

Student/Parent Handbook

K-5



HOPE Community Academy
720 Payne Ave. St. Paul, MN 55130
Phone: 651-796-4500
Fax: 651-927-8481
www.hopecommunityacademy.org

Nyob zoo! As the Founder and Executive Director at Hmong Open Partnerships in Education (HOPE) Community Academy. I am excited to share with you that HOPE is expanding its program to include pre-kindergarten and high school programs starting this 2021-22 school year. HOPE was founded on the belief that all children, especially children from bilingual and bicultural backgrounds, learn best when they are recognized and accepted for who they are. As our primary focus is on the Hmong language and culture, all our students will have an opportunity to learn the Hmong language and be a part of the Hmong culture.

The foundation of HOPE is family. We are a small public charter school. With 17 students per classroom in grades kindergarten and first, and 28 students per classroom in grades 2 - 12, we get to know our scholars very well. We believe the small class size allows for more instructional time between the instructional team and students. There are opportunities for teacher and students to get to know each other. Students develop long-lasting friendships. HOPE is where we come together as a family while at school.

HOPE Community Academy is the hope for our scholars and their future! We prepare our scholars for post-secondary education and beyond! Our instructional team is ready and prepared to work with your children. We have a network of support for all of our scholars!

On behalf of Hmong Open Partnerships in Education, I welcome all of you to our HOPE family!

Maychy Vu

Executive Director

HOPE School Calendar 2021-2022

HOPE Community Academy School Calendar 2021- 2022

July '21							August '21							September '21									
Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa
1					1	2	3	6	1	2	3	4	5	6	7	10				1	2	3	4
2	4	5	6	7	8	9	10	7	8	9	10	11	12	13	14	11	5	6	7	8	9	10	11
3	11	12	13	14	15	16	17	8	15	16	17	18	19	20	21	12	12	13	14	15	16	17	18
4	18	19	20	21	22	23	24	9	22	23	24	25	26	27	28	13	19	20	21	22	23	24	25
5	25	26	27	28	29	30	31	10	29	30	31					14	26	27	28	29	30		
							2 student day 6 staff days							20 student days 21 staff days									
October '21							November '21							December '21									
Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa
14						1	2	19	1	2	3	4	5	6	23				1	2	3	4	
15	3	4	5	6	7	8	9	20	7	8	9	10	11	12	13	24	5	6	7	8	9	10	11
16	10	11	12	13	14	15	16	21	14	15	16	17	18	19	20	25	12	13	14	15	16	17	18
17	17	18	19	20	21	22	23	22	21	22	23	24	25	26	27	26	19	20	21	22	23	24	25
18	24	25	26	27	28	29	30	23	28	29	30					27	26	27	28	29	30	31	
19	31							19	19	20	21	22	23	24	25	27	26	27	28	29	30	31	
							19 student days 19 staff days							15 student days 15 staff days									
January '22							February '22							March '22									
Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa
27						1		32	1	2	3	4	5		36	1	2	3	4	5			
28	2	3	4	5	6	7	8	33	6	7	8	9	10	11	12	37	6	7	8	9	10	11	12
29	9	10	11	12	13	14	15	34	13	14	15	16	17	18	19	38	13	14	15	16	17	18	19
30	16	17	18	19	20	21	22	35	20	21	22	23	24	25	26	39	20	21	22	23	24	25	26
31	23	24	25	26	27	28	29	36	27	28	29	30	31		40	27	28	29	30	31			
32	30	31						19	19	20	21	22	23	24	25	22	22	23	24	25	26	27	28
							19 student days 20 staff days							22 student days 24 staff days									
April '22							May '22							June '22									
Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa	Wk	Su	M	Tu	W	Th	F	Sa
40						1	2	45	1	2	3	4	5	6	7	49				1	2	3	4
41	3	4	5	6	7	8	9	46	8	9	10	11	12	13	14	50	5	6	7	8	9	10	11
42	10	11	12	13	14	15	16	47	15	16	17	18	19	20	21	51	12	13	14	15	16	17	18
43	17	18	19	20	21	22	23	48	22	23	24	25	26	27	28	52	19	20	21	22	23	24	25
44	24	25	26	27	28	29	30	49	29	30	31					53	26	27	28	29	30		
							18 student days 16 staff days							21 student days 21 staff days									
														3 student day 4 staff day									

Key:

- ☆ Board Meeting
- △ Conferences
- Staff Contract days
- ◇ End of Quarter
- No school for Students/ Staff Development- Title I
- No School students and staff
- ◇ Last day of School

Notes	
Aug. 17	New Staff Orientation
Aug. 23-26	Opening week for Staff
Aug. 26	KG & New-to-HOPE Family Orientation
Aug. 26	Gr.1-8 Open House / Board Meeting 5:30
Aug. 30	First day of school for K-8 students
Sept. 6	No school/ Labor Day
Sept. 23	Board meeting 5:00pm, Conference room
Sept. 24	No school/ Title I/ Home Visit
Oct. 21-22	No school/ State Teacher Meetings
Oct. 28	Board Meeting 5:00pm, Conference room
Nov. 4	End of Quarter 1 (45 days)
Nov. 5	No school/ Title I (AM) / Progress report prep (PM)
Nov. 10 & 18	K-8 Evening conferences 4:00 - 8:00
Nov. 18	Board Meeting 5:00pm, Conference room
Nov. 25-26	No school/ Thanksgiving Break
Dec. 3	HOPE New Year Celebration
Dec. 16	Board Meeting 5:00pm, Conference room
Dec. 22- Dec. 31	No School/ Winter Break
Jan. 3	School Resumes
Jan. 17	No school/ MLK Day
Jan. 21	End of Quarter 2/ Semester 1 (44 days)
Jan. 20	KG Round Up
Jan. 27	Board Meeting 5:00pm, Conference room
Jan. 28	No school/ Title I (AM) / Progress report prep (PM)
Feb. 21	No school/ President's Day
Feb. 24	Board Meeting 5:00pm, Conference room
Mar. 18	No school/ Title I (AM) / Progress report prep (PM)
Mar. 24 & 30	K-8 Evening conferences 4:00 - 8:00
Mar. 24	Board Meeting 5:00pm, Conference room
Mar. 25	End of Quarter 3 (42 days)
Apr. 4 - Apr. 8	No School/ Spring Break
Apr. 28	Board Meeting 5:00pm, Conference room
May. 20	End of Year Celebration
May. 26	Board Meeting 5:00pm, Conference room
May. 30	No school/ Memorial Day
June. 1	KG & 8th grade Graduation
June. 3	Last day of School
June. 3	End of Quarter 4/ Semester 2 (44 days)
June. 6	Last day for staff

HOPE COMMUNITY ACADEMY

VISION: It is the vision of HOPE Community Academy to be a public school of excellence, with high quality staff and programs and successful students.

MISSION: The mission of HOPE Community Academy is to inspire students to achieve high academic success while embracing Hmong language and culture.

CORE VALUES: We are committed to academic rigor, student-centered learning, safety and respect, resilience, and our community partners.

STUDENT NEEDS: Students deserve equitable, high-quality education to develop specific skills to promote their academic achievement and readiness for high school and beyond.

DIVERSITY: It is our commitment to welcome, embrace and celebrate the diversity of our students and their families. We welcome all students and families regardless of their race, gender, socio-economic, ability, and religious background.

STUDENT/PARENT HANDBOOK of K-5TH ELEMENTARY

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ACADEMIC INFORMATION

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 students 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 the 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.

Grading Scale

4 Students exceed grade level standards for the grading period. (Above standard) **3** Students are 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 are 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.

A- 90-100%/Excellent

B- 80-89%/ Good

C- 70-79%/ Average

D- 60-69%/ Below Average

F- Below 60%/Failing

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 (120): 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) (MN Statue 120A.22). **Note:** Four tardiest 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
- Family Vacation

Absences:

If a student must be absent, he/she must bring a note to the teacher upon return to school. Teachers will make arrangement with students to complete any missed assignments. *See (School Policy, section 304- page 43-44 & section 307-page 57)*

BREAKFAST/LUNCH

It is the mission of HOPE Community Academy Food Service program to provide healthy and satisfying breakfast and lunch meals to all students. We believe that starting the school day with a nutritious meal is important to supporting student learning and positive behavior. To this end, HOPE Community Academy offers FREE breakfast and lunch to all students. Students cannot bring their own lunch.

Food Allergies and/or Special Diets

Please contact the food service office prior to your child/children beginning school if you have concerns related to their food allergies or special diets. We must follow the guidelines of the USDA program yet can accommodate many diets. A physician's written note is required if we are to eliminate items from the program requirements and provide others as substitutions, as in the case of food allergies. The physician recommends foods to be substituted into the diet. If you have any questions, please do not hesitate to call 651-796-4500.

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.

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 without their teacher's permission.

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 drinks or bathroom breaks will be allowed during class time, unless there is an emergency.

DISCIPLINE

According to HOPE's policy section 306, it ensures the students comply with the school's expectations for student conduct. When the students are in the classroom with the teachers and other students with respect and collaboration, they can do their best. All people in our school community need to treat each other equally, 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, laptops, iPads, 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 (example, *red, blue, and purple*), 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 to 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.

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.

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, dean of students, counselor, social worker, principal or other school district personnel and the 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. *See (School's policy, section 306-pages 46-56).*

Definitions (HOPE Community Academy Disciplinary Procedures and Consequences)

Abuse-Verbal/Written: Using language that is disrespectful, discriminatory, abusive, or obscene. **Bullying:** Threatening/Intimidating Acts, verbally, or by gesture, threatening the well-being, health, or safety of any student on school property, or going to or from school. *See (School's Policy in section 316- page 86-91)*

Scuffle/Intimidation: Encouraging, promoting, or initiating a fight (pushing, shoving, slapping, or spitting).

Fighting: Mutual (more than pushing/shoving) in which both parties are involved in verbal and/or physical abuse.

Physical Attack: The act of physically assaulting, or attempting to injure, or intentionally inflicting bodily harm upon any student on school property or going to or from school.

Harassment: Engaging in verbal acts that injure, degrade, intimidate, or disgrace other individuals, including words that negatively impact an individual or group based on their racial, cultural, or sexual preference, or any disability they may have.

Sexual Harassment: To engage in acts that injure, degrade, intimidate or disgrace other individuals including, but not limited to the act of touching, grabbing, pulling at a person's body or clothing. Also includes materials and/or pictures, which are sexually explicit or demeaning.

Criminal Sexual Conduct: Sexual misconduct includes inappropriate touching, removal, or attempted removal of clothing; or sexual intercourse.

Theft: Unauthorized taking of property of another person, or receiving or possessing such property.

Student Attire/Uniform: **1).** Manner of dress or personal grooming which the school authorities believe will, or actually does, present a clear danger to the student's health and safety, cause an interference with work, or create a classroom or school disorder. **2).** Students need to wear school uniforms to school each day.

Insubordination: Willful failure or refusal to respond or carry out a reasonable request by authorized school personnel.

Interference, Disruption, or Obstruction: Any action that disrupts the teaching and learning environment for students and staff.

Academic Dishonesty: Cheating on assignments and tests.

Forgery: Written or spoken misrepresentation of the truth, including forged parental signatures and false phone calls.

Threatening or Intimidating Acts: Threatening, directly or indirectly, the well-being, health, or safety of any member of the school staff.

Physical Assault of a Staff Member: The act of physically assaulting, or attempting to injure, any member of the school staff, either on school property or at any activity under school sponsorship. **Trespassing:** Unauthorized presence on school Grounds when closed

to the public. **Unauthorized Use of School Property:** The unauthorized or illegal use of school property for non-school sponsored activities.

Damage to Property: (a) *School Property:* Littering, defacing, cutting, or otherwise damaging school property in any way. The parent or guardian shall be liable for all damages caused by the student. (b) *Staff/Student Property:* Willful damage to property of staff members and/or others. **Truant:** Leaving class without adult permission during school hours. Leaving school grounds without adult Permission during school hours or at any other school related event.

Misuse of Technology: Tampering with hardware or software or Inappropriate use of the Internet in a school setting.

Vandalism: The act of willful destruction of public property:

- a). Destruction-to-render unusable and requires parental contact.
- b). Defacing – Damage that requires cleaning or repair.
- c). Misuse of printed materials.
- d). Misuse, damage or destruction of computers and/or software.

Robbery/Burglary: (a). The obtaining of property from another where his/her consent was induced by the use of force, or a threat of force. (b). Entering the building without consent and intending to commit or committing a crime.

Possession of Weapons: Possessing any firearm, whether loaded or unloaded, or any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing bodily harm. Weapons include, but are Limited to guns (including pellet guns, look-alike, and Non-functioning guns that could be used to Threaten others), knives of any kind (including pocket Knives), clubs, metal knuckles, nun chucks, throwing stars, explosives stun guns, ammunition, and mace. A student who finds a weapon on school grounds or the bus and takes the weapon immediately to the office shall not be considered in possession of a weapon.

Bomb Threat: Intentionally giving false alarm of a bomb.

Terrorist Threat: Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

Arson: The willful and malicious burning of, or attempting to burn, any part of any building or property of the school.

Possession of Matches/Lighter: Possession of any item that can cause a fire.

False Fire Alarm: The giving of a false alarm of fire or tampering or interference with any fire alarm system.

Gang or Cult Activity: There will be zero tolerance of gang or cult activity.

Dangerous Drugs/Controlled Substances: Possession, sale, distribution, or use, on or off school premises, or any controlled substances (as defined in MN Statute 142.02), or that are presented as controlled substances, while on school grounds or at school sponsored activities. **Alcohol:** Possession, use or being under the influence of any alcoholic product while on school grounds or at school sponsored activities.

Tobacco: Possession or use of any type of tobacco product by a student will be governed by MN

Statute.

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. *See (School's policy, sections 406-page 100).*

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.

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.
- Truancy

Social workers lead small groups about:

- Divorce.
- Friendship.

- Anger.
- Death/Loss.
- Student issues.

HEALTH INFORMATION

MEDICATIONS TO BE GIVEN AT SCHOOL

Short term medications:

For any short-term or long-term medicine use, HOPE Community Academy requires a Doctor's note with specific instructions.

FORMS FOR THESE MEDICATIONS ARE AVAILABLE IN THE HEALTH OFFICE

ALLERGIES/HEALTH CONDITIONS

To ensure 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:

- *Students have a fever of 100 degrees or more.* Students may not return to school unless s/he is fever free for 24 hours without Tylenol or Ibuprofen.
- *Communicable diseases:* Students may not return to school until s/he has been on antibiotics for 24 hours. If a student requires medication at school, written physician and/or parent permission is required.
- *Vomiting/Diarrhea:* Students 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 the child and/or other family members have head lice. The school can provide shampoo kits, if necessary. Students can be rechecked by a 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.

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. Below are some examples:

- 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.
- 2 doses of Varicella up to date (1 dose was given at the age of 1 and an additional 1 dose is needed prior to coming into Kindergarten, totaling 2 doses).

PROOF OF PRESCHOOL SCREENING

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

Entrance into 7th Grade

- 1-Tdap
- Proof of 2 DT
- Meningococcal (MCV4)
- 2 MMR (1 dose is needed, 2nd dose is high recommended - refer to MD)
- 1- Varicella (chicken pox)- unless contracted disease in the past
- Recommended but NOT required: Human papillomavirus (HPV)

Students **CANNOT** be in school if they have not received these shots. Each day the student is absent because shots count as unexcused. *See (School's policy, section 310-page 76-78).*

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** without notifying the students. *See (School's Policy, section 309-page 75).*

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.

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, iPad, and Hand-Held Devices

School computers should be used for education only. Students may not use computers to check email, 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.

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 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:

1. Inspect and review the contents of the educational records.
2. Obtain one copy of the education records at no charge.

3. Receive an explanation and interpretation of the educational records from school personnel.
4. A hearing related to the contents of the educational records.
5. 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.

Student Records: See (School's Policy, section 308-page 58-74).

TRANSPORTATION

JME Transit Inc. provides transportation for HOPE Community Academy. All students riding the bus must follow safety procedures put in place by JME. 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, and their hands and head must be inside the bus's window at all times.
- Students must show respect for others on the bus and the driver.
- Students must not run or move from seat to seat while the bus is running on the road.
- 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.

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:

1. They reinforce a healthy respect for students and their appearance.

2. They eliminate the peer pressure to buy/have the latest fashions.
3. They help students get ready for school- not deciding what to wear.
4. They prevent any gang influence (colors/clothes).
5. 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.** NOT-SHIRTS/Tank tops.
- **Shoes** Platform or high heel shoes, slippers, shoes with hidden wheels, open-toe shoes or sandals, flip flops.
- **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, the Academic Dean will contact the family to help them resolve the problem.

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, laptop, iPad etc...
- Carving into any surface.
- Destroying tables, desks, or other school property.
- Hanging on bathroom stalls or purposefully flooding the 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 cannot 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.

WEATHER

HOPE Community Academy may follow officially close in bad weather. Decision to close schools is made and reported by 6:00 a.m. For important school closing information, parents should check one of the following: 1. WCCO Radio (830 AM).

2. WCCO TV (Channel 4).
3. wccoradio.com
4. School Messenger (via phone).

Weather: See (School's Policy, section 501-page 103).