Student/Parent Handbook
Middle & High School: Grades 6th-12th
2025-2026

HOPE Community Academy
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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.

TITLE I SCHOOL-WIDE: HOPE is committed to ensuring all students are supported in their growth for learning and become confident and competent readers and mathematicians. To ensure this happens we offer a school-wide Title I program which services all of HOPE's scholars. The Title I funding from the state of Minnesota given to HOPE is used for monthly parent meetings where staff work together with families to connect about school events, supporting students at school and home, along with allowing parents to provide feedback to the school regarding the academic needs of their child.

Hope Community Academy School Calendar 2025-2026

July

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

August

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

0 student days
6 staff days

September

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

20 student days
21 staff days

October

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

21 student days
21 staff days

November

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

17 student days
18 staff days

December

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

15 student days
15 staff days

January

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

19 student days
19 staff days

February

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

18 student days
19 staff days

March

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

19 student days
21 staff days

April

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

18 student days
19 staff days

May

Wk	Su	M	Tu	W	Th	F	Sa
44						1	2
45	3	4	5	6	7	8	9
46	10	11	12	13	14	15	16
47	17	18	19	20	21	22	23
49	24	25	26	27	28	29	30
31							

19 student days
20 staff days

June

Wk	Su	M	Tu	W	Th	F	Sa
50		1	2	3	4	5	6
51	7	8	9	10	11	12	13
52	14	15	16	17	18	19	20
53	21	22	23	24	25	26	27
54	28	29	30				

4 student day
5 staff days

170 Student Days 184 Staff Days

Key:

- Conferences
- End of Quarter
- Staff Last Day
- No School students and staff
- No School for Students: Staff Development
- Last Day of School

August 6th	New Staff Orientation
August 19-28	Staff Return/Professional Development
August 26-27	Elementary Connect and Assess Days 8:00-4:00
August 28th	Open House 6-12 4:00-8:00/Board Meeting 5:30
Sep. 2nd	**First day of school for K-12 students**
Sep. 8th	**First day of Pre-K**
Sep. 25th	Board Meeting 5:30 PM Conference Room
Sep. 26th	**NO SCHOOL: Staff Development Day**
Oct. 16-17th	**NO SCHOOL: State Teacher Meeting**
Oct. 23rd	Board Meeting 5:30 PM Conference Room
Oct. 31st	End of quarter 1
Nov 3rd	Pre-K-12 School Conferences 10:00AM-8:00PM
Nov 3rd-4th	**Online Learning Days K-12: Conf./Staff PD**
Nov. 12th	Pre-K - 12 Evening conferences 4:00 - 8:00
Nov. 20th	Board Meeting 5:30 PM Conference Room
Nov. 25th	World New Year Celebration
Nov. 26-28th	**NO SCHOOL / Thanksgiving Break**
Dec. 18th	Board Meeting 5:30 PM Conference Room
Dec. 22-Jan. 2	**NO SCHOOL / Winter Break**
Jan. 5th	**School Resumes**
Jan. 19th	**NO SCHOOL / MLK Dayonline**
Jan. 22nd	Board Meeting 5:30 PM Conference Room
Jan. 23rd	End of Quarter 2:
Jan. 29th	Board Meeting 5:30 PM Conference Room
Feb. 16th	**NO SCHOOL: President's Day**
Feb. 26th	Board Meeting 5:30 PM Conference Room
Feb. 27th	**NO SCHOOL for Students: Staff Development**
March 13th	ACT Testing 9-12 **No school Middle School Only**
March 17th	Pre-K - 12 Evening conferences 4:00 - 8:00
March 19th	**Pre-K-12 Conferences 10:00-8:00/Online Learning K-12**
March 20th	**NO SCHOOL: Staff Development Day**
March 26th	Board Meeting 5:30 PM Conference Room
March 27th	End of Quarter 3
Mar 30-Apr 3	**NO SCHOOL / Spring Break**
April 6th	**School Resumes**
April 23rd	Board Meeting 5:30 PM Conference Room
April 24th	**NO SCHOOL: Staff Development Day**
May 14th	Hmong Day/Annual Meeting 5:30PM
May 28th	Board Meeting 5:30 PM Conference Room
May 22nd	**NO SCHOOL for Students: Staff Development**
May 25th	**NO SCHOOL / Memorial Day**
May 29th	**Last day of Pre-K**
June 4th	**Last Day of School for Students K-12/Last day of Quarter 4**
June 4th	**HS Graduation 6:00**
June 5th	**Last Day for Staff**
June 19th	**Juneteenth**
June25th	Board Meeting 5:30 PM Conference Room

ACADEMIC INFORMATION

Open House:
HOPE will have two Connect and Assess days in August (26th and 27th). These dates are for all families in the PK-5th grade to come meet the teacher, see the classroom, and take a few quick assessments for the teachers to assess their abilities in math and reading before the school year starts. All families are encouraged to attend in order to meet teachers and school administrators, visit classrooms, and make sure all paperwork to start the year has been turned in.

PROOF OF PRESCHOOL SCREENING
This is done through HOPE and must be completed before students start Kindergarten.

Conferences:
Parent conferences are scheduled in the fall (November 3rd and 12th) and in the spring (March 17th and 19th). 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.

Homework Guidelines:

- Homework assigned by teachers is to reflect the standards the students are working on in class and will appear in the daily planner.
- 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 and students should check the daily student planner nightly to ensure students are working on homework as assigned.
- 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.

***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 SCHOOL 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:
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. **Note:** Three tardies equals one day of unexcused absence.

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.

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

Parents **must:**

1. Call the school or teacher with the reason the student is not in school (please specify the diagnosis and/or symptoms if absence is due to illness.
2. Send a note or email for the teacher upon return to school.
3. Send a doctor's note if the student is absent for more than three consecutive days.

Students **must**:

1. 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

Unexcused Absence Procedure:

1-5 Days: HOPE Attendance Team reaches out to families.

5-10 Days: SAM Step 1 - Parent Informational meeting video - Ramsey County

10-15 Days:

1. In school contract and meeting with student, parent and HOPE Representative
2. Parent must attend zoom meeting with Ramsey County
3. The family will be notified via letter or email that another referral has been made, and of the date, time, and of the SART Meeting they must attend
4. (For students under 12, a referral will be made to Child Protection for possible involvement. For students 12 and older, a Youth Engagement Worker could be assigned for assessment and assistance with accessing services.)

16+ Days: An attorney will review the referral for charging and file a petition when appropriate.

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. 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. If you have any questions, please do not hesitate to call 651-796-4500.

COMMUNICATION

Grade Level and School Newsletters

Weekly teacher updates and school messengers are sent home 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 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 HOPE's policy section 306, it ensures the students comply with the school's expectations for student conduct. Our school community needs 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.

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.

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
- Truancy

Social workers lead small groups about:

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

HEALTH INFORMATION

Medications at School

For any medicine use, HOPE Community Academy requires a Medication Authorization Form to be completed and signed by a physician and parent. This form is available in the health office. A new form is required each new school year and if there is a change to the original doctor's order. The school can only administer medication as ordered by the doctor. All medication must be provided by the parent.

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. For health conditions that can result in an emergency, medical documentation (such as Asthma Action Plan, Seizure Action Plan, Diabetes Management Plan, Severe Allergy/Anaphylaxis Plan) and emergency medications must be turned into the health office as soon as possible.

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 Student

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

- ***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.
- ***Vomiting/Diarrhea***: Students may not return to school until s/he is free of episodes for 24 hours.
- ***Communicable diseases*:** Communicable 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. 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. Our goal is to slow the spread of these diseases by notifying parents of exposures at school.
- Please make sure to report the following illnesses as soon as possible:
    - Chickenpox
    - Measles
    - COVID-19
    - Influenza
    - Strep throat
    - Impetigo
    - Conjunctivitis (Pink Eye)
    - Diarrhea
    - Ringworm
    - Head Lice

Immunizations

Updated immunizations are required in the following grades:

1. **Entrance into Kindergarten**
   - 5 doses of DTaP (5th shot not needed if the 4th was given after the 4th birthday)
   - 4 doses of Polio (4th dose is not needed if the 3rd was after the 4th birthday).
   - 2 doses of MMR
   - 3 doses of HEPATITIS B
   - 2 doses of Varicella (chickenpox)
2. **Entrance into 7th Grade**
   - 1 dose Tdap
   - 1 dose meningococcal
3. **Entrance into 12th Grade**
   - 2nd/Booster dose of meningococcal

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.

LOCKERS

Students will be assigned a locker space. Locker spaces may not be locked at any 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. If a child brings a cell phone it is to be given to the classroom teacher at the beginning of the day for safe keeping (lockers do not lock) and will be returned at the end of the day. The office can relay any messages during the school day to students if needed.

Items to be kept at home include, but are not limited to:

- Character cards
- Electronics
- Toys
- Cell phone
- Toy or real weapons
- 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 no later than 12:00 PM the day of.

SCHOOL PROPERTY

Computers, including Laptops, iPad, and Hand-Held Devices
School computers should be used for education only. Students may not use computers to go on social media, 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. Any misuse of technology may result in the loss of usage, in-school suspension, or out of school suspension based on the severity of misuse.

SPECIAL OCCASIONS - WORLD NEW YEAR & HMONG DAY

The World New Year & Hmong Day are honored 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:

- The student is transferring to another school.
- The school is complying with a judicial order.

TRANSPORTATION

JME Transit Inc. provides transportation for HOPE Community Academy. Any change of address should be reported to HOPE one week in advance to ensure the bus stop is updated. 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, and their hands and head must be inside the bus's window at all times.
3. Students must show respect for others on the bus and the driver.
4. Students must not run or move from seat to seat while the bus is running on the road.
5. No food or drink on the bus.
6. Students must keep feet and body out of the aisle.
7. Students must keep hands, arms and body inside the bus.
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.

*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. If the negative behavior continues, the student may lose their privilege to ride the bus for the school year.

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. Dark blue jeans are allowed and must not have any holes.
- Middle School:
  HOPE or Plain white collared shirt. NO T-SHIRTS/Tank tops.
- High School:
  HOPE or plain white blue T-shirt. NO patterns on T-SHIRTS or Tank tops allowed.
- **Shoes.** Tennis shoes are preferred daily and are required for PE. 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 with no pockets and no hood.

If a student comes to school out of uniform they may be required to call home and have one brought to school. If a student borrows a uniform the original clothing will be kept in the office until the uniform is returned. or the school may have one for the student to use for the day. If this becomes an on-going issue, the Dean of Students 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. The 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).