



**Hope Academy**

# STUDENT HANDBOOK

2024-2025 School Year



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## Message from the Principal

Dear School Community:

Hello and welcome to Hope Academy!

It is a privilege to be the Principal of Hope Academy and to be able to work every day with the wonderful young people and dedicated staff. Our curriculum focuses on both social skills and academic achievement.

The three 'R's' are amongst the most important traits we aim to develop here at Hope Academy. These are:

- Respect
- Resilience
- Responsibility

The school is led by our School Leadership Team (SLT). These experienced individuals form the leadership and administration of our school. Our website contains more detail on our staff as well as various aspects of our school.

Our students are at the heart of everything we do and every decision that we make. We are passionate in our desire to see them bloom and develop the confidence, skills, and strategies to experience success.

As a school we recognize the important role that parents and carers make to their child's learning, and I welcome all of our families to join myself and our fantastic team and to be a part of the Hope Academy family. It is through this partnership that we can fully support our students on their educational journey.

Whilst we have tried to make this handbook as informative as possible, there may be questions which are not answered here or on our website. Please do not hesitate to contact me or the school office and we will be only too happy to help!

On this journey, please remember that my door is always open, and you are always welcome to stop by.

Sincerely,

*Sherna Leslie*

Sherna Leslie

Principal, Hope Academy

## **Introduction**

Hope Academy was established in September 2009. We are a private, co-educational institution that provides a full time academic program, following an American curriculum. Our programs include face to face and distance learning options, after-school programs, and tutoring, as well as a variety of therapeutic services. To best serve our students, class sizes are limited to 12-15 students.

## **Mission Statement**

Our mission is to provide an effective and enjoyable learning experience for all children through multi-sensory, individualized education programs that embrace, celebrate, and utilize their differences.

## **Vision and Purpose**

It is the aim of Hope Academy to provide an effective and enjoyable learning experience for all children and to enable our students to grow in an environment that places great importance on integrity, dignity, and respect.

**Honor-** We aim to instill values in our students which create a sense of honor regarding all that they do. Our students are encouraged to believe that they have valuable contributions to make, not only to their school, but also to their community.

**Optimism-** The expectance of the best possible outcome is at the heart of Hope. With a belief that good things can and will happen, our students will achieve academic success.

**Perseverance-** Through perseverance and consistent effort, our students will learn the value of their hard-earned achievements and be proud of their accomplishments both great and small.

**Excellence-** We encourage our students to strive for their own level of personal excellence by meeting their individualized goals. This leads to a sense of accomplishment thereby increasing their motivation to continue to improve.

Hope Academy believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, parents, and community members.

- Respect for self- pride in their own achievements and that of others within the Academy, high standards of dress and behavior and the desire to produce their best work at all times;
- Respect for others- their feelings, opinions, cultures, limitations and the right to their individuality;
- Respect for the environment- their school, their own and other people's property, and the community in which we live.
- Respect for the future- the belief that we can all make a difference by our contribution to the local, national, and global community.

## **Philosophy**

The administration and faculty of Hope Academy believe that all students learn differently whether they have specific learning needs or merely need an environment that is geared towards them. Through the development of individualized programs and an understanding of varied learning styles, we believe all students can be academically successful.

It is the philosophy of Hope Academy that learning should be a pleasant experience and that when students enjoy their education, they have a better chance at reaching their true potential. We believe learning does not have to take place only in the classroom, and that a variety of valuable, meaningful experiences should be incorporated.

## **Attendance**

A quality education requires that students be present in the classroom to give them the best opportunity for success. While an individual can make up an assignment when they are absent, they will miss invaluable class and instructional time that can only be achieved through interactions at school. As a result, and in accordance with the Cayman Islands Education Law, Hope Academy strongly recommends that a student not miss more than ten (10) days per academic school year, including both excused and unexcused absences.

### **Excused vs. Unexcused Absence**

At Hope Academy, to be considered an excused absence, the school must be notified by a parent or guardian in advance for any absence from school due to illness of the student, death in the family, medical appointments, observations of religious holidays and participation in school related activities including college visitations. **Parents must email the school office and homeroom teacher.** Pre-approved family travel will also be considered excused on a case-by-case basis, depending on the student's previous attendance record. **Both excused and unexcused absences count towards the Graduation requirement for students in Grades 9-12.** (Please see the Graduation Requirement section for more information.) All unexcused absences will be considered truant.

Please note that for a student to be excused based on illness, a parent or guardian must contact the office as soon as possible on the first day of illness. Students are not allowed to call in for themselves. For absences exceeding 2 days due to illness, documentation from a medical professional must be provided. It is the responsibility of the parent to submit documentation to the school office. **Students who are absent from school must not be seen on the property of Grand Harbour Shoppes or in the Skate Park during the day or after school.**

Every absence will be marked as unexcused until proper notification is received by the office. Classroom teachers may initially mark students unexcused and the administration will make the adjustments by the end of the school day.

The school reminds all families 12:00pm Early Dismissal days are counted as a day of school. Failure to attend will count as a full unexcused absence.

### **Making Up Missing Work Due to Absence**

For an excused absence, it is the student's responsibility to check with their teachers or GRADELINK regarding homework, class work and other missing assignments for full credit. **Students have two days for every day absent to makeup missing assignments. Grades will be entered as zero if the work is not completed within the required timeframe.**

- *If a student is absent on a Monday (1 day), they must have the missing work completed by the end of Wednesday (2 days to complete).*
- *If a student is absent on a Monday and a Tuesday (2 days), they must have all missing work completed by the end of the following Monday (4 days to complete).*

Students absent on the day that a pre-assigned project/assignment is due, or test is scheduled must take the test or submit the work on the day they return.

For an unexcused absence (staying home without parent permission/ skipping school), students are required to submit all missing work upon return to class.

- *If a student is absent on a Monday (1 day), they must have the missing work completed by the end of Tuesday.*

They will not be eligible to receive the full amount of credit. **Grades will be entered as zero if the work is not completed within the required timeframe.**

## **Arrival/Dismissal**

**The school day begins at 8:00am for all students.** To ensure adequate supervision, no student should be dropped off before 7:30am. Upon arrival, all students from Grade 2-5 should report to the Hall immediately where there is a teacher on duty. A teacher is on duty outside by the main entrance for students in Grades 6-12. Students are not allowed to be loitering near the Skate Park, playground, or restaurant areas.

Please note, changes to the structure and length of the school day are under consideration.

At dismissal, students in Grade 2-5 are brought to the picnic tables for dismissal. Please ensure that your child is picked up promptly, as our teachers have clubs, tutoring and other responsibilities after school. A teacher will be on duty until 3:00 pm. At 3:00pm, remaining students should be picked up from the office. We reserve the right to charge for students remaining past 3pm.

If a Grade 2-5 student is to be dismissed to ride their bikes home after school, we must have a note on file from their parent outlining specific days and procedures- specifically what to do in the case of rain.

Students will not be released to any person other than that student's parent or guardian without prior instruction. We realize that there may be times when someone other than yourself may have to pick up your child at school and you were unable to send a note or call the school to notify us. If no notification has been given, and we are unable to reach a parent for verbal authorization, the school cannot release the child regardless of the situation. Parents must sign out students that are being picked up earlier than the normal dismissal time.

**As there isn't any supervision within the Grand Harbour Shopping Centre, please do not leave children for any length of time after school.** Students are expected to not be roaming the plaza. **Students are not to be behind the Skate Park at any time. Students are not permitted to be near the canal without special permission.**

The school calendar features up to five (5) days that are Early Dismissal and students will be dismissed at 12:00pm. Hot lunch will not be served on these days.

Medical and dental appointments should be scheduled during vacation or, whenever possible, before or after school. Please be aware that chronic lateness or early departures from school are highly discouraged.

When afterschool clubs are in session, students are required to be in the club at the scheduled time. Students should be picked up promptly at 3:45pm or at the conclusion of their club if notified of a different schedule.

## **Tardiness/Lateness**

Punctuality is critically important to a student's ability to be successful. Any student who is not present at the beginning of the school day and each class period is considered tardy and will miss instructional time. In addition, students who arrive late also disrupt the learning of others in the classroom.



School starts at 8:00am with Homeroom; students are considered tardy as of 8:05am. All students who are tardy must sign in at the front desk. In addition, the tardies will be accumulated to count towards their attendance record. **Every 5 tardies will count as one absence and may need to be made up through an afterschool detention or the next Saturday School which is scheduled.**

One of the features of GRADELINK is an email notification to parents when a student is marked absent or tardy. Please check your settings or speak to the office if this feature is not enabled on your account.

## **Materials and Supplies**

To support our school-wide study skills initiative, Hope Academy provides students with subject binders, organizational materials, and related school supplies.

Students should bring their own backpack, lunchbox, water bottle, and headphones.

### **Electronics**

**Laptops are mandatory for Grades 5-12.** A personal iPad does not meet the laptop requirements. The following minimum recommendations have been made:

- **Processor:** Look for at least an Intel Core i5 (preferably i7) or an Apple M1 chip. These processors provide good performance for everyday tasks and schoolwork.
- **Memory (RAM):** Aim for 8GB/16 GB of RAM. This ensures smooth multitasking and better performance, especially if you plan to run multiple applications simultaneously.
- **Storage:** Opt for a solid-state drive (SSD) with a minimum capacity of 500 GB. If possible, consider getting a larger SSD (1TB) for more storage space.
- **Operating System (OS):**
  - For Windows laptops, choose Windows 10 or 11.
  - For Apple laptops, the latest macOS (such as macOS Monterey) is recommended.
- **Wireless Networking Adapter:** Ensure your laptop has built-in Wi-Fi capabilities for internet connectivity.
- **Display Size and Resolution:** A 13-inch screen with a resolution of 1920 x 1080 (Full HD) is suitable for most tasks. If you prefer a larger display, consider a 15-inch laptop.

**Chromebooks are not encouraged.**

**Please make sure computers are brought to school in a safe case, along with the charger and their own headphones.**

The school provides laptops for the use of primary students. As such, there are a limited number to be used by students in Grades 5-12 who may forget their laptop from time to time. The school reserves the right to implement a laptop charge for students who repeatedly do not adhere to the Laptop policy or do not act responsibly with the school laptops.

**Cell phones can be used at break and lunch by High School students ONLY.** Middle school students who bring their cell phones to school must hand them in to their homeroom teacher. They are kept in a locked cupboard and will be returned at the end of the school day.

Parents, please help us with this issue by not trying to communicate with your child during class-time as you may be the cause of having your child's cell phone confiscated during the day. If you need to get in touch with your child during class-time, please call the front office at 769-4673. If a student is sick and needs to go home, this must also be directed through the front office in addition to being signed out by the parent.

Students may be allowed to use their laptop or other non-communicative device to listen to music during class time at the sole discretion of the teacher. Students are required bring their own headphones.

Instant messaging, Facebook, chat rooms and other social networking are completely prohibited during school hours. "You-Tube" has been blocked through the school network and may be utilized only at the discretion and under the supervision of a teacher. The school has installed WebTitan, filtering software that blocks websites that are deemed inappropriate. To utilize the school network efficiently, it is recommended that students have Windows Professional Operating System installed.

### **Other Equipment**

**Scooter/Skateboards-** Using the Skate Park for recess is a privilege that must be earned. Students should bring their own scooter/skateboard and helmet to school as the Skate Park is not open during school hours for rental.

Due to issues with lost or damaged equipment and possible injury, **students are not allowed to borrow/lend/share equipment (scooters, skateboards, bicycles, helmets, etc.)** during or after school. Students must have their own scooter/skateboard/bicycle/helmet. The Public Health Department has issued statements that sharing helmets and hats can spread head lice.

Hope Academy students are not allowed to ride their skateboards or scooters down the plaza as it disturbs the other businesses. If parents do not want their child to utilize the Skate Park (other than for P.E. lessons), parents must notify the school office.

Students are responsible for all personal equipment, electronic or otherwise, which are brought to school. The school must be notified immediately of any loss or damage. While we will do our best to assist in every situation, Hope Academy will not be responsible for any loss or damaged items.

### **Textbooks/ Library Books**

Hope Academy uses a combination of textbooks, online e-books, and consumable workbooks.

Books which may be issued to students are expected to be returned in good condition. Reasonable wear and tear is expected as a result of daily use. If the student loses a textbook or fails to return it within a reasonable time when requested, they will be required to pay for a replacement. Students, who return books in a damaged condition, as determined by school staff, will also be required to pay for a replacement. Individuals who do not resolve outstanding book issues may have grades withheld.

Should a student require a replacement book, they will be charged a fee for its purchase.

Parents are reminded that many students will now use textbooks featuring digital online components, including e-books. These resources are often required to complete some assignments. Ensuring availability to online access is the responsibility of our families.

## **Agenda**

All students in Grades 2-12 are given a Student Agenda in which they should record assignments for every class. Parents should ask to see the agenda nightly to see the homework or projects listed within it. Any homework assigned is used to reinforce classroom work and is an important part of each student's educational program.

Should a student require a replacement agenda, they will be charged a replacement fee of CI\$10.

## **Locker Policy: (HIGH SCHOOL ONLY)**

High school students have lockers available to store school supplies and personal items at school.

Lockers on campus are the property of Hope Academy. The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and locate materials forbidden by school policies such as weapons or illegal substances.

Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with the educational function of the campus or are forbidden by law or school rules. This includes any glass containers, drug paraphernalia, beverage containing alcohol, weapons of any type, flammable substances, explosive devices, pungent or nauseous chemicals, school equipment or property, obscene material, or tobacco products. Students are expected to keep their lockers clean and orderly.

Students or parents may not necessarily be given the opportunity to be present while a general inspection is being conducted. Hope Academy reserves the right to remove padlocks to conduct such a search.

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. All contraband confiscated from lockers may be disposed of by administration as they deem appropriate, including: (a) return to the proper owner/place; (b) use as evidence in a student disciplinary action; (c) delivery to appropriate law enforcement officials; (d) destruction. Administration may request the assistance of law enforcement officials or trained dogs to assist inspections if necessary. The possible utilization of trained dogs' sniffing of a locker does not constitute a search. The alert of a trained dog does provide reasonable cause for a search only if the dog is reasonably reliable in indicating that contraband is present.

- Lockers should be always locked.
- Students are not to use a locker not assigned to them, regardless of whether it is empty.
- Items left in the lockers are disposed of at the end of the school year.
- Lockers are the property of Hope Academy and remain so regardless of student use.
- Lockers always remain under the control of the school.
- Hope Academy, and its staff, is not liable for items stored in a locker. Individuals should not keep expensive or confidential materials in a locker.
- Students are expected to assume full responsibility for the security of their lockers.
- Inspections of lockers may be conducted for any reason, at any time, without notice, without student or parental consent.
- Inspections of lockers may be conducted for any reason, at any time, without a search warrant.

The use of school lockers by a student is purely optional and not a requirement of enrollment at Hope Academy.

## **Break/ Lunch Policies**

Students have a scheduled morning break and a 45-minute lunch. Students are not allowed to have food or drinks in the classroom or hallways. Students are only allowed to bring water bottles into the classroom and water coolers are available in each corridor.

### **Break**

Students need to bring their own snack for the morning break. Please note that we are a **peanut free** school due to severe allergies. Soda is not allowed at break for any students.

We encourage students to bring healthy snacks: fruit, cheese sticks, yogurt, etc. Please speak to your child's teacher for more ideas if necessary.

High School students (Grades 9-12) are allowed to go to Hurley's for snack. They are not permitted to sit in the Hurley's eating area and are expected to return in time for their next class. All food must be eaten prior to returning to class. This is a privilege that may be revoked if guidelines are not adhered to. **Students are not allowed to go to Burger King or leave campus during break.**

### **Lunch**

Students may bring a lunch from home or order from the YUM app. **YUM orders must be placed by 10pm of the day before.** Please note school is unable to provide lunches for students who have forgotten to order. Parents or Guardians will be called to bring lunch in this situation.

We are unable to microwave meals for lunch. As a result, please do not send in items that require heating.

**Soda is only allowed for students in Grades 9-12 at lunch.** Glass bottles are not permitted in the school building.

Lunch procedures and privileges will be outlined at the beginning of the year. Depending on their grade, students will be allowed to access a variety of options. At no time is your child allowed to be in a prohibited section of the complex, hanging out in the parking lot around the cars or to leave the Grand Harbour Shopping Centre without permission. Students with privileges will be expected to adhere to guidelines given. We reserve the right to revoke this privilege should they abuse the time frame or parameters given. For older students, a parent will be required to sign a waiver at the beginning of the school year. By giving your consent, the school is released of any liability for your child during the specified period.

Guidelines for Off-Campus Privilege:

1. Going off campus or Hurley's for lunch is a privilege. This privilege can be revoked or suspended at any time by the principal or designate for any reason where safeguarding concerns have been identified.
2. Only students, who have earned the required credits to be classified as juniors or seniors, or have reached the age of 17, qualify.
3. Students with off-campus lunch privileges will not take students off campus who are not authorized to leave. This includes other juniors and seniors who have not been granted permission.
4. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, a parent/guardian must call the Attendance Office (769-4673) to properly check the student out. Failure to check out properly will be treated as skipping and parents will be contacted.

5. Students with off-campus lunch privileges will maintain an acceptable academic and conduct record in accordance with the policies of the Hope Academy.
6. Students with off-campus lunch privileges will return to class on time. Excessive tardies will result in the suspension of off-campus lunch privileges.
7. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
8. Food or drink purchased off campus must be disposed of properly and not brought into the building or left in the parking lot.
9. Students exercising off-campus lunch privileges are not allowed to visit other school campuses while off campus during lunch.
10. The school assumes no liability for any accident or injury incurred during the use of this privilege.
11. Students with off-campus lunch privileges must remain in good academic standing to maintain off-campus lunch privileges. Any student whose GPA falls below 2.0 during a marking period will have his/her off-campus lunch privilege suspended. The privilege will be reinstated the following marking period if the GPA rises to 2.0 or more.
12. Students exercising off-campus lunch privileges must SIGN OUT and SIGN BACK IN on the clipboard by the main school student entrance.
13. Students exercising off-campus lunch privileges should leave campus at the beginning of their assigned lunch periods. Loitering in the parking lot is prohibited. Students should leave the parking lot immediately upon dismissal for lunch and report to the building immediately upon returning to school. Students who arrive late, must enter through the main entrance and report to office for an admit slip to class. Students with off-campus lunch privileges that choose to leave for lunch may not remain on the compound of the Shoppes of Grand Harbour. If they stay on the compound they will have to eat with the rest of students in the hall and then go to one of the designated sites where there is teacher supervision, for the remainder of the lunch period.

## Academic Information

Hope Academy follows an American curriculum aligned with the Florida State Standards. Students receive instruction in all core subjects and a variety of electives. Grades are provided as feedback regarding a students' performance on a specific task and to reflect their overall understanding of the concepts. We use a variety of assessments to gauge the students' learning.

### Grading Policy

As per the information given under "Attendance", if a student has an excused absence, they are allowed 2 days to make up the work for each day they are absent. Students may be marked absent in Gradelink, but the grade will be replaced with the grade or a zero as it is earned. If a student does not complete work on time, either homework or in-class assignment, depending on the level of effort that is evident, a **teacher has the option to extend the deadline** to provide additional opportunities for completion. However, if a student is choosing not to complete the assignment during the time given, additional time will not be granted. Parents will be notified if this is the reason for unfinished work. **If additional time is granted, full credit may not be given for late assignments.** If the student chooses to not turn in the assignment by the extended deadline, the grade will be a zero. Please note, a grade of zero may be automatically given for assignments that are not completed by the original due date.

**If extended time is given, a mark of zero will be entered into Gradelink at the time that the assignment was due.** This provides the student with visual feedback of the effect of not completing work.

### Grading Scale

Hope Academy utilizes the below grading scale.

#### **Elementary:**

ES- Exceeds Standards (approximately 90-100%)- Student consistently grasps, applies, and extends key concepts, processes, and skills. They work beyond stated goals. They demonstrate strength in work habits and social growth.

MS- Meets Standards (approximately 73-89%)- Student grasps and applies key concepts, processes, and skills. They meet the stated goals. Work habits and social growth are developing satisfactorily.

AS- Approaching Standards (approximately 60-72%)- Students are beginning to grasp and apply key concepts, processes and skills. They are making less than expected progress in academics, work habits and social growth.

N- Needs Improvement (less than 60%)– Student is not grasping key concepts, processes and essential skills in academics, work habits and social growth. It indicates an area of concern that requires support.

**Middle and High School** (Please note, GPA is not calculated for Grades 6-8.):

Grade:	Percentage:	GPA:	Grade:	Percentage:	GPA:
A+	98% - 100%	4.33	D+	65% - 69%	1.33
A	93% -97%	4.0	D	60% - 64%	1.0
A-	90% - 92%	3.67	F	Below 59%	0
B+	88% - 89%	3.33			
B	83% - 87%	3.0			
B-	80%- 82%	2.67			
C+	78% -79%	2.33	INC	Incomplete	
C	73% -77%	2.0	NC	No Credit	
C-	70% - 72%	1.67			

## **Report Cards**

Please see the school calendar for details on when Report Cards will be published on Gradelink. Please note that records WILL NOT be released if your school account has an outstanding balance.

Students with an extended absence approved by SLT may receive an “Incomplete” on semester grades until action is taken to correct the situation. Students have 1 quarter to make up the missing work or the grade becomes a zero.

## **Academic Probation**

Students in Grades 9-12 who fall below a quarterly GPA of 2.0 for one quarter will be on Academic Probation. Parents will be given a formal letter stating the length of time (1 to 2 quarters) allowed to improve their quarterly GPA.

Depending on the student’s grade level, certain privileges may be removed during the time that they are on Academic Probation. These include, but are not limited to, being exempt from Study Hall, participation in sporting events, leaving campus for lunch, going to Hurley’s, etc. The privileges which have been revoked will be outlined on the notification letter.

The school will provide a variety of opportunities that students may take advantage of to improve their grades. These include, but are not limited to, attending a supervised, afterschool homework club or detention for support, meeting with teachers during free periods, at lunch or after school, and attending Saturday School.

Consequences to failing to raise their GPA during the allotted time may include repeating a class, making up extra work online to improve the grade, attendance at Summer School, or the initiation of the Three Strike Policy which could lead

to dismissal. Each student will be considered on a case-by-case basis. Their initiative, attitude and overall effort will play a role.

## **Graduation Requirements**

As it is based on the American system, the Hope Academy High School program takes a traditional four years to complete. Students will earn a minimum of 24 credits in core and extended content areas. In addition to earning their diploma, students should take the opportunity to sit the SAT and/or ACT exams for college entrance during their Junior or Senior years when offered on island. These exams are currently mandatory for the Cayman Islands Overseas Scholarship Program. External exams are not a part of the graduation requirements for Hope Academy students.

Graduation requirements to receive a diploma:

1. Complete a minimum of 24 credits in the following areas:

- 4 credits of English
- 4 credits of Math
- 3-4 credits of Science
- 3- 4 credits of Social Studies
- 1 credit of Physical Education
- 1 credit of Fine or Performing Arts
- 6-8 credits of Electives
  - Career Education/Work Experience- 1 credit required in Grade 12
  - Foreign Language (recommended for university) – up to 2 credits
  - Online courses
  - Other Electives include Business Studies, Information Computer Technology (ICT), Religious Education (RE) and others as available.

A credit is earned by attending 120-150 hours of class and completing the assigned work to a satisfactory level. A half credit is earned by completing 60- 75 hours of class and completing the assigned work to a satisfactory level.

2. Earn a minimum GPA of 2.0.

3. Attend a minimum of 90% of the school days in Grades 9-12.

Students who earn a cumulative GPA below 2.0 will leave with a certificate of attendance.

Universities may have their own requirements for GPA and/or number of credits to be earned. Faculty will work with students during individual advising sessions to determine the student's personal requirements for graduation. Approved online courses, by an accredited institution, may be completed to recover any missed credits.

Advising sessions will be held at the time of enrollment for transfer students and at the end of each school year for students in Grades 10 and 11.

It is the responsibility of each family to maintain a solid understanding of a student's academic performance towards graduation. Hope Academy seeks to give every student the opportunity for success, but it takes dedication on the part of both students and parents to ensure success.

Students who transfer into Hope Academy during the high school years must provide official transcripts from their previous High School. Hope Academy reserves the right to accept or deny the transfer of some credits.

Students transferring from a school that follows the British system may not have all the required credits that would have been earned during Grades 9 and 10. **Hope Academy reserves the right to modify the configuration of credits required for graduation of any transfer student.** Students would be required to meet the overall credit requirement of 24 credits as well as the other graduation requirements.

## **Credit Recovery**

Students who receive a failing grade in a class will be responsible to recover the credit missed for graduation. These will be determined on a case-by-case basis and may include completion of an online course through independent study or summer programs. This may incur additional costs for summer programs. Saturday School may also be offered as a method of recovering missing credits.

## **Attendance Recovery**

Students who fall below 90% attendance with their current cumulative attendance will be required to make up the missing days by attending either after school detention or Saturday Schools. Students will need to be aware that continued absences may result in failure to graduate.

## **Transcripts and Records**

Requests for transcripts and school records must be made in writing by the parent to the school office and can be in e-mail format. Transcripts and records will only be provided if all financial obligations have been met. There is a charge of \$10 per official transcript requested. Please note: GRADELINK reports are not considered official records of Hope Academy.

- Requests can take 7 to 14 business days to process depending on the time of year they are requested.
- Official transcripts should not be opened by parents or students as they become unofficial once the seal is broken. Official transcripts cannot be faxed or emailed.
- Official student transcripts cannot be released to families. They will be sent directly to an educational institution.
- Should a family desire to see an unofficial transcript, we will be happy to provide one.

## **Student Testing and Evaluation**

As we follow an American curriculum, students do not take external (i.e. IGCSE, CXC, IB) exams in High School. Students take quizzes and exams throughout the year based on the subject matters taught. There will be cumulative final exams in each subject at the end of the school year.

Along with the regular classroom assessments that take place throughout the academic year to guide the instruction of your child, Hope Academy also administers reading and math assessments a minimum of three times per year utilizing the Star Reading and Math Assessment by Renaissance Learning. These skills-based tests provide information as to the progress made throughout the year. They are also used to provide targeted instruction for students as needed.

## **Preparing for College Admission**

Hope Academy provides guidance for our students who are seeking to move onto the university or college environment. **By the start of Grade 10, discussions and planning at home should begin on this subject.** Waiting until the last minute to seek such information can be hazardous to a student's chance at enrolling in college. The school provides all the information at our disposal to interested students. However, it is the individual student's responsibility, and their initiative is critical to this process. While the school will do everything within our power to assist a person with the college entry process, it is the responsibility of each student to follow through and request whatever help they may need.

## **Guidance Meetings**

At least once per year, beginning in Grade 10, Hope Academy school administration will conduct meetings with students to review their academic progress and current transcript. The purpose of these meetings will be to discuss the individual's status, their academic outlook for the future and to give them a better understanding of what requirements



remain before they can achieve their goal of graduation. This gives students a one-on-one setting to ask questions dealing with their high school success and obtain help with questions dealing with university/college entry requirements. High school students should be proactive in their planning for college!

### **The PSAT, SAT & ACT Exams**

Regardless of an individual's current plan for life after high school, it is highly recommended that all students take either the SAT or ACT by January of their Grade 11 school year. Grade 12 students should have already taken the said exams at least once and be planning to take the ACT and/or the SAT again during the first semester. The PSAT is a preparatory exam which can be taken in Grade 9 or Grade 10.

The PSAT/ACT/SAT exams are taken at various testing locations in Grand Cayman. Parents and students will be notified ahead of time as to when these are available. It is the parent's responsibility to pre-register online according to posted dates.

Accommodations are available for students who qualify. This process often requires current medical documentation to support the request along with copies of records. School administrators can assist students with this process. However, timing is important as it may take up to six weeks before a response is received from the SAT and/or ACT corporations. It is ultimately the parent's responsibility to ensure that documentation required to obtain accommodations are submitted in a timely manner and that all Psychological and Educational Evaluations are up-to-date or have been completed within three years of the PSAT/ACT/SAT exam date.

### **Dress Code**

Hope Academy believes that a student's appearance reflects on our school and the manner in which he/she approaches the daily work in the classroom. Even though our dress code provides for some flexibility and individual expression, we expect students to adhere to the guidelines that are given. Proper uniform is also required while students are on field trips.

### **Uniform Requirements**

All students are required to wear solid color polo shirts with the school logo added. The school logo is available at Island Embroidery. **All polo shirts must be embroidered.** Students should own at least one WHITE polo shirt for official occasions and when representing the school.

#### Boys:

Bottoms: khaki, navy, gray or black shorts or pants (trousers/slacks)

- Denim and jeans are not permitted.
- Track pants/ sweatpants are not permitted.
- Black jeans are not considered black pants.

Jewelry: should be limited to a small chain, one bracelet and a watch. If parents allow their child to wear the above-mentioned jewelry, Hope Academy is not responsible for any lost items.

#### Girls:

Bottoms: khaki, navy, gray or black shorts, pants (trousers/slacks) or skorts. Skirts or shorts must reach to 1 inch above their knee.

- Denim and jeans are not permitted.
- Leggings or jeggings and sweat pants are not permitted.
- Black jeans are not considered black pants.

Jewelry: should be limited to post earrings, a small chain, one bracelet and a watch. If parents allow their child to wear the above-mentioned jewelry, Hope Academy is not responsible for any lost items.

**Earrings for boys consisting of one small post are only permissible for students in grades 9-12.**

Visible body piercings of hoops or anything larger than a single post are not permitted.

Visible body piercings of hoops or anything larger than a single post are not permitted. One small post in the nose is permitted.

Make-up: For girls in Grade 9-12 only, eye liner, clear lip gloss and clear nail polish are allowed. Make-up is not allowed for girls in grades PreK4-8.

Nails should be groomed to an appropriate length for safety.

Nails should be groomed to an appropriate length for safety.

Sweatshirts: Sweatshirts are an optional piece of clothing. However, if a student would like to wear a sweatshirt, students must wear a gray, navy or black sweatshirt that zips up in the front. Pull-over styles or cardigans are permitted but must be worn with a polo shirt and not a t-shirt. Students must get the Hope Academy logo embroidered on the sweatshirt. Sweatshirts should not have any other logos or pictures on them.



Footwear: Shoes must be closed-toe and worn with socks- either sneakers or school shoes must be worn. If students choose to wear school shoes, they should bring sneakers to wear for P.E. Socks should be white, grey or black socks (no bright colors or images/cartoons etc.- These should be saved for crazy sock day!)



The following are **not allowed** at anytime for safety concerns:

- “Heelie” sneakers,
- Slippers,
- Sandals (of any kind) and flip flops,
- CROCS
- Boots



Belts: These are optional. However, if students choose to wear a belt, they should be simple and not ornate or decorative. Belts are not recommended for KG – Grade 1. With or without a belt, pants must be worn correctly around the waist and hips. Slouchy or baggy bottoms are not permitted.

Hats: Students are strongly encouraged to bring a hat to wear for recess and P.E. However, hats are not to be worn in school.

Grooming:

- Hair, including facial, must be clean and neatly groomed.
- Hats, bandanas, hoods and head coverings of any kind are prohibited, unless they are worn for religious reasons.
- Braids, without beads, are allowed if they do not cover the face.

Please make sure that your child is appropriately and neatly dressed. Parents will be called to rectify the situation as needed. This includes having the logo on all polo shirts.

Civvy-days:

Students will be allowed to dress out-of-uniform on specific days or with approved civi-pass. The following guidelines must be observed.

- Girls in 4th grade and higher should not wear spaghetti straps.
- No visible midriff for all students.
- Shorts or skirts must still be an appropriate length.
- For safety, shoes should still be closed-toe for all ages. Crocs are not allowed.
- T-shirts with pictures and words need to be respectful and appropriate.

Field Trips:

Students are required to wear school uniform on all field trips, except for those involving water. For trips involving swimming, the following guidelines must be observed.

- Girls must wear appropriate swimwear which covers their torso (tankini or one piece).
- Shorts must be an appropriate length.
- T-shirts may be required as a cover-up.

## **Communication**

Throughout the school year, the faculty and staff of Hope Academy will utilize a wide variety of communication channels to ensure you are informed about what is taking place in our school. Hope Academy continues to make a conscious effort to Go Green and reduce the amount of paper we use. Most our communication will continue to be completed online via email or through GRADELINK.

### **GRADELINK**

GRADELINK is a service provided by Hope Academy which enables parents and students to access assignments and other important resources in a completely online secure environment. This includes the ability for parents and students to receive current information about student academic progress, resources and more.

All families will receive their usernames and passwords for GRADELINK at the time of enrollment. The use of this web portal is not optional and is expected by all families. This service exists to allow the school and teachers to be able to provide you with near real-time information on your student's academic progress.

Students should check several times per week to ensure they are taking advantage of the many resources that are available. This is especially important for monitoring what assignments might be missing or any upcoming tasks. Report

cards are posted quarterly to GRADELINK. Please let the office know if you would like more detailed explanation of the services GRADELINK can provide.

### **E-Mail**

**We strongly encourage you to make sure that we have an accurate e-mail address on file.** Whenever possible, we ask parents to check nightly to see if any information has been sent by your child's teacher or the school. We are often forwarded messages from members of the community. We try to use our discretion and limit the number of emails that are sent in one day. If there is an email address that you are receiving emails to that you would prefer not to, or if an email address should be added to our list, please let the office know via email.

Regular emails and monthly newsletters are filled with important details about upcoming special events, deadlines, and general information about the school. Please read these emails thoroughly.

### **Phone**

Sometimes, the importance or urgency of a situation will require nothing less than a personal call or conversation. Please ensure that your contact details are up to date with the office.

### **Meetings**

Please note, our staff is always available to meet with parents and students about a particular situation or concern. In fact, we welcome it!

If parents have questions regarding their student's performance in a class, they should discuss it first with the teacher. Please note: all conferences should be scheduled in advance. Impromptu visits to the classroom are discouraged during class time. Appointments for a conference with a teacher or administrator may be arranged by telephone call, e-mail or note. Middle and high school students requiring additional assistance with work are strongly encouraged to schedule a time to meet with their teacher based on the teacher's availability. It is critical that arrangements be communicated in advance of the meeting times.

### **Parent Conferences**

Regardless of your child's situation, there will be periodic Parent/Teacher conferences scheduled during the school year. They are intended to keep each parent informed of their child's progress. Conferences are scheduled after the report cards are distributed for Quarter 1 and 3. In the 4th Quarter, a meeting may be held to evaluate the progress made and to provide final recommendations as needed.

### **Parent Teacher Association (PTA)**

The Parent Teacher Association Committees at Hope Academy will be scheduled on a regular basis. Our major fundraisers have included Yankee Candle Sales, Kaleidoscope of Culture, and Earth Day/Hope for Cayman event. Please email [slesliebarrett@hopecayman.com](mailto:slesliebarrett@hopecayman.com) for more information on how you can be involved.

The annual PTA dues of \$100 per child help to provide seed money for various projects, support the school and show appreciation for the teachers and staff. These dues are a part of the expected fees and will be invoiced at the beginning of each school year. All parents are invited to be involved.

## Behavior Expectations

At Hope Academy, we want to provide the very best education possible for all our students. To do this, we need to create a firm but fair system of discipline that seeks to facilitate the very highest of behavioral standards from all our pupils.

Hope Academy is committed to providing an environment where all people can feel safe, happy, accepted, and well-integrated. It is important that an orderly framework and culture should exist within which effective teaching and learning can take place. In addition, Hope Academy holds an important position in the wider community, educating the young citizens of tomorrow in a way to ensure that they take a positive and proactive role within their community in the future. It is therefore important that the individual has high self-esteem and confidence reflected through a good education, tidy school uniform and working in a high-quality learning environment.

Hope Academy strives to provide an academic environment where our students have the best opportunity to be successful. All students are expected to do the following, at all times:

- Treat each other with kindness and respect.
- Listen and participate in class without disruptions.
- Be in proper school uniform.
- Follow guidelines for breaks and lunch; be where you are supposed to be.
- Maintain appropriate distance with minimal physical contact between students of opposite genders.

Our Behavior Policy has been designed with the understanding that a critical aspect to the academic and social growth of our students is to learn that there are consequences for their actions. Reinforcement at home concerning a student's compliance is greatly encouraged. The Behavior Policy was approved by the Ministry of Education and provides more guidance regarding rewards and sanctions.

### Positive Behavior Intervention and Support (PBIS) Model

Hope Academy's System of Rewards Based on the **Positive Behavior Intervention and Support (PBIS) Model**.

**1. Introduction:** Hope Academy believes in creating an environment where students are encouraged and motivated to perform at their best. Recognizing achievement and effort is crucial in nurturing this environment. By adopting the Positive Behavior Intervention and Support (PBIS) Model, the Academy promotes the core values of being Responsible, Respectful, and Safe.

#### **2. Core Values Defined:**

- **Be Responsible:** students being accountable for their actions, being punctual, completing assignments on time, and showing initiative in their learning.
- **Be Respectful:** students treating others the way they want to be treated, valuing the feelings, rights, and traditions of others, and listening and communicating with empathy.
- **Be Safe** students ensuring their own physical and emotional safety, as well as that of their peers. They should follow safety rules and guidelines in and around the school.

Many students are able to comply with the Behavior Expectations. Hope Academy strives to recognize students for that behavior by providing a weekly reward period, team building or collaborative games time, depending on the age of the student. Students are able to earn this reward period by meeting their weekly points goal.

### **Live School for Middle and High School Students:**

- **Earning Points:** Students can accumulate points when they showcase any of the core values: being Responsible, Respectful, and Safe.
- **Reward Store:** Points accumulated can be exchanged in a reward store.
- **Leaderboard:** To encourage a friendly competition and motivate students, a weekly or monthly leaderboard can display top point earners.
- **Special Privileges:** Beyond tangible items, students can also redeem their points for special privileges. This could be a planned class trip, civvi day, or even a lunch with a favorite teacher or principal.

### **Class Dojo: Primary**

- **Positive Feedback:** Class Dojo is an interactive platform where teachers can provide real-time feedback to students for displaying positive behaviors aligned with the core values.
- **Engage Parents:** One of the great features of Class Dojo is the ability to connect with parents. Teachers can share student achievements, allowing parents to be a part of the recognition process.
- **Classroom Stories:** Teachers can post stories or highlights of the day showcasing students who have exemplified the core values.

### **Consequences**

Various methods of sanctions may be used depending on the severity of the infraction. Consequences include, but are not limited to the following:

- Community Service
- Detention- after school and lunch
- Withdrawal from lessons
- Internal Suspension
- Exclusion/External Suspension
- Non-disciplinary Suspension
- Expulsion

### **The Three Strike System**

Behavior which in any way compromises the safety of a student or others around them will not be tolerated at Hope Academy. If deemed necessary by the classroom teacher and the administration, students will be placed on a Success Plan. An initial meeting with parents will be held to discuss expectations and outcomes of the contract. One stipulation of the behavior contract may be the issuance of a strike and the implementation of the Three Strike Policy. Parents will be notified of what constitutes a strike during the initial meeting.

- If a student exhibits behavior that deserves a severe consequence, a strike will be issued to students in the presence of their parents during a meeting.
- Only a member of the Senior Leadership Team (SLT) can issue a strike to a student.
- Once three strikes have been given for incidents of a serious nature, the consequence is permanent expulsion.

Every effort will be made to avoid this eventuality; however, it must be understood that certain behaviors cannot and will not be accepted.

The school reserves the right to require counseling or therapy for the student to assist with any emotional or behavioral needs causing the inappropriate behavior.

Strikes can be removed in instances of ongoing improvement and a change of approach to school. This can be done by SLT members after improvement has been monitored and documented.

## **Bullying and Harassment**

Hope Academy recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, Hope Academy prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) to provide positive examples for student behavior.

"Bullying" and "Harassment" are conduct that meets all the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more members of the school community (pupils, parents, or staff).
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils.
- adversely affects the ability of an individual to participate in or benefit from the school's educational programs or activities by placing them in reasonable fear of physical harm or by causing emotional distress, actual or perceived; and,
- is based on an individual's actual or perceived distinguishing characteristic or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/ harassment always, within school or out of school.

Since bystander support of bullying and harassment can encourage these behaviors, the school prohibits both active and passive support for acts of harassment or bullying. Individuals are encouraged *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors. Serious incidents will qualify as a strike offense and will be dealt with in concordance with the school discipline policy.

Hope Academy requires the principal and/or the principal's designee to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Reports may be made anonymously, but formal disciplinary action *may not* be based solely based on an anonymous report.

The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation.

Hope Academy prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Hope Academy encourages all our students to act with integrity and dignity. Our ethos of mutual respect and the pursuit of excellence demands that all our pupils act and speak honestly and openly. Any false accusations would, therefore, be dealt with accordingly.

### **Cheating and Plagiarism**

Cheating is classified as any of the following: copying homework or allowing others to copy, giving or receiving answers for a test in advance, not documenting sources on reports, plagiarizing, misusing calculators or other electronic devices, giving or receiving unauthorized aid on a test, quiz or other academic work, sharing a test, quiz or other type of academic work.

Plagiarism is defined by Webster's Dictionary as passing off another person's ideas as one's own or using another person's words or ideas without crediting the source. Students are responsible to produce their own work. Students are strongly reminded to ensure they are properly following citation requirements when using any information from the Internet or other resources. Students are advised that if copyrighted material is found within a piece of their work and is not properly cited, it is plagiarism and will be considered cheating.

Hope Academy has a zero-tolerance policy against students showing academic dishonesty. The importance of honesty is always stressed. Any individual found cheating or plagiarizing will receive an immediate zero on the assignment. Repeat offenders may result in detention, Saturday School and/or suspension.

### **Van Behavior Policy**

Hope Academy provides transportation, when necessary, for student attendance to off-site physical education classes and field trips. Please review, and stress, the importance of the following bus rules and regulations with your child.

- Passengers will always remain seated facing the front of the vehicle.
- NO eating or drinking is permitted on the bus.
- Excess loud, noisy, or distracting behavior is not permitted.
- The use of obscene language or gestures will not be permitted.
- Fighting or pushing of any kind is forbidden.
- Students will, always, obey and respect the driver.
- Each student is responsible for his or her own belongings on a bus.



## **Misuse of Drugs Policy**

At Hope Academy we believe that a safe and supportive learning environment should be the entitlement of everyone in the school community. We acknowledge our shared responsibility with parents and the community for making sure that we play our part in meeting national concerns in relation to drug education and substance misuse. This policy is in accordance with The Statutory Misuse of Drugs Policy of the Cayman Islands.

The term “drug” is defined as ‘A substance people take to change the way they feel, think or behave’. (United Nations Office on Drugs and Crime) This includes:

- All illegal drugs (those controlled by the Misuse of Drugs Act 2010 revision) e.g.
- Cannabis, heroin, cocaine, LSD, ecstasy, and amphetamines.
- All legal drugs including alcohol, vapes, and tobacco.
- All over the counter and prescription medicines.

Hope Academy will not tolerate the unauthorized use or possession, of illegal and legally controlled drugs by students, staff or other members of the school community, in school time, on the school compound or off-site during school organized activities such as field trips and work experience or sporting activities.

Sanctions for incidents will be consistent with the school’s discipline policy, whether it takes place on school grounds or elsewhere. In accordance with this discipline policy, any incident relating to being in possession of or of being under the influence of illegal drugs will result a strike being issued and possible expulsion.

For this policy the term “parent” will cover any person which legally has parental responsibility for the student and includes guardians.

The school provides drug education for all our students using specific drug education assemblies, workshops, and lessons.

Overall, it will be teachers who will teach drug education but, where appropriate, outside visitors may contribute. Such visitors will be used in a planned way and their contributions will be evaluated. Teachers will have access to on-going advice, support, and training as part of their own professional development. The school actively cooperates with agencies such as the National Drug Council, RCIPS, health and counseling agencies.

At Hope Academy we understand that parental support is a vital component of drug education. To foster such support Parents are kept informed of the issues covered in drug education and are provided with appropriate information on drugs and sources of support. This also helps to ensure that appropriate discussions take place at home, which reinforce what happens in the classroom. Parent workshops in partnership with agencies such as the Drug Council and RCIPS will also be conducted.

All drug related incidents will be reported to the Senior Leadership Team who will be responsible for co-coordinating the most appropriate response.

## **Drug Testing**

**Hope Academy reserves the right to randomly drug test students for the safety and well-being of all students. If a student is exhibiting behaviors that are consistent with drug misuse, they can also be tested for drugs in line with the national guidelines and policy. These tests will be authorized by the Senior Leadership Team. All tests will be carried**

**out in accordance with best practice guidelines. In certain circumstances, the SLT may require parents to have drug testing completed outside of school.**

Drug incidents will be dealt with fairly and competently and with due regard for the facts as they present themselves as well as the health, educational and social/emotional welfare needs of any person involved. In the first instance the possibility of a medical emergency will be considered

The following situations require action in line with the Cayman Islands Ministry of Education guidance for Schools.

- Drugs or associated paraphernalia are found on the school grounds
- A student is found in possession of drugs or associated paraphernalia
- A student is found to be a recognized source of supply of drugs on the school compound
- A student is thought to be under the influence of drugs on the school compound
- Allegations or suspicions of use off the school compound
- Staff/student has information that the illegitimate sale or supply of drugs is taking place in the local area
- A student discloses that he/she is misusing drugs, or a family member/friend is misusing drugs
- A parent or staff member is thought to be under the influence of drugs on the school compound.

If a student is found in possession of and/or believed to be supplying suspected illegal drugs on the school compound, the Police will be called, as a school cannot knowingly allow its premises to be used for 'administering or using a controlled drug, which is unlawfully in a person's possession'.

### **Limits of Confidentiality**

Students disclosing information about drug use by themselves, or by people they know, should be reminded that the teacher cannot offer absolute confidentiality. Staff should be aware that failure to act or allowing drug use to continue on the school compound, could contravene the Misuse of Drugs Act.

Parents have the right to be informed of any incident that could result in the potential harm of their child. It should be noted that criminal proceedings could result if the preservation of a confidence:

- Enables criminal offences to be committed, or
- Results in serious harm to the student's health and welfare,

In normal circumstances parents will be contacted. If the Principal assesses that the situation is a child protection issue, then Children and Family Services will be contacted in the first instance. All drug related incidents are considered a strike offense at Hope Academy as outlined in the Behavior Policy.

## **Technology**

### **Student Technology Requirements**

**Students in Grades 5-12 are required to bring their own laptops and chargers to school for educational purposes.**

Limited school laptops are available for the rare occasions when personal laptops may not be usable. In addition, students of all academic levels, especially at the middle and high school levels, will need access to computer technology to complete many assignments at home. Most reports will need to be typed on the computer for middle and high school grades.

We ask families to remember that many current textbooks now feature a high percentage of digital and online work. Students are responsible for all assignments as given by the teacher. If there are internet difficulties at home, students can access the school internet before or after school.

In addition, middle and high school students may need a USB thumb drive/memory stick for use at school. Assignments can be saved onto this portable drive for work at home and school.

## **Technology Code of Conduct**

1. Students may use only the programs already installed on the school computers and iPads. Office and web browsing applications will always be available in addition to certain course-specific programs. **Students are not to add any programs to the computers or run programs from USB drives. Students are not to use personal iTunes accounts to make changes or add Apps to the school's iPads.**
2. Students may be required to log on with unique personal IDs and passwords if assigned at the start of the school year.
3. Students should only store files on their personal laptop or a USB drive. Files should not be saved to school computers as they are frequently wiped clean.
4. Students may print documents, images, web pages, etc. on the laser printer. Students found wasting ink/toner and paper may have this privilege revoked.
5. Students may not use school computers for viewing, copying, composing, or editing any material deemed violent, hateful, or pornographic.
6. Students may not post, place, upload or communicate on the Internet any images, photographs, statements, or inferences relating to or including profanity, vulgarity, illegal use of drugs, illegal use of alcohol and illegal or illicit activities. In addition, students may not use computers for the purpose of defaming, threatening, or slandering, etc. any other student, faculty member, parent, or the school as an entity.
7. Students may not play inappropriate games on school computers or iPads. Certain websites, as well as certain media types, have been and will be blocked due to abuse by gaming.
8. Students may not engage in any activity destructive to the school's hardware or software. They will be responsible for the school hardware and software that they use.
9. Students should comply with any supervisor with the understanding that failure to do so may result in disciplinary action, including revocation of rights to use school computers.

Students are warned that at no time should a piece of school owned computer equipment be placed in their backpack, locker or be placed in a location designed to conceal the location of the device. Individuals found engaged in such activities will face severe disciplinary action.

## **Emergency Situations**

### **Severe Weather**

Hope Academy administration keeps a constant watch on current weather conditions via resources which include the Cayman Islands National Hurricane Committee and other media.

**Please note: Hope Academy WILL automatically close due to cancellation of classes by the Cayman Islands Government if closure is due to severe weather.**

In the event of severe weather or other emergencies during the school day, parents will be immediately contacted and can call the main office for updates. If possible, updates about school closing or early release will be sent via e-mail to all families. **It is important the school has your current e-mail on file.**

This policy cannot cover every possible situation. In an emergency, immediate decisions must be made. We will make every attempt to contact you, authorized family members or specified friends.

In the event the school is closed for a period, administration reserves the right to adjust the academic calendar to make up for any days that were missed.

It is possible that some situations will develop that will require students to be dismissed early. While this is considered an option of last resort, Hope Academy keeps the safety of our student body the biggest priority. Please note that if you are called to pick up your child, it is for the wellbeing of all our school community and must take place as promptly as possible.

### **Earthquake**

An earthquake can happen anywhere and without warning. While earthquakes are rare in the Cayman Islands, we have had small tremors in the recent past. Regular drills are conducted and all Hazard Management guidelines will be followed.

### **Medical Emergency**

If a student has an accident or incident during the day requiring medical attention, we will make every attempt to notify parents at the time of the event. In the event of a serious emergency, the school will secure immediate medical attention at our discretion. Every effort will be made to contact parents, guardians or authorized family members or friends during such emergencies. However, the student's well-being is our top priority.

### **Fire & Safety Drills**

As required by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. Any person on property during such drills will be required to comply with staff during this time. Dismissals will not be possible during this time.

### **School Lockdown**

In the event Hope Academy is notified by local law enforcement that a need exists, the campus will be put on lockdown. This procedure exists to ensure the safety and wellbeing of our families. Notification will be sent out via e-mail and posted on the school websites. During a school lockdown, we wish to remind all families of the following regulations:

- All students are secured inside the building. All entry/exit points are also secured.
- No person can enter or exit the building during a lockdown. This includes parents. **NO EXCEPTIONS!**
- No student can be dismissed during a school lockdown regardless of the situation.
- Student class schedules will be suspended until further notice and all students will always remain under the supervision of a faculty members.
- Updates will be posted when available and the lockdown will be lifted when administration has received proper notification from law enforcement officials.

# Health and Safety

## Student Wellness

All students enrolled in school must have a current Immunization Record, copy of their insurance card, Public Health medical card and Student Health form on file with Hope Academy. Such records must be received within two weeks of attendance.

Parents are asked to notify the school if their child contracts a communicable disease such as chicken pox, measles, etc. Hope Academy will notify parents as appropriate if their child has been exposed to a communicable disease at school. The guidelines of Public Health will be followed in all circumstances.

We reserve the right to refuse admittance to any student who shows signs of illness. If a student becomes ill while at school, parents will be notified and requested to pick up the child. **If a student has a fever, vomiting or diarrhea, they must be kept home for 24 hours after the last sign of fever, vomiting or diarrhea.**

## Medications

It is best to administer any medication at home. However, we realize there may be circumstances when a student will require medication during the school day. If so, a letter from the parent/guardian must be submitted to the school indicating the medication, dosage, and time to be administered and granting the school permission to administer it.

## Student Driving Policy

Once students have received their license and if permitted by parents, they are allowed to use their personal vehicles to come to and from school. Students must abide by all safety regulations and are only allowed to park in designated areas.

- Students are not allowed to drive to or from field trips.
- Students are not allowed to access their vehicles during the day except for students who are allowed to leave campus during lunch.
- Students should be considerate of the noise level and speed at which they drive in the parking lot.

Hope Academy is not responsible for the security of vehicles, or their contents nor are we responsible for damage to any vehicle parked on school property during the day or night.

## Security

To ensure the well-being of those on property, Hope Academy utilizes a variety of security safety systems which include alarms, closed circuit video and other devices.

The school reserves the right to contact local law and safety enforcement agencies should a situation develop that, in the school's opinion, presents a risk or danger to any member of our community or the presence of contraband. This includes any concerns dealing with the property utilized by Hope Academy, Grand Harbour Shoppes, the parking lots, fields, and nearby areas. Maintaining the safety of everyone remains our top priority.

## Traffic Safety

For the safety of all students, please maintain speeds of 5mph or less when driving on site. We ask all drivers to be cautious of entering and exiting the property as it is a public plaza.

We encourage our families to park in spaces near the front of our building for convenience. **However, due to fire regulations, please do not park or idle in the main driveway near the Hall Entrance. We cannot have the fire lane blocked at any time during the day.**

Please observe all traffic signs on the property including stop signs and directional arrows for traffic flow. Due to limited space, please ensure that when parking you are only taking up one spot. During the start or end of school, traffic may be congested. Please do not block the turn lane into the property or the driveway. Your assistance is greatly appreciated!

If you have any questions, or have concerns about parking or traffic control, please feel free to contact our administrative team. Thank you in advance for your help!

**Visitors**

Hope Academy welcomes scheduled visits to our classrooms by parents and other family members. Please contact the school office to arrange a tour. Parents who wish to observe their child’s class should contact the principal.

Even though we are in a public plaza, students from other schools are prohibited from visiting our students during the school day. Please remind students that socializing with others should take place after school hours. Students are not allowed to invite visitors to the campus.

**Hope Academy reserves the right to make amendments to the handbook for just cause. Students and parents will be notified of any changes in policy.**

Please feel free to share any considerations and suggestions with the Senior Leadership Team.

**Notes:**.....  
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