
NEW HOPE CHRISTIAN ACADEMY

Parent & Student Handbook



Last Revised

April 2025

WELCOME LETTER

Dear Parents and Students:

Welcome to our Academy! We are so happy you are here! I cannot wait to meet and work with all of our students and families.

Our mission is to be Christ-centered, student-focused and mission minded. In order for us to do that we feel we should “start children off on the way they should go” so that “when they are old, they will not turn from it” (Proverbs 22:6, NIV) .

It is our desire to prepare life-long learners, critical problem solvers and responsible, productive citizens. We provide a nurturing, Christian environment in which the educational, physical, and emotional needs of each student can be met.

During the 2025-2026 school year, we will share many new and exciting opportunities together. The information in this handbook will equip our students and parents with a brief summary of our school procedures and student and parent expectations and guidelines. All students and parents are encouraged to read and reference this book throughout the school year. The complete handbook will also be available online at www.nhcabigspring.com

We look forward to working with each of you throughout the upcoming school year.

Go Wildcats!

Sincerely,

Amber Weldon
Director
New Hope Christian Academy

Allen Dunlap
Lead Pastor
First Church of the Nazarene, Big Spring
(Naz Family Church)

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ABOUT US

HISTORY

New Hope Christian Academy (NHCA) was founded in 2012 under the name Nazarene Christian Academy by the First Church of the Nazarene under the direction of the Holy Spirit. It is a ministry of the First Church of the Nazarene. The Academy was originally an extension to the ministry of New Hope Christian School and was housed in the same building at 118 Cedar Rd, Big Spring, TX.

The Academy changed its name from Nazarene Christian Academy to New Hope Christian Academy in 2022. In 2023, the decision to move to the campus of the First Church of the Nazarene was made in order to better facilitate the growth of both New Hope Christian School and New Hope Christian Academy.

MINISTRY MANAGEMENT

As an integral part of the legal entity of the church, the school's governing School Board is an official committee of the church. According to church policy, the actions of the School Board and church board are legally binding on the school.

The School Board is selected annually. The Pastor is the ex-officio chair of all boards and committees for the church. The Academy Director leads the School Board meetings. The School Board meets monthly and the Academy Director reports the activities of the school to the church board each month. Special sessions may be called as needed. The Academy Director is responsible for the day-to-day running of the school. The Pastor supervises the Director and is a resource in special situations.

All staff and regular volunteers are required to have a background check and complete Ministry Safe training every 2 years.

PHILOSOPHY AND MISSION

MISSION

The mission of New Hope Christian Academy is to be Christ Centered, Student Focused and Mission Minded.

Christ Centered

New Hope Christian Academy provides a place for students in Kindergarten-6th grade to draw closer to God, through daily prayer, Bible reading, worship time, and a weekly chapel designed specifically for kids. We make Christ the center of our school in everything we do.

Student Focused

Each student is uniquely designed by our Creator. We address the needs of each student where they are. With our small class sizes and our experienced staff, we are uniquely qualified to address the needs of each student.

Mission Minded

We believe God has called each and every person to serve one another. At NHCA we want to encourage a servant's mindset in our students by offering them opportunities to give back to their community.

PHILOSOPHY

New Hope Christian Academy's Philosophy is to provide and nurture a Christian environment in which the spiritual development, academic development, social development and physical development needs of each student are met or exceeded.

The responsibility for the education and upbringing of our children was never meant to rest on a single entity. It is a team process. As the old adage goes, "it takes a village to raise a child."

Parents were entrusted with their children by God and are responsible for teaching their children all commands and promises that have been given to us in God's Word. Classroom education is geared toward supplementing the family's educational role through practice and example. Parents work in partnership with staff to ensure completion of assigned work, compliance with classroom discipline, individual student interests and readiness to transition to higher grades.

Our parent church, Naz Family Church, provides our Academy with housing, is committed to pray for all students, intercedes for parents and staff as directed by the Holy Spirit, and supports the school as needed.

Spiritual Development

"Train up a child in the way he should go." (Proverbs 22:6a)

New Hope Christian Academy staff are committed to this commandment in the classroom, playground, and all other school activities. The purpose of Christian schools is to educate children in a Christian environment with the goal of preparing students to live in the world, not sheltering them from it.

All students are encouraged to pray out loud or silently each day. Teachers also regularly pray for and with our students. Our parent church has committed to pray for all students and staff each week during Sunday and Wednesday services.

Each student and staff are responsible for exhibiting Biblical attitudes and conduct.

Academic Development

Our Academy is committed to and demonstrates academic excellence. We use state standards as a guideline and add biblical values to those guidelines with our curriculum. Each student is encouraged to develop his/her interests, strengths, and gifts while recognizing and overcoming their weak areas. Each student will demonstrate proficiency on a standardized test for their grade level.

Students are assigned work that is proportionate to their academic ability and curriculum standards. Parents are expected to help with any homework that is sent home and to address any discipline concerns that arise.

Social Development

Each student is presented opportunities for social growth in and out of the classroom. Students learn to interact with peers and adults as Jesus would do. We have consistently high behavioral expectations and want our students to learn to interact with peers and adults as Jesus would do. We encourage them to apply Biblical principles in all interactions.

Group projects, special classes, contests, service projects and special presentations are some examples of opportunities we give to our students to allow their social development.

Education is a team process. Parents are encouraged to visit our staff formally and informally, to participate in special school activities, to volunteer during the school day, to suggest improvements, to be active with school parent organizations and to be proactive regarding the education of their children.

Physical Development

Students are encouraged to participate, to the best of their ability, in exercise and play. We give our students multiple opportunities each day for outside play (weather-permitting) in order to strengthen both mind and body. A physical education class is also provided each week.

STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible, authoritative Word of God.
- We believe that there is one God eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the Sanctity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His return in power and glory.
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for Salvation.
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and lost; they who are saved unto life and they who are lost unto damnation.
- We believe in the creation of man by the direct act of God.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

CONTACT Us

CHURCH OFFICE

The Church Office includes the Pastor's office, the Ministry Coordinator and the NHCA Director's office. All teachers have a mailbox located in the Church Office. Any notes or letters that are directed for a teacher or staff at NHCA may be left with the Ministry Coordinator. The Ministry Coordinator will place the letter/note in the appropriate teacher or staff's box.

Teachers and staff are required to check their school mailboxes at least once per week. Any notes indicating a return correspondence to a parent or a possible future parent/student will be answered as soon as possible.

Phone messages may be called in to the office phone or the Director's phone.

Office Phone: 432-267-7015

NHCA Director's Phone: 432-267-7015 x204

Mailing Address: New Hope Christian Academy
1400 S. Lancaster St.
Big Spring, TX 79720

STAFF EMAILS AND WEBSITE

Each staff member is assigned a church or school email address that can be used by parents for communication. A directory of staff email will be provided at the beginning of the school year and is available on our website: www.nhcabigspring.com. All parents are encouraged to email their child's teacher regarding any questions that may arise throughout the day.

New Hope Christian Academy utilizes a parent portal called Quick Schools. This enables staff to communicate with all parents at the same time. Parents are also able to check their students grades and message staff using this platform.

SCHOOL HOURS

New Hope Christian Academy's school day is from 8:00 a.m. to 3:30 p.m. Students may arrive beginning at 7:30 a.m.

Students are to be picked up no later than 3:45 p.m. A child is considered a Late Pick-Up if the parent does not arrive by 3:45 p.m. **NHCA charges a fee of \$1.00 per minute per child for Late Pick-Ups.**

All early dismissal days let out at 12:00 p.m. and are listed on the school calendar.

EMERGENCY HOURS (SNOW DAYS/LATE START/EARLY DISMISSAL)

From time to time, there may be reasons that the school has an unexpected late start or early dismissal. These events could be caused by inclement weather, an incident within the area or even a lack of staff (if all staff are sick on the same day, for example).

In the case of severe weather, NHCA will close in advance of predicted extreme weather. If there is a late start due to severe weather, the Academy will notify parents through phone, text, email and social media channels. The information will include the time school will begin and dismiss.

In the case where an early pickup is warranted, NHCA will notify parents with the details of the early pickup through phone, text, email and social media channels.

NHCA does not anticipate needing to use these methods for late start or early pickup, but events could occur that warrant them.

DROP OFF/PICK UP PROCEDURES

A teacher is on duty promptly at 7:30 a.m. Students that are being dropped off will exit their vehicle and enter through the main door of the Fellowship Hall.

A map will be provided at the beginning of the school year that shows the proper route to take during the pick-up and drop-off times.

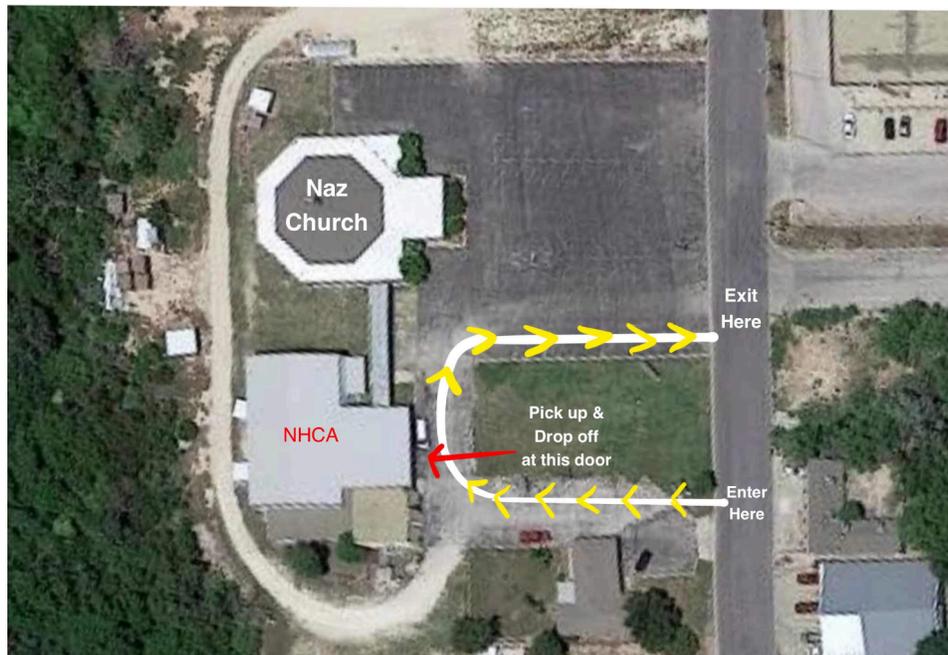
Parents may not park their cars in the drop off line. If a parent feels the need to walk their student to the door, they may park in the church parking lot and walk their child up to the door, staying as close to the building as possible. This is to ensure the safety of the children, the parents and the occupants of the cars in the drop off line.

Teachers will begin walking students to their parents' cars at 3:30 p.m. each day. The student will remain behind a line until the teacher releases them to walk toward the vehicle. Parents may not park their cars and get out in the pick-up line.

Dismissal times are not the time to have a conference with your child's teachers. Conferences must be held at a scheduled time.

If you feel the need to stop to help your child to fix a seatbelt or assist your child in another way, please pull to the church parking lot, enter a parking spot, and assist your child there.

Please be aware of the church vans. They may be entering or exiting the parking lot during pick-up time.



TUITION & EXPENSES

The Application Fee for enrollment to New Hope Christian Academy is \$50 per family.

Each year there will be a registration fee for each student. This registration fee covers the cost of curriculum, standardized testing, field trip and spirit shirts and technology that is utilized by the school. Returning students and early enrollment are awarded a lesser cost for registration.

New Hope Christian Academy will give each parent/student a Tuition and Fees Schedule at enrollment and at the beginning of each year. Payment plans are available through our FACTS tuition management website. The Director will assist you with any payment arrangements needed. Payments will be made online through FACTS. A list of payment options are available on the Tuition and Fees Schedule, on our website and in the Church Office.

Incidental fees for special workbooks, activities, field trips, fines for Late Pick Ups, or replacing broken/lost items may be made through the Church Office. Students and parents will be notified by the appropriate staff member of these fees.

All accounts must be kept current. **NHCA will hold all transcripts and grade reports until all accounts are current.** NHCA will be required to not allow students to begin or continue school, participate in supplemental programs, or accompany other students on special outings such as field trips until accounts are current.

RETURNED CHECK POLICY

There is a \$30 charge for each returned check or payment. If a returned check is received, the amount of the returned check plus the \$30 charge must be made in cash, cashier's check or money order within 10 business days. Failure to do so may result in the student being required to withdraw from a program or the school until the required payment is made.

LATE TUITION POLICY

All tuition that is not paid using the automatic plan through FACTS is due by the 5th of each month. Tuition that is received after the 5th will have a \$30 late fee assessed to your account.

All payments on our FACTS payment plan that are past due for the month will have a late fee assessed through the FACTS system.

A letter will be sent home to parents who have late payments to remind them to stop by the office to pay their balance. If a payment plan needs to be arranged, the Director will propose a plan and send it to the School Board for approval.

If there has been no communication between families and the school after the second month the tuition is late, parents will receive a notice informing them of the late tuition policy. Families will be encouraged to stop by the office to make a payment arrangement.

After 90 days, the student will no longer be able to attend NHCA. Parents will receive a certified letter notifying them that if the tuition is not paid by the appointed time, their student will need to be enrolled in another school. Students will then fall under the withdrawn student policy. No student may receive any records for the transfer (with the exception of health records) or attend NHCA the next school year without payment for the previous year being made in full. This policy will only be adjusted in special circumstances by a decision from the School Board.

MEALS

New Hope Christian Academy does not provide meals to students. Students must eat breakfast before they arrive at school and are required to bring their lunch daily. There are two microwaves available to heat up students' lunches.

If parents bring in lunches late, they will be required to check in at the Church Office to drop off the lunch so as not to disturb the instruction period.

SUPPLY LISTS

Supply lists are posted on the website and social media during the summer. School supply lists will also be available at the church office.

DRESS CODE



It is our belief that a neat, well-groomed appearance is beneficial to the learning experience in the classroom. Students must adhere to the school dress code at all times while on campus or on a school activity. The above are examples of items that are allowed with our dress code.

ALL STUDENTS

All students must wear solid-color collared shirts in red, white or black. Shirts must have sleeves. Bottoms must be khaki or black material.

Only uniform outerwear may be worn while class is in session. Jackets will be worn outside only. Sweatshirts with hoods (hoodies) are considered jackets. All hoodies and jackets will remain on a hook with your student's backpack until needed.

Boys' and girls' hair will be neatly trimmed and kept off the face. Hats and sunglasses may not be worn in the building unless it is a specified fun-dress day designating those items. If during a designated day for those items, the item becomes a distraction or safety hazard, the student will be asked to remove that item and that item may be collected and returned at a later time.

Jewelry is allowed unless it becomes a safety hazard or a distraction. Your child may be asked to no longer wear jewelry if they cannot wear it correctly.

If students are found to be out of uniform, parents will be called to bring in appropriate attire so that the student may change. Students may be sent home if they are not in uniform and only allowed back when they are properly attired.

If continued uniform violations occur, parents will be called in for a conference to determine what further steps need to be taken to rectify the problem.

If a student is sent home due to a dress code violation, this will be counted as an absence/tardy and will fall under our Attendance Policy.

Boys

Boys must wear khaki or black shorts or slacks with uniform collared shirts. Shorts must touch no higher than 2 inches above the knee. Pants must fit correctly, must not sag and must not have holes.

If a belt is needed, it should not take away from the uniform and it should be a solid color - no special designs or decorative belt buckles.

On cold weather days, a red, black or white vest, cardigan, sweater or sweatshirt may be worn on top of your uniform collared shirt during class. NHCA branded sweatshirts are also allowed. These outerwear items must be made of knit or fleece material. Puffy jacket vests are not allowed.

Shoes must be appropriate, not take away from the uniform, and must be worn at all times. Rubber-soled shoes are required for P.E. days.

GIRLS

Girls must wear khaki or black shorts, skorts, skirts or slacks with uniform collared shirts. A black, red or khaki jumper may take the place of a skirt when worn over the uniform collared shirt.

Skirts must touch no higher than 2 inches above the knee. Shorts or leggings must be worn under skirts and jumpers at all times.

Tights and leggings can only be worn under skirts or jumpers and must be solid color in black, gray, khaki white or red. They may not be worn as pants.

Shorts and skorts must touch no higher than 2 inches above the knee. Slacks must fit correctly, must not sag and must not have holes.

If a belt is needed, it should not take away from the uniform and it should be a solid color - no special designs or decorative belt buckles.

On cold weather days, a red, black or white vest, cardigan, sweater or sweatshirt may be worn on top of your uniform collared shirt during class. NHCA branded sweatshirts are also allowed. These outerwear items must be made of knit or fleece material. Puffy jacket vests are not allowed.

Shoes must be appropriate, not take away from the uniform, and must be worn at all times. Rubber-soled shoes are required for P.E. days.

SPIRIT DRESS

Fridays are spirit days. **There is still a uniform dress code.** Students may wear their regular uniforms or spirit dress. *Spirit days are **NOT** free dress days!*

Boys may wear blue jeans or shorts. Girls may wear blue jeans, shorts, skorts, or skirts. Skirts must have shorts underneath. There should be no holes or sagging in the pants or shorts. Shorts, skorts and skirts must touch no higher than 2 inches above the knee.

Shirts must be NHCA-branded spirit shirts, NHCA field trip shirts or shirts with a design from your church home.

FREE DRESS DAYS

On occasion, we may have free dress days. On these days, students will not be required to wear their uniform and may wear what they wish with the following guidelines:

Tops must have sleeves.

Shorts, dresses, skorts and skirts must touch no higher than 2 inches above the knee. There should be no holes or sagging in any pants, shorts, skorts or skirts. All skirts and dresses must have shorts underneath them.

Students may not wear anything with a logo or design that indicates drug use, violence or inappropriate language or behavior.

FIELD TRIP DAYS

During a school trip or activity, students must wear their **NHCA field trip shirt from the current school year.** Failing to do so may result in the student being asked to stay home from the activity.

Boys may wear blue jeans or shorts. Girls may wear blue jeans, shorts, skorts, or skirts. Skirts must have shorts underneath. There should be no holes or sagging in the pants or shorts. Shorts, skorts and skirts must touch no higher than 2 inches above the knee.

ENROLLMENT AND REGISTRATION

NON-DISCRIMINATION POLICY

New Hope Christian Academy admits students of any race, sex, color, national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to the students at the school. We do not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of our educational policies, scholarship programs, athletics or school-administered programs.

KINDERGARTEN AGE RESTRICTION

Students must be age 5 on or before September 5 in order to be enrolled in Kindergarten classes.

ADMISSION STEPS

- 1) **Complete Application and Enrollment Forms:** Applications are accepted throughout the school year upon availability of enrollment. Applications can be found at www.nhcabigspring.com or in the enrollment packet located in the Church Office at 1400 S. Lancaster St.
 - a) Pay application fee.
 - b) Fill out all enrollment forms.
 - c) Additional documents needed:
 - i) Grades 1-6: Current report card from the most recent grading period
 - ii) Copy of Standardized Test Scores (if applicable)
 - iii) Copy of current immunization records
 - iv) Copy of social security card
 - v) State issued birth certificate (not a hospital copy)
 - vi) Copy of driver's licenses of parents
- 2) **Meeting with the Director:** The Director will meet with both parents and student(s). In this meeting, the Director will work to ensure that the parents understand all enrollment documents and that the student will understand what expectations will be required of them as a student in New Hope Christian Academy.

- 3) **Acceptance and Enrollment:** The registration fee must be paid at this time. Students may not start without the registration fee payment. Curriculum is not ordered for the student until this fee has been paid.
- a) Students who have been suspended from other schools may not be admitted during the same semester of suspension. Acceptance is based on review by the School Board.
 - b) Applications are reviewed for acceptance by the Director and the School Board.
 - c) New Hope Christian Academy admits students with diagnosed learning disabilities on a case-by-case basis. A conference will be held with the parents (and possibly the teacher) to determine if the student's needs can be met with the school's limited resources. Students who are attending NHCA and found to have needs that exceed our resources may be requested to transfer to another school.

RETURNING STUDENT REGISTRATION

Students returning to New Hope Christian Academy will be reviewed on the basis of behavioral and academic progress.

Students who are not readmitted to NHCA will be notified in writing. There are various reasons that could cause a student to not be readmitted and they include, but are not limited to, the following: low grades, lack of interest, violation of rules, lack of payment on account, or inappropriate behavior. Teacher input will be weighed very heavily in determining readmission.

A student returning after an absence of one year or longer must reapply and will be classified as a new student.

Any outstanding balances, fees, paperwork, and/or materials (including textbooks or library books or replacement from broken or lost equipment) must be cleared by the administration before a student will be allowed to start school.

TRANSFER STUDENTS

Students are accepted from other schools if they meet the regular requirements for admission. Credit is given for courses taken at accredited schools. If students from non-accredited schools are accepted, their transcripts will be considered individually for credit purposes. New Hope Christian Academy reserves the right to accept or refuse courses which do not meet with our standards for academic courses.

WITHDRAWAL PROCEDURES

The steps below should be followed when a student withdraws from New Hope Christian Academy for any reason.

- 1) Notify the Director in writing the exact date of withdrawal as soon as possible. The Director will notify the appropriate teacher.
- 2) Arrange an appointment with the Director. Any outstanding fees are required by NHCA before the student is considered officially withdrawn. No records will be released until this step is completed. Please note: if a student is enrolled for any time during a month, tuition is due through the end of that month.
- 3) Once all accounts are cleared, fill out our withdrawal form.

RECORDS

New Hope Christian Academy maintains the following education records directly related to students:

- Academic Records
- Personal Information Records
- Disciplinary Records
- Attendance Records
- Enrollment Forms
- Health Records
- Standardized Testing Records

A) NHCA limits the right of access to education records to the following entities:

- Parents or guardians of students under the age of 18
- Parents or guardians of students over the age of 18, if such student is a dependent as defined in the Internal Revenue Code
- Students over the age of 18 that are not dependents of their parent/guardian
- Officials of this school who have a legitimate educational interest
- State and local officials to whom information is required to be reported
- Certain testing and accrediting organizations
- Appropriate persons in connection with an emergency
- Pursuant to subpoena or court order
- Any person with the written consent of the parents of a student under the age of 18 or a dependent over the age of 18
- Any person with the written consent of a student over the age of 18 that are not a dependent of their parent/guardian
- School to which a student seeks or intends enrollment

- B) Education records will be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.
- C) Explanation and Interpretations of records are available upon reasonable advance notice. Some records, such as standardized test scores and other material of a technical nature may only be reviewed with a person qualified to interpret and explain such materials and records.
- D) NHCA provides the right to challenge the contents of records. If records contain more information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.
- E) Student information may be released without prior consent unless the parent or student provides written notice within two weeks from the beginning of school that any or all of the student information should not be released without prior consent.

Student information that may be released without consent includes:

- Student's name and address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities
- Dates of attendance
- Honors and Awards received

RECORD CHANGES

It is the responsibility of the parent or guardian to notify the school office of any changes to name, address, phone numbers (home, work or mobile), email addresses, employment, insurance company, custody or student's medical condition.

Questions regarding education records should be directed to the NHCA Director.

CONFIDENTIALITY POLICY

New Hope Christian Academy recognizes the need to keep records confidential according to the Record's Policy on the previous pages. New Hope Christian Academy will not disclose personally identifiable information from students' education records without the consent of a parent or eligible student, unless necessary due to an emergency scenario if knowledge of that information is necessary to protect the health or safety of the student or other individuals.

In some emergency situations, NHCA may only need to disclose properly designated "directory information" on students that provide general contact information.

In other emergency scenarios, NHCA officials may believe that a health or safety emergency exists and more specific information on students should be disclosed to appropriate parties.

ATTENDANCE POLICY

Good attendance is critical for academic success. Many studies have shown a strong link between attendance rate and academic performance. New Hope Christian Academy expects students to be in class.

The Texas Compulsory Attendance Law (§25.085) states that the students subject to attend school are “students who are at least six years old as of September 1 of the applicable school year. The law requires a student to attend public school until the student’s 19th birthday, unless the student is exempt under §25.086. Under §25.085(c), compulsory attendance also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in prekindergarten or kindergarten.”

Exemptions include: expelled students with no educational alternative (public schools are an alternative regardless if the student has been expelled from NHCA), a child 17 years of age who has been issued an equivalency certificate and a child 16 years of age who is enrolled in a preparation course for a high school equivalency exam.

In keeping with this statute, it is our desire to cooperate with the families of our students by keeping attendance problems to a minimum. Absences will be recorded daily by the teacher and submitted to administration.

We expect parents and guardians to support NHCA with these issues. Your student cannot succeed in our school if they are not present at our school.

A student may only have nine absences, of any type, in any one class in a semester.

If a student does miss more than nine days of class in a semester, the student may be placed on academic probation each day afterward. While on academic probation, the student may not make-up any work, quizzes or tests. Administration will review the student’s records to ensure students are not in danger of repeating a grade. If further action is needed, a conference will be held with the student, family, teacher and administrator.

On rare occasions, the Director will give exceptions for the absences. The type of absence will be a consideration for this exception.

EXCUSED ABSENCES

Parents must call regarding any student absences as early in the day as possible.

When students are absent or tardy for any reason, a written note or email from the parent is required for the absence or tardy to be marked excused.

This note or email should include the student's name, the date of the absence and the reason for the absence or tardy. Attach any further proof that the absence or tardy should be considered as an excused absence to the parent note (for example, a doctor's note or a funeral program). All notes or emails must be submitted to the school within three days of returning to school following the absence or tardy. If a note or email is turned in after three days, the absence will be considered unexcused.

Students who miss more than three consecutive days of school due to an illness **must** bring a doctor's note for the absences to be excused.

The administration will determine if absences will be marked as excused or unexcused based on the reason for the absence stated in the written communication.

Events that may allow a student to have excused absences: funerals of immediate family members, communicable illness (see the Illnesses & Emergencies section for definition), injury, or other emergency.

We do not condone students missing class time in order to work on term papers, study for tests, get caught up on work, etc. Students need to learn to budget their time for these disciplines and attend class as usual.

UNEXCUSED ABSENCES

Excessive unexcused absences/tardies will be grounds for disenrollment. Ditching school is not tolerated. Any student that has 4 unexcused absences within a 2-week period will be reported to the truancy officer.

Abuse of the attendance policy could result in disenrollment and/or grade retention.

Disenrollment due to absences will not negate the obligation to pay New Hope Christian Academy for tuition in full.

TARDIES/LEAVING EARLY

Students are marked “tardy” if they arrive after 8:30 a.m. Pick-ups between 2:30 and 3:15 p.m. will be marked “left early.” **Six notations of tardy/left early will equal one absence.** The type of absence will be determined by the same rules as stated above.

Half day absences are counted if the student arrives after 10:00 a.m. or leaves before 2:00 p.m.

Students that are tardy will need to be checked in at the church office by a parent/guardian and be walked over to the building by a staff member. If a student needs to leave early, the parent must check them out through the Church Office.

DO NOT PLAN TO BE ABSENT OR TARDY DURING TESTING WEEK. Testing cannot be interrupted.

ILLNESSES & EMERGENCIES

We do not want any child to come to school when they are sick. However, we also do not want students to miss class every time they are uncomfortable. A student should stay home from school if he or she has had a fever of over 100°, vomited, or had diarrhea within the last 24 hours. Please note, the previous list does not include a simple stomach ache, earache or sore throat.

In accordance with Texas state requirements, if a student has been diagnosed with a communicable disease (such as chicken pox, pink eye, impetigo, etc) they will only be readmitted to school with a written approval from their physician. This written note must state they have been tested and have a date they may return on it.

New Hope Christian Academy does not have licensed medical personnel on campus.

New Hope Christian Academy plans to prevent injuries at school by encouraging students to use caution in their activities. Safety rules are in place for each location at the school and teachers are responsible for enforcing safety rules.

In case of a minor injury or accident, the staff member on duty will administer basic first aid. All injuries or illnesses that do not require immediate parental notification will be reported to parents when the child is picked up at the end of the day.

For any incident that requires more than a single Band-aid or ice pack for a red area, an Incident Report must be completed. It will need to be signed by a staff member (usually the one who witnessed the incident) and a parent. The Incident Report will be turned in to the Director on the same day. A copy will be made available to the parent.

In case of a severe medical injury or illness requiring immediate professional care (emergency), the staff will notify the Director and call 911, giving location and the nature of the emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified.

LICE POLICY

Lice are not a public health threat. DSHS does not monitor or track cases of head lice because they do not carry disease. According to a head lice research article published by the American Academy of Pediatrics (AAP) in 2015, "No healthy child should be excluded from or allowed to miss school time because of head lice or nits. Pediatricians may educate school communities that no-nit policies for return to school should be abandoned." "No-nit" policies over-emphasize head lice management rather than real, more important health concerns. This over-emphasis can lead to unproductive use of time by school staff and parents, missed classes, unnecessary absences, and parents missing work.

If a student is found to have head lice at New Hope Christian Academy the following procedures will occur:

- **Parent Notification:** The parent will be made aware of the problem. The parent may be encouraged to keep the student at home until the infestation is treated. The child will be able to make up their schoolwork while absent.
- **Information Given to Parents:** Information sheets will be given to parents about head lice and how to manage the infestation.
- **Extra Classroom Cleaning:** The classroom and common areas will receive extra cleaning.

Students are always encouraged to not share personal items, such as hats, jackets, or hairbrushes.

MEDICATIONS

If a student needs to take medication during the day that is not listed on the OTC Medication Permission form, the parent must sign a Medication Instruction Form and leave the medication with the appropriate teacher.

MEDICAL RECORDS

The following forms and records are kept for each student each year: Immunization records, Hearing/Vision/Scoliosis records (as needed for grade level), Physician's Statement of Health form, Allergy Notification form, OTC Medication Permission form, and Medical Release form.

Upon initial admittance to NHCA, all physical limitations are noted and if medical care or medications is required for the student, arrangements are made in accordance with the need and/or doctor's and parent's wishes. This notation becomes a part of the student's record.

Students are strongly encouraged to have a physical examination by their physician before school starts each year.

IMMUNIZATIONS AND CHECK-UPS

Up to date Immunizations records are required by the state of Texas for all students. The Director will let you know if you do not have up to date records on file. If you choose to not immunize your child, you must have an affidavit of exemption from the State of Texas on file with the school.

In addition, the state of Texas requires a hearing and vision screen and a scoliosis check for certain grades. This screen can be conducted at school. A note will be sent home before the screening at school. If you choose to opt out of this check, please bring a doctor's note from the appropriate physician stating that you have had them check your child's hearing, vision and for any sign of scoliosis.

EMERGENCY DRILLS

New Hope Christian Academy recognizes that there are times throughout the school year when an emergency could possibly occur. It is important for students to know the expectations that are required of them during an emergency event.

NHCA instructs students on emergency preparedness and what we expect from them in the case of an emergency. Students and staff participate in regular fire, severe weather, earthquake and intruder drills.

AFTER SCHOOL PROGRAM / SUMMER SCHOOL

New Hope Christian Academy does not offer summer school or after-school care at this time. Our sister school, New Hope Christian School does offer After-School Care and Summer Programs that are open to all NHCA students. Information about the after school program and the summer program can be found through the following contacts:

New Hope Christian School

118 Cedar Rd
Big Spring, TX 79720
(432) 263-0203

<https://nazfamily.org/new-hope-christian-school-daycare>

Director: Vicky Parnell

New Hope Christian Academy will provide transportation from the Academy to New Hope Christian School to students attending New Hope Christian School's After-School Care program.

ACADEMIC GUIDELINES

New Hope Christian Academy is accredited through the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS) and is also a member of the Texas Private Schools Association.

We are accredited for Kindergarten through 6th grades. We have a maximum of 10 students per classroom.

Our students receive education from teachers who are qualified to teach their grade level through the state of Texas and volunteers in special classes who are highly qualified to teach the subject they are leading.

CURRICULUM

New Hope Christian Academy uses Abeka curriculum that is research-based and meets all state learning standards and objectives. Our licensed teachers also use supplemental aids that may be from other curriculum as needed. New Hope Christian Academy strives to find supplemental and alternate ways to teach different styles of learning.

STUDENT ASSIGNMENTS

Parents/Guardians are encouraged to review assignments and ensure any homework is completed.

MAKE-UP WORK

If a student knows that he/she is going to be absent, then assignments, quizzes and tests may be made up. These items are due in accordance with the teacher's instruction. Tests and quizzes may be required on the day that they return to class.

If a student is absent for reasons beyond their control (for example, an illness or funeral), he or she will be given 5 days after their return to make up that work.

CHEATING

Cheating is not tolerated at New Hope Christian Academy. Cheating is defined as engaging in academic dishonesty, including intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores. Cheating includes submitting the work of other students as your own and plagiarism. Chronic cheating behavior could lead to consequences including receiving a zero on the work, speaking with parents, suspension, probation and possibly expulsion.

GRADE REPORTS

Teachers evaluate students with tests and observations. The teacher will assess academic and social skills throughout the year. Grade evaluations are sent to the parent/guardian four times each year. If a student is failing at any point during a nine-week grading period, the teacher will notify the parent. Teachers do have the option to notify parents of students who are not failing, but are showing concerns. This will be left to the teacher's discretion.

GRADING SCALES

Kindergarten and Specials Classes

U: Unsatisfactory
PP: Partially Proficient
P: Proficient
A: Advanced
N/A: Not Assessed

First - Sixth Grades

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

If a parent/guardian believes a grade is not indicative of the student at the end of the grading period, a written contest must be submitted within one week following the day report cards go home.

STANDARDIZED TESTING

A standardized test will be given annually in the Spring. Reports will be mailed to the parent/guardian with the final report card of the year. A copy will also be placed in the students' permanent file.

DO NOT PLAN TO BE ABSENT DURING TESTING WEEK.

BEHAVIOR POLICY

New Hope Christian Academy has high expectations for all students enrolled. The goals and objectives of this policy are to provide effective discipline practices that:

- 1) ensure the safety and dignity of students and staff.
- 2) maintain a positive learning environment.
- 3) keep church and school property and the property of others secure.
- 4) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

We recognize that it takes a village to teach a child and as such, not only students, but parents/guardians, staff/faculty, the church and the School Board all have a responsibility to support positive student behavior.

NHCA provides a range of reasonable, proportional and consistently applied interventions and consequences to respond to behavior and to support positive behavior at New Hope Christian Academy. Interventions may be implemented pre-emptively in an effort to prevent an escalation of behavior at school and to ensure a safe, nurturing learning environment for all students.

Students will always be treated fairly and without discrimination based on race, color, national or ethnic origin.

A student is subject to disciplinary action for engaging in prohibited student conduct whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. on, or within sight of, school grounds before, during, or after school hours or at any time.
2. off school grounds at a school-sponsored activity or event (such as a field trip), or any activity or event that bears a reasonable relationship to school.
3. traveling to or from school or a school activity, function or event.
4. anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a. be a threat or an attempted intimidation of a staff member; or
 - b. endanger the health or safety of students, staff or school property.

CONDUCT RULES

The school staff and administration are authorized to provide interventions or consequences for misconduct, including, but not limited to:

- 1) Students may not disobey rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include a staff member's request to stop or modify a behavior.
- 2) Students may not willfully and repeatedly disrupt class time with behaviors that cause their classmates to lose valuable instruction time nor engage in behaviors within the classroom that threaten the safety and security of other students.
- 3) Students may not engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic exam, altering report cards, or wrongfully obtaining test copies or scores.
- 4) All electronic devices must be kept powered-off and out-of-sight during the regular school day unless
 - a) the supervising teacher grants permission.
 - b) it is needed in an emergency that threatens the safety of students, staff or other individuals.
- 5) Students may not use or possess an electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular phone.
- 6) Students may not cause or attempt to cause damage to school property or another person's personal property.
- 7) Students may not steal or attempt to steal school property or another person's personal property.
- 8) Students may not enter school or church property when they are unauthorized to do so.
- 9) In the absence of a reasonable belief that an emergency exists, students may not call emergency responders (dial 911); signal or set off alarms indicating the presence of an emergency or indicate the presence of a bomb or explosive device on school grounds, school van or at any school activity.

- 10) Students may not make any explicit threat on an Internet website against any school-related personnel: other students, staff, church personnel, the church or the school. If the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school, authorities will be contacted.
- 11) Students may not be involved in gangs or gang-related activity, including displaying gang signs, symbols or paraphernalia.
- 12) Students may not use, possess, or distribute any drugs that are not specifically prescribed to them and are authorized to use during the school day with the proper forms filed with the administration.
- 13) Students may not use, possess, control or transfer a weapon, as that term is defined in the Definitions section of this policy.
- 14) Students may not engage in any kind of aggressive behavior that does physical or psychological harm to a staff person or another student. They may not urge other students to engage in such conduct.

Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, and bullying.

- 15) Students may not engage in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 16) Students may not violate any criminal law, including but not limited to assault, battery, arson, theft, and vandalism.
- 17) Students may not operate any drone or unmanned aircraft for any purpose on school grounds or at any school event unless granted permission by the Director or Pastor.

INTERVENTIONS AND CONSEQUENCES

Research shows that there is a strong link between effective teaching practices and student engagement, an integral factor in creating a positive learning climate that fosters both social/emotional growth and academic achievement. We would like students to have the space to make mistakes, learn from them and receive support to change their behavior over time.

Every reasonable effort should be made to correct inappropriate student behavior using logical consequences and restorative actions.

Potential interventions and consequences include, without limitation to, any of the following:

- 1) **Classroom management techniques** as determined by the teacher. Each teacher will have a classroom management strategy unique to their classroom and teaching style. Rules and conduct expectations will be taught and repeated. If these expectations are not followed, teachers will employ classroom management techniques. These include, but are not limited to:
 - a) **Remind/Redirect:** An indication to the student that they are not adhering to behavior expectations. Redirection may include proximity to the student, a verbal reminder, and/or non-verbal cues. An example of a verbal redirection, which may be appropriate for some students, would involve verbally identifying the behavior the student is engaging in and prompting for the expected behavior (i.e. walking around the classroom) and asking the student how the staff member can help to get the student back on task.
 - b) **Increase Teacher Proximity:** A process for monitoring student behavior through moving, scanning, and interacting frequently with students.
 - c) **Change Student Seating:** Preferential seating that considers proximity to peers, the teacher, and materials.
 - d) **Error Correction:** An informative statement, typically provided by the teacher, that is given when an undesired behavior occurs, states the observed behavior, and tells the student exactly what the student should do in the future. It is delivered in a brief, concise, calm, and respectful manner, typically in private. It is paired with specific contingent praise after the student engages in appropriate behavior.
 - e) **Reinforce Positive Behavior:** A verbal statement that names the behavior explicitly and includes a statement that shows approval. The statement may be directed toward an individual or group. It is provided soon after the behavior is observed and is meaningful and sincere. Reinforcement can also be provided

through non-verbal techniques such as using a schoolwide tally or other non-verbal communication (nod, smile, thumbs up, pat on the shoulder, etc.).

- f) **Take a Break:** Provides an opportunity for students to correct their behavior and is available for all students. This involves students moving to a designated space within the classroom where they regulate themselves then rejoin their classmates.
- g) **Logical Consequence:** A response that is directly related to the behavior that has taken place and emphasizes fixing a mistake. (e.g. “you break it, you fix it”, “you make the mess, you clean the mess”).
- h) **Replacement Behavior/Coping Strategies:** These are behaviors that are taught to take the place of behaviors that are inappropriate for the situation or setting. An example is teaching a student to ask politely to use a classmate’s calculator rather than taking it without permission.

When a specific student behavior does not change or is continually repeated despite using classroom management strategies, the next level of intervention and consequences is used. These strategies include, but are not limited to:

- 2) **Regulate student inside the classroom:** An external staff member is called to join in and provide additional support to the student within the classroom temporarily until the student becomes regulated and is able to re-engage in learning independently.
- 3) **Regulate student outside the classroom:** An external staff member is called to process with a student outside of the classroom. This may consist of a brief problem-solving conversation outside of the classroom. Other times, the student may require a safe and private intervention space within the school building in order to calm down, reflect on their behavior and develop a plan to make different choices when they return to class.
- 4) **Parent/Family phone call:** This is designed to ensure that staff and parents/guardians are “on the same page” with respect to student behavior at home and at school. The goal is for ongoing, meaningful sharing of information. It is also helpful sometimes to redirect a student to simply hear a loved one’s voice encouraging them to make better choices.
- 5) **Withholding of privileges:** loss of recess time, not able to attend special events, not able to participate in special activities.
- 6) **Restitution:** return of property or restitution for lost, stolen or damaged property.
- 7) **Seizure of contraband:** confiscation and temporary retention of personal property that was used to violate school disciplinary rules.

- 8) **Disciplinary conference:** This may be a Parent/Teacher Conference, a Student/Director Conference, a Student/Pastor Conference or other disciplinary conference that is appropriate to help the student to regulate their emotions and change their behavior.
- 9) **Suspension of van-riding privileges:** This would cause the parent to make alternate transportation arrangements to special events for that student.
- 10) **In-school suspension:** the Director will ensure that the student is properly supervised.
- 11) **Community service:** This would be held at the church under the direction of the Director, the Pastor or another church official. The Academy will not provide transportation. School administration shall use this option as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- 12) **Out-of-school suspension:** A student who has been suspended may also be restricted from being on school grounds or at any school activities. Out of school suspension does not negate the obligation to pay New Hope Christian Academy for tuition in full.
- 13) **Probationary period:** A student that is on probation is having their behavior and academic monitored closely by NHCA staff. They face expulsion if they do not correct their behavior. NHCA reserves the right to place a student on probation due to reasons such as, but not limited to, too many absences, frequent and repeated inappropriate conduct, or payments not being made by parents.
- 14) **Notifying juvenile authorities or other law enforcement:** This would occur when the conduct involves criminal activity, including but not limited to, illegal drugs, look-alikes, alcohol or weapons.
- 15) **Expulsion from school and all school activities:** A student who has been expelled may also be restricted from being on school grounds and at school activities for a specified amount of time. Expulsion from school does not negate the obligation to pay New Hope Christian Academy for tuition in full for the school year in which the student was expelled.

The above list of interventions and consequences is a range of options that will not always be applicable in every case.

Suspension and expulsion may be the only appropriate disciplinary interventions in some circumstances where other available and appropriate interventions have been exhausted or it has been determined that there are no other available and appropriate behavioral or disciplinary interventions.

School personnel will not advise nor encourage students to drop out voluntarily due to behavioral or academic difficulties.

All interventions and consequences should be selected, implemented, and assessed to help students do the following:

- Understand why the behavior is unacceptable and the harm it caused.
- Take responsibility for their actions.
- Understand what they could have done differently in the same situation.
- Learn social strategies and skills to use in the future.
- Understand the progression of more serious consequences if the behavior reoccurs.

RESOLVING PROBLEMS

We are aware that there are times when parents/guardians may not agree with the methods of intervention and consequences that are used at the school.

NHCA staff are committed to being fair to all students and keeping the classroom environment safe and conducive to learning for all students.

We are committed to resolving conflict and have a Biblical guideline for conflict resolution.

- 1) Avoid sowing discord (Colossians 3:12-13). There are times when a cooling-off period is wise to pray (Mark 11:25), reflect (James 1:19-20) and determine if the offense can be overlooked (Proverbs 19:11).
- 2) If action is required, go to the teacher involved first. (Matthew 18:15) We find that most conflicts resolve after an initial meeting with the teacher. A parent/teacher conference is available before or after school to discuss any concerns or issues.
- 3) If the conflict is not resolved with discussions between the teachers and parents, the Director and possibly members of the School Board will be available to mediate disputes. (Matthew 18:16)
- 4) If the matter is still not satisfactorily resolved, either party may request a meeting with the School Board (Matthew 18:17). The School Board oversees behavior issues and conflicts as a last resort. The School Board is the governing body that decides on disenrollments and expulsions.

BEHAVIOR POLICY DEFINITIONS

ACADEMIC PROBATION

Academic probation indicates that a student isn't excelling academically and will not meet the requirements for promotion. This is commonly due to excessive absences.

During a period of academic probation due to absences the student may not make-up any work, quizzes or tests, this requires the student to present in order to increase their chances of success and promotion to the next grade level.

BULLYING

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Bullying can be physical, verbal, or social. It can happen face-to-face, written down or online.

In order to be considered bullying, the behavior must be aggressive and include:

- **Hurtful:** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and repeatedly excluding someone from a group on purpose.
- **Repetition:** Bullying behavior happens more than once
- **Power imbalance:** Power imbalances can change over time and in different situations, even if they involve the same people. Kids

who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.

- **Intentional:** The behavior has been planned and directed to cause harm to another individual. The bully intends to hurt their target in a physical, verbal or social way.

CHEATING

Engaging in academic dishonesty, including intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

Cheating includes submitting the work of other students as your own and plagiarism.

DISRUPTION

Intentionally interfering with the school environment in a manner that inhibits other students from accessing the school environment.

This does not include when a student may, occasionally, engage with instruction in a manner that is not aligned with classroom expectations (such as blurting out that is not habitual) or having a side conversation with one other student.

DISTRIBUTE OR DISTRIBUTION

Sharing, selling (for money or other consideration) or giving away drugs or alcohol. In instances of sharing (where no money or other consideration is

exchanged), only the student who brought the drugs or alcohol to school or a school-sponsored event shall be cited for distribution.

DRUGS

All illegal drugs, controlled substances, narcotics, cannabis and prescription medications. Any substance that inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body.

The definition does not include prescription medications that are possessed/used (1) while under the care of a licensed healthcare provider who prescribed the drug to the student; and (2) in conformance with school policies regarding the administration of medication at school.

ELECTRONIC DEVICE

Any device that has the potential to detract from and/or disrupt student learning, whether electronic or otherwise, including but not limited to cellular phones, personal digital assistants (PDAs), personal music/video/gaming devices (e.g. Nintendos, iPods, MP3 players), electronic tablets, cameras, and/or any other image/voice capturing device.

EXPULSION

The required disenrollment and withdrawal of a student from school due to a behavior issue. This is an extreme measure only taken for serious offenses that are not solved by other interventions or consequences. The School Board makes the final decision for expulsion.

FIGHTING

Repeated physical contact between two or more students that is harmful, injurious or disruptive.

FORGERY

Writing the name of another person to be represented as a writing or original signature of that other person or altering any written document (such as dates, times, passes and permits) without permission.

INAPPROPRIATE USE OF TECHNOLOGY

The school provides students with access to various forms of technology, its network and the Internet in order to enhance their educational experience. Students are responsible for exhibiting the same appropriate behavior on the school's technology, network and Internet that they are expected to display on school property and/or during school-sponsored events and activities. Students are prohibited from using the schools resources for personal purposes or to access non-educational materials.

Students who disregard the school's policy that govern the use of technology may have their privileges suspended or revoked. They may also face disciplinary action.

HARASSMENT

Harassment is when the speech or actions of an individual are severe, pervasive, or targeted at particular people.

It hinders the student's ability to get an education, significantly harms their well-being, substantially interferes with their rights, or intimidates the student because of their identity.

HAZING

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of that person's willingness to participate.

IN-SCHOOL SUSPENSION (ISS)

A disciplinary program that allows students to remain in school while being isolated from the rest of the student body. It's used as a punishment for rule violations that aren't severe enough for out-of-school suspension but still require behavior remediation. The goal of ISS is to help students stay caught up on their work and get help with any difficulties they're having.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension is a disciplinary action that temporarily removes a student from school for at least half a day and up to weeks, for reasons such as being disobedient or disorderly.

The suspension prohibits the student from participating in school activities.

PLAGIARIZING/PLAGIARISM

Plagiarism is when you use someone else's words or ideas and pass them off as your own. It's not allowed in school, college, or beyond.

POSSESS OR POSSESSION

Having control, custody or care currently or in the past of an object or substance, including situations in which the item is

- a) on the student's person
- b) contained in another item belonging to or under the control of the student, such as the student's clothing or backpack

- c) in a student's desk or other school property
- d) at any location on school property or at a school-sponsored event.

PROPERTY DAMAGE

The destruction, defacement or damaging of property or equipment belonging to the school, church or another person. The value of the property that is damaged will be measured by the repair or replacement cost.

PURCHASE

Providing money or some other consideration in exchange for drugs or the promise to provide money or some other consideration at a later date in exchange for such substances.

REFUSAL TO COOPERATE

Refusal to cooperate may occur when a student's refusal to follow school rules or the instructions of school staff or volunteers has an impact on the effective or safe functioning of the school or classroom, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the behavior.

Refusal to cooperate also includes repeated disobedience to school staff or volunteers.

Refusal to cooperate **does not** occur when

- A student was not reasonably aware of a direction given by school staff or a volunteer (i.e. in a noisy room, hearing problems or other disabilities, language limitations, etc).
- a student is tardy to school/class.
- a student fails to complete homework.

RETALIATION

Retaliation is an action taken in revenge or to “get back” at an offense, perceived or real, from another person. This action is premeditated and planned.

SELF-DEFENSE

Self-defense is described as an action taken to restrain or block an attack by another person or to shield oneself from being hit by another person. The act of “hitting a person back” is considered fighting or retaliation and not self-defense.

SEXUAL HARASSMENT

Sexual harassment in schools is unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity.

Sexually harassing behaviors that can interfere with one’s educational opportunity range from words (written and spoken) and gestures to unwanted physical contact.

Some of the behaviors may also be criminal acts (assault and rape, attempted or completed and child sexual abuse).

WEAPON

- 1) a firearm, meaning any gun, rifle, shotgun, or projectile weapon or look-alikes.
- 2) a knife, brass knuckles, or other knuckle weapon regardless of its composition.
- 3) a billy club or any other object if used or attempted to be used to cause bodily harm.

STUDENT SEARCHES

The administration reserves the right to search students' personal possessions, including but not limited to backpacks, electronic devices, lockers and desks if the need arises.

LOST OR DAMAGED PROPERTY

Families must pay in full for any property, books, furniture, buildings, equipment, etc which a student loses or damages. To receive a refund of a payment made for a lost item, the item must be returned in good condition within 30 days after the last day of school in the same year that the item was lost.

Students are responsible for NHCA property that is in their possession. If an item is stolen from a student while the item was in their possession, the student is still responsible for payment for that item. NHCA is not responsible for lost or stolen articles that belong to a student.

PARENT/TEACHER CONFERENCES

Parents are encouraged to communicate with your child's teacher about any concerns or with any comments regarding your child.

Parents and teachers have a shared responsibility regarding behavior and progress. Teachers will contact parents for misbehavior or poor work. Parents will contact the appropriate teacher when there are concerns that affect their child.

Conferences will be scheduled before or after school unless otherwise decided by both parent and teacher.

The Director will be involved if requested by the parent, teacher, student or if deemed necessary by the administration of NHCA.

MISCELLANEOUS EXPECTATIONS AND PROCEDURES

There are certain procedures that parents and students should expect to encounter while at New Hope Christian Academy. We have implemented these procedures in order to fulfill our mission and philosophy as completely as possible.

PLEDGES

We begin each day with our pledges. Each student is required to recite pledges to the American flag, the Texas flag, the Christian flag and the Bible.

It is our goal that through the recitation of the pledges our students will develop a sense of respect for those elements that we hold to be the foundation of our society—God and country.

CHAPEL

Chapel is held each morning and as a special class on Wednesdays. These programs are designed to meet the spiritual needs of students. Chapel includes praise and worship music, special guests and Bible lessons. We may have special times when longer chapel periods will be held.

FIELD TRIPS

A field trip consent form will be signed each year and kept in the child's file for the academic year. This form provides permission for NHCA to transport students on field trips. Any field trip that requires payment by a parent will have a one-week notice informing parents of that payment. Money is due on the day listed in the notice. If money is not collected by that day, your student will not be able to attend the field trip. Please note the dress code for field trips in the Dress Code section of this Handbook.

SCHOOL MEDIA

Students may be photographed or recorded by the school in the course of school activities. These photographs and recordings may be used in various school media such as on the school website, social media pages, newsletters, notice to local newspapers (for achievements generally), yearbook and others.

All parents are required to sign a Media Release form each year. This will inform the teachers and school if photographs or videos are not allowed for certain students. All teachers and staff will have a list of students who are not allowed to have their likeness used and how those likenesses are or are not allowed to be used.

TECHNOLOGY POLICY

Technology is a tool and a privilege that we use in the education process. We are pleased to be able to provide the technology that we do to our students. The following are rules that the student and parent must agree to in order to use the technology that we provide. A form will need to be signed at the beginning of each school year indicating your understanding of this policy.

- Devices will be held in both hands when walking or moving.
- The student will handle the device with care at all times.
- There will be no food or drink near the devices.
- The student will use only the device assigned to them by the teacher unless otherwise instructed by the teacher.
- Students will not use sound on the device without using headphones, unless otherwise directed by the teacher.
- The student will only work on assignments/go to websites that they are directed to by the teacher.
- If the student needs help with a device, he or she will raise their hand and ask the teacher for help.
- All devices will be put away properly and plugged in (if necessary).
- If a student breaks the device by not following the rules listed above, the parent/guardian may be responsible for replacing the device.

PERSONAL DEVICES

All personal electronic devices must be kept powered-off and out-of-sight during the regular school day unless

- the supervising teacher grants permission
- it is needed in an emergency that threatens the safety of students, staff or other individuals.

Students may not use or possess a personal electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular phone.

PARENTAL INVOLVEMENT

Parents are encouraged to participate in their child's experiences at NHCA. Opportunities to work in classrooms and other activities are open to parents. Teachers welcome conferences with parents who request them. Children will be more productive and effective students when parent support is evident.

Parents should contact the teacher with any concerns or occurrences at home which may affect work or behavior.

We do encourage parental participation so long as that participation does not reach a point of interfering with the educational process. If a parent is not in harmony with the Statement of Faith, the philosophy or policies of New Hope Christian Academy, or exhibits misconduct toward our faculty or staff, that behavior could result in a required withdrawal of students. A required withdrawal for this reason does not negate the contractual obligation to pay tuition and fees.

We request that parents who volunteer in the classroom, for testing, or on field trips dress modestly and in accordance with NHCA's dress code standards.

Parents that volunteer on a regular basis and/or for an unsupervised situation with students will be required to complete a background check and our Ministry Safe safety protocol.

PARENT/TEACHER ORGANIZATION (PTO)

It is strongly suggested that parents participate in the organization and implementation of our Parent/Teacher Organization. Our Parent/Teacher Organization is named Friends of NHCA. In addition to being a great way to keep in touch with upcoming events, our school cannot function effectively without the involvement of parents and volunteers.

The PTO works to uphold the mission of New Hope Christian Academy, faculty and staff by providing support to enhance their ability to instruct our children's hearts and minds. The ultimate goal of the PTO is that by increasing the resources of the faculty and staff, the spiritual and intellectual education of our children will be enhanced.

Our PTO is open to parents who are in accordance with our mission and philosophy as well as any other individuals who are at least 18 years of age, agree with our mission and philosophy and contribute no less than \$5 per year to the organization.

New members are eligible to vote at the meeting following a PTO meeting at which they joined. Membership includes the privilege of voting and a willingness to participate in activities of the PTO. These activities include, but are not limited to, fundraising, community events such as parades, and volunteering for special school events.

A sign-in sheet is available at each PTO meeting to record attendance. Any member forfeits their rights of membership upon being unfaithful in conduct or being absent from three successive meetings and shall have their name erased from the rolls by a majority vote of the School Board.