

2022-2023

School Year

NEW HOPE CHRISTIAN ACADEMY

## Parent/Student Handbook



**Your children will be taught by the LORD and  
great will be their *SHALOM*.**

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## Our Mission

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The mission of New Hope Christian Academy is to seek the *shalom* of every student. The Academy seeks to partner with parents to mold each child into a *whole* person, who will in turn work to build a *whole* society. By providing sound Biblical instruction, technologically advanced academics, training in music and the arts, and solid athletic conditioning, New Hope Christian Academy seeks to produce students who will spend their lives “*seeking the shalom of our city for in its shalom they will find their shalom.*”

## Our Vision

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New Hope Christian Academy will embody and promote the spirit of individual excellence through the highest quality teachers, broad based family and community support, and programs that are biblically based. New Hope Christian Academy will be the alternative school of choice enabling children to reach their full potential and perform successfully on standardized testing at the national level. New Hope Christian Academy will become a model school for educating children regardless of their current academic and social status. As a result, New Hope Christian Academy will become a school recognized for providing the community with leaders and productive citizens of the future.

## Our Objectives

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**☒ TO BRIDGE THE DIGITAL DIVIDE FOR LOW INCOME , URBAN YOUTH.**

Our curriculum is almost entirely Internet based. Each student is provided with his/her own computer to be used while in school.

**☒ TO EDUCATE & EQUIP OUR YOUTH WHO ARE BEING FAILED BY THE PUBLIC SCHOOL SYSTEM.**

Each student receives a personalized curriculum tailored to his/her personal strengths, weaknesses, & interests.

**☒ TO INTRODUCE STUDENTS TO THE CONCEPT OF ENTREPRENEURSHIP.**

Students will explore and develop various micro-entrepreneurial endeavors which utilize their expanding technological understanding.

**☒ TO MAKE SCHOOL AFFORDABLE FOR EVERYONE.**

Our goal is to recruit as many scholarships and sponsorships as possible to cut the cost of tuition for our parents.

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## Admissions & Enrollment

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General: New Hope Christian Academy does not discriminate on the basis of race, color, gender, national, and ethnic origin, or religion for purposes of admission.

### A. Procedure

1. Parent or guardian visits the school.
2. Application is submitted accompanied by application fee.
  - a. Student must be enrolled by a parent of legal guardian.
  - b. Student must be living with at least one parent or legal guardian.
3. Schedule student to take Academic Assessment Test.
4. Parents sign permission forms including parent/school covenant.
5. Immunization forms must be received before a student may enroll in school. (All students must have immunizations for diphtheria, polio, measles, and rubella.)
6. Attend new student/parent orientation.
7. Parent & student read handbook thoroughly.

### B. Acceptance

1. Parents will be notified concerning the outcome of the enrollment process when the above procedure has been completed. Students may be placed on a waiting list, depending on space availability. For all grades, a student's position on the waiting list depends on the date of application & priority status.

### C. Specific Rules

1. New Hope Christian Academy reserves the right to suspend or expel a student for misconduct whether the misconduct occurred on or off the school campus, whether the form of misconduct is identified herein, and whether the behavior is specified as improper off campus.
  2. While New Hope Christian Academy has no control over student activity off campus that is not school-sponsored, and while the school does not supervise off-campus student conduct that occurs during an activity that is not school-sponsored, misconduct during such an activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion.
  3. School property shall be protected. Malicious or careless defacing, damaging, or destroying of school property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his/her parents or legal guardian.
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## Admissions & Enrollment cont'd

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4. Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
5. Respect for authority is required. Each student is expected to show respect for any staff member at all times, in and out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.

## Office Policy & Procedures

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### Student Record:

- ☐ The school maintains a permanent cumulative file on all New Hope Christian Academy students. Records of health, grades, standardized tests scores, reports on parent conferences, and reports on disciplinary action make up most of the content.

### Release of Records:

- ☐ New Hope Christian Academy will release student grades, standardized test scores, and medical information on the written request of another school system when such a request contains both the signature of an authorized school official and the signature of at least one parent or legal guardian on a form to be supplied by the receiving school.
- ☐ Records and transcripts will not be released if a student's tuition and/or fees account is not "paid in full" at the end of a school year, or if an account is delinquent during the school year.

### School Phone:

- ☐ Students may use the office telephone with permission of a staff member, when it is needed and available. Calls to students during school hours are to be limited to emergency messages.

### Lost & Found:

- ☐ Clothing, books, and personal articles will be collected by the school custodial staff each day and placed in a central depository. Students and their parents are asked to check and reclaim items. The school assumes no responsibility for articles left lying about the building or improperly stored. Articles that are not claimed after a reasonable time will be forfeited by the owner and donated to a charitable organization.
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## Discipline

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For the most part, teachers will handle their own discipline situations according to their own methods and abilities as well as school policy. Disciplinary methods can include, but are not limited to, having the student miss recess, write an essay, or stay after school. When a student is unable to function within the school's discipline guidelines, the following procedure will be implemented.

### LEVEL I

A student who interferes with the learning process and the atmosphere of the classroom may be placed on Level I and if necessary, be sent immediately to the Pastor. Next a conference will take place between the student and the teacher involved. The parents will be notified at this time and a plan will be implemented to help the student correct his/her behavior. Disciplinary action may also be taken by the teacher also.

- ☐ Missing recess for a specified period of time
- ☐ Doing extra homework (must meet teacher's standards)
- ☐ Doing other activities according to the teacher's discretion as to what will bring about the needed reconciliation.

In any event, the teacher will contact the parents when the misbehaviors are excessive or the teacher deems a parent conference necessary.

### LEVEL II

If the Level I plan has not been successful in changing the student's behavior, the teacher may call for a parent/student/pastor conference. The parent, teacher, and pastor will work as a team to help the student meet the required standards of behavior. Other staff members involved with the student may attend the conference. Information will be shared and a plan of action, including time constraints, will be developed.

### LEVEL III

If planned objectives for the student have not been realized in the first two levels, more drastic action will be needed. The pastor will contact the parent and student, review the student's actions, and decide on one of several options including disciplinary probation or suspension.

#### ☐ ***Disciplinary Probation***

Any student who receives one or more disciplinary referrals can be placed on disciplinary probation by the administration. A plan of action will be developed by the parents, teacher, and pastor including time restraints and restriction. Any violation of this plan will incur further disciplinary action up to and including Level IV disciplinary action.

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

## Discipline cont'd

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### Suspension

A suspension from school will result in a parent contact and/or conference; a special counseling program, restriction from all school-sponsored activities, and a deduction of two percentage points or the equivalent from each final grade for each day of suspension during the current ten-week quarter.

Schoolwork missed because of suspension may be made up within a time equal to that of the suspension.

-  Students are automatically placed on Level III for fighting.
-  Students are automatically placed on Level III for inappropriate language and inappropriate use of the internet.

### LEVEL IV

Student behavior that is consistently inappropriate and unacceptable during any activity on or off campus will incur a request for withdrawal or expulsion for one semester or more.



### DISMISSAL

Dismissal refers to disciplinary action taken by administration to remove a student from the school. The administration does not easily or lightly resort to dismissal but uses it only as a last step for students who do not adhere to the rules of the school.

The dismissal of a student is totally the prerogative of the school administration and does not require the student or the parents to agree that the action is warranted. A notice of dismissal will always be accompanied by a reason for the dismissal.

- **New Hope Christian Academy has a “Zero Tolerance” policy for Students who bring weapons, drugs, and/or alcohol to school. Such behavior will result in Expulsion/Dismissal from school without the possibility for readmission.**

### Re-Enrollment or Continued Enrollment

-  Any student expelled from school will normally not be allowed to apply for readmission. Requests for readmission should be made in writing to the Administration.
  -  The school reserves the right to deny admission, readmission, or continued enrollment to any student whose actions demonstrate that it is not in the school’s best interest to allow admission, readmission, or continued enrollment.
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## Attendance

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We believe that regular attendance in class is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. A work done to make up what was missed during absence is primarily an effort to bridge a gap in classroom experience. This is only a substitute for classroom attendance and it is acceptable only under the conditions described below.

## Absences

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### **EXCUSED ABSENCES**

Advanced notification from parents or legal guardian not required for the following absences:

- Illness or injury prohibiting a child from coming to school.
- Student participation in school-sponsored activities during the school day
- Serious illness or death in the student's family.

Advanced (24-hr minimum) written notification from the parents or legal guardian is requested for the following absences to be excused:

- Marriage in the immediate family.
- Doctor or dental appointments that cannot possibly be made outside school hours. This refers specifically to orthodontist appointments or treatment for dental or other physical problems.

### **UNAVOIDABLE ABSENCES**

- Business trips where both parents or legal guardians are required to be out of town and the children are too young or have no other play to stay. Advance written notification is required.
- Help at home of an emergency nature will also be given consideration.

### **UNEXCUSED ABSENCES**

- Any of the above listed excused or unavoidable absences that were not requested in writing and approved in advance.
  - Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, travel, vacations, truancy, tardiness, parent notes without either any explanation or an excusable reason.
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## Absences cont'd

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### **PENALTY FOR UNEXCUSED ABSENCES**

- Students will be required to make up all missed work, including homework, tests, and/quizzes.
- If a student is absent from school immediately following any school activity, that absence may be interpreted as unexcused. This applies to any student who is absent the morning following participation in any activity the previous night, or any student who is absent the afternoon (or day) prior to attending an activity that evening.

### **PROCEDURE FOR RE-ENTERING SCHOOL AFTER ANY ABSENCE**

A note must be taken directly to the classroom teacher, who in turn will send it to the school office. The school administration has the final authority to excuse an absence.

### **LOSS OF CREDIT FOR THE YEAR DUE TO ABSENCES**

- For a student to receive credit in any class, total semester absences may not exceed ten (10) days and yearly absences may not exceed twenty (20) days.
- Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the administrators.

### **SIGNING STUDENTS OUT OF SCHOOL**

Students may be signed out only under the following conditions:

- Their absence would fall under one of those defined as excuses in the Student Handbook.
  - If the reason is illness, the student must have a fever as determined by the school nurse, be obviously ill, as determined by the best judgment of the school officials, or establish a phone contact between the school and parent or legal guardian, and have a member of the office staff verify permission for the student to leave campus. Students must wait in the area designated by the school for a parent or legal guardian to arrive. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents
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## Absences cont'd

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Students may not leave campus during the school day without telephone contact with or personal appearance of the parents or legal guardian. Notes from home requesting that a student be dismissed at a particular time will not be accepted without proper telephone or personal contact from parents or legal guardian. Students are to be released only to the parents or legal guardian, except in extreme cases where the administration has made an exception.

Upon checking either later that day or on the following day, a written note from home must accompany the student as outlined previously in the "Procedure for Re-entering School after an Absence."

## Tardiness

### EXCUSED

- Bus delays or breakdowns
- Parent automobile delays or breakdowns en route to school
- Detainment by the office or another teacher
- Temporary illness
- Unavoidable reasonable circumstances

### UNEXCUSED

- Oversleeping, or arriving late for any reason not in keeping with reasonable prudence.
- Any lateness in getting to classes during the school day.

### PENALTIES

- Please notice the Parent's Commitments concerning absenteeism and tardiness, which are underlined in the School's Covenant.
  - Any student arriving after 10:00am will be marked absent for that day. Exceptions may be granted under the excused tardiness.
  - Parents of students who have more than three (3) tardies during a grading period will be contacted by the administration. Continued tardiness will necessitate a conference.
  - Three (3) tardies during a ten week grade period is equivalent to one unexcused absence.
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## School Hours

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- School hours are from 8:30am to 3:00pm, Monday through Friday. Students are to arrive at school with ample time to organize their books and supplies and be seated in class by 8:25am.
- Students are to be in school EVERY DAY with the necessary books, materials, and supplies; except in case of serious illness.
- Students must be picked up within fifteen minutes at the end of the school day. There will be a charge of one dollar (\$1.00) per minute, after 3:15pm for children who have not been picked up and who are not enrolled in the after school program.

## Lunch

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Students are to bring their own lunch to school or purchase school lunch. Lunch will be available to purchase for \$3.50, Monday - Friday, for those interested. Food is to be eaten only in **designated eating area**. No student is allowed to eat or drink anywhere else in the building. Food is never to be wasted and garbage is to be disposed of properly. Throwing and/or playing with food will not be allowed. Students should always be orderly while eating.

### NOTE TO PARENTS

Please be sure to give your children a lunch before they leave for school. Getting a lunch to them at school interrupts the office, student, teacher, and class routine. If you do need to get a lunch to your child, leave it in the school office where your child can stop by for it. Also, we welcome and encourage those parents who would like to eat lunch at school with their children. We only ask that they make arrangements with the child's teacher in advance. These guidelines will help insure smooth operation of our daily schedule. We appreciate your cooperation.

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## Dress Code

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It is the desire of New Hope Christian Academy that our students live and conduct themselves in a manner that will be pleasing to God and will glorify the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code of New Hope Christian Academy is one of the first and most tangible rules of the school to which an entering student must respond. It not only affects the clothes budget and the planning and shopping for a wardrobe, but every school day this rule visibly affects our students. It is vital that each Student wholeheartedly support the dress standards.

When a student is observed by a teacher or the administration to be in violation of the dress code, the parents or legal guardian may be called and the student be sent home to make any needed alterations. If it is impossible for the student to go home, he/she may be held out of class for the remainder of the day. The student's grade for each class will reflect their absence.

### SCHOOL UNIFORM

#### GIRLS

- Navy blue jumpers, skirts, shorts or pants (jumpers, shorts, and skirts must be knee length—shorts are only permitted when the weather is 80+ degrees)
- NHCA shirts
- Navy blue or white sweater

#### BOYS

- Navy blue pants (no jeans)
  - Navy blue shorts (only when the weather is 80 degrees or more)
  - NHCA shirts
  - Navy blue or white sweater
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## Parent/School Relations

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### APPOINTMENTS WITH TEACHERS

Parents or guardians are encouraged to see any member of the teaching staff at any time they have a question or concern about their child's progress. Teachers are available before or after school for this purpose. To facilitate conferences, parents are asked to call the school office to confirm the availability of the teacher they wish to see. Parents who desire a telephone conference may leave a message with the office and the teacher will be asked to return their call at their earliest convenience.

### PARENT/TEACHER CONFERENCE

Regularly scheduled conferences will be held each quarter. Parents will be given the opportunity to request scheduled conferences.

### SCHOOL COMMUNICATIONS

The school is committed to effective communication. If a parent needs further information concerning school activities, please call the school office. Notices of special events and activities will be emailed, texted or sent by students during the school year. Parents are asked to always read the notices sent home because important news concerning school closings, holidays, time changes, etc. may be involved.

### CLASSROOM VISITING

- Parents or guardians are invited to visit provided the arrangement is made in advance and approved by the administration. Anyone visiting the school must first check in at the office and receive a "Pass." Parents may not go to classroom without a "Pass."
  - Other visitors are not permitted to visit class or be on campus during the school day without the approval of the pastor or designated official.
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## Program of Instruction

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### HOMEWORK

- Each teacher may require their own particular format in homework. Spelling, grammar, and proper penmanship must meet the required standards. Homework done poorly or carelessly will be returned to be redone.
- Teachers expect all students to turn in assignments completed and on time. No teacher will allow an assignment required of all students to remain undone by a single student. If an assignment is not done, the following procedure may be used:
  1. the student may be sent from class and will make up the assignment during class time receiving a failing grade for that class period.
  2. Failure to complete an assignment on time will result in a penalty of points taken off the grade.
  3. Chronic failure to complete homework will be brought to the attention of the parent or legal guardian and the pastor.
  4. Standardized forms may be used to report poorly done or late assignments to parents.
  5. Students may be required to carry assignment verification forms for each day to class to be initialed by the teacher and then verified by the parents or guardian.

### REPORT CARDS & GRADING PROCESS

- Please see the school calendar for the end of the ten week grading periods. Parents must attend all “report card” conferences. If the parent is unable to attend at a designated time, he or she must call the school to arrange an alternative time.
- All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning, activities, and effort. Please discuss each report with your child carefully. Grades are indications of present achievement and not indications of one’s overall ability to learn.
- Letter grades are determined by the following criteria:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Poor	65-69
F	Failure	64 and below

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## Program of Instruction cont'd

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- Any student who has failed to make up daily work or tests by the end of the marking period will receive an “Incomplete” (I) on the report card. Any student who does not make up work because of negligence is given an “F” (64) or his/her own failing grade average for the grading period.

### **EXTRACURRICULAR ACTIVITIES**

A vital part of school life is its extracurricular activities. In today's world, the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. NHCA is concerned not only with the intellectual dimension of our students, but also with growth and development spiritually, socially, & physically.

### **FIELD TRIPS**

Field trips will be conducted in relation to classroom learning activities. They are not intended simply as a break from school. Rather, field trips will be used to enhance the educational and social development of the student.

### **SPECIAL PROGRAMS & ASSEMBLIES**

From time to time speakers, films, or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend chapel.

### **CHAPEL**

Weekly chapel topics will be planned by teachers. On occasion, we will get input from students. Parents and guardians are invited and encouraged to attend these chapels.

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## Health & Safety

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In accordance with state laws of Pennsylvania, each student must have up-to-date physical records and required immunizations.

### **INFECTIOUS DISEASES**

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following apply:

- Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will also be considered.
- The parents or guardian of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school administrator so as to permit a reliable assessment of any change in the student's condition that might affect the school's decision permitting enrollment or continued attendance.

### **ADMINISTRATION OF MEDICINE**

All medication must be administered by the school nurse or office personnel. The student shall deliver the medication, labeled with his or her name, to the office along with a signed note from the doctor, parent, or guardian stating what the medication is for, how often it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be put in writing. Time will be provided in the child's schedule to come to the office to receive the medication.

### **PARENT'S EMERGENCY PHONE NUMBERS REQUIRED**

We request that at least one emergency phone number be on file in the school office. In addition to the home phone numbers, the school requires a work phone number or the phone number of a close friend, neighbor, or relative who can be contacted in the event of a serious problem.

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## Health & Safety cont'd

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### **MEDICAL RELEASE FORM REQUIRED**

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event that it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent. The form will be used only by a school official when a parent or guardian cannot be reached. In any event effort will be made to reach the parents or guardian and school officials will follow their instructions.

### **DOCTOR & DENTAL APPOINTMENTS**

Whenever possible, all medical and dental appointments must be made outside of regular school hours. If this is not possible, parents or guardian should notify, in advance, teachers to be affected by the student's absence, and the note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences.

### **COVID-19**

It is recommended that all students are vaccinated and boosted. For those who are not, we highly recommend wearing a well fitted mask for their safety and the safety of others.

An NHCA staff person will be stationed at the school entrance to take the temperatures of students as they enter. Students with temperatures above 99 degrees, will be placed in isolation and re-tested after 15 minutes. If the fever persists, a parent will be notified and the student will be sent home.

### **HEALTH & SAFETY PRECAUTIONS**

If your child is displaying signs of excessive sneezing, coughing, runny nose, leaking/irritated eyes, fever, and or diarrhea, please keep them home until the symptoms are gone for at least 24 hours.

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# Student Handbook Contract

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## STUDENT CONTRACT

I have read the standards and policies set forth in the New Hope Christian Academy Handbook. I hereby agree to fully comply with the standards and policies and understand with failure to do so will result in the stated disciplinary action.

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(Student Signature)

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Date

## PARENT CONTRACT

I have read the standards and policies set forth in the New Hope Christian Academy Handbook. I hereby agree to fully comply with the standards and policies and understand that if my child is out of compliance will result in the stated disciplinary action.

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(Parent/Guardian Signature)

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Date

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NEW HOPE CHRISTIAN ACADEMY

[WWW.NHCATECH.COM](http://WWW.NHCATECH.COM)