

PARENT HANDBOOK



2005/2006 3rd Edition
Effective February 1, 2005

New Hope Community Church/Hope Learning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administering its educational policies, admission policies, scholarship, and loan programs, and athletic and other school administered programs.



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About the Administration

Dear Parent,

At New Hope Community Church we have a heart for teenagers and their challenges. We have recognized some alarming trends in our years of ministry. There is a growing number of youth in our area that are failing school, having behavioral issues in and out of the home, and basically slowly drowning in their world without the will to swim and survive. Society has labeled these youth “at-risk”. While the number of at-risk youth is always growing, the resources available to help them seem to be either dwindling or non-existent. Parents usually have the option of either doing nothing except hope that their child will somehow “snap out of it”, or to go to the other extreme and seek a residential facility that works with “at-risk youth”. That is why Hope Learning Academy exists. We are the middle ground between two extremes. We work with parents and their at-risk children to implement a strategy of change in their lives. Our intervention works to put youth on a course for success and give parents the tools they need to effectively parent their child. We are here to be of service to you and your family.

About the Principal....

Pastor Paul Krueger came to the Canyon Lake area in 1993, and has been serving Canyon Lake, Lake Elsinore, and Menifee Valley’s youth and parents since then. As a youth pastor, teacher, and Riverside County Sheriff’s Deputy Chaplain, he has not only been in touch with the youth culture of Canyon Lake and the surrounding area, he has been, and is, immersed in it. Pastor Paul has committed the last 13 years to helping youth take positive paths towards a successful future. He has helped youth resist the ever-present drug and sex culture that bombards all youth, learn to make positive choices that lead to positive outcomes, and break the bonds of teenage addiction. Pastor Paul has been helping parents too. Parents need help understanding the rebellious nature of their youth, how to discipline them, how to frankly, survive being the parent of a teenager. Pastor Paul currently lives in Wildomar with his wife of 8 years, Amy, his son Caden, and his daughters Faith and Jordan. Pastor Paul is always at work in the community finding ways to help our youth.

From Pastor Paul...

I have seen an alarming trend in our community. I am seeing kids that I work with as young as 11 years old struggle with drug problems! I see a gang culture that sucks them in younger and younger. Then I see another at-risk child in our community. The child, who is just having trouble being accepted, having trouble in school, or just in general isn’t happy about life. It is not getting any easier on parents either! Parents that I work with are having a hard time juggling the responsibility of parenthood while trying to survive in a culture that makes it nearly impossible to survive on one income.

At New Hope Community Church we have taken literally 20+ years of youth ministry experience, including mine, and thought of a way that we can help the parents of at-risk

youth and the parents of potentially at-risk youth. We have designed Hope Learning Academy.

We are a faith-based private junior high and high school that is specifically designed for potentially at-risk and at-risk youth. We are not *just* offering parents another private school option for their child. We are offering a resource of experience that is designed particularly for youth in grades 7-12 who meet our criteria for being at-risk. Youth in this age group that are in disciplinary trouble with the public school system, do not qualify for most private schools, or have been kicked out of other programs, usually qualify for our program. Waivers are available that allow 6th graders to attend our program and are considered on a case by case basis.

At Hope Learning Academy we have a vast resource of experience that translates in to a staff that cares about you and your child. We will mentor your child: that means offering advice, helping define good choices, and in general being a trusted adult mentor to your child. We will enrich your child's life: that means helping them learn life lessons and be exposed to opportunities to grow. That means providing an avenue that will help lead them to success. That means bringing our educational experience to bear in educating your child towards academic success. We call our approach to your child's growth a "whole" approach because academics are just one of the many areas that we work with your child to grow in. We are here for you and your child. More than another private school, we are a parent's partner.

Caring about our youth,

Pastor Paul Krueger
Principal, Hope Learning Academy



Program Policy

Hope Learning Academy represents just one of the many ways that New Hope serves its community. Whether it is our many youth programs, parenting classes, addiction recovery groups, law enforcement support ministry, or simply the way we care about each other, everything we do is for one purpose. We want to show the real love of Jesus Christ to everyone around us. At Hope Learning Academy we apply our love, as well as, our 20+ years of combined experience working with youth to your child. Your child's life will be enriched in practical ways that you will see. We will partner with you to help you raise your child through what we all know to be some of the most challenging years of a teenager's life.

Hope Learning Academy exists to accomplish the following. (Our commitment to you)

Help. We will mentor every student in our program to improve scholastically, socially, spiritually, and behaviorally.

One-on-one. We will ensure that every member of Hope Learning Academy receives consistent one-on-one attention and mentoring.

Prepare. The content of our mentoring, teaching, and activities will synergistically prepare the student to be a responsible productive citizen.

Enrich! Our program is designed to constantly challenge each student to grow more, reach higher, dig deeper, and experience growth wholeheartedly!

Our Recipe for Success includes you!

H.O.P.E. + Parents + Accountability = A course for success!

We can design the greatest course on earth for your child, and it will fail if parents are not involved! The parents that we work with tend to fall in to the following categories. (With exceptions of course!)

Aware	Parents who fit in to this category know that their son/daughter are failing in one of the four major learning areas but have the opinion that this is a part of life that their child will mature through. Parents in this category take the approach of letting their child learn from his/her own mistakes and usually only intervene on major issues.
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Scared & Busy	Parents who are “scared and busy” usually are scared by trends that they see developing in their child’s life, try to intervene to help, but are so busy that there never seems to be enough time to accomplish everything necessary to evoke positive change.
Worried, and don’t know what to do	These parents are aware, scared, available, but have come-up empty when it comes to answers. Parents in this area usually have more time to address issues and intervene in their child’s life, but just like so many parents like them, don’t know what to do.
Trying Everything	These parents are aware of the issues that need attention in their child’s life and are looking everywhere they possibly can to find the answers that address those issues. The more they search, the more confidence they lose. They hope someone out there has an answer.

Every parent we work with has something in common with at least one of the categories listed above. Many of our parents have found more than one, or even all of the above categories describing them at some point in their lives as they’ve raised their child.

At Hope Learning Academy, we are not going to pretend that we are the definitive answer that parents are looking for, but we do believe, with hard work on our part, your child’s part, and especially your part as the parent, that we will see positive change in you and your child’s life.

Please do not mistake what we are about. We believe that Jesus Christ is the answer. The policies we set, the goals we strive for, and the standard we judge by, is the standard that is set by Christ Himself as outlined in the Bible. Whether you believe in Him yourself, as we do, or not, I think we can agree that the influence of Jesus Christ in you and your child’s life will bring about change that will be positive and lead somewhere productive.

Here’s how all of us work together:

1. Parents are accountable just like their child to be learning how to make better choices. This means participating and allowing yourself to be in a process of growth just like you expect your child to be. Can you think of a better example for your child, than you, along with them, committing to a course of change? We will work with you to develop strategies that you can apply in the home and in your relationship in your home to bring about awesome change. Here is how serious we are about your commitment: **Children, whose parents will not work with us to allow them to grow like they want their children to, cannot**

be helped by our program. Remember you will only get as much change out of your child as you are willing to commit to personally. This will sometimes mean sacrifice on the part of parents. We will work together. You will not be alone. **Please see the attendance section of this manual for more information. Students may be withdrawn from school for a lack of participation in Parent Mentoring.**

2. We will develop a personalized growth plan with every parent. This plan will outline milestones for parents and help implement strategies of growth.
3. We will be available after hours to help parents in stressful parenting situations. Parents will have the principal's cell phone number and home phone number so that friendly advice and counsel are only a phone call away.

In addition to the above parent participation guidelines of Hope Learning Academy, the administration of the Academy has set forth the following policies to help us be effective in helping your child:



New Hope Community Church: *Let our family love your family...*

Hope Learning Academy exists because the family members of New Hope Community Church love you. If they love your family enough to make this school possible, why not explore all the other ways our family has found to love you?

POLICIES THAT ACCOMPLISH OUR GOALS

Enrollment Contracts

All Parents and students of Hope Learning Academy will agree to an enrollment contract before they start attending classes at Hope Learning Academy. This contract is a collaborative effort between the staff of the academy, parents/guardians, and the student. The contract will accomplish the following:

1. Clearly Communicate a parenting plan that includes:
 - a. The Parental Values/Rules for the home
 - b. When student behavior will be rewarded
 - c. Specific Punishment for violations of values and rules
 - d. How values, rules, rewards, and punishments will be communicated/taught.
2. Set achievable behavioral, spiritual, social, and academic goals
3. Clearly communicate staff expectations and school incentives for each student.

4. Contract Reviews* will be conducted at least every other month to facilitate accountability and award achievement.

** In addition to regular reviews, parents may request a special contract review as they feel necessary. Also, under certain circumstances, or as a result of special needs, administrators may request reviews above and beyond regular contract reviews.*

Safety

1. All employees and volunteers are carefully screened utilizing an extensive application process, fingerprints, and reference checks. Fingerprints are screened by the Department of Justice, The Federal Bureau of Investigation, and references are extensively checked to ensure that your child is learning from the best staff available.
2. No child is ever alone in any room of our facility except our restroom.
3. We have worked hard consulting with fire professionals to develop our Emergency Disaster Plan and to ensure that our facility is safe and our disaster plan makes sense.
4. At least one employee or volunteer on-site at our facility is trained in pediatric first aid/CPR
5. No child will ever be released to anyone but those who have been cleared by parents in advance and in writing.
6. All students of Hope Learning Academy are subject to random drug/alcohol testing and are subject to random searches at the discretion of the Administration of Hope Learning Academy. Costs incurred during the course of drug/alcohol testing that is initiated by school officials will be at school expense. Drug/Alcohol testing that is done at the request of parents must be paid for by parent/guardian.

We care about our facility

1. If your child breaks something in our facility you will be charged to replace or repair that item. You will be issued an incident report explaining how your child broke the equipment or did damage to the facility. This report will be accompanied by an estimate detailing the fair cost of repairs/replacement.
2. Your child must obey all instructions of Hope Learning Academy staff regarding use of our facility. Disciplinary action may be taken when students do not follow directions. In extreme cases students may be suspended or expelled.

In the event of an emergency or natural disaster

We have developed an emergency disaster plan to ensure that in the event that an emergency such as a fire, earthquake, flood, homeland security incident, or other major emergency occurs, your child is as safe as possible. If you would like to review or plan you are welcome to schedule an appointment with school administration so that we can make that possible. For the purposes of this handbook we have only included the most vital parts of that plan that you would need to know in order to locate your child.

In case of fire: We will contact you to pick your child up from school as soon as possible after we have safely evacuated the building. Depending on the seriousness of the fire it may be necessary for us to relocate to a nearby safe area farther away than our parking area. That area has been designated as the park just inside the east gate of Canyon Lake. The east gate of Canyon Lake is the entrance closest to the building in which the school is located.

In case of Earthquake: In any sizeable Earthquake, we will evacuate after shaking has stopped. You will be called to pick-up your child as soon as possible. In the event that our evacuation site (our parking lot) is unsafe, we will relocate to the park inside the East Gate of Canyon Lake. In the event of a very large quake, where it is not possible for you to get to the school and your child must remain with us overnight, your child will be relocated to a home that we have designated as our overnight evacuation site:

33829 Plowshare Road
Wildomar, CA 92595
(951)244-0354

Pastor Paul's Cell (951)440-8418

Pastor Chris' Cell (951)805-7339

Directions:

From the 215 FWY, Go west on Scott Road, turn Left on Harvest Way, turn left on Plowshare Rd

From the 15 FWY, Go east on Bundy Canyon Road, Turn Right on Harvest Way, Turn Left on Plowshare

From the intersection of Newport Road and Murrieta Road, Go south on Murrieta Road, Turn Right on Bundy Canyon/Scott Road, turn Left on Harvest Way, turn left on Plowshare Rd

Discipline

1. Our policy does not tolerate the use of corporal punishment as a form of discipline at Hope Learning Academy.
2. We reserve the right to use disciplinary tools such as "life choices" or other non-contact constructive tools during the course of our program. In extreme cases your child may be suspended from our program for a period ranging from 1-5 days. As a last resort your child may be expelled from our program.
3. Any child that brings a weapon, illegal substance, or willfully destroys or steals property at Hope Learning Academy will be suspended from the program and/or may be turned over to the Canyon Lake Police Department. Children who are prone to acts of violence, or are a threat to themselves or others may not attend Hope Learning Academy. Any of the above is also grounds for expulsion from our program.
4. **"Life Choice" DISCIPLINE-**As part of our "whole" approach to growing your child, we utilize a discipline system that reinforces the idea that every choice he/she makes will result in a good or bad consequence. As a result, your child will review his/her behavior with our staff at the end of every school day. We will mentor your child to understand why any bad choices they made were wrong, and re-teach what we expect of them in the future. We will also clearly define for them, any consequences that they will face as a result of their actions. Some choices that our

students make will require discipline in the home also. In such cases parents will be contacted and Hope Learning Academy staff expects parents to reinforce limits utilizing discipline in the home. Communication between the Academy Staff and parents is vital to a successful discipline plan.

To summarize our discipline system: Every week your child will take a step forward or a step backwards. Steps forward will reward your child with maintaining basic freedoms in the classroom and other classroom privileges. Enough steps forward may also reward your child with special incentives. However, incentives will never be offered for behavior that is *normally* expected of them. Incentives will be gained when students move forward or achieve milestones included in the strategy that we have designed for them to move forward. Steps backward will always result in discipline of some kind. This may include extra work assignments, extra classroom chores, loss of certain classroom freedoms, or other disciplinary action agreed upon by the parent and the academy.

5. Below is an example of the daily schedule and expectations every student receives and is accountable to based on the step they are at:

Daily Schedules

-all students enter Hope Learning Academy start at step 0

The following daily requirements are for those students who are on steps 0-4:

1. You must be seated and silent, with all materials ready at 8:03 (According to Pastor Paul's Time). Failure to complete: 1 strike your fault, 0 strike your parent's fault. (You will also receive 1 strike for every 3 consecutive tardies regardless of whether they are excused or unexcused)
2. Your work station will be clean and neat at all times. Failure to keep it so will result in a 1 strike penalty.
3. You are only permitted to speak without permission during your break time only. Failure to observe: 1 strike per occurrence
4. You will follow the dress-code as outlined in the Parent Handbook. Failure to observe: 1 strike per occurrence
5. You may not leave your computer work area without permission. Failure to observe: 1 strike per occurrence
6. You may not speak to any other students during computer work periods. Failure to observe: 1 strike per occurrence
7. You will be assessed a 2 strike penalty for using the restroom during non break periods.
8. You will be assessed a one strike penalty for each lesson you are behind by at the end of each day.

The following is your daily schedule:

8:03-9:00	Health Class: Set Free Now ³ (Downstairs)
9:02-9:15	Personal Devotion and Quiet Time (Upstairs)
9:15-9:30	Break Time (Upstairs)
9:30-10:20	Math
10:20-11:10	Science
11:10-12:00	Language Arts
12:00-12:50	History/Geography

12:50-1:00 Last minute completion of any incomplete work.
1:00 Dismissed

*Every Monday, you will have your P.E. Log displayed on your desk near your keyboard. Failure to do so will result in a 1 strike penalty and ½ credit on your P.E. for that week.

The following daily requirements are for those students who are on steps 5-9:

- 1 You must be seated, with all materials ready at 8:03 (According to Pastor Paul's Time). Failure to complete: 1 strike your fault, 0 strike your parent's fault (You will also receive 1 strike for every 3 consecutive tardies regardless of whether they are excused or unexcused)
- 2 Your work station will be clean and neat at all times. Failure to keep it so will result in a 1 strike penalty.
- 3 You are only permitted to speak without permission during your break time only. Failure to observe: 1 strike per occurrence
- 4 You will follow the dress-code as outlined in the Parent Handbook. Failure to observe: 1 strike per occurrence
- 5 You may not leave your computer work area without permission. Failure to observe: 1 strike per occurrence
- 6 You may speak to students who are at step 5 or more during work periods for the purpose of giving or receiving help only. Failure to follow these guidelines: 1 strike per occurrence
- 7 You will be assessed a 2 strike penalty for using the restroom during non break periods.
- 8 You will be assessed a one strike penalty for each lesson you are behind by at the end of each day.
- 9 The following is your daily schedule: If you are found to be out of schedule, you will be assessed a 1 strike penalty.

8:03-9:00 Health Class: Set Free Now³ (Downstairs)
9:02-9:15 Personal Devotion and Quiet Time (Upstairs)
9:15-9:34 Break Time (Upstairs)
9:34-10:23 Math
10:23-11:12 Science
11:12-12:01 Language Arts
12:01-12:50 History/Geography
12:50-1:00 Last minute completion of any incomplete work.
1:00 Dismissed

*Every Monday, you will have your P.E. Log displayed on your desk near your keyboard. Failure to do so will result in a 1 strike penalty and ½ credit on your P.E. for that week.

The following daily requirements are for those students who are on steps 10-14:

1. You must be seated, with all materials ready at 8:03 (According to Pastor Paul's Time). Failure to complete: 1 strike your fault, 0 strike your parent's fault. (You will also receive 1 strike for every 3 consecutive tardies regardless of whether they are excused or unexcused)
2. Your work station will be clean and neat at all times. Failure to keep it so will result in a 1 strike penalty.
3. You are only permitted to speak without permission during your break time only. Failure to observe: 1 strike per occurrence
4. You will follow the dress-code as outlined in the Parent Handbook. Failure to observe: 1 strike per occurrence
5. You may not leave your computer work area without permission, except to sharpen your pencil, get a tissue, or engage in other work related activities. Failure to observe: 1 strike per occurrence
6. You may speak to students who are at step 5 or more during work periods for the purpose of giving or receiving help only. Failure to follow these guidelines: 1 strike per occurrence
7. You will be assessed a 1 strike penalty for using the restroom during non break periods.
8. You will be assessed a one strike penalty for each lesson you are behind by at the end of each day.

9. The following is your daily schedule: If you are³ found to be out of schedule, you will be assessed a 2 strike penalty.

8:03-9:00	Health Class: Set Free Now ³ (Downstairs)
9:02-9:15	Personal Devotion and Quiet Time (Upstairs)
9:15-9:38	Break Time (Upstairs)
9:38-10:26	Math
10:26-11:14	Science
11:14-12:02	Language Arts
12:02-12:50	History/Geography
12:50-1:00	Last minute completion of any incomplete work.
1:00	Dismissed

*Every Monday, you will have your P.E. Log displayed on your desk near your keyboard. Failure to do so will result in a 1 strike penalty and ½ credit on your P.E. for that week.

The following daily requirements are for those students who are on steps 15-19:

1. You must be present, with all materials ready at 8:03 (According to Pastor Paul's Time). Failure to complete: 1 strike your fault, 0 strike your parent's fault. (You will also receive 1 strike for every 3 consecutive tardies regardless of whether they are excused or unexcused)
2. Your work station will be clean and neat at all times. Failure to keep it so will result in a 1 strike penalty.
3. You are only permitted to speak without permission when needed. Abuse of privilege: 1 strike per occurrence
4. You will follow the dress-code as outlined in the Parent Handbook. Failure to observe: 1 strike per occurrence
5. You may leave your computer work area without permission, to engage in other work related activities. Failure to observe: 1 strike per occurrence
6. You may speak to students who are at step 5 or more during work periods for the purpose of giving or receiving help only. You may speak freely to students at at-least step 15. Failure to follow these guidelines or abuse of freedom: 1 strike per occurrence
7. You will be assessed a 2 strike penalty for using the restroom during non break periods.
8. You will be assessed a one strike penalty for each lesson you are behind by, at the end of each day.
9. The following is your daily schedule: If you are found to be out of schedule, you will be assessed a 3 strike penalty.

8:03-9:00	Health Class: Set Free Now ³ (Downstairs)
9:02-9:15	Personal Devotion and Quiet Time (Upstairs)
9:15-9:42	Break Time (Upstairs)
9:42-10:29	Math
10:29-11:17	Science
11:17-12:03	Language Arts
12:03-12:50	History/Geography
12:50-1:00	Last minute completion of any incomplete work.
1:00	Dismissed

*Every Monday, you will have your P.E. Log displayed on your desk near your keyboard. Failure to do so will result in a 1 strike penalty and ½ credit on your P.E. for that week.

The following daily requirements are for those students who are on steps 20-29:

1. You must be present, with all materials ready at 8:03 (According to Pastor Paul's Time). Failure to complete: 1 strike your fault, 0 strike your parent's fault. (You will also receive 1 strike for every 3 consecutive tardies regardless of whether they are excused or unexcused)
2. Your work station will be clean and neat at all times. Failure to keep it so will result in a 1 strike penalty.

3. You are only permitted to speak without permission when needed. Abuse of privilege: 1 strike per occurrence
4. You will follow the dress-code as outlined in the Parent Handbook. Failure to observe: 1 strike per occurrence
5. You may leave your computer work area without permission, to engage in other work related activities. Failure to observe: 1 strike per occurrence
6. You may speak to students who are at step 5 or more during work periods for the purpose of giving or receiving help only. You may speak freely to students at at-least step 15. Failure to follow these guidelines or abuse of freedom: 1 strike per occurrence
7. You will be assessed a 2 strike penalty for using the restroom during non break periods.
8. You will be assessed a one strike penalty for each lesson you are behind by, at the end of each day.
9. The following is your daily schedule: If you are found to be out of schedule, you will be assessed a 3 strike penalty.

8:03-9:00	Health Class: Set Free Now ³ (Downstairs)
9:02-9:15	Personal Devotion and Quiet Time (Upstairs)
9:15-9:45	Break Time (Upstairs)
9:45-10:30	Math
10:30-11:15	Science
11:15-12:00	Language Arts
12:00-12:45	History/Geography
12:45-1:00	Last minute completion of any incomplete work.
1:00	Dismissed

*Every Monday, you will have your P.E. Log displayed on your desk near your keyboard. Failure to do so will result in a 1 strike penalty and ½ credit on your P.E. for that week.

Drug, Nicotine & Alcohol Testing

Several different methods of drug, nicotine, and alcohol testing are available to parents of students at Hope Learning Academy. At the discretion of parents or administrator of the academy, drug, nicotine, or alcohol testing can be conducted regularly, randomly, or on-demand. The cost of drug testing is in addition to your tuition fees and is priced per test: Parents will not be charged for drug testing ordered by school staff and not parents.

Tobacco Testing \$10.00 per Test (On-Demand or Regular Only)

This urine based method is available to parents who want to know if their child is using tobacco products. This is a very accurate test and will provide positive results for use within the last 4 days. This test must be ordered, please see a Hope Learning Academy Administrator for details.

Alcohol Testing- One Time Fee of \$30.00 covers testing for the remainder of the school year.

An administrator of Hope Learning Academy will check your child's blood alcohol % every morning before school. The one-time fee covers all testing, every morning. This Test is mandatory for those students who have a history of alcohol use and will be added to the registration fee upon enrollment. This test is also mandatory for students, when alcohol use is discovered mid year. Some students may be randomly tested during school hours, i.e. after lunch etc. The random testing will be at school expense.

Urine Analysis (\$15.00 per test)*

Urine drug screen tests are administered by a Hope Learning Academy Staff Member to ensure test accuracy and accountability. Results are provided within 5 minutes of the test sample being provided and results can detect usage history of as many as 10 days, but reliably, as early as 7 days.

Detects:

- Marijuana
- Cocaine
- Amphetamine
- Methamphetamines (including Ecstasy)
- Barbiturates
- Benzodiazepines
- Phencyclidine
- Opiates
- Methadone
- Tricyclic Anti-Depressants

Hair Testing- \$70.00 per Test. May be required for enrollment in some cases

The most important advantage of hair drug testing is the fact that it offers a long term (over a period of months, up to 90 days) detection period of drug use. The sample collection is noninvasive, easy and since the specimen does not deteriorate easily, hair drug testing provides greater stability.

Hair drug testing does not provide evidence of current impairment, only past use of a specific drug. It is very dependable and the best test kit to choose if you suspect the drug intake was done more than a few days ago. This test must be ordered, please see a Hope Learning Academy Administrator for details.

***THIS METHOD IS THE PREFERRED METHOD OF HOPE LEARNING ACADEMY**

Lab-Based Drug Screening - Urine Analysis (See Pastor Paul for current prices)

This traditional method of collecting and testing urine samples at an outside facility was first adopted by the Armed Services in the early 1980's. Organizations that prefer using this system enjoy the "hands off" approach to drug testing, since the laboratory handles every important detail. ScreenNow utilizes our nationwide network of over 12,000 collection sites, assuring access to a facility near you. All of our laboratories are SAMHSA-certified and all of our staff physicians are accredited by the AAMRO. To maintain SAMHSA certification, a laboratory is continually subject to rigorous quality assurance standards and blind specimen proficiency testing. There are only 74 SAMHSA certified laboratories in the United States. Test results can be accessed online within 24-48 hours of submission. This test must be ordered, please see a Hope Learning Academy Administrator for details.

**the prices above were accurate when this manual was written and may have changed since then. Please contact the principal for current price information.*

Extracurricular Events that Mentor

Hope Learning Academy participates in a “scared straight” style program in coordination with the Temecula Youth Accountability Team. This program is available to all of our students. Students who participate in this program will participate in a mock booking process where they will experience what it is like to be booked in to the Southwest Detention Facility like a prisoner. Space for this program is limited, and dress code restrictions apply. The program is conducted on the third Wednesday of each month. Talk to Pastor Paul for details and for the appropriate paperwork. PARENTS ARE ENCOURAGED TO ATTEND

Mentoring and Social Development.

Our “whole approach” to learning means that we will provide opportunities for parents to grow, opportunities for students to have fun and interact with others their age, and initiate mentoring times for your child that put them face to face with adults that care about them and are ready to listen to them.

In order to facilitate this growth in your child’s life, participation in mentoring activities is a mandatory part of our program. As part of every child’s enrollment in Hope Learning Academy, we will work with you to develop a written strategy. This strategy is a guide developed by parents, the student, and the academy, to set goals and milestones for your child. This strategy also identifies weaknesses and strengths that the academy will work with. Clearly defined in the strategy will be mentoring activities that will be a required part of your child’s enrollment in the academy, but may not be part of the normal school day. Required for all students and parents of Hope Learning Academy will be the following:

Parents:

1. Once a month- participation in our parenting support group.

Students:

1. Regularly- Asset Assessment to determine growth in the 40 developmental assets.
2. Once a month- Mentoring Meeting with the Academy Administration.
3. Once a month- Character projects. (Completed in the home)
(concurrent with Set Free Curriculum)
4. Daily Set Free Life Choices group sessions.

2005-2006 Academic Calendar



HOPE LEARNING ACADEMY 2005-2006 IMOPORTANT DATES

September					October					November					December					January				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
V	6	P	8	9	3	4	P	6	7	7	8	9	H	H	5	6	P	8	9	V	V	V	V	V
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	H	17	18	19	20
19	20	21	22	23	24	25	26	27	28	V	V	V	V	V	V	V	V	V	V	23	24	25	26	27
26	27	28	29	30	31					28	29	30			V	V	V	V	V	30	31			
February					March					April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		P	2	3			P	2	3	3	4	P	6	7	1	2	P	4	5				1	2
6	7	8	9	10	6	7	8	9	10	V	V	V	V	V	8	9	10	11	12	5	6	P	8	9
H	14	15	16	17	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
H	21	22	23	24	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	V	V	V	V	V
27	28				27	28	29	30	31						H	30	31			V	V	V	V	V

LEGEND

- V Vacation
- P School in Session, Parent Meeting 7:00 P.M. to 9:00 P.M.
- H Holiday

Holidays & Vacations *(Some vacation/holiday days will be observed on different days than they actually occur on)*

- Summer Vacation, June 18 to Sept. 5
- Columbus Day & Veteran's Day Observed, Nov. 10-11
- Thanksgiving Day Holiday, Nov. 21-25
- Christmas Vacation, Dec 19 to Jan 6
- Birthday of Martin Luther King, Jr. Observed, Monday January 16
- Lincoln's Birthday Observed, Monday, February 13
- Washington's Birthday Observed, Monday February 20
- Resurrection Holiday, April 10 to 14
- Memorial Day Holiday
- Summer Vacation, June 17 to Sept 4

Important Dates
First Day of School- Sept 6
Semester 1- Sept 6 to Feb 3.
Semester 2- Feb 6 to June 16.
Last Day of School, June 16

Academics

Junior High Promotion Credit Requirements (Grade 7-9)

- ENGLISH (30 Units)**
- MATH (30 Units)**
- SCIENCE (30 Units)**
- HISTORY (30 Units)**

P.E. (30 Units)
HEALTH (30 Units)

A Student can promote from Junior High School in to High School when he or she has successfully completed the following:

- All the terms of any behavioral contracts or expectations placed on them at the beginning of their enrollment in Hope Learning Academy.
 - Completion of all 7th 8th and 9th grade subjects with a grade of “C” (70%) or better. (120 Credits must be complete)
 - Agreement of both parents/legal guardians that their child is ready to move on to the next grade.
 - Agreement of the Principal and Superintendent of Hope Learning Academy the student is ready to move on.
 - All obligations of the student and his or her parents/legal guardians, financial or otherwise to Hope Learning Academy, have been satisfied.
- Transcripts will not be released to other schools, and/or students will not promote from Junior High to High School until all financial obligations to Hope Learning Academy have been met.

High School Graduation Credit Requirements (Grade 10-12) (190 Credits) (250 Credits if you calculate High School as grades 9-12)

ENGLISH (30 Units)
MATH (30 Units)
SCIENCE (30 Units)
HISTORY (30 Units)
P.E. (10 Units)
HEALTH (10 Units)
LIFE CHOICES (10 Units)
CAREER PLANNING (10 UNITS)
SPANISH (20 Units)
DRIVER’S EDUCATION (5 Units)
V.P.O.A. (5 Units)

A Student will receive their high school diploma when the following requirements have been met:

- All the terms of any behavioral contracts or expectations placed on them at the beginning of their enrollment in Hope Learning Academy.
- Completion of all 10th 11th and 12th grade core subjects with a grade of “C” (70%) or better. (120 credits must be accomplished)
- Complete Spanish 1 & 2, and a State of California approved Drivers Education Course (Driver’s Ed’ is graded as Credit/No Credit)
- Agreement of both parents/legal guardians that their child is ready to graduate

- Agreement of the Principal and Superintendent of Hope Learning Academy the student is ready to graduate.
- **V.P.O.A.** The student can articulate a step-by-step plan of action for their future after high school. (Hope Learning Academy administration will not endorse a student with a diploma if he/she has no **viable plan** of action for their future)
- All obligations of the student and his or her parents/legal guardians, financial or otherwise to Hope Learning Academy, have been satisfied.

Viable future plans

The potential graduate must submit in writing, a plan of action that is specific. The plan of action must be written on a form provided by Hope Learning Academy. Once the plan of action is approved, the student must obtain written proof that he or she is taking the steps mentioned on the form. An example of written proof could be:

- A letter from a recruiter stating that the student has enlisted
- Proof of registration from a vocational training school or college.
- A letter from an employer stating that the student will be hired in to an apprentice position, etc.
- Any written form of proof approved of by Hope Learning Academy Administration.

- Transcripts will not be released to other schools, and/or students will not promote from Junior High to High School until all financial obligations to Hope Learning Academy have been met.

Course Descriptions

Our course catalog, as well, as a detailed scope & sequence are available to view by appointment. Please contact our office at 244-5038 for details.

Intercession

Hope Learning Academy offers Intercession to the General Public on a first come first serve basis when space is available. Space availability is determined by subtracting the number of students currently enrolled for 20. Intercession provides students who are off track with valuable exposure to the academy's Set Free Health Training and intense academic practice in up to two subjects of the parent's choice. Intercession is only available on school days. Students are accountable to follow all Hope Learning Academy policies as outlined in this manual. For current rates see "Intercession" under the Tuition section of this manual. For an application, please contact Hope Learning Academy Office.

Project Build

Many of our students come to us with what we call “gaps” in their learning. We have noticed a cycle that these “gaps” cause: A student misunderstands or doesn’t absorb an item that is foundational to future learning. This missing foundation perpetuates the inability of the student to build new knowledge. Finally, the student becomes overwhelmed, becoming apathetic, rebellious towards school work, or begins to believe they can’t learn or are “stupid”. While this paragraph paints this problem with a broad brush we are addressing learning gaps very specifically, with Project Build.

Project Build is administered by the staff of Hope Learning Academy and involves the following steps:

1. Assessment- Your child participates in diagnostic testing that is used to display their knowledge base (learning foundation) in either Math or Language Arts/English.
2. Identification- The missing portions of your child’s learning are identified specifically by the grade level that the gap appeared in, the specific knowledge that is missing, and a numeric value identifies the degree to which the deficiency exists (how big the gap is).
3. Prescribing- After diagnosing the deficiency, our staff prescribes a plan of action utilizing tools that will be completed after school hours with parent and student involvement.
4. Accountability- The staff of Hope Learning Academy ensures that the student is doing the work and that parents are staying involved by checking extra work as it is completed and evaluating the need for more proactive measures to be taken.
5. Reassessment- The student is reassessed to determine overall progress and to attempt to graduate out of Project Build with real incentives that the student is motivated by. If the student makes little or no progress, the reasons for this are sought, identified, and overcome with the parents, student, and staff of HLA working as a team.

Social Promotion

It is the policy of Hope Learning Academy that if a student does not finish his/her lessons in a particular school term, that he/she will not receive credits for that subject until it has been completed with a grade of 60% or better. The student will receive an incomplete (INC) on their transcripts until that subject is fully completed. Also, students will not be allowed to begin the next grade level in that subject until they have satisfied our requirements for removing the INC. This school will never promote a child who has not completed all of his/her work. Make-up work will only be allowed to be made-up when school is in session. Arrangements can be made with the school to make work up during breaks, but such agreements will be approved at the sole discretion of the school administration, and are subject to a \$8.00 per hour fee.

Grading Scale

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and Below	F

Transferring to another School

The following procedure is required for students to transfer to another school.

1. The parent/guardian of the student must sign them out of enrollment at Hope Learning Academy on a form to be provided by the Academy.
2. The student's account must have a 0 balance before transcripts will be released.
3. The school that the student is transferring to must request the student's official records in writing.
4. Hope Learning Academy will send school records directly to the new school.

ACCREDITATION- AT THE TIME THAT THIS MANUAL WAS PUBLISHED, HOPE LEARNING ACADEMY IS NOT ACCREDITED BY ANY THIRD PARTY ORGANIZATIONS. WE WILL BE PURSUING ACCREDITATION BY THE WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES. UNDER THE CALIFORNIA DEPARTMENT OF EDUCATION CODE, PUBLIC SCHOOLS ARE NOT REQUIRED TO ACCEPT PRIVATE SCHOOL CREDITS REGARDLESS OF WHETHER A PRIVATE SCHOOL IS ACCREDITED OR NOT.

Work Permits

Who can get a Work Permit?

1. The Lake Elsinore Unified School District governs the ability of students of Hope Learning Academy to issue Work Permits. Under section 49110.1 of the California Education Code, Hope Learning Academy has been granted approval to issue work permits.
2. A permit to **work** may be issued to any minor over the age of 12 years and under the age of 18 years to be employed on a regular school holiday, during the regular vacation of the school, during such time as the minor is exempt from compulsory school attendance pursuant to Section 48231, and during the period of a specified occasional school vacation in any of the establishments or occupations not otherwise prohibited by law.
3. A permit may be issued to a minor who has completed the equivalent of 7th grade to work not more than three hours on school nights.
4. Students who are 16-17 years old may work 4 hours per night on school nights.

5. Students who are 16 or older may work outside of school hours for a maximum of 8 hours on the day before a non-school day. Work Permits may be issued to students 14 or older who are regularly enrolled in a high school or community college or who has been assigned to a vocational course in a place of employment, and who will **work** part time as a properly enrolled pupil in a **work** experience **education** course that meets all the requirements of such course

What do Work Permits Contain?

- A. The name, age, birth date, address and phone number of the minor.
- B. Where the student attends school, how long they attend school each day, and whether the permit is for work outside of school hours.
- C. The maximum hours per day and per week that the student may work while school is in session.
- D. The Student's SSN
- E. The signature of the minor and issuing authority.
- F. The date that the permit expires.

How do parents obtain work permits for their children?

Parents/Guardians must complete a form issued by Hope Learning Academy. Once the form is returned, The Administration of Hope Learning Academy will review your child's performance at Hope Learning Academy, and either issue the work permit or deny issuing a work permit. As always the overall life situation of your child will be taken into consideration during this decision making process.

Regulations from the Ca Ed code that employers must comply with:

49116. (a) While school is in session, an employer shall not employ a minor 14 or 15 years of age for more than three hours in any day, nor more than 18 hours in any week, nor during school hours, except that a minor enrolled in and employed pursuant to a school-supervised and school-administered **work** experience and career exploration program may be employed for no more than 23 hours, any portion of which may be during school hours.

(b) An employer shall not employ a minor 16 or 17 years of age for more than four hours in any day in which that minor is required by law to attend school for 240 minutes or more, except as follows:

(1) The minor is employed in personnel attendance occupations, as defined in the Industrial Welfare Commission Minimum Wage Order No. 15, school-approved **work** experience, or cooperative vocational **education** programs.

(2) The minor has been issued a permit to **work** pursuant to subdivision (c) of Section 49112 and is employed in accordance with the provisions of that permit.

(c) If evidence is shown, to the satisfaction of the authority issuing the permit to **work**, that the schoolwork or the health of the minor is being impaired by the employment, that authority may revoke the permit.

(d) Nothing in this section shall apply to any minor employed to deliver newspapers to consumers.

49119. Nothing in this article shall require a minor to obtain a

permit to **work** in order for such minor to participate in horseback riding exhibitions, contests or events specified in paragraph (3) of subdivision (b) of Section 1308 of the Labor **Code**.

Enrollment

TUITION

*Registration Fee***

\$100.00 (One time)

This registration fee is used to offset the costs of buying curriculum for each student and to improve instructional aids such as computers, multimedia equipment, and visual teaching aids. Every penny of your registration fee is used on your child.

Assessment Testing

\$50.00 (Per Test)

If you wish for your child to be assessed in Mathematics or Language Arts, please notify the Principal of Hope Learning Academy. Assessment Testing must be done outside of regular school hours. Appointments for assessment can be made by calling Hope Learning Academy Office at (951)244-5038

Annual Tuition

Annual Tuition \$3600.00

PAYMENT OPTIONS

1. Lump Sum Payment (10% Discount will apply)
2. Tuition Solution Loan (10% Discount will apply)
 - a. To apply go to www.yourtutionsolution.com or call 1-800-920-9777
 - b. Tuition consultants will be happy to provide information and make certain your application is processed quickly. There are no fees to apply and no obligation. **Your Tuition Solution™ is providing a service for the parents of Hope Learning Academy. The Administrators and staff of Hope Learning Academy have not evaluated/nor do they automatically endorse statements that might be made on the Your Tuition Solution™ website or by their representatives. Some who apply for Tuition Solutions Loans may not qualify. New Hope Community Church/Hope Learning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administering its educational policies, admission policies, scholarship, and loan programs, and athletic and other school administered programs.*
3. Extended Payments (Not available for partial year enrollment after Jan 1st.)
 - a. 10 month option (6.25% Discount will apply) (See Payment terms below)
 - b. 12 month option (NO DISCOUNT)
4. Payment Plan for those enrolling after January 1st
 - a. There is no discount available
 - b. Payment plan can be figured out by taking the total tuition amount and dividing by the remaining months in the school year. For example if you start in February you would take the total tuition amount and divide it by 5. This would be the total amount you must pay per month.

Hope Learning Academy Tuition covers your child's school days M-F (except Holidays) and any youth group activities of New Hope Community Church that are appropriate for your child to attend. As part of your tuition, your child will receive 50% off select camps

and activities of the church. Please see Pastor Paul for details. (Youth Group attendance is optional for your child unless it has specifically been outlined as a part of your child's enrollment contract.) (See school calendar for exact school dates.) * Please also read the conditions stated under Payment Deadlines: Annual Tuition Payments for special rules concerning Annual Tuition Payments.

Partial Enrollment Tuition

If your child enrolls in Hope Learning Academy during the course of the school year, you will be charged \$90.00 per five days or \$18.00 per day of enrollment during the partial month in addition to tuition for the remaining months, based on the following tuition schedule. *Once you have determined the tuition category appropriate for you, see "Payment Options" under "Annual Tuition" to select your payment option.

ENROLLS BY	YOU PAY
October 1 st	\$90.00 per 5 days of enrollment in September plus \$3240.00
November 1 st	\$90.00 per 5 days of enrollment in October plus \$2880.00
December 1 st	\$90.00 per 5 days of enrollment in November plus \$2520.00
January 1 st	\$90.00 per 5 days of enrollment in December plus \$2160.00
February 1 st	\$90.00 per 5 days of enrollment in January plus \$1800.00
March 1 st	\$90.00 per 5 days of enrollment in February plus \$1440.00
April 1 st	\$90.00 per 5 days of enrollment in March plus \$1080.00
May 1 st	\$90.00 per 5 days of enrollment in April plus \$720.00
June 1 st	\$90.00 per 5 days of enrollment in May plus \$360.00

Intercession

\$50.00 per week. Partial weeks count as one full week. (\$175.00 for a full month)

Payment is due at the beginning of the intercession period for parents without another child regularly enrolled in Hope Learning Academy. Parents with children regularly enrolled in the Academy may pay for intercession with their next regularly scheduled tuition payment. (Available only during regular Hope Learning Academy school days only)

New Hope Community Church/Hope Learning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administering its educational policies, admission policies, scholarship, and loan programs, and athletic and other school administered programs.

*Payment Deadlines**

Registration Fee

Registration fees are per student, and must be received in our office on or before the first day that your child attends Hope Learning Academy. If more than one student from a single family is being enrolled in Hope Learning Academy, the registration fee *will be reduced* by \$25.00 per student. (\$75.00 per student would be due) Those who have been active family members of New Hope Community Church for at least one

year will receive a discount on school registration of \$50.00. (\$50.00 per student would be due regardless of how many students are enrolled in Hope Learning Academy.)

Lump Sum Payments

To be eligible for the discount that comes with paying your child's tuition "lump sum", the entire payment must be received in our office before the first day that your child attends school. If a student who has paid for the entire year withdraws from the school involuntarily or voluntarily, the remaining portion of that student's tuition will be refunded, minus a service charge of \$350.00. Partial Months will be prorated according to the Partial Enrollment Tuition schedule in this handbook. *Those taking advantage of the loan option must be able to prove that they have been accepted for a loan by their child's first day of school. All tuition refunds for those students participating in the loan program will be returned directly to **Your Tuition Solution™**. ****LUMP SUM DISCOUNTS ARE NOT AVAILABLE TO THOSE ENROLLING AFTER JANUARY 1st.**

Monthly Installments

Those who cannot pay the annual tuition in one lump sum, choose not to take advantage of the loan program, or do not qualify for the loan program may pay monthly installments. Those enrolling for only part of the year may only choose the lump sum option, loan option, or pay \$360.00 per month until their tuition is paid in full. All monthly payments are due by on the first school day of every month. LATE PAYMENTS WILL RESULT IN A \$25.00 SERVICE CHARGE.

** Parents may be refunded the unused portion of tuition not used if a child is dropped from or leaves our program, however, parents may incur a charge for any unpaid portion of their tuition. No tuition credit will be given to students who are dropped because of failure to pay; tuition will still accrue until their account is made current.*

Late Pick-up Fee

\$10.00 per ½ hour

A minimum of \$10.00 will be charged for any child picked-up after 1:15 P.M. Late pick-up fees are assessed at the beginning of each 30min. period. For instance, \$10.00 is charged at 1:15, 1:45, and so on. Parents/Guardians are given 2 free late pick-ups per month. ***A free late pick-up is when a child is picked up no more than 30min. late. Late pick-ups lasting longer than 30min. cannot count as free pick-ups and will be assessed the normal late pick-up fees.***

Transportation

The Riverside Transit Agency provides bus service in the Academy's area. Parents can take advantage of the following options:

1. Regular bus service. As of 1/1/05 this service costs \$1.25 each way when your child presents their valid Hope Learning Academy I.D. (Please consult R.T.A. at (951) 565-5000 for current schedules and fares)
2. Dial-a-ride. This is a door-to-door service. The bus will pick your child-up directly from the school or your home and transport your child directly home or to school. As of 1/1/05 this service costs \$1.00 each way. Reservations

must be made 24 hours in advance by calling 1-800-795-7887. Restrictions apply, please contact Dial-a-ride to see if your child qualifies

Children with Disabilities

It is our policy to include children with disabilities in our program unless their disability poses a threat to their own safety while in our facility or to our other members. Hope Learning Academy does not have the fire clearance or licensing necessary to accommodate non-ambulatory children.

Payment Policy

NSF CHECKS

1st Time- If your check is returned to us by your bank, you will be charged whatever service charges our bank requires us to pay + a \$10.00 administrative handling fee. Payment to cover the NSF check + any service charges due must be paid to Hope Learning Academy office within 3 school days of our staff notifying you that your check is NSF.

2nd Time- The same conditions apply as with the 1st NSF check, however, payment to cover the second NSF check must be made using cash, money order, or cashier's check.

3rd Time- The same conditions apply as with the 2nd NSF check. As a result of a third NSF check, your account with Hope Learning Academy will be changed to "cash only" permanently. (Money orders and back checks are acceptable)

Admissions and Enrollment

General: Hope Learning Academy does not discriminate on the basis of race, color, gender, national and ethnic origin, or religion for purposes of admission.

A. Procedure

1. Principal conducts home visit, or parents meet with principal at school/church.
2. Parent or guardian and student read the handbook thoroughly.
3. School Board makes decision regarding child's enrollment.

4. Registration Packet is completed and submitted with registration fee and first tuition payment.
 - a. Student must be enrolled by a parent or legal guardian.
 - b. If applicant is 18 or emancipated, administrators of Hope Learning Academy must believe there is sufficient oversight in the applicant's life to ensure that adequate accountability can take place.
 - c. Student must be living with at least one parent or legal guardian.
5. Blue, pink, or yellow immunization forms must be received before a student may attend class. (All students must have immunizations for diphtheria, polio, measles, and rubella. As well as be cleared for tuberculosis)

B. Acceptance

1. Parents will be notified concerning the outcome of the enrollment decisions as soon as such decisions are made. Students may be placed on a waiting list, depending on space availability. Regardless of age or grade level, a student's position on the waiting list depends on the date of application. Your child will not be accepted in to Hope Learning Academy if Hope Learning Academy administration determines an "at-risk" condition does not exist in your child's life, administrators have determined that parents are not going to participate in the "Parent Growth" portion of their child's enrollment, or Hope Learning Academy administrators determine that a child's needs are beyond what our program is equipped to handle.

New Hope Community Church/Hope Learning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administering its educational policies, admission policies, scholarship, and loan programs, and athletic and other school administered programs.

C. Specific Rules

1. Hope Learning Academy reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus, whether the form of misconduct is identified specifically herein, and whether the behavior is specified as improper off campus.
2. While Hope Learning Academy has no control over student activity off campus that is not school-sponsored, and while the school does not supervise off-campus, student conduct that occurs during an activity that is not school-sponsored or misconduct during such an activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion.
3. School property shall be protected. Malicious or careless defacing, damaging, or destroying of school property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his or her parents or

legal guardian.

4. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
5. Respect for authority is required. Each student is expected to show respect for any staff member at all times, in and out of school. Any student who is disrespectful to a staff member(s) will be subject to disciplinary action, which may include suspension or expulsion.
6. Regardless of the age of students attending Hope Learning Academy, students may not drive themselves to or from school or to and from school events, except in extreme situations and with prior approval of Hope Learning Academy administrators.

In summary, the administration reserves the right to deal with any and all actions not covered specifically by these policies and procedures.

D. Readmission or continued enrollment

1. Any student expelled from school will normally not be allowed to apply for readmission. Requests for readmission should be made in writing to the Principal and will be forwarded to the School Board and Superintendent for review. All meetings regarding re-enrollment will be held in private and are not open to the public, and are open only to the governing authorities of Hope Learning Academy.
2. The school reserves the right to deny admission, readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission, or continued enrollment.

Attendance

STUDENT ATTENDANCE:

We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. All work done to make up what was missed during absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance, and it is acceptable only under the conditions described below.

PARENT ATTENDANCE:

1. Parents of students enrolled in Hope Learning Academy 6 or more months of the school year may only miss 1 of the published **mandatory** parent meetings. Parents of Students enrolled in Hope Learning Academy 4 or fewer months may not miss any of the **mandatory** meetings. Students of parents who violate the above requirements will be withdrawn from Hope Learning Academy. **ALL**

ADULTS LIVING IN THE HOME WHO MAKE PARENTING DECISIONS FOR THE CHILD ARE REQUIRED TO ATTEND.

2. Parents should bring the following items to the mandatory parent meeting:
 - a. Writing utensil, and journal/notebook
 - b. School contract that includes the parenting plan that parents have worked with our staff to create.

Parents are encouraged to journal parenting challenges, parenting victories, and questions they have in between meetings.

Absences

We care about your child almost as much as you do. If your child does not show-up for our program and you have not scheduled their absence, we will call the parent/guardian immediately. If the parent/guardian cannot verify the whereabouts of the child or cannot be reached, the Canyon Lake Police Department will be notified immediately! If you have kept your child home for the day and they will not be attending Hope Learning Academy on any given day, we ask that you notify Hope Learning Academy by leaving a message at (951) 244-5038 as soon as you know your child will not be attending. Please give Hope Learning Academy 1 week advanced notice if you are going to be on vacation as your child's absence may modify some of our activities. Student accounts will not receive tuition credit for absent days.

When your child is sick

- ◆ **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL WHEN THEY ARE SICK UNLESS YOU ARE POSITIVE THEIR SICKNESS IS NOT CONTAGIOUS.** - With our school being as small as it is, it has been our experience that our students and staff will catch whatever sickness is brought to school.
- ◆ Unfortunately Hope Learning Academy cannot accommodate sick children. If a child becomes ill at school, the parent is responsible for providing alternate care for your child on that day. Children that are ill when they arrive at Hope Learning Academy will be isolated from other students and their parent/guardian will be called. It is the parent/guardian's responsibility to care for their ill child, not Hope Learning Academy's. Hope Learning Academy is not equipped for ill children care nor does licensing guidelines allow for us to care for ill children. **A penalty fee of \$25.00 will be added to the tuition fee if an ill child is not picked-up within 30min. of parental notification that their child is ill.** Hope Learning Academy will not transport your child to the doctor or hospital if your child is ill. If you insist that your child receive medical attention but cannot pick your child-up from Hope Learning Academy, EMS will be contacted via a call to "911". A medical treatment authorization form allowing Hope Learning Academy staff to authorize emergency medical treatment for your child, and to initiate "911" service if our staff deems necessary must be on file with Hope Learning Academy before your child may attend Hope Learning Academy

- ◆ Please keep your child home whenever they have a fever, when your child has been vomiting, or during the first two days of a bad cough or cold. If there are any questions about whether you should bring your child or not, please call the principal of Hope Learning Academy.

Excused Absences

- a. Advance notification from parents or a legal guardian is not required for the following absences:
 - (1) Illness or injury prohibiting a child from coming to school.
 - (2) Student participation in school-sponsored activities during the school day.
 - (3) Serious illness or death in the student's family.
- b. Advance (24-hour minimum) written notification from the parents or legal guardian is requested for the following absences to be excused:
 - (1) Marriage in the immediate family.
 - (2) Doctor or dental appointments that cannot possibly be made outside school hours. This refers specifically to orthodontist appointments or treatment for dental or other physical problems.

Unavoidable Absences

- a. Business trips where either parents or legal guardians are required to be out of town and the children are too young or have no other place to stay. Advance written notification is required.
- b. Help at home of an emergency nature will also be given consideration.

Other Absences

- a. Educational trips must be genuinely educational. Extended weekend vacations or other such trips will normally not be considered excused. Great care will be taken in excusing such trips, and in no case will more than ten (10) school days be granted. In any event, the principal must be consulted before the trip, and he or she shall make the final decision concerning the absence. The request must be made in writing to the principal a minimum of four (4) days in advance. Except in very unusual circumstances, students will not be excused immediately preceding or following a vacation date (i.e., Christmas vacation, spring holidays, etc.)
- b. Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, a civic organization, or some other group. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the principal by parents and the student. Such things as the student's grades and the amount of school time already missed will be considered in making a decision. Again, a written request must be made in advance, and the principal will make the final decision.

Unexcused Absences

The following are examples of unexcused absences:

- a. Any of the above listed excused or unavoidable absences that were not requested in writing, and approved in advance.
- b. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excusable reason (as defined above).

Procedure for Reentering School after an Absence (Excused or Unexcused)

A signed note must be taken directly to the classroom teacher, who in turn will send it to the school office. The principal has the final authority to excuse an absence.

Loss of Credit for the Year Due to Absences

- a. For a student to receive credit in any class, total semester absences may not exceed ten (10) days, and yearly absences may not exceed twenty (20) days.
- b. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

Signing Students Out of School

- a. Students may be signed out only under the following conditions:
 - (1) Their absence would fall under one of those defined as excuses in the *Student Handbook*.
 - (2) If the reason is illness, the student must:
 - a) Have a fever as determined by school officials.
 - b) Be obviously ill, as determined by the best judgment of the school officials.
 - c) Establish phone contact between the school and parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. Students must wait in the area designated by the school for a parent or legal guardian to arrive.
- b. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and principal. More than six (6) sign-outs will be regarded as excessive, and the student must be withdrawn.
- c. Students may not leave campus during the school day without telephone contact with, or personal appearance of, the parents or legal guardian. Notes from

home requesting that a student be dismissed at a particular time will not be accepted without proper telephone or personal contact from the parents or legal guardian. Students are to be released only to the student's parent(s) or legal guardian, except in extreme cases where the principal has made an exception.

d. Upon checking either later that day or on the following day, a written note from home must accompany the student as outlined above in the "Procedure for Reentering School after an Absence."

Tardiness

A. Excused

- (1) Parent automobile delays or breakdowns en route to school
- (2) Detainment by the office or another teacher
- (3) Temporary illness
- (4) Unavoidable reasonable circumstances (To be determined by school administration)

B. Unexcused

- (1) Oversleeping, or arriving late for any reason not in keeping with reasonable prudence.

C. Penalties

- (1) Any student arriving an hour or more late will be marked absent for that day. Exceptions may be granted under the excused tardiness.
- (2) Parents of students who have more than three (3) tardies during a grading period will be contacted by the principal's office. Continued tardiness will necessitate a conference. Three (3) tardies during a ten (10) week grading period is equivalent to one (1) unexcused absence. Students who are absent more than six (6) times due to tardiness will be withdrawn.
- (3) Students will receive 1 behavioral strike when they are tardy for an unexcused reason.
- (4) It is the responsibility of students to get or learn from other students, any material they missed due to tardiness. HLA staff will not help your child catch-up from being tardy.

School Hours

1. School hours are from 8:00 A.M. to 1:00 P.M. Monday through Friday. Students are to arrive at school with ample time to organize their books and supplies, and be seated in class by 7:55 A.M.
2. Students are to be in school EVERY DAY with the necessary books, materials, and supplies; except in case of serious illness.
3. Students must be picked up within fifteen (15) minutes of the end of the school day. The Late Pick-up policy will be in effect for all students not picked-up on time.

Rainy Day Directions

During most rainy days, some flooding will occur along important routes to the school. The following are suggestions that should help your circumnavigate any potential road closures:

From Paris, Temecula, Menifee, Sun City (assumes parts of Murrieta Rd. are closed): Take the 215 to McCall. Go West on McCall. Turn Left on Murrieta Rd. Turn Right on Ridgemoor. Left on Valley. Right on Honeyrun. Left on La Ladera. Right on Newport. Left on Goetz/Railroad Canyon. The School is on the right.

From North Canyon Lake, When the North causeway is closed and Railroad Canyon is closed at the Salt Creek Inlet: Go out the North Gate to Hwy 74. Turn Right. Go to the 215 and get on the 215 going Southbound. Get off at McCall and Turn Right. . Turn Left on Murrieta Rd. Turn Right on Ridgemoor. Left on Valley. Right on Honeyrun. Left on La Ladera. Right on Newport. Left on Goetz/Railroad Canyon. The School is on the right

Dress Code

- ◆ Clothing must be modest.
 - ◆ FEMALE STUDENTS-No Cleavage should be seen, No bare midriff should be visible. Skirts or shorts should be of an adequate length as to cover the entire buttocks. Clothing must cover all undergarments. Clothing should not be tight or form fitting to the extent that it unnecessarily reveals the figure of the female.
 - ◆ MALE STUDENTS- Pants/Shorts must not “sag” to the point that pants/shorts could not stay around the waste without the aid of a belt. No undergarments may show.
- ◆ Clothing that displays obscene gestures or themes, sexual scenes or innuendo, or that portrays tobacco, alcohol, or illegal products or substances are not allowed. Shirts that display secular music bands are not allowed.
- ◆ Any clothing that the staff of Hope Learning Academy deems to not be conducive to the learning environment of the Academy will not be allowed.

If the administration of Hope Learning Academy deems that clothing is inappropriate for school, alternative clothing will be provided by the school. Students who refuse to wear school provided clothing may be withdrawn from Hope Learning Academy.

It is the desire of Hope Learning Academy that our students live and conduct themselves in a manner that will be pleasing to God and will glorify the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code of Hope Learning Academy is one of the first, and most tangible, rules of the school to which an entering student must respond. It not only affects the clothes budget, and the planning and shopping for a wardrobe, but every school day this rule visibly affects our students. It is vital that each student wholeheartedly support the dress standards.

When a student is observed by a teacher or the principal to be in violation of the dress code, the parents or legal guardian may be called, and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, she may be held out of class for the remainder of the day. The student's grade for class will reflect his/her absence.

If a student has been cited as “out of uniform” more than six (6) times, he/she will be asked to withdraw from school.

Office Policy and Procedures

1. Student Records:

The school maintains a permanent cumulative file on all Hope Learning Academy students. Records of health, grades, standardized test scores, reports on parent conferences, and reports on disciplinary action make up most of the content.

2. Release of Records:

- a. Hope Learning Academy will release student grades, standardized test scores, and medical information on the written request of another school system when such request contains both the signature of an authorized school official and the signature of at least one (1) parent or legal guardian on a form to be supplied by the receiving school.
- b. Records and transcripts will not be released if a student's tuition and/or fees account is not “paid in full” at the end of a school year, or if an account is delinquent during the school year.
- c. Parents may have access to their child's records at any time by making an appointment to view them on site. They may not be taken off campus

3. School Phone

Students may use the office telephone with permission of a staff member, when it is needed and available. (Calls to students during school hours are to be limited to emergency messages. Students may not make calls or receive calls in the classroom. Classroom phones are for official use only.) Cell Phones are to remain OFF during school hours.

4. Lost and Found

Clothing, books, and personal articles will be collected by the school staff each day, and placed in a central depository. Students and their parents or guardians are asked to check

and reclaim articles during times designated. The school assumes no responsibility for articles left lying about the building or improperly stored. Articles that are not reclaimed after a reasonable time shall be forfeited by the owner and donated to an appropriate charitable organization. Staff in the school office can advise students and parents about the location of “found items.”

Confidentiality

It is the policy of New Hope Community Church of the Valley/Hope Learning Academy that all information pertaining to your child is kept private. The only exception to our confidentiality policy is:

1. When a Court order demands release of specific information.
2. When Child Protective Services requires information, or access to your child.
3. When information must be released to Emergency Medical Personnel or Law Enforcement Personnel, and the release of such information protects the safety of your child.
4. When a legal parent or guardian requests access.
5. Normal access that our staff would require for official school business.

Lunch

Students are to bring their own lunch to school. They are free to bring their own drinks in thermos containers.

*Food is to be eaten **only in designated areas**. No student is allowed to eat anywhere else in the building. Food is never to be wasted, and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed.*

NOTE TO PARENTS:

*Please be sure to give your children a lunch before they leave for school. Getting a lunch to them at school interrupts the office, student, teacher, and class routine. These guidelines will help insure smooth operation of our daily schedule. We appreciate your cooperation. **Students are encouraged to eat when they get home instead of at school due to the short length of our school day. There will be a nutritional break during the school day.***

Complaint or Problem Procedures

Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and a student, teacher and parent, parent and school, or one of several other possible areas. Such a misunderstanding often results from lack of communication between those involved.

Students must, at all times, conduct themselves in a manner becoming a Christian. Gripping is not tolerated! If a student comes home complaining about a discipline policy, parents should follow this procedure:

- a. Give Hope Learning Academy the benefit of the doubt.
- b. Realize that your child's reporting is emotional, and may not contain all the relevant information.
- c. Realize that we have reasons for all rules, and that we enforce them without favor.
- d. Support the administration and call us for all the facts.

The administration has adopted a set policy for these situations, and complaints or problems will be handled in the way prescribed. (Matthew 18:15–17)

- (1) All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved.
- (2) If the situation is not cleared up at this level through direct contact (and 95 percent are!), the problem should be brought to the principal.
- (3) If it is not solved at this level, it should then be presented to the Superintendent of Hope Learning Academy for consideration.
- (4) Finally, but only when all the above three (3) steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board of Hope Learning Academy through written appeal.

Health and Safety

In accordance with state laws of California, each student must have up-to-date physical records and required immunizations.

A. Infectious Diseases

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will also be considered.
2. The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administrator, so as to permit a reliable assessment of any change in the student's condition that might affect the school's

decision permitting enrollment or continued attendance.

B. Administration of Medicine

All medication must be administered by school officials. The student shall deliver the medication, labeled with his or her name, to Hope Learning Academy along with a signed note from the doctor, parent, or guardian stating what the medication is for, how often it is to be taken, and how long it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be put in writing. Time will be provided in the child's schedule to receive the medication.

C. Parents' Emergency Phone Numbers Required

We request that at least one emergency phone number be on file in the school office. In addition to the home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who can be contacted in the event of a serious problem.

D. Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event that it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent and in a serious emergency a medical release could save a life! The form will be used only by a school official when a parent or guardian cannot be reached. In any event, effort will be made to reach the parents or guardians, and school officials will follow their instructions.

E. Doctor and Dental Appointments

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardians should notify, in advance, teachers to be affected by the student's absence, and the note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

Student Pranks

Student pranks that disrupt any aspect of the school program or cause any property damages will subject the student to serious disciplinary action. The student will also be responsible for any financial liability resulting from the prank.

Hope Learning Academy reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.



The Hope Learning Academy
is a member of the
Association of Christian Schools International