

Student/Parent Handbook

6th-8th Grades

2022-2023



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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 teachers 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 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.

July							
Wk	Su	M	Tu	W	Th	F	Sa
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30
6	31						

August							
Wk	Su	M	Tu	W	Th	F	Sa
6	1	2	3	4	5	6	
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28	29	30	31			

3 student days
8 staff days

September							
Wk	Su	M	Tu	W	Th	F	Sa
10					1	2	3
11	4	5	6	7	8	9	10
12	11	12	13	14	15	16	17
13	18	19	20	21	22	23	24
14	25	26	27	28	29	30	

21 student days
21 staff days

October							
Wk	Su	M	Tu	W	Th	F	Sa
14							1
15	2	3	4	5	6	7	8
16	9	10	11	12	13	14	15
17	16	17	18	19	20	21	22
18	23	24	25	26	27	28	29
19	30	31					

19 student days
19 staff days

November							
Wk	Su	M	Tu	W	Th	F	Sa
19			1	2	3	4	5
20	6	7	8	9	10	11	12
21	13	14	15	16	17	18	19
22	20	21	22	23	24	25	26
23	27	28	29	30			

20 student days
21 staff days

December							
Wk	Su	M	Tu	W	Th	F	Sa
23					1	2	3
24	4	5	6	7	8	9	10
25	11	12	13	14	15	16	17
26	18	19	20	21	22	23	24
27	25	26	27	28	29	30	31

12 student days
12 staff days

January							
Wk	Su	M	Tu	W	Th	F	Sa
28	1	2	3	4	5	6	7
29	8	9	10	11	12	13	14
30	15	16	17	18	19	20	21
31	22	23	24	25	26	27	28
32	29	30	31				

20 student days
21 staff days

February							
Wk	Su	M	Tu	W	Th	F	Sa
32				1	2	3	4
33	5	6	7	8	9	10	11
34	12	13	14	15	16	17	18
35	19	20	21	22	23	24	25
36	26	27	28				

19 student days
19 staff days

March							
Wk	Su	M	Tu	W	Th	F	Sa
36				1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
40	26	27	28	29	30	31	

22 student days
24 staff days

April							
Wk	Su	M	Tu	W	Th	F	Sa
40							1
41	2	3	4	5	6	7	8
42	9	10	11	12	13	14	15
43	16	17	18	19	20	21	22
44	23	24	25	26	27	28	29
45	30						

15 student days
15 staff days

May							
Wk	Su	M	Tu	W	Th	F	Sa
45	1	2	3	4	5	6	
46	7	8	9	10	11	12	13
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
49	28	29	30	31			

22 student days
22 staff days

June							
Wk	Su	M	Tu	W	Th	F	Sa
49					1	2	3
50	4	5	6	7	8	9	10
51	11	12	13	14	15	16	17
52	18	19	20	21	22	23	24
53	25	26	27	28	29	30	

1 student day
2 staff days

Key:

- Conferences
- No School students and staff
- Staff Contract days/SD
- Early Release Days
- End of Quarter
- Last day of School
- No School for students only - SD

- Aug. 18 New Staff Orientation
- Aug. 22-26 Opening week for Staff
- Aug. 23 Open House
- Aug. 25 Board Meeting
- Aug. 29 First day of school for K-10 students
- Sept. 2 Early Release Day
- Sept. 5 NO SCHOOL / Labor Day
- Sept. 8 First day of Pre-K
- Sept. 22 Board Meeting 5:30pm Conference Room
- Oct. 7 Early Release Day
- Oct. 20-21 NO SCHOOL / State Teacher Meeting
- Oct. 27 Board Meeting 5:30 pm Conference Room
- Oct. 28 End of quarter 1: 42 days
- Nov. 4 Early Release Day
- Nov. 9 & 17 Pre-K - 10 Evening conferences 4:00 - 8:00
- Nov. 17 Board Meeting 5:30pm Conference Room
- Nov. 24-25 NO SCHOOL / Thanksgiving Break
- Dec. 2 Early Release Day
- Dec. 15 Board Meeting 5:30pm Conference Room
- Dec. 19-30 NO SCHOOL / Winter Break
- Jan. 2 School Resumes
- Jan. 6 Early Release Day
- Jan. 13 End of quarter 2: 43 days
- Jan. 18 NO SCHOOL / MLK Day
- Jan. 20 NO SCHOOL / Staff Development Day
- Jan. 26 Board Meeting 5:30 pm Conference Room
- Feb. 3 Early Release Day
- Feb. 20 NO SCHOOL / President's Day
- Feb. 23 Board Meeting 5:30pm Conference Room
- Mar. 2 Early Release Day
- Mar. 17 End of quarter 3: 42 days
- Mar. 20 NO SCHOOL / Staff Development Day
- Mar. 23 & 29 Pre-K - 10 Evening conferences 4:00 - 8:00
- Mar. 23 Board Meeting 5:30pm Conference Room
- Apr. 3 - 7 NO SCHOOL / Spring Break
- Apr. 10 School Resumes
- Apr. 14 Early Release Day
- April 27 Board Meeting 5:30 pm Conference Room
- May 5 Early Release Day
- May 25 Board Meeting 5:30 pm Conference Room
- May 28 Last day of Pre-K
- May 28 NO SCHOOL / Memorial Day
- June 2 Early Release Day/Last Day of School
- end of quarter 4: 48 days
- June 5 Last Day for Staff
- June 22 Board Meeting 5:30 pm Conference Room
- 175 Student Days, 185 Staff Days

HOPE MIDDLE SCHOOL STUDENT/PARENT HANDBOOK
GRADES 6-8
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ACADEMIC INFORMATION

Open house and conferences:

HOPE holds an open house in August. All families are encouraged to attend in order to meet teachers and school administrators, visit classrooms, and enjoy some refreshments.

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 will assign homework as needed to reinforce learning in the classroom.
- **Homework Requests:** If parents know their student(s) 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 trimester in November, March, and June.

The report card will show their academic scores as letter grades. The value of each letter grade will determine the number of grade points given for each subject. The *Grade Point Average* calculation uses the total number of points received from each subject divided by the total number of courses.

Grading:

The credits earned at the end of each quarter are a letter grade. Letter grades identify as **A, B, C, D, and F**. Each letter grade determines the GPA. HOPE uses a 4-point scale to determine GPA.

Letter Grade	Percent Grade	4.0 Scale GPA
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	Below 60	0.0

Honor Roll:

The honor roll is to calculate all of the student’s final grades together, and the total number scores must equal a 4.00- or 3.00-point scale.

A-Honor roll 4.00 is from the Grade Point Average (GPA) 4-point scale.

B-Honor roll 3.00 is from the Grade Point Average (GPA) 3-point scale.

A student who received a 2.00 points scale, 1.00 points scale, I “incomplete” and F “failure” on his or her report card is not qualifying for the ***honor roll student***.

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 School Attendance Matters (SAM). **Note:** Three 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.

Absences:

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

Excused Absences:

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

Unexcused Absences:

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

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 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.

COMMUNICATIONS

Teacher updates 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 contact 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, They 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 permission. With teacher permission, a student may leave the classroom but must take a pass.

Hallway expectations:

Students will respect school property (artwork and bulletin boards, and bathrooms). They are expected to move quickly to the next class without disruption to other classes/students in the building.

Using the bathroom or drinking fountains: Bathroom breaks and water usage are expected to be done during passing time. The bathroom may only be used in emergency situations during class time. If a student has an emergency (they are going to vomit or have a bathroom emergency), they should let a friend know what is happening, take a pass, and go.

DISCIPLINE

According to the HOPE Community Academic disciplinary procedures and consequences. 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 to inappropriate internet sites or material, printing or downloading inappropriate material and changing hardware or software.

Teachers and administrators will follow the **HOPE Community Academy Disciplinary Procedures and Consequences** when making decisions about detentions or suspensions. Please refer to this document for any questions regarding discipline.

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.

PHOTO PERMISSION

HOPE Community Academy may take photos of your child's normal performance at school. HOPE may publish the pictures in the brochures, yearbooks, and website according to the *parent authorization form*.

SPORTS PROGRAMS

Boys and Girls Sports:

Fall: Basketball and Flag football.

Winter: Badminton and Volleyball.

Spring: Soccer.

After school sports programs for grades 6-12 include: Boys' basketball, flag football, badminton, volleyball, and soccer; girls' basketball, flag Football, badminton, volleyball, and soccer. Information for those activities will be provided at the time of sign up.

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

HEALTH INFORMATION

Medications to be given at school:

For any medicine use, HOPE Community Academy requires a Doctor's note with specific instructions and approval from parent(s)/guardian(s).

FORMS FOR THESE MEDICATIONS ARE AVAILABLE IN THE HEALTH OFFICE

Allergies/Health issues:

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 medical assistance:

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 a 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 99 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.

- If the student has a fever during the school hours, the teacher or nurse must contact the parent if necessary.

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
- Head Lice
- Covid-19

Immunizations: Updated immunizations are required for all 7th grade students BEFORE the first day of school:

Required immunizations for all 7th Grade students:

- 1-Tdap
- Proof of 2 DT
- Meningococcal (MCV4)
- 2 MMR (1 dose is needed, 2nd dose is highly recommended - refer to MD)
- 1- Varicella (chicken pox)- If the student has had chickenpox disease, varicella shots are not required. If disease occurred after 2010, the student's doctor must sign a form confirming disease.
- Recommended but NOT required: Human papillomavirus (HPV)

Students **CANNOT** be in school if they have not received these shots BEFORE the first day of school. Each day the student is absent due to a lack of any of the above immunizations attendance is counted as unexcused.

LOCKERS

Every student will be assigned a locker. Students will only be allowed access to belongings in lockers by their teachers or administration. If the students fail to lock their locker, HOPE Community Academy will not be responsible for any items lost. Teachers and administration have the authority or right to search any lockers **at any time** without notifying the students.

All 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 and the student would lose all of their privileges. 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:

- Roller blades/skateboards
- Electronics
- Toys
- Radios/cell phone
- Toy or real weapons
- iPod/CD players
- Drug/alcohol-related items, including T-shirts, jackets, jewelry, etc.
- Products containing any alcohol, drugs, or tobacco (this includes vaping pens, chewing tobacco, cigarettes, ect.)

SAFETY AND SECURITY

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. Any damage or loss of school property will result in a fee for repair or replacement.

Fees for lost or damaged school property:

If lost or damaged, students will have to pay for the cost of these items to HOPE:

- Library books (Media Center Library and classroom library)
- Textbooks
- School issued technology

SPECIAL OCCASIONS

Hmong New Year:

The Hmong New Year is celebrated at HOPE. Students will celebrate this holiday at school assemblies each year. Parents will be notified of dates/times. Other holidays may be incorporated into the curriculum as an educational experience at the discretion of the teacher.

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.

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:

1. Students must be at their bus stop 10 minutes before pick-up time and dressed appropriately for the weather.
2. Students must be seated at all times.
3. Students must show respect for others on the bus and the driver.
4. No food or drink on the bus.
5. Students must keep their feet and body out of the aisle (the hand and head must be inside the bus at all times.)
6. Students must not walk and run on the bus during the bus on the road.
7. If the student fails to follow the transportation guideline, they may be assigned a seat or loss of busing privileges.
8. Students must cross at a safe distance from the front of the bus.
9. Students must ride their assigned bus to and from school.
10. If a student needs to take a different bus, the student must bring a signed note from a parent.

Inform all students that there is a camera on the bus. 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.** 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 they 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.

WEATHER/SCHOOL CLOSINGS

HOPE Community Academy may 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/email)

Yog koj xav kom txhais cov lus no ua lus Hmoob, thov hu xov tooj rau HOPE Community Academy ntawm tus xov tooj 651-796-4500. Ua tsaug!

နမ့်အိန်ဒီးလာတၢ်ကျိၢ်ထံက့ၤဆူကညီကျိၢ်န့ၣ်, ဝံသးစူဆဲးကျိးဘၣ်HOPE Community Academy ၆ ၆၅၁-၇၉၆-၄၅၀၀