

2021-2022
Hope Academy
Family Handbook



5353 Concord Blvd. | Concord, CA 94521

OFFICE: 925 687 7555

office@hopeconcord.org

www.hopeacademyconcord.org

serving students who have dyslexia

Contents

What kind of students are at Hope Academy?	4
Hope Academy’s Approach	4
Policies	5
Attendance	5
Tardy Policy.....	6
Arrival & Departure	7
Field Trips.....	8
Emergency Procedures & Health	8
Visitors on Campus.....	9
School Boundaries.....	9
Restroom Policy	10
Academics	10
Slingerland Approach®	10
Slingerland® Cursive Alphabet	11
Making Math Real®	12
Homework	14
Classroom Placement.....	14
Summer Program.....	14
Learning Community	15
Appearance.....	15
Food & Nutrition	16
Personal Items	16
Discipline Policy	17
Theft	18
Weapons	18
Conflict Resolution	19
Technology Policy.....	19
Damages	20
Parents at Hope Academy.....	20
Support Services.....	21
Comportment	22
Fundraising.....	23

What kind of students are at Hope Academy?

At Hope Academy we value students who learn differently. Children with language-based learning differences such as dyslexia need to be taught in a unique educational environment. In both Language Arts and Math, we use research-based, multi-sensory methodologies, which are essential for the success of students with dyslexia. In our multi-sensory classrooms, students are seeing, hearing and writing simultaneously to grasp the concepts of Language Arts and Math.

Our students are emotionally healthy and motivated to learn, but need remedial help with reading, spelling, writing, listening, speaking or mathematics.

Our class sizes are small so that our highly skilled staff can understand the needs of each student and tailor instruction to the individual learner. Many students achieve significant academic gains while at Hope Academy. Each student presents unique learning needs and develops at his/her own rate. While we have seen marked improvement with students, we do not make guarantees of progress or success.

Hope Academy admits students of any race, color, gender and national or ethnic origin.

Hope Academy's Approach

Hope Academy offers a multi-sensory approach to learning that gives our students the opportunity to succeed. Instruction that is multi-sensory employs all pathways of learning - seeing, hearing, touching, writing and speaking.

At Hope Academy, we teach to mastery. Students must demonstrate a good understanding of a set of skills before we progress them to the next set of skills. This approach can seem very slow, especially in contrast to a traditional approach. Many of our students come from schools which required them to learn at the pace of the curriculum. We recognize that our students need more time and practice to fully integrate learned skills. We design our lessons to match our students' learning pace.

We offer a full curriculum including science, history, PE, drama, social development, and art. The staff draws on their diverse training to infuse these subjects with games, music, collaborative problem solving, performances and projects of all kinds. It is in these classes where we see the talents of our many artists, strategists and athletes shine.

The dedicated faculty at Hope realizes that our students are full of gifts and strengths. We believe they deserve to be properly equipped with the tools to be able to reach their full potential. As our students are taught in the way they learn best, their academic confidence soars. When our students are embraced for their thoughtful, creative, extraordinary minds, it breeds compassion. When students believe that they are able to learn, they become the critical thinkers that will be successful in school and in life.

Policies

Attendance

Excellent attendance is important for students with learning differences (LD). It is expected of our students for many reasons:

- *Students with LD learn better when there are consistent routines and predictable structure.*
- *Students with LD need daily repetition of procedures and frequent reinforcement. This frequent, guided repetition from our trained staff is the backbone of our approach.*
- *Teachers design lessons and assign homework based on their observations of students in class that day. It is not possible for our teachers to send home worksheets that could make up for the specialized learning that takes place in the classroom.*
- *Excessive absences and tardies interrupt the learning and can prevent a student from achieving their academic goals.*
- *Attendance is compulsory in the state of California and Hope Academy is required to keep careful records. California Education Code defines an excused absence for record purposes as being a day missed due to:*
 - *Illness*
 - *Imposed quarantine*
 - *Having medical, dental or optometry services*
 - *Attending the funeral services of an immediate family member*
 - *Attending IEP testing or meetings*

Any other absence is unexcused for record purposes.

We understand that unavoidable absences do occur. If your child becomes ill or injured, please do not send them to school. If a child has been diagnosed with a contagious disease (such as chicken pox or strep throat, etc.) please notify the office so that precautions can be taken, and notification sent home.

Parents are asked to call the school office before 8:30a.m. on each day of their child's absence. If this does not happen, the office staff will call home or work regarding absences that have not been cleared for the day. **Students who are absent *must* bring a written excuse signed and dated by the parent stating the reason for the child's absence (an e-mail or phone verification or written note is sufficient for this purpose).** If a student needs to be released for an appointment, please notify the office.

It is both the student's and parents' responsibility to arrive at school on time. However, if you are late arriving at school you must check in at the office for a pass.

Maximum Amount of Absences

Each student may be absent (unexcused or excused) from school a maximum of **9 days** per semester. Unused absences may not be transferred to another semester. Students who exceed the maximum number of absences for one semester for reasons that are beyond their control may appeal in writing to the Board for a waiver of the penalty. Students who are absent for 5 or more consecutive days will need to provide a doctor's note before re-admittance to regular class.

When a student has been absent 7 times, a letter will be sent to alert the parents/guardians. Should a 10th absence occur, parents/guardians will meet with the Director to discuss possible solutions. Should more than 10 absences occur in a semester, parents/guardians will meet with the Director to discuss possible dropped enrollment from Hope Academy.

Students who are frequently absent or who miss too many consecutive days may be required to complete additional hours of after school tutoring at the current Hope Academy student hourly rate. The current rate is \$65/hour. The rate is subject to change without notice.

20 or more days of absence during the school year (excused or unexcused) will require that the student attend the summer school program to regain lost instructional time.

Planned Absences

Our academic calendar provides many breaks during the school year. We encourage families to schedule travel plans during our days off. If you know your student will not be at school, please fill out a *Planned Absence* form at least 10 days in advance. Filling out this form helps teachers and staff to be in communication with the family. The student's absences will still be *UNEXCUSED* absences and will still count towards the total. Hope Academy *HIGHLY DISCOURAGES* planned absences.

Tardy Policy

Being on time and being prepared for class is important. The intention of the tardy policy is to improve responsibility of students with tardiness patterns. The school understands that occasionally there are circumstances that prevent a student from being on time to class. However, the school will not make a distinction between excused and unexcused tardiness.

Please be sure to allow extra time for traffic delays or other unforeseen issues that may contribute to late arrivals. All of our students commute to school so it is expected that parents will plan for the traffic delays that are a normal part of life in the Bay Area.

Students head to class at 8:25 in order to be prepared to learn at the beginning at school. A student is tardy if they are not in their classroom at their desks by 8:30.

Each student will be allowed 5 tardies per semester with no penalty imposed on the student. Unused tardies will not be transferred to the next quarter. Upon the 6th tardy of the semester, a written warning will be issued. An 8th tardy will result in the parents/guardians meeting with the Director to discuss possible solutions to the tardiness problem.

Excessive absences and tardiness may cause the student to be dropped from the Hope Academy program. Please communicate any mitigating circumstances with the Director.

Please remember that students who arrive late miss out on important instructions for the day, disrupt the class and create extra work for the teacher.

Tardy students must check-in at the office before proceeding to their classroom.

Arrival & Departure

Arrival 8:00-8:25 • Classes begin at 8:30 a.m..

Students may not arrive before supervision at 8:00 a.m. Students may not be dropped off until the teacher on duty has opened the front doors. In case of hardship, please discuss early drop-off with your student's home room teacher.

Students may be dropped off at the curb in front of the main entrance to the building. This is a drop-off zone only. Please do not park or leave your vehicle unattended at the curb.

Departure • School is dismissed at 3:05.

Students will remain with their teacher in the entryway or in front of the school. Parents park in the area of the parking lot designated for the student's homeroom class. Parents may come to the door to get students or the teacher will send the student to the parent's car. A student may only leave with people named on their emergency card or with previously arranged adults. CALL or EMAIL THE OFFICE to inform the school if someone else will be picking up your child. We will ask for a picture ID. ***We cannot release a student to anyone without prior parent/guardian permission.***

Students not picked up by 3:20 will be supervised by a staff member and the family will be charged \$1.00 per minute late fee. At the beginning of the school year, we will collect a \$100 deposit from each family from which we will take the late pick up fee. The balance will remain with Hope Academy and any unused portion will be returned at the end of the school year. At the 3rd late pick-up, the family will meet with the director of Hope Academy. At the 5th late pick-up, the family will meet with the Board to discuss possible solutions to the late pick-up. Continued late pick-up could result in greater charges or dismissal from Hope Academy.

Field Trips

Field trips are a great time to build camaraderie among the students and faculty and to encourage new friendships by traveling together and spending the day learning in a different setting. We understand that occasionally the travel arrangements can be inconvenient for families who live a greater distance away from the school or in closer proximity to the field trip venue. We ask that families make every effort to participate fully by making the trip from the school and back. If other arrangements are necessary, they can be made individually with the school.

Emergency Procedures & Health

An emergency form and a “consent to treat” agreement must be on file before attendance on campus. Without these properly completed forms, necessary treatment must be delayed until a parent is available to sign for treatment at a hospital or doctor’s office. This form will only be used when parents are not available to handle emergency situations.

Illness

Students with any kind of infectious disease or condition, such as childhood communicable diseases, infections of the eyes, etc. must receive proper treatment and be cleared before returning to school. A note from the physician should be presented to the school office regarding any limitation of activities or special considerations.

If your child becomes ill at school, the office will call you to pick up your child. While we will do all we can to make your ill child comfortable, we do not have facilities to properly care for ill students for a prolonged period of time. If you are unable to pick up your child immediately, please arrange for a neighbor or relative to take charge of your child. Do not send ill children to school. We will call you to take them home. Ill children may spread their illness to other students, teachers, and staff. Please be considerate of others.

Known Medical Conditions

Some students have known medical conditions such as ADHD, diabetes, asthma, allergies, etc. which might necessitate special attention during school hours. It is essential that this information be known in the office as well as the classroom.

Assistance with Medication

Students are not to keep medication in their possession at school except for epi-pins and asthma inhalers (notify the staff and indicate on your student’s medical card). Students may bring their own Tylenol, cough drops, or other natural/homeopathic remedies, but **MUST** give them to the office upon arrival at school. All types of medications/remedies are to be kept in and administered from the office. Proper forms for medicine must be in the office as well.

If a student needs to take medication on a continuing basis for a non-episodic medical condition, the parents are required to inform the school of the type of medication, the dosage and the name of the supervising physician (*Ed. Code 49480*).

Parents are required to provide the school with a written request and written instructions for the administration of medication at school. In the case of prescribed medications, instructions from the physician must be provided (*Ed. Code 49423*). We highly encourage parents to notify the office of changes in medication administered at home. A doctor's note is required for any changes in those administered at school.

Injury or Accident

Any child injured at school should report immediately to the teacher in charge. In the event of any injury or accident we will make your child comfortable and then call you immediately if a serious injury has occurred. An injury notice will be sent home if any treatment was required (ice pack, bandage, etc.)

Immunizations

Students will not be admitted to school without documentary proof that she/he has been immunized (Health & Safety Code 3385, 3386, 3389).

Visitors on Campus

Visitors are welcome to our school with prior notice. We ask that these guidelines be followed to reduce interruptions:

- *All visitors, including parents, must check into the office.*
- *To observe or visit a class, arrangements must be made with the office prior to the visit. At least a day's notice is requested.*
- *A request to visit on a particular day or time may be denied to prevent excessive or untimely interruptions to the class; however, an alternate day or time will be offered.*

School Boundaries

Hope Academy is located on the campus of a church which offers rooms to other schools during Hope Academy's hours. There may be other activities happening on our campus throughout the week. The Hope Academy staff is in communication with the church so our students are aware.

When inside the building, the students must be in their assigned classroom and may not wander through the building.

When outside, students are allowed to play in creek area from the Olive Grove (benches) to Swing area. Students may run in the grassy area on the far side of the creek but may not go into the upper parking lot. Students are allowed on the black-top with adult supervision. Students playing in the playground must stay within the fenced area.

Restroom Policy

Students are to respect the restrooms. We share our campus with a preschool and a church so we can expect non-Hope Academy people to share the restrooms. Students will go to the restrooms in pairs.

Academics

Slingerland Approach®

Hope Academy's Language Arts department is dedicated to instilling and nurturing a desire to learn. Our daily language arts lessons give students the tools they need for reading and writing as well as organizing and advocating for themselves.

One of the most effective tools we use is the Slingerland® Adaptation of the Orton-Gillingham Approach, specifically designed for the classroom. This research-based, multisensory teaching approach simultaneously uses three channels of learning: auditory, visual and kinesthetic-motor. The approach teaches to the intellect and provides a language learning experience that is complete, thorough, and integrated. It is a supportive instructional program that encourages academic competence, effective work habits, and self-discipline.

Each Language Arts lesson is designed to promote student success through explicit, structured, sequential, multisensory instruction. The purpose is to build a solid foundation in speaking, reading, spelling and writing to encourage each student to take ownership of their academic success.

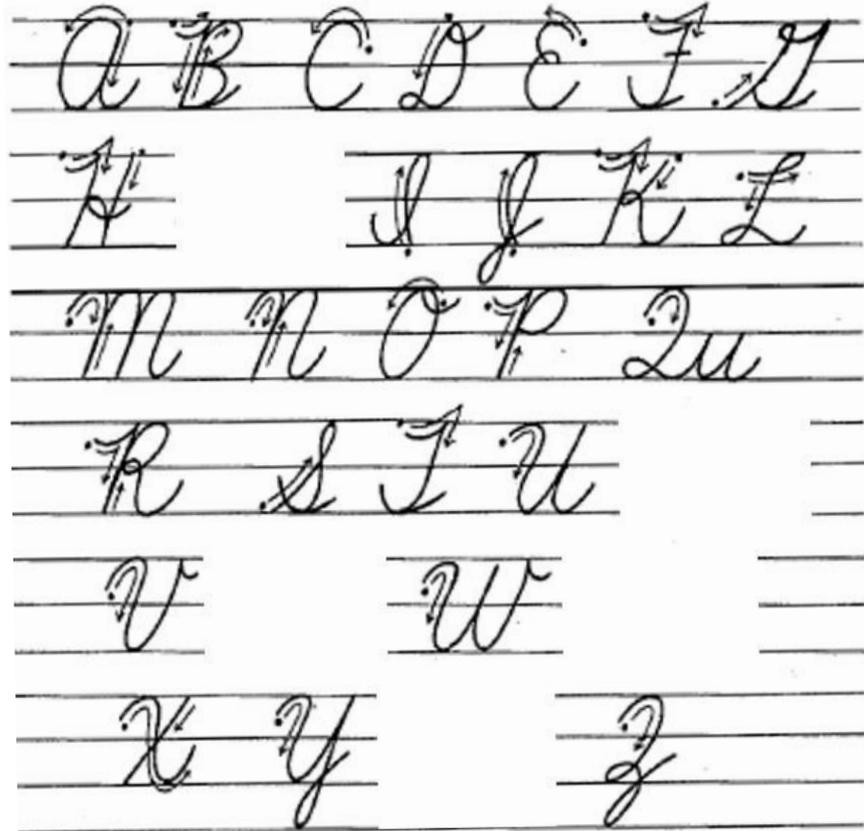
All our students have 2 hours of language arts instruction daily.

Slingerland® cursive is an important part of the daily procedures. We have included the letter formation we use at Hope Academy here for your reference

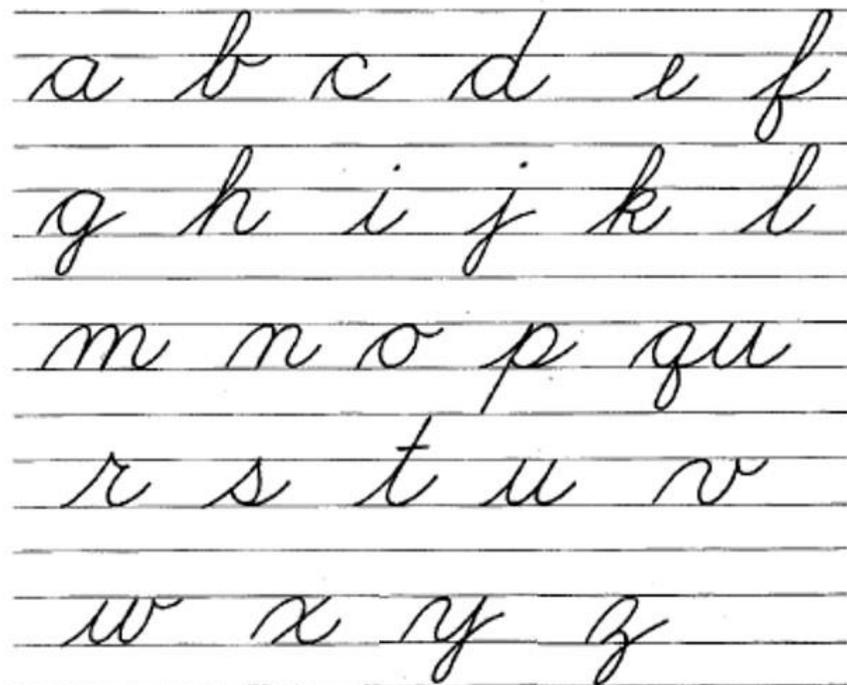
(See Next Page)

Slingerland® Cursive Alphabet

Uppercase



Lowercase



Making Math Real®

Mathematics presents its own problems for dyslexic learners. It is not a surprise to anyone who struggled through high school algebra that mathematics not only has its own language but is its own language. For students with a language-based learning difference, learning math can be confusing and frustrating.

This should not be surprising when you consider what skills are required to understand mathematics. Math is a highly symbolic language with a precise vocabulary that heavily relies on quick access to memorized facts. The abstract symbols of math can prove to be difficult for students who struggle to assign meaning to symbols. The precise vocabulary of math also creates difficulty for those who have a language-based learning difficulty. Memorizing facts is a huge difficulty for most of our students. While many of our students easily see the big connections and ideas of math, most struggle with the precision, diligence and memory required.

At Hope Academy, we use a Making Math Real® approach in all our math classes. Making Math Real is a multi-sensory, structured and incrementalized approach to teaching math. Students begin by building the concrete model of the math they are learning and are led to the connection between the concrete and the abstract symbols. Additionally, the 9-lines® symbol imaging approach to memorizing facts has proven highly effective with our students.

As in our language arts classes, we teach to mastery in math. Students at Hope Academy have 55 minutes of math daily.

Our students are required to form their numerals a specific way. Attached is a list, which includes the poems we use to remember how to make them.

(See next page)

Math Poems

Number Formation Poems

All numbers start near the top.

Start by dropping down	1	Down we run, Number 1
	4	Down, <i>across</i> (PAUSE while lifting pencil to go to the top again) And down once more. This is how we make a 4
	5	Short neck, Belly Fat (Return to the top) Number 5 wears a hat
Start by going out (same direction we read)	7	Go out <i>across</i> , Slide down from heaven This is how we make a 7
	2	Around, Slide Down And out go you This is how we make a 2
	3	Around, around, just like a B this is how we make a 3 (or a bee...make it buzz)
Start by pulling back (opposite how we read)	6	Pull back, around (with a small voice for a small around to the middle line) That's the trick...this is how we make a 6
	8	Pull back, a snake Then slide up straight. This is how we make an eight
	9	Pull back, a ball and then a line. This is how we make a line
	0	Pull back, around (with a big voice for a big around to the top line) that is all Zero's like a great big ball.

Homework

Homework is an important part of daily reinforcement of concepts learned at school. The purpose of homework is INDEPENDENT PRACTICE, which solidifies concepts in a way that can't be done if someone is helping. Teachers will only assign homework which students are able to do without help.

Also, teachers use homework as an assessment tool. Our staff wants to see what a student can do when there is no teacher or classmate to share the prompts. Students who can perform independently at home have shown they have mastered a concept.

It is extremely important that parents, siblings, or friends do NOT do the homework for the student. When someone else does a student's homework, it gives the student the message that they are not able to do it. The student might need more encouragement, but NOT a ghost writer. Additionally, teachers might falsely believe a student has mastered a concept and then assign something too hard. If a child has genuine difficulty with the content of the homework, please contact the teacher.

Parents may help during homework time by reading directions together, looking at the examples together, providing lots of encouragement and creating a regular homework routine.

Classroom Placement

Hope Academy places students in classrooms based on age and academic level. Student grade is determined by the grade from their previous school. Hope Academy will not retain students. Students entering Hope Academy must be at least 6 years old and at most 14 years old by the first day of the academic year.

Each year teachers are assigned classes based on the needs of our student body. They adapt their curriculum to the academic needs of their class. It is not unusual for a student to have the same teacher more than once. This does NOT mean a child is repeating a grade or has been retained. Our staff invests a lot of thought into placing your child with the teacher and classmates that will best serve their learning.

Summer Program

Our students work very hard during the regular school year to acquire new skills. For many of our students, the long summer break can undermine some of that growth and cause them to lose some of their hard-earned knowledge. The summer program is a half-day, four-week course aimed at helping students retain the skills that they have worked for and helping to avoid the dreaded "summer slide". *For this reason, we strongly urge families to register their children every year.*

Learning Community

Hope Academy strives to create a positive, nurturing learning community where each student can grow in confidence and academic skills. As members of this learning community, all staff, students and families adhere to certain guidelines while at school and school events. The intent of these guidelines is to provide an environment of mutual respect and minimal distraction.

Appearance

In general, dress and personal appearance must be neat, clean and in good taste, enabling the students to take part in all the learning activities without being a distraction to others or a hindrance to their own learning. Please refer to our visual dress code handout for examples of what is acceptable and unacceptable.

Pants

Students may wear slacks, jeans, or sweatpants. Leggings, yoga pants or spandex pants are permitted if worn with a long shirt, shorts or skirt.

Dresses & Skirts & Shorts

Dresses, skirts, and shorts may be worn at any time but must fall to fingertip length.

Tops

Mid-riffs need to be covered. No spaghetti straps: straps should be 3 inches wide. Avoid cut t-shirts, tank tops that reveal ribcage. No inappropriate or distracting words and/or images may be worn.

Shoes

For safety reasons, close-toed shoes are encouraged. Flip-flops or high heels are not permitted. Boots and clogs are okay but may limit a student's ability to safely participate in recess. Students are required to wear athletic shoes during PE class. They may change into a pair they brought with them.

Hats & Hair

Caps and Beanies are permitted outdoors but need to be removed inside the building. Teachers may ask that hair accessories that become a distraction in the classroom be worn outside only.

Grooming

Students need to maintain healthy, personal hygiene, which includes regular bathing and teeth brushing. For older students, good grooming may include deodorant. Avoid wearing too much scent. Strong odor, either pleasant or bad, is a distraction. Make up and jewelry should be in good taste and not distract.

The directors of Hope Academy make the determination as to whether or not appearance is meeting the dress code.

Students who are not appropriately dressed will be given a warning. Students who repeatedly violate the dress code will have to wear cover provided by the parents or the staff in order to go to class.

Food & Nutrition

We encourage families to consider a healthy diet that will prepare the student's body and brain for all the activity at school. There are plenty of resources available about brain healthy diets. It is our hope that parents will take advantage of the wealth of information available.

To support a consistent energy level throughout the day, we ask that students do not drink high sugar, carbonated, or caffeinated drinks during the day. Please do not send students with sugary snacks, chocolate, candy and other junk food for lunch or snack time. These foods tend to cause energy crashes that prevent students from accessing the lessons.

Students are not allowed to share or trade food. Many families have well planned diets and food sharing disrupts their plan. We also have students with food sensitivities and must respect their limitations. The staff of Hope Academy is not able to systematically monitor the food intake of any child, but we will gladly share our observations of a child's dietary intake.

Lunch

Students need to bring their own lunch to school. Students eat at the picnic tables or in the classroom during inclement weather. There is a refrigerator and microwave available for student use.

Personal Items

Electronic Devices

No electronic devices are allowed. A student may carry a cell phone or other device in their backpack for after school off-campus use, but they must be turned off while on campus. Teachers will confiscate devices if seen during the day and return them to the parents at the end of the day. Staff may allow use of personal electronic items in class for educational purposes.

Toys

Students are discouraged from bringing personal items such as toys and playground equipment to school. If students bring toys, sports equipment, crafting supplies, or any items a teacher judges to be a distraction, the teacher will hold on to the item for the remainder of the day. It is the student's responsibility to retrieve the item at the end of the school day.

Lost and Found

Hope Academy is not responsible for any items lost or missing at school. All personal items should be labeled so they can be returned to the owner. Unlabeled items may be given to charitable organizations.

Discipline Policy

The goal of our discipline is to direct students toward acceptable behavior which helps develop self-control and to maintain order necessary to accomplish the academic and social growth desired. Students may be corrected for displaying behavior such as:

- Actions that disrupt the class or interfere with the learning process of the child or of her/his classmates.
- Actions that could possibly cause physical or emotional harm to the child or her/his classmates.
- Actions in direct violation of a well-explained school or classroom rule.
- Willful disrespect toward a staff member or another student.

Bullying, Harassment and, Language

Swearing, cursing, vulgar language, mocking, taunting, or any form of verbal harassment is not tolerated.

Harassment in the form of racial or ethnic slurs, discrimination, hazing, intimidation of others, or engaging in hate acts/remarks and all other verbal or physical conduct of a racial, ethnic, or otherwise offensive nature will result in suspension and/or expulsion.

Sexual harassment is not tolerated and will be dealt with appropriately by administration.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory and/or sexually oriented poster, photography, cartoons, drawings or gestures
- Physical conduct such as assault, unwanted touching, or blocking normal movement
- Retaliation for having reported or threatened to report harassment

Detention/Suspension/Expulsion

The administration and faculty are responsible for maintaining discipline and a climate for good instruction in the school. Detentions or behavior contracts may be assigned as teachers or the administration deem necessary with notice given to parents. In serious cases, the administration may temporarily suspend students from school. Suspensions will be counted as unexcused absences. If appropriate, administration may recommend students for expulsion.

Theft

Theft of personal property in and around the school campus is unacceptable and is a violation of civil law. Theft will be dealt with by the administration in an appropriate manner, which may include suspension, expulsion, and/or police involvement.

Weapons

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion and involvement of civil authorities. Possession includes, but is not limited to, having a weapon on school property or at a school-sponsored event.

This includes:

- On the student's person or property (backpack, clothing, purse, etc.)
- In a space assigned to the student (desk, table, closet, etc.)
- In a hidden place available to the student

Weapons include, but are not limited to:

- firearms
- an air gun, BB or any gun designed to discharge a projectile, sling shot or similar devices
- any knife
- a stun gun
- any explosive device including fireworks
- any martial arts weapons such as stars, nun chuck, etc.
- pepper spray and mace
- facsimiles of any weapon listed above.

Conflict Resolution

There are times when students, teachers, parents, staff or administrators find themselves in conflict with one another. When this happens, we ask that the following procedure is followed: First, go to the person with whom you have a problem. Ninety percent of the time, problems are resolved at this primary level. If the problem is not resolved with the party concerned, then you should go with that party to the school administration for resolution. The administration's decision should be considered final.

Technology Policy

Technology is used at Hope Academy to promote learning. Use of technology that inhibits learning or distracts from learning is a violation of acceptable use. Students should:

1. *Respect and protect the privacy of others:*
 - a. *use only your assigned accounts*
 - b. *do not use or copy passwords if you are not authorized to do so*
 - c. *do not distribute private information about yourself or others.*
2. *Respect the security of our computers and network*
 - a. *report to a teacher any security threats or risks*
 - b. *do not destroy or damage resources that do not belong to you*
3. *Respect intellectual property*
 - a. *Do not infringe on copyrights (no illegal copying of music, games, or movies)*
 - b. *Do not plagiarize text.*
4. *Respect the principles of community*
 - a. *Communicate on the internet ONLY in ways that are kind and respectful*
 - b. *Report threatening or uncomfortable material to the teacher*
 - c. *Do not intentionally access, transmit, copy, or create material that is mean or illegal (rude, obscene, threatening, discriminatory, stolen, harassing or illegal).*

Damages

Students are financially responsible for any digital or physical damage they cause. This includes, but is not limited to, damage of technology owned by Hope Academy, school staff and fellow Hope students. Knowingly introducing viruses or other malicious software via input devices of any kind is also considered damage.

Consequences for Inappropriate Technology Use:

- Discipline
- Technology accounts may be suspended
- Files on the school storage are subject to review at any time without cause. Files on personal devices may be reviewed with reasonable cause and with the knowledge of the user.
- Repeated infringements could result in suspension or other consequences.

Technology use is a privilege all users in the community should appreciate and respect.

Parents at Hope Academy

The staff of Hope Academy recognizes that we are part of a team working together to help students thrive. Parents/Guardians are the primary care givers and are the “coach” of this team. Parents/Guardians see the full picture of a student’s life. Teachers and parents should strive for good communication to share observations, both positive and negative. Often the information shared can help the team determine additional ways to support the student.

Parent–Teacher Communication / Email and Texts

Parent-teacher communication is always encouraged. We ask that parents contact teachers during the teacher’s office hours and respect their private times. All our teachers can be reached via email and will respond within 1 business day. Additionally, most of our teachers can receive text messages through the “**Remind**” app (see remind.com; available for most smart phones). Teachers using this app will send parents information at the beginning of the school year. We ask that parents and students use the remind.com texting app instead of texting teachers directly.

Parent–Teacher Conferences

Hope Academy schedules mandatory Parent-Teacher conferences twice a year after Progress Reports are sent home. The bi-annual conferences are scheduled in January and May.

Families considering transitioning back to traditional education are encouraged to speak with teachers about their plans at the January conference. Our teachers have helped many students navigate the transition to a new school. Their insight can be very helpful.

Special Conferences

Sometimes it is necessary for parents and staff to meet outside of the regularly scheduled conferences. Either parents or staff might initiate these meetings. Parents can contact the office or the teacher directly to initiate a meeting.

Information Sharing

Hope Academy families represent the diversity of California families. Single parent families, separations, divorces, and guardianships make up a portion of our community. It is our hope that both parents are involved in the education of their student(s) at Hope. It is our policy to treat each parent equally, providing the same information to each. Unless Hope Academy is provided with legal documentation which prohibits communication, or a parent cannot be contacted, both parents will receive the same communication from the school. Separate conferences may be arranged if needed.

Hope Academy will not share any information about a student with anyone except the parents unless we are given express written consent to share specific information. Those we cannot share with include, but are not limited to, grandparents, car-pool parents, babysitters, doctors or other practitioners.

To give consent, please fill out a consent form available in the office.

Public Sharing of Information

Out of respect for the privacy of each student, we ask that parents refrain from talking about their student's educational or behavioral needs in front of others. While it is tempting to have a quick conversation with a staff member while dropping off or picking up, the public setting is not the appropriate place to discuss a child and their needs. We also encourage parents to be aware of siblings, friends, and fellow students who might be close by. For the sake of the student, only the parent and the child should have access to any information that is shared.

Support Services

Hope Academy teaches students using specialized approaches designed for dyslexic learners. Many students achieve significant academic gains while at Hope Academy. Each student presents unique learning needs and develops at his/her own rate. While we have seen marked improvement with students, we do not make guarantees of progress or success.

The staff at Hope Academy is trained to meet the academic needs of students with dyslexia. The staff is not trained to meet other needs many dyslexic learners have. These include, but are not limited to, psychological counseling, speech and language therapy, and occupational therapy. The staff can share their observations of student behavior but cannot diagnose. It is the parents'/guardians' responsibility to seek these services from appropriate providers.

IEP

The staff members of Hope Academy may be available to attend district IEP meetings during their prep periods. Parents should contact Hope teachers to find possible times and arrange the IEP meetings to meet that schedule. Hope Academy teachers cannot guarantee their attendance at IEP meetings; their role in the classroom takes priority and plans can change even on the day of the scheduled IEP. It is up to the teacher's discretion if they are able to attend an IEP meeting. The staff is unable to attend any meeting scheduled after May 15th of the academic year. The staff is unable to attend IEP meetings for students not currently enrolled at Hope Academy.

Court

The staff of Hope Academy is not available to appear in court on behalf of students, their families or representatives. This includes but is not limited to court for custody hearings or disputes with school districts.

- Because leaving campus during the school day presents an extreme hardship for our small staff, any staff and board members who are subpoenaed to appear in court will seek to schedule a time that does not disrupt the academic day.
- Hope Academy will prepare documents subpoenaed for court and reserves the right to charge a processing fee of \$65/hour with a minimum of 1 hour charged.

Comportment

It is important that parents and staff strive to work together in the child's best interest. To that end, parents and staff are expected to recognize and support the policies of the school. Courtesy and civility are an important part of working together, especially as it relates to dealings between parents and Hope Academy representatives. In all our interactions, we should be an example for our students. Therefore, the conduct of each member of our learning community, including parents and families, should be exemplary. The school staff recognizes that sometimes misunderstandings, disagreements, or mistakes occur. We encourage students, families and staff to bring these to the attention of the administration. We want to work together to create an environment of success for each student.

Hope Academy reserves the right to have a child withdrawn from the school when the parent or guardian of that child is guilty of serious or persistent misconduct in relation to a pupil, a member of staff, another parent or to the reputation of the school.

Fundraising

As a private school, Hope Academy is completely dependent on tuition and fundraising to pay for our program. We receive no support from federal, state or local government. Income from tuition does not cover all our costs, therefore fundraising is a necessary part of our program.

Hope Academy is a non-profit organization; all gifts to Hope Academy are tax-deductible. Donations can be easily made through our website, or by mailing a check into the office, made out to “Hope Academy” with “general donation” in the memo line.

Monthly Giving

Many families have included Hope Academy in their regular, charitable giving. While we cannot sign-up families for regular giving, most online banking services can generate monthly checks. You can double your donation if your employer does gift matching.

Annual Giving Campaign

Each year, Hope Academy runs a month-long giving campaign. Donations are accepted for specific items or can be made to the general fund.

“#GivingTuesday”

Since its founding in 2012, #GivingTuesday has inspired giving around the world, resulting in greater donations, volunteer hours, and activities that bring about real change in communities. We invite you to join the movement and give to benefit Hope Academy. #GivingTuesday falls on the Tuesday after Thanksgiving annually.

Poinsettia Sale

Our December Poinsettia Sale is one of our biggest fundraisers. Students and families are encouraged to sell in advance while sharing about our school.

Other Opportunities

Each year we get donations from the community because a parent heard of a great opportunity. If you hear of something great, please share.

The staff at Hope Academy is grateful for the opportunity to partner with you in helping your child become a confident, compassionate, critical thinker.

We look forward to a great year of growth and learning.