

WORLD HOPE ACADEMY



STUDENT HANDBOOK PARENT HANDBOOK CURRICULUM TERMS AND CONDITIONS 2010

The content of handbook is recorded with the United States Copyright Office and protected as intellectual work of World Hope Academy. No use whatsoever is authorized without the consent of World Hope Academy. Violators will be prosecuted and penalties will be enforced:

All information, data, and logo are copyright. All rights are reserved. Violators will be prosecuted.

TABLE OF CONTENTS

MISSION STATEMENT	6
FACILITY CONTACT INFORMATION	6
FACILITY LICENSES AND REGISTRATIONS	6
ADMINISTRATOR	6
SCHOOL HISTORY	6
SCHOOL PHILOSOPHY AND OBJECTIVE	6
NON-DISCRIMATORY STATEMENT	7
TYPE OF EDUCATIONAL FACILITY	7
ORGANIZATIONAL SCHOOL STRUCTURE	7
ACADEMIC CALENDAR	7
FACULTY	8
STUDENT TEACHER RATIO	8
CLASSROOM SIZE	8
ACCREDITATION	8
ADMISSION REQUIREMENT	9
CURRICULUM	9
<u>9th Grade</u>	9
<u>Geography</u>	9
<u>English I</u>	9
<u>Earth Space Science</u>	10
<u>American Government</u>	10
<u>10th Grade</u>	11
<u>Fitness Lifestyle Design</u>	11
<u>English II</u>	11
<u>Algebra II</u>	11
	2

<u>Physics I</u>	11
<u>American History</u>	12
<u>11th Grade</u>	12
<u>English III</u>	12
<u>Life Management Skills</u>	13
<u>Liberal Arts Mathematics</u>	13
<u>Chemistry I</u>	13
<u>Economics</u>	13
<u>12th Grade</u>	14
<u>English IV</u>	14
<u>Personal Fitness</u>	14
<u>Geometry</u>	14
<u>Biology I</u>	15
<u>Global Studies</u>	15
COURSE/YEAR COMPLETION	16
GRADING CRITERIA AND GRADING SCALE	16
STANDARDS FOR SATISFACTORY PROGRESS	16
DIPLOMAS	16
GRADUATION	16
GRADUATION REQUIREMENTS	17
HONORS, INCENTIVES PROGRAMS AND PRIZES	17
FEES	17
TUITION	17
SLIDING FEE SCALE	17
FEE COLLECTION	18
CREDIT CARDS	18
DISCOUNT	18
PAYMENT PLAN	18
SCHOLARSHIP AND LOANS	18

CAREER SERVICES	19
RESUME SERVICES	19
EXAMS	19
PROCTOR	19
ATTENDANCE POLICY	19
PHONE POLICY	20
GANG POLICY	20
WEAPONS POLICY	20
DRUG POLICY	20
CRIMINAL ACTIVITY	20
SEARCH	20
ELECTRONIC DEVICES	21
DRESS STANDARD	21
SEXUAL HARRASSMENT	21
BATHROOMS	21
SMOKING	21
PARKING LOT	22
COMMON AREA	22
VISITORS	22
STATEMENTS	22
LETTERS AND TESTIMONIALS	22

SURVEYS	22
TRANSPORTATION	22
IMPROPER BEHAVIOR MODIFICATION	22
CHANGE OF ADDRESS	23
MAIL	23
CHANGES ON FILE	23
CLASSES AND TUTORING	23
CHILD CUSTODY	24
LIBRARY	24
TEXTBOOKS	24
WITHDRAWAL FROM SCHOOL	24
CANCELLATION OF SCHOOL	24
HOME SCHOOL	24
REFUNDS	25
RECORDS	25
TRANSCRIPTS	25
CHEATING	25
FIRE/EMERGENCY DRILLS	26
ARBITRATION CLAUSE	26

MISSION STATEMENT

World Hope Academy seeks to serve all students as we help students better themselves through affordable and quality education.

FACILITY CONTACT INFORMATION

World Hope Academy
10691 N. Kendall Dr.
Suite # 105
Miami, FL 33176
Ph. (305)270-9830
Fax: 1-(305)359-5172

FACILITY LICENSES AND REGISTRATIONS

World Hope Academy is a DBA of Cogitate Enterprises, Inc.
Florida Department of Education school registration number 4762.
College Board registration number 101989.
NCAA registration number 101989.
Miami Dade County Business Tax Receipt (Occupational License) 648836-5
Miami Dade County Certificate of Use 2008072627
Miami Dade Fire Inspection Compliant

ADMINISTRATOR

Today, World Hope Academy is led by Alan Goldstein and the ad hoc board of World Hope Academy. Alan Goldstein is responsible for the overall direction of the school. The ad hoc board approves the operating and capital budgets, supervise the investment of the School and oversee real estate and long-range physical planning. Alan Goldstein has a diverse background of education, experience, and connections which helps World Hope Academy reach its goal of helping students earn their high school education.

SCHOOL HISTORY

World Hope Academy was officially founded in 1978 as a non profit religious institution (church), and went online in 1985 as World Hope bulletin board system, World Hope Academy remained online through the progress of FIDO Net, bulletin board system, and the Internet. If you are old enough to remember the computers from the late 80's and early 90's, World Hope Academy was housed in a Tandy TRS-80 computer and most programs were executed from a Commodore 64 and Commodore 128. A lot of changes have occurred since our founding. We are no longer a non profit religious institution, we have expanded our course offerings, we have relocated our administration from New York to FL., and we are helping students earn their high school diploma in all parts of the world.

SCHOOL PHILOSOPHY AND OBJECTIVE

The experiences students encounter during their school years influence them for the remainder of their lives. The faculty and staff of World Hope Academy are dedicated to provide educational opportunities

that will enable you to grow spiritually, academically and socially. You should enter the doors of World Hope Academy eager to learn, expecting to be accepted fully and treated fairly in an environment that is safe and filled with love. Parents should expect the school to challenge you to grow to your fullest capabilities by challenging you intellectually, spiritually and physically. For this to happen, you and your parents and the teachers will work in partnership to plan and evaluate your learning and progress throughout the time you attend World Hope Academy. This handbook provides information and instructions to help you experience World Hope Academy to its fullest. Please read this manual carefully and let the administration know if you have any questions.

NON-DISCRIMATORY STATEMENT

World Hope Academy does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

TYPE OF EDUCATIONAL FACILITY

World Hope Academy is a coed facility serving all students that have a genuine interest in bettering their lives through education.

ORGANIZATIONAL SCHOOL STRUCTURE

World Hope Academy is divided into three separate divisions. We have the correspondence division that handles all correspondence related matters. We have the classroom division that handles all classroom related matters. We have the online division that handles all online related matters. The Headmaster supervises all three divisions.

ACADEMIC CALENDAR

We follow the Miami Dade county public school schedule. Note that no class, holidays, recess, and so on, refers to classroom only. While the online and correspondence programs operate year round, the school is completely closed for legal holidays. Always call the school to check our schedule.

August 19, 20, 2010 Teacher planning days; no students in school

August 23 First Day of School; begin first semester

September 6 Labor Day; holiday for students and employees

September 9 *+## Teacher planning day; no students in school

September 23 Secondary early release day

October 28 Secondary early release day

October 29 End first grading period; first semester

November 1 *+## Teacher planning day; no students in school

November 2 Teacher planning day; Professional Development Day-not available to opt; no students in school

November 3 Begin second grading period; first semester

November 11 Observation of Veterans' Day; holiday for students and employees

November 25 Thanksgiving; Board-approved holiday for students and employees

November 26 Recess Day

December 9 Secondary early release day

December 20 - 31 Winter recess for students and 10-month employees;

December 22, 23, 24, 30, and 31, 2010, Board-approved holidays for 12-month (250 and

260 days) employees

December 20, 21, 27, 28, and 29, 2010, Recess days for 12-month (250 days) employees

January 17 Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees

January 20 End first semester and grading period

January 21 *+## Teacher planning day; no students in school

January 24 Begin second semester; third grading period

February 3 Secondary early release day

February 18 Teacher planning day; Professional Development Day-not available to opt; no students in school

February 21 All Presidents Day; holiday for students and employees

March 3 Secondary early release day

March 14 - 18 Spring recess for students, 10-month and 12-month (250 days) employees

April 1 End third grading period; second semester

April 4 *+## Teacher planning day, no students in school

April 5 Begin fourth grading period; second semester

April 22 *+## Teacher planning day, no students in school

May 30 Observance of Memorial Day; holiday for students and employees

June 9 Last Day of School; end fourth grading period; second semester

June 10 Teacher planning day; no students in school

FACULTY

World Hope Academy attracts world-class faculty and staff who bring their knowledge and expertise directly into our programs and research. Their worldwide networks keep them at the forefront of education, management, and consulting.

STUDENT TEACHER RATIO

We have a 10/1 classroom ratio and a 50/1 correspondence and online ratio.

CLASSROOM SIZE

Our classroom is limited to 15 students per course.

ACCREDITATION

World Hope Academy is private high school that offers education through home schooling, regular attendance, and online education. With the supervision and participation of parents, World Hope Academy assists home schooled children. All academic programs of World Hope Academy exceed the requirements of all state education standards. The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by us. Likewise, credits earned at World Hope Academy may or may not be accepted by another institution. Any student relying on our credit for transfer to or enrollment in another institution is urged to check with that institution prior to enrollment at World Hope Academy. It's the responsibility of the student or the parent to verify that a school accepts the education received at World Hope Academy. While you should not have a problem with acceptance of our education, no school can guarantee acceptance and as such we cannot guarantee acceptance.

World Hope Academy is fully accredited with National Private Schools Accreditation Alliance, NPSAA, fully accredited with National Association for the Legal Support of Alternative Schools, NALSAS, fully accredited with National Association of Private & Home Schools, NAPHS, and fully accredited by American Council on Private School Accreditation, ACPSA.

ADMISSION REQUIREMENT

Upon enrollment student must provide a legal ID such as a Drivers License or State ID. The student must be 15 years or older. If the student is a minor (Under 18 years of age), a parent or Legal Guardian must be present upon enrollment. If transferring credits, Students must provide Official Transcripts in a sealed envelope from prior High School.

CURRICULUM

9th Grade

Geography

Major Concepts/Content.

The purpose of this course is to enable students to develop multicultural understanding and use geography concepts and skills to actively seek information and systematically apply decision-making processes to real-life situations.

The content should include, but not be limited to, the following:

-world political regions in terms of location, physical characteristics, population and culture, historical change, economic activity, and land use

This course shall integrate the Goal 3 Student Performance Standards of the Florida system of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

English I

Major Concepts/Content.

The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

The content should include, but not be limited to, the following:

- using reading strategies to construct meaning from informative, technical, and literary texts
- acquiring an extensive vocabulary through reading, discussion, listening, and systematic word study
- using process writing strategies, student inquiry, and self-monitoring techniques
- using speaking, listening, and viewing strategies in formal presentations and informal discussions

- understanding and responding to a variety of literary forms
- understanding and using language successfully to impact readers, writers, listeners, speakers, and viewers

Algebra I

Major Concepts/Content.

Algebra I includes the introduction of variables, constants, expressions, equations, and functions. The language of numbers is examined. Topics include solving equations, simplifying expressions, understanding order of operations, performing operations with positive and negative numbers, exploring polynomials, factoring, graphing (linear and quadratic equations), working with radicals, and expanding arithmetic knowledge.

Earth Space Science

Major Concepts/Content.

The purpose of this course is to develop and apply concepts basic to the Earth, its materials, processes, history, and environment in space.

The content should include, but not be limited to, the following:

- the nature of science
- the universe and the solar system
- the developmental cycle of stars
- the earth-moon system
- space exploration
- formation of igneous, sedimentary, and metamorphic rocks and identification and classification of rocks and minerals
- geological divisions of the earth
- formation of land forms and basic mountain types
- fundamentals of plate tectonics
- formation of rivers and water systems
- glaciers
- hydro logic cycle
- physical oceanography
- meteorology, including development of hazardous weather, weather mapping, weather systems, frontal development, and satellite imagery
- types of soils and erosion
- renewable and nonrenewable energy resources

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

American Government

Major Concepts/Content.

- Students understand the theories and methods of scientific inquiry as they are applied to the studies of individuals, groups, organizations, and societies.
- Students comprehend human differences and similarities in various psychological, social,

cultural, economic, geographic, and political contexts.

-Students develop abilities to comprehend and assess individual and social values, and recognize their importance in social problem solving and policy making.

10th Grade

Fitness Lifestyle Design

Major Concepts/Content.

This course teaches healthy habits of body and mind that will lead to a healthier lifestyle. You will measure your beginning fitness level and nutrition knowledge, and will create an individual plan for achieving your individual goals.

English II

Major Concepts/Content.

The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

The content should include, but not be limited to, the following:

- using reading strategies to construct meaning from informative, technical, and literary texts
- acquiring an extensive vocabulary through reading, discussion, listening, and systematic word study
- using process writing strategies, student inquiry, and self-monitoring techniques
- using speaking, listening, and viewing strategies in formal presentations and informal discussions
- understanding and responding to a variety of literary forms
- understanding and using language successfully to impact readers, writers, listeners, speakers, and viewers.

Algebra II

Major Concepts/Content.

Starting with a review of basic algebra, you roll through polynomials, quadratic equations, exponential and logarithmic relations, and arrive at probability and statistics. Algebra II is an advanced course using hands-on activities, applications, group interactions, and the latest technology. You'll have the algebra you need for college admission, and be on a fast track to career success.

Physics I

Major Concepts/Content.

The purpose of this course is to provide opportunities to study the concepts, theories, and laws

governing the interaction of matter, energy, and forces, and their applications through exploratory investigations and activities. The content should include, but not be limited to, the following:

- unifying concepts and processes of science
- energy
- force and motion
- dynamics
- wave characteristics
- conservation of energy and momentum
- heat and thermodynamics
- electricity
- magnetism
- interactions among science, technology, and society

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

American History

Major Concepts/Content.

In this course, you will look at some of the most profound questions that thoughtful Americans still debate. As a researcher, you will apply the rules of evidence, and render your own verdict. In the process, you will witness the development of America from its first settlers to today's superpower status. Equally important, this course will challenge you to apply your knowledge and perspective of history to interpret the events of today

11th Grade

English III

Major Concepts/Content.

The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

The content should include, but not be limited to, the following:

- using the reading process to construct meaning using technical, informative, and imaginative texts
- using writing processes for various purposes with attention to style and format
- using the research process and individual inquiry to locate, analyze, and evaluate information
- using effective listening, speaking, and viewing strategies in informal and formal situations
- understanding the power of language as it impacts readers, writers, listeners, viewers, and speakers
- understanding and analyzing literary texts
- responding critically and aesthetically to literature

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and

processes of the subject matter.

Life Management Skills

Major Concepts/Content.

This course deals with real issues like nutrition, substance abuse, coping with stress, and what to do about sex. A series of signposts will take you through the course providing information, direction, and a little encouragement. We'll also offer some important tools for communicating your feelings and opinions

Liberal Arts Mathematics

Major Concepts/Content.

The purpose of this course is to give you solid skills with the algebraic and geometric concepts you'll need for further study of mathematics. Equations, geometric relationships, and statistical probabilities are all part of this course.

Chemistry I

Major Concepts/Content.

The purpose of this course is to study the composition, properties, and changes associated with matter and their applications.

The content should include, but not be limited to, the following:

- the nature of science
- matter: its classification, structure, and changes
- atomic theory
- the periodic table
- bonding
- chemical formulas, chemical reactions, and balanced equations
- stoichiometry
- reaction rates and equilibrium
- acids and bases
- oxidation and reduction
- behavior of gases
- dynamics of energy
- chemistry of life

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

Economics

Major Concepts/Content.

The purpose of this course is to provide students with the knowledge and decision-making tools necessary for understanding how society organizes its limited resources to satisfy its wants. Students will gain understanding of choices they must make as producers, consumers, investors, and taxpayers.

The content should include, but not be limited to, the following:

- economic reasoning
- principles of decision-making in the marketplace
- productive resources
- scarcity and choices
- opportunity costs and trade-offs
- economic incentives
- interdependence
- contemporary and historical economic issues
- personal economic skills
- role of money
- government and financial institutions
- labor

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

12th Grade

English IV

Major Concepts/Content.

The purpose of this course is to provide integrated educational experiences in the language arts strands of reading, writing, listening, viewing, speaking, language, and literature.

The content should include, but not be limited to, the following:

- using the reading process to construct meaning using technical, informative, and imaginative texts
- using writing processes for various purposes with attention to style and format
- using the research process and individual inquiry to locate, analyze, and evaluate information
- using effective listening, speaking, and viewing strategies in informal and formal situations
- understanding the power of language as it impacts readers, writers, listeners, viewers, and speakers
- understanding and analyzing literary texts
- responding critically and aesthetically to literature

Personal Fitness

Major Concepts/Content.

By taking this course you will learn about exercise, conditioning, diet and nutrition, and managing stress. By the end of the course, you will have developed the kind of healthy habits that will last a lifetime.

Geometry

Major Concepts/Content.

This course is all about points, lines and planes. Throughout this course, we'll take you on a mathematical highway illuminated by spatial relationships, reasoning, connections, and problem solving.

Biology I

Major Concepts/Content.

The purpose of this course is to provide exploratory experiences and laboratory and real-life applications in the biological sciences.

The content should include, but not be limited to, the following:

- the nature of science
- matter, energy, and chemical processes of life
- cells: biology, reproduction, and communication
- genetics: principles, molecular basis, diversity, and biotechnologies
- levels of organization, classification, and taxonomy
- structure, function, and reproduction of plants, animals, and microorganisms
- behavior of organisms
- interdependence of organisms, humans, and the environment
- biological selection, adaptations, and changes through time
- agricultural, food, and medical technologies and careers

This course shall integrate the Goal 3 Student Performance Standards of the Florida System of School Improvement and Accountability as appropriate to the content and processes of the subject matter.

Global Studies

Major Concepts/Content.

Global Studies provides students with interdisciplinary knowledge, skills and attitudes necessary to meet responsibilities as citizens of their community, state and nation and prepares them to live in an increasingly interdependent and complex global society.

The content should include, but not be limited to, the following:

- interdependence
- global issues
- culture
- international system
- pluralism
- trans-nationalism
- global economy
- ecology issues
- planetary ethics
- human-environment interactions
- movement
- cultural diffusion

COURSE/YEAR COMPLETION

After the one year anniversary of the enrollment, if the student is not finished, the student must reenroll and pay tuition again. This section does not prevent a student from moving ahead academically within the same year of enrollment.

GRADING CRITERIA AND GRADING SCALE

Grading criteria and grading scales are established by individual teachers.

Letter range

A+ 97-100

A 94-96

A- 90-93

B+ 87-89

B 84-86

B- 80-83

C+ 77-79

C 74-76

C- 70-73

D+ 67-69

D 65-66

F 0-64

STANDARDS FOR SATISFACTORY PROGRESS

Academic probation is one of the means by which the school can help a student grow academically. If a student fails to reach a minimum of a C(2.0) average at the end of the semester, the student will be placed on probation for the following semester. For probation to be lifted, the student must earn a minimum of a C(2.0) average the next semester. Specific conditions for the probation will be outlined in a letter to the student and the student's parent/guardian. Students who fail to reach a C(2.0) average minimum or to show reasonable progress may be dismissed from the school for academic reasons. The administrator, in consultation with associate administrator and the student's counselor, makes the final decision.

DIPLOMAS

Graduation packages, which include diplomas, will be mailed FOUR weeks after the students file is complete. This means that all coursework is completed and the student has passed, 30 days have passed from date of enrollment, the application is complete, the full tuition has been paid, no fees are due on the account, the student has not withdrawn, the student has not been dismissed, the student has not been caught cheating, then the student has a complete file. All other rules still apply.

All duplicate diplomas will state "Duplicate Diploma" on the diploma.

GRADUATION

Graduation will be restricted to those students who successfully complete all requirements. Graduation

is a privilege that may be revoked or denied if a student has fees outstanding, missing documentation, or disciplinary action that has caused dismissal.

GRADUATION REQUIREMENTS

24 to 27.5 CREDITS REQUIRED FOR GRADUATION

Students not completing academic requirements for graduation may not be permitted to participate in commencement exercises until they have become eligible for graduation. Students that have any amount owed on the file will not have any records released and will not graduate or be issued any graduation confirmation. Students with balances are considered withdrawn and no verification will be issued. This means no action will be taken on your file and you the school will notify any interested party that you have been withdrawn.

HONORS, INCENTIVES PROGRAMS AND PRIZES

The school will recognize students through honor rolls. High Honor Roll includes those students who have at least a 4.0 grade point average with no grade lower than a B-.

FEES

\$25 per transcript.

\$40 per exam package, or any part thereof.

\$40 per exam or any studyguide/textbook.

\$75 to replace diploma and transcript. All duplicate diplomas will state “Duplicate Diploma” on the diploma.

TUITION

Regardless of method of payment, or how much tuition has been paid, the full tuition is due once enrolled as we reserve a space for you in our school. This means that if you stop making payments, stop completing any work, withdraw, leave out of town, get sick, go to jail, have a death in the family, or any other reason, you still owe the full tuition for the program selected.

\$1,000 for the classroom program.

\$350 for the correspondence/homeschool program.

\$400 for the correspondence program with payment plan.

\$395 for the online high school program.

Our tuition and fees will be found on our website www.worldhopeacademy.org. All tuition and fees are subject to change without notice and the student is responsible for verifying tuition.

SLIDING FEE SCALE

\$350.00 Per student.

\$400.00 if using Payment Plan Program.

5% discount for every other family member who enrolls at the same time.

FEE COLLECTION

World Hope Academy outsources the collection of Non-Sufficient Fund (NSF) checks to the collection agency of choice. All checks must have your name, address and phone number. Please keep in mind that when a check is provided as payment, it is an authorization by the check writer to either make a one-time electronic transfer from the account or to process the payment as a check transaction. In doing so, the check writer also authorizes World Hope Academy to collect a \$30.00 fee through an electronic fund transfer from the check writer's account, or credit card on file, if the payment is returned unpaid. Any delinquent fee owed on the file, which do not have prior arrangements, will be forwarded to a collection company. The student and/or parents are responsible for any collection fees. There is a 30% collection fee on collection files. This means that 30% will be added on top of your balance plus interest. There is a \$25 a month fee for any late payment.

CREDIT CARDS

Any authorized credit card charge that is declined will incur a \$25 reprocessing charge and you allow us to charge the credit card the extra money for declined fees on top of the original fee owed. Credit card purchases are final and not refundable. Chargeback disputes are billed at \$150 per hour.

DISCOUNT

If any school referred you to our school and you received a discounted tuition, you must complete the program of the school that referred you to our school or you will owe the difference between the program rate on your World Hope Academy application and the discount rate you received, whichever is greatest. We need a copy of the diploma from the school that referred you and a copy of the transcripts from the school that referred you if you are claiming to have completed the referring school's program. Additionally, we need proof that you have paid for the program taken at the referring school. All documents must come straight from the referring school. If no records are available from the referring school then you owe the difference in balance. If the school charged you more than the discount amount then you are responsible for paying the difference to World Hope Academy. Example: ABC University sent you to World Hope Academy and your rate was \$150 for the university referring you. However, if the university charged you \$300 and sent us \$150, then you are responsible for the remaining balance of regular tuition rate. Minus the amount you paid.

No action will be taken unless all balances are paid and/or graduation from the referring school is confirmed via official copies of documents directly from the referring school.

PAYMENT PLAN

Some programs have tuition plans available, check under tuition. There is a \$25 a month fee for any late payment. A late payment is any payment due not received by the date of the month of your enrollment. Reasons why you could not pay will not change this clause.

SCHOLARSHIP AND LOANS

World Hope Academy does not issue scholarships or loans at this time.

CAREER SERVICES

World Hope Academy will assist you in obtaining a job by producing basic career service related activities. This does not mean that you can sit back and World Hope Academy will find you a job. You are ultimately responsible for obtaining a job. We do not guarantee a job. You must have graduated and have no balance to use this service.

RESUME SERVICES

World Hope Academy provides basic resume services. This means that you must meet with the Student Services Coordinator via phone, email, in person, or via mail. You must provide a written time frame of employment and education. We will then format the data you provided to us and create a resume for your use. You must have graduated and have no balance to use this service. We do not guarantee employment.

EXAMS

World Hope Academy grades all exams for all the courses using a Scantron® machine, manual grading, or a similar grading method. All exams must be passed with a 70% which is a C grade and must be done in pencil. Retakes are available at no additional cost. There is a one week waiting period after the exam has been failed two times before we will accept any other exam. Guessing will not get you the right answers. We will mail you the results once per testing session. If you do not receive the results for any reason, you must pick up the results in person or request the results again for a fee of \$5.00 to cover certified mail. At no time will results be given over the phone. You cannot be excused from your seat during an exam for any reason. If you must leave the room then you must reschedule the exam and you will be administered a different exam. The use of any electronic device while taking an exam will result in exam failure and you must reschedule the exam and you will be administered a different exam. You can always leave your testing documents through the mail slot.

PROCTOR

All exams must be witnessed by a proctor that is not a relative, has not been convicted of a felony, and will complete the proctor exam form. All files must have the proctor exam form or no file will be processed. The proctor form is located on our website under FAQ and one form is included with your documentation. Test taken at the school do not require a proctor form.

ATTENDANCE POLICY

Research shows that the single greatest factor contributing to student achievement is prompt and regular attendance at school. It is the combined responsibility of school personnel and parents to see that absences are kept to a minimum. Absences tend to disrupt the learning process. Time lost from class is impossible to duplicate in the nature of exchange between students and teachers. Absences will be classified as excused, unexcused or school related. School related absences, such as field trips, and other excused absences, will not count against a student with regard to grades or be included on the student's permanent record. Work missed due to school related and excused absences can be made up for full credit.

PHONE POLICY

School phones are not available for student use. You may give the phone number of the school for people to contact you in life threatening emergency situations. No other phone calls will be received. Violators of this policy will be asked politely to follow instructions. Second violation is dismissal from school.

GANG POLICY

The school has determined that the presence and activities of gangs causes substantial disruption or material interference with school activities and is a threat to the safety and well-being of students and school personnel. It is the policy of this school that gangs and gang-related activities shall not be permitted on school property or at any school activities. Failure to abide by this policy may result in disciplinary action up to and including expulsion. Known gang members will be immediately dismissed.

WEAPONS POLICY

A student shall not knowingly possess, on or off the school grounds or at a school activity, function or event, any object that can reasonably be considered a weapon. Possession of a firearm or ammunition on school grounds shall result in dismissal from school. Weapon related incidents will be immediately reported to the police.

DRUG POLICY

At no time are drugs allowed or tolerated. Any person found to be in possession of any drug will be immediately dismissed from school and the police will be notified. No exceptions or understanding. This rule does not apply to medication that is legally prescribed by a doctor and that the label on the bottle matches the medication by name and that the label has the students name. Any document signed with a stamp is not valid. All medical documents must contain original signature of doctor and they will be verified.

CRIMINAL ACTIVITY

Any criminal activity will subject you to automatic expulsion from World Hope Academy. Please think before you act. Also, all criminal activities will be reported to the police. If you have a criminal record you must disclose this in writing to World Hope Academy. Failure to disclose your criminal record in writing, regardless of reason, will cause immediate termination of your education and revocation of anything received from World Hope Academy, including your high school diploma. This reporting requirement is ongoing, even after you graduate.

SEARCH

A search of a student's person or personal property by school personnel shall be authorized when there are reasonable grounds to suspect that the search will disclose evidence that the student has violated or is violating a Federal, State, or Municipal law or ordinance, or rules of the school.

ELECTRONIC DEVICES

Electronic devices, such as cell phones, pagers, PDA's etc., are not to be used at school during regular school hours. Leave them in an inaccessible bag, purse, or in the car. If you are observed using an electronic device during class times, you will be dismissed from school. At no time will the use of ANY electronic device be allowed during testing. If you think that your calls are vital/life threatening then don't come to school.

DRESS STANDARD

Acceptable clothing:

- Sensible clothing in style and value.
- Slacks, jeans, dresses, skirts, shirts in clean, mended condition
- Shorts, hemmed and mid thigh in length.
- Clothing should cover body parts in a modest and respectful manner.

Unacceptable clothing:

- Clothing which is offensive, immodest or distracting to others
- Torn clothing
- Clothing with offensive or inappropriate images or messages
- Items promoting the use of tobacco, alcohol or illegal substances.

Accessories:

Hats, caps, and other head coverings are not to be worn in school buildings.

SEXUAL HARRASSMENT

Sexual harassment is unacceptable and is not tolerated in any form. Other forms of harassment such as verbal remarks, threats and bullying are also unacceptable. Students involved in these forms of harassment are subject to immediate disciplinary action. It is extremely important that you report anything that sounds or feels like harassment to a staff member or your parents immediately. You need to report harassment that is directed at others as well.

BATHROOMS

Bathrooms are by key only and are to be kept spotless. We do not offer maid service as part of your tuition and common courtesy and respect shall apply. Any student that loses the bathroom key will be charged \$25 to their account. Students caught smoking in the bathroom will be dismissed from the school and if the alarms go off then the police and fire department will respond and student and/or parents are responsible for all related costs and charges.

SMOKING

Students caught smoking in the hallways, school, or bathroom will be dismissed from the school and if the alarms go off then the police and fire department will respond and student and/or parents are responsible for all associated costs.

PARKING LOT

There is ample parking for the students. Students are to park in ONE parking space and not occupy multiple parking spaces. The building tows vehicles that are improperly parked and we are not responsible for your car being towed. There is no hanging out in the parking lot as this will disturb other tenants and may damage vehicles. Violators will be warned and on the second violation will be dismissed from the school. The school is located in a building occupied by other tenants and the school has enjoyed a long and peaceful coexistence.

COMMON AREA

The school is located in a building occupied by other tenants and the school has enjoyed a long and peaceful coexistence. As such, students cannot hang out in the parking lot, hallways, or bathroom or bother other tenants or visitors. Violators of this policy will be dismissed from the school without warning.

VISITORS

We welcome all members of our community, especially our parents who wish to visit us for educational purposes. Parents do not have to notify the school ahead of time for brief visits; however, if an extended visit with an administrator or a teacher, or a classroom visitation is desired, the parents should contact the appropriate teacher or administrator to make an appointment. No other visitors are allowed.

STATEMENTS

We do not mail statements, students are required to keep track of their own payments.

LETTERS AND TESTIMONIALS

Letters and Testimonials are available to view at our facility.

SURVEYS

We enjoy a 98% satisfaction rate. Surveys are available to view at our facility.

TRANSPORTATION

Transportation is the responsibility of the student and/or parents.

IMPROPER BEHAVIOR MODIFICATION

Each student in our campus community must accept responsibility for his/her behavior, attitude and overall conduct. We expect our faculty, staff and students to live their lives in a manner that is pleasing to all. Acts of unacceptable behavior that will result in suspension or dismissal from school depending upon the severity of the infraction include but are not limited to:

- Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, tobacco and other addictive drugs and deleterious substances
- Threat, possession or use of any object as a weapon on school property or at school activities,

functions or events

- Physical or verbal assault of students or school employees or visitors to campus
- Theft
- Vandalism
- Intimidation or extortion, of any type
- Cursing

Dismissal from school is a disciplinary action, which may last from 10 to permanent dismissal.

The Board of Directors of World Hope Academy authorizes the Head Master to discipline, suspend or recommend dismissal of a student for the following reasons:

- Willful violation of any published regulation
- Conduct, which disrupts, impedes or interferes with the educational mission of the school.
- Conduct, which impinges or invades the rights of others.
- Conduct, which has resulted in conviction of the student of any offense.
- Disobedience of a teacher, or other school official.

You will not receive any refunds and will be listed as dismissed if you are dismissed from the school by the Headmaster. This means no action will be taken on your file, regardless of the reason.

CHANGE OF ADDRESS

If your address has changed, It is very important for you to provide this information to us. We do not accept responsibility for lost or undeliverable mail and additional fees of delivery will apply. Students are responsible for meeting all published deadlines regardless of problems with mail delivery. We do not notify anyone of your address change. A change of address form can be found on our website or available for pick up at our school. Additionally, you can send a written notice of your address change.

MAIL

We mail all materials to the address that you have provided. You agree to hold harmless World Hope Academy, Cogitate Enterprises, Inc., any director(s), officer(s), employee(s), and/or authorized agent(s), for mail not received. Additional mail fee plus content fee will apply for anything that we have to mail again.

CHANGES ON FILE

All changes must be submitted in writing by the student. World Hope Academy will not change any information over the phone or in person. You can use the change of information form online, mail in your changes, or fax in your changes.

CLASSES AND TUTORING

Classes and/or tutoring are available Monday Thru Saturday for all students at our school. However, you must register your attendance and have paid your full tuition or at least 50% of your tuition. Phone and internet tutoring carry the same policies. Classes/tutoring information will be part of your admission package. We understand that tutoring is extremely helpful. However, tutors will not do the work for you and will not provide you with answers. All staff is instructed to verify that you have attempted to use all the resources available to you. Staff will verify this by asking a series of questions.

Our tutors are not a substitution for studying. Students that have balances or are late are not allowed in any classes and will not receive any services.

CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering School property or access to records if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

LIBRARY

World Hope Academy has compiled many books that will help you with your courses and with career services. Library services are available to all students by appointment who do not owe a balance and have paid at least 50% of their tuition. Also, there are great library resources on our website. Stolen books will be reported to the police and you will be dismissed from the school.

TEXTBOOKS

Any textbook, workbook, study guide, or any educational document received from World Hope Academy is the property of the student and/or the parents. No refunds are issued for any textbook, workbook, study guide, or educational document received from World Hope Academy. If the student requests a refund all textbooks/studyguides must be in new reusable condition and in compliance with our refund policy.

WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, the student's parents or guardians should inform the office. All fees must be paid, all school owned books returned and all work completed before the withdrawal will be considered complete. The student's transcripts and records will not be sent to another school until withdrawal is complete. Full tuition is due and non refundable regardless of reason of withdrawal.

CANCELLATION OF SCHOOL

Should weather conditions make it necessary to cancel school, please call our office for updates. You are still responsible for the deadlines and the work that is due.

HOME SCHOOL

If the student is enrolled in our home school program, instead of our regularly supervised program, then

it's the responsibility of the student and/or the parent to meet local, state, and federal home school guidelines and laws. World Hope Academy will attempt to assist you in the process but World Hope Academy is not responsible for compliance with any local, state, or federal home schooling law or guideline.

REFUNDS

There is a 30 day refund period from the date that you signed the application or the date we received it. World Hope Academy chooses the date. If you request a refund within 30 days you must return all materials provided to you by World Hope Academy in new condition. All original documents must be on file in order to receive the refund.

THERE IS NO REFUND AFTER 30 DAYS FROM THE DATE THAT YOU SIGNED THE APPLICATION OR ENROLLED. THERE IS ALSO NO REFUND IF YOU GRADUATED IN LESS THAN 30 DAYS.

To claim your refund simply notify us in writing via mail. Phone calls, emails, personal visits, or any other non mailed written notification are not accepted. Once we receive your written notification via mail and we receive via mail all the materials provided to you in new reusable condition, we will issue a refund via check within 30 days. No refund will be issued for any reason after the 30 day period of enrollment or if you graduated within the 30 day period.

RECORDS

World Hope Academy will not confirm or deny any data on a student unless written permission is on file from the student or a parent if the student is a minor. There are no exceptions. No record information or data will be released if there is ANY balance on the account, if you were dismissed from school, or if the records are not complete. This includes any government agency request. All records are in electronic format and all copies are considered original.

TRANSCRIPTS

Transcripts will not be released if any money is owed on your file, if you were dismissed from the school, if your file is incomplete, or if you have not graduated. This includes to government agencies. All students must complete a transcript request form or no transcript will be mailed. The transcript request form can be found on our website, in your documents that you received when you enrolled, or in person. We are not responsible for lost transcripts. If we mailed the transcript and the school did not receive it, then we will only mail out another copy for a fee of \$25.00 paid my money order or cashier's checks. This remaining fee is regardless if your transcript is free or not. Transcripts are \$25 per transcript.

CHEATING

Please don't cheat, it makes our job much harder and it mainly cheats you of the education that you are paying for. Any student found to be cheating, this includes the other student, will have failed the academic year and must re-enroll and pay tuition again. You will have any work invalidated and you must re-enroll and pay tuition again and receive new coursework for every subject. The staff of World Hope Academy considers cheating a grave decision taken by the student and will not have any understanding or have leniency due to mitigating circumstances. If you feel that you have low self

esteem and that you must cheat, then I suggest that you speak with us, or your parents, for a possible counselor referral before you cheat.

FIRE/EMERGENCY DRILLS

Fire drills and other emergency drills are a required part of the school routine. Everyone is to follow the appropriate evacuation procedure and return to class in a quiet, orderly manner. When an alarm sounds, leave by the evacuation procedure posted in your classroom. In the case of a bomb threat, students are expected to follow the same evacuation procedures as a fire drill. If a student wishes to leave after a drill or emergency situation and we have returned to normal operations, the normal check out procedures must be followed. Students failing to follow these procedures will receive consequences for truancy/cutting class. Our school is closed during all drills and emergency situations, except to emergency personnel. No one will be allowed on or off campus during these times.

ARBITRATION CLAUSE

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 30 days, then, upon written notice by either party to the other, all disputes, claims, questions, or differences shall be sent to mediation administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. If they do not reach such solution through mediation within a period of 45 days, then, upon written notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. In the event that arbitration is needed, the parties agree that the arbitration of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, must be brought via a written arbitration demand filed with the American Arbitration Association office in Miami, FL within one year of the date of the underlying activities giving rise to the dispute (regardless of when the complaining party learns or could have learned of any particular facts surrounding the dispute). The parties agree to this provision and thereby waive their right to arbitrate or otherwise contest in any forum any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, related to this Agreement or any previous agreements between them outside the scope of this one-year limitation. The parties make this waiver notwithstanding any longer periods generally available for arbitrating or litigating disputes under any otherwise applicable statutes, common law, or other authority. All parties consent to have any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, be heard in the Venue of Miami, FL regardless of where the dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, occurred. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the party bringing action against World Hope Academy, Cogitate Enterprises, Inc., any director(s), officer(s), employee(s), and/or authorized agent(s), agrees to pay for all cost incurred by World Hope Academy, Cogitate Enterprises, Inc., any director(s), officer(s), employee(s), and/or authorized agent(s). At no time will World Hope Academy, Cogitate Enterprises, Inc., any director(s), officer(s), employee(s), and/or authorized agent(s), be responsible for any additional monetary amount past the cost of the program that the student paid.