



NEWHOPE

CHRISTIAN SCHOOL

**ELEMENTARY
& MIDDLE SCHOOL
HANDBOOK
2023-2024**

**94-050 FARRINGTON HIGHWAY #C-2
WAIPAHU, HI 96797
(808) 678-3776**

www.nhcshi.org

Revised 7-23

HOURS OF OPERATION

Elementary Program	Mon. /Tues. /Thurs. /Fri.	7:00 a.m. - 3:00 p.m.
Elementary Program	Wednesday	7:00 a.m. - 1:30 p.m.
Afterschool Care	Mon. /Tues. /Thurs. /Fri.	3:00 p.m. - 5:00 p.m.
Afterschool Care	Wednesday	1:30 p.m. - 5:00 p.m.
Office	Monday - Friday	8:00 a.m. - 4:00 p.m.

CONTACT INFORMATION

Phone	(808) 678-3776
Web	www.nhcshi.org
Email	info@nhcshi.org
Campus Address	94-050 Farrington Highway #C-2 Waipahu, HI 96797
Office Address	94-050 Farrington Highway #C-2 Waipahu, HI 96797

ADMINISTRATION

Principal	HeiDee Bieber
Executive Administrator	Jeff Bieber
Front Desk/Admin Assistant	Karen Mosca



Letter From the Principal:

Aloha New Hope Christian School families,

We are excited to welcome you to a new school year! New Hope Christian School believes in the biblical principle of Proverbs 22:6 that states, “Train up a child in the way he should go, and when he is old he will not depart from it.” At New Hope Christian School, our mission is to provide a Christ-centered environment that inspires students to become life-long learners and effective communicators who will impact the world for Christ. As we plan our class schedules, curriculum, and overall school program, we tie everything back to our school’s mission statement.

Our philosophy is that education is a partnership between the school and home. We also support the belief that children will thrive in school when the school staff and parents can work together to support the educational needs of each student.

This handbook provides families with general information, policies and procedures of our school. Students of New Hope Christian School and their families will be asked to abide by the rules and regulations of this handbook. Each elementary student and parent will be asked to sign a form that states that they have read and will abide by the guidelines in the handbook.

We look forward to partnering with you throughout the year to support your child’s growth academically, socially, and spiritually.

Blessings,

Mrs. Heidi K. Bieber
Principal

OUR MISSION & VISION STATEMENT

OUR MISSION - To provide a Christ-centered education that inspires students to become life-long learners and effective communicators who will impact the world for Jesus Christ.

OUR VISION - To partner in the spiritual transformation of Hawaii through the Gospel of Jesus Christ by providing an affordable and high-quality Christian education.

PHILOSOPHY

The entire process of education is seen as a means used by God to bring each student into a growing relationship with the Lord, to develop a Christian mindset and Godly living so that each student can fulfill God's purpose for his/her life.

STATEMENT OF FAITH

The Statement of Faith for our school aligns with the Declaration of Faith of the International Church of the Foursquare Gospel.

1. The Eternal God: We believe in one true and living God who is the maker of heaven and earth and all things. We believe that God is a three person being: the Father, Son, and Holy Spirit. We believe that God is holy, all powerful, full of grace and love and that he deserves all glory and praise. (Isaiah 43:11; 44:8, John 1:1-3, 1 John 5:7)

2. The Holy Scriptures: We believe that the Bible is the true and unchangeable Word of the living God, inspired by the Holy Spirit to guide the lost to Jesus and by whose standards all men and nations shall be tested. (Psalm 119:89; 119:105, 2 Timothy 3:16-17, 2 Peter 1:19-21)

3. The Fall of Man: We believe humans were created in the image of God but fell from perfection and a perfect relationship with God through voluntary disobedience (Genesis 1:27, Romans 5:12, Isaiah 53:6, Ephesians 2:3)

4. The Plan of Redemption: We believe that while we were still sinners, Christ died taking the punishment of our sins, past, present, and future, for all those who believe and call upon him. We believe that through His action those who believe are made pure. (Isaiah 1:18; 53:5; 55:7, Titus 2:14, Hebrews 7:25)

5. Salvation through Grace: We believe that salvation of sinners is freely given only through God's grace and our belief in Christ, not through any works of our own hands. (Ephesians 2:8; 2:13, Romans 3:10; 3:23; 6:23, Isaiah 64:6, John. 6:47)

6. Repentance and Acceptance: We believe that with a sincere confession and turning away from our sins, along with a true acceptance of Jesus as our Lord and Savior, those who call upon Jesus are free from condemnation and may receive the peace of Christ. (1 John 1:9, Romans 5:1-2; 8:1, John 6:37)

- 7. The New Birth:** We believe that each person who receives Christ is reborn and made entirely new, having been given the Spirit of Christ and with those new desires, interests and perspectives on life focused on serving God. (2 Corinthians 5:17, Galatians 2:20, Romans 3:24-25, Psalm 1:1-2)
- 8. Daily Christian Life:** We believe that because Christians have been cleansed through the blood of Christ and have been given the Holy Spirit, they will seek to obey God and continue to grow in faith, power, prayer, love and service becoming more and more a reflection of Christ. (1 Thessalonians 4:3; 5:23, 2 Corinthians 7:1, Proverbs 4:18, Hebrews 6:1, Romans 8:5)
- 9. Water Baptism:** We believe that water baptism is an outward sign of an inward work to publicly announce that we have died to our old self and are made new through Christ. (Matthew 28:19, Romans 6:4, Acts 2:41)
- 10. The Lord's Supper/Communion:** We believe that Christians should remember Christ's sacrifice and the breaking of bread and drinking of grape juice. We believe this time should be used for self-examination and reflection. (1 Corinthians 11:28, 2 Corinthians 13:5)
- 11. The Baptism of the Holy Spirit:** We believe that the baptism of the Holy Spirit is the giving of the great comforter to live within us and guide, strengthen and develop us as followers of Christ for kingdom purposes. (John 14:16-17, Acts 1:5-8; 2:4; 8:17; 10:44-46, 1 Corinthians 3:16)
- 12. The Spirit-Filled Life:** We believe it is God's will that Christians live and walk being led by the Spirit, being patient, loving, truthful, prayerful and thankful in service to God. (Ephesians 4:30-32; 6:18, Romans 12:1-2, 1 John 2:6, Galatians 5:16-25, 1 Corinthians 3:17)
- 13. The Gifts and Fruit of the Spirit:** We believe that the Holy Spirit has a variety of gifts to give to Christians to be used for benefit of the church. (1 Corinthians 12:1; 12:11; 12:31; 14:12, Romans 11:29; 12:6-8, John 15:8, Luke 3:9)
- 14. Moderation:** We believe that Christians should seek to be moderate, thoughtful, balanced, mindful, humble and self-sacrificing. (Philippians 4:5, Ephesians 4:14-15, 1 Corinthians 13:5, Colossians 3:12-13)
- 15. Divine Healing:** We believe that Jesus has the power to heal the sick in answer to prayers of faith in accordance to God's will. (Matthew 8:17; 9:5, Mark 16:17-18, Acts. 4:29-30, James 5:14-16)
- 16. The Second Coming of Christ:** We believe that the second coming of Christ is personal and will occur, though at a time that is unknown to men. We believe that the dead shall first rise with Christ and then the redeemed that are living shall be caught up with them to meet the Lord. (1 Thessalonians 4:16-17, Titus 2:12-13, Mark 24:36; 42:44, Hebrews 9:28, Luke 12: 35-37; 19:13)
- 17. Church Relationship:** We believe that Christians who have accepted Christ are now born into the body of Christ and shall attend a church to serve, worship and build each other up in Christ. (Psalm 111:1, Hebrews 10:24-25, Acts 2:47; 16:5, Romans 12.5-8, Malachi 13:16-17)
- 18. Civil Government:** We believe that government leaders are appointed by God and that they should be prayed for, obeyed and upheld at all times except when they do things that oppose the will of Christ. (Romans 13:1-3, Acts 5:29. Matthew 10:28; 23:10, Revelation 19:16)
- 19. Judgment:** We believe that everyone will stand before God and be judged to receive either eternal life or eternal death. (2 Corinthians 5:10, Matthew 13:41-43)

20. Heaven: We believe that heaven is the indescribably beautiful and glorious home of the Living God where angels continually sing his praises and where believers will one day join them for eternity. (1 Corinthians 2:9, John 14:2, Revelations 7:15-17; 21:4; 22:5)

21. Hell: We believe Hell is a place of outer darkness, sorrow, and eternal torment created as a punishment for the Devil, his angels and all those who reject Christ as their Lord and Savior. (Matthew 13:41-42; 25:41, Revelation 14:10-11; 20:10-15, Mark 9:43-44)

22. Evangelism: We believe that Christians should work diligently to spread the message of the Bible to the entire world. (2 Timothy 4:1-2, James 5:20, Mark 16:15, John 4:35-37, Matthew 9:38)

23. Tithing and Offerings: We believe that God calls all Christians to tithe a portion of their resources in order to meet the needs of the church to spread the gospel of Christ and raise the spiritual morale of God's people. (1 Corinthians 16:1-2)

OUR BELIEFS & CORE VALUES

Our Beliefs align with our church, New Hope Leeward:

1. We believe that every person, Christian and non-Christian alike, is valuable to God and to His Kingdom because people are eternally valuable to God, they are to us as well. Responsible evangelism will always be our cause and ongoing discipleship will always be the core of the ministry. (Matthew 18:14; 25:45, 2 Peter 3:9)

2. We believe that "doing church as a team" is God's design for effective ministry. A Spirit-empowered serving with the willing hearted involvement of every person is vital to God's plan being accomplished. (Ecclesiastes 4:9-12, Psalm 133:1, Ephesians 4:11-16, 1 Peter 2:4-9)

3. We believe that a simple presentation of Jesus Christ in creative ways will impact and transform lives. Relating to our culture through redeeming the arts while remaining true to the Scriptures is a balance we will always keep. This allows us to present the Gospel in such a way that reaches the heart. (1 Corinthians 9:22-23, Acts 17:22-34)

4. In keeping with the Great Commandment, we believe every member should commit to a lifestyle of consistent spiritual growth with honest accountability. A genuine love for God is always the first priority. Every Christian should yearn for continual spiritual growth. Therefore, discipleship through small groups, accountability and open honesty is critical to maturing in our faith (Mark 12:29-31, Acts 2:44-47, 1 Peter 2:2, 1 Timothy 4:7-8, Proverbs 27:17)

5. We believe that every member is a minister who has been given gifts to be discovered, developed, and deployed. We are a gift-based, volunteer driven church. Each believer is created for ministry, gifted for ministry, authorized for ministry, and needed for ministry. (Mark 10:45, Ephesians 2:10, Romans 12:1, 1 Corinthians 12:14-20)

6. We believe that God is worthy of our very best. Therefore, a growing spirit of excellence should permeate every activity. Not perfection but excellence with consistent evaluation and a willingness to

improve for the sake of the Kingdom of God are distinctive of growing ministries. (Psalm 78:72, Daniel 5:12, Colossians 3:17, Ecclesiastes 10:10)

7. We believe that genuine love and caring relationships are key to the life of every endeavor. Refusing to give audience to a spirit of complaining, we will instead be courageous in solving every problem in a way that honors God and builds biblical character. We value healthy relationships by protecting the unity of the Spirit in our church. (James 1:2, 1 Peter 3:8-9, 1 Corinthians 13:8, Romans 16:17, Ephesians 4:3)

8. We believe that the most effective evangelism happens through people inviting people. We believe that a life will reach a life. Each believer develops genuine relationships with friends and family and extends an invitation to them. (Proverbs 11:30, John 1:43-45; 4:28-30)

9. We believe in identifying and training emerging leaders who are fully committed to Christ and who will reach their generation with that Gospel. God is raising up men and women who will take the baton of godly character, authentic faith, and servant-hearted leadership into the next generation. (2 Timothy 2:2, 1 Timothy 3:1, Titus 1:5-9, Psalm 78:6-7)

OUR GOALS

1. To lead children and their families to Christ.
2. To train children and families in the Bible.
3. To develop Christian character
4. To establish a firm foundation in the Word of God so that students are able to evaluate the present and make proper decisions for the future.

SCHOOL-WIDE CHARACTER GOALS

At New Hope Christian School, we believe that Godly characteristics are an important part of character building. Throughout the year, we focus on the sixteen-character traits below and encourage our students to exemplify these character traits both at school and at home.

1. WISDOM & OBEDIENCE – Students will be acquainted with the value and helpfulness of wisdom and distinguish the effects of obedience and disobedience.

- “For wisdom is more precious than rubies and nothing you desire can compare with her.” Proverbs 8:11.
- “The wise in heart accepts commands, but the chattering fool comes to ruin.” Proverbs 10:8

2. ATTENTIVENESS & FAITH – Students will be aware of God’s attentiveness toward them and their need to be attentive to God and others. They will know of examples of God’s trustworthiness and place their faith in His care.

- “The eyes of the LORD are everywhere, keeping watch on the wicked and the good.” Proverbs 15:3
- “Believe in the Lord Jesus and you will be saved – you and your household.” Acts 16:31

3. THANKFULNESS & ORDERLINESS – Students will openly express thanks to God and others as well as know the benefits of orderliness.

- “We give thanks to You, O God, we give thanks, for Your Name is near; men tell of your wonderful deeds.” Psalms 75:1
- “I (wisdom) was there when He set the heavens in place, and he marked out the horizon on the face of the deep.” Proverbs 8:27

4. MEEKNESS & LOYALTY – Students will serve others and understand the pleasantness of loyalty.

- “Honor one another above yourself.” Romans 12:10
- “Never will I leave you; never will I forsake you.” Hebrews 13:5

5. SELF-CONTROL & HONESTY – Students will have control over the choices and speak the truth because it pleases God.

- “He who guards his mouth, and his tongue will keep himself from calamity.” Proverbs 21:23
- “Do not lie.” Leviticus 19:11

6. DILIGENCE & PATIENCE – Students will practice diligence and patience and know the benefits of it.

- “Lazy hands make a man poor, but diligent hands bring wealth.” Proverbs 10:4
- “A man’s wisdom gives him patience.” Proverbs 19:11

7. FORGIVENESS & FAIRNESS – Students will know God’s fairness and know Him as the Great Forgiver.

- “Love your enemies, pray for those who persecute you.” Matthew 5:44
- “Do nothing out of favoritism.” I Timothy 5:21

8. INITIATIVE & LOVE – Students will show initiative and creativity when showing God’s love to others.

- “Whom shall I send? And who will go for us? And Isaiah said, here I am, send me.” Isaiah 6:8
- “If you love me, you will obey what I say.” John 14:15

ATTENDANCE

The following is the State of Hawaii Compulsory Attendance Law: The Hawaii Revised Statutes, Sec. 298-9 states that “unless excluded from school or expected from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years, or before December 31 of any school year, shall attend either a public or private school for and during such year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory shall send the child to some such school.”

Students attending New Hope Christian School are expected to be at school daily.

ABSENCES

Parents are responsible to have their children in school daily. It is the school's responsibility to keep accurate records and to monitor excuses for tardiness or absence. A written or verbal excuse from a parent is required for each absence. Parents call to report absences by 8:30am. Unreported absences will be considered unexcused and will result in zero credit for the days missed. Parents are to report absences to the school office by calling (808) 678-3776 by 8:30am. or absences can be emailed to info@nhcshi.org.

- A. If requesting homework, a parent can call the school office at (808) 678-3776 or email your classroom teacher to request homework by 8:30am so teachers can be informed to prepare assignments for you. Requests received after 8:30am may not be ready the same day. Requested homework may be picked up at the front desk between 3:00-4:00 pm.
- B. Since each day of school is important, absences due to reasons other than health, family situations, and emergencies will be marked as unexcused.
- C. Students missing schoolwork due to excused absences have 2 school calendar days to make up assignments.
- D. All work that was assigned prior to a student being absent will be due upon a student's return.
- E. Students with special family situations or planned absences please notify the school prior to the absence.
- F. Requests for Absence - Parents are strongly discouraged to take vacations or plan ANY personal time off while school is in session. Please notify the school at least two weeks prior to the requested absence. Emergencies will be considered on a case - by - case basis. Once approved, teachers may provide up to five days of assignments in advance. Any assignments/exams missed during the "unexcused" absences will receive a grade of zero. Students may be required to take exams and/or turn in certain assignments in advance of their absence. They must be prepared to turn in all assignments and make-up any missed tests/quizzes upon their return to school. If assignments/exams are not completed by the time grades are due to the office, students will not be eligible to be an Honor Student, in cases where the year ends, assignments will no longer be accepted. **It is required that students leaving the country obtain another tuberculin clearance before returning to school.**
- G. Medical and dental appointments should be scheduled for a time outside of school hours.
- H. Doctor's note:
 - a. A doctor's clearance may be requested if a student's health is questionable.
 - b. A doctor's clearance is required for students returning from absences due to a communicable disease, e.g. chicken pox, conjunctivitis, etc.
 - c. In order for absences to be excused and to comply with state regulations, a doctor's note is required for students missing three or more consecutive days of school.
- I. If a student is absent (excused or unexcused), for twenty days or more in a school year, the school reserves the right to place the student on academic/disciplinary probation, deny promotion, or request withdrawal.
- J. Students who have an unexcused absence from an extracurricular activity may not participate in an activity upon their return, unless approved by the principal.
- K. Truancy is a civil offense and may require police intervention.
- L. Every 3 tardies will equal 1 absence.

M. Students arriving after 10:00 a.m. will be marked as absent, unless arrangements have been made prior with the administrative office.

DROP OFF AND PICK UP PROCEDURES

To ensure the safety of all children, please follow the guidelines below.

Drop Off - Students can be dropped off in front of the church/school building. Please be aware of the pre-school cars that are parked in the marked stalls for their unloading and backing out of those stalls. Ensure a school representative is aware of your child leaving your vehicle to help safely guide them to the front door.

Pick up - Parents must park and come to the front door to pick up your child. Open parking places can be difficult to find close to the front door during the 3:00 - 3:15 school dismissal time. Please help with the safety of your child, by picking them up in person, and walking with them to your vehicle. This will be a time of high traffic in the parking lot for all businesses and the school having customers and parents moving throughout the parking spaces. Your cooperation and patience will be a blessing to others.

PARENT SUPERVISION

When your child is in your care (ie. Before School Care, pick up after school, or school functions) please make sure they stay within arm's reach and are under your constant supervision. Students shouldn't be running or roaming around campus unattended.

REMOVAL OF AUTHORIZED PERSONS

Should a person need to be removed from the pick-up list, it is the responsibility of the parent to provide a written notice to the school to have the person removed from the Emergency Contact List. Please allow 3-5 business days for the changes to go into effect.

ADDITION OF AUTHORIZED PERSONS

To add a person to the authorized pick-up list during the school year, the parents should submit their changes on FACTS SIS under "Transportation". FACTS SIS and notify the school of any changes

made to your account. All additions made will be authorized for the entire school year unless specified otherwise.

EARLY DISMISSAL

Parents need to call the offices (808) 678-3776 or email your child's teacher to request an early dismissal. Please make sure to provide the following information:

1. Time of early dismissal pick up.
2. Reason for early dismissal
3. Person who is picking up your child

To keep class interruptions to a minimum, when a student requires early dismissal, the person picking up the student will check in with the front desk to sign the student out and the front desk will notify the teacher to send your child out to the foyer. No parents or visitors are allowed in classrooms during school hours, unless prearranged with the Administration office.

If a student has excessive, unexcused early dismissals, the student maybe placed on academic probation or not accepted for re-enrollment. Excused early dismissals are illnesses, medical appointments, and approved special family situations. Late notification of an early dismissal may result in an inability to fully accommodate parent requests for assignments.

TARDINESS TO SCHOOL

Punctuality demonstrates courtesy and respect for others. **Students who are not in their classroom at 8:00am are considered tardy** and need to check in at the front desk before proceeding to class. Please drop off your child with enough time to get to class. A parental excuse does not automatically result in an excused tardy; the school will determine whether it is an excused situation. Only medical appointments, transportation breakdown, traffic congestion, and emergency situations are excused. Please remember 3 tardies equals to 1 absence.

PARENT CUSTODY ARRANGEMENTS

New Hope Christian School must abide by the directives of the family court regarding custodial arrangements.

1. Parents must provide all court documents delineating custodial arrangements.
2. Parents should avoid involving school personnel in custody disputes.
3. The school is not responsible for the collection of tuition and fees from a second party.

PARENT-SCHOOL COMMUNICATION

Quality parent communication is important to us. To ensure this, a partnership between home and school is essential. NHCS used the Seesaw app for the teacher to communicate with the student and parents for grades kindergarten through eighth grade. Please ensure you are connected to your student in this application to receive any notifications and communication from your child's teacher. The school also creates an email address for each student, a google based email that gives the student access to shared documents and forms in google drive that the teacher may use during the course of the year.

To promote strong communication between home and school, New Hope Christian School conducts an Orientation for new families, an annual Open House at the start of each school year, and annual Parent/Teacher Conferences after the first quarter each year. In addition to this, we have other avenues for communication such as newsletters, home notes, and kindly reminders sent via email. In addition, all important information and forms can be found on our school website at nhcshi.org under the "NHCS Parents' tab.

COMMUNICATING CONCERNS OR SUGGESTIONS

As the school seeks to continually improve its program of Christian education, parent comments and suggestions are highly valued. Parents are asked to address concerns accordingly:

Classroom concerns:

1. First, speak to the teacher.
2. Should further action be required, parents contact the administrator or the principal.

School-wide concerns:

1. Contact the Administration – info@nhcshi.org
2. If concerns are not addressed, contact the School Advisory Board.

COMMUNICATION – SCHOOLWORK AND HOMEWORK

Weekly Assignment Sheets are posted at the beginning of the week through the Seesaw app. Any assignment not completed during the school day will become homework for that day and are due the following school day. Parents are encouraged to review each day's assignments, especially when a student is absent. The student is responsible to complete all the assignments on the days they are absent and ensure that it is turned in on time.

FRIDAY FOLDERS

Teachers may send home every Friday, or every other Friday the Friday folders that contain previous quizzes and tests. Parents need to review all the work, sign all quizzes and tests, and the student will return the folder on the following Monday.

PROGRESS REPORTS & REPORT CARDS

Progress reports provide an overall picture of a student's progress and development. Parents will receive quarterly progress reports two weeks after the end of the quarter. Refer to the Academic Calendar for specific dates of each quarter.

Parent/Teacher Conferences are scheduled in October and can be arranged as needed with your child's teacher at other times during the year. There will be no school on conference days, please make the necessary arrangements.

PERMISSION FOR USE OF LIKENESS & MATERIALS

Visuals of students, faculty, staff, and parents are taken on campus and at school activities throughout the year; some visuals are published in school publications, promotional materials, audio or video broadcast, social media (Facebook, YouTube, etc.), TV advertisements, and the official school website. Additionally, students' course work, artwork, and verbal quotes may also be used in a like fashion. By signing the Student Photo and Artwork Permission form, students and parents give permission for these likenesses, written material, artwork, and quotations to be used in this manner.

DEPARTMENT OF HEALTH REQUIREMENTS

Hawaii State Law requires that all students entering any Hawaii school must submit:

- A Tuberculosis (TB) clearance
- A completed Health Record Form (HA-16)

The Health Record Form must include a physical examination and all required immunizations. Students missing either of these required documents will not be permitted to enter school on the first day. (Hawaii Administrative Rules Title 11 Chapter 157, Department of Health Immunization Branch 586-8313)

HEALTH CHECKS, ILLNESSES, & INJURIES

A student who arrives at school with a rash or fever or is noticeably ill will not be admitted for the day. Parents need keep a student at home if the child is not well enough to participate in the school day or for the following reasons:

1. Fever within the previous 24-hour period.
2. Cold that is less than three days old.
3. Heavy nasal discharge.
4. Constant cough.
5. Diarrhea or vomiting within the previous 24-hour period.
6. Reddened and/or crusty eyes.

When a student becomes sick or is injured in school, parents will be notified. Unless the illness or injury appears to be in need of emergency help, the student will remain in the office or at the front desk to wait for pick up by a parent or authorized person. If there are no obvious symptoms of illness and no objection by the parent, the student will be allowed to rest for 15-20 minutes, after which time, further assessment will be made as to whether to call the parent or have the student return to class.

The school will not diagnose the cause of illness or the seriousness of an injury or illness. Minor wounds will be cleaned with soap and water and bandaged if needed. All attempts will be made to make the child comfortable as the school contacts the parent.

If a child sustains a serious injury, parents will be contacted, and the student may be taken to the nearest emergency clinic, Queens Medical Center West.

For the safety of all students, the school may request a doctor's clearance if a student's health is questionable. The student may not return to school without a doctor's clearance.

P.E. EXCUSE FROM PARTICIPATION

Students that are unable to participate in P.E. due to an illness or injury needs a note from their physician. Notes must include the following information:

- Date student was diagnosed
- Injury/Illness
- Physical limitations (must be appropriate for the injury or illness)
- Activities student may not perform
- Length of time student is to be excused and when student can resume regular activity
- Signature of physician
-

MEDICATION

No over the counter medication will be administered. Any prescribed medication must obtain prior approval from the parent and administration before it will be administered. (Prescribed medication is defined as medication prescribed by the doctor with the prescription label on the container.)

Parents must complete the **Request for Administration/Storage of Medications in School Form** for students who need to take medication in school. All medication must be brought in its original

container (with a prescription from the doctor) to the office. Medication will be dispensed in accordance with the prescription and the medication form, which describes the type, dosage, situation, or time of medication. Medication should not be in the possession of the student. Parents must notify the office if a child needs to retain an inhaler. If a request form is not received then the parent will need to come to school to administer the medication themselves. We do not allow students to self-administered medications.

MEDICAL COVERAGE/INSURANCE

Students must be covered by medical insurance. Parents must indicate the medical coverage in the appropriate section on the Student Emergency Card.

CHILDREN WITH SPECIAL NEEDS

Admission of children with special needs and/or children presenting some developmental delays will be determined on an individual basis. NHCS will do its best to evaluate each admissions test and interview to see if the student has a reasonable opportunity to be successful in our academic program. The school may need to dismiss a student based on the ability of the school to meet the need of the student.

EMERGENCY AND MEDICAL CARE

Every precaution will be taken to ensure the well-being and safety of each child. In case of an emergency when medical or surgical care is deemed necessary, the school will make every effort to contact the parents. If it is impossible to locate either parent, the child may be taken to the nearest emergency center with prior written consent from the parent. From there, parents may make their own arrangements to have their child transferred to the hospital of their choice.

Accidents of a non-serious nature will be reported to the parent through Seesaw and followed with an Incident Report.

EMERGENCY SITUATIONS & NATURAL DISASTERS

- A. New Hope Christian School will notify the public media (radio and TV stations) of school closure. Families will be notified of closures via email, Seesaw and Brightwheel apps. provided electricity and communication services are available.
- B. It is essential that parents establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. If evacuation advisories are issued, these plans should include shelter locations and transportation means to the shelters; what should be done if the family is

separated; what type of survival supplies will be needed, etc. Such information can be obtained from the Oahu Civil Defense Agency.

- C. Under no circumstance will the faculty/staff evacuate the school grounds until parents or authorized individuals have picked up all students.

In the event of a major storm or disaster, parents are asked to use good judgment as to their children's welfare. Parents should stay tuned to the radio or television regarding school closure.

In the event of an emergency situation, the school will follow the procedures listed:

TSUNAMI WARNING

New Hope Christian School is not in a tsunami inundation zone, so it is not necessary to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING:

- A. If a WARNING is issued while school is in session, students will be cared for until parents can safely pick them up. Parents need not leave work or rush to the school; if they are in or can get to a safe area close to work, it is recommended that they remain in the safe area until the "all clear" is announced and avoid contributing to unnecessary road traffic.
- B. If a WARNING is issued before school begins, school will be closed. Refer to the above section for determining whether school will be open or closed.

HURRICANE/TROPICAL STORM

Hurricane or tropical storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. When a WATCH is issued, the school will monitor the storm and make decisions to close school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience parents at work.

Hurricane or tropical storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less.

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, considerable disruption to the road networks can be anticipated. In the event parents are not able to pick up their children, students will be cared for until parents can safely arrive.

If communication services are available, the school will attempt to give parents a status notification.

GENERAL THREAT

Should a threatening situation arise, students will be directed to the safest location as quickly as possible. Parents will be notified at the earliest opportunity. The administration and staff are trained to follow standardized safety procedures in accordance with the situation. NHCS is a lock down in place for any threat to the safety of the school building.

FIRE DRILLS

Drills will be conducted monthly. Students will leave the classroom in an orderly fashion, under the supervision of teachers, and rapidly (not running) walk single file to a designated meeting place.

ACADEMIC EXPECTATIONS

GRADING SYSTEM

New Hope Christian School's program is designed to develop core knowledge, critical thinking skills, and Christian character that students need to be successful in college and their future. The grading system is designed to communicate student progress in accordance with student attainment of the curricular expectations. Our staff believes each student can learn and be successful and is committed to helping each student flourish.

A is earned by a student who consistently excels beyond expectations: highly dependable, follows directions, accurately completes assignments, is prompt, neat, thorough, collaborates well with others, and is highly accurate in all work.

B is earned by a student who frequently accomplishes beyond expectations; follows directions, accurately completes assignments, is prompt, neat, thorough, collaborates well with others, and is usually accurate in all work.

C is earned by a student who fulfills minimal expectations: attentive, follows directions, completes assignments, is prompt, neat, and thorough, collaborates with others, and completes work with accuracy is earned by a student who frequently accomplishes beyond expectations; follows directions, accurately completes assignments, is prompt, neat, thorough, collaborates well with others, and is usually accurate in all work.

New Hope Christian School's program is designed to develop core knowledge, critical thinking skills, and Christian character that students need to be successful in college and their future. The grading system is designed to communicate student progress in accordance with student attainment of the curricular expectations. Our staff believes each student can learn and be successful and is committed to helping each student flourish.

D is earned by a student who usually does less than expected; irregular in following directions, fails to complete assignments, and is careless in preparation and presentation of assignments.

F is earned by a student who fails to fulfill expectations; inattentive, fails to complete assignments, is uncooperative, and does not participate in class and group projects.

EXCURSIONS

Excursions are educational in nature; therefore, excursion days are treated as academic school days. Students are required to attend field trips. Some excursions will have an entrance and bus fees. A permission form with any costs will be made known. Parents will complete the form and pay for any excursion that has a cost or transportation fee.

PLAGIARISM

Plagiarism is defined as “the act of presenting someone else’s ideas as your own” (The Writer’s Inc.) All materials that do not originate with the student must be appropriately acknowledged. The consequences for plagiarism are a zero for the submitted work, the submittal of an alternate paper, and disciplinary actions.

ACADEMIC PROBATION

Students who do not demonstrate adequate academic progress or who miss excessive class time may be placed on academic or disciplinary probation for a quarter.

A student must maintain a C- average to remain in New Hope Christian School. A student may be placed on academic probation due to:

- A. Falling below a C-average.
- B. Receiving one or more D’s or F’s in core subjects.
- C. Missing excessive class time.
- D. Teacher recommendation.

The student must demonstrate significant improvement in the specified area in order for the probation to be lifted. Students failing to demonstrate significant improvement may be released. Parents are encouraged to communicate with their child’s teacher on a weekly basis and to schedule a conference if one is needed. We expect parents to work with their child to improve their grades. The purpose of probation is for parents, teachers, and students to work together to help the student succeed.

NON-ACADEMIC EXPECTATIONS

GENERAL CONDUCT AND CHRISTIAN TRAINING

New Hope Christian School exists first and foremost to introduce children to Jesus in an atmosphere that is safe, loving, fun and instructional.

As a ministry of New Hope Leeward our goals are:

- To bring honor and glory to God and to serve our Lord Jesus Christ with the help and encouragement of the Holy Spirit.
- To lead each child in worship, fellowship, service and commitment to God.
- To establish a balanced program that will promote the academic, social, emotional, physical, and spiritual development of the child.
- To guide parents in child rearing and parenthood.
- To use the Bible as the guideline for all teachings in the Christian faith.
-

DISCIPLINARY ACTION PLAN

Behavior Management Policy:

Understanding that each child is loved by God, made in His image, and redeemed for His service, NHCS views discipline as a process of developing appropriate behaviors. By providing a rich and engaging environment that allows explorations, learning, physical activity, and quiet times prevents boredom and promotes good behavior. The school has established three school-wide rules to create consistency from classroom to classroom and grade to grade:

1. I will follow directions quickly
2. I will keep my hands, feet, and objects to myself.
3. I will show respect to God, myself, others, and property.

We ask that staff first use indirect guidance techniques:

When rules are not followed, teachers use the following indirect guidance techniques:

- **We give advance warnings:** “You have five more minutes to play before it’s time to clean up”
- **We give choices, when possible:** “You may paint with the other children or you may read a book in the quiet corner”
- **We have regular routines:** “We always wash our hands before lunch. After lunch is story time.”
- **We redirect students:** We tell the child what we expect just once, followed by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
 1. **Validate** the child’s feelings. Seek to understand.
 2. **State the desired behavior.** Explain to the child the correct behavior and why it is desired.

3. **Seek clarification.** Ask the child clarifying questions to check for understanding.
4. **Offer** choices when possible:
 - Can you do it on your own?
 - Do you need me to help you?
- *If the child does not comply...*
 - **Repeat steps 2 through 4 once.**
- *If child resists and becomes oppositional, then let the child know:*
 - **Okay, I am going to help you.**
- *If child becomes physically uncontrollable-remove from class.*

We are consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use direct guidance techniques when needed:

At New Hope Christian School, the discipline goal is educating and redirecting children. It emphasizes cooperation.

- **We use affirmative statements:** “We use walking feet indoors” rather than “Don’t run” or “Use your words to tell us you are angry” rather than “Don’t hit!”
- **We get the child’s attention** by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- **We try very hard to be fair:** We examine our expectations to make sure they are age appropriate.
- **We avoid arguments** by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem. “You can choose a quiet place to calm down or I can choose one for you.”
- If a child is unable to demonstrate self-controlling behavior, a brief “**Quiet Time**” (time out) results in the child regaining control. “**Quiet Time**” (time-out) occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as a punishment.

These quiet time steps are as follows:

- Warning
- Quiet Time
- Conflict resolution
- Follow through

If a child is unable to gain control and requires more individual attention that cannot be given within the child-to-staff ratios, we may need to contact a parent. Repeated uncontrollable behavior may lead to termination of enrollment.

DISCIPLINARY PROBATION

New Hope Christian School is not to be viewed as a reform school; therefore, students requiring excessive administrative intervention will be released. A student who displays a poor attitude and conduct may be placed on behavioral/disciplinary probation. Disciplinary actions taken with regard to

the student can become part of the student's permanent records. Students may be sent home at the discretion of the school Admin depending on the severity of the situation, parents will be contacted.

APPEARANCE & DRESS STANDARDS

As a Christian school, New Hope Christian School seeks to instill modest dress standards in its students. School uniforms are required and the uniform supplier information is provided to parents.

All students are expected to wear:

- A. School uniforms (includes a polo shirt and appropriate shorts, pants, or skirts) must be worn Tuesday - Thursday of each week.
- B. **Khaki, dark blue, black, or blue denim pants** (no faded jeans, ripped jeans, or sweat pants)
- C. Shorts or skirts must be **khaki, dark blue, denim blue or black** and must be mid-thigh or longer. (measurement will be when hands are placed to sides, at the longest fingertip level)
- D. **FOOTWEAR** - Closed toe shoes or athletic shoes with socks should be worn at all times. Sandals with a back strap or Crocs with a back strap may be worn on free dress days. No heels of 1" or higher for K-5 and 2" or higher for Grades 6-8.
- E. **P.E. ATTIRE** - Uniform P.E. shirt and shorts must be purchased through the uniform supplier and worn on P.E. days. Athletic shoes and socks are required. Students who arrive at school without the proper uniform and shoes on P.E. days will not be permitted to participate in P.E. and their grade will be affected. P.E. uniform shirts and shorts should only be worn on P.E. days and possibly on excursions when directed.
- F. **FIELD TRIPS** - Students will wear their P.E. uniform shirt, athletic shoes and socks, and blue jeans pants or shorts.
- G. **HAIR** - Hairstyle must be neat, clean, and cut and not cause a distraction to the individual or others students. Should a hairstyle cause interruption to the learning environment, students will be sent home and parents will be asked to correct the hairstyle before the student will be allowed to return back to class. Long hair should be styled in a way to keep it out of the eyes and face. Hairstyles should be conservative and modest. No extreme hairstyles such as mohawks or shaved patterns in the hair.
- H. **JEWELRY** - To promote safety and avoid damage or loss, students may not wear jewelry with the exception of watches and stud earrings for girls. **Boys are not allowed to wear earrings or gauges at any time while at school.** Students may wear medical identification. If jewelry becomes a distraction for the individual or other students, the student wearing the jewelry will be sent home and parents will be asked to correct the situation before the student will be allowed to return to class.
- I. **HATS** - Hats are not to be worn inside the school facilities. Students may wear baseball-type caps or visors and protective eyewear (UV protection) for outdoor activities.
- J. **MAKE-UP** - Make-up is limited and should be modest. Lipstick and eye make-up are not necessary in school. Lip gloss or chapstick are allowed. Any make-up that is heavy and distracting is not allowed in school.

- K. Clothing and items (backpacks, lunch boxes, etc) with questionable characters or items are prohibited.

FREE DRESS

Every Monday, students will be allowed FREE DRESS:

Clothing should be comfortable and allow students to play & move.

- A. Clothing must have appropriate language and graphics. Foul language or skulls, guns, blood, bikinis will not be allowed.
- B. No strapless tops or spaghetti strap tanks or dresses.
- C. Straps on dresses or tanks must be at least 2 " wide
- D. No plunging necklines in the front or back.
- E. No faded or torn jeans.
- F. Tops must be long enough so that no midriff shows with normal activity.
- G. Shorts and skirts must meet the standard above.
- H. Footwear must meet the standard above. Sandals with a back strap or Crocs with a back strap may be worn on free dress days. No heels of 1" or higher for K-5 and 2" or higher for Grades 6-8.
- I. Skin-tight, oversized, or see-through clothing is not allowed.

PERSONAL POSSESSIONS

Children are not allowed to bring toys and other personal belongings (not required) to school. NHCS will not be responsible for lost or broken items.

LOST ITEMS

All personal belongings brought to school need to be labeled with your child's name (even initials help) on it. Children are not allowed to bring toys, books, bags and other personal belongings that may be misplaced, broken or lost. Things that are expensive, hard to replace, borrowed and not belonging to your child or anything of value should NEVER be brought to school. ***All personal belongings MUST be within your child's cubby.*** Items that do not fit inside the cubby must be taken home immediately. Your child's belongings should never be left on top of the cubbies where it could easily be mistaken for another child's. Items you suspect that may have been misplaced or lost need to be reported to the office as soon as possible. We will not be held responsible for items lost, misplaced, or damaged at school. You and your child bring these things at your own risk.

SOLICITATION

Solicitation by students or families to fundraise for any outside groups or organizations is not permitted on campus. Students may not buy, sell, or trade personal belongings on campus.

TELEPHONE USAGE & CELL PHONES

To promote an optimal learning environment, cell phones are not allowed to be used while on school campus. The following rules apply:

- A. Phones must be turned off and turned into the teacher when the student enters class.
- B. Phones that are out or on during school hours will be confiscated.
- C. The school will not be held responsible for missing or damaged phones.
- D. Use of headsets, headphones, apple watches, or earbuds is prohibited.
- E. In case of an emergency, parents wishing to contact a student during school may call the school office at (808) 678- 3776 or (808) 321-6635.

Students will be allowed to use the office telephone only after securing permission from the teacher and office staff. Calls will be limited to emergencies only.

RESPONSIBLE COMPUTER USE POLICY

The student experience at New Hope Christian School is enhanced by the use of technology. All computer usage is subject to supervision, and Internet access is filtered. It is possible, however, that students may accidentally or deliberately access inappropriate material. Parents are encouraged to discuss responsible computer usage and Internet safety with their children.

Students and their parents must complete a technology usage agreement before access to technology is given.

COMPUTERS FOR ACADEMIC PURPOSES

No personal computers and electronic devices will be allowed on campus. Computers and electronic devices will be issued by the school, or borrowed from the school and be used for academic purposes only.

- A. You may not use a computer without staff supervision.
- B. You may use the computer to fulfill classroom assignments.
- C. You may not change or give out your username or password.
- D. You will use your username and password only.
- E. You will be held responsible for any violation that occurs under your network account.
- F. You will not post personal and private contact information about yourself or other people.

- G. You will promptly disclose to your teachers or school administration if you receive any inappropriate messages or anything that makes you feel uncomfortable.
- H. You will not use obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful language.
- I. You will not participate in any “cyber bullying”.
- J.

LIMITATIONS OF LIABILITY

- A. The school makes no guarantee that the functions or the service provided will be error-free or without defect.
- B. The school will not be responsible for any damage you may suffer, loss of data, or interruptions of service.
- C. The school will not be responsible for any financial obligations arising through the unauthorized use of the network.
- D. You and your parents can be held financially responsible for any harm to the network as a result of your intentional misuse.

ADMISSIONS

EQUAL OPPORTUNITY

NHCS accords all children the same rights, privileges, programs and activities. Applications for admission are accepted without regard to race, color, national or ethnic origin.

TUITION, DATES, & HOURS

A detailed school calendar can be downloaded from our school website at www.nhcshi.org

Elem./Middle School Program	M,T,Th,F 7:00am – 3:00pm Wed. 7:00am - 1:30pm	\$7,950 per year. includes morning snack
Afterschool Care	M,T,Th,F 3:00pm – 5:30pm Wed. 1:30 - 5:30pm	\$600 per year includes afternoon snack

Students need to be picked up between 3:00 and 3:15. For those families who need after school care, please notify the school prior to the first day of school to ensure we have adequate staffing and care of those enrolled. Students in afterschool care need to be picked up before 5:00pm. If a child is picked up after 3:15 or after 5:00pm for those in after school care, a late fee of \$1.00 per minute for each minute past the pick up time.

Comprehensive Fee is non refundable. A **Deposit Fee** is collected one time at the first year of enrollment. The deposit fee will be held until a student is withdrawn at the end of the school year or upon graduation and will be refunded if there are no outstanding balances. The Deposit Fee will be retained by the school in the event of early withdrawal or dismissal.

FACTS SIS and FORMS

After enrollment, NHCS will create a FACTS SIS (student information system) account. After being notified the FACTS SIS account has been created, parents will be able to create a login and will need to populate the five forms to ensure the school has the correct information:

- Custodial Parent Form, Emergency Contact, Student Demographic, Student Medical Form and Transportation Form

Parents are expected to update any of these forms when information has changed.

FACTS MANAGEMENT

All monthly tuition will be paid through FACTS. A FACTS account will be set up by the parent after the FACTS SIS account has been created prior to the start of the school year. FACTS allows the flexibility for parents to choose an account (checking, savings, or credit card) to pay for tuition. Parents may also select a day or days for withdrawal. There is an annual fee for each family account that is paid at the start of the school year. Late payments will no longer be paid to the school but instead will be paid to FACTS. Those families choosing to pay in full are also required to have a FACTS account.

TAX PURPOSES

Receipts for all tuition payments can be downloaded each month through FACTS. You can also print your statements from FACTS.

FEDERAL ID #26-0134096

GENERAL EXCISE TAX #137-599-3856-01

HEALTH RECORDS

The State of Hawaii requires all students enrolled to have a completed DHS (Form 908) and a Health Examination Record (Form 14); which includes updated (within 1 year from date of enrollment) immunization records, physical examination and TB skin test clearance. This form(s) must be turned in on or before the first day of school. **YOUR CHILD WILL NOT BE ALLOWED TO START SCHOOL UNTIL THESE FORMS HAVE BEEN RECEIVED.** DHS 908 Form must also be completed.

**A physical and completed form 14 (shot record) is due no later than 30 days after the start of school. However, a TB clearance is required before a child can start school.*

REQUIRED DOCUMENTS

Once your child is accepted to our program the following documents must be submitted.

- Form 14 Medical Form
- Copy of your child's Birth Certificate
- TB Clearance
- Handbook Agreement Form

STUDENT FILES

Parents of current or former students have the right to see any student records related to their child(ren) which are maintained at our school. Any parent requesting to view a file must provide at least 3 days advance notice and will be able to view the file in the presence of administrative staff.

WITHDRAWALS

Each child is accepted with the understanding that he/she will remain in school for the entire school year. A written notification of withdrawal needs to be submitted 30 days prior to the withdrawal date. The notification needs to list the last day the student will be in attendance. The deposit will be forfeited when the withdrawal is during the school year. Parent(s) will be responsible for payment of the tuition increment due during that 30 day notice period.

TRANSFER PROCEDURES

If a student will be transferring to another school during the school year, parents must also complete a *Release of School Records* form which can be requested in the school office.

The student must return all borrowed textbooks, library books and all school property before the last day of attendance.

FEES

REGISTRATION FEES

Applications are available online on our website. A \$55.00 one time, non-refundable fee is due when submitting your application. An application fee is not required for continuing students who are already enrolled at NHCS.

NEW STUDENT DEPOSIT

In order to secure your child's space for the upcoming session, the deposit fee is required. The deposit fee is held until your child withdraws at the end of the school year, or you graduate from our program, and if there are no outstanding fees, the deposit will be refunded. The deposit fee is forfeited when a child is withdrawn during the school year.

COMPREHENSIVE FEE

The comprehensive fee is collected at the beginning of each school year. This fee covers curriculum, subscriptions, and other misc. costs. The fee is nonrefundable after it is received by the school.

EXCURSION FEES

School excursions greatly enhance the education afforded to your child. They will be held several times throughout the school year. Several weeks before each excursion a permission slip will be sent home indicating the details of the excursion, including the fee that needs to be paid by the parents.

LATE PAYMENT and RETURNED CHECK FEE

FACTS Management will assess a late fee that is paid to FACTS when the automatic payment is not funded. For any fee paid to the school with a check, a fee of \$30 will be charged for any check returned to our bank as NSF.

FEES ARE NON-REFUNDABLE

No discounts or reimbursement of fees will be given for holidays, vacation periods, and/or absences resulting from illness, or personal/family vacations for both the school year and summer session. No refunds will be given once fees and/or tuition payments are made.

LATE PICKUP FEES

An overtime fee will be charged for late pick up at the rate of \$1.00 for every minute past 3:15 pm. For students in afterschool care, late pick up fee is \$1.00 for every minute past 5:00 pm. Please extend a courtesy call to our office if you are running late (808) 678-3776. Late fee payments are due upon pick up of your child or the next day.

MONTHLY RECEIPT FEES

Monthly receipts can be downloaded from FACTS at no additional charge

PAST DUE ACCOUNTS

Past-due accounts may result in disenrollment until the account is fully resolved All accounts must be cleared by the end of the school year in order to avoid the following:

- A. Final grades will not be calculated or report cards will not be issued.
- B. Denied re-enrollment for the following school year. Your child's slot for the following school year may be given to those on the waiting list.
- C. A past due account may be sent to collections.

CURRICULAR AREAS

- Bible
- Language Arts (Grammar, Reading, Phonics, Speech, Spelling, Writing)
- Mathematics
- Social Studies
- Science and Health
- Physical Education
- Music
- Art/Crafts
- Technology
- Language

GRADING SYSTEM

Grading is a reflection of student achievement of curricular expectations. The general scale used for grading work that yields numerical scores is as follows:

97-100	A+	77-79	C+
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94-96	A	74-76	C
90-93	A-	70-73	C-
87-89	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
		59 or less	F

HOMEWORK

The purpose of homework is to reinforce daily instructional concepts, develop strong study and work habits, and instill personal responsibility. Assigning homework as busywork is avoided.

Parent involvement is an important aspect in shaping good study habits and a positive attitude toward learning. Parent help is most beneficial when the student is guided but not relieved of opportunities to learn. Parents are asked to:

- A. Provide a consistent schedule for study.
- B. Provide an area away from noise and distractions.
- C. Provide breaks during studying times.
- D. Set a specific time each day for homework.
- E. Follow up to ensure all assignments have been completed.
- F. Sign the daily homework log.

STUDY LOAD GUIDELINE

Below is the study guideline that reflects the approximate amounts of time for homework for an average student. Time involved varies according to the student’s ability. Certain projects and other specified studies generally require more time.

Grades K – 2	30-45 minutes daily
Grades 3-5	45-75 minutes daily
Middle School	60-90 minutes daily

Incomplete homework will not be excused unless a note from a parent is submitted to the teacher explaining the emergency circumstances.

PARENT ORIENTATION

A mandatory parent orientation is held in July. At least one parent must attend; this meeting establishes the important partnership with the home. General information will be discussed. Students are not to attend this session.

NUTRITION

Elementary students may not bring soda and candy except on special designated days with approval of administration. Chewing gum is not permitted.

HOME LUNCH

All home lunches should be packed in lunch boxes or coolers (Paper bags are allowed only when requested on excursion days). Please prepare a nutritious lunch, with all necessary utensils and that will not need heating up, refrigeration, or additional preparations. All lunch boxes should be left on top of the cubby area located inside your child's respective classroom; and away from direct sunlight.

Please remember to label your child's lunch box and containers and inform the teacher that your child has home lunch that day.

The school will provide milk and water.

SNACKS

Students should be sent to school with healthy snacks that they will be able to consume during their 15 minute snack time. Snacks will not be allowed during lunch unless a student has a home lunch.

SHARING FOOD

Students are not allowed to share their food or snacks due to allergy and dietary restrictions for some students. NHCS reserves the right to prohibit sharing or trading of snacks and/or home lunches.

ALLERGIES AND DIETARY RESTRICTIONS

WE ARE A NUT-FREE SCHOOL

Due to the increasing numbers of children that are allergic to peanut products, New Hope Christian School will not allow any peanut products on site. If your child is allergic to, or for some reason cannot consume foods offered through the school or hot lunch program (i.e. milk or dairy products), please notify the school office and teacher in writing and make arrangements for nutritious substitute foods. Please keep in mind that it is the parent's responsibility to review the snack and lunch menus and to remind the teacher of any food substitutes.

CODE OF CONDUCT

ACCEPTABLE CONDUCT

All NHCS students are expected to lead and be examples of Jesus Christ. Below are specific expectations of an NHCS student:

- Obey and respect their teachers and other NHCS or NHL staff
- Respect others
- Respect the property of others
- Using words and actions that are kind
- Being honest and truthful
- Follow the NHCS dress code

UNACCEPTABLE CONDUCT

Below are some examples of conduct that is not acceptable:

- Disrespectful towards teachers, NHCS/NHL staff, students, parents, volunteers
- Running or talking loudly in the hallways
- Interrupting a teachers, staff member, fellow student, or parent while they are talking
- Dishonesty, lying, cheating, or stealing
- Threatening or teasing others; aggressive behavior
- Pushing, hitting, fighting, wrestling, or any other physical behavior
- Use of profanity or vulgar gestures

DISCIPLINE

Students displaying unacceptable conduct will be held accountable for their actions. Consequences can be: verbal warning, counsel, written warning with parent's signature, phone call to parents, loss of recess, parent conference, immediate pick up, or suspension.

Consequences are given after looking at all factors in a situation. Teachers are first to handle behaviors, however, in cases with serious behavior issues or if a behavior isn't corrected after an attempt then the student will be sent to the assistant director or headmaster.

Our goal is to train our students to reflect on their actions and how to make the better choices that will glorify God.

TRANSPORTATION

New Hope Christian School does not provide transportation to and from school. During excursions, the school will arrange transportation through a charter bus company.