

Hopewell ACADEMY

Unlocking a world of learning

Student and Parent Handbook

2017-2018

Welcome to the Hopewell Academy Student and Parent Handbook, on behalf of the Board of Directors, faculty, and staff.

This handbook was created to inform our students and parents of school policies and to ensure the safety and security of our campus. Hopewell Academy is an international private school, in Cary, North Carolina that provides a rigorous curriculum with a supportive environment for students in grades 6 through 12. With small classes and personalized attention, our students become confident and responsible twenty-first century learners who achieve academic success in a multi-national college preparatory environment. Competitive tuition rates, small class sizes, and high student engagement are reasons why we are an outstanding option for families.

Thank you for taking the time to read and review the following pages.

Sincerely,

A handwritten signature in blue ink that reads "Kenneth A. Branch". The signature is written in a cursive style with a large initial "K".

Kenneth A. Branch, Ed.D.

Head of School

Hopewell Vision

Hopewell Academy is an international school that prepares students for success at the university level and to be productive citizens in our global community.

Hopewell Mission

In order for students to succeed at the university level and to contribute to a changing world, Hopewell Academy provides a rigorous school curriculum designed to meet the academic, cultural and social needs of individuals from diverse backgrounds in our community and around the world.

Hopewell Admissions Philosophy

At Hopewell Academy, each member of the community plays a vital role. Every person acts as a representative of Hopewell both in and out of school. Each student, faculty member, staff member and administrator acts as an admissions officer.

Academics

Hopewell's curriculum offers a comprehensive middle school program in addition to Honors and Advanced Placement courses in the high school. Through both a challenging and nurturing curriculum, Hopewell prepares students for success at the university level and beyond.

Graduation requirements

To graduate from Hopewell Academy, a student must earn at least 24 credits and successfully complete all required courses during grades 9-12.

High school graduation requirements include:

- 4 credits of English
- 4 credits of mathematics
- 4 credits of science
- 4 credits of social studies
- 2 credits of the same foreign language for native English speakers
- 1 credit healthful living (physical education and health)
- 5 or more credits of electives

Middle school course requirements are comparable to Wake County (North Carolina) Public School requirements.

Transcripts

Transcripts may be requested by contacting the Assistant Head of Academic Affairs office.

Evaluation and Grading standards

The evaluative process will be a part of the learning process, not an end in itself. The overriding goal of instruction at Hopewell is that all students will learn what is taught and will benefit from the experience; the system of evaluation is designed to implement that goal.

- While individual teacher flexibility in the evaluative process itself is permitted and perhaps inevitable, uniform standards will be applied by all instructors.
- Grading standards will be applied in a manner that is clear and informative.
- Students' progress will be reviewed and evaluated regularly. To that end, it is crucial that work be graded and returned in a timely fashion so that students know where they stand and can respond to the evaluations.
- Each student will be evaluated on the basis of individual achievement relative to course criteria, not on the basis of a predetermined grade distribution.
- Evaluative instruments will be appropriate to the discipline; they will be, so far as is possible, flexible, creative and varied.
- The evaluative process will challenge and encourage students without threatening them.
- A complete evaluative system includes timely written and personal contact between teacher, student and parents.

Grading scale

The grading scale for Hopewell Academy employs letter grades with pluses and minuses to report quarter, semester and year-end grades. Semester grades are used to calculate cumulative grade point averages. GPAs will be calculated using the following scale:

GPA Calculation					
Standard		Honors		Advanced Placement	
A+	4	A+	4.5	A+	5
A	4	A	4.5	A	5
A-	4	A-	4.5	A-	5
B+	3	B+	3.5	B+	4
B	3	B	3.5	B	4
B-	3	B-	3.5	B-	4
C+	2	C+	2.5	C+	3
C	2	C	2.5	C	3
C-	2	C-	2.5	C-	3
D+	1	D+	1.5	D+	2
D	1	D	1.5	D	2
D-	1	D-	1.5	D-	2
F+	0	F+	0	F+	0
F	0	F	0	F	0
F-	0	F-	0	F-	0

(Students should add 0.5 point for Honors courses and 1.0 point for Advanced Placement courses when calculating the GPA.)

Tutoring

All members of the Hopewell faculty are available to provide after-school tutoring sessions for students on an individual or group basis. Teachers may require students or groups of students to attend after-school tutorial if the need exists.

Homework

Homework is used to reinforce and support mastery of learning. (time per day for homework) The National PTA recommends an average of 70 minutes per night for middle school students and an average of 105 minutes per night for high school students. High school students may have more homework for certain classes, e.g. Honors and Advanced Placement courses.

Exam policies and procedures

Exams are administered at the end of each semester. Seniors in good academic standing may be exempt from spring exams if they have earned a 90 average or above in a course.

Reporting on Student Progress

It is essential that students stay abreast of their academic progress at Hopewell Academy. In addition to daily and weekly feedback from teachers, students and their families will have access to regular updates on students' academic standing. Report cards are made available to students and their families on a quarterly basis. Interim reports are also posted for families in the middle of each quarter.

Honor Roll and Head of School List

Students who achieve a cumulative average of 90% for the year will be awarded the Honor Roll recognition. Students who achieve a cumulative average of 95% will be awarded Head of School List recognition.

Attendance

The duration of the school day is 8:30 am to 3:15 pm daily with the exception of announced partial days. From 3:15pm-6:00pm, Monday-Friday, Hopewell will offer free after school programming for students for the 2017-18 year.

Class Attendance

Hopewell students are required to attend all classes. A student missing all or part of a school day is required to bring a note to the main office upon arrival, indicating:

- The reason for the absence
- The date and times covered by the absence
- A parent signature

The student will then receive an “admit to class” slip. Failure to bring a note or communicate the above information in a timely manner will result in an unexcused absence.

Absence

Students are responsible for schoolwork missed because of absence. Students can work with teachers on an individual basis to decide how this is to be accomplished. In order to receive credit for a course, a student must not miss more than 10 days of school. The Head of School must clear any exceptions to this policy.

Students who miss part of a day, for whatever reason, and whether leaving early or coming in late, are expected to communicate that day with the teachers of the missed class or classes in order to get their assignments and make arrangements for making up any work they may have missed. Failure to do so may result in an unexcused absence and attendant academic penalties. This is especially true for missed tests.

Tardy Policy

If a student is tardy on a regular basis, she or he will be subject to disciplinary response. If a student continues to be tardy after the disciplinary response, she or he may not receive credit for the course.

Pre-arranged Absence Procedure

Students must fill out the pre-arranged absence form available at the administrative assistant desk.

Extracurricular Activities

Extracurricular activities serve as supplemental activities to assist Hopewell students in pursuing their passions. Both the Athletics and After School programs serve this mission.

Athletics

All students are welcome to participate in Hopewell Athletics. Hopewell will not cut students who are interested in pursuing athletics. Students who participate in one or more sports each year may be exempt from physical education. As Hopewell grows, the school will provide more athletic options. Families will be notified of the athletic options at the beginning of each school year. Students must have a sports physical on record and reasonably good health to participate in athletics.

After School Program

For the 2017-18 school year, the After-School Program will be free to Hopewell families. The After-School Program comprises three components: enrichment, physical activity, and extended learning.

Student Conduct

Hopewell Academy students are expected to treat their peers, faculty, administrators, staff, visitors, and others with respect. The rules and policies elaborated below apply to all students. Hopewell Academy expects the best out of its students and these policies support that goal.

Honor Code

1. I pledge to tell the truth at all times.
2. I pledge that my work will be my own.
3. I pledge to respect the property of others.

If the honor code is violated, Hopewell Academy students are subject to suspension or dismissal from the community, if necessary. Each violation of the Hopewell Honor Code is treated individually. Therefore, there is no standard consequence for a violation. Any matter of legal violation will be turned over to the proper authorities.

Classroom Demeanor

Hopewell students are expected to maintain a professional demeanor, respect for teachers and classmates and a willingness to be a productive member of class and a contributor to class discussions, lectures and other class activities. Any student believed to be in violation of this policy will be subject to disciplinary response.

Major Offenses

Major offenses against the school can result in a student's expulsion or suspension from the Hopewell Academy. The list below details the nature of each major offense.

Harassment and/or Bullying

Hopewell Academy does not condone bullying or harassment. Our goal as a school is to provide a safe, welcoming environment for all of our students. Bullying includes the following: physical violence and attacks, extortion and theft, taunts, name-calling and put-downs, peer group exclusion, threats and intimidation, and cyberbullying. If any student believes they are being bullied, or witnessed a peer being bullied, he/ she should immediately report it to a teacher or school administrator. Any school employee who has been notified will report the incident to the Head of School. The Head of School will investigate the situation further once notified and appropriate punishment for students involved will be given if deemed necessary.

Sexual Harassment

All forms of sexual harassment are prohibited. Sexual harassment is considered a serious offence and will result in a more serious punishment. Sexual harassment includes, but is not limited to: telling lewd jokes, or sharing sexual anecdotes, inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person, sending suggestive letter, note, texts, or emails, and/or making offensive comments about someone's sexual orientation or gender identity. If a student experiences sexual harassment, or witnesses a peer being sexually harassed, it should immediately be reported to a teacher or administrator who will report it to the Head of School. The Head of School will administer appropriate response to each report individually.

Drugs and Alcohol

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any drugs or alcohol. Any substance that is described or presented with the intention to appear that it is a substance that is prohibited by this policy is also not allowed. Any parent that has concerns about their own child may contact the school. Students who violate Hopewell Academy's policy on drugs and alcohol will be subject to disciplinary response.

Tobacco

Use of tobacco products is a health, safety, and environmental hazard for all students, employees, and visitors on school campus and at school events. The use and/or display of any tobacco product on school campus or at a school- sponsored activity as a visitor or spectator is prohibited. Tobacco products include the following: cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Display of tobacco products for instructional purposes that has been approved by the school is permitted. Students who violate Hopewell Academy's policy on tobacco products will be subject to disciplinary response.

Weapons

Weapons of any kind are not permitted anywhere on campus including in school buildings, on a student's person, in cars, or in lockers. This includes any copy of a weapon that could reasonably be perceived to be a real weapon. If a student is found with a weapon they will be reported to the Head of School immediately and they may be subject to disciplinary response. Students who find or are given a weapon by another student and immediately report it to a teacher or administrator will not receive punishment. The following items are considered weapons by the school: ANY firearm, BB gun, stun gun, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razor, razor blade, box cutter, mace, pepper spray, any other personal defense sprays, any pointed or edged instrument except instructional supplies and unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance. Possession of an item that is not on this list that makes a student feel unsafe and that the teacher appropriately deems as a weapon can also result in disciplinary response.

Damages to school property

Damaging the property of fellow students, staff, or the school is strictly prohibited at Hopewell. Any case of property damage may be reported to an officer, depending on the severity of the case. While a reasonable effort will be made to ensure there is no damage of anyone's property while on our campus, the school will not be held accountable for any damage to or theft of student property. Parking in the school lot is at the vehicle owner's risk. The school will not be liable for any damage to or theft from vehicles. Parked vehicles should be left with windows closed and doors locked.

Technology

Technology should be used solely for the enhancement of the classroom experience, for the completion of assignments and research, or in case of emergency. Otherwise, cellphones, computers, laptops and/or any other connected devices should not be used during school hours. Hopewell requests parents to limit contact with students during the day outside of emergencies.

Cell Phones

No student shall use, display, or transmit any cellular device in the classroom unless directly told otherwise by a teacher or administrator, or in the case of an emergency. After given such instructions, if a student's use of a cellular phone interferes with the delivery of instruction by a teacher or a staff member, or creates a disturbance in the educational environment, the device may be confiscated.

School Technology

Any devices provided by the school must be treated with their due respect. Students are liable for any damage to school property.

Personal Computers/Laptops

Hopewell is not responsible for any damages to personal devices of students.

Acceptable Use Policy

Each student is required to sign an Acceptable Use Policy (AUP) with the Digital Learning Coordinator. A copy of the AUP may be found online. The AUP governs the use of electronics, computers, laptops, personal devices and other connected devices when on Hopewell's campus.

Dress and Grooming

Hopewell Academy's dress code is designed to encourage modesty, neatness, and comfort. It also reflects the fact that Hopewell is first and foremost an academic institution. Student dress should show respect for the educational process in which the students are engaged, while reflecting good personal grooming and hygiene habits.

Students not upholding the dress standards will be required to change into appropriate clothing or school-provided attire. Additional consequences may include: a request that a parent bring proper clothing to campus, parent conference, unexcused absence from class while obtaining proper dress, and for chronic inattention to these standards, disciplinary action.

Acceptable Attire

- Shirts and blouses with collars and t-shirts that do not violate the guidelines set forth in this section.
- Girls' tops with a modest neckline (no cleavage), that cover the back and midriff and not reveal bra straps or other undergarments. Tops must not be sheer (see-through). Sleeveless tops for women are acceptable so long as they meet this standard
- Dress pants, khaki pants/shorts, jeans, dresses or skirts; hemlines of shorts/skirts/dresses must extend to cover the thigh.

Unacceptable attire for school includes but may not be limited to:

- Attire with indecent, offensive, or vulgar messages or illustrations, or attire that advertises any product or service not permitted by law to minors
- Any ripped or tattered clothing, cut-off shorts
- Non-religious head coverings of any kind
- Bare feet
- Visible undergarments
- Any adornment such as chains and spikes that could be perceived as a weapon, and any symbols, styles, or attire frequently associated with intimidation, violence or violent groups
- Gentlemen should be clean shaven or maintain their facial hair as would be acceptable in a professional environment. No excessive beards, mustaches or other facial hair.
- No student should have excessive piercing or tattoos that can be seen.

Accommodations based on students' religious beliefs or medical conditions will be made by school staff.

Physical Education Dress

Students may bring a change of clothes for Physical Education. If a student is required to participate in PE, they will be given time to change before and after the activity.

Continuation of Enrollment

Student contracts are offered each year to students who are in good academic and disciplinary standing.

Campus Safety and Security

Hopewell takes great precautions to ensure the safety and well-being of our students. The following guidelines and procedures are necessary for the well-being of our students and the safety of our campus.

Life Threatening Emergency

Call 911. Hopewell's address is **101 Preston Executive Dr. Cary, NC 27513**. After you have alerted the proper authorities, find a teacher or administrator to alert of the situation.

Medical Emergency

Call 911. All injuries, whether occurring in or out of school, must be reported to a school administrator by the student as soon as possible. In the event of an emergency, a responsible adult will stay at the scene until emergency personnel arrive. Emergency personnel will take charge of the emergency and render any further first aid needed. Medications will not be given unless there has been prior approval by the student's parent or legal guardian and doctor, or if the school physician has provided standing orders or prescriptions. Permission to administer medications either will or will not have been given if a medical form has been filed for the student prior to the incident. The responsible school authority or a designated employee will notify the parent/legal guardian of the emergency as soon as possible to determine the appropriate course of action. A Student Injury Form will be filled out once the student has been appropriately cared for.

Fire Alarms/Drills

Fire drills are conducted in accordance with state and local laws and can be random. In the case of a fire alarm, all students will react as if the alarm is not a drill. Directions for leaving the building are posted in every classroom. Students will be educated on the nearest exits and other protocols in case of fire.

Severe Weather Policy

In case of tornado or severe storm, students should get away from glass windows and/or doors, duck and cover their heads and wait until the "All Clear" is announced by a school administrator or the Head of School.

General Security

All visitors and volunteers are required to report to the main office upon arrival to campus. Visitors and volunteers must sign in at the administrative assistant desk.

Driving to campus

No student may drive on campus unless given explicit permission by both a parent or parent(s) and the school. Students who are interested in driving to school may discuss the matter with a school administrator.

School Communication and Information

The school will communicate most information to families through email. It is important that families have accurate phone and email information on file for emergencies.

School Closing Announcements

When school is closing unexpectedly for any reason, students and parents will receive an email from a school administrator or the Head of School. If the school closes due to inclement weather, an email will also be sent and families may check WTVD or WRAL TV for announcements.

Press and Media

If any student or parent is contacted by outside media or press for a statement, comment or other information, please inform Hopewell Academy. The school would like to acknowledge accomplishments of our students.

Contacting your student

Hopewell encourages parents to refrain from over-communicating with their students. If a parent needs to pick up their student, written communication via email or a call to the administrative assistant are sufficient. Parents may not text or call their student to be released from school.

Student Information

Hopewell provides a range of services from technology to after school programming. Hopewell is expanding the range of services as the school grows.

Media Services/Library

The new Hopewell media center will not only serve as a library, but also helps students broaden their skills as researchers. The goal of the new media center is to provide any educational media a student could need.

Lunch Program

Hopewell provides an optional lunch program for students. The cost of the lunch program will vary depending on what families order. The Parent Teacher Organization coordinates the lunch program.

Lockers

Every student is assigned a locker at the beginning of each year. Students are expected to keep their lockers clean and neat.

Lost and Found

The Hopewell Lost and Found is located at the front desk. If a student loses an item, please check the front desk. Hopewell is not responsible for lost, damaged, or stolen items.

Computers

Hopewell Academy makes computers and laptops available for students for classroom use.

Daily Schedule

Bell Schedule 2017-18	
Period 1	8:30am - 9:28am
Period 2	9:30am - 10:28am
Period 3	10:30am - 11:28am
Assembly	11:30am - 11:38am
Lunch	11:40am - 12:13pm
Period 4	12:15pm - 1:13pm
Period 5	1:15pm - 2:13pm
Period 6	2:15pm - 3:15pm
After School Program	3:15pm - 6:00pm

Technology Acceptable Use Policy (AUP)

Purpose:

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Hopewell Academy. Use of such technology is a necessary element of the Hopewell Academy educational mission, but technology is provided to staff and students as a privilege, not a right. Hopewell Academy seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege.

Student:

I understand that I need to follow all the rules set by my teacher and Hopewell Academy when using any computer or technology equipment.

I understand that if I don't follow the rules, I might lose my technology privileges.

I understand that I need to follow copyright laws.

I understand that I can only complete or participate in the specific activities or programs my teacher has given me.

I understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.

I will respect the privacy rights of others.

I will not access any programs or applications that are not assigned by the teacher.

I will only use websites my teacher has provided me with for learning.

I will not post or document anything that might be hurtful to someone else or illegal.

I will not install any programs.

I understand the computers and technology is only for learning purposes and they are not games.

Student Signature

