate to review educational records.

A written request must be made to the School Director and access will be granted within ten business days of the receipt of the request. Parents who disagree with information contained in a student's records may submit a written statement explaining their views. The parent's statement will be included in the student record.

The school will not permit access to, nor release the educational records to third parties without the consent of the parents. However, educational records can be released without a parent's consent for the following reasons:

- Student is transferring to another school.
- School is complying with a judicial order.



KEV TUAJ KAWM NTAWV

Txhua tus tub/ntxhais kawm ntaawv muaj cai kawm. Kev tuaj mus kawm ntaawv tsis tu ncuav thiab tuaj raws sij hawm yog ib qho tseem ceeb rau cov tub/ntxhais kawm ntaawv txoj kev kawm mus lawm yav tom ntej. Cov tub/ntxhais kawm ntaawv twg pheej qhaj ntaawv yuav kawm tsis tau raws li npaj cia. HOPE Community Academy muaj kawm ntaawv 10 lub hlis, pib lub 8 hli nrab mus txog lub 6 hli nrab. Nws yog ib qho tseem ceeb heev cov tub/ntxhais kawm ntaawv yuav tsum rau siab thiaj kawm mus tau qib siab.

Minnesota Txoj Cai: Cov tub/ntxhais kawm ntaawv twg uas qhaj txog 3 hnuv los yog tshaj, es tsis muaj pov thawj txaus xam tau hais tias nws tsi kawm ntaawv, ces yuav raug xa mus rau Ramsey County Attorney's Office Truency Intervention Program (TIP). **CEEV TOOM:** Tuaj lig txog 4 zaug yuav suav ib yam li qhaj ib hnuv ntaawv.

Yog ib tus tub/ntxhais kawm ntaawv twg qhaj los yog tuaj kawm ntaawv lig... Niam txiv **yuav tsum:**

- Hu qhia tsev kawm ntaawv seb yog vim li cas nws tsis tuaj kawm ntaawv
- Xa ib daim ntaawv tuaj rau tus xib hwb hnuv tus tub/ntxhais rov tuaj kawm ntaawv.
- Hais kom tus kws kho mob sau ntaawv yog hais tias tus tub/ntxhais kawm ntaawv qhaj ntau tshaj 3 hnuv sib lawv liag.

Cov tub/ntxhais kawm ntaawv **yuav tsum:**

- Hais rau tus xib hwb 3 hnuv ua ntej nws yuav qhaj ntaawv mus ib lub sij hawm (3 hnuv los yog tshaj) kom tus xib hwb muab cov ntaawv rau nws nqa mus ua kom tsis txhob poob qab.

Qhaj ntaawv uas muaj pov thawj txaus:

- Mob
- Mus ntsib kws kho mob
- Caiv raws txoj kev cai ntseeg
- Tsev neeg tau kev nyuab siab (ploj tuag, tsev kub nyhiab, lwm yam)

Qhaj ntaawv tsis muaj pov thawj:

- Nyob zov me nyuam tom tsev
- Pw sawv lig
- Mus tsis ncav npav
- No heev



Absences:

If a student must be absent, he/she must bring a note to the teacher upon return to school. Teachers will make arrangements with students to complete any missed assignments.

BREAKFAST/LUNCH

All students are served breakfast and lunch daily free of charge. Students must eat the school food everyday. They may not bring their own from home.

COMMUNICATION

Grade Level and School Newsletters

Grade Level and school newsletters will be sent home with students containing important information, which may include calendar updates, student work, monthly lunch menu, special events, information on the standards, and other important information about HOPE. Please read carefully and call the main office for any translation needs.



Changes in Information

It is the parents' responsibility to let the school know of any changes in family information **immediately**. Changes include address, phone, family status, guardian, emergency contact, etc. This information is very important so HOPE can contact parents about their child.



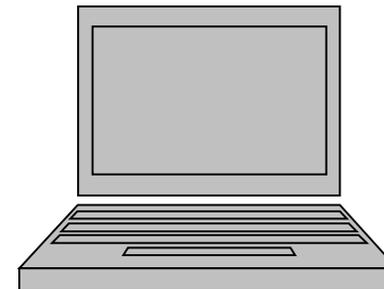
KEV NYAB XEE HAUV TSE KAWM NTAWV THIAB COV TUB/NTXHAIKAWM NTAWV

Txhua tus tuaj xyuas lub tsev kawm ntawv, pab ua hauj lwm pub dawb thiab tsev neeg yuav tau sau npe ua ntej rau hauj lub hoob kas (office). Cov neeg ua hauj lwm hauv leb tsev kawm ntawv yeej coj daim npav (ID) tas mus li kom muaj kev nyab xeeb rau lub kawm ntawvthiab kom cov neeg tuaj xyuas thiab paub lawd. Cov niam txiv yuav tsum sau ntawv qhia rau tus xib hwb ua ntej lawd yuav rho lawd cov me nyuam tawm ntxov los yog yuav qhaj ib lub sij hawm twg hau hnub kawm ntawv. Yog hais tias tus tub/ntxhais yuav tsis caij lub npav, cov niam txiv yuav tsum xa ib daim ntawv tuaj rau HOPE es thiaj li paub npaj npav rau nws.

TSEV KAWN NTAWV TEJ KHOOM

Computers

Tsev kawm ntawv cov computers tsuas yog siv rau kev kawm ntaev xwb. Cov tub/ntxhais kawm ntawv yuav siv tsis tau mus saib ntawv (e-mail), mus sib tham (chat room), tua game, luam cov program, mloog nkauj, los yog mus saib tej yam tsis zoo. Cov tub ntxhais kawm ntawv yuav tsum tau kev tso cai thiaj luam tau ntawv tawm hauv lub computer thiab muab lwm tus tub/ntshais kawm ntawv cov ntaub ntawv lww los yog hloov. Yog nws tsis tau cai es cia li ua lawm, nes yuav tsis tau siv computer mus ntxiv.





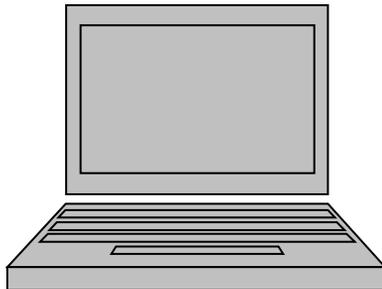
SCHOOL SECURITY AND STUDENTS

All guests, volunteers, visitors and family members are expected to sign in and out in the front office. All staff members wear ID photo badges at all times to provide security in the building and for visitor identification. Parents must give the teacher advance written notice when their student will be leaving school early or missing any part of the school day. If a student will not be riding the bus, parents should send in a note so that arrangements can be made at HOPE.

SCHOOL PROPERTY

Computers, including Laptops and Hand-Held Devices

School computers should be used for education only. Students may not use computers to check e-mail, visit chat rooms, play games, download any programs, listen to music, or look at inappropriate material. Students may not print anything off the computer without permission or copy, delete or change another student's file. Such actions will result in loss of computer privileges.



Qhaj Ntawv:

Yog tus tub/ntxhais kawm ntawv yuav qhaj ntawv, nws yuav tsum nqa ib daim ntawv tuaj rau tus xib hwb thaum rov qab tuaj kawm ntawv. Cov xib hwb mam li nrhiav sij hawm nrog cov tub/ntxhais kawm ntawv ua lawd cov ntawv rau lub sij hawm lawd qhaj ntawv.

TSHAIS/SU

Txhuas tus tub/ntxhais kawm ntawv tau tshais thiab su noj txhua hnuv uas tsis raug them nyiaj. Lawd yuav tsum noj cov mov hauv tsev kawm ntawv txhua hnuv. Lawd nqa tsis tau zaub mov tom tsev tuaj noj.

KEV TXUAS LUS

Xov Xwm

Lub tsev kawm ntawv tsab ntawv xov xwm yuav xa nrog cov tub/ntxhais kawm ntawv los tsev txhua hli. Tsab ntawv xov xwm no yuav hais txog tej yam pauv xws li caij nyooog, cov tub/ntxhais kawm ntawv tej kev kawm, cov su npaj txhua hli, tej yam yuav muaj tshwm sim, lus qhia txog kev kawm xav kom ua tau, thiab lwm yam tseem ceeb hais txog HOPE.



Tej Yam Hloov

Niam txiv muaj lub luag hauj lwm hais qhia **tam siv** rau tsev kawm ntawv yog muaj tej yam pauv ntawm tsev neeg. Tej yam pauv xws li chaw nyob, xov tooj, tsev neeg, tus tau cai saib xyuas me nyuam, tus neeg yuav hu mus rau thaum muaj xwm txheej ntshov ceev heev, los yog lwm yam. Tej yam no yog tej yam tseem ceeb heev rau HOPE xwv thiaj li yuav tiv tauj tau niam txiv txog ntawm tus me nyuam.



DAILY ROUTINE

Coming to Attention: When the teacher needs to quiet the class, he/she will raise a hand and say, "Give me Five." When this happens, the student is expected to 1. Look at the teacher, 2. Stop talking, 3. Be still (stop walking, working, moving), 4. Put down all materials, 5. Listen. This is complete only when all students have followed all five steps

Leaving the Classroom: Students are not allowed to leave the classroom until they have been dismissed. With teacher permission, a student may leave the classroom but must take a pass. It is expected that students line up quietly at the door when asked to do so and will leave in the same orderly manner in which they entered.

Hallway Expectations:

Students will respect artwork and bulletin boards, keeping hands and feet to themselves. When walking with classes, students will follow the HALLS policy:

- Hands at your side
- All eyes forward
- Lips are sealed
- Light footsteps
- Straight line



Using the Bathroom: Bathroom breaks for each grade level are to be taken during their assigned time. The bathroom may only be used in emergency situations during class time. If a student has an emergency (he/she is going to vomit or have a bathroom emergency), he/she should let a friend know what is happening, take a pass, and go. No breaks for drink or bathroom will be allowed during class time, unless there is an emergency.



Lockers

Txhua tus tub/ntxhais kawm ntawv tau ib leeg ib lub locker. Cov lockers no yuav tsis pub xauv li. Cov tub/ntxhais kawm ntawv tsuas mus tau rau ntawm lub locker thaum tuaj txog yav sawv ntxov thiab thaum lawb ntawv xwb. Cov xib hwb thiab cov tswj lub tsev kawm ntawv yuav kuaj cov locker **thaum twg los tau.**

Cov hnab es ntawv, kaus mom, tsho muaj kaus mom los yog tsho tiv no yuav tsum muab cia hauv lub locker. Cov tub/ntxhais kawm ntawv yuav tsum tsis txhob nqa tej khoom muaj nqis tuaj rau hauv tsev kawm ntawv thiab tso rau hauv lub locker. Yog yuav tau nqa nyiaj tuaj siv rau tej yam hauv tsev kawm ntawv, muab rau tus xib hwb pab ceev cia kom sai. Tsis txhob muab koj cov nyiaj qhia rau lwm tus pom.

COV KHOOM UAS YOG KOJ LI

Tsis pub cov tub/ntxhais kawm ntawv nqa tej yam khoom tsis tseem ceeb los yog txwj tuaj hauv tsev kawm ntawv. Yog hais tias nqa tej khoom no tuaj hauv tsev kawm ntawv, tus xib hwb yuav nqa mus. Tej zaum yuav tsis tau tej khoom no rov qab lawm nyob ntawm seb tus xib hwb thiab cov neeg tswj hwm tsev kawm ntawv txiaj txim li cas xwb.

Tej khoom muaj xws li nram qab no:

- Character cards
- Roller blades/skateboards
- Vib thab nyub/cell phone
- Khoom ua si los yog riam phom thiag
- MP# player/iPod/CD players
- Yaj yeeb/cawv (T-shirts, tsho loj, saw kub, thiab lwm yam)
- Electronic games
- Nab hoom/tshuaj txuag plob hau



LOCKERS

Every student in grades 2-5 will be assigned a locker. Lockers will not be locked at any time. Students will only be allowed access to belongings in lockers at the beginning and end of the school day. Teachers and administration can check lockers **at any time**.



All backpacks, hats, hooded sweatshirts or jackets must be kept in the student lockers. Students should not bring their valuables to school and leave them in the lockers. If it is necessary to bring money for school-related activities turn it in to the teacher as soon as possible. Don't show the money to others.

PERSONAL BELONGINGS

Students are not allowed to bring unnecessary or prohibited items to school. If these items are brought to school the teacher will confiscate them. They may or may not be returned to the student at the discretion of the teacher and administration.

These include, but are not limited to:

- Character cards
- Roller blades/skateboards
- Electronics
- Toys
- Radios/cell phone
- Toy or real weapons
- MP3 player/iPod/CD players
- Drug/alcohol-related items, including T-shirts, jackets, jewelry, etc.)
- Electronic games
- Perfume/hair products



COV TXHEEJ TXHEEM TXHUA HNUB

Mloog Lus: Thaum tus xib hwb xav kom nyob ntsiag tos, nws yuav tsa tes thiab yuav hais tais, "Give me Five." Thaum no cov tub/ntxhais kawm ntawv yuav tsum 1. Ntsiav tus xib hwb, 2. Tsis txhob hais lus, 3. Nyob twj ywm (nres tsis mus kev, tsis ua hauj lwm, tsis txav), 4. Tso txhua yam nws tuav tseg, 5. Mloog. Qhov nov yuav ua tau yuav tsum yog txhua tus tub/ntxhais kawm ntawv ua raws li 5 nqes nov.

Tawm Hauv Hoob Kawm Ntawv Mus: Tsis pub cov tub ntxhais/kawm ntawv tawm hauv hoob mus txog rau lub sij hawm tso lawd tawm. Thaum tus xib hwb tso cai lawm, tus tub/ntxhais kawm ntawv yuav tsum tau daim ntawv tso cai thiaj tawm tau. Yog nws muaj teeb meem ceev heev (nws yuav ntuav los yog dim quav dim zis), nws yuav tsum hais qhia rau ib tug phooj ywg paub hais tias muaj xwm txheej dab tsi, nqa ib daim ntawv tso cai ces mam tawm mus. Cov tub/ntxhais kawm ntawv yuav tsum sawv ua ib kab ntsiag to tos rau ntawm qhov rooj thiab mam tawm mus twj ywm li thaum nkag los.

Siv Tsev Dej: Sij hawm siv tsev dej rau txhua qib tsuas siv raws li teem caij xwb. Dua li ces tsuas siv tau thaum muaj xwm txheej ceev heev. Tsis pub mus haus dej los yog siv tsev dej rau lub sij hawm kawm ntawv, tshwj yog tau daim ntawv tso cai tawm mus.





DISCIPLINE

Students learn best when they are in an environment where students, teachers, and parents are respectful and work together. So that students can do their best, all people in our school community need to treat each other with respect, and all students need to take ownership and responsibility for their actions.

In the classroom, on school property, or at a school sponsored activity or event students should:

- Respect self, other people, and property
- Cooperate with other students and adults
- Complete all class requirements to meet standards
- Make up work when absent from school
- Help keep the school safe
- Keep yourself and your uniform clean
- Use appropriate language
- Use all educational resources, including computers, printers, and video production equipment in the manner for which it was designed and as directed by teachers



The following are examples of unacceptable behavior. Any student who does any of these activities shall be disciplined.

1. The use of profanity or inappropriate language, or have/make inappropriate materials.
2. Skipping classes, or leaving school grounds without permission.
3. Wearing inappropriate clothes, like gang symbols or colors, pictures of illegal or inappropriate things/symbols, or bad language.
4. Academic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or having someone do the assignment for you.
5. Using technology or other educational resources for non-educational reasons, including access of inappropriate internet sites or material, printing or downloading inappropriate material and changing hardware or software.

Written referrals for behavioral problems will be followed up with a contact to the parents of the student in each incident.

Teachers and administrators will follow the **HOPE Community Academy Disciplinary Procedures and Consequences** when making decisions about detentions or suspensions. (See page 20.)



COV KAB MOB UAS YUAV KIS TAU

Yog muaj cov kab mob nram qab no, hais qhia mus rau tom lub chav ntsuas mob. Nws yog ib qho tseem ceeb rau lub chav ntsuas mob no kom soj qab txog cov kab mob no thiab xa ntawv ceeb toom mus qhia rau cov hoob kawm. Peb lub hom phiaj yog yuav pab txo cov kab mob no kom tsis txhob kis tau rau lwm cov me nyuam. Yog li peb yuav sau ntawv qhia rau cov niam txiv paub yog muaj cov kab mob no hauv tsev kawm ntawv.

- Mob qa (Strep throat)
- Mob pob khaus ua kaub puab ntawm daim tawv nqaij (Impetigo)
- Mob muag liab (Pink Eye)
- Mob txhab txiaj npib ntawm daim tawv nqaij (Ringworm)

TXHAJ TSHUAJ

Yuav tsum txhaj cov koob tshuaj li nram qab no kom puv ua ntej mus kawm rau co qib no:

Pib Hoob Kendergarten

- 5 - DPT (Koob thib 5 tsis txhaj los tau yog hais tias twb txhaj koob thib 4 tom qab muaj 4 xyoos lawm).
- 4 - POLIO (koob thib 4 tsis txhaj los tau yog hais tias twob txhaj koob thib 3 tom qab muaj 4 xyoos lawm).
- 2 – MMR
- 3 - HEPATITIS B
- 1 - Varicella (ua qoob) los yog lub hli thiab xyoo ua qoob.

NTAWV POJ THAWJ RAU PRESCHOOL SCREENING

Diam ntawv no yog ua los ntawm St. Paul Schools thiab yuav tsum ua kom tiav ua ntej tus tub/ntxhais pib hoob Kindergarten. Teem caij rau lub caij ntuj sov yog ib qho tseem ceeb kom npaj tus tub/ntxhais mus kawm ntawv. Tus xov tooj hu mus teem sij hawm yog: (651) 632-3746.

Pib Hoob 7

- 1— Tetanus
- 1— MMR-yog hais tias xav txhaj koob thib 2
- 1—Varicella (ua qoob) -yog hais tias xav txhaj los yog lub hli thiab xyoo uas ua qoob.

Cov tub/ntxhais yuav tuaj TSIS TAU hauv tsev kawm ntawv yog hais tias lawd tsis tau txhaj cov tshuaj no. Txhua hnuv uas tus tub/ntxhais qhaj yuav tsis muaj kev zam txim rau.

COMMUNICABLE DISEASE

The following diseases need to be reported to the health office when they occur during the school year. It is important for the health office to track these diseases and send notices to the classrooms. Our goal is to slow the spread of these diseases by notifying parents of exposures at school.

- Strep throat
- Impetigo
- Pink Eye
- Ringworm



IMMUNIZATIONS

Updated immunizations are required in the following grades:

Entrance into Kindergarten

- 5 –DPT (5th shot not needed if the 4th was given after the 4th birthday).
- 4- POLIO (4th dose not needed if the 3rd was after the 4th birthday).
- 2- MMR
- 3-HEPATITIS B
- 1-VARICELLA (chicken pox) or month and year of outbreak.

PROOF OF PRESCHOOL SCREENING

This is done through the St Paul Schools and must be completed before student starts Kindergarten. Making the appointment during the summer is important to make sure student is ready for school. Phone number for appointments: (651) 632-3746.

Entrance into 7th Grade

- 1-Tetanus
- 1- MMR-if 2nd is needed
- 1- Varicella (chicken pox)-if needed or the month and year of outbreak.

Students **CANNOT** be in school if they have not received these shots. Each day the student is absent because of shots counts as unexcused.

KEV COB QHIA

Cov tub/ntxhais kawm ntawv kawm tau zoo tshaj yog thaum lawd nyob rau ib qho chaw uas muaj kev koom tes thiab sib hwm ntawm cov tub/ntxhais kawm ntawv, cov xib hwb, thiab cov niam txiv. Yog li txhua tus neeg nyob hauv peb lub tsev kawm ntawv yuav tau muaj kev sib hwm thiab txhua tus tub/ntxhais kawm ntawv yuav tau lees paub rau yam nws ua.

Thaum nyob hauv hoob, nyob ntawm tsev kawm ntawv, los yog ntawm ib qhov chaw uas yog lub tsev kawm ntawv muab kev koom tes nrog rau, cov tub/nthais kawm ntawv yuav tsum:

- Hwm tus kheej, lwm cov neeg, thiab qhov chaw ntawd
- Koom tes nrog cov tub/ntxhais kawm ntawv thiab cov laus
- Ua kom tiav cov ntawv kawm raws li yuav tsum tau ua
- Khee ua cov ntaub ntawv uas thaum qhaj lawm es tsis tau ua
- Pab kom lub tsev kawm ntawv muaj kev nyab xeeb
- Tsis txhob ua kom koj thiab koj cov khaub ncaws ceb muag
- Siv cov lus zoo
- Siv tej yam kev pab, xws li computers, printers, thiab cov khoom ua video production raws li xib hwb qhia siv.

Hauv qab no yog tej yam piv txwv txog ntawm tus yam ntxwv tsis zoo. Tus tub/ntxhais kawm ntawv twg ua raws li hais no yuav raug kev cob qhia.

1. Siv cov lus phem los yog tsis zoo, los yog muaj los sis ua tau tej yam khoom tsis zoo.
2. Teeb meem txog qhov tsis tuaj kawm ntawv, nquag qhaj ntawv ntau hnuv, tuaj lig lig, hla tej hoob tsis kawm, los yog khiav tawm ntawm tsev kawm ntawv yam tsis tau kev tso cai.
3. Hnav ris tsho tsis zoo, xws li tej yam muaj cov laib tej kas los yog cov xim, duab txog tej yam tsis raug cai, los yog sau tej lus tsis zoo.
4. Tej yam tsis ncaj xws li khib lav, nyiag lwm tus lub tswv yim los yog hais kom lwm tus ua koj cov ntawv rau koj.
5. Siv cov technologies los yog lwm yam kev pab los mus rau tej yam tsis nyob hauv kev kawm, xws li mus saib tej yam tsis zoo nyob hauv internet, tej lus sau los yog duab, thiab muab tej hardware los yog software hloov.



Severe Behaviors

Severe Behaviors will not be tolerated by HOPE Community Academy and will be dealt with immediately by the administration.

Such behaviors are:

1. Using, possessing or handing out tobacco, alcohol or other drugs, including matches and/or lighters.
2. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to pay for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
3. Threatening or harming other students, teachers, or property. This includes physical harm (fighting), emotional harm (bullying), or sexual harm that is verbal or nonverbal.
4. Having or using anything that could be used as a dangerous weapon.
5. Harassing or violent actions toward other students, teachers, or other staff.



- Sexual harassment includes unwelcome verbal harassment or abuse, pressure for sexual activity, sexual behavior or words, or touching.
 - Racial or religious harassment includes physical or verbal conduct relating to an individual's race or religion.
 - Sexual violence is a physical act of aggression or force, or a threat, which involves the touching of someone's intimate parts.
 - Racial or religious violence is a physical act of aggression or assault upon another because of that person's race or religion.



KQHIA TXOG KEV NOJ QAB HAUS HUV

COV TSHUAJ NOJ THAUM LUB SIJ HAWM KAWM NTAWV

Cov tshuaj noj mus ib lub sij hawm luv luv.

- Noj mus li ob lub lis piam los yog luv dua
- Yuav tsum tau ntawv sau tso cai los ntawm kws kho mob thiab niam txiv.

Cov tshuaj yuav noj mus ntev ntev

- Yuav tau noj mus ntev dua ob lub lis piam
- Yuav tsum tau ntawv sau tso cai los ntawm tus kws kho mob thiab niam txiv

COV NTAWV RAU COV TSHUAJ NOJ NO MUAJ NYOB HAUV CHAV NTSUAS MOB.

TEJ YAM TSIS HAUM/KEV NOJ QAB HAUS HUV

Yuav kom tsis muaj teeb meem rau koj tus me nyuam, txhua yam mob los yog koj tus me nyuam muaj allergy rau uas yuav muaj kev cuam tshuam rau nws kev kawm ntawv yuav tsum hais qhia rau lub chav ntsuas mob paub tam siv.

SPECIAL PROCEDURES

Yog tus tub/ntxhais kawm ntawv muaj yam mob uas yuav tsum tau kev pab los ntawm tus nurse, txawm hais tias mus ib lub sij hawm luv luv los yog ntev mus, yuav tsum tau ntawv ntawm tus kws kho mob thiab niam txiv.

ME NYUAM MUAJ MOB

Nram no yog kev pab koj txiav txim seb koj tus me nyuam puas tsim nyog qhaj ntawv vim muaj mob:

- Tus me nyuam kub txog 100 los yog kub tshaj. Tsis pub tus me nyuam rov tuaj kawm ntawv tshwj nws tsis kub thiab tsis noj tshuaj Tylenol los yog Ibuprofen mus li 24 teev.
- Cov kab mob uas kis tau: Txwv tsis pub tus me nyuam rov tuaj kawm ntawv yog nws noj tshuaj tsis tau puv 24 teev. Yog nws yuav tsum noj tshuaj tom tsev kawm ntawv, yuav tsum tau ntawv tso cai los ntawm tus kws kho mob thiab niam txiv. Saib phab 29 kom paub cov kab mob uas kis tau yog dab tsi.
- Ntuav/Raws Plab: Tsis pub tus me nyuam rov tuaj yog nws tsis tau zoo tu qab li 24 teev.
- Muaj Ntshauv: Tus me nyuam yuav tuaj kawm ntawv tsis tau yog nws tsis tau zawv tshuaj tua ntshauv, thiab tus nurse hauv tsev kawm ntawv tsis tau kuaj nws lub tob hau tas. Qhia rau tsev kawm ntawv paub yog tus me nyuam muaj ntshauv.



HEALTH INFORMATION

MEDICATIONS TO BE GIVEN AT SCHOOL

Short term medications

- Taken for two weeks or less
- Parent written permission is required.

Long term medications

- Given for more than two weeks.
- Written physician and parent permission is required.



FORMS FOR THESE MEDICATIONS ARE AVAILABLE IN THE HEALTH OFFICE

ALLERGIES/HEALTH CONDITIONS

To insure the safety of your child, all allergies or health conditions that may impact the school day must be reported to the health office immediately.

SPECIAL PROCEDURES

If a student has any specific medical conditions that may require the nurse's assistance, either temporarily or consistently, a written physician and parent note is required.

ILLNESS OF CHILD

The following are recommended guidelines to consider when determining if a student should miss school because of an illness:

- Student has a fever of 100 degrees or more. Student may not return to school unless s/he is fever free for 24 hours without Tylenol or Ibuprofen.
- Communicable diseases: Student may not return to school until s/he has been on antibiotics for 24 hours. If student requires medication at school, written physician and/or parent permission is required.
- Vomiting/Diarrhea: Student may not return to school until s/he is free of episodes for 24 hours.
- Head lice: Students are excused from school for one day. It is the family's responsibility to treat lice with medicated shampoo. Please notify the school if child and/or other family members have head lice. School can provide shampoo kits, if necessary. Student can be re-checked by school nurse, upon request. It is advised that the family contact any relatives or playmates that they may have come into close contact with lice.



Tus Yam Ntxwv Phem Heev

HOPE Community Academy yuav tsis zam rau tus Yam Ntxwv Phem Heev thiab cov thawj tswj lub tsev kawm ntawv yuav tau xyuas kom sai.

Tus yam ntxwv tsis zoo xws li:

1. Haus luam yeeb los yog muaj luam yeev thiab muab pub tawm nrog rau lub ntais, haus cawv, los yog siv lwm yam tshuaj.
2. Ua kom cov khoom hauv lub tsev kawm ntawv los yog lwm tus neeg cov khoom raug puas tsuaj, muab hlavv, tsoo thiab nkag mus rau hauv tsev kawm ntawv, nyiag khoom, tau tej khoom nyiag los, siv khoom yam tsis tau kev tso cai.
3. Hawv los yog ua phem rau lwm tus tub/ntxhais kawm ntawv, xib hwb, los yog yam khoom, xws li ntaus (sib ntaus), cem lus phem phem kom mob siab (bullying), los yog hais cov lus dev.
4. Muaj los yog siv tej yam khoom uas yuav siv ua phem tau rau lwm tus neeg kom raug mob los yog tuag.
5. Zes los yog ua phem rau lwm cov tub/ntxhais kawm ntawv, xib hwb, los yog lwm cov neeg ua hauj lwm.



- Cem cov lus phem phem los yog yuam kom tau deev, ua dev ntsuav los yog siv lus dev, los yog kov lwm tus neeg.
- Ua phem los yog hais lus phem cem ib tug neeg txog nws haiv neeg los yog nws txoj kev cai ntseeg.
 - Muab lub zog los yog kev yuam mos los yog hawv, uas kov lwm tus neeg tej chaw mos.
 - Ua phem rau lwm tus neeg vim nws yog haiv neeg txawv los yog nws txoj kev cai ntseeg txawv.





Consequences for Violations of Disciplinary Guidelines

It is the general practice of the school district to use progressive discipline, which means that consequences get more severe if inappropriate actions are repeated. The consequences will match the behavior, ranging from a discussion and verbal warning to suspension or expulsion. Disciplinary action may include, but is not limited to, one or more of the following:

- Student conference with the teacher, director or assistant director, counselor or other school district personnel and verbal warning
- Parent contact/conference
- Removal from class for an office detention
- In-school monitoring or revised class schedule
- Suspension from extracurricular activities
- Loss of school privileges
- Community service
- In-school suspension
- Referral to in-school support services
- Out-of-school suspension under the Pupil Fair Dismissal Act
- Referral to community resources or outside agency services
- Referral to police, or other law enforcement agencies, or other appropriate authorities
- Expulsion under the Pupil Fair Dismissal Act
- Exclusion under the Pupil Fair Dismissal Act
- Other disciplinary action as deemed appropriate by the school district



GUIDANCE

Lub hom phiaj ntawm kev counseling yog pab cov tub/ntxhais kawm ntawv kom lawd to taub txog lawd tus kheej lawd thiaj paub txiav txim rau lawd lub neej.

Tus tub/ntxhais kawm ntawv thiab tus social worker yuav:

- Txheeb seb qhov teeb meem los yog qhov yuav tau muab kev txiav txim yog dab tsi.
- Tham txog yam xav tau thiab txoj kev xav.
- Nrhiav lwm txoj hau kev thiab tham seb ho yuav muaj kev cuam tshuam nws lub hom phiaj li cas.
- Xaiv kev txiav txim uas nws yuav khab seeb nrog.

Qhov tus social worker yuav pab tau tus tub/ntxhais kawm ntawv nrog:

- Ntawm nws tus kheej (nws pom nws tus kheej li cas, nws kev xav, kev sib fim nrog ib pab neeg, siv tshuaj, cawv, thiab kev sib deev)
- Teeb meem hauv tsev neeg
- Qhov ua tau zoo thiab ua tsis tau zoo
- Coj tus xeeb ceem kom zoo

Cov social workers yuav coj tej pab sib tham txog:

- Kev Sib Nrauj
- Kev Phooj Ywg
- Kev Chim
- Kev Ploj Kev Tuag
- Teeb Meem Ntawm Cov Tub Ntxhais Kawm Ntawv





GUIDANCE

The goal of counseling is to help students understand themselves so they can make better decisions about their life.

Together the student and social worker can:

- Sort out what the problem is or what decision needs to be made.
- Discuss needs and feelings.
- Explore alternatives and discuss how they will affect the student's goals.
- Make decisions students are comfortable with.

What the social worker can help students with:

- Personal life (self image, feelings, group interactions, drugs, alcohol, and sex)
- Family problems
- Strengths and Weakness
- Develop a positive attitude

Social workers lead small groups about:

- Divorce
- Friendship
- Anger
- Death/Loss
- Student issues



Qhov Yuav Tshwm Sim Ntawm Kev Yuam Cov Txheej Txheem Ntawm Kev Cob Qhia

Lub tsev kawm ntawv yuav siv txoj kev qhuab qhia kom nruj xws li tias qhov ua txhaum yuav raug lub txim hnab. Lub txim tau txais yuav phim tus yam ntxwv. Yuav muaj kev sib tham thiab hais kom ceev faj mus txog rau qhov tsis pub tuaj kawm ntawv ib lub sij hawm los yog rho tawm hauv tsev kawm ntawv mus. Kev qhuab qhia yuav muaj raws li teev nram qab no:

- Tus tub/ntxhais kawm ntawv yuav tau nrog tus xib hwb, tus thawj coj los yog tus lwm thawj coj, tus counselor los yog lwm tus neeg ua hauj lwm tham, los yog tau lus ceeb toom
- Hu mus rau niam txiv/teem rooj sib tham
- Tshem tawm hauv hoob mus rau tom hoob kas mus nyob txim
- Muaj kev soj ntsuam rawv hauv tsev kawm ntawv los yog muab cov hoob kawm hloov dua tshiab
- Muab rho tawm ntawm cov extracurricular activities
- Tsis muaj cai hauv tsev kawm ntawv lawm
- Ua hauj lwm dawb pub rau zej zog
- Raug kev txwv hauv tsev kawm ntawv
- Xa mus rau cov kev pab hauv tsev kawm ntawv
- Rho tawm hauv tsev kawm ntawv mus raws li tus cai Pupil Fair Dismissal Act
- Xa tawm mus rau cov kev pab cuam hauv zej zog los yog lwm cov koom haum
- Xa mus rau tub ceev xwm, los yog lwm cov koom haum taug cai, los yog lwm cov chaw muaj cai txiav txim
- Muab rho tawm hauv lub tsev kawm ntawv mus raws li tus cai Pupil Fair Dismissal Act
- Rho tawm ntawm tus cai Pupil Fair Dismissal Act
- Lwm txoj kev qhuab qhia raws li haum uas pom zoo los ntawm lub tsev kawm ntawv



ENRICHMENT PROGRAM

Enrichment classes take place at the end of each regular school day. Academic enrichment classes will take place on Mondays, Wednesdays, and Fridays. Enrichment activities will take place on Tuesdays and Thursdays.

FIELD TRIPS

All students have the opportunity to participate in class field trips. There will be no charge for any field trip from HOPE Community Academy. We want to provide opportunities for real-life learning and application of classroom learning as often as possible. No student will be deprived of participation in a field trip experience unless student safety is a concern. Field trip notices and information will be sent home by the classroom teachers prior to a scheduled field trip. A permission slip **must be signed** and returned to the teacher in order for the student to leave the school grounds. Parents are encouraged to help chaperone class field trips.



SPORTS PROGRAMS

After school sports programs for grades 5-8 include: Boys basketball, girls basketball, co-ed flag Football, co-ed cheerleading, and girls badminton, co-ed volleyball, and co-ed soccer. Information for those activities will be provided at the time of sign up.

A small fee will be charged for equipment, uniforms, and transportation. Scholarships will be available for those in need. Please contact the School Counselor for information regarding scholarships.



ENRICHMENT PROGRAM

Kev Kawm Tom Qab Tsev Kawm Ntawv Lawb

Cov sij hawm kawm rau cov After School Enrichment yuav muaj raws nraim li qhov After School Academic Program. Nws yog ib qho zoo rau cov tub ntxhais kawm ntawv nyob qib 2-8 nthuav lawd txoj kev kawm kom dav txog kab lig kev cai Hmoob thiab lwm yam uas lawd nyiam txog uas tsis muaj nyob hauv txoj kev kawm ntawv txhua hnuv.

KEV



KAWM TAWM SAB NRAUD

Txhua tus tub/ntxhais kawm ntawv muaj lub caij nyoog koom rau kev kawm tawm sab nraud. Yuav tsis muaj nqi uas yuav tau them rau kev kawm tawm sab nraud ntawm HOPE Community Academy. Peb xav muab kev kawm tawm sab nraud kom ntau li ntau tau. Yuav tsis txwv ib tug tub/ntxhais kawm ntawv twg ntawm txoj kev kawm tawm sab nraud li, tshwj nws yog txoj kev txhawj xeeb nyab xeeb ntawm tus tub/ntxhais ntawd xwb. Cov xib hwb yuav xa ntawv ceeb toom thiab qhia txog kev kawm tawm sab nraud los rau tom tsev ua ntej hnuv yuav mus. **Yuav tsum kos npe tso cai** rau daim ntawv tso cai thiab muab xa rov tuaj rau tus xib hwb mas tus tub/ntxhais kawm ntawv thiaj yuav tawm tau hauv lub tsev kawm ntawv mus. Peb quas hu cov niam txiv pab nrog mus saib cov tub/ntxhais kawm ntawv no rau lub sij hawm mus kawm tawm sab nraud.