



PARENT / STUDENT HANDBOOK

**School Year
2025 - 2026**

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

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*Handbook is subject to change

SECTION

1

School Wide Information

GENERAL INFORMATION

HOURS OF OPERATION

Early Morning Club*	Monday - Friday	6:30 a.m. - 7:00 a.m.
Preschool Program	Monday - Friday	7:00 a.m. - 5:00 p.m.
Elementary/MS Program	Mon. /Tues. /Thurs. /Fri.	7:00 a.m. - 3:00 p.m.
Elementary/MS Program	Wednesday	7:00 a.m. - 1:30 p.m.
**Afterschool Kids Club	Mon. /Tues. /Thurs. /Fri.	3:15 p.m. - 5:00 p.m.
**Afterschool Kids Club	Wednesday	1:45 p.m. - 5:00 p.m.
Office	Monday - Friday	8:00 a.m. - 4:00 p.m.

**Early Morning Club is provided for an additional fee for PS - MS students.*

***Afterschool Kids Club is provided for an additional fee for Elementary/MS students.*

CONTACT INFORMATION

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

ADMINISTRATION

Principal	Mr. Erwin Udarbe
School Support Administrator	Mrs. Lois Julian
Admissions Administrator	Mrs. Karen Mosca

HOW TO REACH US

If for any reason you need to reach the Administration, please send an email to info@nheshi.org. You may also call the Front Desk School Reception Line at (808) 678-3776 from 8:30am-4:00pm and leave a message if no one picks up. We will get back to you as soon as we can.



Letter From the Principal:

Aloha NHCS ‘Ohana!

Upon retiring from the Hawaii Army National Guard after 20 years of service and moving on from the accounting sector, I now could not see myself anywhere else other than contributing to reach, teach, and discipling our youth.

Six years ago, I first entered the education profession when I took the chance and “tested” God when I submitted my teacher application here at New Hope Christian School. Having little experience with children other than my own, I thought it was a far shot and believed if I were to get the job it would have been because of God. I am humbled and honored that He opened that door for me into the education field.

As a teacher first, and now the Principal/Director of New Hope Christian School, I am excited for the upcoming 2025-2026 school year and what God has in store for this ministry of New Hope Leeward!

Blessings,

Erwin Udarbe
Principal
New Hope Christian School

OUR MISSION & VISION

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 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)
- 2. 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)
- 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 that 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 the 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 with 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 definitely 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)

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 (NIV)
- “The wise in heart accept commands, but a chattering fool comes to ruin.” Proverbs 10:8 (NIV)

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 (NIV)
- “Believe in the Lord Jesus and you will be saved – you and your household.” Acts 16:31 (NIV)

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. We recount your wondrous deeds.” Psalms 75:1 (ESV)
- “I (wisdom) was there when He set the heavens in place, when He marked out the horizon on the face of the deep.” Proverbs 8:27 (NIV)

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

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

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

- “The one who guards his mouth and tongue will keep himself out of trouble.” Proverbs 21:23 (NIV)
- “Do not lie.” Leviticus 19:11 (NIV)

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 (TLV)
- “A wise person is patient.” Proverbs 19:11 (ICB)

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 (NASB 1995)
- “Do nothing out of favoritism.” I Timothy 5:21 (NIV)

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 (ESV)
- “If you love me, you will do what I say.” John 14:15 (NLV)

ACCREDITATION & LICENSURE INFORMATION

Our school is accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC) and Association of Christian Schools (ACSI).

We are licensed by Hawaii Council of Private Schools (HCPS) and State Department of Human Services (DHS).

ACS WASC ACCREDITED

The ACS WASC, a world-renowned accrediting association and one of the six regional accrediting agencies in the United States, works closely with the Office of Overseas Schools under the U.S. Department of State.

Mission: ACS WASC advances and validates quality ongoing school improvement by supporting its private and public elementary, secondary, and postsecondary member institutions to engage in a rigorous and relevant self-evaluation and peer review process that focuses on equity, inclusion, and access to high-level, rigorous learning opportunities for all students.

ACSI ACCREDITED

For more than 40 years, ACSI has faithfully lived out its mission around the world.

Mission: To strengthen Christian schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Jesus Christ.

Vision: ACSI will become a leading international organization that promotes Christian education and provides training and resources to Christian schools and Christian educators.

HCPS LICENSED

The Hawaii Council of Private Schools (HCPS), the licensing arm of HAIS, is authorized by the Hawaii State Legislature to license all private schools offering K-12 educational programs in the State of Hawaii in order to verify that they meet and maintain minimum safety and health requirements set by the State.

HAIS advocates on behalf of independent education in Hawaii, provides services that strengthen individual schools and engages them to achieve educational quality and excellence for all students.

DHS LICENSED

By law, anyone who cares for more than two children, ages 2 through 5, not related by blood, marriage, or adoption, with or without payment, must be licensed by the State Department of Human Services (DHS).

Child care is regulated by DHS to ensure the safety and well-being of young children and reduce risks of harm. DHS has established specific standards for all child care providers to safeguard all children.

ADMISSIONS INFORMATION

EQUAL OPPORTUNITY

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

CONTINUOUS ENROLLMENT (RETURNING STUDENTS)

New Hope Christian School follows the “Continuous Enrollment” policy. Once you enroll in NHCS, the re-enrollment each spring is automatic. Parents only need to notify the school when their child is going to be withdrawn at the end of the current school year. Beginning in the spring, current NHCS families will be reminded that enrollment is automatic and to let the school know if they are not continuing to the new year. The new year’s comprehensive fee will be automatically withdrawn during summer of the current school year in their FACTS account.

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. Parent(s) will be responsible for payment of the tuition increment due during that 30 day notice period. The deposit fee made at the time of enrollment will be refunded as long as there are no outstanding fees. Deposit refunds are processed in the month following the child’s last day of school and are issued by check to the mailing address on file in the school’s student database, FACTS SIS (Student Information System)

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 from the school office. The student must return all borrowed textbooks and all school property before the last day of attendance.

ACCOUNTING INFORMATION

FACTS SIS FORMS

During enrollment, NHCS will create a FACTS SIS (Student Information System) account. During the school year, parents have the option to create a login and may update the five online forms to ensure the school has the correct information:

- Custodial Parent Form
- Emergency Contact Information
- Student Demographics
- Student Medical Form
- Transportation Form

Parents are expected to inform the school of any updates of 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 and payment plan selected 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(s) for payment withdrawal(s). There is an annual FACTS fee for each family account that is paid at the start of the school year. Late payment fees will be paid in FACTS. Those families choosing to pay in full or expect to receive tuition subsidies and/or scholarships are also required to have a FACTS account.

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. Re-enrollment for the following school year will be denied. 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 collection agencies.
- D. Deposit will be applied to the outstanding balance.

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 (Insufficient funds).

MONTHLY RECEIPT FEES

Monthly receipts can be downloaded from FACTS at no additional charge.

TAX PURPOSES

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

FEES

REGISTRATION FEE

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.

COMPREHENSIVE FEES

A required annual comprehensive fee will be due at the beginning of each school year. This fee covers curriculum materials, subscription services, and other miscellaneous fees. The comprehensive fee is *non-refundable*.

NEW STUDENT DEPOSIT

A deposit fee is required to secure your child's space for the upcoming session. It is refundable only if your child graduates or withdraws at the end of the school year and there are no outstanding balances. Withdrawals before the end of the school year forfeit the deposit.

EXCURSION FEE

School excursions greatly enhance a student's education. They may be held several times throughout the school year. A permission form will be sent home indicating the details of each excursion, including any fees that may be required by the family.

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.

FUNDRAISERS

In order to provide quality education at an affordable price, NHCS encourages full participation in school fundraisers each year. NHCS is committed to fundraising campaigns that are flexible and designed to be mindful of your family commitments.

If you would like to be a part of the Fundraising Committee to plan these fundraisers, please email us at PTOhana@nhcshi.org

LEGAL DOCUMENTS

CHANGE IN STUDENT FILE & INFORMATION

You may change demographic information in your child's file at any time. Those changes can be made at any time on FACTS SIS or you may email info@nhcshi.org and NHCS Admin will update the SIS database manually.

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. Please give advance notice so Admin can prepare the files.

PARENT CUSTODY & FAMILY ARRANGEMENTS

NHCS 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.

DROP OFF & PICK UP PROCEDURES

Preschool	Grades K-8
Drop Off - All preschool children must be escorted to the front doors and “checked in” using the Brightwheel app. Please ensure a school representative receives your child.	Drop Off - Students can be dropped off in front of the church/school building (“drive-thru” drop off). Please be aware of the preschool cars that are parked in the marked stalls for their unloading and backing out. Ensure a school representative receives preschool students or is aware of the older students exiting a vehicle.
Pick up - Parents (or authorized persons) must come to the front door and “check out” their child. School staff will verify authorization by asking to see the Brightwheel app with the child’s name.** One authorized person is allowed to walk to the classroom to pick up the child.	Pick up - Parents must park and come to the front door to pick up their child(ren). Open parking spots can be difficult to find close to the front door during the 3:00 - 3:15 school dismissal time or 1:30 - 1:45 on Wednesdays. Please help with the safety of your child, by picking them up in person, and walking with them to your vehicle. This is a time of high traffic in the parking lot for all businesses and the school. Your cooperation and patience will be a blessing to others.

**NOTE: high pick-up volume occurs between 3:00-3:15 on M,T,Th,F and between 1:30-1:45 on Wednesdays.*

***If an authorized person does not have the Brightwheel app, they will need to show a valid ID to the staff and sign out at the front desk.*

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, parents should submit their changes on FACTS SIS under “Transportation”. FACTS SIS will notify the school of any changes made

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

For Preschool families, please notify Admin if you would like to add an authorized person so we can invite them on Brightwheel.

EARLY DISMISSAL

Parents need to message your child's teacher to request an early dismissal using the Brightwheel app. 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

Late notification of an early dismissal may result in an inability to fully accommodate parent requests for assignments.

PARKING LOT

The parking lot will be monitored during school hours by the shopping center personnel. Unauthorized vehicles parked in the lot will be towed away at owner's and/or driver's expense. Please, no loitering in the parking lot.

LATE PICKUP FEES

An overtime fee of \$2.00 per minute will be charged for any pick-up after the last scheduled pick-up time of 5:00 pm. Late fee payments will be billed to your child's FACTS Tuition Management account. If you are running late, please contact your child's teacher through the Brightwheel app.

**NOTE: continual late pick-ups may be grounds for suspension.*

EMERGENCY PROCEDURES

EMERGENCY SITUATIONS

If an emergency or disaster occurs, parents should stay tuned to the radio or television regarding school closure. Your assistance in ensuring that your child understands the need for purposeful behavior and cooperation under such circumstances is of major importance.

The following procedures recommended by the Oahu Civil Defense Agency will be taken in the event of a major disaster.

1. Families will be notified of closures via email, text message, and the Brightwheel app provided electricity and communication services are available.
2. Under no circumstance will the faculty/staff evacuate the school grounds until parents or authorized individuals have picked up all students.

FIRE

1. Fire drills will be held quarterly.
2. Under the supervision of teachers, children will leave their classroom in an orderly fashion, and rapidly walk (not run) single file to a designated meeting place outside of the building.
3. In the event our facilities are damaged by fire and uninhabitable, we will call for you to pick up your child as soon as possible.

TSUNAMI

Our school is not in a tsunami inundation zone, so we do not need to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING:

1. If a Tsunami WARNING is issued while school is in session, our teachers will remain with the children, feed, and take care of them, until they can be picked up safely. You need not leave work or rush to school. If you are or can get to a safe area close to where you are, it is recommended that you remain there until the “all clear” is announced and avoid contributing to unnecessary traffic on roads and highways.
2. If a Tsunami WARNING is issued before school begins, the school will be closed. See “***Other Reminders***” at the end of this section.

HURRICANE/TROPICAL STORM

1. Hurricane/Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects.
2. When the Hurricane/Tropical WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING.
3. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less.
4. If a WARNING is issued while school is in session, our teachers will remain with the children, feed, and take care of them, until they can be picked up safely.
5. If a WARNING is issued before school begins, the school will be closed.

EARTHQUAKE

1. Should an earthquake of significant magnitude occur on Oahu, we can anticipate considerable disruption of our road networks. If your children are at school, you may not be able to get them even though you live close by. Please be assured that we will take care of the children until you can safely pick them up. If communication services are available, the school will attempt to give parents a status notification.
2. If indoors, we will stay indoors and take cover under desks and tables, supported doorways, etc. If outdoors, we will stay outdoors and move toward an open area, away from the electrical lines. We will not practice evacuation during these drills.

LOCKDOWN

1. School facility will be locked down.
2. All children will be accounted for and kept in the classrooms.
3. Entering and exiting the school facility will not be permitted for the duration of lockdown.

4. Facility will remain locked down until the “all clear” has been received.

GENERAL THREAT

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

OTHER REMINDERS

1. A good rule of thumb for school closures. If it is announced over the radio or TV that the public schools are closing, we will likely also be closing. Under no circumstances will we close until parents or authorized individuals have picked up all children.
2. Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.
3. It is essential that you establish individual and family plans for Tsunami, Hurricane, Earthquake, and flooding. These plans should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Please contact the Oahu Civil Defense Agency for a brochure that explains in detail all you need to know and do.

HEALTH & WELLNESS

HEALTH CONSULTANT

The Department of Health has assigned a health consultant who works with NHCS throughout the year. The consultant provides support with health related concerns at the school and updates any changes in policies relevant to NHCS. The health consultant also provides training to the school staff as needed.

SANITATION PROCEDURES

1. Cleanliness of Classrooms

- Daily Cleaning:
 - Desks, tables, and chairs are wiped down with disinfectant wipes regularly.
 - Floors are swept or vacuumed at the end of the school day and mopped at least once per week or more if needed.
- Weekly Cleaning:
 - Dusting of bookshelves and other storage areas.
 - Wiping down of commonly shared materials (e.g., classroom supplies, manipulatives, toys) weekly.

2. Common Areas (Hallways, Restrooms, Cafeteria, etc.)

- Daily Cleaning:
 - Hallways are swept and mopped daily to remove dirt, dust, and debris.
 - Restrooms are cleaned and disinfected multiple times a day. Soap dispensers are filled, and paper towels are maintained daily.
 - Trash bins in all common areas are emptied at least once a day.
 - Tables and chairs after each lunch session are wiped down daily. Floors are swept after meals are served.
- Weekly Cleaning:
 - Restroom walls are cleaned and other frequently touched areas like door handles, faucets, and light switches.
 - Air vents are cleaned and air filters in HVAC systems are replaced as needed.

3. Health and Safety Protocols

- Hand Hygiene:
 - Handwashing is done before meals and after using the restroom. Hand sanitizers are available throughout the building, especially in classrooms and hallways.
 - Signage for proper handwashing techniques are posted in restrooms and classrooms.
- Sick Students and Staff:
 - Anyone feeling unwell is encouraged to stay home.
 - Sick students are isolated in a designated area until they are picked up.
 - In case of illness, areas used by the sick person are sanitized as soon as they leave.
- Personal Protective Equipment (PPE):
 - Masks and gloves are provided to staff as needed.
 - Proper PPE usage is encouraged at all times.

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.

MEDICAL CARE

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 Oahu.

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.

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

ILLNESS AND INJURY

You will be asked to **pick up your child immediately (within the hour if possible) or keep your child at home** for the following reasons:

- Fever of 100 degrees or higher
- Vomiting
- Constant coughing/sneezing
- Cloudy or green nasal discharge
- Head lice
- Diarrhea
- Injuries requiring immediate care of a physician or injuries that will not allow the child to function reasonably or participate in regular school activities.
- Is unusually fussy, cranky, and generally not him/herself.
- Is unusually tired. (Rest at such time may prevent the development of a serious illness.)
- Has symptoms of a possible communicable disease (sniffles, red eyes, sore throat, headache, abdominal pain, and/or fever etc.)

IMPORTANT: If you suspect your child may have been exposed to a communicable disease and/or if your child's physician confirms a possible case of a communicable disease, please notify the school office at once.

Your child may return to school:

- After recovering from or having been free of symptoms for the last 24 hours without use of medication.
- Cold is over but is left with a minor nasal drip.
- Reasonably recovered of any injuries that would allow your child to function normally in class.
- If you suspect your child may have contracted a communicable disease, please keep your child home for the duration of the incubation period. Your child may return to school after being free of any symptom for the duration of the incubation period.
- If your child is home with a communicable disease, your child may only return to school with a signed re-admission slip from your 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-administer medications.

****NOTE: New Hope Christian School has the right to refuse to administer medication at any time.***

HEALTH RECORD

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.**

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

REQUIRED DOCUMENTS

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

- Form 14 Medical Form
- Early Childhood Pre-K Health Form (NEW Preschool students only)
- Copy of your child's Birth Certificate
- TB Clearance

SCHOOL PROGRAMS

CHAPEL/WORSHIP

Chapel is held regularly with a staff pastor, the school Director or a classroom teacher. Our main emphasis is to expose children to the Bible, Bible stories and songs, etc. and to engage them in an application study of the Bible. Worship and prayer are also a daily part of our activities and curriculum.

OTHER EVENTS AND PROGRAMS

Parents and family are invited to attend and/or participate in other events that occur in the course of the school year which may include:

- | | |
|---------------------|---|
| • September/October | Culture Week, Bookfair, Spirit Week, Costume Parade |
| • November | Parent Teacher Conference, Thanksgiving Feast |
| • December | Christmas Program |
| • February | Kids Heart Challenge |
| • March/April | Easter Program, Parent Teacher Conference |
| • May | End of year progress Report and Graduation |

BIRTHDAYS CELEBRATIONS

If you would like to celebrate your child's birthday at school, please notify your child's teacher at least a week in advance. Celebrations are at the discretion of the teacher, so please check with them for what is allowed. Families should bring their own paper goods and utensils. **NOTE: We are a nut free school.**

EXCURSION INFORMATION

Excursions are planned in order to broaden a child's learning experience. Although excursions are optional, we highly encourage you to allow your child to participate since excursion days are treated as academic school days. Some excursions will have entrance and bus fees. A permission form with any costs will be made known. Parents must complete the form and pay for any excursion that has a cost or transportation fee.

GUIDELINES FOR EXCURSIONS

On excursion days, your child should, unless otherwise stated:

1. Wear appropriate field trip attire, specified by the teacher.
2. Wear athletic shoes with socks.
3. Eat a good breakfast and be in school well before departure time.

PARENT CHAPERONES

1. A sign-up sheet is usually available for each excursion. All adult fees must be paid in advance.
2. Parents are asked to abide by the rules set by New Hope Christian School and/or respective excursion sites.
3. Parents are asked to "partner" up with their own child and may also be asked to chaperone one or more additional children.
4. The staff appreciates any help you can give us in supervising/playing with the children, transporting lunches and equipment as well as cleaning up during excursions.

RULES AND EXPECTATIONS

It is important for your child's teacher and the school to keep an accurate count of all children at all times.

1. For the most part, we do not allow siblings or other children not enrolled in the school to tag along on any excursions.
2. When possible and if requested by the teacher, ride the bus to and from the field trip location so you are able to chaperone the children on the bus ride as well as at the location.
3. **Always stay with your child's class and teachers.** Do not stray from the group.
4. If you must deviate from the group for any reason, **inform your group's teacher** before the excursion, and then when you are leaving the group.
5. No running, **children should always be in close proximity to you and holding hands.** Children should be encouraged to walk so please refrain from carrying your child.
6. Listen to what the teacher or guide is saying and pass on the information to your child and any children in your care. **Get involved.** You make the difference and can make any excursion more exciting and meaningful for your child.
7. Please **refrain from the purchase** of toys and other gift items and/or the **consumption of foods or drinks** while on the excursion in fairness to all the children present.
8. Please refrain from using your phone for texting or making phone calls while on an excursion.

9. Please refrain from posting videos of children other than your own on social media as some children may have restrictions on being photographed.
10. For the safety and welfare of all the children during an excursion, **we cannot stress the importance of your cooperation!** Thank you for your support.

SUNSCREEN AND BUG SPRAY

Please apply sunscreen and/or insect repellent before bringing your child to school. New Hope Christian School staff do not administer these products at school.

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 and/or private vehicles.

PERSONAL BELONGINGS

Please label ALL personal belongings.

LOST ITEMS

All personal belongings brought to school **MUST** be labeled with your child's name. Things that are expensive, hard to replace, borrowed, and not belonging to your child, or anything of value, should never be brought to school. If items are misplaced or lost, please report this to the office as soon as possible. The school will not be held responsible for items lost, misplaced, or damaged at school.

We'd like to also remind you that we share this building with the church. The church has many activities during the week and uses the same classrooms in the evenings and on the weekends. If you think you may have forgotten something at school, please contact us immediately.

Lost items that have been found will be held for 30 days from the date found at the front desk. If lost items are not claimed within 30 days, the item will be donated or discarded.

SHARING DAYS

We want to allow your child to bring in something special to share on sharing days. However, please use your judgment on the appropriateness of items being shared. We will not be held responsible for items lost, misplaced, or damaged at school. These items are being brought at your own risk.

SUPPLY LISTS

Supply lists are posted on our school website at nhcshi.org. Supplies are due on the first day of school.

MEALS

Daily meals and snacks served by NHCS follow the Hawaii Childcare Nutrition Program. Exceptions may occur for special occasions with proper parental notification. ***Water bottles should only be filled with water; no milk, juice or any other liquids.***

SNACKS for PRESCHOOL

NHCS will provide a snack option for all students. ***Snacks brought from home are discouraged unless your child requires an alternate snack due to allergies or dietary restrictions.*** Alternative snacks for your child require a written notice. Otherwise it will NOT be served.

If you would like to provide an optional snack for your child's class on special occasions, such as birthdays, it must be cleared with the teacher at least one week in advance. Please bring your own paper goods and utensils.

SNACKS for ELEMENTARY/MIDDLE SCHOOL

NHCS will provide a snack option for all students. Students are welcome to bring their own healthy snacks to be consumed during their 15 minute snack time.

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. Please remember to label your child's lunch box and containers. The school will provide milk.

SHARING FOOD

Students are not allowed to share their food or snacks due to allergy and dietary restrictions for some students.

ALLERGIES & DIETARY RESTRICTIONS

WE ARE A NUT-FREE SCHOOL

Due to the increasing number of children that are allergic to nut products. New Hope Christian School will not allow **any** nut 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 provide a doctor's note if your child cannot drink cow's milk and requires an alternative. Please keep in mind that it is the parent's responsibility to notify the teacher of any food substitutes.

If your child requires an EpiPen, we strongly encourage you to provide your own snacks for your child's safety. The school will not be liable for snacks containing allergens that are accidentally served.

OTHER REMINDERS FOR PARENTS AND STUDENTS:

1. No gum may be brought or chewed in school.
2. Carbonated or caffeinated beverages are not permitted.
3. Candy is not allowed EXCEPT for special occasions designated by the teacher.
4. Food and snacks will not be forced upon the child; however, the child will be encouraged to try all foods. The child may decline snacks.
5. Breakfasts, lunch, or snacks will ***never be withheld*** for disciplinary reasons.

DISCIPLINE 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. 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.***

When behavior needs to be corrected, we believe that biblical principles should be applied as much as possible. Forgiveness and restoration will guide all efforts to address misbehavior.

When rules are not followed, teachers may use one or more of the following strategies:

- Give verbal warnings
- Give choices, when possible
- Establish regular routines
- Redirect students
- Seek to understand student's feelings
- Turn the situation into a 'teachable' moment
- Administer classroom consequences (loss of recess, detention duty, etc.)
- Contact parents
- Referral to administration
- If necessary, immediate removal from the classroom to administration

We believe that positive reinforcements for "appropriate" behavior in a loving, supportive environment promotes the child's self-confidence and leads to increased desirable behaviors. An engaging environment that allows explorations, learning, physical activity and quiet times prevents boredom and promotes good behavior.

We pray for and with children asking Jesus to help them make good choices, etc., as well as pray for friends with whom they may have experienced conflict.

At New Hope Christian School, the discipline goal is education and character development. It emphasizes cooperation. If a child is unable to demonstrate safe and appropriate behavior, a brief "Quiet Time" in a thinking chair or quiet space will hopefully result in the child regaining control. "Quiet Time" is used as an opportunity for the child to regroup, not as a punishment.

Any form of physical discipline **is not permitted** at NHCS, even if parents request such discipline.

Children who require more individual attention that cannot be given within the child-to-staff ratios may be removed from the classroom. Parents may be asked to pick up their child if the behavior continues. If, after exhausting all reasonable interventions, the behavior of the child is so severe and pervasive (creating a major disturbance in the classroom, creating an unsafe atmosphere where the child, or other children could be harmed, or hitting, kicking, biting or harming assigned teachers in any way), a decision to terminate enrollment may be implemented.

ANTI-BULLYING/HARASSMENT POLICY

As a Christian school community, we are called to love God and love others. We believe each student, staff member, and family member is created in the image of God and is deserving of dignity and respect. Bullying or harassment of any kind will not be tolerated.

DEFINITION OF BULLYING:

Bullying is repeated, intentional behavior that causes physical, emotional, or social harm. It can be verbal, physical, social, or cyber in nature.

DEFINITION OF HARASSMENT:

Harassment is unwanted and offensive conduct that demeans, threatens, or offends. It can involve race, gender, disability, religion, or any other characteristic.

CONSEQUENCES:

Based on the severity, frequency, and context, consequences may include counseling, mediation, loss of privileges, suspension, or other appropriate action. Forgiveness and restoration will be encouraged, when appropriate and safe. Efforts will be made to repair relationships through restorative conversations and biblical reconciliation.

SUSPENSION/EXPULSION POLICY

Students may be sent home and/or suspended from school at the discretion of the Principal depending on the severity of the situation.

In extreme cases, disciplinary action may result in immediate suspension, expulsion and/or termination of enrollment. Examples may include, but are not limited to:

- Arrestable offenses (assault, possession of weapons or drugs, theft, property damage, etc.)
- Pervasive and repeated incidents of harassment/bullying
- Other acts that endanger the safety of others

With all disciplinary actions, timely and reasonable notification will be given to parents with the proper documentation for every case.

CONFLICT RESOLUTION

As we work together to nurture your children, conflicts may arise between school and home. We request that parents affirmatively support and cooperate with the school, with the expectation that

our staff will communicate positively as well. We appreciate your support of our school with prayers and a positive attitude.

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 comments, suggestions, and/or concerns accordingly:

1. First, speak to the teacher for classroom related matters.
2. Should further discussion be required, parents may email info@nhcshi.org to contact the Principal.
3. If further intervention is necessary, the Senior Pastor will be notified.

MISCELLANEOUS

MANDATORY CHILD ABUSE REPORTING LAW REQUIREMENTS

School staff are REQUIRED by Hawaii State Law and licensing requirements to report to the police or Child Protective Services (CPS) any instance when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.

SCHOOL SECURITY

The front doors are locked. Only authorized individuals are allowed inside the building.

SCHOOL VISITORS

In order to ensure the security of the school, campus visitation is limited to the following:

1. Pre-arranged meetings
2. Pre-arranged Church staff or Community Member visits
3. School events or special activities

Please note that all volunteers and visitors must sign in at the front desk and wear a visitor/volunteer badge while on campus.

DISCLOSURE OF INFORMATION

All information on students and their families shall remain confidential. Viewing of information to individuals other than NHCS staff members is only permitted upon written consent from a parent or legal guardian.

ACCIDENT & LIABILITY INSURANCE

For accident and liability insurance, the school is covered under the International Church of the FourSquare Gospel.

SMOKING IS PROHIBITED

In accordance with State law, smoking is prohibited “in all child care facilities...during their hours of operation.” Smoking must be done at least 20 feet from any entrance to the school. This

includes our campus and all school activities off campus. Parents and volunteers are to refrain from smoking on campus or in the presence of students during off campus events.

PARENT INTERACTION WITH STUDENTS ON CAMPUS

No parent or unauthorized person is to speak to, touch or discipline students in any area of the school grounds, in an attempt to correct the behavior of a child other than their own. All issues of concern should be brought to the attention of assigned school staff.

POSITIVE LANGUAGE ENVIRONMENT

NHCS is a positive language environment. Therefore parents, students, visitors and volunteers are to use positive language and refrain from vulgar or coarse words while on campus or in the presence of students during off campus events.

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.

SECTION

2

Preschool

CHRIST-CENTERED CURRICULUM

We are committed to fulfill the God-ordained role in carrying out the Christian education mandate found in Deuteronomy 6:7, Proverbs 22:6, and 2 Timothy 3:15-17.

New Hope Christian PreSchool uses the Abeka curriculum. The developmentally appropriate curricula are presented through a variety of ways: through large and small group times, one-on-one time with the teacher, independent work, learning centers, field trips, guest speakers and outdoor play. All students participate in activities that will develop them spiritually, academically, socially and physically.

REQUIREMENTS FOR PRESCHOOL ADMISSION

Our preschool has four classrooms: 2's, 3's, 4's, and a junior kindergarten (JK) program. Students are placed according to their birth date. Only students entering the 2's class may come in diapers/pull ups. Students entering all other classes must be fully potty trained*.

*Potty training expectations:

- NHCS will not allow students wearing diapers or pull ups in the 3 year old class.
- Needs to verbally communicate bathroom words to teacher or staff member.
- Is able to use the toilet with little to no assistance.
- Knows how to independently pull pants up and down during bathroom time.
- Knows how to independently wipe themselves when using the bathroom.

****Having frequent and daily accidents is not considered fully potty trained****

If your child's teacher observes that he/she is not fulfilling the potty training expectations, NHCS will send your child home to potty train and work with your child for two weeks or until he/she fulfills required NHCS potty training standards.

After the two weeks or until your child fulfills the required potty training standards, your child can return to school. If we observe that your child is still not fully potty trained, we will repeat the two week process until potty training is complete.

Applications are accepted on a first come, first served basis and enrollment is determined by date of application, payment of application processing fee, and space availability.

TEACHER TO STUDENT RATIO

The number of students in each class follows the ratios set by the Department of Human Services. Additional staff may be provided during academic times to provide a smaller ratio.

2 year olds: 1:8

3 year olds: 1:12

4 year olds: 1:16

Junior-Kindergarten: 1:16

PRESCHOOL HOURS & TUITION

SESSIONS and DATES, HOURS, & TUITION

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

PRESCHOOL

Full-time Program	7:00am – 5:00pm	includes morning & afternoon snack View current rates on our website
*Half Day Program	7:00am – 12:00pm	includes morning snack View current rates on our website
Early Morning Drop Off	6:30am - 7:00am	View current rates on our website

****NOTE: Half Day Program is not available for Junior Kindergarten students.***

Selecting Program Hours

To ensure adequate staffing and care of our full day students, students must be picked up no later than the end of their scheduled program hours. When selecting the program hours for your child, please consider what hours will best meet your needs. Picking up your child late will incur a late fee. For more information, refer to “late fees” on page 16.

FAMILY INVOLVEMENT

Families and schools represent the two main environments in which young children grow and develop. Because the family and the school have a common interest in the child’s well-being and because they share the tasks of care and education, it is important to establish and maintain positive relationships through communication, cooperation, and collaboration. A child is the one who benefits most from a healthy relationship between the school and home.

PARENT ORIENTATION

A formal new parent-teacher orientation will be held prior to the start of each school year. This is an informational meeting geared to new families, however returning families are always welcome. The goal of this meeting is to prepare new families for the new school year.

PARENT VOLUNTEERS

NHCS understands that each of you have gifts and talents that are invaluable to our school. As it says in Romans 12:6 - “We have different gifts, according to the grace given to each of us.” We would love for you to be a part of the Parent Teacher Ohana (PTO). If you are interested in supporting the school by planning school events and celebrations, please send an email to PTOhana@nhcshi.org

PRESCHOOL MEET & GREET

A preschool meet & greet will be held at the start of school. At the meet & greet, students can bring their supplies and have the opportunity to get acquainted with their teachers and their classrooms.

COMMUNICATION

FACTS SIS & FAMILY PORTAL

NHCS uses FACTS SIS as its student information database. Parent contacts, authorized pick-ups, emergency contacts, and medical/allergy information will be entered into FACTS by the school administration. Parents can create a login to the Family Portal to update contact information directly, or email the school at info@nhcshi.org with any changes to their child's contact information. FACTS SIS also includes a communication feature used to send out school-wide information and alerts.

BRIGHTWHEEL

The primary communication between parents, teachers, and the school for updates will be through Brightwheel. Preschool families will also use Brightwheel to check their child in and out during drop-off and pick-up.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held twice a year – one each semester. Sign-up links will be posted 2-3 weeks in advance. There will be NO SCHOOL on these days. Please make necessary arrangements.

ASSESSMENT REPORTS

Formal and informal assessments are completed throughout the year to monitor your child's progress. Assessments help staff to identify children's progress and needs. Regular assessments also allow for adapting and modifying curriculum. Teachers may also use this documentation if recommendations or outside referrals are needed. Parents will receive a progress report twice a year regarding their child's progress and are encouraged to be actively involved in the progression of their children's development.

DAILY ROUTINES & OTHER PROCEDURES

ARRIVALS

To ensure the safety of your child, please follow these steps:

1. Upon arrival, scan the QR code with the Brightwheel app on your smartphone to check in your child.
2. Have your child enter the school building with all their school items. Parents will say goodbye at the front door.
3. Report any special concerns to your child's teacher on the Brightwheel communication app.

Every **Monday** (or on the first day of that week) parents must bring their child's cubby to school. Make sure your child's cubby always has:

1. Small blanket (sheet and small pillow are optional as well) (needs to fit in plastic bin with cover)

2. Full change of clothes, including change of underwear and socks. (more than one change of clothes may be required for children with frequent accidents)
3. Diapers and wipes for 2-year old class only.
4. Slippers (in a plastic bag)

Water bottles are required daily. Please make sure water bottles are labeled and that they are taken home to be washed daily. Also, please ensure that ONLY WATER is placed into the water bottles. Milk, juice and other drinks will be emptied and replaced with water unless specific instructions from a doctor indicate a need for another drink. Milk is provided by the school as part of the lunch and/or snack.

NAPS

Each day children are given the opportunity to sleep or rest. Most nap times are approximately 2 hours.

DRESS CODE

All children must wear clothing that requires little assistance to remove when using the restroom. Clothing should be comfortable and allow the child to play and move. Clothing with inappropriate language and pictures (e.g. skulls, guns, blood) are not allowed. Girls wearing dresses or skirts should wear shorts underneath if they are not attached to the inside of the dress/skirts. Covered shoes or slippers with a back strap must be worn at all times both indoors and outdoors.

*NOTE: Electronic devices are NOT allowed in school, including smart watches. Please do not send your child to school with valuable items (jewelry, toys, plushies, etc.) as they may get lost, misplaced, and/or damaged.

Adults picking up or dropping off children should dress modestly.

DIAPERING AND TOILET TRAINING EXPECTATIONS (2-YEAR OLD CLASS ONLY)

1. Children in the 2 year old classes will be assisted in the Toilet training process. New Hope Christian School assists families in the 2 year old classroom with the important step of toilet training. To achieve this, Preschool staff and parents must work together and communicate about the progress.
2. Children in the 3-year old, 4-year-old, and Junior-Kindergarten classrooms are expected to be fully toilet trained* (refer to page 30 for potty training expectations).

PARENT RESPONSIBILITIES

1. Parents must provide diapers and wipes. They are kept in your child's cubby. Please check regularly to ensure that you have enough diapers and wipes for each day.
2. Clothing should be easily removable. Please avoid overalls, onesies, one piece outfits, belts or T shirts with snaps between the legs.
3. Parents should communicate with the teacher about using underwear or pull-ups. Children undergoing potty training should have at least 2-3 changes of clothing and an extra pair of shoes.
4. Children in the preschool must be potty trained* (refer to page 30 for potty training expectations) before they move into the 3-year old, 4-year-old, or Junior-Kindergarten preschool classroom.

STAFF RESPONSIBILITIES

- Staff in the 2-year-old toilet training classroom are required to change diapers on a regular schedule and as needed.
- Staff will use diapers and wipes from the child's cubby for diaper changes.
- Changing tables will be disinfected after each use.
- Staff will wash hands before and after diapering, and wash the child's hands after diapering.
- Staff of preschool classrooms are required to remind children to go to the restroom, assist them, and help them clean up/change a child in the event of an accident.
- Staff will not leave a child unattended when the child is on the changing table.
- Staff must wear gloves at all times while helping a child who has had an accident, changing a diaper, or helping them wipe.
- All soiled diapers will be disposed of in a designated container emptied daily.
- Staff shall change the child's clothes if they become wet or dirty. Soiled clothes shall be removed in a sanitary manner, placed in a plastic bag, closed securely and placed in the child's cubby to be sent home.
- CHILDREN'S PERSONAL ITEMS WILL NOT BE LAUNDERED AT THE SCHOOL. To limit the spread of communicable illness/disease, soiled underpants WILL NOT be rinsed or cleaned out before placing them in a plastic bag.
- Staff shall wash hands immediately after changing soiled clothing.

AUTHORIZED PICK UP & SIGN IN/OUT AND PICK UP

All children must be signed in and out via the Brightwheel App. You are able to add other family members and request the code for your child. Only individuals on the authorized pick-up list are able to sign children in/out. If the authorized pick up person does not have Brightwheel, they may be required to present a valid state ID and will be asked to sign out on paper. Please ensure that all those dropping off and picking up have an ID on them at all times. Please note: Individuals picking up your child must be at least 16 years of age.

Anyone you indicate as **AN AUTHORIZED PERSON FOR PICK UP HAS PERMISSION TO PICK UP YOUR CHILD AT ANY TIME WITH OR WITHOUT YOUR DIRECT CONSENT.** Complete address, phone number and relationship to child must be provided.

*NOTE: Picking up your child late will incur a late fee. For more information, refer to "late fees" on page 16.

END OF THE WEEK

Every Friday (or last day of that week), parents must take home their child's cubby to:

1. Wash all bedding.
2. Check to make sure an additional set of clothing is available.
3. Remove any unnecessary personal items out of the cubby.

EARLY DISMISSALS

Early dismissals or changes from your normal pick up routine for various reasons (i.e. doctor appointments, etc.) require prior notification. Please send a Brightwheel message to let us know the pick-up time and reason for early pick-up.

ABSENCES AND VACATIONS

Absences from school should be reported by 9:00am. Please send a Brightwheel message to your child's teacher. Please notify the school in writing about vacations, trips, or extended periods of time when your child will be out of school. Please note that refunds will not be given for absences and vacations.

SECTION

3

Elementary & Middle School

TUITION & HOURS

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

Kindergarten-8th Grade School Program	M,T,Th,F 7:00am – 3:00pm Wed. 7:00am - 1:30pm	\$8,750 per year includes morning snack
Afterschool Kids Club	M,T,Th,F 3:15pm – 5:00pm Wed. 1:45pm - 5:00pm	\$800 per year includes afternoon snack
Early Morning Drop Off	6:30am - 7:00am	\$500 per year

Students need to be picked up between 3:00 - 3:15pm on M,T,Th,F and between 1:30 - 1:45pm on Wednesdays. For those families who would like their child to participate in Afterschool Kids Club, please notify the school prior to the first day of school to ensure we have adequate staffing and supervision for those enrolled. Students in the Afterschool Kids Club need to be picked up before 5:00pm. If a child who is not in the Afterschool Kids Club program is picked up after 3:15pm, the daily rate for Afterschool Kids Club will be charged. If a child who is in the Afterschool Kids Club program is picked up after 5:00pm, \$2.00 per minute for each minute past the pick up time will be charged. Late pick up fees will be invoiced or billed to your child's FACTS Tuition Management account.

ATTENDANCE

The following is the State of Hawaii Compulsory Attendance Law: *Section 298-9, Public schools; attendance: Hawaii Revised Statutes (HRS) provides that all children between the ages of 6 and 18 must attend school.*

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

Excused Absences:

1. Medical or dental related reasons, injury, quarantine (e.g. COVID-19, chicken pox, etc.). **A verifiable note provided by a doctor or dentist is required for five or more days of consecutive absences.**
2. Death in the family
3. Special cases approved by the Principal
4. Students with excused absences have 2 school days to make up assignments.
5. Homework requests received after 8:30am may not be ready the same day.
6. All work that was assigned prior to a student being absent will be due upon a student's return.

Unexcused Absences:

Unexcused absences can indicate a lack of responsibility and respect for self and others. Students will always be given the opportunity to receive an education and will be expected to complete all missing assignments. These assignments may receive a lower grade. Please check with individual teachers for specific classroom grading procedures.

Notifying School of Absences

1. Parents shall report absences by 8:30am via email to info@nhcshi.org or by leaving a message at (808) 678-3776.
2. Unreported absences will be considered **unexcused** and will likely result in zero credit for the day(s) missed.

Request For Extended Family Leave/Vacation

Parents are strongly discouraged to take vacations or plan ANY personal time off while school is in session. If an extended absence is unavoidable, please follow the following procedure.

1. Notify the school at least two weeks prior to the requested absence. Homework requests may be made.
2. If requesting homework, a parent can message your classroom teacher to request homework at least 7 days prior to the trip so teachers have time to prepare assignments for you.
3. Teachers may provide up to five days of assignments in advance.
4. Students may be required to take exams and/or turn in certain assignments in advance of their absence.
5. Students must be prepared to turn in all assignments and make-up any missed tests/quizzes upon their return to school.
6. Requested homework may be picked up at the front desk between 3:00-4:00 pm.

Further School Action for Chronic Absenteeism

Unexcused absences/tardies affect a student's academic achievement. Therefore, the following actions may be taken:

1. Phone calls, parent conferences, and check-ins with students.
2. If a student is absent (excused or unexcused), for twenty days or more in a semester, the school reserves the right to place the student on academic/disciplinary probation, deny promotion, or request withdrawal.
3. Students arriving after 10:00 a.m. will be marked as absent, unless arrangements have been made prior with the administrative office.

TARDINESS TO SCHOOL

Punctuality demonstrates courtesy and respect for others. **Students who are not in school by 8:00am are considered tardy.** 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. 3 unexcused tardies will be considered 1 unexcused absence.

PARENT-SCHOOL COMMUNICATION

Quality parent communication is important to us. To ensure this, a partnership between home and school is essential. NHCS uses the Brightwheel app for the teacher to communicate with the student and parents. Parents may also communicate with their child's teacher via Brightwheel or email for any inquiries regarding the classroom. Please ensure you are connected to your student in the Brightwheel application to receive any notifications and communication from your child's teacher.

To promote strong communication between home and school, New Hope Christian School conducts an annual Parent/Teacher Conference after the first quarter of each school year. We also communicate through Brightwheel messages and friendly reminders sent via email. All important information and forms can be found on our school website at www.nhcsbi.org under the "NHCS Parents" tab.

PROGRESS REPORTS & REPORT CARDS

Progress reports provide an overall picture of a student's progress and development. Parents will receive quarterly progress reports approximately two weeks after the end of the quarter.

Parent/Teacher Conferences are scheduled after the first quarter 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 any 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 (Instagram, 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 Authorization form, students and parents give permission for these likenesses, written material, artwork, and quotations to be used in the manner described.

ACADEMICS

CORE SUBJECTS

- Bible
- Language Arts (Grammar, Reading, Phonics, Speech, Spelling, Writing)
- Mathematics
- Social Studies
- Science and Health
- Physical Education (PE)

RESOURCE SUBJECTS

- Art/Crafts
- Culinary Arts

- Dance
- Graphic Arts
- Music
- World Languages

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 help each student flourish.

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+
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

PLAGIARISM

Plagiarism is defined as the practice of presenting someone else's ideas as your own. All materials that do not originate with the student must be appropriately acknowledged. The consequences for plagiarism are a zero for the submitted work, submission of an alternate paper, and disciplinary actions will be taken.

ACADEMIC PROBATION

Students who do not demonstrate adequate academic progress or who miss excessive class time may be placed on academic 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:

- Falling below a C-average.
- Receiving one or more D's or F's in core subjects.
- 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.

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:

- Provide a consistent schedule for study.
- Provide an area away from noise and distractions.
- Provide breaks during studying times.
- Set a specific time each day for homework.
- Follow up to ensure all assignments have been completed.
- 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 with an explanation of each late assignment.

P.E. EXCUSE FROM PARTICIPATION

Students that are unable to participate in P.E. due to an illness or injury need a note from their physician. Note 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

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.

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 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 physically threatening behavior
- Use of profanity or vulgar gestures

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 (NHCS polo/t-shirt and appropriate shorts, pants, or skirts) must be worn daily.
- B. **Neutral colored pants, e.g. khaki, dark blue, black, or blue denim** (no faded jeans, ripped jeans, or sweat pants)
- C. Shorts or skirts must be neutral colored, e.g. **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. **Jackets and Sweaters** must be solid neutral colors. No pullovers; zippers and open fronts are acceptable. Small, discreet logos on the jacket are acceptable.
- E. **FOOTWEAR** - Closed toe shoes, athletic shoes, sandals, Crocs with a back strap. No heels of 1' or higher for K-5 and 2' or higher for Grades 6-8.
- F. **P.E. ATTIRE** - Uniform P.E. shirt must be purchased through the uniform supplier and worn on P.E. days. Neutral colored shorts, 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.
- G. **FIELD TRIPS** - Students will wear their P.E. shirt, athletic shoes and socks, jeans, pants or shorts, unless told otherwise.
- H. **HAIR** - Hairstyle must be neat and clean, and not cause a distraction to the individual or other 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.
- I. **JEWELRY** - To promote safety and avoid damage or loss, students may not wear jewelry with the exception of watches and stud earrings. Students may wear medical identification. If jewelry becomes a distraction for the individual or other students, the jewelry may be confiscated until the end of the school day. Otherwise, the student wearing the jewelry may be sent home and parents will be asked to correct the situation before the student will be allowed to return to class.
- J. **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.
- K. **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.
- L. Clothing and items (backpacks, lunch boxes, etc) with questionable characters or items are prohibited.

CELL PHONE USAGE

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

- Phones must be turned off when the student enters class.
- Students may be asked to turn their phone into their teacher during school hours.

- Phones that are out or on during school hours will be confiscated.
- The school will not be held responsible for missing or damaged phones.
- Use of headsets, headphones, smart watches, or earbuds is prohibited, unless permitted by the teacher for educational purposes.
- In case of an emergency, parents wishing to contact a student during school may call the school office at (808) 678- 3776.

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 adult supervision. Although internet access is filtered, it is possible 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.

- Students may not use a computer without staff supervision.
- Students may use the computer to fulfill classroom assignments.
- Students may not change or give out their username or password.
- Students will use their username and password only.
- Students will be held responsible for any violation that occurs under their network account.
- Students will not post personal and private contact information about themselves or other people.
- Students will promptly disclose to their teachers or school administration if they receive inappropriate messages or anything that makes them feel uncomfortable.
- Students will not use obscene, profane, lewd, vulgar, inflammatory, racist, threatening, or disrespectful language.
- Students will not participate in “cyber bullying”.

LIMITATIONS OF LIABILITY

- The school makes no guarantee that the functions, or the service provided, will be error-free or without defect.
- The school will not be responsible for any damage you may suffer, loss of data, or interruptions of service.
- The school will not be responsible for any financial obligations arising through the unauthorized use of the network.

- Students and their parents can be held financially responsible for any harm to the network as a result of their intentional misuse.