

# Student/Parent Handbook

## PreK-5th Grades

2022-2023



**HOPE Community Academy**  
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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

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
  - Staff Contract days/SD
  - End of Quarter
  - No School students and staff
  - Early Release Days
  - 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. 16 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. 3 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
- Apr. 27 Board Meeting 5:30 pm Conference Room
- May 5 Early Release Day
- May 25 Board Meeting 5:30 pm Conference Room
- May 26 Last day of Pre-K
- May 26 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

# 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 Grades K-5

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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 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** Students are 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, they are likely to meet year-end grade level expectations by June.

## **5<sup>th</sup> Grade**

5<sup>th</sup> 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 School Attendance Matters. **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.

#### **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



### **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.

## **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 Student/Parent 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 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:

**H**ands at your side

**A**ll eyes forward

Lips are sealed  
Light footsteps  
Straight line

**Using the Bathroom/Drinking Fountains:** Bathroom and water breaks are expected to be taken during the classes assigned 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 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. Please refer to this document for any questions regarding discipline.

## **GIFTED AND TALENTED PROGRAM**

**(TO BE ADDED SHORTLY)**

### **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 5-10 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.

### **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

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 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 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 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 parent permission is required.
- ***Vomiting/Diarrhea:*** Students may not return to school until s/he is free of episodes for 24 hours.

### 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

### IMMUNIZATIONS

Updated immunizations are required in the following grades:

#### Entrance into Kindergarten

- 5 DPT (5<sup>th</sup> shot not needed if the 4<sup>th</sup> was given after the 4<sup>th</sup> birthday).
- 4 POLIO (4<sup>th</sup> dose is not needed if the 3<sup>rd</sup> was after the 4<sup>th</sup> 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).

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

### **PROOF OF PRESCHOOL SCREENING**

This is done through HOPE and must be completed before students start Kindergarten.

### **LOCKERS**

Every student will be assigned a locker space. Locker spaces may not be locked at all times. 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.

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

### **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 their normal bus, parents must send in a note so 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.

## **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:

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.

## **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.** Tennis shoes are preferred. No platform or high heel shoes, slippers, shoes with hidden wheels, open-toe shoes or sandals, flip flops are allowed at school for safety reasons.
- **Sweatshirts** must be plain navy/black. No pockets and no 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.

## **Fees**

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

## 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/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!

နမ့်အဲဒီဒီးလၢတၢ်ကျိၢ်ထံကုၤဆူကညီကျိၢ်န့ၣ်, ဝံသးစူဆဲးကျိးဘၣ်HOPE Community Academy ၆ ၆၅၁-၇၉၆-၄၅၀၀