



# Streams of Hope

Christian Academy

## ———— Guidebook ————

*(Updated 5/8/21)*





## **MISSION STATEMENT**

Recognizing students' unique academic, social and spiritual needs while nurturing them to be creative, self-motivated and Holy Spirit led leaders who courageously impact every area of culture with the Gospel of the Kingdom of God.

## **TUITION**

- Tuition for the school year, including textbooks, will be \$300 per month per student enrolled in our half-day program. The full-day program rate will be \$350 per month per student. For both options, a multi-student discount can be applied. See a Streams of Hope staff member for more information.
- Tuition is payable from September through May (August tuition will be paid upon enrollment) and is due on the first of each month.
- A late fee of \$10 will be assessed after the 10th of the month. Please make tuition checks payable to Streams of Hope.
- We strongly believe in Biblical financial stewardship, including tithing (the giving of the first 10% of your income) to your home church. Paying tuition for your student(s) to attend Streams of Hope is not the same as tithing. We strongly encourage each of our families to tithe to their home church.

## **FEES**

- Textbooks are included in the monthly tuition; however, parents are responsible for purchasing their student's miscellaneous supplies. A list of needed supplies will be provided. Families will be responsible for reimbursing Streams of Hope for any irreparable damage their students may cause to school books, electronics, furniture or any other school or church property. Of course allowance will be made for normal wear- and-tear.
- A damage deposit of \$50 may be assessed. This will be refunded at the end of the school year if non-consumable materials are returned unmarked and in good condition.
- The first month's tuition (\$300 or \$350) is due in full upon enrollment. (Regular tuition payments will not begin until September.) Your child's spot is not secured until the first month's tuition has been received.
- A testing fee of \$45 is due at the beginning of each student's diagnostic assessment.
- A non-refundable application fee of \$75 is due upon submission of the enrollment application.



## **SCHEDULE**

- Each day begins promptly at 8:30am. Students may arrive no earlier than 8:15. Doors will remain unlocked from 8:15-8:30am Monday through Friday.
- Students who are enrolled for half-day are dismissed at noon.
- Students who are enrolled for full-day are dismissed at 2:30pm.
- We understand that sometimes things come up that will require a student to leave early from school. If a student who is registered for a full day will not be staying for the full day or a half day student needs to leave prior to noon, please text your child's teacher to let them know. Your student will not have access to their cell phone or email during school hours.
- Students are not permitted to call parents during school hours and ask to come home early.
- We will have a chapel service every Wednesday morning at 8:45am. Parents are welcome to attend.
- Afternoons will be unique at Streams of Hope. Full-day students will enjoy a balance between organized classes (focused on the arts, faith and life skills) and what we call "Creative Space."
- Creative Space times will offer students organized downtime to pursue personal passions and giftings in music and the arts. Some of the choices will include:
  - pursuing mentoring relationships with a "creative coach"
  - practicing musical instruments and taking private lessons (see below)
  - creating personal artistic projects
  - receiving individual instruction/tutoring
  - completing homework
  - enjoying organized play areas, reading or audio story time
  - watching approved educational videos

## **PRIVATE MUSIC LESSONS**

- Full-day students have the option to sign up for private music lessons that will take place at a set time during the afternoon. Lessons are available to students for an additional fee. See a Streams of Hope staff member for more details.
- Our hope is that this gives parents one less thing to take their kids to while providing them with more family time throughout the week.

## **ACADEMIC POLICIES**

- Each student agrees to take responsibility for his/her education during school hours.
- Streams of Hope teachers will provide each student with a personally customized curriculum, appropriate educational methodology, tutorial assistance as needed, daily lesson plans and record keeping, including accurate attendance records as required by the State of Indiana.
- Curriculum will be chosen and presented within a Biblical worldview.
- The student agrees to work diligently and do his/her best, completing all assigned work neatly, carefully, completely and on time. Sleeping in class, causing distractions and disruptions, excessive talking or noise making will not be tolerated.
- When schoolwork needs to be completed at home, the student agrees to finish all assigned homework in a specified area conducive to study. (Television, tablets, iPods, phones and all other distractions should be eliminated, although it is understood that some students study better when quiet music is playing in the background.)
- Parents are responsible to check to be sure homework was completed and to verify this by signing the student's planner page or homework slip daily.
- Schoolwork is to be completed in pencil unless a specific assignment dictates otherwise. Calculators are permitted only with permission or to follow the lesson's instructions.
- Comments such as, "I forgot to do my school work...my mom/dad didn't remind me...I went to the movies/mall...but there was such a great educational TV program on...my friends came over and stayed all evening" and similar excuses are unacceptable reasons for failing to finish school work on time at home.
- All true emergencies, illnesses and unexpected events will be individually evaluated. Valid reasons for not completing homework assignments on time need to be documented by a parent.
- Our teachers are responsible to promptly evaluate, grade and review assignments as necessary with the student to further ensure and enhance learning and will also keep in regular contact with parents in person, by text, telephone and/or email.
- Progress reports will be issued and parent-teacher conferences will be held within three weeks of the end of each quarter (if deemed desirable or necessary).
- Parents are expected to call 24 hours in advance if a scheduled conference needs to be cancelled or rescheduled.
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## **ACADEMIC POLICIES (CONTINUED)**

- Streams of Hope teachers will conduct yearly standardized testing in the spring for interested families. Testing is highly recommended but not mandatory for students in grades 3-8. Middle school students are advised to begin preparing for PSAT, SAT and/or ACT tests, which they may begin taking in their freshman year. Talk with your student's teacher for more information.
- Occasional field trips may be scheduled during the school year. Parents will be notified of each planned activity and billed if it carries a corresponding fee. Parents must sign a permission slip for each field trip in order for their student to participate. Payment must be made to Streams of Hope by the due date for each activity.

## **FOOD AND SNACKS**

- Parents are expected to see that their students eat a nutritious breakfast (which should include protein) each morning before school.
- Students enrolled in our full-day program must bring a lunch to school unless special prior arrangements have been made. Streams of Hope does not serve lunch. Students will not be permitted to skip lunch since this interferes with learning.
- Students are permitted to bring a water bottle to keep at their desk. Only water is permitted- please do not send juice, soda, or any other type of drink.
- Students will be permitted to eat a nutritious snack during break time from 10:30-10:45am. Snacks should not include candy. Recommended snacks include fruits and veggies, granola bars, nuts, or energy/protein bars.
- Students will not have access to a refrigerator or microwave, so please plan accordingly with an ice pack or insulated thermos.
- Students must clean up after themselves immediately after eating.

## **BEHAVIORAL POLICIES**

- A probationary period of up to one grading quarter (nine weeks) will be observed for each incoming student.
- If it is determined at this time, or at any other time during the school year, that this schooling situation is not working for any reason – academic, social, physical or spiritual – the student will be withdrawn from Streams of Hope. (See General Information for details.)
- Students are not permitted to engage in behavior that is distracting to other students or the teacher. Distracting behavior includes making excessive noise, passing notes, etc.
- Older students must set a good example for younger children in actions and speech.
- Students must not mark on, deface or break school property, church property or property belonging to other students. Damaged property is to be replaced at the offending student's expense.
- Any weapons, including but not limited to guns, matches, lighters and knives, are not permitted on school property.
- Streams of Hope has a zero tolerance policy for acts of physical violence or threats of violence made toward or against other students, teachers, or volunteers. In the event of physical violence or threats made, the offending student will be immediately removed from the class and parents will be contacted.
  - Acts of violence are defined as use of force toward a person's body or personal belongings. Examples of this include but are not limited to: kicking, hitting, shoving, tripping, spitting, elbowing, shoulder checking, flicking, pinching, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property.
  - Threats of violence or bullying (both spoken and written) include but are not limited to: repeatedly using negative or damaging words, name calling, lies, rumors, racial slurs, teasing, swearing, threats, or sexual advances.
- Cell phones, iPods, iPads, radios, CD players, smart watches and hand-held or personal laptop computers or video games are prohibited unless specific permission is given. If your student has a cell phone, it MUST be placed in the classroom's designated area upon arrival at school and left there until dismissal. Taking pictures and/or videos of other students is strictly prohibited.
- Lying, cheating, stealing, profanity, excessive absences or tardiness, physical aggression (bullying), disrespect, harassment of other students and/or the teacher and persistent lateness of assignments will not be tolerated.
- Disregard of any of these behavioral policies may serve as grounds for withdrawal from school.
  - After a student receives a verbal warning, an incident report form will be sent home if misbehavior continues to occur. This form must be signed and returned before the student will be allowed to return to school. If more than three separate offenses of any kind occur, the student may be terminated from school.

## **DRESS AND PERSONAL APPEARANCE**

- Each student's appearance must be discreet and modest. Please read this part carefully!
- All shirts and blouses must be long enough to be tucked in. Spaghetti straps and crop tops are not permitted. Female students must wear shirts with modest neck lines.
- Skirts, dresses and shorts must be at least mid-thigh length.
- Pants must be worn at the waist and must not drag on the floor.
- Ragged clothing or clothing with holes is not permitted.
- Students may not wear clothing that displays writing or pictures that are vulgar, suggestive or advertising drugs or alcohol.
- Hats are to be removed upon entrance to the school and are not to be worn inside during the school day.
- Coats designed for outdoor wear are not to be worn inside. Sweaters and light jackets are encouraged during cold weather.
- Hair should be neat, clean, well-kept and out of the student's eyes.
- Shoes must remain on feet at all times.





## **ATTENDANCE POLICIES AND PROCEDURES**

- Students are expected to stay home when ill. Coming to school when sick is neither educationally productive nor considerate of other students and staff.
- If sick with a fever, the child must be fever free for 24 hours prior to returning to school.
- A parent is expected to text or call by 7:45am (leave a message) if their student is going to be absent because of illness on that day.
- If possible, parents will give at least two days' advance notice of anticipated excused absences for doctor appointments and other appointments or obligations. At least one to two weeks' notice will be given when longer absences, such as trips or other special events, are planned.
- Scheduled school days may be cancelled because of inclement weather, special events or unanticipated emergencies. When weather is an issue, parents will receive a text indicating whether Streams of Hope will be delaying or cancelling classes. If we do not cancel or delay but parents choose to keep their students at home, they are responsible to inform their student's teacher via text.
- If days are missed, teachers may be declare at-home school days, field trip days or plans may be made to ensure that they are made up in a timely manner.

## **GENERAL INFORMATION**

- Streams of Hope operates within the structure of the constitution and by-laws of Heartland Church of Fort Wayne.
- We understand that families enrolled at Streams of Hope attend many different churches with different doctrinal positions. However, we do ask that you read the doctrinal positions of Heartland Church as found on our website: [www.streamsofhopecademy.com/about/](http://www.streamsofhopecademy.com/about/).
- Streams of Hope Christian Academy has chosen not to pursue accreditation for the following reasons:
  - We are committed to remaining true to the tenets of our faith without fear of compromising our Christian ideals or capitulating to bureaucratic ideas of how a classroom should be run.
  - We have chosen to maintain our own high standards while adhering to the State of Indiana's legal requirements for private schools.
- Although our teachers and assistants collectively have many years of experience and success, it should be understood that not all are licensed by the state of Indiana. Please note also that we may not be able to meet the needs of students with behavioral issues or severe academic challenges.
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## **GENERAL INFORMATION (CONTINUED)**

- If parents or students find that the educational philosophy/procedures at Streams of Hope are not working for their student(s), it is understood that, after giving two weeks' notice, the parents may withdraw their student(s).
- In the event of student dismissal/withdrawal, Streams of Hope will provide all grades, pertinent documentation, standardized test scores and all other appropriate paperwork to enable the withdrawing student to make a smooth transition to another school. A fee of \$50 may be assessed.
- Streams of Hope teachers and assistants commit to being fair, honest, competent, professional, reasonable and consistent. It is expected that parents will respect and abide by our judgment and decisions; however, we welcome honest dialogue should any issues arise. Parents also must agree to support their child's teacher as the person in authority in their student's unique educational situation.
- Doors to the school will remain locked at all times. Should you need to enter the building, enter at door 3. Ring the doorbell and stand in front of the camera. Identify yourself by name when asked to do so.
- In the event that the student's parents are separated/divorced, it is imperative that both parents:
  - understand the policies of Streams of Hope
  - fully agree upon the student's placement
  - sign the Guidebook Summary Page to demonstrate their support and agreement
- If there are custodial issues or adults who are NOT permitted to pick up your child from home, please communicate these details in writing prior to the first day of school.



## Guidebook Signature Page

Tuition for the \_\_\_\_\_ school year will be \_\_\_\_\_ per month, due on the first school day of each month. A late fee of \$10 will be assessed for payments received after the 10th.

Damage deposit: \_\_\_\_\_

Diagnostic testing: \_\_\_\_\_

Application Fee Paid: \_\_\_\_\_

August Tuition Paid: \_\_\_\_\_

Please make all checks payable to Streams of Hope.

**We have read the entire Streams of Hope Guidebook and we all agree to the above-stated terms and conditions. We will sign and return the Guidebook Signature Page to demonstrate our agreement.**

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