

# 2025-26 Parent / Student Handbook



*“Those who hope in the LORD.....will soar on wings like eagles...” Isaiah 40:31*

**HOPE Christian Academy  
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## **About HOPE Christian Academy**

HOPE Christian Academy is a full time non-denominational K–8 school that utilizes an innovative combination of classroom and remote learning. Families partner with teachers to provide students with opportunities for academic and spiritual growth. Teachers introduce new concepts in the classroom setting on Tuesday, Thursday and Friday each week while coursework is facilitated by parents on Monday and Wednesday. This unique educational model helps to promote a family-friendly environment where an extraordinary and loving community of students, parents, teachers and administrators is assembled.

## **Mission Statement**

It is our commitment to partner with families to equip their children – spiritually, academically, physically, and emotionally – so that they may impact their community and world for Christ.

## **Position on Critical Issues**

HOPE Christian Academy is a biblically-based school, holding to the biblical standards of morality. As such we will abide by those moral standards regardless of current social norms. We will continue to strive to communicate this to employees and families and will expect that both employees and families who are part of HCA will support the school and its teaching of these biblically based beliefs.

## **Statement of Faith**

(Detail in Appendix 1 & Appendix 2 on Page 30)

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God.
2. We believe there is one God, eternally existent in three persons—Father, Son, & Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His Resurrection, His Ascension to the right hand of God, and His personal return in power and glory.

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved.
5. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

## **Philosophy of Education**

The HOPE Christian Academy foundational philosophy of education:

- Teach a biblical world-view (see Statement of Faith)
- Teach everything in light and through the filter of Scripture
- Uphold the behavioral and character standards of a godly home
- Respect parents' role as the God-ordained trainers of their children
- Provide godly role models whose lives are strong in character and personal discipline
- Instill a love of learning both spiritually and scholastically

## **Partnership With Parents**

As your partner, we promise to....

*Pray for you and your child regularly.*

*Add value to your parental leadership.*

*Recognize that we serve a common goal.*

*Teach to a high academic standard.*

*Never take for granted the trust you place in us.*

*Embody excellence in everything we do.*

*Respect and honor your child's uniqueness.*

### **HOPE Christian Academy agrees to:**

- Welcome students from any race, color, sex, national or ethnic origin
- Hire qualified teachers who are committed to the Christian faith and the purposes of the school
- Select and provide curriculum necessary for the educational process
- Maintain a student to teacher ratio of a maximum of 18:1 in all grades
- Model and maintain high moral standards in our administration and classroom.

# Procedures and Policies

## *Admissions Requirements*

Admission to HOPE Christian Academy comes by completion of a school tour, submission application, review of test scores or a recent report card, completion of a grade-readiness assessment, and a personal interview with the administrator. Registration is reviewed by the HOPE admissions team and an enrollment decision will be communicated within 7-10 days of the application process being completed.

HOPE Christian Academy strives to serve as many families as possible, but at times our resources limit our ability to serve the educational needs of students with academic gaps. The purpose of the tour and interview is to allow both the administrator and the family to begin to determine the suitability of the school for each individual student.

The school is open to all children regardless of race, color, gender, or national or ethnic origin. Neither students nor parents are required to sign a Christian statement of faith. However, families must understand the purpose of the school (as defined in the Mission Statement) and the fact that the curriculum and programming of the school will be decidedly Christian in nature. It is our heartfelt desire that every student and family member associated with HCA come to know Jesus Christ as their Lord and Savior, grow deeper in their faith, and live a fulfilled life in the center of God's will.

### Enrollment Process

- Initial Meeting/Tour
- Student Meeting (if student is not present during the tour)
- Admissions Packet Submitted
  - Application
  - Tuition Agreement
  - Two Personal References
- Admissions Packet Review
- Family & Student Interview with Head of School
- Student assessment
- Enrollment decision notification within 7-10 days of application
- Submission of grades or official testing results
- Submit IEPs, 504 or accommodation plans if applied.
- Enrollment and payment of the \$300 Enrollment within 2 weeks of acceptance.

As a private school, HCA reserves the right to refuse admittance for any reason deemed necessary by the admissions committee.

**Enrollment in HCA is finalized when ALL of the above steps have been completed.**

### Age Requirements

- Students entering Kindergarten must be 5 years old by September 1.
- Students entering First Grade must be 6 years old by September 1.

### **After Enrollment**

- A birth certificate and a copy of current immunizations must be submitted by the first week of school.
- Parents must read and sign the HCA Family Agreement stating that they understand and support the purpose, educational philosophy and policies of HOPE Christian Academy as presented in the Handbook. This page is due the first week of school.

### **Affidavit of Intent - non-ESA Students only**

According to Arizona Revised Statute 15-802, the parent(s) of a child between the ages of six and sixteen must choose public, private, charter, or home school for their child's education. If you have chosen the private or homeschool option, you are required by this state to file an Affidavit of Intent with the Maricopa County School Superintendent stating that your child is not enrolled in a public school. Participation in the Arizona ESA satisfies the state's requirement for documentation of attendance in a private school or homeschooling, so ESA families need not file an affidavit. This affidavit must be filed with the county school superintendent within thirty days from the time your child begins school. HCA will provide the necessary affidavit form, but will not notify the county superintendent's office of your child's enrollment or withdrawal from school. Completing and mailing the affidavit is strictly the responsibility of the parent.

## **Financial Matters**

### **Tuition**

Tuition for the 2025-26 school year is \$6,050.00 for Kindergarten, \$6,475.00 for 1st-5th Grade, and \$6,900 for 6th-8th Grade. Families not utilizing the ESA will be billed in 10 monthly installments in the months of August-May. Checks should be made payable to HOPE Christian Academy or HCA. Families who are contracted with an ESA will be invoiced quarterly to closely align with the funding of the ESA. Statements are submitted by parents for payment through ClassWallet and will include the ClassWallet imposed 2% service fee.

### **ESA and STO**

The Arizona Department of Education has revised its handbook to include a clause prohibiting families from using ESA and STO funds in the same school year. That means that families must choose between the two for ALL of 2025-26. Switching mid-year is prohibited.

STOs are governed by the Arizona Department of Revenue, which allows students to be recommended and awarded funds by an STO, with the understanding that these funds cannot be distributed while the student is under contract with ESA. Approved by the Department of Revenue, some STOs hold these funds in your child's name at the STO, as long as a current application is kept on file with their organization. These funds will then be available to the student for a future school year when they have canceled their ESA contract. Proof of your canceled ESA contract will be required before funds can be sent from an STO.

### **Billing Procedures**

Monthly tuition statements will be emailed one week prior to the due date. Only accounts with balances owing will receive a statement. Payments will be due on or shortly after\* the 5<sup>th</sup> day of

the billed month. \*If school is not in session on the 5<sup>th</sup>, payment must be made by 9:00 am on the next on-campus school day. Payments may either be made in person in the school office, mailed to the school (to be considered timely, mailed payments must be postmarked by the 5<sup>th</sup>), paid through online bill pay with your own banking institution, or paid through Zelle to hca@hope-eagles.com.

You may be receiving money from a School Tax Organization. However, because of our ongoing expenses, we cannot wait to be paid until your scholarship money is received. If you receive enough money from one of these organizations to leave a credit balance at the end of the school year, we are able to refund your out-of-pocket payments at that time.

### **Delinquent Accounts**

A \$50 late fee will be assessed on each family account if payment is not received by close of the school day on the 5<sup>th</sup> of the month. If school is not in session on the 5<sup>th</sup>, payment must be made by 9:00 am on the next subsequent on-campus school day. If extenuating circumstances make timely payment impossible in a particular month, please contact our Finance and Records Manager at ajohnson@hope-eagles.com in advance. If an account becomes 15 days past due you will be contacted in an effort to make mutually satisfactory arrangements for payment. If financial arrangements are not made and met the student(s) may be dismissed from the school. Late fees cannot be paid with scholarship funds.

### **Returned Checks Policy**

A \$35 fee will be assessed (with the subsequent statement) for a check returned for insufficient funds. Return check fees cannot be paid with scholarship funds.

### **Re-enrollment Policy:**

The purpose of re-enrollment is to ensure our current families have the opportunity to reserve priority placement at HOPE before we begin enrolling new families. This not only gives you the chance to hold your spot in next year's class, but also helps us know how much availability we have as we receive new student applications. The re-enrollment process is completed via our SchoolSpeak education management software, a link will be set up in late fall. There is a non-refundable fee of \$200/student (\$600/family maximum) associated with the re-enrollment process. This fee not only helps us create more structure and sustainability in our enrollment process moving forward, but also helps us make necessary curriculum and supply purchases for your child during the summer months when no tuition fees are due. Fee payment is required in order for your re-enrollment to be considered complete and can be paid via Paypal (including a 2% fee) which is attached to the online re-enrollment site, or by cash, check, or Zelle.

### **Withdrawal Procedures**

If a new family withdraws after enrollment, they will forfeit their New Family Registration fee of \$300.

If a student is withdrawn during the school year for any reason, a **two-week advance notice must be given to the school office in writing**. Tuition will be prorated to reflect the actual time in school when advance written notice is received. Otherwise, accounts will be charged for the full monthly billing period.

### **Refund Policy**

No refund will be made in case of absence from school due to illness, extended vacation, suspension, or other reason. School expenses continue whether a student is present or absent.

### **Donations**

All gifts to HCA are tax deductible. Any financial gifts to the school will be gratefully received and receipts will be given. All checks should be made payable to HOPE Christian Academy. Contact the school administration to make a donation of other assets (such as stocks). Gifts designated directly to a student or family must be made through a STO (see below) in order to be classified as tax deductible.

### **ACSTO and Other Student Tuition Organization Scholarships**

If your child receives a scholarship from a Scholarship Tuition Organization (STO), his/her account will be credited with the amount of the scholarship. Tuition payments will be made monthly from these funds. You may use scholarship funds to pay full monthly tuition balances or you may choose to extend the use of scholarship funds by paying a portion of your monthly tuition out of pocket.

Any funds received from a STO in excess of the current school year's tuition will be returned to the scholarship tuition organization to be held in the student's name. These multi-year scholarships will be re-awarded when the student has additional tuition needs. If a student is withdrawn mid-year from HCA their remaining scholarship funds are returned to the STO. Scholarship tuition organizations hold returned funds for a specified time if your child withdraws from a Christian school. Please check with them for details. Please be sure to notify the school office if your child is transferring to another Christian school so that arrangements can be made with the STO to forward scholarship funds.

## ***Family Communication & Privacy***

### **SchoolSpeak**

HOPE Christian Academy utilizes a secure online portal called SchoolSpeak to communicate with our families and post students' grades. Each family is given a login and password to the HCA SchoolSpeak portal. The contact information that was supplied by the family on the registration application will be entered into the HCA SchoolSpeak portal and used by the school to communicate with families. Members of the HCA SchoolSpeak portal are visible to other families along with their home address and phone numbers. Email addresses are not visible to other members. This member directory may not be used for solicitation or advertising. Members of the HCA SchoolSpeak portal are encouraged to update their contact and emergency information whenever changes occur.

### **Communication from the School**

The school's primary communication with parents will be through school-wide emails and the weekly "Newsflash" sent via SchoolSpeak and/or MailChimp at the beginning of each school week. They will also be posted on the internal SchoolSpeak Portal. **Parents are encouraged to read Newsflashes in order to be informed of important information and events.** Recipients of the Newsflash will be blind-copied, however in the event of an error, email addresses obtained as a result of any correspondence from the school cannot be used for solicitation, advertising, or additional forwarded communication without specific permission from the administrator.



In the event that the school needs to reach a parent during the school day, a phone call from the office will be made. Please place HOPE Christian Academy's phone lines in your contacts [(480) 722-1445 and (480)782-1419] so that you recognize the incoming call.

**The school may also utilize texting parents (via SchoolSpeak and the Remind app) as a method of communication in more urgent or short-notice situations.**

### **Communication with Staff**

HCA is blessed with a highly devoted staff whose desire is to serve the Lord and the members of the school. In order to respect their time and encourage healthy work-life balance, we ask that families use staff members' work emails when communicating about school matters. Please do not use staff members' cell phone numbers or personal email addresses to communicate regarding school issues, including absences and Remote Learning Days. Staff members will return general emails within one business day and commit to check and respond to emails on Remote Learning Days quickly. Teachers will communicate the schedule they plan to employ to make communication via email on Mondays and Wednesdays effective and timely.

### **Social Media and Photographs**

Many classroom and school activities are photographed and/or video recorded by parents and yearbook photographers. Although the school is unable to prevent photographs and/or videos of students being published by parents on personal Facebook pages, Youtube channels, or other social media outlets, by enrolling your child(ren) at HCA you agree to exercise wisdom and care when posting photos of school events.

- By enrolling your child at HCA, you acknowledge that the school may use individual photos, group photos or video recordings of events for publicity, promotional and/or educational purposes (including but not limited to school publications, website or social media channels and print, electronic and broadcast media).
- Use of an individual student's photo labeled with their name, that will be used in print, on our website, or any social media requires your permission.
  - An example of the use of an individual photo including a name would be the announcement of a winner of an event or other accolade.

## **School Schedules**

### **HCA's School Week**

- On Campus Days are scheduled on Tuesday, Thursday, and Friday (with the exception of the first and last week of school). Students attend class on HCA's campus with his or her teacher of record.
- Remote Learning Days are scheduled on Monday and Wednesday. The student works from home where the parent supervises the completion of assignments that have been prepared by the teacher. ***A key portion of our HCA Covenant is that a parent or guardian is responsible for assuring that the assigned work is completed to the best of their child's ability.***
- Enrichment Classes are Scheduled as follows:
  - K-5th Music on Tuesday; 6th-8th Music, Life Skills and Technology, or Creative Arts on Tuesday; 4th-8th PE on Thursday; K-3rd Spanish on Thursday; 4th-8th Spanish on Friday; K-3rd PE on Friday.

- Chapel is scheduled on Friday mornings from 8:20-9:05am, with the exception of half days.

### **On Campus School Day**

- School begins at **8:15am** and ends at **3:15pm**. Students are **not** to arrive on the school campus **before 8:00am**, as supervision is not available prior to that time.
- Students should go directly to their classrooms. Class will begin **promptly** at 8:15am. **Please be on time.**
- Teachers will post a class schedule on their SchoolSpeak page.
- Lunch is scheduled from 11:20-1:00.
  - 11:20-11:40 | K-2 Lunch, 3-5 Recess
  - 11:40-12:00 | 3-5 Lunch, K-2 Recess
  - 12:00 - 12:25 | K-5 Recess, 6-8 Lunch
  - 12:25 - 12:55 - 6-8 Recess

Students must bring a non-perishable or well-iced lunch from home as no refrigeration is available for student lunches. It is HCA's policy that all students eat lunch, so please ensure that your child has an adequate amount of food packed. Students are encouraged to bring a snack to be eaten during the day. Students may only drink water on campus. **Please do not bring non-water drinks without expressed permission from a HOPE teacher or the front office. Caffeinated drinks are prohibited from campus without expressed permission or approval from a HOPE teacher or the front office.**

Please Note: There is no refrigerator or microwave available for student use.

## **Attendance and Tardy Policy**

### **HCA Attendance Guidelines**

HOPE Christian Academy is committed to providing strong spiritual and academic instruction. In order for our curriculum and standards to be taught with fidelity, regular student attendance is necessary and required. Frequent absences from school are detrimental to the academic progress of the student. When a student misses class, he or she misses out on a valuable learning opportunity that cannot be repeated, and the class misses the input of the absent student.

### **Absence Types**

Absences will fall into one of the following categories:

1. Excused Absences
2. Pre-Approved Absences
3. Unexcused Absences

#### **1. Excused Absences:**

Absences are considered excused for the following reasons:

- Illness (doctor's verification may be required if absences are excessive)
- Family Emergency

- Medical or Dental Appointments (doctor's verification may be required if appointments or absences are excessive)

## 2. Pre-Approved Absences:

We strongly encourage families to plan vacations and activities during school breaks; however, we recognize that this may not always be possible. If the timing of the trip is not flexible (i.e. family reunions, missions trips, etc) a pre-approved absence form will need to be submitted for absences that will be more than three days. **Please submit the absence form to the office or communicate via email directly with the front office or administrator at least one week prior to the planned absence.** The planned absence form can be found on SchoolSpeak. In order for an absence to be approved, students must have all of their work turned in and a minimum of a C average. **As of 2025, pre-approved absences will count towards the ten (10) annual absences allowance provided to each student.**

## 3. Unexcused Absences:

Absences that do not qualify as an excused absence or are not approved by the administrator will qualify as unexcused absences.

## Absence Policy

HCA students should not have more than **ten** absences (excused and unexcused combined) per school year. Once a student reaches a sixth absence, a notice will be sent home via email to confirm that absences are approaching the maximum allowance. Subsequent notices will be sent home for absences 7-9. In the event of a tenth absence, a conference will be held with the family to determine whether a plan may be made to improve attendance or if the family should consider an alternative means of educating their child(ren).

## Tardies

**Students are considered tardy at 8:17am and must obtain a “tardy slip” from the office with the parent or responsible party.** Both excused and unexcused tardies will appear on a student’s report card as a tardy. The formal record that is attached to the student file will document whether or not a tardy is excused.

### 1. Unexcused Tardies

Unexcused tardies will be tracked quarterly. Unexcused tardies include oversleeping, running behind, forgotten items, etc. At HCA, 5 unexcused tardies in one quarter will be regarded, but not recorded, as an absence. This “absence” will contribute to the ten total absences allowed by the attendance policy. After 5 tardies in one quarter, the student will also visit the School Administrator to discuss potential consequences.

### 2. Excused Tardies

Excused tardies, which are not held against the student, are issued for:

- Medical or Dental Appointments *(Please make every effort to schedule appointments on Remote Learning Days when schedules can be more flexible.)*
- Vehicle Problems
- Extreme Weather Conditions
- Family Emergencies

- Traffic Issues

## **Make-up Work**

### Make-up Work: Excused Absences

Students are required to make up work that is missed due to absences or tardies. Missed work will be available in the office at the end of the school day. **As a general rule, students will have 2 on-campus days to submit work missed due to absence. After 2 on-campus days, missed work will not be accepted and will reflect as a 0 in the gradebook unless a specific exception is made by the teacher or HOPE Administration.** Teachers will determine which assignments need to be made up since not all in-class activities can be recreated outside of the classroom. Since our model is unique, the chart below indicates the due dates of missed work.

| <b>Day Missed</b> | <b>Monday RLD</b> | <b>Tuesday<br/>Class Work</b> | <b>Wed. RLD</b> | <b>Thurs. Class<br/>Work</b> | <b>Friday<br/>Class Work</b> |
|-------------------|-------------------|-------------------------------|-----------------|------------------------------|------------------------------|
| Due Date          | Thursday          | Friday                        | Friday          | Tuesday                      | Thursday                     |

\*\*In cases where multiple days are missed due to illness, the teacher and/or administrator may adjust the due dates of the missed work.

### Make-up Work: Unexcused Absences

Students are required to make-up work missed due to an unexcused absence. Work is due on the same schedule as excused absence work (see chart above). Unexcused absence work will earn 75% of the credit possible for the assignment.

### Make-up Work: Pre-approved Absences

Students are required to make-up the work missed over the course of a pre-approved absence. Teachers may not be able to provide all work prior to the absence, depending upon its duration. Teaching and learning is a fluid process and the anticipated rate in a given subject may or may not be accurate. If pre-approved absences exceed three days, make-up work may be provided by the office prior to the absence and are specific to the grade band (K-3 4-5 and 6-8). It is the responsibility of the student/family to check SchoolSpeak for RLD assignments and keep up with the RLD work over the course of the absence. Any tests or quizzes that are missed will be made up after the student returns, as the teacher specifies.

## **Dress Code**

*Don't be concerned about the outward beauty of fancy hairstyles, expensive jewelry, or beautiful clothes. You should clothe yourselves instead with the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God. -- 1 Peter 3:3-4*

HOPE Christian Academy recognizes that within the Christian community there are a variety of thoughts regarding appropriate standards of dress. HCA's dress code is not designed to take the place of parental guidance related to attire, but to provide a common standard to which all students will be held accountable.

HCA's Dress Code has five distinct purposes:

1. Teach students that beauty comes from within, rather than from emphasizing external attributes.
2. Honor all students and parents on campus.
3. Minimize external distinctions, especially financial ones.
4. Demonstrate unity visibly through the use of a uniform.
5. Provide the opportunity to practice an important biblical life-skill: Respecting authority.

### **HCA Uniforms:**

#### **SHIRTS:**

- Logoed polo shirts **ordered through our uniform company, Educational Outfitters.**
  - K-5 Students may wear HCA monogrammed gray or teal polo shirts
  - 6-8 students may wear HCA monogrammed gray, teal, or navy polos

#### **BOTTOMS:**

- Solid navy, solid black, or solid tan/khaki in color (not off white or green khaki).
- Fitted style, made of twill, docker-like material and should be **worn at the waist**.
- Cut off, ripped, form-fitting, sloppy, or cargo type pants or shorts are not allowed.
- Basketball shorts, leggings, jeans, and sweatpants are NOT permitted on uniform days.

#### **SHOES & SOCKS:**

- Closed-back shoes at all times. No flip-flops, please. Closed-toed shoes **must** be worn on PE days. (For safety reasons, no Crocs/Clogs on PE days.)
- Middle School students (6-8) may wear clogs on non-PE school days.
- Socks, leggings, and tights must be plain white, black, navy, gray or tan.
- Students may not wear "wheelie" shoes (shoes with wheels in the back) during the school day (8:00-3:15).

## **General Appearance:**

### **LENGTH GUIDELINES (Both UNIFORM & DRESS DOWN DAYS):**

- Boys' shorts are to be "bermuda" length: slightly above the knee and extend no more than two inches below the knee.
- Girls' shorts, skorts, and skirts are to be **finger-tip length** when standing. The way skirts fit on girls will vary per individual student, including how the student wears her skirt on her waist. Parents and students should try on skirts before purchasing to ensure length requirements will be met. Parents should review skirt length before leaving the home to ensure skirt length policy is being followed that day. **As students grow throughout the year, parents should ensure that shorts, skorts, and skirts remain at fingertip length.**
- For the sake of modesty, and knowing that students are sometimes engaged in activities that may raise the level of a skirt, girls must wear shorts, spandex, or leggings under their skirts.

### **JEWELRY:**

- Small chains, bracelets, or necklaces may be worn.
- Girls only may wear small, stud-type earrings.
- Jewelry worn must not include symbols that represent any cult, religion, or belief system that is in conflict with Christianity.
- Body piercing jewelry and visible tattoos are prohibited.

### **HAIR/HATS/MAKEUP:**

- Hairstyles must be neat, clean, and conservative.
- Hair coloring must be a natural hair color.
- Any hairstyle that is a distraction to the education process of HCA is unacceptable

#### **BOYS:**

- Spiked hair must not be longer than one inch in length.
- Hair length must not be longer than collar length and must leave the eyes visible.

#### **GIRLS:**

- Only natural colors and/or highlights are permitted.
- Hats and visors may not be worn at school except for outdoor recess/P.E., sports or designated special occasions.
- Modest make-up that is not distracting will be permitted for **7th and 8th grade girls only.**

### **WINTER ATTIRE:**

- A plain white short-sleeved or long-sleeved t-shirt, camisole, or tank top may be worn under the uniform shirt, and must be worn in such a way as not to show below the bottom hem of the polo shirt.
- **Any jacket or sweater may be worn for arrival, recess, PE and dismissal, but must be removed inside the classroom.** If your child is likely to wear a jacket indoors please see below.
- Solid colored navy blue, black, gray, white, or tan with very minimal to no-logo sweatshirts/hoodies or any HOPE logoed sweatshirts/hoodies may be worn to school and in the classroom during colder winter months. **Students must seek approval from his/her classroom teacher to determine if a logoed hoodie/sweatshirt is approved for the classroom.** All sweatshirts and hoodies must be worn over HOPE logoed polos.

**SPECIAL DRESS DOWN/UP DAYS:**

- Students may wear their yearly themed T-shirts provided by the school on Fridays. These must be worn with uniform bottoms.
- Dress Down Days will be on the last Friday of each month and on all half days. Students must still comply with the general appearance code and shorts/skirts guidelines on these days. A schedule of the year's Dress Down Days can be found on SchoolSpeak.
- Girls may wear leggings, yoga pants, etc. on Dress Down days as long as they are paired with a shirt that is fingertip length.
- Students' clothing must cover their stomachs, upper chest and undergarments at all times.
- Straps on sleeveless shirts must be at least 2-inches in width.
- Shirts with any logo or slogan that is controversial, not edifying, or not glorifying God, should not be worn.

**HCA SWIM PARTIES:**

- Girls should wear a one-piece swimsuit to any school-sponsored swim party. Two-piece suits must be covered by a colored tee shirt.
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**Dress Code Reminders/Warnings**

Students whose uniform or clothing does not meet the dress code criteria will receive a Dress Code Reminder from the classroom teacher or administration. After multiple warnings, parents will receive an email from the front of the office and should respond to indicate that they have received and to clarify as needed.

- Students who receive three reminders in one semester will be given a copy of the dress code to review and sign with parents.
- Violations beyond three per semester will result in a discussion between the administrator and the parents to address the issue, and disciplinary action may be issued.



## **Electronic Device Policy**

HCA does everything we can to provide a safe and distraction-free learning environment for our students. Data shows us that cell phone/smart device use can cause distractions, not only academically but also emotionally.

It is our *strong preference* that cell phones/smart devices be left at home during school hours.

If there is a clear *need* for a student to have a cell phone/smart device for communication and coordination with parents after school, please read the following:

- All school technology policies apply to non-school issued electronic devices.
- Any family that decides to send a student to campus with a cell phone/smart device must complete our *Cell Phone Form*, acknowledging that a student is bringing his/her device to campus.
- A student's cell phone must be dropped off in the main office as soon as he/she arrives on campus and can be picked up only at 3:15 when school is dismissed. Students may wear smartwatches during the day for telling time, but are not permitted to use them for communication or other purposes during school hours. Smartwatches may not be worn during standardized testing.
- Students can only communicate/coordinate with parents with their cell phone/smart device after school is dismissed at 3:15.
- Students may only use cell phones/smart devices for the purposes of communication/coordination with parents. **Cell phones/smart devices are not permitted to be used for any other purposes including but not limited to: social media, music, taking photos/videos, recording audio, playing games, using apps.**

### ***Consequences of violation of school cell phone/smart device policy:***

- If a cell phone/smart device is used during school hours or for unapproved purposes, the cell phone/device will be taken and can be picked up ONLY by a parent/guardian at the end of the day.
- If the student shows that he/she cannot follow the procedures and policies, the student will not be allowed to bring the cell phone/smart device to campus.

# Parent Involvement at HCA

## Remote Learning Days

**The partnership between the parents and teachers is what makes HCA unique. Please note the following very carefully:**

Although teachers will introduce new concepts in the classroom, learning is naturally continued in the home. Parents will maintain a role of support and follow-up, reinforcing concepts that have been introduced in the classroom. On the Remote Learning Days, parents **must** review/grade their child(ren)'s work. Remote Learning Days are not intended to be independent work days, especially for younger children. Parents are encouraged to set a routine that works for the family and to maintain an active role in the completion of RLD work. Each teacher will give instructions regarding parent signature, grading homework, etc. Parents may add enrichment to their child's Remote Learning Day, but may not subtract from the assigned curriculum provided by HCA.

**HCA is a five day a week school, and the Remote Learning Days at home are an essential part of student growth. A pattern of neglecting RLD assignments will result in a meeting with the teacher and the administrator. It may also result in dismissal from the school.**

## Parent Directed Remote Learning Days

On two of the school days following the HCA Early Dismissal Day, parents will conduct a Parent-Directed-Remote-Learning-Day (PD-RLD). The HCA Teachers will present ways to conduct these days, as well as ideas for parent-directed instruction.

## HCA Parent Service Hours

Our desire as a leadership team is to create a close-knit community where every family feels a strong sense of belonging and ownership over the school. For this reason, we strongly encourage every parent to be involved and use his/her abilities to help make the school the best that it can be. As with the body of Christ, we believe every person in our community has something to offer. We thus want to make our opportunities and pathways for involvement clear so that each person can have the joy of making a high-value contribution.

Per the Family Agreement, parents are required to serve 15 hours (~3 hours/month) per semester supporting the needs of teachers and/or the school in some capacity. **Making RLD copies and staffing lunch recess are the school's first priority.** Additional service can include fundraising, driving for a field trip (one field trip per semester can count toward 3 hours of volunteer service), or special projects for teachers. Parents, grandparents, and adult siblings are able to serve hours credited toward Parent Service Hours.

Projects that serve as fundraising for a specific classroom or grade level activity, such as Hot Lunch and Chili Night which raise funds for the Middle School End of Year Trip, do not count toward school service hours. Credited service time is limited to 3 hours for organization, planning, set up and tear down of events such as Grandparents' Breakfast, 8th Grade Promotion, Field Day, Teacher Appreciation Week, and others.

We see this 30-hour per year requirement as an appropriate baseline commitment for every family in the school. And while there is no formal expectation for families to go beyond that mark, it is our sincere desire that your love for HOPE would inspire you to exceed this commitment if time would allow. **Hours served must be logged (either in the form provided in SchoolSpeak, or via the in-office QR code) in the month in which they are served. Unlogged hours will be forfeited if not documented after the end of each month.** Any family that does not meet the volunteer hour requirement will be charged a fee of \$25/hour. Delinquent hours will be billed at the end of each semester.

Classroom service must be coordinated with the teacher, and HCA service is coordinated through the office using the links in SchoolSpeak for Lunch Recess and Workroom SignUps on the School Page. In general, service hours should be scheduled in advance. Parents should document their teacher/HCA service hours by logging them using either the SchoolSpeak Service Hours Log or with the QR code in the school office. We understand that special circumstances occasionally arise. Please call the HCA Office so that we can work with you during these times.

### **Visiting the Campus**

- All parents who will be on campus between the hours of 8:30 am and 3:00 pm must check in at the office. This helps us to be above reproach in our lockdown and fire drill procedures and serves as a measure to ensure the safety of both students and volunteers. Visitors are required to use the doorbell and wait for the office staff to “buzz” you in. For more information on this, please see the HCA Safety and Security Policy.
- When on campus please keep pets at home. Pets are not allowed on campus without permission.

### **Field Trips**

Except for extraordinary circumstances, students are expected to attend field trips as they are structured to be a part of the learning experience. Students will wear HCA logoed apparel as directed by the classroom teacher on each field trip. Exceptions to the uniform dress code must be cleared through the Administrator.

- The classroom teacher and a suitable number of parent chaperones must accompany students on each field trip.
- For liability and safety reasons, siblings may not attend any classroom field trips.
- Monies will be collected at the beginning of the year for all trips.
- Driving/chaperoning once per semester may count toward 3 hours of volunteer service.

Teacher and/or Parent Field Trip Coordinators are responsible for the following:

- Planning no more than four field trips per class per year,
- Accurately estimating the total per student cost of the field trips planned for the year, and communicating the annual fee and payment due date to class parents and the school office
- Communicating the date and times with school office prior final booking of the field trip
- Composing and distributing correspondence regarding the field trip (any correspondence should be approved by the teacher prior to distribution)
- Distributing and collecting completed permission slips (signed permission slips should be in the possession of the coordinator at the time of the field trip, in case of emergency)
- Securing transportation and/or chaperones for the students and turning in a list of the drivers and/or chaperones to the school office at least **two days** prior to the event. All drivers must provide proof of current adequate insurance to the HCA Office. Adequate insurance is defined as \$100,000 - \$300,000 liability. A copy of the declarations page of the current insurance policy will be kept on file in the school office to prove coverage and dates of insurance.

# Academics

## Curriculum

Selection and changes in curriculum are made at the sole discretion of the school.

The curriculum for every classroom at HOPE Christian Academy is chosen with careful and prayerful evaluation by the Administrator and HOPE Leadership Team. Educational materials are considered for their biblical worldview, value in meeting and exceeding national educational standards, suitability to our model, adherence to the school's mission statement, age level content appropriateness, potential for directed individual and group project opportunities, and additional didactic merits.

Curriculum selections may be from both Christian and secular authors and/or publishers, but all are presented in classrooms from a Christian worldview perspective. Specifics about curriculum can be found on the school website.

## Achievement Testing

Achievement Testing (Grades 2 – 8) – Math, Language, Reading, Science, Social Studies, and Bible will be given during the month of April. Test results are received by the school in June and will be emailed upon request anytime after June 15th, or sent home after the next school year starts. Achievement testing serves multiple purposes at HCA. Testing measures student progress in comparison to other students in the same grade level. More importantly, it serves as a guide for our teachers in determining if the resources we are using are meeting the needs of our students as well as observing student growth from year to year. Because of this dual purpose, we value every student's participation in our academic testing. If students are absent during our testing window, they will make up any missed tests following the same guidelines as any missed work.

## Textbooks and Answer Keys

Textbooks and consumables are provided for student use and are included as a part of tuition. Each student is expected to care for his/her textbooks in a respectful manner. Teachers will inspect student books as they are collected at the end of the school year. If a textbook is damaged or lost, the student is expected to make restitution to HCA. **Textbooks may not be checked out during the summer.**

Parent Notebooks containing answer keys, as well as any separate answer keys, must be returned to the classroom prior to the end of the school year. A \$25 replacement fee will be assessed for each notebook or set of keys that is not returned. Most answer keys will be available in the answer key group on SchoolSpeak.

# Student Health

## Immunizations

All students must be in compliance with current state immunization guidelines. Parents should review their child's immunization record with their child's physician to ensure the student is current on all necessary immunization requirements. A Personal Belief Exemption must be filed with the school if a family is not able, or is unwilling, to meet the state requirements.

## Communicable Disease Guidelines

In order to maintain a healthy environment, the school asks that families observe the following guidelines:

- If a student has nausea, vomiting, diarrhea, or an elevated temperature (100° F or more by thermometer), the student should be kept home and not be sent to school. Students must be symptom-free for 24 hours and without an elevated temperature for 24 hours before returning to school.
- If a student has strep throat, he/she must stay home at least 24 hours after the first dose of antibiotics has been administered.
- If a student has conjunctivitis (pink eye), he/she must stay home for 24 hours after the first dose of medicine has been administered. The student's eyes should also be free of drainage before returning to school.
- If a student has head lice, he/she must be treated and be louse- and nit-free before returning to school. If the lice are discovered during the school day, the school will call the parent or guardian to pick their child up at school.
- If a student contracts measles, meningococcal meningitis, mumps, pertussis (whooping cough), rubella (German Measles), tuberculosis, chicken pox, Lyme disease, hepatitis A, or other communicable diseases or food-borne illnesses, please notify the school office immediately.
- If a student has evident bumps, red blotches, rash, hives, or other skin abnormalities, parents should send a note clearly identifying the skin disorder. The school reserves the right to require a doctor's release for a child to enter the classroom.

## Medication

Medications taken during school hours must be administered by the school's office staff. No prescription or over-the-counter medication is allowed to be in the possession of a student. Medication must be in the original container with the pharmacy label, student's name, prescribing physician's name, medication name, dosage, and the time and route of administration. HOPE Christian Academy's Permission to Administer Over the Counter Medications form must be completed and signed by the parents/guardians each school year.

**EPIPEN** If your student's allergies require the use of an EPIPEN, please provide their prescribed EPIPEN to the school office.

# HCA Code of Conduct

## Standards of Behavior

*I seek you with all my heart;  
do not let me stray from your commands.  
I have hidden your word in my heart  
that I might not sin against you. -Psalm 119:10-11*

At HCA, our desire is to partner with parents to raise up children who love the Lord and whose actions demonstrate their desire to please Him and follow His precepts. To that end, HOPE's code of conduct focuses on serving others, offering our personal best, accepting responsibility and respecting everyone.

Our community behavior commitments are important because they will guide the interactions of students, staff and parents, and will give us a common language when we talk about the expectations at HOPE.

### At HOPE, We do:

Honor: Making Much of Y-O-U

Excellence: My Very Best

Family: Brothers and Sisters and Christ

Better: Than We Found It

Obedience: Right Away, All the Way, with a Good a Happy Heart

### Honor - Making Much of Y-O-U

We will speak and act towards others as co-equal image bearers. We will use our words to build up and not tear down. We will respect and submit to God-given authorities in our lives. We will be inclusive and inviting to make sure others feel like they belong.

### Excellence: My Very Best

We will see every environment, both inside and outside the classroom, as an opportunity to demonstrate excellence. We will not settle for bare minimum effort, but will work thoroughly and diligently at all times. We will demonstrate hunger to acquire skills that are useful both now and in the future. We will seek to go the extra mile, above and beyond baseline expectations. We will embody an exemplary attitude for others to follow.

### Family: Brothers and Sisters in Christ

We will treat each other as brothers and sisters would, with love, gentleness, selflessness, kindness, and respect. We will be inclusive of one another both inside and outside the classroom. We will not see or treat each other with romantic intentions, but rather as friends and siblings. We will celebrate and uplift one another in good times and bad.

### Better

We will demonstrate maturity and wise stewardship on our campus. We will leave things better than we found them. We will respect our teachers and classrooms by cleaning up after ourselves. We will use things with care and intentionality. We will quickly find an adult if we need help taking care of the property.

## **Obedience**

We will honor our authorities with cheerful, speedy, and immediate obedience. We will not allow our preferences to influence whether or not we do what is asked of us. If we fail to follow through with requests, we will be quick to admit fault and apologize. We will make ourselves available as needed to teachers and staff with a positive, willing attitude.

### **Students Who Make Wise Choices - Soaring Eagles**

Teachers and Staff at HOPE may recognize students with a “Soaring Eagle” note when they embody one of these value areas. Every month we will draw several cards in chapel and express our excitement over the many who are intentionally living out our culture. It is our desire to encourage and build one another up (1Thess. 5:11) as we see members of our HOPE community living intentionally. The teacher and/or administrator may opt to give additional awards for demonstrating a commitment to living in a Christ-like manner or making progress towards a personal behavior goal.

### **Students Who Make Unwise Choices - General Consequences**

Students who choose not to display behaviors consistent with our school values will receive appropriate consequences, according to the teacher and/or administrator’s discretion. Classroom teachers will consistently strive to use logical consequences that address the heart of the issue and coincide with the choice made. Classroom consequences may include time away, a phone call home, or a letter of apology. If an offense is consistent or severe, a student may be sent to the office for an official disciplinary consequence.

*Important Note:* Research consistently indicates that children need physical activity for optimal learning. Therefore, lunch recess will be taken as a consequence only as the logical consequence to an infraction, such as being disrespectful or dangerous during recess. Recess will not be withheld from students without approval of the administrator.

*Additional Note:* In rare situations, the parent may be asked to take a student home for the remainder of the day or the student may be assigned in-school suspension. A continued pattern of intentional and disrespectful misbehavior may result in a student being suspended from school at least one day or student may be placed on probation. If behavior does not improve, this may be cause for dismissal from HCA.

### **The following behaviors may result in behavioral probation, suspension or expulsion.**

These behaviors are very serious and will not be tolerated.

- Threats (even in jest), Vandalism, Fighting, Foul Language, Stealing, Lying, Cheating

Thank you for partnering with us to help HCA students to develop respectful, Christ-like behaviors that will serve them well in the future and that make HCA a great place to be. We appreciate your support in this important area of discipline. We commit to you and your child to consistently implement these Standards of Behavior. We believe that all HOPE Christian Academy students are capable of maintaining these standards.



## **Classroom Management and School Discipline**

When dealing with problem behavior, teachers and staff are trained to follow HOPE's discipline flowchart:

- Step 1: Remember. The classroom teacher will remind the student of classroom or school expectations
- Step 2: Re-Direct. The classroom teacher will briefly pull the student aside for a heart talk to get to the root of the behavior and remind him/her of classroom and school expectations.
- Step 3: Re-Group: The classroom teacher will remove the student from the situation and institute a classroom consequence which could include but is not limited to: loss of privilege, email home, creating a behavioral plan.
- Step 4: Re-Start. The classroom teacher will send the student to the office to receive a consequence from the administration. The consequence administered will be in accordance with HCA's demerit\* system.
- Step 5: Restore. The classroom teacher and/or administrator will speak forgiveness and encouragement over the student and will be eager for him/her to return to class.

The goal of these five steps is to see students learn from mistakes and return to the learning environment as soon as possible. Consequences are not meant to be punitive for the sake of harshness, but are intended to instill wisdom so that the students can make better choices in the future.

Every step of the management process will always end with step 5: Restore. HCA will never use fear or shame as a tactic in behavior management.

\*The Demerit System: for repeated misbehavior in the classroom or severe misconduct, the administration will issue to students a *demerit* as a consequence. Each sequential demerit brings with it an increasingly severe consequence to help students learn from their mistakes. Our aim with the demerit system is not to keep a record of wrongs, but to help students learn and become more wise in their decisions and actions. Demerits will be as follows:

- #1 - Email Notification to Parent from Principal + Loss of Dress Down
- #2 - Phone Call to Parent from Principal + Lunch Detention
- #3 - Phone Call to Parent from Principal + Athletic Probation or Loss of Trip
- #4 - In-Person Meeting with Family, Principal, and Head of School + School Suspension
- #5 - In-Person Meeting with Family, Principal, and Head of School + Removal from School

The administration will keep a record of all demerits within a year. Each time a student visits the office for disciplinary reasons, he/she will receive a subsequent demerit. Each student receives a clean slate of demerits at the beginning of each academic year. HCA administration reserves the right to escalate the level of demerit based on the severity of the behavior.

## **Specific Standards of Behavior**

HCA employs a positive, goal-oriented disciplinary process. It is impossible for any adult to anticipate all of the possible behaviors for any given scenario. Please review the following specific standards of behavior with your student to ensure that he/she understands what it means to be a student at HOPE in the following environments:

- Classrooms:
  - Teachers may have specific routines or guidelines set in their classroom. As a part of honoring authority, students are expected to comply with the requests of the teacher.
- Recess:
  - For safety reasons, the playground is reserved for K-2 students
  - Playground equipment is to be used for its intended purpose
  - Rocks and other natural elements will be left in their place
  - Students who are playing tag may only **touch** each other
  - Students will eat lunch and snacks in the designated area
- Lunch:
  - Clean up your own space.
  - Ask permission to be excused or go to the restroom.
  - Eat the food you brought with you to school.

## **Behavioral or Academic Accommodation Plans**

In specific circumstances, the administration team of HOPE Christian Academy reserves the right to recommend a student be placed on an academic or behavioral accommodation plan at any time during the school year. This is a course of action that will only be taken when circumstances deem it necessary, i.e. after demonstrated patterns of academic performance or behavior have not been altered or positively impacted by other means.

Students and parents/guardians should be aware that any excessive problems in the areas of behavior, attitude, dress code or academic efforts could result in the student being asked to withdraw from the school.

An accommodation plan is meant to focus on grade-level academic improvement or grow a student towards greater self-discipline, a changed heart, and ultimately a more personal, loving relationship with Christ. The administration team will meet with the students and parents to clarify the steps and expectations of a plan when it is recommended.

Academic accommodation plans will be followed until a student's academic performance reaches grade-level standards for independent work. Behavioral accommodation plans will run until the end of the current grading quarter. At the end of the quarter, the parents, the student, the teacher, and the administrator will be asked to meet again to review the student's progress. At that time, the school will utilize one of the following three options regarding the continuance of the plan.

- If the student is progressing well, the plan will be lifted after the interview meeting is completed.
- If minor concerns still exist, the school may require the student to revise and continue the plan for an additional grading period, followed by another evaluation of the student's progress as previously stated.
- If the student is not making discernable efforts towards growing and progressing, the school may require that the student be withdrawn from the school at that time.

## **Conflict Resolution**

In any community, especially one as close as HCA's, conflicts are bound to arise. One of the important biblical skills that we can teach and model for the children in our community is positive conflict resolution. Jesus set the tone for keeping conflict confidential and focused on resolution in Matthew 18. The precepts of direct communication, restored relationships and forgiveness pervade the scripture and can be taught and modeled specifically on our campus.

### **Conflict Between Students**

- When a conflict arises between students, it is in keeping with Jesus' teaching for students to work together to achieve resolution. HCA recognizes that there may be instances where the students need support in having this face-to-face conversation and are happy to coach students to achieve biblical resolution.
- If the students are unable to achieve resolution or it is an ongoing issue, the students should seek the help and input of a teacher. The teacher may opt to include the administrator depending upon the situation.
- NOTE: In the school setting there are some instances that necessitate the immediate involvement of the administrator. Students and parents are encouraged to contact a staff member directly if they are concerned about an extreme or ongoing issue between students.

### **Conflict Between a Teacher and a Student or Parent**

- When a difference of opinion or preference occurs between a teacher and parent or student, the student or parent should set a time to privately discuss the conflict directly with the teacher.
- If resolution is not achieved, the teacher and or parent may seek the input of the administrator. In such situations, the administrator will set a time to hear the perspective of all involved before prayerfully setting a course of action designed to bring restoration and consensus.

### **Biblical Conflict Resolution**

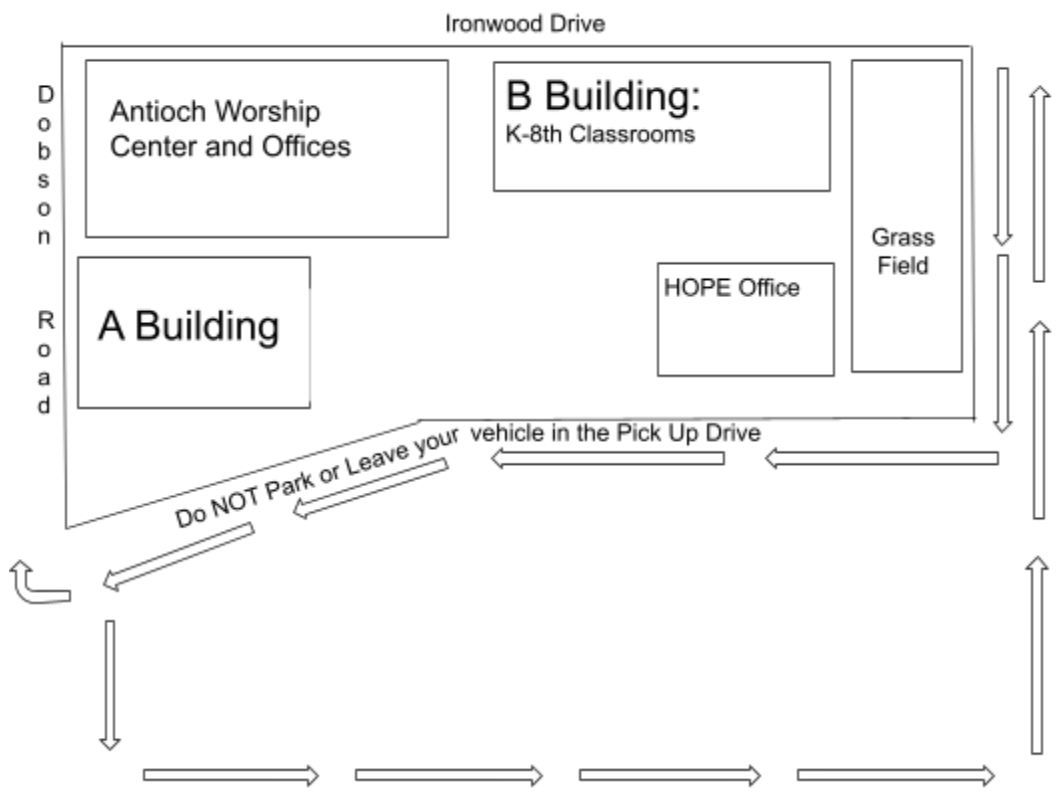
- Remember that in Matthew 18, confidentiality and limiting the involvement of others is the clear precept. **Discussing the issue with other students, parents or staff members breeds discord and does not glorify God.**
- Remember that all students, parents, and staff members deserve to be treated with respect and dignity regardless of the situation or the person's actions.

***Conflicts will occur, but biblical resolution will lead to increased unity and trust.***

# Campus Parking and Traffic Flow

The City of Chandler has asked that we enter and exit our campus from Ironwood Drive, especially in the mornings. Note the traffic flow pattern in the diagram below.

- In the mornings you may drive through and drop off at the circle drive. **PLEASE DO NOT PARK IN THE CIRCLE DRIVE**, this area is for drop off/pick up.
- The speed limit in the parking lot is 5MPH. For the sake of safety, please **DO NOT SPEED**, even if you fear you might be late.
- Please note that the designated handicap spaces should only be used by those displaying the appropriate placard. If you are not authorized to park in these spots, please refrain from doing so, even for a moment.
- The school office must be accessed through the east doors of the “B” Building.
- All campus visitors, including students who are not enrolled in HCA, must check in at the school office.



# HOPE CHRISTIAN ACADEMY

## FAMILY COVENANT

*Deuteronomy 6:1-7 states “These are the commands, decrees, and laws the Lord your God directed me to teach you to observe....Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*

It is the desire of HCA to partner with parents to provide a biblical standard for character development and an excellent standard for education. Cooperation between home and school is essential for effective godly training. With your help, we will endeavor to nurture our students in the development of the following essential character traits:

### **INTEGRITY/HONESTY      \* Living a lifestyle that is above reproach**

We expect our students to be honest, moral, and trustworthy in all areas of conduct. (Titus 1:8; Job 27:5; Proverbs 11:3, 20:11; I Kings 9:4; Psalms 15)

### **RESPECT                      \*An attitude that highly esteems those in authority**

God gave us a command to honor those in authority over us. At HCA that includes teachers, parents, and other designated adults placed in authority. These adults have been placed in our lives by God and honoring them is for our own good. (Romans 13:1-7; Hebrews 13:7; I Peter 2:13-21; I Thessalonians 5:12-13).

### **OBEDIENCE                \*Demonstrating an attitude of respect**

HCA students are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful, as He has promised. (John 14:21; Ephesians 6:1-4; Romans 13:1-7; Proverbs 6:23).

### **SELF-CONTROL        \*The ability to control our thoughts and actions**

The goal for our students is that they will learn to have a life under control – self-disciplined by the Spirit of God. (Galatians 5:22-26; Job 5:17; Proverbs 16:32, 25:28; I Timothy 4:7-8).

### **HOLINESS/PURITY      \*Living a life that flees from the acts of our sinful nature**

Our standards are found in God’s Word and our desire must be one with God and His holiness. (Galatians 5:16-26; 2 Timothy 2:22; I Peter 1:13-16, 2:9-10; I Corinthians 6:12-20; Proverbs 23:29-35; Philippians 4:8; Romans 8:6-8).

### **RESPONSIBILITY        \*Being accountable in all relationships and tasks**

We are accountable to each other to love, encourage, confront, comfort and forgive. Initiative, intellectual integrity and excellence should be the marks of all tasks assigned to our students. (I Corinthians 13; Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32; Ecclesiastes 9:10).

### **GRATEFULNESS        \*An attitude of thankfulness and appreciation**

We should demonstrate an attitude of gratefulness to God for all He brings into our lives, knowing that “all things work together for our good” will help create an appreciation for the things others do for us. (Philippians 4:6-7; I Thessalonians 5:18; Colossians 2:7; Ephesians 5:20).

### **ENCOURAGEMENT      \*One who gives help, support, courage, hope, and confidence**

HCA students should choose words and actions that encourage, help, support, give hope, courage and confidence to all those they meet. (Proverbs 12:25; 16:24; 22:11; 25:11; Ephesians 4:29; I Thessalonians 5:11-14; Hebrews 3:13; 10:23-25)

**DILIGENCE                      \*Hardworking, keeps to the task and finishes it**

God calls us to be diligent to our assignments, to work hard at each task, and bring each to our best completion. (Proverbs 10:4; 13:4; 21:5; I Timothy 4:11-16; 2 Timothy 2:2, 15)

**WISDOM                        \*Discerning what is true from God's perspective, doing what is right**

Wisdom comes from God and our respect for Him. We develop wisdom by our proper response to correction. Those who do not respond to correction with a teachable spirit are called fools in the Bible and unable to attain wisdom. (Proverbs 1:7; 20:33; Proverbs 2:1-22; Proverbs 4:7).

**TEACHABILITY                \*Willing to humbly receive instruction, exhortation, or correction**

HCA students are expected to receive instruction, exhortation, or correction with a humble spirit from those placed in authority over them. (Proverbs 1:8-9; 3:1-2, 11-12; 6:20-23; 9:9; 12:15; 13:10; 16:20; 19:20; 2 Timothy 3:14-17)

**Parents of HCA students are expected to cooperate with the following requirements:**

**FAMILY SERVICE                      \*HCA support and assistance**

We will serve HCA in a manner that honors God by volunteering the required monthly hours in classroom or school support per month. (Galatians 6:10; Ephesians 2:10; 4:11-13; 6:7-8; Colossians 3:23-24; I Peter 4:10)

**REMOTE LEARNING PARTNERSHIP                      \*Supervising teacher-prepared lessons at home**

- We will partner with our child's teacher to enhance his/her education, we will monitor the homework assignments and supervise their completeness and correctness. We will attend Parent/Teacher conferences as requested and communicate regularly with the teacher(s) on student progress – spiritually, academically, physically, and emotionally. (Deut. 6:1-7; Proverbs 22:6; Ephesians 6:1-4)

**COMMUNITY SERVICE                      \*Helpful, willing to share time and abilities with others in need**

Students will participate in an organized community service project during the school year and in any additional projects as directed by individual classroom teachers & StuCo sponsored projects. (Psalms 112:5-7; Proverbs 3:27-28; 19:17; 22:9; Matthew 6:2-4; II Corinthians 9:6-15)

**UPHOLDING STANDARDS                      \*Knowing all standards as written in the HCA Handbook**

Our family will read and regularly review the standards/policies in the HCA Handbook and will uphold these standards as a family.

- We will honor the school's philosophy and operating policies.
- We will abstain from promoting or encouraging any philosophy/teaching contrary to the school's Statement of Faith or Philosophy of Education.
- We will abide by school administration decisions with respect to policy and/or behavior issues.
- We will maintain fiscal integrity by promptly paying tuition and fees as billed.

## HCA FAMILY AGREEMENT:

\_\_\_\_\_(family name) Please sign and date below as an indication of your reading and agreeing to abide by the policies outlined in the updated HOPE Christian Academy Parent/Student Handbook available online at [www.hope-eagles.com](http://www.hope-eagles.com) and on our Schoolspeak portal.

### STUDENTS (Grades 4-8)

- I desire to attend HOPE Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at HOPE Christian Academy.
- I understand that Christian teachers are in partnership with my parents. I will strive to obey them as they seek to train me according to God's Word.
- I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.
- I understand that willful disobedience of these principles and the guidelines of the *HOPE Christian Academy Parent/Student Handbook* may result in my dismissal from HCA.

Student Signatures: \_\_\_\_\_

### PARENTS: Please initial

\_\_\_\_\_ We support the educational philosophy, curriculum, and objectives outlined in the *HCA Parent/Student Handbook*, as well as the standards of conduct, and the principles of the Family Covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child(ren).

\_\_\_\_\_ If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from HOPE Christian Academy.

\_\_\_\_\_ We understand that willful disobedience by our child(ren) to these principles and guidelines may result in dismissal from HOPE Christian Academy.

### FAMILIES AGREE TO: Please initial

\_\_\_\_\_ Honor HOPE Christian Academy's philosophy and operating policies

\_\_\_\_\_ Abstain from promoting or encouraging any philosophy/teaching contrary to the school's Statement of Faith or Philosophy of Education

\_\_\_\_\_ Abide by school administration decisions with respect to policy, curriculum, and/or behavior issues

\_\_\_\_\_ Provide supervision of Remote Learning by a parent or legal guardian on Mondays and Wednesdays, using the materials and instruction provided by the teacher

\_\_\_\_\_ Serve the required parent volunteer hours per semester supporting the needs of the teacher (preferably in the classroom) and/or the school in some non-classroom capacity (lunch/recess aid, RLD prep, fundraising, etc.)

\_\_\_\_\_ Communicate regularly with the teacher(s) on student progress – spiritually, academically, physically, and emotionally

### **HCA FAMILY AGREEMENT CONTINUED:**

\_\_\_\_\_ Promptly pay tuition and fees per payment schedule.

\_\_\_\_\_ By enrolling your child at HCA, you acknowledge that the school may use individual photos, group photos, or video recordings of events for publicity, promotional and/or educational purposes (including but not limited to school publications, website or social media channels and print, electronic and broadcast media). The school will agree not to use any photograph or video that identifies the student(s) by name in a public forum. I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

\_\_\_\_\_  
Father's Signature (or Legal Guardian)

\_\_\_\_\_  
Mother's Signature (or Legal Guardian)

Date \_\_\_\_\_

Date \_\_\_\_\_

**SCHOOL** The faculty and staff of HOPE Christian Academy pledge by God's grace to uphold the principles of this covenant and the guidelines outlined in the HOPE Christian Academy Parent/Student Handbook as we partner with you to train your children.



## ***Appendix:***

### ***Statement of Faith Detail***

1. We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16-17; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, John 1:1, 2 Corinthians 3:17, Acts 5:3-4, Luke 4:1-2, Acts 1:4-9).
3. We believe in the deity of Christ (John 1:1-3, Colossians 2:9, Hebrews 1:3, John 8:58, John 10:33, John 20:28, Philippians 2:6), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34-35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11, John 20:30-31), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His Resurrection (John 11:25; 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11; Revelation 19:11, 2 Thessalonians 1:7-10).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation, because of the exceeding sinfulness of human nature; that men are justified only by faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 2:12–13; Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).