

NEW HOPE EDUCATION, INC.

NHCA PARENT HANDBOOK



NEW HOPE EDUCATION, INC.

WWW.EXPLORENEWHOPE.ORG 1501 H Avenue, Plano, TX

New Hope Education, Inc.

Parent Handbook for New Hope Christian Academy

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Dear Parents,

Welcome to New Hope Christian Academy! We hope from the first day you walk through our door, you feel a part of the New Hope family. We know your child will enjoy the adventure that awaits as he/she crosses the threshold of the classroom. New Hope teachers and staff see each student as a uniquely designed individual created by God. Your child will quickly become a part of a close knit group of students who recognize learning as a journey to be discovered together.

The curriculum used at New Hope Christian Academy provides the opportunity to excel in all of the core subjects, as well as physical education, art, music, technology, and foreign language. The teachers at New Hope are professionally qualified and consider the ministry of teaching as their calling. Their investment in your children will be life-changing.

As a long-time Christian educator, my desire is that we at New Hope Christian Academy teach compassion through God's love; leadership through God's example; and knowledge through God's wisdom. In that way, we can prepare those of the next generation to be all that God designs for them. I encourage you to become involved in this journey with your child as you make New Hope Christian Academy family your school community. Please feel free to contact me at any time.

Sincerely,

DeeDee Mims, Head of School

Each family should read and be familiar with the procedures and guidelines published in this Parent Handbook. Compliance with all of these procedures and guidelines is a condition for continued enrollment at New Hope Christian Academy. If one is uncertain about the meaning or intent of anything contained in the Parent Handbook, they may contact the school office for clarification. New Hope Christian Academy reserves the right to change its policies. Parents will be notified of any policy change through the established school communication system, or other forms of communication as deemed appropriate.

School Philosophy

Knowledge, Leadership, Compassion

New Hope Education, Inc. exists by the principle that all children are created uniquely by God, and have something special to contribute to the world in which they live. Our educators assist students to seek and develop their God-given purpose, accepting themselves for who they are, as well embrace the differences of others.

The Nest Daycare and Preschool begins the process of development and discovery through trained early educators who love and nurture each child. Within the development model, caregivers encourage growth and development through music, play, and sensory experiences.

Every New Hope Christian Academy classroom is its own unique part of our school community; the role of the teacher will be to assist each student to reach their own potential, through discovery of their different learning styles. The curriculum will incorporate activities and lessons to motivate each student, as well as make content relevant to the students' lives. Educators will incorporate hands-on learning, cooperative learning, projects, themes, and individual work that engage and activate students learning.

The desire of New Hope Education is to provide this educational environment to families in the North Dallas community who desire a small classroom, individual instruction in a Christian environment. Our goal is to provide Christian education of academic excellence to meet the needs of all students, regardless of race, nationality, ethnic origin, physical challenges, or economic limitations.

Mission Statement of New Hope Christian Academy

By pursuing excellence in academics through a biblical worldview, New Hope Christian Academy is committed to assist parents in teaching students to know biblical truth, to develop Christian leadership, to exercise compassion for others, and to cultivate God's purpose academically and spiritually in their lives.

Core Values

Children are a precious gift from the Lord. Training them up, educating them in the "most excellent way" is a responsibility our families take seriously. (1 Cor. 12:31)

Lead with Integrity

As a school bearing the name of Christ, we believe it is essential for administrators, faculty, and staff to have a personal relationship with the Lord, Jesus Christ, and to lead lives that glorify God.

Uphold All Biblical Truth

We believe the Bible is Truth, the complete and final Word of God. His word is a wellspring of objective wisdom, knowledge, truth, beauty, and virtue, and it serves as the integral foundation of all learning at NHCA.

Partner with our Families

NHCA reinforces the values and beliefs our families honor in their homes. Our teachers and administrators seek to collaborate with our parents, and we intentionally maintain a balanced school culture, which promotes family time.

Strive for Excellence in Scholarship and Character

The Bible is our guide for morality, ethics, and character; our highest aspiration as a school community is to love God and others, and to encourage individual growth in love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control.

Equip Students for God-Glorifying Lives as Leaders and Citizens

As individuals who know the truth, equipped with compassion, wisdom and knowledge, students are uniquely positioned to positively contribute to their places of work, their neighborhoods, the church, and to the next generation. We encourage hands-on leadership and service opportunities to help our students gain guided experience, passion, and confidence.

1 Colossians 3:23-24

NHCA students learn:**Compassion through God's Love**

Psalm 116:5 (NIV) "The Lord is gracious and righteous; our God is full of compassion." Compassion begins with God. His compassion for us is the sole motivation for His grace and mercy. God's perfect love is displayed as He walks beside us, bearing our burdens and suffering. He is with us and for us. It is this passionate love, this compassion, that is demonstrated by God that motivates our staff at New Hope Christian Academy.

When we come to understand the depth of God's love and compassion, for us as well as for others, it moves us to exercise that compassion in our own lives. Ephesians 4:32 tells us "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (NIV) This example of God's compassion, through Christ, is demonstrated daily in the classroom by our teachers toward our students and families.

Immersed in God's Word daily, and through our own behaviors, we pray that our students learn and exercise this same compassion to their classmates, as well as others outside our school.

Leadership through God's Example

Our greatest role model of leadership is in the man of the Bible, Jesus Christ. In John 13: 1-17, we see Jesus washing the feet of his disciples, in a very solemn act of servant leadership. It is this "servant leadership" we promote and encourage in our students at New Hope Christian Academy. In consideration of Jesus as our role model, from a Biblical perspective, a servant leader is a person who is:

- Christ-centered in all aspects of life,
- Committed to serve the needs of others before his or her own,
- Courageous to lead with power and love as an expression of serving,
- Consistently developing others into servant leaders, and inviting feedback from those they serve

This is done by our staff, with the desire to encourage our students to grow and model the ultimate servant leader, Jesus Christ.

Knowledge through God's Wisdom

In Proverbs 9:10, God outlines for us how to move from knowledge to wisdom: "The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding." Just knowing of God is merely knowledge of his existence; but once we truly acknowledge He is holy, the only true God, and understand we are to reverence Him for that reason, do we pass from knowledge to understanding. Once we gain this understanding spoken of in Prov. 9:10, we exercise wisdom in applying God's truths to our everyday lives. This is true in academics, as well as everyday living. Our students are taught from a biblical worldview. Ethan Pope, founder and president of Foundations for Living, says it very succinctly: "A biblical worldview begins with God in Genesis, chapter one and verse one. A Biblical worldview is viewing the world, the beginning of the world, people in the world, the problems in the world, governments in the world, issues in the world, solutions for the problems in the world, and the future of the world -- through God's Word." This is the approach taken through our teaching at New Hope Christian Academy.

Code of Ethics

New Hope Christian Academy shall operate in a manner that is lawful, prudent, and consistent with biblical principles. The Head of School is bound by the New Hope School Board to implement policies and procedures that are biblical, just, lawful, safe, dignified, and which provide appropriate confidentiality.

New Hope Education Statement of Faith

New Hope Christian Academy holds the following Statement of Faith as being a summary of Christian doctrine whose authority consists only in its agreement with the Word of God. We believe:

1. The Scriptures are true, authoritative and sufficient (**Psalm 19:7-11; 2 Timothy 3:16; 2 Peter 1:20-21**).
2. There is only one true God, Creator of heaven and earth, who eternally exists in three distinct persons: Father, Son and Holy Spirit (**Deuteronomy 6:4; Isaiah 45:5-6; Isaiah 46:9-10; John 17:3; 1 Corinthians**

- 8:4-6; 1 Timothy 2:5; Genesis 1:26; Psalm 45:6-7; Psalm 110:1; Matthew 3:13-17; Matthew 28:17-20; 1 Corinthians 12:4-6).**
3. All things exist for the glory of God (**Psalm 148; Proverbs 16:4; Isaiah 61:3; Romans 11:33-36; 1 Corinthians 10:31; 2 Corinthians 5:15; Ephesians 1:3-14).**
 4. All humanity, Christ excluded, is sinful by both birth and action (**Genesis 6:5; Psalm 51:5; Jeremiah 17:9; Romans 3:23; 5:8, 12-21; 7:18; Ephesians 2:1-3).**
 5. The deserved penalty for sin is physical and spiritual death (**Genesis 2:15-17; Genesis 3:19; Romans 5:12; 6:23; James 1:14-15).**
 6. Jesus Christ is the eternal Son of God, was born of a virgin and is both fully God and fully human (**Matthew 1:20; Luke 2:52; John 1:1-4, 14; Colossians 1:15-20; Hebrews 1:1-3).**
 7. Jesus Christ died as the sacrificial substitute to pay the penalty for sin (**John 1:29; 10:1-18; Romans 5:8; 1 Corinthians 15:1-4; 2 Corinthians 5:21; Galatians 1:4; 1 Peter 3:18).**
 8. Jesus Christ physically rose from the dead, ascended into heaven and will one day physically return (**Matthew 28:1-20; Mark 16:1-8; Luke 24:1-53; John 1:20-21:25; 1 Corinthians 15:12-34; John 14:3; Acts 1:11; 1 Thessalonians 4:16; Hebrews 9:28; 1 John 3:2; Revelation 1:7).**
 9. There will be a future physical resurrection of the dead. Only those who turn from sin and to Jesus in faith and repentance will be raised to eternal reward. Those who do not turn from sin and to Jesus will be raised to eternal punishment (**Matthew 25:31-46; John 5:28-29; Acts 24:15).**
 10. Only through faith in the person and work of Jesus Christ and repentance from sin can one be reconciled to God and experience true life and joy (**John 3:18, 14:6; Acts 4:12; Romans 3:21-26; 1 Timothy 2:5-6).**
 11. Salvation, the free gift of God, is provided by grace alone, through faith alone, because of Christ alone, for the glory of God alone. Anyone repenting of sin by the miracle of regeneration and looking to Christ and His substitutionary death receives the gift of eternal life and is declared righteous by God as a free gift. The believer is forgiven the debt of his sin and liberated from the law of sin and death into the freedom of God's Spirit. (**John 3:16-18; Romans 5:15-17; Romans 6:23; Ephesians 2:8; Ephesians 3:7).**
 12. Life begins at the point of conception. All life is sacred and should be protected, especially the most helpless and innocent. (**Jeremiah 1:5; Psalm 139:13-16; Isaiah 44:2)**
 13. God created human beings distinctly as male and female (Gen 1:27). The distinctness, complementarity, and relational nature of the human race as "male and female" is based on the created order given by God when He created humanity "in His image" (Gen 1:26-27; 5:1-3; 9:6; 1 Cor 11:7; Jam 3:9; 2 Cor 3:18; Eph. 4:23-24; Col 3:10), and these establish a normative connection between biological sex and gender. The created distinctness, complementarity, and relational nature also establish the basis for the marital relationship as being between one man and one woman (Gen 2:23-24; Eph. 5:21-33).

Accreditation

New Hope Christian Academy is currently seeking accreditation by the Association of Christian Schools International (ACSI), to be awarded early 2020; as well as the dual accreditation with AdvancEd. This will affirm the school has achieved accrediting standards recognized with the Texas state accrediting standards and works continually to maintain them in our pursuit of excellence.

As an ACSI accredited school, New Hope Christian Academy insures compliance with applicable local, state, and federal laws, and is in good standing with all federal and state regulatory agencies. Once accreditation is achieved, New Hope Christian Academy maintains a commitment of continual self-monitoring.

Class Ratios

Class size may vary from year to year; the maximum student to teacher ratio will not exceed the following: K5 through 6th 10:1; 7th- 12th 15:1

Philosophy of Education

The Board of New Hope Education, Inc. and Staff of New Hope Christian Academy believe that New Hope Education, Inc. exists by the principle that all children are created uniquely by God, and have something special to contribute to the world in which they live. Our educators assist students to seek and develop their God-given purpose, accepting themselves for who they are, as well embrace the differences of others.

The Nest Daycare and Preschool begins the process of development and discovery through trained early educators who love and nurture each child. Within the development model, caregivers encourage growth and development through music, play, and sensory experiences.

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The desire of New Hope Education is to provide this educational environment to families in the North Dallas community who desire a small classroom, individual instruction in a Christian environment. Our goal is to provide Christian education of academic excellence to meet the needs of all students, regardless of race, nationality, ethnic origin, physical challenges, or economic limitations.

New Hope Christian Academy strives to prepare students to live successful godly lives in a world created by God, yet marred by sinful men.

New Hope Christian Academy influences children to be learners for life by striving for excellence in everything they do. Excellence comes as the child embraces the processes of mathematics, reading, and research; mastering the skills of written and oral communication and achieves success in organization and independent study; but most importantly comes through Christ-like relationships with the world in which we live.

Admissions & Reenrollment Policies & Procedures

Admissions Policy

New Hope Christian Academy is an evangelical, non-denominational Christian School. We teach from a biblical worldview; we make it evident through our policies and procedures. Parents of all prospective students must acknowledge and agree with the stated biblical philosophy, objectives and statement of faith of New Hope Christian Academy by signed agreement. Once the enrollment application has been submitted and the parent/student interview has been conducted, all students Kinder and older will be tested to identify and confirm proper placement in the academic program. An application checklist is provided in the Admission Procedures portion of the enrollment packet. This outlines all of the required documentation to be submitted with the enrollment application.

New Hope Christian Academy admits students of any race, nationality, ethnic origin, physical challenges, or economic limitations to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, nationality, ethnic origin, physical challenges, or economic limitations in its educational policies, scholarship programs, athletic, or other school-administered programs.

Admission is contingent upon space availability and on determination of the suitability of New Hope Christian Academy for each child and family. Preference in admission may be given to siblings of current New Hope Christian Academy families, or qualified children of faculty and staff. Our program is not presently designed to meet the needs of students with diagnosed mental health disturbances, or severe learning disabilities at the level which would interfere with the child's ability to succeed in a traditional classroom setting.

Updated 11/19

Family and Student Interview

After the application for enrollment has been received, the family will be contacted to schedule a parent and student interview. The Head of School or the Admission Specialist will meet with families and the student. During the interview, the Head of School or the Admission Specialist will provide information about the school and its philosophy, and then address the academic compatibility of the student and New Hope Christian Academy. The interview is designed to give the school administration and the prospective family the opportunity to determine if the New Hope Christian Academy and its community will be an appropriate match.

Entrance Exam

The admissions office will contact the parents of each prospective student to schedule a testing appointment. Academic testing is one tool used in the admission process. Transcripts and previous school's recommendations are taken into consideration to determine each student's potential for success at New Hope Christian Academy.

All students applying to Kinder and further will be administered an entrance exam. Achievement testing in reading and math assists in determining the student's readiness and academic eligibility for appropriate grade levels. Students are evaluated to determine if they are equipped to meet the academic expectations of the program. The testing is approximately one and a half to two hours in length.

Acceptance and Notification

Upon receipt of all necessary documentation and fees, completion of the family and student interview, and scores consistent with success in our program on the entrance exam, the Admission Committee will review the application for students seeking enrollment in New Hope Christian Academy. Parents will be notified concerning acceptance by phone call and/or email as soon as the school determines the availability for that grade level. All information gathered in the admission process is confidential and the sole property of New Hope Christian Academy.

*New Hope Christian Academy generally observes the admissions date requirement of September 1. Parents can apply for exceptions to this policy, at which additional testing will be required. This testing may require additional fees.

Inclusion Policy

New Hope Education is a non-profit organization which promotes Christian education be made available to all students, regardless of race, nationality, ethnic origin, physical challenges, academic abilities, or economic limitations. This is based on our educational philosophy that "all children are created uniquely by God, and have something special to contribute to the world in which they live." (Philosophy of New Hope Education, Inc.) In alignment with the Mission and Vision of our organization, the goal is "to meet the needs of families who desire care and education for their children from a biblical perspective, and prepare students to enter adulthood with assurance of God's purpose for their lives" (Vision of New Hope Education, Inc.) and are "committed to assist parents in teaching students to know biblical truth, to develop Christian leadership, to exercise compassion for others, and to cultivate God's purpose academically and spiritually in their lives." (Mission of New Hope Education, Inc.)

Our goal at New Hope is to provide inclusive education to the level at which our staff are knowledgeable and capable of managing in the regular classroom setting, and as finances allow. As stated by Loren Swancutt, a master inclusion educator leading the inclusion education movement in Australia, "Inclusive education is about setting high expectations, valuing and celebrating diversity; and employing high quality, evidence – based teaching practices focused on success for every student."¹

CULTURAL INCLUSION

New Hope Education, Inc., encourages families of all ethnicities, races and cultures desiring Christian education to be a part of the Nest Daycare and Preschool, and New Hope Christian Academy. Jeremy Adam Smith, writer of “How Students Benefit from School Diversity” (2017) uses results of studies such as the one conducted by Jaana Juvonen and colleagues at the University of California, to demonstrate that “school integration went hand in hand with academic accomplishment. Several studies suggest it also leads to less racial prejudice and better life outcomes down the line, as the kids grow into adulthood.” In this same article, he reveals “additional benefits for the students of all ethnicities.” The research was conducted with sixth grade students from a diverse community in San Francisco, covering three emotional domains: “feelings of safety at school, bullying and social exclusion, and loneliness.” These researchers concluded, through a series of surveys, that “students who enjoyed the most diversity in their classrooms...also scored highest in each of these measures;” or simply stated, “as classrooms became more racially balanced, students felt safer, less bullied, and less lonely. They also tended to view teachers as fair and they sought out...cross-race interactions at school.”²

PHYSICAL INCLUSION

The activities and materials used in classrooms are designed to meet the needs of many children with or without disabilities. When they do not meet the specific needs of a child, they can be adapted or expanded to accommodate that child's individual needs. They allow children to use their current skills while promoting the acquisition of new skills. Adaptations can make the difference between a child merely being present in the class and a child being actively involved.

Developing adaptations for a child with physical needs is a continuous process that involves each child's collaborative team, which will consist of the teacher, any classroom assistants, administration and parents. The first step is to assess the child's abilities and the environment where the child will be spending time. Once the goals and objectives are identified and expectations for the child's participation in that environment are established, the team selects or creates adaptations that address those needs. Once implemented, their effectiveness should be assessed on an ongoing basis and revised as needed.

To meet the specific needs of a child, changes may need to be made in one or more of the following instructional conditions:

- **Instructional groupings or arrangements.** For any given activity there are a number of instructional arrangements from which to choose: large groups, small groups, cooperative learning groups, peer partners, one-to-one instruction, and/or independent tasks.
- **Curricular goals and learning outcomes.** To match the needs of a child within the context of an activity, it may be appropriate to individualize the learning objectives. This can often be accomplished using the same activities and materials.
- **Adaptations to the method for responding.** Sometimes children may understand a concept yet need an adaptation in the way they demonstrate that knowledge. Use of augmentative communication systems, eye gaze, and demonstrations may better allow a child to demonstrate his/her skills.
- **Environmental conditions.** The environmental arrangement is an important aspect of any educational setting. Changes in lighting, noise level, visual and auditory input, physical arrangement of the room or equipment, and accessibility of materials are important considerations.
- **Adaptation of instructional materials.** It is sometimes necessary to physically adapt instructional or play materials to facilitate a child's participation. Materials can be physically adapted by increasing: stability (Velcro on materials), ease of handling (adding handles, making materials larger), accessibility (developing a hand splint to hold materials, attaching an elastic cord or string to objects so they can be easily moved or retrieved), visual clarity or distinctiveness (adding contrast or specialized lighting), or size.
- **Level of personal assistance.** A child's need for assistance may range from periodic spot checks to close continuous supervision. Assistance may vary from day to day and be provided by adults or peers.
- **An alternative activity.** This curricular adaptation should be used as a last choice when the above conditions cannot be used to meet a child's needs.

ECONOMIC INCLUSION

New Hope Education offers several options for financial aid, as well as scholarship options. We are strong advocates of school choice, wanting parents to have options for what is best for their student's care and education. Please speak with our Administrative Specialist to know what options are available.

ACADEMIC INCLUSION

Loren Swancutt has developed a "multi-tier system of supports" that provides a framework to encompass students within a learning network based on their inclusive needs. Even though the New Hope Education staff members are not currently equipped to meet the needs of **all** students, we do believe there are instances in which we can many students needing **supplementary adjustments** with the following guidelines:

- Use student-specific data in consultation with student and parents to further inform adjustments
- Consult with student and parents on implementation and effectiveness of adjustments; review and refine
- Co-plan and/or consult on ways to support student in lessons
- Collaborate with support staff and specialist staff to increase knowledge and capability
- Regular communication with parents about progress and outcomes.

New Hope Christian Academy is a school that routinely incorporates quality differentiated teaching practices, based on the needs of individual students within a classroom. For students who need the **supplementary adjustments** for particular activities at specific times, or frequently with mid-level action, New Hope staff will collaborate with parents, therapists, diagnosticians, and support staff to provide full inclusion in the general classroom setting. Allowances are made for students to leave school for therapy, or working in our school with therapists who come on campus.

ADMISSION REQUIREMENTS FOR INCLUSION

To enable our staff to more effectively meet the needs of our students, requirements for admissions with students will include:

- initial meetings with the teaching team and administration, prior to acceptance for enrollment, to discuss specific needs and goals for the individual student; as well as concerns and potential problems
- Request and acceptance of any testing, diagnostic assessments, therapist's and/or physician's evaluations, etc. for the teaching team to review (if applicable)
- An operational IQ of 90 pts. or better.
- Acceptance is an administrative decision determined by the interviews and information collected and given to the teaching team (based on full guardian transparency related to the child.)
- An initial probationary period of the first 9 weeks of school will be designated for a student with academic or physical inclusionary needs, to insure New Hope Christian Academy staff is able to accurately meet the needs of the student. Conferencing will take place at a minimum each semester (may be quarterly) to determine the success of the student.

Enrollment

Current school families have priority enrollment through a continuous enrollment process until Open Enrollment begins for new students. Siblings of current students or past students may also apply online during this timeframe and will have priority consideration.

Tuition & Fees

New Hope Christian Academy is committed to Christian education, and assisting families in meeting the educational and spiritual development needs of their children, by offering competitively priced tuition in comparison to other private schools in the area. For the convenience of our families, the school offers three tuition payment options:

1. Annual Tuition (full amount) Due July 1st
2. Semi-Annual Tuition, Due July 1st & Nov. 1st

Updated 11/19

3. 10-Month Tuition, Due Monthly: June 1st – March 1st

A full breakdown of the Tuition & Fee Schedule is available for download from the school website.

Financial Matters

For questions concerning financial matters and policies, please refer to the enrollment contract and financial policies, or contact the Admissions Specialist.

Financial Assistance

Financial Assistance may be available to families who seek a quality Christian education and desire enrollment at New Hope Christian Academy, but are unable to afford the full cost of tuition. The Admissions Specialist will provide the tuition assistance on-line application information. Families applying must qualify through FACTS Management in order to receive this assistance. All applications are reviewed and financial scholarships are awarded in April for the following school year. If the amount of assistance requested is not fully granted, the applicant may withdraw without any penalties and the Enrollment Fee will be refunded. Discounts are given for additional siblings per family, first responders (police, fire, EMT) as well as active and retired military.

Continuous Enrollment

New Hope Christian Academy has put in place a system that streamlines our process for Re-enrollment by converting our Re-enrollment Contract to a Continuous Enrollment Contract. Below you can review how our Continuous Enrollment process works. Should you have any additional questions, please feel free to contact the Admissions Office and we'll be happy to help!

Continuous Enrollment Contract FAQ's

1. Where will the tuition & fees be posted for the upcoming school year?
Each year tuition and fees will be posted on the school website by December 15.
2. Will there still be a re-enrollment fee every year?
Yes. The re-enrollment fee, is non-refundable and may change at New Hope Christian Academy's discretion. The re-enrollment fee also secures a place for your child(ren) and is a commitment to NHCA of your child(ren) attending for the upcoming school year.
3. If my child is staying at NHCA?
If your currently enrolled NHCA student(s) is staying at New Hope for the upcoming school year and you are not receiving tuition assistance, all you need to do is confirm your FACTS information in January! Please watch for an email from the NHCA Admin Office. On February 1st, your student(s) will be considered re-enrolled at New Hope Christian Academy for the upcoming school year and the re-enrollment fee (per student) will draft from your FACTS account mid-February. In May, tuition payments will begin. Remember the Continuous Enrollment Contract is financially binding.
4. If my child is staying at New Hope but receiving or needing tuition assistance?
If you need to apply for assistance, please complete the FACTS Tuition Grant and Aid application promptly. Tuition grant awards must be applied for annually. Applications are open each November and are accessible through Parents Web (under FACTS tab). Tuition assistance funds are limited and awarded in date ordered based on when completed applications are finalized by FACTS. Deadlines for submitting completed tuition assistance applications are as follows:
 - Current NHCA Families-COMPLETED applications due by January 31, 2020.
 - New Families-applications open February 1 and will be awarded based on remaining funds.*Please contact Angela Groves in the Admin Office if you have any questions regarding financial assistance angela.groves@explorenewhope.org*
5. If unsure if your child will be staying at New Hope?
If you are unsure if your currently enrolled NHCA student(s) will be attending New Hope for the upcoming school year, contact Angela Groves in the Admissions Office in writing before January 31st to

discuss. However, after the January 31st deadline for assured placement, the fee enrollment fee will increase to \$650. After graduation day in May the fee increases to \$875. After January 31st, placement is only on availability.

6. If your child will NOT be returning to NHCA?

If your situation has changed and your currently enrolled NHCA student(s) is NOT planning to attend New Hope for the upcoming school year, you must notify Angela Groves in the Admissions Office, in writing, before January 31st. Once written notification has been received by the Admissions Office (on or before January 31st), your student(s) spot will be opened up for new NHCA applicants.

Withdrawal Procedures

If a family decides to withdraw from **New Hope Christian Academy**, they must notify New Hope Education, Inc., in writing, no later than **August 1st** of the current school year. If you withdraw your student any time **after August 1st** of the current school year, you are committed for the entire year tuition and fees, regardless of circumstances** (i.e. any personal decision or a disciplinary action resulting in expulsion). The operating cost of the school depends on the commitment each family makes to attend New Hope Christian Academy on an annual basis, due to teacher contracts, curriculum purchases, and contractual operational agreements. You will be responsible for the balance of the annual tuition and fees. Application/Enrollment fees are non-refundable nor transferrable at any time.

**If there are extenuating circumstances surrounding the departure that warrants reconsideration, you may submit in writing to the New Hope school board.

1. *The administration reserves the right to amend this policy based on the particular needs of students academically or physically. If extenuating circumstances make it necessary to withdraw mid-year, we ask that parents bring a letter in writing stating their need to withdraw. The office staff will then work with the parents to ensure that all business matters and records are dealt with in a timely manner. If a family decides to withdraw from **New Hope Christian Academy**, they must notify New Hope Education, Inc., in writing, no later than **August 1st** of the current school year. If you withdraw your student any time **after August 1st** of the current school year, you are committed for the entire year tuition and fees, regardless of circumstances** (i.e. any personal decision or a disciplinary action resulting in expulsion). The operating cost of the school depends on the commitment each family makes to attend New Hope Christian Academy on an annual basis, due to teacher contracts, curriculum purchases, and contractual operational agreements. You will be responsible for the balance of the annual tuition and fees. Application/Enrollment fees are non-refundable nor transferrable at any time.

**If there are extenuating circumstances surrounding the departure that warrants reconsideration, you may submit in writing to the New Hope school board.

dealt with in a timely manner.

If a family chooses to withdraw at the end of the school year, we ask that parents bring a letter in writing for withdrawal by January 31 of the current school year, to cancel rollover the continuous enrollment plan. (*Refer to information above*)

Chapel and Bible Classes

In alignment with the mission statement and core values of New Hope Christian Academy, chapel and Bible classes are considered a critical and valuable component of our program. Bible classes begin by 8:20 each morning, and we encourage being on time so as not to miss this important part of the school day.

Each Week from 8:30-9:00am, students come together for corporate worship and a biblical application lesson. It is a treasured time set aside for worship, singing, instruction and celebration. Parents are welcome and encouraged to attend chapel time with their student.

Chapel Schedule:

Tuesdays 8:30 – 9:00 PK Chapel

Wednesdays 8:30 – 9:00 K – 2nd Chapel

Thursdays 8:30 – 9:00 3rd – 6th Chapel

Because New Hope Education is a non-denominational institution, we are open to youth and children pastors from the area to come in for guest speaker. Please contact the office if you would like to give us contact information for your student's church pastor to contact for speaking.

Campus Policies & Procedures

Arrival and Dismissal

General Carline Procedures

At New Hope Christian Academy, we are committed to student safety. Please observe the following carpool rules and procedures:

In order to maintain safety and smooth traffic flow, please adhere to the following:

- Follow maps outlined for carline routes for morning and afternoon
- There is a 5-mph speed limit in the parking lot
- If your child needs assistance getting buckled-in securely after being loaded in the car, please pull forward and park before you buckle their safety belts
- Pay attention to movement in the carline, and keep pulling forward

Morning Carlines

• Morning carline begins at 7:30am. All NHCA families will enter campus from G Avenue, on the entrance drive south of Cox Playhouse parking lot; drive to the carport (main school entrance) to drop off your child, and exit campus turning right or left onto H Avenue. Daycare families will drop off at the circle drive at the corner of 15th and H Avenue. A staff member will be there to greet each car until 8:05am daily.

Afternoon Carlines

Full day preschool and elementary students will be escorted to carlines.

After 4:00pm, students not picked up will be taken to CIA Afterschool Care and charged for that service.

For security purposes, any student leaving early before the dismissal time should check out through the front office.

For carline pick-up changes or notification that your child needs to go to afterschool care, please contact the school office.

Campus & Student Security Policies

Campus Safety

New Hope Christian Academy takes a variety of proactive measures to keep our school community safe.

Entering the Building

The only doors available for entrance for New Hope Christian Academy visitors are the front doors by the main school office. Exterior entry doors are to remain locked at all times for the safety of our campus. To enter the building, ring the bell and the office will allow admittance. Please remind grandparents and any other guests of this policy. Students, faculty, and staff will be reminded not to open the exterior doors to anyone at any time. All visitors must be allowed in by the front office.

Parent/Visitor/Volunteer Sign In

All parents and visitors must enter through the main New Hope Christian Academy doors and proceed to the school security desk to receive a visitor badge. Any visitor or parent on campus not wearing a badge will be asked to return to the main office for proper check-in. Before leaving the campus, the visitor/parent must return the visitor badge and sign out in the school office.

Prospective or former students may visit New Hope Christian Academy, but should obtain advance permission from the school office before arriving, to ensure the least amount of disruption possible. Visitors are expected to meet the behavioral standards of New Hope Christian Academy and should sign into the office upon arrival.

Students Released to Authorized Persons Only

For your child's safety, children will ONLY be released to an authorized person. If someone needs to pick up your child, please call the front office or submit written authorization. Notification to the office must be sent each time a change is made. New Hope Christian Academy will request to see the driver's license of the person picking up the child for verification. If any last-minute changes must be made, the parent should contact the office by phone as soon as possible.

Crisis Plan

New Hope Education holds regular drills to ensure the safety of our students and staff. There are procedures in place for fire, tornado, evacuation and lockdown drills. Through the practice of these procedures, children are trained to follow these procedures without panic or undue interruption to the learning environment. If you learn from your child that a lockdown or other drill took place, you can be confident that the lock down was one of our routine drills. We encourage you to talk with your child about what took place during the drill and reinforce at home what was learned in school. In a real emergency, parents will be notified via the Alert Media app system. (see Communications.)

Good Practice Safety Measures

If you become aware of any signs of disturbing behavior by a member of our community, please report it to school administrators. If you witness something illegal on or around campus, please call 911 immediately.

Policy for Child Abuse Protection, Identification & Reporting

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning an alleged event to any person except as necessary to cooperate with an official investigation. Any breach of confidentiality shall be cause for immediate dismissal.

Definition of "children" or "youth" - The term "child" or "children" or "youth" shall include all persons under the age of eighteen (18) years. The Head of School, or an appointed authorized agent, serves as the school's sole access to the media. The school will emphasize to the public its position on child abuse, and its concern for the victim and the victim's family members. Under no circumstances is one other than the Head of School, or appointed agent, authorized or allowed to make any public comments regarding an alleged incident.

Texas Child Protection Definitions and Laws

Definition of child abuse or neglect as defined by the Texas Family Code is as follows:

Child Abuse is defined to include acts or omissions that cause or permit:

- Mental or emotional injury to a child.
- Physical injury or threat of physical injury to a child.
- Failure to make reasonable efforts to prevent action by another person that results in physical injury to a child.
- Sexual contact with a child.
- Failure to make reasonable efforts to prevent sexual contact with or in the presence of a child.

Neglect includes:

- Leaving a child in a situation where the child would be exposed to a substantial risk of harm.
- Requiring the child to use judgment or take actions beyond the child's level of maturity, physical condition or mental abilities.
- Failure to obtain medical care for a child.
- Failure to provide a child with food, clothing or shelter necessary to sustain the life or health of the child.

School Compliance - Duty to Report | The Texas Reporting Statute

Any person who learns of or has cause to believe that a child's physical or mental health or welfare has

been or may be adversely affected by abuse or neglect by any person must report that belief to a local or state law enforcement agency, or the Texas Department of Family and Protective Services.

A verbal statement and report must be made immediately upon learning of the abuse or neglect, or the likelihood of abuse or neglect. A written Incident Report Form must be submitted within 5 days to the same agency or department that received the verbal report.

The report shall be non-accusatory, meaning the identity of the victim of the abuse or neglect must be identified, but the person making the report is not required to speculate as to the person who committed the abuse or neglect.

Liability for Failure to Report

A person failing to report child abuse or neglect commits a Class B Misdemeanor punishable by fines up to \$1000 and/or confinement for up to 180 days. Additionally, a person who is the victim of child abuse, and his or her family, may bring a civil claim against the school and/or its agent (the person who failed to report the crime) as required by law.

Immunity Statute

A person making a report or assisting in the investigation of a report of child abuse or neglect is immune from liability, either civil or criminal, that might be incurred. This means that a person who reports child abuse and is later sued by any of the parties including the parents of the child or the accused perpetrator of the crime, can defend themselves on the basis that their actions were absolutely protected by this immunity statute, and the reporter should not be liable for damages relating to the reporting.

Harassment

Employee-Student and Student-Student:

New Hope Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Employee-Student and Student-Student sexual harassment is prohibited.

Definition of Sexual Harassment: the unwelcome sexual advance, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any one of the following conditions.

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive education environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.

5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Plan of Action

Students or employees who feel that they have been subjected to conduct of bullying or harassment are encouraged to promptly report the matter to one of the school officials designated below. Students who observe inappropriate conduct, of any type, perceived as possible harassment are urged to report the incident to one of the designated school officials. All complaints will be promptly investigated. The Head of School and a designated (authorized) group of school administrators are specifically authorized to receive and respond to:

- Reports of alleged child abuse or neglect
- Complaints or reports regarding sexual harassment

The chain of authorized school administrators, based on availability, is as follows:

1. DeeDee Mims – Head of School
2. Angela Groves – Administrator

They may be contacted through the school at 972-656-9951. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Procedure for Investigation

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Board Chairman, when warranted. The Head of School will then direct an investigation. The individual/victim of the harassing conduct will be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy is subject to appropriate disciplinary action, up to and including expulsion or termination. The severity of disciplinary action is based upon the circumstances of the infraction.

Conflicts or Disagreements

If a conflict or disagreement arises, the biblical principles found in Matthew 18 should be followed:

1. Go to the person directly with whom you have the conflict. This should be done privately and not include conversations with other people regarding the issue. Difficulties are always compounded when those not involved are included. Care must be taken to keep the circle of involvement as small as possible. Matthew 18:15
2. Listen and express your concern carefully, understanding that there are always two sides to a story. The conflict must be expressed in a manner that restoration/resolution can attempt to be achieved as encouraged in Galatians 6:1. The attitude with which people are approached is of utmost importance and should be done from a spirit of gentleness.
3. Restoration/Resolution Procedures:
 - Step 1: Self-examination and prayer
 - Step 2: Meet privately with the person involved to seek restoration.
 - Step 3: Meet with the Head of School to seek resolution if resolution has not resulted from steps 1 and 2. If restoration is not achieved, then Step 4:

Step 4: Write a letter to the Board of New Hope Education containing a clear statement of the concern and the present circumstances of the concern. The letter should be given to the Head of School for presentation to the Board.

Dress Codes

New Hope Christian Academy is excited to partner with French Toast Uniform Company. Uniforms may be purchased online at the French Toast Schoolbox. We work together with French Toast Uniforms to become a source for the dress code/school uniforms at New Hope Christian Academy. French Toast uniforms are durable, but also inexpensive. Simply access our web-store, use the easy size guides, and place your order. They generally have a Back-to-School Discount events and summer sales. (During discount sale periods, all orders get processed together, and are shipped out within 2 weeks after the sale ends. Orders will be shipped directly to your homes.)

We will arrange for additional special discount events throughout the year. You will receive further notifications about these upcoming events. Of course, you can order 24/7, 365 days a year outside of the discounted sale event periods, with a 10-14 business day turnaround of your order.

We know that at times you may have a question about your order and products. Please feel free to contact your French Toast Schoolbox representatives at 800-636-3104 from: 8:00 A.M. CST to 4:00 P.M. CST, Monday through Friday for assistance.

Some French Toast items are for sale at JC Penney's and Target. In July and August, there were also some items for sale at Costco.

French Toast Uniforms

www.frenchtoast.com/shop-by-school

School code: QS5URXV

Uniform Requirements

Any polo or oxford shirt worn by both boys and girls **must be monogrammed**, either by French Toast, or our local monogram agent (information available at school office)

Girls dresses and skirts must be accompanied by modesty shorts.

Outerwear:

- Only the official NHCA monogrammed sweater, fleece, cardigan, or hoodie may be worn in the classroom
- Coats may be added for recess during cold weather, but should not be worn in the classroom

Fridays Attire:

- Official NHCA spirit shirts or uniforms (This is **NOT** a free dress day)
- Blue jeans, navy or black pants, shorts, or skirts

Free-Dress Day Guidelines:

There are special occasions when students receive a "Free Dress Day." Students may wear whatever he/she wants as long as the outfit meets the following criteria:

- Closed-toed shoes only should be worn (No sandals, flip-flops, etc.)
- Modesty shorts should be worn with dresses or skirts
- Shirts, shorts, and pants should be modest and allow for full-range of movement without becoming revealing
- Clothing should "fit" and not be too baggy or too tight
- Clothing should be weather/temperature appropriate

Field Trip Attire: Depending on the trip, the dress code will be adjusted.

- For a more formal appearance, school uniforms will be required
- For a more casual trip, uniform bottoms (may allow jeans) and the NHCA Field Trip shirt

General Notes About Clothing and Appearance:

- Clothing is to be clean, hemmed, and in good condition, without rips or tears
- Skirt and dress lengths are not to exceed three inches above the top of the kneecap
- Hairstyles should be neat, clean-cut and styled in a way that does not obstruct the student's vision, cause distraction, or be considered offensive to others
- Unnatural hair color is prohibited
- Girls in 6th grade (only) may wear mascara and lip-gloss
- Girls may wear small earrings (only.) No large or dangle earrings permitted
- Excessive or distracting jewelry may not be worn

New Hope Christian Academy Technology and Social Media Policy

Internet and Social Media Use

Although the Internet makes available a wealth of valuable information, access to it also raises some legitimate concerns for our children. The Internet provides a pathway to people, information, and activity that may be inaccurate, objectionable, and potentially addictive. Such technology also affords its users new ways to find and to plagiarize the work of others. Also, personal photos and messages, and the history of one's Internet use, can become public and permanently recorded. Moreover, the Internet also opens the door for potentially dangerous interactions with strangers. Even among friends, the sense of anonymity and speed of electronic communication seem to work against the natural restraint and inhibitions that typically govern the way we speak and communicate with one another. For these reasons, New Hope Christian Academy cautions parents about giving children unfettered access to the Internet through such items as a smart phone and tablet. While it may be convenient for family life to have such powerful data and communication capabilities, parents have the primary responsibility for supervising their children when such power is at their fingertips. Parents and students should be mindful of the public nature of the medium and remember that they serve as a representative of New Hope Christian Academy and their behavior on the Internet, whether in sending/receiving email, messaging, browsing, or posting on social networking sites, reflects upon the school and community. Students are prohibited from posting any messages, pictures, or videos that reference the school, unless prior permission has been granted. Postings that bully or harass a student, or that seriously damage the reputation of New Hope Christian Academy or someone associated with New Hope, are considered serious offenses. This same principle of responsible use applies also to parents. The Head of School and office personnel have final authority as to what behavior is deemed appropriate for representing the New Hope Christian Academy community online and reserves the right to discipline accordingly.

To promote educational excellence At New Hope Christian Academy, the Board of New Hope Education, Inc. recognizes the need to provide access to computers for staff and students, and understands that technology offers students a wide variety of educational resources. Access to computer networks facilitates resource sharing, innovation, collaboration and communication. The Board offers computer use as part of the curriculum.

It is the school's goal to educate students about efficient, ethical, and appropriate use of these resources. It is the user's responsibility to access the Internet in support of education and academic research consistent with the educational objectives and goals of the school.

The Board authorizes the Head of School to establish all rules, regulations, and procedures necessary to implement and maintain this policy.

Acceptable Use

Access to the New Hope Education, Inc. computer network is provided solely for educational and academic research purposes, professional development, communication and publication consistent with the school's mission and goals. **Educational and academic purposes** include designated teacher assignments and/or educational research activities during the school day and extended care programs. Because it is impossible to anticipate all ways in which individuals may use these resources, the intent of this policy is for guided application of our principles.

Use of the school's computer network is a privilege, not a right. Permission for the use of computers, the Internet and other technology resources will be granted to students who have received appropriate training. The signed agreement form is required.

No Guarantee of Privacy

Monitoring User/Network Activity – In order to enforce policy statements regarding use of New Hope computer systems, New Hope Education, Inc. reserves the right to monitor its user's activity on the computer\networked systems. Monitoring will be performed on both a routine and random basis by system administrators for the purpose of assuring quality performance and appropriate use of school technology. In addition, New Hope may from time to time need to access messages and or files for back up, maintenance, and other administrative purposes. The school administration reserves the right to access and view materials stored on school equipment including computer networks. Staff and students using the school's computer network should not expect, nor does the administration guarantee privacy for electronic mail (e-mail) or any other use of the school's computer networks.

School's Responsibilities

New Hope Education, Inc. makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for the quality, availability, accuracy, nature or reliability of the service and/or information accessed. All materials over the Internet are assumed to be copyrighted.

The school will not be responsible for any damages incurred by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions.

In addition to this policy, New Hope Education, Inc. also uses Internet filtering software to protect our students from inappropriate Internet material. Although no filtering software is 100 percent effective, this policy and the Internet filtering software will provide a high level of protection for our students. Further, New Hope Education, Inc. will provide age (grade) appropriate supervision of students while using technological resources including, but not limited to computers, the Internet, electronic devices, recording and photographic equipment and training that spells out appropriateness, general instruction, and technology etiquette.

Technology Disclaimer

The Internet user and his/her parent/guardian must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, New Hope Education, Inc. cannot assume responsibility for:

- The reliability of the content of a source. Students, with guidance from teachers, must evaluate and cite sources appropriately.
- Inappropriate material that bypasses the web filtering software.
- Costs incurred if a student requests a product or a service for a fee.
- Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.

User Responsibilities

Updated 11/19

Each student and staff member will strive to act in all situations with honesty, integrity, and respect for the rights of others. The student will make a concerted effort to be a good testimony to fellow students, to faculty, staff and others with whom he/she interacts.

Students/Staff shall use school computers for educational/school business purposes only. Educational purposes include designated teacher assignments and/or educational self-discovery activities during the school day and during extended care programs. Use of an account must be in support of educational and academic research, professional development, communication and publication consistent with the district's mission and goals.

Each individual in whose name an access account is issued is responsible at all times for its proper use.

All network users are expected to abide by school policies, local, state and federal laws. Prohibited use of the computers and computer services shall include, but not limited to the following:

General Computer Use

- Unauthorized copying of software
- Accessing or using the password of others
- Revealing student account numbers to others
- Unauthorized attempts to access or modify the system's programs
- Any malicious attempt to destroy the material of another user or the school including uploading or creation of computer viruses.
- Harassment of others by e-mail or by any other means
- Downloading or installing any type of software or other items, be it commercial software, shareware, malicious software, or freeware, onto network drives or disks, without direct teacher instructions.
- Engaging in illegal activity.
- Accessing data from a secure area
- Intentional waste of school resources including toner, printer memory, server memory, paper, etc.
- Deliberately attempting to disrupt the computer by hitting the power or sleep buttons, or by any other method, including vandalism.
- Disabling programs.
- Horseplay or rough behavior that results in damage to computer equipment. Such action will result in disciplinary action and remuneration of broken equipment.
- Reproducing copyrighted material without explicit written permission.
- Plagiarize. Students shall stay within the bounds of the "fair use doctrine" of copyright law and must cite the source of information taken from the Internet. Students who plagiarize will be subject to academic penalties.
- Downloading, listening to, or watching music, video, picture, or similar files unless specific permission is given by a staff member and the files are directly related to use for a school approved project. Under no circumstances may files be downloaded for a portable electronic device.
- Post or publish inappropriate messages or information

Internet Usage

- Students shall not use the Internet for purchasing products or services.
- Students shall not play a computer game that allows them to communicate with anyone on the Internet (multi-player games).
- Students shall not access games and chat rooms, articles of questionable content, gaming for financial gain (including gambling), illicit photos or content, or anything deemed inappropriate by New Hope administration.
- Students shall not reveal personal contact information about themselves while on the Internet.

- Students shall not communicate with someone on the Internet through email, chat, or any other similar program.
- Should a student accidentally encounter inappropriate material they shall disengage from it immediately and report it to their teacher.
- Students may not attempt to bypass the filter to access inappropriate material. Any attempt to do so will result in automatic suspension from the lab. Some inappropriate material would be, but not limited to, violent games and websites dealing with pornography and/or offensive language.
- Students may not engage in electronic communication including, but not limited to digital social networking, blogs, text messaging, instant messaging or personal email. Students may use a “flash drive” for purposes of transporting homework to and from school.
- Students may not use a teacher’s computer at any time or for any reason.

Mobile Device Use

New Hope Christian Academy recognizes that many parents purchase mobile phones for their children for reasons of both convenience and safety. However, such powerful devices inevitably pose serious temptations that can cause a major disruption in the school day: inappropriate internet sites, distraction due to playing games or social networking activity, cheating, etc., not to mention an unhealthy preoccupation with self. Consequently, New Hope Christian Academy expects the following:

1. Students may not bring cell phones to school. If students need to contact a parent they may communicate with the teacher/office to determine the need.
2. Students have access to the telephone in the school office when granted permission. The office phone use is restricted to important situations such as missed carpool rides, etc. Parents should not call to speak with their child during the school day. If you need a message relayed let the receptionist know and she will pass it on.
3. Students may not use their mobile devices on campus before school (either in lunchroom supervision or in the classroom) or during the school day as long as they are on campus.
5. New Hope Christian Academy assumes no liability for lost or broken mobile phones.
6. No student may take pictures or record audio or video images of another student or teacher without permission. Even in the case of a class project, the student who is producing the work must have the permission of the instructor and all participants involved before making public or publishing any recordings.
7. Phones are available in the school office for all emergencies. Students must have
 - teacher or staff permission to use any phone in the school building.
 - Students who violate the above regulations may have their phones confiscated by any teacher or staff member.
 - Confiscated phones will be turned over to the school office.
 - For a first offense, typical penalties consist of a warning and loss of the phone for the day and parents will be notified to come to campus to retrieve the phone from the school office.
 - For a second offense, the typical consequence is loss of the phone for two weeks. The office will judge the seriousness of the infraction and apply appropriate consequences.

Disciplinary Process

Students who violate the above policy will be warned on the first offense and shall receive notification about the violation. Additional offenses will result in suspension from computer usage. Students will receive zeros on all computer assignments during the time of suspension. New Hope Education, Inc. may suspend access to the computer lab upon violation of this agreement. Remember, use of the school’s computer network is a privilege, not a right. **Repeated violation of this agreement due to inappropriate usage will result in the revocation of that privilege, with possible suspension or expulsion, pending review by school administration.**

Permission to Publish Images and Photo Release Policy

New Hope Christian Academy respects the privacy of our students and families first and foremost. For the purposes of promoting New Hope to the community, and potential enrolling families, the school publishes images of our students captured while they are at work in their classrooms, on field trips, in musical productions, and during other school events that provide an accurate and positive portrayal of student, parent, staff and faculty life at New Hope Education. For that reason, it is the goal of the school to gain universal permission to include images and video of (all) students in promotional materials, including but not limited to: printed collateral, school advertisements, local media, website content, social media posts, weekly E-newsletter, videos, print media, signage, banners, display boards and more. Our pledge for protecting your child/our students is supported by a set of precautionary rules and policies that are designed to facilitate promotion of the school without compromising the safety and welfare of our students and families:

Rules for Photographic Image Security

- The name of a student will never be disclosed on any advertisements, publicly distributed print materials or publicly accessible content including, but not limited to, social media, videos, school website, and more without specific permission.
- School generated videos where the voice/s and images of students accompany video images will not accompany a student name.

Parents must send special request in writing if they wish for their child(s) image not be used in New Hope promotional materials (see list above) to Angela Groves, Administrative Specialist. When permission to publish images is denied, the result is that New Hope Christian Academy will exclude the child from class photographs, and small and large group photographs that would otherwise be perfectly suited for inclusion in the chosen media distribution format.

Academic & Classroom Guidelines & Policies

Academic Reporting

Parent Teacher Conferences

Each fall, a day is set aside for parent-teacher conferences. The teacher will contact the parents to schedule a time and discuss the academic and social progress of the child. Additional conferences may be scheduled or requested by the teacher or parent as needed throughout the school year.

Report Cards and Progress Reports

New Hope Christian Academy divides the K5-6th grade school year into quarterly reports. The parent will receive a report card that shows the academic achievement and the behavioral attributes of the student. The following grading systems are involved:

New Hope Education ensures that our preschool curriculum plan is aligned with the school's philosophy and foundational statements, and is based on current early education research and principles. Preschool (T3, PreK3, PreK4) will send a report twice a year letting you know developmental and social benchmarks.

Grades kinder and up will go home quarterly. From Kindergarten through 6th grade, we use a mastery list of itemized skills within the report, where a student's academic progress is rated from 1-4, on the following scale:

Academic measures are as follows:

4 – Exceeds standards

(grade equivalent 95-100%)

3 – Meets established benchmark

Updated 11/19

(grade equivalent 80-94%)

2 – Approaching benchmark

(grade equivalent 79-70%)

1 – Below established benchmark

(grade equivalent 69% and below)

Promotion Procedures

Students may not be promoted to the next grade if he/she has not shown improvement in more than one subject on the final year-end grade calculation, or if the teacher/administration does not view promotion as beneficial for the child.

Cumulative Records

New Hope Christian Academy keeps a student’s cumulative files in a private and secure location. These records are kept locked in a fireproof filing cabinet. The Head of School, Administrative Specialist, student’s classroom teacher and parent may request access to the student’s file.

Curriculum

New Hope Christian Academy believes that “all truth is God’s truth.” We teach all subjects with a biblical worldview in mind, helping the children to see the order of God through creation and the various teaching disciplines. We work to instruct students in an understanding of the gift of language and developing those skills to become effective, educated believers in their future vocations.

We desire for each child to reach full academic potential. Great emphasis is placed on mastering the fundamental skills in the lower grades and solidifying those “facts” into more abstract thought in the upper levels.

Not only do we work to develop them academically, but spiritually through character development and socially in their interactions with both peers and adults. The enrichment classes balance the scholastic program to provide the opportunity for creative expression in art and music, further enjoyment of reading through library, participation in physical education for exercise and motor skill development. Computer skills are introduced and developed, and students are exposed to conversational Spanish in a weekly enrichment class.

Enrichment Classes

Art

Students in K4 through 6th Grade will participate in age appropriate, developmental projects. They will also look at different artists and mimic some of their styles, learning both about the history of the individual and the components of their art. A variety of mediums will be used as students develop both their fine motor skills and appreciation of art once a week.

Technology

In the lower elementary years, basic computer skills are taught through the use of fun, educational games that supplement what is occurring in the classroom academic goals. As they progress through our computer program, basic keyboarding, and beginning understanding of Microsoft Word, Power Point, Microsoft Excel and Internet searching is taught. Games also reinforce classroom goals once a week.

Library

The desire to make reading fun and create life-long readers is the goal of our library program. The proper care of books, alphabetizing and many other library skills are taught once a week. Lower elementary classes enjoy a story time each week with our library volunteers as well.

Music

Our preschool students enjoy attending music every week to learn songs, read stories, play with Instruments using Prodigies Music. The kindergarten through 2nd grade learn the basic skills To recognize pitch, play beginning melodic and rhythm instruments. Beginning in 3rd grade, our students start beginner band, learning to play and perform with brass, woodwinds, percussion, and flute.

Updated 11/19

Physical Education

Physical activity is essential to the physical development of the child. The PE program addresses both fine and gross motor skills, teaches beginning rules for many sports, participates in fitness activities, and concentrates on God-honoring sportsmanship. Elementary students participate in PE.

Spanish

Our beginning Spanish is taught twice a week to K4-6th grade students. It includes both a basic introduction to vocabulary and conversational speaking. Upper elementary students begin working on sentence structure and proper grammatical structure.

Homework

Homework is not a crucial part of what we do at New Hope. If there is homework, it reinforces the classroom instruction and requires the discipline of time and energy. Homework may come in the format of studying for quizzes or tests, projects, practicing their instruments, or completing work not finished at school. Students who fail to complete daily class work are expected to do so at home along with any other assigned homework.

Textbooks/Library Books

Students are issued textbooks and library books from the school. These books should be taken care of responsibly and not marked or dog-eared. If a student loses a needed textbook, notify the teacher to order a replacement and pay the appropriate fee, if necessary. Also, if a library book is lost it must be either replaced or the cost of a replacement paid to the school.

Organizational Planner

Building organizational skills serve our students for a lifetime. New Hope Christian Academy teaches organizational skills throughout the elementary years, beginning in first grade utilizing planners and other teacher created organizational components.

Absences & Tardies

Absences

When a child is going to be absent due to illness or other personal reasons, parents are encouraged to notify their child's teacher in advance via email, or first thing in the morning on the day of the absence. Questions regarding make-up assignments should also be directed to your child's teacher. **Students are allowed 8 absences a semester (part or full days).** Once a student reaches 8 absences, a meeting with the Head of School will be arranged to discuss repercussions of excessive student absences. Any consequences will be determined on a case-by-case basis.

Tardies

Students are dependent upon parents/adults for transportation to and from school, and parents should understand that excessive tardiness is disruptive to the entire class and can be detrimental to their child's academic experience.

- A child who arrives after 8:15 is to go to the school office to check-in and obtain a tardy slip before going to class.
- Students are not to be dropped off after supervised/attended carpool drop-off has ended.
- **When a student is tardy three times it is considered an absence, and will be recorded as such on the school record.**
- When a student is tardy six times in one quarter, the head of school contacts the parents.

School Supplies

Elementary (K-6th): The school provides textbooks and all required school supplies. In addition, parents are to provide students a backpack, cost of the student's Bible, and then are responsible to provide a student instrument of the student's choice upon entering 3rd grade. Along with the instrument will be various personal instrument supplies needed throughout the year. Students in 3rd through 6th grade are assigned a

school locker to store jackets and backpacks. Students may decorate the inside of lockers using only magnets and shelves that do not cause damage to the interior of the locker.

Student Character, Discipline and Desired Outcomes

Discipline

Reinforcing the positive: In the classroom, teachers continually seek ways to encourage students' behavior and achievement. Through encouraging words and permission to make mistakes, the learning process becomes a positive time for the student through trial, experiment, and discovery. One highlight at New Hope is our "Club New Hope" held every other Friday. This is a time for the student body to gather and celebrate personal and classroom achievement in academics, as well as efforts of kindness and obedience. Teachers acknowledge their class and individuals, and students can contribute by announcing personal achievements or acknowledgement of a friend's achievement.

Cheating

In developing a child's character, we want students to display honor in their work. Giving or receiving answers without the teacher's approval is cheating. Consequences of cheating will be determined on the basis of classroom/grade rules.

Discipline Process for Inappropriate Behavior

Steps in the disciplinary process:

1. Behavior requiring discipline will be addressed first by the teacher in charge.
2. If the behavior continues, classroom teachers will notify the parents.
3. If the behavior continues and the teacher has exhausted disciplinary measures, the Head of School will become involved. A conference with the parents, teacher, child and Head of School may be held to implement a plan of action to resolve the discipline problem.
4. When a serious discipline situation arises, the student will be sent directly to the office. Serious discipline issues may include but are not limited to the following: physical aggression, profanity, or vandalism.
5. The Head of School may call parents immediately if it is deemed necessary.

Student Outcomes

New Hope Christian Academy desires to create a learning environment that fosters the following:

Intellectual Outcomes

Students will find joy in the pursuit of knowledge and wisdom. They will . . .

- Express themselves creatively and intelligently through writing.
- Read fluently and for pleasure, demonstrating comprehension.
- Value the mental development of thinking mathematically; accurately compute numbers and operations; be able to solve problems strategically.
- Enjoy the drama of human history and relate it to the events of the world today.
- Be knowledgeable in science and understand that true science and true Scripture do not conflict.
- Begin to experience and appreciate the arts, computer science, library science and foreign language.

Moral Outcomes

Students will find joy in the pursuit of righteousness. They will . . .

- Practice biblical peacemaking and conflict resolution.
- Honor their bodies as temples of the Holy Spirit by following principles of healthy, moral living.
- Begin to understand and appreciate the value and reward of godly work ethics: integrity, honesty, diligence, perseverance, and self-discipline, taking responsibility for their own actions.
- Have an appreciation for the natural environment and its resources and practice responsible stewardship of God's creation.

Relational Outcomes

Students will find joy in the pursuit of loving their neighbor as themselves. They will . . .

- Understand, value, and protect the worth of every human being as created in the image of God.
- Demonstrate an appropriate balance between humility and self-confidence; be a team player, displaying selflessness, deference, encouragement, and good sportsmanship.
- Demonstrate love, patience, gentleness, kindness, goodness, and respect to all.
- Exhibit good manners and socially acceptable behavior.
- Respect and honor those in authority; accepting instruction with grace.

Spiritual Outcomes

Students will find joy in the pursuit of knowing God. They will . . .

- Use their gifts and resources to glorify God.
- Understand the importance of choosing to trust Christ for Salvation.
- Discern truth and error and good and evil, based on their knowledge of the Word.
- Memorize, interpret, apply and reflect on Scripture.
- Learn to grow in love for God, knowing and sharing his Word.

New Hope Education Policy on Bullying

New Hope Education believes that all students have a right to a safe and healthy school environment. Our administrative and teaching community have an obligation to promote mutual respect, tolerance, and acceptance.

New Hope Education will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting, kicking or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

According to StopBullying.gov, the definition of bullying is **“unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.”**

NHCA teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough, confidential, and competent manner.

Communication

School Website

New Hope Christian Academy website www.explorenewhope.org is updated frequently with timely information including upcoming events on campus and calendar items. In the event of a weather alert, school closing, or delay, the website will be the first place updated for notification.

Social Media

All parents and caregivers are encouraged to “Like” the New Hope Christian Academy Facebook page and “Follow” us on Instagram and Twitter. Enjoy pictures and content from New Hope’s students and classrooms. Weather alerts will be posted to our social media accounts.

“Squawk Talk” Monthly Newsletter

The New Hope Christian Academy publishes a monthly newsletter that is sent home the last Wednesday of each month to New Hope families. It contains timely, pertinent information of which parents and caregivers should be aware. If you do not receive the newsletter, please contact the main office.

Wednesday Folders

Teachers and the school office use a variety of methods to keep parents informed about a child’s academic and behavioral progress. Each week, the “Wednesday Folder” will go home. In it you will find information about upcoming events, classroom information, and other pertinent information. The teacher will also include graded papers to be reviewed by the parent. This information needs to be read and the folder returned empty the following day.

Remind

Kinder through 6th grade teachers have set up a “Remind” app account, to text parents when needed.

Emergency Alerts

In the event the school needs to issue an alert related to weather, school closing, campus security (lockdown) or other critical time-sensitive alerts, parents, faculty and support staff will be notified via the Alert Media alert system. This system incorporates all forms of school communication (when deemed appropriate and safe) including website post, social media post, email, and alert via phone and text message depending on the matter at hand. Email, phone, and text messaging is sent via FACTS SIS (formerly known as RenWeb) so we ask every family to verify their contact information and preferences in this system.

School Closing (Weather)

In the event of inclement weather closing or delays, the school website will be the first place updated. After the website is updated, social media posts will be made and alerts will be sent via email, text, and phone. Notifications will also be sent to local television stations.

As an easy reference, when Plano ISD schools are closed due to inclement weather, New Hope Christian Academy will also be closed.

FACTS SIS:

FACTS SIS (formerly known as RenWeb) is our complete online school management system and student information system. Each family has an account, and is able to login to both manage family and student data, and access the school directory, calendar, teacher reports and more. The RenWeb calendar is updated regularly, and includes posted dates for all school-related events and activities.

Before & After School Care

Before School Care

Parents/guardians should escort/direct their child to the NHCA cafeteria when arriving before 8:00 a.m. This applies to students arriving between 7:30 a.m. – 8:00 a.m. The cafeteria is the designated, supervised area where all early arrivals are to check-in.

After School Care

New Hope Christian Academy provides an after school program that is a fun, loving extension of our school program that provides the students with an after school snack, homework time, playground activities and organized play. See below for registration and fees.

Plan A - Monthly Unlimited Usage

- \$30/\$50 per family - Nonrefundable registration fee
- \$300- Monthly fee (per child)
- Payment drafted on the 5th of each month

Plan B - Reoccurring Usage

- \$30 - Nonrefundable registration fee (per child)
- \$8.00 - Per child/per hour
- Payment drafted 10 days upon receipt of invoice

Monthly billing is managed through FACTS Incidental Billing Option. To manage your Afterschool Care monthly billing, login to your FACTS account and verify that you have set-up the “Incidental Expense Payment” feature. To avoid possible late fees, the school suggests setting up the “Auto draft” feature. Otherwise, you may select the “Initiate Payment” feature, as long as you manually initiate payments before the invoice due date. Past due accounts will be charged a late payment fee.

Students who remain at school following the end of carline are taken to afterschool care until a parent/guardian arrives.

Afterschool care is open until 6:00 p.m. with the exception of Friday preceding the Christmas break, and also on the last day of school in May. Afterschool care is only offered on days students attend school.

Health Standards & Immunization Policies

Health Standards

1. Please keep your child home when one or more of the following symptoms exist:

- 100 degree fever or higher *
- Diarrhea
- Vomiting
- Severe nasal discharge due to illness
- Persistent cough due to illness

*Students should not return to school until fever-free for 24 hours.

2. If your child becomes ill during the day, he/she will rest while a parent is contacted. In the event that the school is unable to reach a parent, alternate contacts will be called.

*Please notify the school office immediately if your ill child has been diagnosed with a contagious illness or disease.

3. Lice: While Lice are very common among school-aged children, we want to do everything in our power to prevent the spread of Lice on our campus. We ask parents to help us in this effort and to do your part to help prevent any more cases. Information for parents and caregivers:

- Please check your child's hair daily when wet, as well as behind their ears, and the neck for any signs of lice or nits.
- If you see lice on your child, please contact your child's pediatrician for advice. As with illness, please notify the school office immediately. If your child does show signs of lice, we ask for you to have them professionally treated before returning to campus to prevent the risk of passing along to classmates. The office asks for documentation of treatment before returning to school.
- There are a number of preventative products on the market including shampoos and sprays as well as over-the-counter oils. Please also talk to your child about good prevention practices including avoiding head-to-head contact with other children and not sharing hats, combs, and pillows.

Updated 11/19

- To learn more about lice, lice prevention, and treatments, visit healthline.com/health/lice/head-lice-prevention or webmd.com/skin-problems-and-treatments/understanding-lice-prevention.

4. Dispensing Medication: If a student requires prescription or over-the-counter medicine during the school day:

- Submit a Medication Authorization form (available from school office)
- Provide medication in its original child-proof container
- No medicine is allowed in the classroom
- If a student's prescription or dosage changes, parents are required to submit a Change Request form

5. Hearing, Vision & Scoliosis Testing: You must provide medical documentation from your child's doctor.

6. Immunization/Vaccine Requirements – See details on the following 2 pages:

Texas Minimum State Vaccine Requirements for Students Grades K – 12

(Below taken from the Texas Department of State Health Services – Immunization Branch)

Vaccination Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health. Instructions for requesting the official exemption affidavit can be received from our office. Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the is valid for only one year from the date signed by the physician.

New Hope Christian Academy expects all families to comply with the Department of State Health Services (DSHS) immunization requirements outlined below:

2019 - 2020 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes		
	Grades K - 6th						Grade 7th	Grades 8th - 12th							
	K	1	2	3	4	5	6	7	8	9	10	11		12	
Diphtheria/Tetanus/Pertussis ¹ (DTaP/DTP/DT/Td/Tdap)							5 doses or 4 doses	3 dose primary series and 1 booster dose of Tdap / Td within the last 5 years						3 dose primary series and 1 booster dose of Tdap / Td within the last 10 years	For K – 6th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 th birthday. However, 4 doses meet the requirement if the 4 th dose was received on or after the 4 th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 th birthday. For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.* For 8th – 12th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine.* *Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio ¹							4 doses or 3 doses							For K – 12th grade: 4 doses of polio; 1 dose must be received on or after the 4 th birthday. However, 3 doses meet the requirement if the 3 rd dose was received on or after the 4 th birthday.	
Measles, Mumps, and Rubella ^{1,2} (MMR)							2 doses							For K – 12th grade: 2 doses are required, with the 1 st dose received on or after the 1 st birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.	
Hepatitis B ²							3 doses							For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax [®]) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax [®]) must be clearly documented. If Recombivax [®] was not the vaccine received, a 3-dose series is required.	
Varicella ^{1,2,3}							2 doses							For K – 12th grade: 2 doses are required with the 1 st dose of received on or after the 1 st birthday.	
Meningococcal ¹ (MCV4)								1 dose						For 7th – 12th grade, 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 th birthday. Note: If a student received the vaccine at 10 years of age, this will satisfy the requirement.	
Hepatitis A ^{1,2}							2 doses							For K – 10th grade: 2 doses are required, with the 1 st dose received on or after the 1 st birthday.	

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over.↓

Rev. 03/2019

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Parent Involvement & Expectations

New Hope Christian Academy believes that the school exists to assist the parents in the education of their child. The school partners with the parent in each child's education. Parents are encouraged to become involved in their children's school. Information regarding the numerous opportunities for involvement are distributed at NHCA Back-to-School Night and with the Parent Teacher Organization.

Additionally, occasional announcements will be issued via school communication and room parents. School families are encouraged to take part in contributing to New Hope Education and other various fundraising and community activities that take place at New Hope Christian Academy.

Campus & Classroom Access

Because the school is committed to providing students with the best educational environment with minimum interruptions and distractions, parents are asked not to go directly to the classrooms to deliver lunches, messages, or observe the class. In the event that a parent needs to bring something to their child, it may be dropped off in the office and the staff will ensure the student gets it within a timely manner. Parents or prospective parents who wish to visit a classroom for the purpose of observing a particular learning situation must make arrangements through the Head of School. The Head of School will work to find a mutually agreed upon 30 minutes to one hour observation. All parents and visitors are required to report to the office to sign in before going to any part of the building.

New Hope Parent Teacher Organization

The PTO is dedicated to bringing New Hope families together for fellowship, supporting Christian education, and fundraising. Our school needs volunteers to make a positive difference in our ministry. The time and talents committed each year by many PTO volunteers plays a significant role in the effectiveness of the school program.

Updated 11/19

There are many opportunities to volunteer through different events and also helping with organization of office projects.

Parent Cooperation

A positive and constructive working relationship between the school and the student's parent/guardian is essential to the accomplishment of the school's educational mission. The administration at New Hope reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make a positive and constructive relationship impossible or seriously interferes with the accomplishment of its educational purposes.

The staff at New Hope Christian Academy assumes the biblical role of partnering with parents to help students become more Christlike.

The parent/guardian is to cooperate with the school in seeing that the student attends classes regularly, is at the school premises at the beginning of the school day, and has transportation from the school premises at the close of the school day. Furthermore, the parent/guardian agrees to assist the student to learn and advance in the educational process in solving school-related problems, and in teacher cooperation.

Parental Custodial Policy

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of New Hope Christian Academy is on the safety and well-being of your student, and our instituted policies are to further those goals.

Custody Documentation: At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at New Hope Christian Academy. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to New Hope Christian Academy within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School Records: A noncustodial parent shall have the right to access school records related to his/her student unless prohibited by legally binding documentation.

Dismissal and Early Release: No student shall be released to any individual other than a custodial parent unless express written permission is first given to New Hope Christian Academy by a custodial parent or a valid legally binding document granting release is on file with the school. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's authorized representative without legally binding documentation.

Parent/Teacher Conferences & Meetings: It is the policy of New Hope Christian Academy to provide separate parent-teacher meetings/conferences upon request, and if the school is notified in a reasonable time.

School Communications: It is the custodial parent's duty to communicate with the noncustodial parent regarding all school business. When joint-custody arrangements exist, the school will communicate with both parents. As long as a court order does not prohibit communication between the school and noncustodial parent, the school will voluntarily provide communications intended for school parents. The school is not responsible for facilitating communication between parents.

Electronics and Toys

Students are not to bring personal items such as toys or pets to school unless it is a designated day for such items. New Hope Christian Academy is not responsible for any damage or loss of the students' toys, games or valuables. Electronics with Internet access capabilities (DSI, iPod Touch or similar) are not allowed to use New Hope Education Internet access at school (including wifi and cellular data access).

Field Trips

Field trips are a fun part of learning that takes the classroom outside the school building. Our teachers plan meaningful field trips to enhance classroom lessons and for the purpose of serving our community. New Hope

Christian Academy welcomes and encourages parent participation in the child's field trip. Drivers are needed and encouraged, but **must meet the requirements for insurance, allow the school to conduct a background check, provide the school with current insurance documentation, and a copy of their driver license, as well as a drivers' safety record.** The driver safety record can be obtained here: <https://dpsrecords.com/order-driving-record/>. Those who accompany the field trip are required to pay their own admittance, but are welcome to attend.

While on a field trip, the students are expected to exemplify appropriate behavior at all times, including the destination and in vehicles. They should represent New Hope Christian Academy and ultimately Jesus Christ well through their behavior. Students will walk, stay with their group, use quiet voices and listen with intention to the tour guides and chaperones. Students are to obey their field trip drivers and, in accordance with the law, sit in Booster Seats (when required) and wear seatbelts while in the vehicle. Two adults must supervise restroom breaks. Parents will not buy food, beverages or souvenirs for the students during field trips. Students will walk into the school with their driver and wait in the classroom until the teacher has returned and dismissed the chaperones. Drivers are not to use cell phones when driving, except in the case of emergencies. To limit distractions to students and drivers we ask that no DVDs or movies shown, and no electronics played.

Overnight Field Trip Chaperones

For overnight field trips, chaperones must room with more than one child of the same sex. Adults must not share overnight accommodations with children of the opposite sex who are not their child.

Booster Seats Policy on Field Trips

It is the parent's responsibility to provide a Booster Seat for your child when appropriate. Field trip drivers must follow the state of Texas Booster Seat guidelines and may not drive a child without a Booster Seat unless they meet the state age and height requirements. Students without a Booster Seat but falling below age and height requirements may not be driven until a Booster Seat is obtained.

Information Via www.dps.texas.gov:

- Texas law for child passenger safety: All children younger than 8 years old, unless taller than 4'9", are required to be in the appropriate child safety seat system wherever they ride in a passenger vehicle. The safety seat system **MUST** be installed according to the manufacturer's instructions. When a child reaches their 8th birthday – no matter their height, it is legal for the child to use only the adult safety belt in the passenger vehicle. However, the best safety practice is: if the child is not yet 4'9", they are better protected if they continue to use the appropriate child safety seat system until they can properly fit in the adult safety belt.
- What is a child passenger safety seat system? An infant or child passenger restraint system that meets the federal standards for crash tested restraint systems as set by the National Highway Traffic Safety Administration. Examples: rear-facing only safety seat, convertible safety seat, forward-facing only safety seat, high-back booster seat, backless booster seat, safety vest/harness.
- What are the recommended four stages of child passenger safety?
 1. Rear-Facing Seat: Infants stay rear-facing as long as possible – to the upper weight limits of the harness – but never forward-facing before their first birthday and 20-22 pounds.
 2. Forward-Facing Seat: Toddlers go forward-facing in a five-point harness until the upper limits of the harness, usually 40-65 pounds.
 3. Booster Seat: Children from about age four up to 4'9" tall.
 4. Adult Safety Belt: From 4'9" and taller.

Lunch Program & Snacks

Lunch Schedule

- Preschool lunch 11:15-11:45 main building cafeteria

Updated 11/19

- K5 lunch 11:30-12:00 main building cafeteria
- 1st-2nd lunch 11:40-12:10 main building cafeteria
- 4th-6th lunch 12:00-12:30 1520 Cafeteria

Lunch Program

Due to not having a commercial kitchen on property, New Hope students bring their lunches regularly Monday through Thursday. Friday is for “\$5 Friday”, where students can order from a scheduled restaurant each week for \$5. Restaurants currently include: Chick FilA, Ye Old Butcher Shop, Jason’s Deli, Mario’s Pizza, and Pei Wei.

Healthy Snack Policy and Guidelines

Each day, snack time is set-aside for classroom students. Students will eat a small nutritious snack, sent from home. Parents are to provide nutritious snacks and lunches, with no candy. WATER ONLY is allowed as a classroom/snack time beverage. If desired, parents may request a list of recommended snacks from the teacher.

Lost and Found

All clothing and items for school are to be clearly labeled, including backpacks, sweaters, coats/jackets, all uniform pieces, lunch boxes, etc. If something is misplaced, you or your student may check with the office. They will direct you to the lost and found. Lost and found items will be donated to a charity at the end of each quarter.

Parties (Students)

Birthday Policy

A child’s birthday is very special. If a parent wants to have birthday refreshments at the school, he/she should contact the teacher to set up a day and time.

For birthday parties outside of school, invitations may only be distributed in school if the whole class (or those of the same gender) is invited. These will be distributed at a time designated by the classroom teacher or sent home in Wednesday folders.

Class Parties

There are three designated classroom parties each year: Christmas Party, Valentine’s Day Party, and End of Year Party. These parties will be coordinated with the room mom, parent volunteers and the teachers. These activities are generally on campus and scheduled through the teacher.

All social events sponsored by New Hope Education must be approved and sanctioned by the respective classroom/sponsoring teacher as well as the administration. No alcoholic beverages are allowed at a school party where students are present.

** The Board and Administration of New Hope Education reserves the right to change its policies listed within this handbook. Please feel free to contact the Head of School if you have any questions regarding the policies listed within this publication.

APPENDIX 1 Financial Agreement

Financial Agreement with New Hope Education, Inc.

2. APPLICATION FEES

Application fees are due at the time application is made, and covers processing of the school application. It is nonrefundable nor transferable.

3. ENROLLMENT FEES

Enrollment fees must be paid for each student, and are non-refundable nor transferrable. Enrollment fees cover the cost of curriculum, supplies, required enrichment class fees. Enrollment will be granted based on the Family/Student Interview, date the family application is accepted, and classroom space availability.

4. RESPONSIBILITY FOR PAYMENT OF FEES/TUITION

The Financial Agreement for tuition and fees with **New Hope Christian Academy** is per academic year. The parent(s) or legal guardian(s) who sign the Financial Agreement for the school year are fully responsible for payment of all fees/tuition according to the established payment schedules of New Hope Christian Academy for the entire school year. Parties who agree to share responsibility for fees must all sign a Financial Agreement. Additionally, parents/guardians are responsible for payment of field trips, admission testing, and uniforms for each student.

The Financial Agreement with **The Nest Daycare and Preschool** (T3/K3/K4) is per month. The parent(s) or legal guardian(s) who sign the Financial Agreement are fully responsible for payment of all fees/tuition according to the established monthly payment schedule. Parties who agree to share responsibility for fees must all sign a Financial Agreement. Additionally, parents/guardians are responsible for diapers, change of clothes including undergarments, creams, sunscreen, insect repellent, or any other topical ointment/spray/cream for each student, as well as any field trip fees.

5. PAYMENT SCHEDULES

Failure to maintain timely payments per the financial arrangement agreed upon with New Hope Education, Inc. (Academy, Preschool, Daycare) may result in the student being denied admission to class. Students may not be admitted to class for the second semester or re-enrolled for the following school year while there is a delinquent amount outstanding unless arrangements have been made with the Administration of New Hope Education, Inc. All accounts must be current prior to the beginning of each semester for **New Hope Christian Academy** (August and January); per quarter for **The Nest** (January, April, July, October). Failure to pay past due amounts after repeated requests may result in an account being turned over to an outside collection agency. This does not reduce, eliminate, or waive any obligation to pay amounts owed to New Hope Education, Inc.

6. WITHDRAWALS

If a family decides to withdraw from **New Hope Christian Academy**, they must notify New Hope Education, Inc., in writing, no later than **August 1st** of the current school year. If you withdraw your student any time **after August 1st** of the current school year, you are committed for the entire year tuition and fees, regardless of circumstances** (i.e. any personal decision or a disciplinary action resulting in expulsion). The operating cost of the school depends on the commitment each family makes to attend New Hope Christian Academy on an annual basis, due to teacher contracts, curriculum purchases, and contractual operational agreements. You will be responsible for the balance of the annual tuition and fees.

Application/Enrollment fees are non-refundable nor transferrable at any time.

**If there are extenuating circumstances surrounding the departure that warrants reconsideration, you may submit in writing to the New Hope school board.

The Nest Daycare and Preschool requires a **30-day written notice for withdrawal** with payment required for that 30-day period. If requested withdrawal includes a partial month, the monthly rate will be prorated. You are committed for the upcoming 30 days' tuition and fees, regardless of circumstances (i.e. any personal decision or a disciplinary action resulting in expulsion). The workforce assignments depend on the current daycare/preschool enrollment according to the state law, and is dependent on the commitment each family makes to attend The Nest Daycare and Preschool. You will be responsible for the balance of the monthly tuition. Application/Enrollment fees are non-refundable nor transferrable at any time.

7. SCHOOL DISMISSAL

If a student is dismissed from **New Hope Christian Academy** by the administration for any reason, the tuition for the remainder of the school year is due in full, as well as any outstanding fees. If a student is dismissed from **The Nest Daycare and Preschool** by the administration for any reason, the tuition for the next 30 days is due in full, as well as any outstanding fees. Application/Enrollment fees are non-refundable nor transferrable at any time.

8. LATE ENROLLMENT for **New Hope Christian Academy**

New Hope Christian Academy is an open enrollment school, meaning you can enroll your student at any time during the school year. Enrollment any time during the first semester will require the full annual tuition payment. Enrollment any time during the 2nd semester (Jan.1 or later) will discount 40% of annual tuition. Application/Enrollment fees are due in full.

Financial Agreement 2019-20

Family Name: _____

Please read entirety of this agreement prior to signing said agreement.

****New Hope Christian Academy Payment Options**

- A. Annual Plan** – Tuition and fees are due by July 15 of the current school year.
- B. Semester Plan** – Tuition and fees will be paid in two separate payments: July 15 and December 15.
- C. Monthly Plan**– Monthly tuition payments are due each month: June through March. Enrollment fee will be due by August 15 (installments allowed over June – August payments). All payments for the current school year must be paid in full by March 31 of the applicable school year.

**Please confirm your payment plan and date choices for the school year.

The Nest Daycare and Preschool Payment Plan

Monthly Plan– Monthly tuition payments are due each month. The first month’s payment is due in full, along with enrollment fee by the first day of attendance, either by cash or check.

FACTS® Tuition Management All tuition payments are processed through FACTS® Tuition Management; you have the option to either assign a debit/credit card, or auto draft from your bank account. You will receive instructions on how to sign up with FACTS® upon completion of enrollment.

By signing this Financial Agreement, I/we acknowledge that I/we have read and understand the applicable fees and financial responsibilities, as stated in the Financial Policies, and agree to abide by all policies and pay all fees accordingly. I/we understand that all registration fees are non- refundable nor transferable and that the Financial Agreement is a commitment for the school year.

Father/Guardian Signature Date

Mother/Guardian Signature Date

Please sign and return as part of your enrollment packet.

Appendix 2 Health and Wellness at New Hope Education, Inc

Health and Wellness Plan for New Hope Education, Inc.

Due to the outbreak of COVID 19 and the risk factors involved, New Hope Education has adopted stricter regulations and policies regarding sanitation as well as student health and wellness. Please read thoroughly.

Sanitation Procedures

New Hope Education, Inc. has instituted strict daily building sanitation throughout all classrooms and hallways. Sanitation of the facility is done a minimum of 3 times a day throughout regular school/daycare hours.

Another thorough disinfecting is performed at the end of each day. This includes all equipment, toys, desks, table tops, light switches, door handles, sensory wall, water fountains, buggies, etc. Sanitation foggers are used in each classroom every other Friday as well.

Students are required to wash their hands after using the bathroom, after recess, after PE, and before and after lunch. Touchless hand sanitizer dispensers are available in every classroom (containing alcohol-free sanitizer, which is safe for children) and it is encouraged to be used frequently.

Each student has a personal seating arrangement (individual desk and labeled seating), as well as school box with their own personal supplies (crayons, books, pencils, scissors, glue, eraser, etc.). Any replacement supplies must come from the teacher, not another student.

New Hope Education will provide personalized masks for all students, to be used when doing close, collaborative work such as projects, science experiments, etc. We have laundry facilities on property, and the face masks will be washed after each use.

Student Health and Wellness

Our policy with regard to student wellness remains basically the same and will be strictly enforced. If a student has fever at 100 degrees or greater, is vomiting, has diarrhea, a rash, and/or yellow or green mucus from the eyes or nose, the student will be sent home. They must be fever free, and have experienced no vomiting or diarrhea for a minimum of 24 hours before they are allowed to return to school – NO EXCEPTIONS. Any student sent home with a rash will be unable to return until there is no rash for a minimum of 24 hours or a doctor has given written permission to return to school. A student may return 24 hours after beginning antibiotics. PLEASE do not mask a fever with Tylenol or Advil and send a student to school (generally your children tell on you when that happens).

All students and staff will have their temperature checked daily upon arrival. Anyone with a temperature of 100 degrees or greater will be unable to enter the building. If a student or staff member develops a temperature of 100 degrees or greater after the start of the day, they will immediately removed from the classroom, sent to the school office, and sent home, regardless of the suspected reasons. Teachers will all be equipped with a touchless thermometer in the classroom, to monitor students as needed.

We want to serve our families, and serve them well. Taking extra, more strict precautions will allow us to do what is best for our school community with regard to the health and wellness of our students, parents, and teachers.

Teacher/Staff Professional Development

All teachers and staff employed at New Hope Education, Inc. will be completing training in Coronavirus (COVID-19). This training is provided by the CDC. This training consists of 6 courses:

Coronavirus 101: WHAT YOU NEED TO KNOW

Coronavirus 102: PREPARING YOUR HOUSEHOLD

Coronavirus 103: MANAGING STRESS AND ANXIETY

Coronavirus 104: TRANSITIONING TO A REMOTE WORKFORCE

Coronavirus 105: CLEANING AND DISINFECTING COMMUNITY SPACES

Coronavirus 106: CDC GUIDELINES FOR MAKING AND USING CLOTH FACE COVERINGS

Other resources:

CDC Guidance for Schools and Childcare Programs

Checklist for Teachers and Parents

Talking with Children about Coronavirus Disease 2019

How to Help Educators and Students Adapt (Quickly) to Online Learning

Sanitation and Disinfecting Products Used at New Hope Education, Inc

All products used for sanitation and disinfection at New Hope meet the EPA's criteria from [List N: Disinfectants for Use Against SARS-CoV-2, as well as Norovirus.](#)