

## **I. GENERAL INFORMATION**

### **A. Mission Statement**

The mission of the Academy of Hope is to maximize the potential inherent in every student by building character, promoting critical thinking, encouraging intellectual curiosity, cultivating entrepreneurship and instilling a sense of global responsibility.

### **B. Areas of Focus**

#### **1. Student Achievement**

*How we will measure our success:*

- Every student will demonstrate gains in achievement in core academic areas (reading, writing, math, science and social studies).
- Every student will demonstrate gains in achievement in instructional areas beyond the core academic areas.
- We will provide support and interventions to meet the diverse learning needs of students.
- Students will demonstrate interpersonal, communication, workplace, and life skills essential for responsible citizenship.

#### **2. Family, School and Community Partnerships**

*How we will measure our success:*

- We will increase opportunities for family participation in student learning in and out of school.
- We will foster effective partnerships among and between schools, families, and communities to expand the opportunities for students.

#### **3. Human Resource Development**

*How we will measure our success:*

- We will recruit, employ, support, and retain a high quality work force.
- We will provide effective staff development aligned with the District's mission and goals.
- We will implement an effective accountability system aligned with District aims and goals for all employees.

#### **4. Safe, Nurturing and Healthy Environment**

*How we will measure our success:*

- We will provide safe, positive, inviting, and secure learning environments.
- We will provide facilities and programs conducive to learning.
- We will provide a fair and consistent behavior program that maximizes student learning.

#### **5. Resource Allocation and Management**

*How we will measure our success:*

- We will secure and allocate adequate financial resources to accomplish the mission of the Academy.

- We will effectively manage all resources of the Academy.

### **C. Registration**

Before registering for school, here are a few things you should know:

#### **Proof of Residency**

When registering for school, students and parents must provide documentation of their physical address. Acceptable documents include current utility bills, a current and signed rental agreement, an approved transfer form, proof of guardianship, or a valid receipt and letter on property letterhead indicating the student is staying in a hotel or rental condo on a long-term basis. A driver's license and voter registration card may be used to verify address, but will not serve as sole evidence of residency. At the time of registration, parents will be asked to provide the vehicle license tag numbers of all vehicles that will be picking up or dropping off students on a regular basis.

#### **Entrance Age Requirements**

Students registering for kindergarten must be five years old on or before September 1. Students registering for first grade must be six years old on or before September 1. Enrollment in four-year old child development classes is limited and students must be tested before admission. These students must be four years old on or before September 1.

#### **Fees**

There are no registration fees or insurance costs for school-day coverage for students registering for school.

#### **Requirements For New Students**

Students who are registering in the District for the first time should present a legal birth certificate and certificate of immunization. All students must meet immunization requirements for attendance. A Social Security number is requested. If students have previously been enrolled in another school outside of the District or state, the receiving school will send for educational records at the time of registration.

#### **Immunization Requirements**

Proof of immunization is required for new students. Minimum requirements are as follows:

- Four (4) doses of any combination of DTP, DT, DTP- Hib, DTaP, Td or Tdap vaccine with at least one (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubella (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine. • One (1) dose of Varicella vaccine received on

or after

the first birthday or positive history of disease for all children admitted to kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, ninth grades and tenth grades.

- Immunizations are available at your local Health Department. Proof of immunization is required at the time of registration. If you have questions about immunization, call your local medical provider or your local Health Department at 843-915-8800 (in Conway), 843-448- 8407 (in Myrtle Beach), 843-399-5553 (in North Myrtle Beach) and 756-4027 (in Loris).

## **D. School Food**

Good nutrition goes hand in hand with education and is essential to cognitive and physical development. Academy of Hope has a breakfast and lunch program that offer nutritional and tasty options for students every day of the year. Menus are available at the school and on the school website at [www.theacademyofhope.org](http://www.theacademyofhope.org). Menus are subject to change due to availability of food items or special events at the school. More detailed menu information may be available on the school website. If your child has unique nutritional needs or food allergies, please discuss these with the cafeteria manager, and classroom teacher.

### **1. Reduced Price & Free Meals**

Reduced price and free meals are available to those who qualify. Family applications are made available during registration and throughout the year. Parents may complete one application for all children in the household. Contact the cafeteria manager at your child's school or the HCS Food Service staff at 843-488-6925 for more information.

### **2. Cost of Meals**

#### **Breakfast Prices**

<b>Meal Status</b>	<b>Daily</b>	<b>Weekly</b>	<b>Yearly</b>
<b>Full-Pay</b>	\$1.00	\$5.00	\$180.00
<b>Reduced</b>	\$.30	\$1.50	\$54.00

#### **Lunch Prices**

<b>Meal Status</b>	<b>Daily</b>	<b>Weekly</b>	<b>Yearly</b>
<b>Full-Pay</b>	\$2.00	\$10.00	\$360.00
<b>Reduced</b>	\$.40	\$2.00	\$72.00

### **3. Paying for Meals**

There are several payment options available to purchase meals at school. Paying in advance ensures that your child does not have to keep up with lunch money. You can pre-pay on a daily, weekly, monthly, semester, or yearly basis.

If a student does not have lunch money, he or she may charge up to three meals. The cashier will remind the student about current charges and parents will be notified through letters and/or telephone calls to send money for charges. If parents refuse to pay for meals, students may be provided with a courtesy meal. Parents may apply for free or reduced meals at any time during the year if family circumstances change where meal costs become a hardship.

### **E. Reporting Child Abuse/Neglect**

Child abuse/neglect is a serious offense and will be considered as such by those coming in contact with it. Academy of Hope will report such cases to the proper authorities so the children known to be in danger can receive assistance.

### **F. Student Records and Parent Rights**

The student will maintain a cumulative record folder, which contains directory information, scholastic information, standardized test data, health records and other similar information. The school will protect the confidentiality of personally identifiable data on children during collection, storage, disclosure and destruction of applicable records.

If it is necessary for the student to transfer to another school, parents will be asked to complete withdrawal forms available with the Receptionist. No information will be released on a child until these forms are complete. All school-issued materials, cafeteria fees and library books must be returned prior to transfer and all fees/fines must be paid.

Parents have the right to review and contest material in a student's permanent record. Anyone who wishes to inspect the records must make the request for inspection of a student's record to the school principal. The principals or designated school official will set a time and place for the inspection of such records within a reasonable period of time, but in no case more than 45 days after the request has been made.

### **G. Children With Disabilities**

Academy of Hope provides for a free and appropriate education consistent with the federal Individuals with Disabilities Act for all children with disabilities that reside in the district.

### **H. Field Trips**

Field trips are an extension of a unit of study. Small fees may be charged to help defray costs. Chaperones aid teachers in providing supervision during field trips. Parents willing to volunteer during field trips should contact their child(ren)'s teachers or the school Receptionist for a volunteer agreement form. No chaperone should be allowed to participate in field trips without having a background check on file.

### **I. Homebound Instruction**

The state of South Carolina, through the school district provides 5 hours of homebound instruction for students who cannot attend classes due to illness or injury. The application for Homebound Services can be obtained from the district office. The application must be signed by a medical doctor and returned to school immediately. When the student receives instruction he/ she is counted as present in school. HB instruction does not guarantee that the student will pass courses/or advance to the next grade.

### **J. Fire Drills and Emergency Drills**

One fire drill will be held without warning each month. Each teacher will be responsible for instructing his/her pupils on the manner and route of exit during a drill. These rehearsals are necessary for helping the pupils react appropriately in case of emergency. In addition, instructions will be provided in preparation for tornadoes, earthquakes, and severe weather warning alerts.

### **K. Statement of Non-Discrimination**

Academy of Hope does not discriminate on the basis of race, religion, color, national origin, sex, disability, age, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities.

## II. ATTENDANCE

### A. Attendance Policies

- ***NO EXCUSES: All Absences – “Excused” and “Unexcused” – are still considered absences*** – Any day your child does not attend school is considered an absence. For example, missing school due to a serious illness (with a doctor’s note) or a death in the family is still considered being absent at Academy of Hope. While we expect a call or note from a parent or doctor explaining the absence, the student is still considered (and marked) absent from school.
- ***Never miss school for appointments*** – Parents/guardians are responsible for scheduling medical appointments outside of school time. In the rare case that a student has an emergency medical appointment at a time when school is in session, he or she should not be absent for the entire school day.
- ***Suspensions are considered absences*** – If a student is absent from school due to suspension, these days will be treated the same as an absence (unexcused).
- ***Attendance at after-school events*** – Students who are absent from school cannot attend school events or other school-sponsored activities on the days of the absence, unless the school has given advance permission. Students must be in school for at least seven hours of the regular school day (7:30am to 4:00pm) to be able to attend school events. For weekend events, students must be present at the school on Friday.
- ***The school will track and follow up on student absences*** – Academy of Hope will take attendance daily and will maintain records of all student absences. If a student misses school, Academy of Hope staff will make reasonable efforts to contact the student’s parent/guardian by telephone, writing, or in person. The Principal will follow up with parents/guardians about recurring attendance issues.
- ***Work to submit and make-up work*** – If a student is absent, he or she must make up any exams, quizzes, interim assessments, or other tests the day her or she returns. In addition, student returning from an absence must submit his/her homework that was due the day of the absence to the classroom teacher. Students will receive work missed and be given 2 days to complete and submit to the classroom teachers.
- ***Vacations*** – It is not acceptable for parents to take a child on a vacation during the school year.

### B. Arrival Procedures

The Academy of Hope school day begins at 7:30am. Doors will first open to students at 7:20am. All students are to be dropped off at the far left side of the building, closest to Smith Street. When walking students into the building, please use the entrance at the far left side of the building, closest to Smith Street. Please do not drop students off in the parking lot. This may cause confusion and put student safety at-risk.

### **C. Dismissal Procedures**

The Academy of Hope school day ends at 4:00pm. Doors will be open to parents/guardians for pick-up beginning at 3:45pm. When picking up a student, please enter the circular driveway from Racepath Avenue at Smith Street, turning left into the entrance at the front of the building. To avoid traffic delays and/or congestion, please avoid entering the circular driveway from Hwy 501/Church Street. All parents/guardians must have the Academy of Hope car line name cards with their child's name displayed on the dashboard of the car. If you do not have your child's car line name card, please park and come inside to sign him/her out.

Students will not be allowed to depart with an unauthorized driver unless explicit permission is granted by a parent/guardian in writing. No student will be permitted to leave the campus during the school day unless a parent/guardian signs the student out at the receptionist's desk. Please make your child(ren) aware of any dismissal changes before they arrive at school. If you need to make changes to your child's afternoon transportation plans during the school day, **you must call the school office by 3:30 pm** to ensure that the appropriate school officials are notified.

Safety Patrollers and teachers will assist with drop-off and pick-up. Students should be picked up no later than 4:15pm.

### **D. Early Dismissal**

Students are expected to stay in school until the very end of the day (4:00pm). Early pickups are disruptive to the learning environment. We will not release students prior to the end of the school day without prior notification via phone or parent note. Unless in cases of a true emergency, the school will not disrupt classes to get a student early, and students will not be allowed to leave until the end of the school day. Parents will need to wait until the end of the full school day.

For a student to be dismissed early, the student must bring a note from the parent in the morning. Parents may not "call in" to tell the school to find and send down the student at a certain time. The school will arrange for students to be with the Receptionist at the time the parent requests on the note. Early dismissals will not be allowed after 3:30pm.

### **E. Late Pickup**

Students are expected to be picked up promptly at the end of the school day (4:00pm). Failure to do this will result in a Parent Conference.

### **F. Absences**

Our most basic way of showing hard work and commitment is by coming to school every day. Attendance at school is a requirement for learning and a key component for promotion to the next grade level. More than 9 absences can result in a scholar repeating

the grade. In order for our students to reach for their personal best, they must show up and make their strongest effort on a consistent, daily basis. At Academy of Hope, regular attendance is required, and poor attendance will not be tolerated. Our curriculum is an ambitious one; every second of every day is essential for students to keep pace. Students who are absent frequently simply cannot keep up with the rest of the community with regards to academics and character.

**Student Absences Levels**

Level	# of Absences	Action
Warning	1-2	Parent Phone Call
Warning	3	Parent Phone Call, Letter
Borderline	4	Parent Phone Call, Letter
Extreme	5	Parent Phone Call, Letter, Home Visit
Extreme	6	Parent Phone Call, Parent Conference at School, Possible Notification of Legal Authorities
Extreme	7-9	Parent Phone Call, Parent Conference, Possible Recommendation for Non-Promotion

An **Attendance Intervention Plan (AIP)** will be developed by the school for truant students. The plan will help to establish goals for regular school attendance and will be monitored to ensure compliance. Failure to comply with the plan may result in legal proceedings through Family Court.

Upon returning to school, a student should turn in a note/verification of the absence to the Receptionist.

Acceptable reasons for absence:

- a. Illness: A physician’s note only (must be received within 10 days of the absence).
- b. Religious holidays (as certified by a written note within 10 days of the absence).
- c. A physician’s note is required when a student is absent from school for 3 or more days consecutively.
- d. In unusual situations not anticipated by the above, the principal shall be permitted to grant an exception if the situation so warrants.

For the purpose of this policy, all other absences will be counted toward the maximum number of days.

**G. Tardies**



Students are expected to arrive at school between 7:20am and 7:30am. Students are considered tardy at 7:40am. Every three tardies equals one absence.

### **III. STUDENT CONDUCT**

#### **A. Character Education**

Beginning in child development, students are taught the behaviors expected when interacting with others at home, school, and in the community. These include: trustworthiness; active listening; truthfulness; no put-downs; and doing your personal best. A set of character education skills helps students to evaluate their own behavior, the behavior of others and how behavior impacts success in social and academic settings.

#### **These Character Education Skills Are**

- Honesty – The quality or state of being truthful; not deceptive;
- Sportsmanship – Observing the rules of play and winning or losing with grace;
- Respect – To feel or show deferential regard for; esteem;
- Confidence – Reliance or trust. A feeling of self-assurance;
- Perseverance – to persist in an idea, purpose or task despite obstacles;
- Judgment – the ability to make a decision or form an opinion; a decision reached after consideration;
- Integrity - To act according to what's right and wrong;
- Initiative - To do something that needs to be done without waiting to be told;
- Flexibility - To be willing to make changes to plans when necessary;
- Organization - To keep things in order and ready to use;
- Sense of Humor - To laugh and be playful without hurting others;
- Effort - To do your best;
- Common Sense - To use good judgment;
- Problem-Solving - To seek solutions in everyday problems;
- Responsibility - To be accountable for your actions;
- Patience - To wait calmly;
- Friendship - To make and keep friends through mutual trust and caring;
- Curiosity - A desire to learn about the world;
- Cooperation - To work together toward a common goal or purpose;
- Caring - To feel or show concern for others;
- Courage - To act according to your beliefs even when you are afraid;
- Pride - The joy you feel when you have done your best; and
- Resourcefulness - To respond in creative ways when faced with a problem or an opportunity.

## **B. STAR**

**To help students learn professional habits, Academy of Hope institutes the S.T.A.R. behavior code:**

### **Stand/Sit Up Straight.**

Students are expected to demonstrate good posture at all times. Under no circumstances may students put their heads down on their desks unless they have been given permission to do so. When sitting in a chair, students must have their bottoms on the chair. Their backs are straight and their hands are folded on top of their desks. When standing, students must have equal weight on both feet and their hands to their sides. When sitting on the rug, students must sit cross-legged and have their hands folded and in their laps.

### **Track the Speaker with Your Eyes.**

Students are expected to track the speaker at all times. When the teacher is talking, students need to track the teacher with their eyes. Students should also track any student who has been given permission to speak by the teacher. Tracking the speaker will help all students to stay on task and concentrate on instruction. It is also the polite thing to do.

### **Always Do Your Best and Stay on Task.**

Academy of Hope students are expected to be on task 100% of instructional time with very few reminders by teachers. Students ask and answer questions by raising their hands and waiting for the teacher to call on them.

### **Respect at All Times.**

There are no excuses for disrespectful behavior at Academy of Hope. A student who has a disagreement with another student is expected to follow a three-step procedure in order to address the problem: 1) ignore the offending student; 2) ask the offending student to stop; and 3) tell the teacher. Students who have been corrected by a teacher may not respond to that correction in a way other than following the directions given by the teacher. If a student feels that a consequence has been unfairly applied, the student may speak to the teacher after the lesson has ended. The teacher has the right to disagree with the student. All decisions made by the teacher will be final.

## **C. Discipline Policies and Procedures**

### **CATEGORY I: DISORDERLY CONDUCT**

#### **Examples of Category I Behavior**

- Talking: Deliberately or excessively blurts out without having permission or raising a hand; off-task talking, prevents or interrupts instruction or learning
- Movements: Repeatedly leaves desk or assigned group without permission; deliberately takes too long and/or is chaotic in moving from one activity to another
- Noises/Gestures: Makes attention-seeking or obnoxious sounds and/or gestures with eyes, mouth, hands, feet, or objects; interrupts attention of one or more students, or interrupts teacher from task at hand
- Disorganization: After specific procedures and routines are taught and reviewed, a habitual lack of materials (pencils, paper, books, etc.) is evident
- Failure to Follow Instructions: Intentionally delays beginning or completing tasks; ignores specific teacher requests and/or directions; does something different than the original request; this does not include the child who does not comprehend task directions
- Tardiness: Habitually comes to class or school late; intentionally dawdles in the lunchroom, assembly room, stairwell, hallway, or playground

#### **Consequences**

3 cautions in one day = recess detention or silent lunch

### **CATEGORY II: DISRUPTIVE CONDUCT**

#### **Examples of Category II Behavior**

- Dishonesty: Lying, cheating, or displacing blame
- Disrespect: Conflicts with peers or teachers; cannot or will not demonstrate the ability to get along with peers, comply with teacher requests, or ignore irrelevant comments made by others
- Physical Threats: Physical actions which threaten or intimidate another person
- Verbal Threats: Verbal statements which threaten, intimidate, or put down others; use of intellectual strength to frighten another person
- Profanity: Language which communicates acts of violence, of a sexual nature, or an abusive description of bodily functions; swearing, cursing, use of foul language
- Stealing: Taking property, which does not rightfully belong to one; taking property without verbal permission
- Defiance: Challenging verbal instructions or violating written rules, as set forth in the classroom or school; includes some acts of vandalism

## **Consequences**

- 1 caution = recess detention
- 2 caution = silent lunch
- 3 caution = out-of-school-suspension

## **CATEGORY III: CRIMINAL CONDUCT**

### **Examples of Category III Behavior**

- Overt physical aggression, fighting, punching, kicking, etc.
- Purposeful physical acts which endanger the health or safety of oneself or others

## **Consequences**

Automatic Out-of-School Suspension

### **Actions Leading to Suspension or Expulsion**

1. Breaches of conduct that may lead to suspension or expulsion are:
  - a. theft
  - b. use of obscene or profane language or gestures to a teacher
  - c. deliberate refusal to obey a staff member when ordered to leave a room or report to the office
  - d. illegal walk-out from a classroom
  - e. physical abuse of another student or staff member
  - f. blackmailing, threatening, or intimidating students or staff members
  - g. possessing any kind of weapon in the school
  - h. distribution of materials unauthorized by the principal
  - i. willful destruction of school property
  - j. possession, selling, or consumption of drugs or alcoholic beverages
  - k. deliberate failure to attend classes after reporting to school, or riding in unauthorized school transportation
2. In the case of students who are guilty of repeated small violations, provisions for suspension can be made by local school authorities. All students are expected to follow the adopted discipline plan unless a behavioral IEP is in place.

## **D. Parent Responsibilities**

1. Support the school's discipline program by reviewing and reinforcing school procedures and character traits regularly in your home.
2. Support your child's teacher as he/she implements his/her classroom management plan and the district code.
3. Discuss behavioral concerns with your child's teachers, counselors, or administrators.

4. Hold high expectations for your child, both academically and socially.
5. Develop a partnership between your child's teacher by visiting and communicating on a regular basis.
6. Attend parent-teacher conferences.
7. Help establish homework routines for your child-monitor homework and notify teachers if your child is having difficulty.
8. Inform the school when there is a change in family circumstances that may affect your child.
9. Maintain current address, telephone numbers, and emergency contact information at all times.

### **E. Cell Phones, Pagers, & Other Electronic Devices**

Students may not use cell phones, pagers or other electronic devices to interfere with instruction or school activities, or send inappropriate messages, recordings, broadcasts, or images. All of the above mentioned equipment must be turned off and be out of sight while at school. Devices must remain off and out of sight until students are dismissed and are never to be used in any area in which an individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers. In the event of a violation, school personnel are authorized to take the device from the student but will return the device to the owner. First violations generally are considered to be Level I offenses (disorderly conduct); repetitive or serious offenses will result in more serious consequences which could include out-of-school suspension, revocation of the right to bring the device on campus, or immediate suspension pending an evidentiary hearing.

### **F. Hazing**

Hazing means, but is not limited to, the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student or by members of a team or group, to one or more students, with intent to punish or injure the subordinate student(s), or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Incidents of hazing are Level II or Level III offenses. Level II offenses involve planning hazing and/or preparing to engage in hazing or being present when others are planning hazing and/or preparing to engage in hazing. Level III offenses involve engaging in hazing and/or being present when others are engaging in hazing.

### **G. Sexual Harassment and Bullying**

Any student who feels that advances (wanted or unwanted) has been made by another student or adult should immediately report the problem to the guidance counselor or principal. This matter will be resolved immediately as this goes against school and district policy.

Acts of bullying, cyberbullying, harassment, or intimidation are unacceptable disruptive conduct and are a Level II offense. These acts could be defined by a gesture, an electronic

communication (text-messages, e-mail messages, postings to blogs, chat rooms, electronic personal pages, etc.), or a written, verbal, physical, or sexual threat or act. These acts can cause physical or emotional harm, damage student property, and create hostile environments that make students fearful. Bullying, harassment, or intimidation also involves insulting or demeaning an individual or group of students and disrupts or interferes with the operation of the school.

Students who witness or have reason to believe that another student has been a victim of sexual harassment, bullying, cyberbullying, harassment, or intimidation, are asked to inform the school Principal, Natasha Butler, at 843-995-4861 or [nbutler@theacademyofhope.org](mailto:nbutler@theacademyofhope.org) or the Executive Director, Joseph Washington, at 843-446-5879 or [jewashington@theacademyofhope.org](mailto:jewashington@theacademyofhope.org).

## **H. Possession and use of tobacco products**

The South Carolina Youth Access to Tobacco Prevention Act of 2006 says that a minor under the age of 18 must not possess a tobacco product. While it has been against school and District rules for students to have or use tobacco products for years, this new act means that the offense is now a violation of the law. Students will be subject to consequences for their behavior by the school and may have to appear for a hearing before a municipal or magistrate's court.

## **I. School-Wide Positive Reinforcement Procedures**

### **A Chance at HOPE**

ALL Faculty and Staff will have the opportunity to give positive rewards to any student behaving appropriately when caught. The “chance” cards will be on card stock, signed, and given to students. They must keep track of their cards. Lost cards will not be replaced.

Students will have time at the end of each Friday to turn in 10 chance cards for a ticket. These tickets will be collected and used for an end of the month celebration. Tickets will have student’s names on them so they do not have to keep track of those. Rewards such as lunch with the principal, principal for the day, etc. will be given out at the assembly.

### **Student of the Week**

Each class will choose a student of the week based on behavior and turn in that student’s name by Friday at 4 pm. On Monday morning, the students will be called out and praised during morning assembly. Pictures will be taken and displayed for the quarter.

## **J. Tips for Student Success**

1. Arrive each morning on time.
2. Eat a healthy breakfast.

3. Get the proper amount of sleep and come to school ready to work.
4. Do your personal best at all times and complete all assignments in a timely manner.
5. Bring only those items to school that are required by your teacher (Do not bring toys, balls, trading cards, video games, or other items that cause unnecessary disturbances and interrupt learning.)
6. Take pride in your appearance (Tuck in your shirts, make sure your shoes are tied.)
  
7. Wear the school uniform (HOPE polo, Khaki bottoms, brown or black shoes, brown or black belt and solid color socks.)
8. Put your name on outerwear, book bags, and lunch boxes.
9. Please respect teachers and students in classrooms. Be quiet in the hallways at all times.
10. Obey and respect all teachers, staff, and other students.
11. Wait quietly in lines.
12. Use proper language.
13. Remember that fighting is not allowed – always follow the “hands-off” policy.
14. Remember that candy and gum should NOT be brought to school for any reason.
15. Remember that no toys should be brought to school unless requested by your teacher.
16. Take notes, homework, and newsletters home and remember to return those that are required to be returned.
17. Be a good citizen by following school procedures and practicing character each and every day.
18. Treat our school building with respect.



## **IV. STUDENT HEALTH**

### **A. First Aid**

We are equipped to take care of only minor first aid problems. If a child becomes sick or is injured at school the principal or nurse will make a determination as to the severity of the illness. If necessary, every attempt will be made to contact parent or designated person from the emergency form.

### **B. Acceptable Reasons for Staying Home**

An Academy of Hope student should be kept at home if any of the following conditions exist:

- Contagious illness
- Temperature about 100° Fahrenheit
- Vomiting/Diarrhea
- Severe stomach ache, headache, or cough
- On antibiotics for less than 24 hours
- Feeling too sick to sit upright

If your child develops any of these conditions while at school, or other conditions that warrant medical attention, you will be called to come pick up your child.

### **C. Medicine**

School personnel can only administer prescriptions from a doctor. A completed Permission for Medication form must be on file in the school office. Prescriptions must have the child's name on them and not that of any other person. Without a Permission for Medication form on file, no over the counter medications will be administered (e.g. Tylenol, cough medicines, etc.)

It is very important that health aides such as inhalers and EpiPens be brought to school so that school personnel may assist your child in the occurrence of an attack.



### July

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

### August

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

### September

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

### October

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

### November

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

### December

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

### January

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

### February

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

### March

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

### April

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

### May

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

### June

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

- First Day of School - July 25th
- School Closed/No Students
- Staff Workday/No Students
- Last Day of School - June 1st
- Half Day
- Possible Make-Up Day
- Progress Reports
- Parent/Teacher Meetings
- Report Card Day

**VI. DAILY CLASS SCHEDULE (SUBJECT TO CHANGE)**

<b>KINDERGARTEN</b>	
Time	Activity
7:55-8:10	Morning Meeting
8:15-9:15	Core
9:15-10:15	Core
10:15-10:25	Snack
10:30-11:15	Foreign Language
11:15-11:30	Problem Solving (Global Awareness)
11:30-12:00	Lunch
12:00-12:45	PE (All KG students)
12:45-1:00	Read/Video/Multisensory
1:00-2:00	Core
2:00-2:15	Snack
2:00-4:00	Tech Time/Art/Music/Counseling

<b>FIRST GRADE</b>	
Time	Activity
7:55-8:10	Morning Meeting
8:15-9:15	Core
9:15-10:15	Core
10:15 - :25	Snack
10:30-11:15	PE (All 1 students)
11:15-11:30	Problem Solving (Global Awareness)
11:30-12:00	Lunch
12:00-12:45	Foreign Language
12:45-1:00	Read/Video/Multisensory
1:00-2:00	Core
2:00-2:15	Snack
2:00-4:00	Tech Time/Art/Music/Counseling

<b>SECOND GRADE</b>	
Time	Activity
7:55-8:10	Morning Meeting
8:15-9:15	Core
9:15-10:15	Foreign Language
10:15-10:30	Snack
10:30-11:30	Core
11:30-12:00	Research/Tech Time
12:00-12:30	Lunch
12:30-12:45	Global Awareness
12:45-1:45	PE (All 2 grade)
1:45-2:00	Snack
2:00-3:00	Core
3:00-4:00	Tech Time

<b>THIRD GRADE</b>	
Time	Activity
7:55-8:10	Morning Meeting
8:15-9:15	Core
9:15-10:15	PE
10:15-10:30	Snack
10:30-11:30	Core
11:30-12:00	Research/Tech Time
12:00-12:30	Lunch
12:30-12:45	Global Awareness
12:45-1:45	Foreign Language
1:45-2:00	Snack
2:00-3:00	Core
3:00-4:00	Tech Time

<b>FOURTH GRADE</b>	
Time	Activity
7:55-8:10	Morning Meeting
8:15-9:15	Core
9:15-10:15	PE
10:15-10:30	Snack
10:30-11:30	Core
11:30-12:00	Research/Tech Time
12:00-12:30	Lunch
12:30-12:45	Global Awareness
12:45-1:45	Foreign Language
1:45-2:00	Snack
2:00-3:00	Core
3:00-4:00	Tech Time

**HANDBOOK ACKNOWLEDGEMENT FORM**

This Family Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Academy of Hope. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the school by December 14, 2011. Please keep a copy of this acknowledgment for your records.

**I/We hereby acknowledge and agree with the following:**

1. I have received a copy of the Academy of Hope Family Handbook.
2. I have received and agree to comply with the policies contained in the Family Handbook, and have been given an opportunity to ask questions about the content of the Family Handbook.
3. I understand that the Family Handbook reflects the current policies and procedures of Academy of Hope and that it replaces and supersedes any prior policies, procedures or handbooks.
4. I agree to conform to these policies and procedures and understand that these policies may be amended, modified, terminated or replaced by Academy of Hope.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_