



New Hope Christian Academy



Family Handbook



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INTRODUCTION

The New Hope Christian Academy (NHCA) Family Handbook provides expectations for students and families. This Handbook is updated from time to time at New Hope's sole discretion, with or without prior notice. The current version supersedes and replaces all previous handbooks and all previous policies, practices, and procedures; it may be found under 'Resources' at www.NewHopeMemphis.org.

MISSION STATEMENT

New Hope Christian Academy is an urban, college-preparatory elementary school providing students with a challenging, intellectual, and Christ-centered education.

VISION STATEMENT

We will ground our students in the knowledge of God as uniquely revealed in Jesus Christ and attested to in Scripture. Through teaching, hands-on learning, and Christ-centered discipleship, we will strive to equip each child with the necessary tools to pursue a college education and serve as God's image-bearers. We will place a unique emphasis on the immediate community in which the school is located and develop long-lasting relationships with students, families, partner schools, and churches.

WE BELIEVE...

- Each student should know Jesus Christ as his or her personal Savior and Lord.
- Children should be equipped to impact their world for Him.
- Students should be exposed to a college preparatory core curriculum.
- New Hope is an extension, not a replacement, of the Christian home thereby establishing a united partnership between families and the school.
- A Christ-centered curriculum and academic excellence can co-exist.
- Effective communication, both oral and written, is a critical lifelong skill.
- Students have varied learning styles and benefit from diverse teaching strategies.
- Students improve their academic and behavioral performance when challenged by high expectations in a supportive Christian environment.
- Students should be immersed in Biblical study, in praise and worship, and in meaningful relationships with Christian role models.
- Students should be provided with an emotionally and physically safe environment.
- Students' self-esteem is enhanced through the development of positive relationships, teaching core values, and modeling cooperative behavior.
- Students should develop an understanding of global issues and the importance of becoming a Christian servant in their school, home, community, city, country, and world.

EDUCATION

NHCA is a Christian school that teaches children about salvation in Jesus Christ, uses the Bible in classrooms, provides daily prayer, and worship in regular chapel services. These activities provide the foundation for an excellent college preparatory education.



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NHCA has confidence in the abilities of our children who are encouraged to excel in their academic and co-curricular activities. NHCA offers opportunities and learning experiences in the classroom and in the surrounding community through field trips, community service, and exciting hands-on experiences.

STUDENT BASE

NHCA does not require students to live in a particular geographical area. Students come from many areas in and around Memphis. NHCA focuses on challenging students by giving educational opportunities to those who have limited school options for a Christian education.

NHCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, ethnicity, or national origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

SCHOOL SCRIPTURE VERSE

"Jesus said, 'Let the little children come to me, and do not hinder them; for to such belongs the kingdom of Heaven.'" Matthew 19:14

DAILY AFFIRMATION

I will...

Excel at all things for Christ gives me strength

Achieve in the classroom by being an active learner

Grow academically, spiritually, and emotionally by committing myself to excellence

Listen with my eyes and my ears

Empathize with others by respecting everyone and their feelings

Serve my community by giving of my time and talents

I am a New Hope Eagle, and I will SOAR!

SCHOOL COLORS

Purple & White

SCHOOL MASCOT

Eagle

SCHOOL SONG

Jesus, take me by the hand

Take my brother, sister, friend

Reach us, teach us, lead us on

In this school and in our home

Give us faith and hope and love,

As You always guide us from above.



ACADEMICS

ACADEMIC REPORTS AND GRADING

The academic year is divided into four grading periods (quarters). Academic and behavioral performance is reported to parents in the following manner:

Early Childhood

Students in PK and JK will receive quarterly report cards which will reflect social and academic behavior, literacy, math, and attendance.

The grading scale for pre-k and junior kindergarten is as follows:

NA: The skill/standard has not been assessed

D: The student did not meet nor make consistent progress toward the standard

P: The student has made progress towards meeting the standard

M: The student met the standard consistently

Grades SK-6

The report card of students in grades SK-6 is divided into the following four sections: Academic Subject Area Competencies, Social and Academic Behavior, Co-Curricular Subjects, and Attendance.

The academic grading scale for grades SK-6 is as follows:

A = 93-100

B = 85-92

C = 77-84

D = 70-76

F = Below 70

The grading scale for specialty area classes and SK-6 conduct and work habits is as follows:

E = Excellent

S = Satisfactory

N= Needs Improvement

U = Unsatisfactory

Grading Policies

- Assignments not submitted on the due date will receive up to 80% of credit if turned in within 24 hours; assignments not submitted within 24 hours of the due date will be graded as a 0%.
- Gradebooks will be updated weekly and progress reports will be shared every Tuesday through RenWeb.
- Graded work will be sent home weekly on Tuesdays and should be reviewed and signed by a parent and returned to school in the Purple Folder on Wednesday. All work will be held by the classroom teacher until the end of each quarter.



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ACADEMIC INTERVENTION

NHCA provides the structure and resources for implementing interventions for SK-2nd grade students who are experiencing academic difficulty in the classroom. Limited teacher-led interventions are available for students in 3rd-6th grade. The Principal leads the academic support protocol for students in grades SK-6. The LS/US Assistant Principals serve as the primary contact for teachers when seeking additional academic support for a student.

1. Learning Specialists are available for SK-2nd students with academic concerns to support them beyond the daily classroom instruction. These students are primarily the learners who test low on benchmarks and struggle with day-to-day content mastery.
2. Homework Assistance is available for all students remaining in aftercare only.
3. After-school tutoring may be offered for students in grades 3-6.

SUMMER LEARNING

Many elementary students suffer a relapse in reading and math skills during the summer months. Therefore, NHCA asks families to make reading and review of math skills a priority by weaving these important endeavors into their summer schedule of activities. Prior to the end of the school year, all rising JK through 6th graders receive information about the requirements for both reading and math. Each student must return their summer reading and math assignments on the first day of school in August.

ACADEMIC HONORS

NATIONAL ELEMENTARY HONOR SOCIETY:

Students in grades 4 - 6 are eligible for recommendation for the National Elementary Honor Society. A faculty council nominates candidates based on a confidential rubric identifying academic scholarship, leadership, service, and responsibility of applicants; final rubrics scores are not shared beyond the selection committee. Upon selection, students are expected to attend bi-monthly meetings to fulfill service requirements and foster leadership development. The annual NEHS Induction Ceremony takes place in January of each year.

PRINCIPAL'S LIST: Students in grades 1 - 6 will receive recognition on the Principal's List if they achieve A's in all academic subjects and S or above in all other areas on their quarterly report card.

HONOR ROLL: Students in grades 1 - 6 will receive recognition on Honor Roll if they achieve A's and B's in academic subjects and S or above in all other areas on their quarterly report card.

EXCELLENT CONDUCT: Students in grades PK - 6 will receive recognition in Excellent Conduct if they achieve an E in classroom conduct and an S or better in all classes recording conduct grades on their quarterly report card.

PERFECT ATTENDANCE: Students in grades PK - 6 who are present every day and have no tardies will receive recognition for Perfect Attendance.

Academic Honors will be celebrated at the End of the Year grade level ceremonies.



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PROMOTION AND RETENTION

New Hope requires that a student achieve a passing grade in reading and math in order to be promoted to the next grade. **A failing grade in these academic subjects may result in a student's retention in the current grade or separation from the school.** Because of the academic standards maintained by the school, a child with poor progress may not be regarded as failing, but may, in the opinion of the school, be unable to do the work in the next grade. Under these circumstances, the school reserves the right to determine the grade placement of the child for promotion or retention. Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Administration.

The following guidelines outline promotion and retention policies:

- a. Maintain a passing grade in each core subject (Reading and Math).
- b. Attend 90% (No more than 18 absences during the year) of school days with no excessive tardiness
- c. Tuition & fees paid in full by April 30

Upper School "No Repeat" Policy: Upper School (4-6th grade) students will not be given the opportunity to repeat a grade in the event they do NOT meet the minimum requirements to pass to the next grade. All Upper School (4-6th grade) students must meet the minimum guidelines in order to be promoted to the next grade. Failure to meet these guidelines may result in the recommendation to withdraw and seek placement in another school.

ARRIVAL & DISMISSAL

AFTER SCHOOL PROGRAM

NHCA provides aftercare for a limited number of students on a per child/per quarter basis. **All students must be picked up by 5:30 p.m. each day.** Parents are considered excessively late after 5:30 p.m. Students **remaining after 5:30 p.m. will be charged a late fee.** All late fees will be added to your student's FACTS account. Ongoing failure to pick up your child promptly may result in suspension or expulsion from the aftercare program. Please inquire further details and costs for aftercare in the school office.

ARRIVAL:

NHCA's school hours are 7:30 am to 3:30 pm. Half-day dismissal (staggered beginning at 10:45 a.m.) will take place according to the School Calendar. Parents of all SK-6th grade students must utilize the carline for drop-off. Students may enter the building at 7:30 a.m. (children of faculty and staff may be in the building with their parent). **Please do NOT drop off your child unattended prior to this time. Parents who violate this policy will be charged \$100.**

PK and JK students will enter the designated entrance and must be signed in by parent/guardian/daycare representatives at the student's classroom door.

DISMISSAL:

Parents of all students will utilize the car line for picking up their child(ren) at the end of the day.



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- Grades PK and JK will dismiss at 2:30p.m (If a PK or JK student has an older sibling in SK - 6th grade, they may wait in their classroom and be dismissed with their sibling.)
- Grades SK - 3 will dismiss at 3 p.m. through the south parking lot entrance
- Grades 4 - 6 will dismiss at 3 p.m. through the gym entrance
- Families with multiple children will dismiss at 3 p.m. through the south parking lot entrance

Students will only be released to vehicles with school-issued hang tags. Additional hang tags are available for \$2 in the school office.

If your child is to be picked up by a daycare or other organization on a regular basis, you must include that organization on the "Child Release Form." All daycare riders will be dismissed no earlier than 3 p.m. Parents are responsible for ensuring daycares are aware of this policy.

If an adult not listed on the "Child Release Form" will be picking up your child, NHCA must receive that information in writing from you, prior to that day's dismissal. No student will be released to an individual NOT listed on your "Child Release Form."

Students remaining after 3:30 p.m. will be directed to the main office to wait for their parents. Parents will be charged a \$100 late fee per child per occurrence.

TARDY POLICY:

Late arrivals can disrupt teaching, learning, and discipleship taking place in the classroom. Your child's consistent and prompt attendance is essential to his/her progress. **A student is considered tardy if they are not with their class at or before 8 a.m.** After 8 a.m., **please accompany** your child to the main office to sign in him/her and complete a tardy form before the child proceeds to their classroom. If a student arrives at their classroom after 8 a.m without a tardy slip, parents will be called to return to the school to sign in their child, or they will be considered absent that day. Under no circumstances, should a child sign themselves in without a parent/guardian.

It is important to remember that 5 tardies equate to 1 absence. **Excessive tardiness will result in further disciplinary action by administration. More than 15 tardies in a given school year may result in dismissal or non-renewal of enrollment contract.**

EARLY DISMISSALS:

A parent or guardian must sign the student out at the main office before taking him/her away from school grounds. Parents/guardians are not allowed to check a student out after 2:00 p.m. The end of the day is a busy time as teachers are preparing for closing out the day, assigning homework, and preparing students for dismissal. When possible, please schedule doctor, dental, and other medical appointments, during non-school hours to avoid students missing class time. Excessive early dismissals will result in disciplinary action by the administration.

It is important to remember that 5 early dismissals or tardies equal 1 absence. The main office will keep track of early dismissals. **More than 15 early dismissals in a given school year may result in dismissal or non-renewal of enrollment contract.**



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ABSENCES:

As a college-preparatory school and in order for our academic and discipleship programs to be successful, it is absolutely essential that students be present in school and on time on a consistent basis.

Excessive absenteeism will result in a review by administration to determine the consequences. Excused absences are for illnesses or emergency situations only; absences will be updated in RenWeb from unexcused to excused by the office staff once a note or communication is submitted by the parent. Students who have been seen by a doctor should submit documentation to the main office. **Any student who misses more than 18 days of school over the course of a school year may be recommended for retention in his/her current grade level or non-renewal of enrollment contract.** The school reserves the right to make exceptions to this policy should excessive absences be caused by extenuating circumstances.

Parents and guardians are expected to call the school as early as possible, but no later than 7:30 A.M. if their child will not be attending school for any reason. Written notification in advance is encouraged and appreciated. Calls should be made as far in advance as possible and messages can be left on the school's main voicemail, or you may email the Main Office (mainoffice@newhopememphis.org); please indicate your child's name, your relationship to the student, and the reason for and date(s) of his/her absence.

Students will be held accountable for work missed due to vacation, suspension, or any absences. **Work may not be provided in advance of absences.** Students who are absent from school cannot attend or participate in any other school-sponsored activities occurring on the day of the absence unless advance permission has been given by the school.

BIRTHDAYS

Your child's birthday is a special day! During announcements and Chapel, we recognize those who have birthdays during that month as we thank God for each person He has created. After coordinating with the teacher, parents are welcome to drop off store-bought cookies or cupcakes to the main office that morning (please limit treats to one of these items). Treats will be shared with the class during the last 20 minutes of the day. Parents and/or guardians who wish to celebrate with their child may attend during these last 20 minutes.

CHAPEL

Chapel is held on a regular basis. Parents, relatives, and friends are always welcome. Chapel is a time where students will hear the Word of God, pray to the Lord, and sing songs of praise together. The students are taught the history of God's people as presented in the Bible and are taught the saving grace of the Father through Jesus Christ by the power of the Holy Spirit. Encourage your child to be respectful in Chapel as they come before the Lord.

CLEAN SCHOOL

Given the school's emphasis on teaching our students responsibility, each student's homeroom will be responsible for cleaning his/her classroom at the end of the day. While the school also employs a



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custodial staff, it is important that everyone in the school - students and staff alike - participate in daily cleaning activities, especially in assuring that shared, common spaces are kept neat and clean.

COMMUNICATIONS

PURPLE FOLDERS:

Purple folders will be sent home with SK - 6th grade each week on Tuesdays with graded work and updates from your child's teacher. This folder should be signed and dated by the parent each week and returned on Wednesdays. Parents' accounts will be charged \$2 on the following Monday if the folder is not returned. The \$2 charge will be used to provide students with a replacement folder.

ELECTRONIC COMMUNICATIONS (Text/Email/Voicemail):

Regular weekly emails from the school will be sent on Tuesdays. Periodic updates including upcoming events or other important information as well as emergency information (school closings) will also be communicated via school-wide email and/or text messaging. If you are not receiving emails and/or texts, please call the school office to ensure your information is current.

MEDIA/LOGO USAGE

Under NO circumstances, should the School's logo be used without expressed permission from Administration.

GENERAL POLICIES

CLASSROOM VISITS

Parent and guardian visits to classrooms must be approved in advance by the Principal or Early Childhood Director. Other relatives and friends are welcome to visit the school during Chapel and other Schoolwide events. For school security, all visitors must sign in at the school office and receive a visitor name tag before proceeding to their destination. If an individual meeting is desired, please contact your child's teacher in advance to schedule a meeting at a time convenient for both parties.

GRIEVANCES

There may be times when you disagree with a decision that your child's teacher or the administration makes. We strongly believe the best way to resolve these conflicts involves direct communication and face-to-face meetings. If a disagreement arises between you and your child's teacher, please contact the teacher directly to schedule a meeting. If the conflict is not resolved, please feel free to contact the administration and schedule a meeting.

DISCIPLINE

Each child is expected to abide by the rules adopted by our school. These rules are simple and consistent in all grades, which promotes a sense of well-being and security in the students. Violations of the rules will first be communicated by the teacher directly to the parent via personal notes or by a personal phone call. If a student continues to violate classroom and/or school rules and the above actions have been taken, the teacher will refer the student to the Administration.



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NHCA seeks to create an environment in which students are encouraged to develop Christian character and discipline, as well as assume responsibility for living peacefully within the school community. Our approach to discipline aims to teach students how to live as image-bearers of God according to God's Word.

Disruptive, disrespectful, and/or violent conduct will not be tolerated at any time on campus or on field trips. The staff shall strive to maintain a healthy and safe environment for all students. Disruptive or disrespectful behaviors include, but are not limited to the following:

- Unexcused absences
- Excessive tardiness and/or early dismissals
- Cheating or plagiarism
- Disruptive classroom behavior requiring the removal of the student
- Use of profanity and/or obscene gestures
- Sexual activity
- Fighting
- Failure to comply and follow classroom procedures and directions which endangers the safety of all students
- Possession of dangerous items, substances, and/or inappropriate materials at school
- Failure to comply with the "Acceptable Use Policy" using school technology
- Bullying or threatening others

Other behaviors that violate school policy by detracting from the character of the school, interfering with instruction, or bringing harm to self and others shall be dealt with by the appropriate school personnel. Upon review of the circumstances, the following corrective and/or disciplinary actions may be taken:

- Conference and prayer
- Time out of special activity
- Teacher or grade level team detention
- Conference with parents and/or legal guardian
- Additional projects/assignments
- Out-of-School Suspension
- Expulsion/Dismissal
- Other actions deemed appropriate by administration

DRESS CODE

Dress code is important to create a school atmosphere and culture that reflects order and unity. Failure to abide by the dress code may result in disciplinary actions. Students who are out of uniform will not be permitted to attend class and will remain in the office until they are in uniform. If a student is wearing tights or an undershirt that is out of uniform, the child will be required to remove them, and parents will not be contacted.



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1. School uniforms are required for PK3 through Sixth Grade. Uniform shirts must be purchased from authorized vendors to ensure approved colors and/or logo. Uniform bottoms may be purchased at any local retail store (ie Walmart, Target, Old Navy, etc).
2. Girls must wear New Hope uniform shirts and khaki, black, or plaid jumpers/pants/walking shorts/skirts (knee length) or dresses (knee length). Girls in 2nd-6th grade are required to wear black belts with pants that have belt loops. Elastic pants are allowed for students in PK3 - 1st grades.
3. No make-up or distracting jewelry may be worn at school.
4. Boys must wear New Hope uniform shirts and appropriate fitting khaki or black pants/shorts. Boys in 2nd-6th grade are required to wear black belts with pants that have belt loops. Elastic pants are allowed for students in PK3 - 1st grades.
5. Only New Hope sweatshirts, fleece jackets, sweaters, and vests with the New Hope logo may be worn inside the school during school hours. Other jackets and coats are not permitted to be worn inside the school during school hours. Please clearly label all clothing with your child's first/last name.
6. Students must wear socks and tennis shoes (with laces or Velcro - no light-up or dress shoes or boots) or other approved footwear to school each day. The office will notify you in the event that your child is wearing inappropriate clothing or shoes. Socks should be solid white or black only without any additional insignia, stripes, markings, logos, or colors. Students may not wear sandals. New Hope reserves the right to ask parents to provide their children with acceptable uniform clothes if their clothing or footwear may be deemed as a hindrance to teaching, learning, and discipleship in the classrooms or elsewhere. Students must wear tennis shoes for PE class.
7. Undershirts, both long and short-sleeved must be white. The sleeves on short sleeve undershirts may not be visible. Logos on undershirts may not be visible.
8. When a tie is worn, the shirt must be a dress shirt.
9. Footless leggings and footed leggings/tights when worn under a uniform skirt must be solid white or black.
10. Shirts must be tucked in at all times.
11. Boys are not allowed to have mohawks or cut designs. Girls' hair should not be a distraction to their participation in the classroom or gym. Any student violating this rule will be sent home and not allowed to return until s/he is in compliance with the above guidelines.
12. Boys are not allowed to wear jewelry of any kind. Girls may only wear pierced earrings (small stud earrings – For safety NO hoop earrings larger than the ear lobe). No students may wear rings, necklaces, bracelets, or wristbands. All students may wear a basic watch. This does not include smartwatches.
13. Girls may not wear clothing that is too tight or suggestive, lipstick, mascara, eyeliner, eye shadow, blush, or fake nails. Overlays (ie. gel polish, dip, or shellac) may be worn but must be the length of the natural nail.
14. Wednesday is a designated "dress-up day" for Upper School students. Boys must wear ties, and girls must wear skirts.



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15. New Hope designates certain days on which children may be “out-of-dress-code” including Spirit Day and other special events. On these days, communication will go home as to what attire is appropriate. Students can always wear their uniform or other New Hope t-shirts/sweatshirts with khakis or blue jeans on these designated days.

All unclaimed clothing items will be turned in to the school’s lost and found (located in the gymnasium). At the end of each month, all unclaimed lost and found items will be given away.

FIELD TRIPS

Field trips are an integral part of the curriculum and will be supervised by teachers, volunteers, and parents. NHCA encourages parent participation on field trips. Parents serving as chaperones must provide their own transportation and pay any related fees for themselves. If you chaperone a field trip, your undivided attention is needed to make the trip or activity safe and productive for all children. To devote your entire attention to the needs of the class and your child, do not bring younger brothers, sisters, or other children on field trips.

Students must participate in the school-provided transportation both to and from the location. Parents chaperoning a field trip may not purchase additional food or drink for their child. Students may not bring spending money unless specifically instructed to do so by his/her teacher.

Please notify the school prior to the trip if you are not going to allow your child to participate. Field trips are planned ahead – all field trip fees are non-refundable and non-transferable. Students not participating in the field trip must stay home; absences, for this reason, will be marked as excused absences.

Students in grades 3 - 6 who earn more than one N in conduct as a quarter average and/or demonstrate academic concern may not be eligible to attend out-of-town field trips including Victory Ranch and other class trips. NHCA reserves the right to disallow any student from any field trip for financial, academic, or behavior issues.

HOMEROOM TEACHER REQUESTS

The Administration (in consultation with Faculty) is entrusted with the responsibility for the assignment of students to homeroom teachers each year.

HOMEWORK

Homework is an integral part of education and is listed daily in your child’s folder. Classroom teachers will establish a homework procedure for their classroom. Homework assignments are intended to provide practice for new skills taught during the school day. Please ensure that you develop a procedure at home to complete homework and develop study skills.

The amount of time needed to do homework varies with the individual child and depends upon many factors such as the ability to organize time and materials, willingness to focus on a task, and responsibility to plan and carry out a course of action. Homework will be assigned by the classroom teachers with intentionality, relevance to classroom instruction, and mindfulness of technology



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limitations outside of school. *On average*, a student's total homework assignments are designed to be completed within the following approximate times:

Grade 1 – 15 minutes

Grade 4 - 60 minutes

Grade 2 – 30 minutes

Grade 5 - 75 minutes

Grade 3 – 45 minutes

Grade 6 - 90 minutes

ITEMS FROM HOME

Please do not allow your child to bring anything from home unless it has been approved or requested by the teacher and pertains to use in the classroom. All unapproved items brought to school will be sent to the office for the parent to pick up. Unapproved items include, but are not limited to, toys, games, jewelry, cameras, trading cards, candy, gum, etc. No outside electronic devices (cell phones, tablets, smart-watches, etc.) are permitted for student use during school hours, aftercare, or arrival/dismissal. There is no need to send money to school with your child unless specifically requested by the office for field trips, pictures, school t-shirts, fundraisers, or by your child's teacher for approved classroom activities.

LIBRARY

Students can check out a limited number of books at one time according to grade level. Reference books are available but must be used in the Library and may not be checked out. If a book is overdue or lost, the librarian will send a note home detailing the situation, including any fines that are owed. Lost or irreparably damaged books will be replaced or rebound; these expenses will be billed to the parent accordingly.

LOST OR DAMAGED TEXTBOOKS

NHCA is proud to provide the best curriculum and materials for our students. We request that students and parents take care of these textbooks, so they may be used for several years to come. In the event that a textbook or workbook is lost or irreparably damaged, parents will be charged the full price of the book. These additional charges will be billed to your FACTS account. All curriculum materials are the property of NHCA. Once materials are issued to a student, it becomes the responsibility of the student to keep them in the same condition as issued. Students must return all textbooks at the end of the school year. There will be no charges for textbooks that receive normal use. The cost to replace a textbook ranges from \$50 - \$100. The cost to replace a workbook ranges from \$10 - \$20.

MEALS

Breakfast and lunch will be provided daily for students. Breakfast will be served daily between 7:30-7:50 a.m. Menus will be posted monthly to the website. If your child wants to bring lunch from home, please provide a well-balanced meal, and one your child can handle on his/her own. Students and teachers may not share food. No outside food or drink should be added to the school lunch unless dietary restrictions limit the school lunch for a student. No soft drinks or candy are allowed during lunch or snack time. Students are not permitted to use the refrigerator or microwave at any time of the day. Also, please do not send glass or canned containers that require a machine to open. If your child has been diagnosed with any food allergies, please complete the Food Allergy Medical Statement (in the school office) and



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provide a signed licensed physician's statement of foods that are to be avoided; however, no substitute meals can be provided by the school.

MEDICATION

We are allowed to administer prescription medication and over-the-counter medication in accordance with the following guidelines:

- Prescription medications must be brought to the office BY AN ADULT with a completed medical form. These forms are available in the main office.
- Prescription medications must be in the original container and have the pharmacy label showing the child's name, doctor's name, dosage, and current date. The medication should be placed in a storage bag (Ziploc) with the child's name in permanent marker on the outside.
- Over-the-counter medications must be in the original container and brought to the office BY AN ADULT with a completed medical form. These forms are available in the main office.

We will NOT be able to administer any medication unless the above guidelines are followed. Children are not allowed to self-medicate with the exception of prescription asthma inhalers, which are kept in the office and under the supervision of NHCA staff.

PARENT PARTICIPATION

Upon acceptance of each child into NHCA, each parent agrees to actively participate in the life of their child at school. Parents are expected to participate in parent-teacher conferences and volunteer in at least one activity during the year. There may also be times throughout the school year during which parents and visitors are invited to participate in classroom activities and field trips.

As part of the supply fee, your Parent, Teacher, Community Organization (PTCO) Membership is covered. PTCO hosts regular meetings, plans special events, and sponsors fundraisers throughout the year.

Parents are encouraged to read aloud to their children daily and should set a time each evening to do homework when assigned. Teachers will send communications home regularly in your child's homework folder. It is important to check your child's backpack every evening.

PARENT-TEACHER CONFERENCES

Consistent, clear, and meaningful communication between parents and faculty is an expected and essential part of NHCA's commitment to families. Parents will be kept up-to-date through weekly folders and progress reports, as well as quarterly report cards. Mandatory parent-teacher conferences are held twice each year - once in the Fall and once in the Winter. It is required that at least one parent or guardian be present for each conference. The faculty and administration are always eager and available by appointment to talk with you about your child or any aspect of our program.

PARTIES AND SOCIAL GATHERINGS

Invitations to parties or other celebrations outside of NHCA should not be distributed at school unless **ALL** classmates are invited. The invitations should be given to the teacher to distribute to the students.



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SCHOOL CLOSINGS

For school closings due to inclement weather (e.g. snow, ice), NHCA will be announced on your local TV stations each day the school will be closed. Email and text communication will also be sent. Do NOT assume that NHCA will be closed if Memphis-Shelby County Schools or any other districts/schools are closed. NHCA will be listed separately after a decision is made by the administration.

If in the event of an emergency it becomes necessary to dismiss school, we will notify parents and guardians via email and text. If you are not available at that time, we will contact a person listed on your emergency list. Please keep phone numbers and email addresses current through the school office. Students who are not picked up within a reasonable amount of time will be charged a \$100 late pickup fee.

SECURITY

Security is a priority at NHCA. All visitors, including parents, must enter through the main entrance, sign in, and wear a special visitor name tag with the exception of PK and JK parents signing their student in each morning. Our campus is continually monitored by security guards, cameras, controlled access entrances, and other security measures.

Parents are encouraged to always be aware of their surroundings, report suspicious activity to the security guard, and never leave valuable items unattended in your car.

SOLICITATIONS

Other than school-sponsored solicitations, NHCA does not allow solicitation of products or services from students or families.

STANDARDIZED TESTING

Students in grades SK – 6, will take the Measures of Academic Progress (MAP) assessment. It is an interim assessment that will be administered at least three times (Fall, Winter, and Spring), during the school year. Sixth-grade students may also take the Independent School Entrance Exam (ISEE) as they prepare to enroll in other independent schools for the seventh grade if the school requires this exam for admission.

Information about these assessments will be sent home prior to testing. Results will also be available for parents when they are received by the school.

TUITION

Tuition payments are managed through FACTS. All families are required to maintain a FACTS profile. This includes selecting a payment plan and maintaining an active debit/credit card or bank account. Available payment plans are: 1) one time annually; 2) two times annually, and 3) a 10-month schedule. The 10-month schedule runs from July through April, and payments are due on the 5th of every month. A late fee of \$10 each month will be applied on the 10th of each month for any outstanding balances. Likewise, additional action may be taken if the responsible party fails to make timely payments. Unpaid balances at the end of the year could result in forfeiture of contract for the next school year if offered.



New Hope Christian Academy

The balance of tuition is the parent's responsibility even if a child leaves or is dismissed from NHCA at any time of the school year.

WEBSITE & TECHNOLOGY

New Hope Christian Academy has a commitment to the integration of technology into the academic programs of the school. We believe that technology, including but not limited to: devices, email, and the internet, are tools for lifelong learning and can promote educational and organizational excellence. Students in grades SK - 6th are assigned an individual device to use throughout the year at school. Students in PK and JK will have devices available for use in their classrooms. Only sixth-grade students are permitted to take school-issued devices home each day; device use should be limited to school-related usage only. Students must use such technology in a legal, ethical, moral, and responsible manner in accordance with the school's stated mission, vision, and technology policy.

The Technology Policy Form provides guidelines that are intended to help students and parents understand appropriate use and care as well as subsequent consequences for failure to adhere. Access to technology is a privilege, not a right. The school may restrict, suspend, or terminate any user's access to the school's technology systems, devices, and network for not abiding by these guidelines. Consequences regarding unacceptable device usage are determined by NHCA administration. Decisions are final. Below is a list of possible consequences based on the severity of the infraction:

1. Conference with an administrator
2. Parental notification
3. Loss or restriction of technology privileges
4. Community service to the school
5. Suspension
6. Expulsion

Please refer to the Technology Policy Form, which is distributed and signed annually in the Back to School Packet, for a complete list of guidelines and expectations.



CODE OF CONDUCT

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the New Hope community in the exercise of their duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:

1. Teaches school and classroom rules;
2. Minimizes disruptions to education;
3. Creates consistent rules and consequences; and
4. Models respectful relationships.

MISBEHAVIORS: LEVEL I

This level includes minor misbehavior on the part of the student which impedes orderly classroom guidelines or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive or exhaustive list)

- Classroom disturbances
- Cheating and dishonesty
- Abusive and foul language
- Failure to do assignments or carry out directions

Disciplinary Procedures

- The staff member intervenes immediately.
- The staff member determines what offense was committed and its severity.
- The staff member determines who committed the offense and if he/she understands the nature of the offense.
- The staff member employs appropriate disciplinary options.
- The record of the offense and disciplinary action shall be maintained by the staff member.

Disciplinary Options (not an exclusive or exhaustive list)

- Verbal reprimand
- Restricting activities
- Counseling
- Withdrawal of privileges
- Strict supervised study
- The parent(s)/guardian(s) are notified
- Conference with parent(s)/guardian(s) and student



MISBEHAVIORS: LEVEL II

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the classroom and school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive or exhaustive list)

- Continuation of unmodified Level I misbehaviors
- Using forged notes or excuses
- Disruptive classroom behavior

Disciplinary Procedures

- The student is referred to the assistant principal/designee for appropriate disciplinary action.
- The assistant principal/designee meets with the student and the staff member.
- The assistant principal/designee hears the accusation made by the staff member and allows the student the opportunity to explain his/her conduct.
- The assistant principal/designee takes appropriate disciplinary action and notifies the staff member of the action.
- The parent(s)/guardian(s) are notified.
- The record of the offense and disciplinary action shall be maintained by the assistant principal/designee.

Disciplinary Options (not an exclusive or exhaustive list)

- Counseling
- Referral to an outside agency
- Suspension from school-sponsored activities or sports
- Out-of-school suspension
- The parent(s)/guardian(s) are notified.
- Administrative conference with parent(s)/guardian(s) and student.

MISBEHAVIORS: LEVEL III

This level includes acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive or exhaustive list)

- Continuation of unmodified Level I and II misbehaviors
- Fighting
- Vandalism (minor)



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- Stealing
- Verbal, written, or electronic threats to others

Disciplinary Procedures (not an exclusive or exhaustive list)

- The student is referred to the assistant principal/designee for appropriate disciplinary action.
- The assistant principal/designee meets with the student and the staff member.
- The assistant principal/designee hears the accusation and allows the student the opportunity to explain his/her conduct.
- The assistant principal/designee takes appropriate disciplinary action.
- The parent(s)/guardian(s) are notified.
- The record of the offense and disciplinary action shall be maintained by the assistant principal/designee.

Disciplinary Options (not an exclusive or exhaustive list)

- Counseling
- Restitution from loss, damage, or stolen property
- Out-of-school suspension
- Dismissal from New Hope
- Administrative conference with parent(s)/guardian(s) and student

MISBEHAVIORS: LEVEL IV (ZERO TOLERANCE)

This level of misbehavior includes acts that result in violence to another person or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school and the intervention of law enforcement authorities.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, or school employee, may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive or exhaustive list)

- Continuation of unmodified Level I, II, and III misbehaviors
- Death threat
- Extortion
- Bomb threat
- Possession, use, and/or transfer of dangerous weapons
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school security officer
- Aggravated assault
- Vandalism



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- Theft, possession, and/or sale of stolen property
- Arson
- Use, possession, sale, distribution, and/or being under the influence of tobacco or alcohol
- Use, possession, sale, or distribution of drug paraphernalia
- Possession of unauthorized substances (e.g., any controlled substance, controlled substance analog, or legend drug)
- Use or transfer of unauthorized substances
- Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- Electronic threat to cause bodily injury or death to another student or school employee

Disciplinary Procedures

- The principal/designee confers with appropriate staff members and with the student.
- The principal/designee hears the accusations and allows the student the opportunity to explain his/her conduct.
- The principal/designee takes appropriate disciplinary action.
- The parent(s)/guardian(s) are notified.
- Administrative conference with parent(s)/guardian(s) and student.
- Law enforcement officials are contacted.

Disciplinary Options

- Dismissal from New Hope