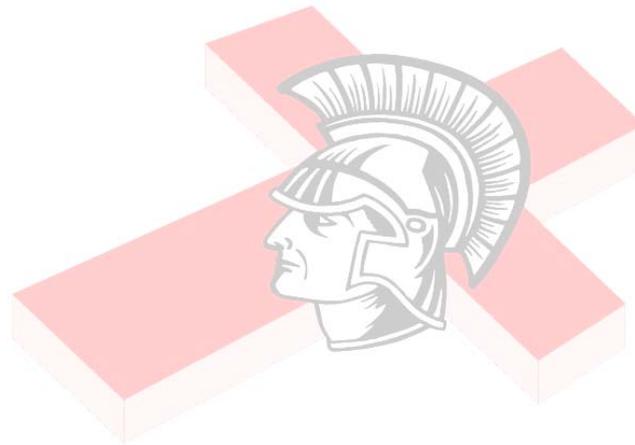


2014-2015

Parent-Student Handbook

Jr. Kindergarten ~ 6th Grade



NEW HOPE CHRISTIAN SCHOOL

Providing
Education with Eternal Benefits

"Thy Word is a lamp unto my feet and a light unto my path."

Psalm 119:105

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Accredited with Northwest Accreditation Commission, an accreditation division of AdvancED

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PHILOSOPHY AND FOUNDATIONS

Mission Statement

Equipping for a life that pleases Jesus through excellent Bible-based education.

Core Values

Nurturing relationships by cherishing and cultivating Christian love among our New Hope family.

Educating for eternity by preparing students to be productive, Godly citizens who know God personally through worship, prayer, service, and His Word.

Weighing all teachings and practices in the light of God's Word.

Honoring God and one another by seeking to live Christ-centered lives.

Operating with integrity by striving to be upright and accountable in all our decisions and practices.

Providing a safe, wholesome, educational environment and teaching our students to be responsible, respectful, and considerate of others.

Excelling in everything by doing our best to glorify God in our ministry at New Hope.

Statement of Purpose

Concise instructions for raising successful generations for the future are given in Deuteronomy 6:1-9. This clearly states that God's Word, together with accounts of how God works with His people, must completely surround youth on a 24-hour basis. Our ministry is to assist the family and local, Bible-believing churches in the nurturing and training of children (Prov. 22:6; Eph. 6:4).

Christian education is to teach all truth to our students, pointing them to Christ as the only Savior and Lord, encouraging them to make a personal commitment to Him and to "grow in grace and in the knowledge of our Lord and Savior Jesus Christ" (2 Peter 3:18). The school upholds standards of appropriate behavior and academic excellence, with God's Word as the unchanging standard.

Statement of Philosophy

New Hope Christian School is both a religious and an educational institution. The school's view of the nature of the student, truth, and education, along with the role of the teacher, is integral to the school's statement of philosophy.

1. The Nature of the Student: The student is created by God in His image to have fellowship with Him but is born in sin and separated from God. The student may be reconciled to God through faith in Jesus Christ and enabled by grace to learn and grow in truth. Each individual has gifts and abilities that need to be developed for God's own purpose. (Gen. 1:26-27; Rom. 5:12; Eph. 2:8-10)

2. The Nature of Truth: All truth is of God, and no truth exists apart from Him. The Bible is the God-given, unchanging standard by which all things are measured. Apart from spiritual regeneration, the student cannot fully know and understand truth. (Ps. 19:7-11; 2 Tim. 3:16-17)

3. The Nature of Christian Education: It is a process of presenting subject matter in a way that shows complete union with all of God's truth. It is a living demonstration of Biblical principles on the part of all persons involved in the process. Its goal is to apply the meaning and purpose found in Jesus Christ to all of life.
4. The Role of the Teacher: The teacher is expected to exhibit the fruit of the Spirit in the fullest possible measure. The teacher is to motivate each student according to his or her ability, foster student effort, and encourage the application of spiritual motives for learning. (Luke 6:40)

Statement of Faith

(In summary form; complete form available on our website or in the school office)

We believe the Bible to be inspired, the only infallible, authoritative Word of God.

We believe in the historical reliability of the Bible, including the literal six-day creation, fall of man, and the global Genesis flood.

We believe in the Trinity - God the Father, the Son, and the Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection from the dead, His ascension to the right hand of the Father, and His imminent, personal return in power and glory.

We believe in the necessity of repentance and regeneration by the Holy Spirit for salvation, and that because of the sinfulness of human nature, men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith are we saved.

We believe in the resurrection of both the saved and the lost - the saved to the resurrection of life and the lost to damnation.

We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.

Cooperation within the Body of Christ

We have many denominations represented in our staff and our student body, and we have experienced great unity at NHCS. We strive to place Jesus Christ as the focal point of all we do. We cannot compromise on the central doctrines of the Word of God. We, who belong to the body of believers, have some differences that are specific to our churches and/or denominations. When these issues are raised, we refer the student to his/her parents and local church for guidance and answers.

Board of Directors School Organization

A Board of Directors governs New Hope Christian Schools, Inc., as set forth in its 1960 Articles of Incorporation. The Board of Directors, under God and in conformity to the school's Articles of Incorporation and applicable civil laws, is the determining body in all matters relating to itself and the corporation. Its by-laws regulate all policies and ministries of the school.

Accreditation

NHCS is accredited with Northwest Accreditation Commission (NWAC), an accreditation division of AdvancED.

School Memberships

- Association of Christian Schools International (ACSI)
- Oregon Federation of Independent Schools (OFIS)
- Oregon School Activities Association (OSAA)
- Several area sports leagues

ADMISSIONS

Application Process

The enrollment process includes, but is not limited to, the following:

1. Submit completed application forms.
2. Entrance testing/evaluation of student applicant.
3. Family interview with a member of administration to ensure that:
 - a. As a general rule, at least one parent expresses a clear testimony of Christian faith.
 - b. The parent(s) desire a Christian education for their child.
 - c. The parent(s) and child express a desire to be a part of NHCS and agree to live in harmony with school standards.

The interview is a time to get acquainted and to ask and answer several questions. A tour of the school facilities may also be conducted for families who have not already had one.

4. The parent(s) will be informed about acceptance in person, by letter, or by phone call.
5. Accepted students must have their files complete and accounts current in order to begin school. **All students must have immunization forms submitted for school files.**
6. Enrollment is finalized after the enrollment fee has been paid. This fee is non-refundable after an acceptance agreement has been made.

School Entry Ages

Jr. Kindergarten - 4 by September 1

Kindergarten - 5 by September 1

1st grade - 6 by September 1

Parent Agreement

Parents are required to sign the following agreement upon registering their child(ren) in NHCS. This form is kept on file in the school office.

Are you in agreement with the school's spiritual goals that each child will be challenged to place his/her trust in the Lord Jesus Christ and to walk in obedience to Him?

Are you regular in church attendance?

Will you uphold and support the school in the following:

1. To cooperate fully with NHCS and to abide by its standards and guidelines.
2. That tuition and fee payments will be made according to the financial schedule. Should tuition payments fall two months in arrears, our child(ren) will not be able to attend until tuition balance is brought current. Any exceptions to this

policy can only be considered after a personal appeal is made to the financial aid committee (in person or in writing).

3. We hereby invest authority in the school to discipline (non-corporal) our child(ren) as necessary. We further agree that we will cooperate and discipline our child(ren) in the home as needed.
4. If a problem situation arises, in no case will we complain to others not directly related to the issue. With Christian love and prayer, we will share our concerns with the appropriate staff member(s).
5. To cooperate in keeping doctrinal controversy and denominationalism out of the school at all times, "...endeavoring to preserve the unity of the Spirit".
6. Give permission for our child(ren) to go on scheduled field trips and other school-sponsored activities.
7. Give our cooperation through:
 - a. practical volunteer help, when possible
 - b. prompt tuition and fee payments
 - c. faithful prayer
8. Respect the school's right to dismiss any student who does not:
 - a. respect and observe NHCS's spiritual and/or behavioral standards
 - b. cooperate in its educational goals
9. Respect the school's right to dismiss any student whose parent(s), as part of the essential parent-contributing body, is/are not in cooperation with NHCS's spiritual or educational goals.
10. In case of an emergency and we cannot be reached, we give NHCS our permission to call our family doctor or to seek other medical help, as deemed necessary by the staff.
11. To abide with all that is set forth in the Parent-Student Handbook.

Acceptance Guidelines

NHCS admits students of every race, sex, color, and national or ethnic origin, without discrimination, to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. NHCS reserves the right to select students on the basis of academic performance, behavioral record, and personal qualifications, including a willingness to cooperate with the goals of New Hope Christian School and abide by its policies.

Students applying to NHCS must be academically capable of being educated at this school. They must show through formal or informal tests, prior grades, and other recommendations that they can perform within the scope of its academic offerings.

Students who have had behavior problems in other schools must first give evidence of having solved the problems before admission into NHCS. Success is attained only when students seek to maintain a positive attitude toward the school, the teachers, and fellow students.

Re-Enrollment

Students are not automatically re-enrolled for the next school year. A re-enrollment application form must be filled out and accompanied by the re-enrollment fees. Account must be current and kept current through the end of the school year. If there is any question regarding the student's ability to be a growing and productive member of the school, re-enrollment must be approved by the administration.

Previous students, if gone longer than one school year, must follow the application process (see pg. 3) upon returning to NHCS.

INSTRUCTIONAL PROGRAM

Academic Standard

NHCS is committed to offering an education to those students willing to commit themselves to responsible academic achievement. The school maintains that it is possible, with few exceptions, for students to maintain a C average. A student receiving less than a C average is considered to be on academic probation for the following quarter. If a student is on probation for two successive quarters, the faculty and administration may review to determine if further accommodations are necessary.

Achievement Testing

The TerraNova 3 Test will be administered to only the benchmark grades (3rd, 5th, 8th, and 10th).

Bible Memorization

Bible memorization is a key to Christian strength; therefore, passages are assigned to students in all grade levels. Copies of the verses for memory work may be sent home with the students.

Bible Text

Any conservative, evangelical-approved translation may be used. (No paraphrases.)

Chapel

On Wednesday morning each week, students attend chapel. Guest speakers, including youth pastors, missionaries, singing and drama groups, pastors, other church personnel, school personnel, and students, contribute to our chapel times. Parents are encouraged to attend chapels.

Curriculum

The Bible is central to our curriculum. Our purpose is to direct young people to the Lord Jesus Christ and to His fulfilling style of life through the Bible and supporting materials. In traditional classes, we use ABeka and Bob Jones texts. Our Learning Center program provides a limited supplement to the traditional-style NHCS program by offering individualized help and tutoring designed to meet specific needs of individual students.

In order to ensure an adequate and credible academic program for all of our students, the following courses and requirements have been established:

Jr. Kindergarten

Bible	Music
Reading Readiness	Art
Phonics	Social Skills
Arithmetic	Poetry
Writing (Manuscript)	Exposure to Motor Skills

Kindergarten

Bible	Social Studies
Reading	Art
Phonics	Poetry
Arithmetic	Music
Writing (Manuscript)	Singing
Science	Fun & Games

Grades 1-6

Bible	Computer
History & Geography	Mathematics
Language Arts	Music
Reading	Art
Spelling	Physical Education
Grammar	Science
Handwriting	Health
Creative Writing	

Grading

The grading scale for JrK and Kindergarten is as follows:

- O - Outstanding
- S - Satisfactory
- U - Unsatisfactory

The grading scale for 1st-6th grades is based on the following:

A	90 - 100	Superior
B	80 - 89	Above Average
C	70 - 79	Average
D	60 - 69	Below Average
F	0 - 59	Failure

Homework/Assignments

Class homework and assignments are expected to be completed by the date due. When they are not turned in on time, teachers may require a student to spend extra time before school, at lunch, or after school to complete assignments. Assignments will not be assigned to be done specifically during Thanksgiving, Christmas, or spring break vacations.

Learning Center

The Learning Center is a great opportunity for ALL students in ALL subjects to receive a little extra help and learn valuable skills for success. The LC is open during the school day, as well as Monday-Thursday from 3:15-4:30. Students can be assigned to take a specific subject in the LC, come at lunch to receive help on a difficult concept, or take makeup quizzes/tests. The LC is supervised by Mrs. Hillier and staffed with several volunteers and paid staff.

A charge of \$8/day will be added to the accounts of students who attend the after school LC program for childcare purposes.

Make-up Work

When absent from school for any reason, it is the student's responsibility to see that all work is made up and given to the teacher. Students may get missed assignments from the teacher, office, or from QuickSchools (1st-6th grades).

No make-up work will be accepted after the end of the quarter unless prior agreement was made between the student and teacher. Acceptable reasons will be unavoidable situations, such as extended illness.

When feasible, make-up work must be done in advance of pre-planned absences. Scheduled tests and pre-assigned written projects shall be due on the date of the student's return to class. The teacher may grant added time when extenuating circumstances exist.

Parent-Teacher Conferences

Frequent communication between parents and teachers concerning the student's school activities and progress is encouraged. At any time, appointments for special conferences with individual teachers may be made.

Scheduled conferences with teachers are **required** following the end of 1st quarter. This time is set aside to discuss the report card, as well as to share insights and/or encouragement. Specific goals for the student can also be discussed.

Prayer

Students are encouraged to make their requests known to God and are given opportunities for prayer throughout the school day – at the start of the day, before eating lunch, for special needs, and to give Him praise for all things.

Progress Reports

At any time, parents of 1st-6th graders may view grade reports on QuickSchools.

Report Cards

Report cards are emailed to parents after the end of each quarter.

Student Record Files

Records on each student are kept in the office. These permanent records include grades, immunization records, testing results, school applications, and occasionally, examples of class work. They may also include deficiency reports or disciplinary notices. These records are open to the student's parent(s). Please call ahead if you wish to view these files.

Textbooks

In most cases, textbooks are school property. All non-consumable books must be covered (do not use contact paper). Lost or excessively damaged books will result in a replacement fee charge.

Students who withdraw from NHCS must check in **all textbooks, both consumable and non-consumable**. However, if a parent wishes to purchase any of the consumable books, it may be done by making arrangements through the office. Depending on withdrawal date, consumable books will be sold to parents at the following rate:

- During the 1st quarter: total cost & handling charge for each book

- During the 2nd quarter: $\frac{3}{4}$ the cost & handling charge for each book
- During the 3rd quarter: $\frac{1}{2}$ the cost & handling charge for each book
- During the 4th quarter: $\frac{1}{4}$ the cost & handling charge for each book

ATTENDANCE

Punctuality and regularity in attendance are vital parts of education. Unless properly excused, students are expected to be in attendance at school.

Early Dismissal

Students will not be permitted to leave campus during school hours (for illness, appointments, etc.) unless approval is first obtained from the office. The parent (or person authorized by the parent) is to sign the student out in the office before leaving campus. If returning the same day, the student must sign back in.

Excused Absence

We ask that parents call the office the night before or early in the morning if a student will be absent or send a note to the office upon the student's return to school. Excused absences are granted for things such as illness, medical/dental appointments, and school-sponsored activities.

Medical/Dental Appointments

After school medical/dental appointments are preferred. However, if it is necessary for a student to leave early for a medical/dental appointment, please notify the office in advance. The parent, or someone the parent has authorized in writing, should come to the office to check out the student. The office will then call the teacher to release the student. If returning during school hours on the same day, the student is to sign back in at the office before going to the classroom.

Release of Student

For the protection of your student(s), no student will be released to anyone other than a parent (or someone the parent has authorized in writing) at any time during school hours.

Tardiness

A tardy student disrupts the teacher, his/her own learning, and that of the entire class. Excused tardies are allowed for medical appointments, unforeseen events, or when detained by a staff member. When coming to school late, student must go immediately to the office to sign in before going to the classroom.

Each student is allowed up to three unexcused tardies per quarter. For 1st-6th grade students, a detention (either at lunch time or after-school) will be assigned beginning with the 4th unexcused tardy in a quarter.

BEHAVIOR AND CONDUCT

Christ-like character is the goal of Christian school education.

1. Physical contact (such as kicking, hitting, biting, pinching, slapping, etc.) is not allowed, even in play.
2. Bullying or harassment, whether physical, verbal, written, teasing, in play, or in any other form, is absolutely forbidden and will not be tolerated.

3. Students are not to take that which does not belong to them. Taking an item without the owner's permission will be regarded as stealing.
4. The following objects are forbidden on campus and at all school activities: laser pointers, knives, fireworks, matches, guns, and any other object that falls into the category of a weapon. Disregard for this rule will lead to serious discipline and could bring expulsion from NHCS.
5. Skateboards, inline skates, and roller blades are not to be used on campus.
6. No running that may endanger another person is allowed.
7. Bicycles are not to be ridden on the breezeways or down the steps. During the school day, bicycles should be parked in the bicycle stand.
8. Students are to refrain from using language that dishonors the Lord or is unbecoming to a Christian.
9. Use or possession of alcohol, tobacco, or any other non-prescribed drug is not permitted. Disregard for this rule will lead to serious discipline and could result in expulsion.
10. Students are not to chew gum on campus.

Discipline Procedures

All staff and faculty members have authority to discipline students.

Corrective Action Notice

CANs may be given for behaviors such as talking during class without permission, incomplete or missing assignments, etc. A CAN may require the student to report to a specific teacher/room for lunch detention. The CAN must be signed by a parent/guardian and returned to the box in the office before the beginning of the next school day. If not returned by the next day, another CAN may be given. If an assigned lunch detention is not served, an additional consequence may be given.

Conduct Referral

A conduct referral (pink slip) is given for behaviors such as willful defiance, foul language, attitude problems, physical contact, etc. Discipline for conduct referrals could include extra writing assignments, community service, suspension, etc.

The original pink copy is sent home with the student for the parent's acknowledgment of the infraction and signature. The signed pink copy must be returned to the box in the office before the beginning of the next school day. Failure to return it on time may result in a CAN and/or an additional consequence.

Consequences

Three conduct referrals within one quarter require a parent conference with an administrator to discuss the consequences for continued inappropriate behavior:

- Ineligibility for field trips
- Ineligibility to participate in class parties
- Ineligibility for participation in sports or any extracurricular activity

Five conduct referrals within one quarter may result in an at-home suspension.
Seven conduct referrals within one quarter may result in expulsion.

Suspension

The school maintains the authority to suspend a student. Behaviors which could give cause for suspension include, but are not limited to, the following:

- Deliberate disobedience/disrespect
- Infractions such as physical contact, stealing, bullying, etc.
- A significant breach of conduct (on or off the school grounds) that may have an adverse effect on other students or on the purpose and testimony of the school

Assignments missed during suspension must be turned in the day the student returns to school to receive full credit; quizzes/tests are to be taken on day of return.

Expulsion

A student may be expelled for the following:

- ◆ A serious breach of conduct and/or repeated problems with attitude, behavior, or academic performance.
- ◆ Repeated problems with attitude, behavior, or academic performance.
- ◆ Failure of the student or parent to be in accord with the disciplinary procedures or policies of the school.

In the case of such an offense, the matter will be referred to the administration team, which makes determination of expulsion. An expelled student may request an appeal to the Board of Directors through the administration. During the time of review, the student will be suspended from school.

Harassment

NHCS is committed to maintaining an environment where all individuals treat each other with dignity and respect, and one that is free from all forms of intimidation, exploitation, and harassment. The school will take action to prevent and correct any violations of this policy. Anyone (staff or student) who violates this policy will be subject to discipline, up to and including termination or expulsion. The school will maintain a record of all reported harassment incidents.

Examples of conduct that would violate this policy would include:

- Threatening to hurt or harm in any way (even if “only joking”)
- Visual conduct (leering, making gestures, etc.)
- Verbal conduct (making/using derogatory comments, slurs, jokes, etc.)
- Letters, notes, pictures, etc., that are written/drawn with a hurtful/malicious/threatening intent (even if “only joking”)
- Physical conduct such as kicking, scratching, biting, hitting, pinching, choking, etc.
- Sexual harassment (any of the above having a sexual nature)

Students and staff who experience any type of harassment or who observe conduct of any type of an harassing nature, must report the matter to the school administration. All such reports **will be** promptly investigated.

Spectators at Sports Events

1. Courtesy, thoughtfulness, and compliance with OSAA guidelines is expected from all spectators at both home and away venues.
2. All students must be in the gym or on the field supporting our teams. No loitering or playing around on the school grounds or in restrooms is allowed.

3. Per OSAA rules, the court is reserved for the teams' players except when spectators take part in an organized half-time event, such as a Pepsi shoot-out.
4. Children are not to play under the bleachers or go into the locker rooms.
5. All spectators are required to park in the lower parking lot or on the hillside south of the school.

DRESS AND GROOMING

The intent of the following rules is to provide a guideline and to encourage students to develop modesty and neatness in personal appearance. We believe it is proper for girls to look feminine and boys to look masculine.

Guidelines for all Students

Students are to dress neatly and modestly. Dress that immodestly accentuates physical features or distracts from the general learning environment may not be worn, regardless of trends or fashion. "When in doubt, don't!" is a good rule of thumb to use when deciding if a particular outfit is acceptable for school. ***The school reserves the right of final judgment regarding proper dress.***

Student dress at ALL school-sponsored and extracurricular activities (including games, concerts, special programs, class fundraisers, Harvest Festival, auction, graduation, etc.) is expected to be compliant with our school dress and grooming standards.

It is essential that parents, students, and staff realize that, in any activity, the dress and behavior of a particular group represents not only that group but the entire New Hope school family as well.

Not allowed at New Hope:

1. Open-toed sandals/shoes, flip-flops, or skate shoes - because of playground safety issues.
2. Body piercing jewelry other than earrings for young ladies.
3. Dyed or bleached hair that does not remain within natural hair colors.
4. Clothing that is not neat and clean, that has holes or frayed edges, or that is painted/permanently stained.
5. Clothing that reveals the undergarments in any manner.
6. Wearing of hoods in classrooms, office, or during chapel.
7. Flannel lounge-wear and pajama-type apparel (flannel shirts are acceptable).
8. Clothing or accessories with inappropriate logos, designs, or lettering and/or pictures that do not promote our school principles.
9. Modifications to the PE shirt.

Guidelines for Girls

1. Proper undergarments should be worn.
2. For 5th-6th graders...If skirts, dresses, or shorts are worn with bare legs, they may be no shorter than 3" above the kneecap. The fingertip rule applies to the length of any top, dresses, skirts, or shorts, when worn with leggings, tights, jeggings, etc., that visibly extend beyond the fingertip. **Fingertip rule: With hands hanging straight at your sides, fingertips must be touching material and not skin.**
3. Shorts must be worn underneath skirts and dresses if playing on playground equipment.

4. Clothing that reveals undergarments should not be worn.
5. No makeup or extreme jewelry.
6. Sleeveless tops and tank tops may be worn as long as they are modest and show no cleavage.

Guidelines for Boys

1. No tank tops or sleeveless shirts, except when worn as undershirts. Shirts meant to be buttoned must be kept appropriately buttoned (when undershirt not worn).
2. No radical hair styles such as braids or ponytails. Hair must be clean, neatly trimmed, and well-groomed (not scraggly-looking). It may cover the ears and collar only if it looks neat and trim and is of appropriate length (to maintain gender distinction). Neatness / appropriate length are determined by the administration.
3. On dress-up occasions, ties must be worn properly, not loosely wrapped around the neck. Dress shirts are to be buttoned all the way down and are designed to be tucked in.

Inappropriate Attire

A CAN may be issued for dress code violations, and the student may be sent to the office to change or modify clothing or to remain there until acceptable clothing is brought from home.

Parent Helpers and Volunteers

When helping at any activity/event, parent helpers and volunteers are asked to be observant of the school's dress code.

HEALTH SERVICES

Health Care

Oregon's Compulsory School Immunization Law requires that school children be immunized. The proper immunization forms must be on file in the school office.

Blood-borne Pathogens

All body-fluid spills, such as blood, must always be treated as potential Hepatitis B or HIV contaminants. In no case is a student allowed to continue in an activity until all body-fluid spills have been eliminated.

All body-fluid spills must be cleaned up using one of the blood spill kits located in classrooms, office, cafeteria, and gym. The law mandates the use of gloves, and that all instructions in the kit are followed.

Illness

The control of communicable disease is imperative to the health and education of every student and family. Illnesses most frequently found in schools are chicken pox, strep throat, colds, flu, and measles. Student should be kept at home if he/she:

- ◇ Lacks energy and appears overly tired or sleepy.
- ◇ Shows any symptom of a communicable disease, such as flu, measles, strep throat, chicken pox, whooping cough, scarlet fever, pink eye, etc.
- ◇ Has a rash that has not been identified.
- ◇ Is running a fever.

Due to the risk of spreading an illness, your student may be sent home if he/she displays any of the above-listed symptoms. If student has had a fever, they should remain home for at least 24 hours after temperature returns to normal.

Medicines

Medicines (prescription and over-the-counter) in the original containers with expiration dates and dosage instructions can be dispensed to students only if a *Request to Dispense* form is on file in the office. Parents should bring the medicine and the form to the office to be placed in the locked medicine file. No other medicines (aspirin and Tylenol included) will be dispensed, even if requested by phone or written note from parents. No medicines (including Tylenol, cough drops, etc.) are to be kept in cubbies, desks, backpacks, purses, etc.

Insurance

Carpool Insurance

Families cooperating in a carpool arrangement are encouraged to review their insurance coverage for passengers. Significant increases in coverage might be made at a nominal cost.

Student Insurance

NHCS carries limited medical coverage for all daytime activities, field trips, and sports. Additional student insurance is an option for parents to purchase.

AHERA - Asbestos

Our school seeks to be in compliance with AHERA. (*AHERA refers to rules regarding asbestos located in school building materials.*) The school AHERA management plan may be viewed in our main office.

MISCELLANEOUS INFORMATION AND POLICIES

Closed Campus

NHCS is a closed campus. Students are not permitted to leave campus during school hours unless properly checked out of the office. **For the protection of your student(s), no student will be released to anyone other than a parent (or someone the parent has authorized in writing) at any time during school hours.**

The parking lots are off limits for students except for their arrival to and departure from school.

Closed campus also means that students may not have friends visit them during school hours.

Communications Home

Communications (such as the weekly newsletter) from the school will be sent via email to the parents. For parents who do not have email, a request must be made to the office for paper copies.

Computer-Use Policy

Any use of the school network or internet is for school purposes only. This

includes all computers on campus as well as personal laptops. Using the school network or internet for personal or entertainment purposes without approval or permission is prohibited. A user of the network will be held accountable for the use of the computer, including any use of it by someone else using his/her password. Inappropriate use can result in restriction or cancellation of access privileges, in addition to disciplinary and possible legal action. The full policy can be viewed on the NHCS website.

Electronic Devices

1. Electronic devices (cell phones, iPods, iPads, translators, ear buds, etc.) may be used before school and after school. During school hours, they are to be turned off and kept in the student's backpack or purse.
2. They are not to be used for any reason (EG: as calculators, to text message, as clocks, etc.) unless the student has been given specific permission by the teacher.
3. It is essential that the school office is aware of and monitors student absence and illness issues. Therefore, during school hours, students are not to use cell phones to call/text parents for permission to leave early for any reason without first gaining office permission.
4. Students having their phone out and/or using it for any reason during school hours, will have their phone confiscated and given to the office, where it will stay until a parent retrieves it.
5. If phone is confiscated a second time, the student must then check it into the office upon arrival to school and keep it there until leaving at the end of the day for the remainder of the school year.

Emergency Drills

Fire, earthquake, and lockdown drills are conducted regularly. From any area of the school facility, students will learn to quietly and safely evacuate when required. Evacuation plan drawings and guidelines are posted in every classroom.

Family Partnership Commitment

Any time that parents, grandparents, and children (minimum 14 years old due to legal work age) volunteer at NHCS, please log the time in the notebook in the office to receive credit toward your Family Partnership Commitment. (See the Tuition and Fees Sheet for complete details.)

The purpose of this commitment is to keep tuition costs lower.

Field Trips and Off-Campus Activities

In addition to the initial permission given on application forms, permission forms will be sent home to inform parents and for parent signature giving permission for the student to participate in the specific field trip/activity.

Parent volunteers are always welcome to assist with field trips and off-campus activities. We greatly appreciate parents' help to supply transportation when needed.

A parent who is carpooling or chaperoning students on a field trip may not bring non school-age siblings. (Special permission may be granted by administration for non-educational trips.) NHCS students who are not in the grade(s) that are going on a field trip may not attend.

Financial Aid

There are many cases in which students would like to come to New Hope, but the lack of funds restricts them. We are very appreciative for all gifts given to benefit our financial aid program. There are the following two types of financial aid:

- Designated: From time to time, parents and other friends of the school sponsor an individual (sometimes anonymously).
- General: We encourage parents and other friends of the school to give to our general financial aid program. The school then disperses these funds appropriately to the needs of those who are receiving financial aid.

Both designated and general gifts given to financial aid are tax deductible.

Food/Drink in the Classrooms

Food will not be allowed in the classrooms except under special teacher-approved circumstances.

Students are only allowed to bring water, coffee, sodas, smoothies, etc., in closed containers. (A “closed container” is a water bottle or plastic/metal container with a screw-on lid.) Any drink brought into a classroom must be in the acceptable closed container PRIOR to entering the classroom.

Fundraisers

Each year, there are several fundraisers coordinated through PTF. The success of these events is dependent on your help, which is greatly appreciated. After obtaining approval from the administration, classes and sports teams may also do fundraising for special activities or equipment.

Gifts

NHCS functions financially as the Lord blesses. Each year a sizable portion of our budget is from freewill giving by parents, staff, and other supporters.

Gifts are tax deductible. NHCS is classified as a non-profit organization under federal tax law. Gifts may be non-designated (which are entered into our general budget) or may be designated for special projects.

Library Guidelines

The library is available to all students throughout the week. The hours are 7:30am to 3:30pm. Elementary classes will visit the library once a week. It is a place for quiet selection of books, for study, or for reading. Limited conversation is allowed but must be quiet and non-disturbing.

Books may be checked out for one week by Kind-4th grades and two weeks by 5th-6th grades, unless otherwise indicated. Students are permitted to check out only two books at a time.

A student having books overdue may not check out more books until returning the overdue item(s) and paying any fines. Fines for kindergarten and 1st grade are \$.05/day (up to the value of book replacement), and 2nd through 6th grade are \$.10/day (up to the value of book replacement), beginning one week after the book is due. Students not responding to late book or fine notices will receive notes to be signed by a parent and returned to the library. Books may only be checked out by the librarian or an authorized staff member/volunteer.

Lost and Found

Massive amounts of lost and found articles accumulate throughout the school year. Regular checking of the lost and found items is encouraged.

Periodically, we will have a lost and found sale. Whatever is left will then be bagged up and donated to the Gospel Rescue Mission barrels located outside our office door.

Parents are encouraged to label all personal items including shoes, backpacks, jackets, coats, caps, etc.

Lunch Program

Mrs. Valerie King is in charge of lunches prepared and/or served by the school. Monthly lunch menus and costs will be available on the school website. Some snacks, milk, juices, etc., will also be sold. Money can be paid in the main office to be put on a lunch account.

Matthew 18 Principle for Complaints/Concerns

NHCS views parents as having the right and responsibility to share concerns. We desire and encourage parents to give constructive feedback. We expect parents and students to follow the principle of Matthew 18:15-16. The appropriate sequence of communication should be as follows:

1. Student and/or parent with the person concerned
2. Those listed in #1 with an administrator
3. Those listed in #1 with an administrator and the school board

Music

All music played during ALL school-sponsored activities (sporting events, games, dances, field trips, chapel, senior slide presentation, graduation, etc.) must be in compliance with the music policy of NHCS and appropriate for the occasion. At a minimum, words must be Christian-based.

Office Phone

With secretary approval, an office phone is available for students.

Parent-Teacher Fellowship

The Parent-Teacher Fellowship (PTF) is a collection of New Hope families and staff working together to continue to improve New Hope Christian School and to glorify Jesus in and through the lives of our students.

Project Needs

A campus as large as ours always has project needs. NHCS values the services of our volunteers. Building, electrical, plumbing, and other materials are also always needed for these volunteers to use on the projects. Many opportunities exist to become involved. Please contact the office for more information.

Safety Issues

Elementary students are not to be on campus unsupervised either before or after school. Students who arrive at school between 7:30-7:45am are to report to the office. Prior to 7:30am, there is no supervision for them. If students remain on campus after 3:30pm, they will be sent to the Learning Center, and a fee will be charged. (see Learning Center, pg. 6)

Please pick up your child promptly at the completion of their school activities. If you desire someone (who does not usually do so) to pick up your child from school, please authorize us in writing to release your child to go with that person.

Use the Hidden Valley Rd. parking lot when bringing students to school and picking them up after school.

Breezeways and other exits/fire lanes must be kept clear of all backpacks and other obstructions AT ALL TIMES.

School Closures/Delays

Occasionally, due to things like inclement weather or a power outage, it becomes necessary to close school or announce a 2-hr delay. (We follow the lead of Three Rivers School District for weather-related delays and closures.) In the event of a closure or delay, we will communicate to our families via One Call Now, our NHCS website, and several local radio and T.V. stations.

School Hours

Jr. Kindergarten	8:00-11:45 (AM only) 8:00-3:00 (full-day)
Kindergarten	8:00-noon (AM only) 8:00-3:00 (full-day)
1st-6th grades	8:00-3:07

School Office

The school office hours are 7:30am to 4:00pm.

Please feel free to drop by or call if you have any questions or if you need to arrange an appointment with a member of the administration or a teacher. (You can also send the teacher an email - email addresses are posted on QuickSchools and listed in the Family Directory.) If you need to get a message, PE clothes, lunch, etc., to your student, please contact the office, and a secretary will assist you.

Payments to your tuition account or your student's lunch account may also be made in the office.

Sick/Injured People on Campus

If a student, staff, or any person "gets sick" or is injured on campus, and there is not a staff member assisting, someone must immediately get the nearest adult staff member to assist. The staff member will provide assistance, take the sick/injured person to the office for examination, and fill out the necessary paperwork.

Social Activities

All school-sponsored activities must have school-designated chaperones throughout the course of the event. The school assumes no responsibility for students after the activity is over. Transportation must be arranged by the home.

At all school-sponsored activities, students and chaperones must maintain the dress and behavioral standards of NHCS.

Visitors

All visitors must obtain a pass from the school office before visiting students or classes. Adult visitors (parents, pastors, and prospective parents) are welcome at the school. A call ahead of time indicating the class(es) to be visited is appreciated.

Parents and youth pastors/church workers are encouraged to eat lunch with students on campus within the normal lunchtime period. (Lunch is provided free of charge to visiting pastors and youth pastors.)

If a visitor is a prospective student and wants to observe classes, pre-approval is to be obtained from the administration at least 48 hours in advance in order to give notice to the teachers.

Students who are on suspension, have withdrawn while on suspension, or have been expelled are not permitted to visit or freely roam the school campus. If personal items are left behind and are needing to be retrieved, the student and a family member must check in to the school office. A staff member will then escort the student and family member to retrieve the personal items.

HANDBOOK CHANGE POLICY

NHCS's administration reserves the right to change the policies in this handbook whenever deemed necessary. Changes will be posted on our website.

SCHOOL VERSE

“Thy word is a lamp unto my feet and a light unto my path.” Psalm 119:105

SCHOOL COLORS

Red, White, & Black

SCHOOL MASCOT

Warrior

Please continue to the next page....

Please sign the slip on the next page and return it
to the school office.

Please sign and return to the school office.

I have read the entire Parent-Student Handbook
(JrK-6th Grades) and will comply with it in every aspect.

Parent/Guardian Printed Name:

Parent/Guardian Signature:

Date:
