

Latest Update ~ August 2021

# Elementary Parent~Student Handbook

Pre Kindergarten through 5th Grade



## NEW HOPE CHRISTIAN SCHOOL

Ambassadors for Christ  
Prepared for Kingdom Living

*"We are therefore Christ's ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God."*

*2 Corinthians 5:20*

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K-12th Accredited through Cognia

# Table of Contents

<b>FOUNDATIONAL STATEMENTS</b>	<b>4</b>	HOMEWORK / ASSIGNMENTS	9
BASIS OF AUTHORITY	4	LEARNING CENTER	9
VISION STATEMENT	4	MAKE-UP WORK	9
MISSION STATEMENT	4	PARENT-TEACHER CONFERENCES	9
STATEMENT OF FAITH	4	PRAYER	9
CHRISTIAN SCHOOL ROLE MODEL AND		PROGRESS REPORTS	10
MORAL REQUIREMENTS	4	REPORT CARDS	10
GENDER IDENTITY STATEMENT	4	STUDENT RECORD FILES	10
MARRIAGE AND SEXUALITY STATEMENT	5	TEXTBOOKS	10
SANCTITY OF HUMAN LIFE STATEMENT	5	<b>ATTENDANCE</b>	<b>10</b>
<b>SCHOOL INFORMATION</b>	<b>5</b>	EARLY DISMISSAL	10
COOPERATION WITHIN THE BODY OF		EXCUSED ABSENCE	10
CHRIST	5	MEDICAL / DENTAL APPOINTMENT	10
BOARD OF DIRECTORS SCHOOL		RELEASE OF STUDENT	10
ORGANIZATION	5	TARDINESS	10
ACCREDITATION	6	<b>BEHAVIOR AND CONDUCT</b>	<b>11</b>
SCHOOL MEMBERSHIPS	6	DISCIPLINE POLICIES	11
<b>ADMISSIONS</b>	<b>6</b>	Minor Infractions	11
APPLICATION PROCESS	6	Major Infractions	11
SCHOOL ENTRY AGES	6	Behavior Contract	11
ACCEPTANCE GUIDELINES	6	DISCIPLINE PROCEDURES	12
FINANCES	7	Conduct 1	12
INTRODUCTORY PERIOD	7	Conduct Referral	12
PARENT / GUARDIAN SUPPORT	7	Suspension	12
RE-ENROLLMENT	7	Expulsion	12
STANDARD OF CONDUCT	7	<b>DRESS CODE</b>	<b>12</b>
<b>INSTRUCTIONAL PROGRAM</b>	<b>8</b>	<b>HEALTH SERVICES</b>	<b>13</b>
ACADEMIC STANDARD	8	HEALTH CARE	13
ACHIEVEMENT TESTING	8	Blood-borne Pathogens	13
BIBLE MEMORIZATION	8	Illness	13
BIBLE TEXT	8	Medicines	13
CURRICULUM	8	INSURANCE	14
Pre Kindergarten	8	Carpool Insurance	14
Kindergarten	8	Student Insurance	14
Grades 1-5	8	AHERA - ASBESTOS	14
GRADING	8	<b>MISCELLANEOUS INFORMATION</b>	
ELIGIBILITY FOR 5TH GRADERS TO		<b>AND POLICIES</b>	<b>14</b>
PARTICIPATE IN MIDDLE SCHOOL		CLOSED CAMPUS	14
SPORTS	9		

COMMUNICATIONS HOME	14
COMPUTER-USE POLICY	14
CONFLICT RESOLUTION	14
ELECTRONIC DEVICES	15
EMERGENCY DRILLS	15
FINANCIAL AID	15
FOOD / DRINK IN THE CLASSROOMS	15
FUNDRAISERS	15
GIFTS	16
LOST AND FOUND	16
LUNCH PROGRAM	16
MUSIC	16
OFFICE PHONE	16
PARTIES	16
PROJECT NEEDS	16
SAFETY ISSUES	16
SCHOOL CLOSURES / DELAYS	17
SCHOOL HOURS	17
SCHOOL OFFICE	17
SICK / INJURED PEOPLE ON CAMPUS	17

**\*THE FOLLOWING ARE CURRENTLY  
UNAVAILABLE DUE TO COVID  
RESTRICTIONS\***

CHAPEL	17
FAMILY PARTNERSHIP COMMITMENT	17
FIELD TRIPS AND OFF-CAMPUS ACTIVITIES	18
SPECTATORS AT SPORTS EVENTS	18
VISITORS	18

<b>HANDBOOK DISCLAIMERS</b>	<b>18</b>
<b>SCHOOL VERSE</b>	<b>18</b>
<b>SCHOOL COLORS</b>	<b>18</b>
<b>SCHOOL MASCOT</b>	<b>18</b>

# FOUNDATIONAL STATEMENTS

## Basis of Authority

1. The Bible, as the only inspired, infallible, authoritative Word of God, is the sole and final source of authority for all matters of truth, faith, doctrine, morality, conduct, and any other matter pertaining to NHCS.
2. For the purposes of all NHCS's beliefs, practices, and policies, our School Board of Directors is NHCS's final interpretive authority on the Bible's meaning and application.

## Vision Statement

Ambassadors for Christ Prepared for Kingdom Living

## Mission Statement

Living the Gospel of Christ (Rom. 1:16)

Living the righteousness of Christ (Phil. 1:11, 3:9)

Living the mind of Christ (Rom. 12:2, 1 Cor. 2:16)

Living with one another to represent Christ (1 Thess. 5:11, Heb. 3:13)

## Statement of Faith

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

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

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

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

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

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

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

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

## Christian School Role Model and Moral Requirements

It is a privilege to be a Christian school staff member or "role model volunteer" helping to form lifelong attitudes and character. As a vital part of NHCS's program, we anticipate that all staff and volunteers will live a life that is reflecting Godly character, filled with the fruit of the Spirit (Gal. 5:22-26), and in obedience to the Bible. In addition, all staff and volunteers are to dress in a manner conforming to one's biological sex and use restrooms, locker rooms, and changing rooms conforming with one's biological sex.

## Gender Identity Statement:

NHCS continues to recognize and teach that, from the beginning, God created a man and a woman distinct from one another, yet equal in His image and likeness. (Gen. 1:26, 27) As a result, because every man and woman reflects God uniquely and differently from the other, God intends each male and each female to remain in their same gender (biological form) throughout life. NHCS teaches that a human's DNA communicates God's original design and gender (biological form) for each person. All other choices made outside of one's specific DNA gender

(biological form) is therefore considered against God's original design. Such choices prohibit any person from employment, board membership, administrative, and any role-model staff or non-staff position since these roles place them in a position of influence to New Hope students. (Ps. 139:13-16; Mk. 10:6; Matt. 19:4)

### Marriage and Sexuality Statement:

NHCS continues to recognize and teach that God instituted marriage after creating one man and one woman distinct, yet equal, in His image. (Gen. 1:27; Mt. 19:5-6; Mk. 10:6-9) God therefore intends that marriage be defined as: "One man and one woman, equal in essence, brought together by God to display Him in a loving, one-flesh (conjugal) union, making this a comprehensive relationship made possible by distinct forms with distinct, yet equally valuable functions. Because of their distinct conjugal designs, procreation is made possible and therefore serves the good of the potential children, the good of the spouses, and the common good of society." (Gen. 2:24) God declares this union of one man and one woman "very good!" (Gen. 1:31) Those involved in non-Biblical unions and/or any sexual relationships outside of marriage are prohibited from employment, board membership, administrative, and any role-model staff or non-staff position since these roles place them in a position of influence to New Hope students. (Gen. 19:4-7; Lev. 18:22, 20:13; Jud. 19:22-23; Rom. 1:22-32; 1 Cor. 6:9-11; 1 Tim. 1:9-10)

*We believe God's plan for human sexuality and sexual activity is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complement each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Gen. 2:24; Matt. 19:5-6; Mk. 10:6-9; Rom. 1:26-27; 1 Cor. 6:9) (Adapted from Samaritan's Purse)*

### Sanctity of Human Life Statement:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Because we are called to defend, protect, and value all human life (Ps. 139), we cannot participate in nor support any activity that does not embrace the sanctity of human life.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11) We also believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mk. 12:28-31; Lk. 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of NHCS.

## **SCHOOL INFORMATION**

### Cooperation within the Body of Christ

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

### Board of Directors School Organization

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

relating to itself and the corporation. Its by-laws regulate all policies and ministries of the school.

### Accreditation

Kindergarten-12th grade is accredited through Cognia.

### School Memberships

- Association of Christian Schools International (ACSI)
- Oregon School Activities Association (OSAA)
- Southern Oregon Middle School Athletic Conference (SOMSAC)

## **ADMISSIONS**

### Application Process

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

1. Complete the Online Application at [www.newhopechristian.net](http://www.newhopechristian.net).
2. Submit immunization records, the student's most recent report card, and the results of any achievement testing by uploading to the application or bringing hard copies to the school office.
3. Entrance testing/evaluation of student applicant.
4. Family interview with a member of administration to ensure that:
  - A. The parent/guardian desires a Christian education for their child.
  - B. The parent/guardian and child express a desire to be a part of NHCS and agree to live in harmony with the standards of the school.The interview is a time to get acquainted and to ask and answer several questions. A tour of the school facilities may also be conducted for families who have not already had one.
5. The parent/guardian will be informed about acceptance through email.
6. Upon acceptance, the parent/guardian creates a FACTS Family Portal account and completes the online Enrollment Packet, including setting up the tuition account payment plan.
7. Enrollment is finalized after the enrollment fee has been paid. This fee is non-refundable after an acceptance agreement has been made.

### School Entry Ages

Pre Kindergarten - 4 by September 1

Kindergarten - 5 by September 1

1st grade - 6 by September 1

### Acceptance Guidelines

New Hope Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. We do not discriminate on the basis of biological sex, race, color, national and ethnic origin in the administration of our educational policies, admissions policies, financial aid program, and athletic and other school-administered programs. NHCS reserves the right to select students on the basis of academic performance, behavioral record, and personal qualifications, including a willingness to cooperate with the Foundational Statements, goals, and purposes of New Hope Christian School and abide by our policies.

Students applying to NHCS must be academically capable of being educated at this school.

They must show through formal or informal tests, prior grades, and other recommendations that they can perform within the scope of our academic offerings.

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

## Finances

As a private school, New Hope does not receive any state funding. Our operations are supported by tuition, fees, and donations.

- **Enrollment Fee:** Due at time of student enrollment and non-refundable.
- **Registration Fee:** Covers Curriculum, Security, Student Insurance, MAP Testing, ACSI and Cognia memberships, and a school t-shirt.
  - \* Prorated by semester - Students withdrawing during the first semester will receive a 50% refund, students withdrawing after the first semester will not receive a refund.
- **Tuition:** Covers the yearly operational costs for each student. We offer payment plans to break tuition into equal monthly installments, but monthly amounts do not necessarily reflect the number of school days in that month.
  - \* Prorated to the day - Students enrolling late or withdrawing early will have their tuition prorated according to the number of school days enrolled.

Accepting an offer of enrollment at New Hope is entering into an agreement to fulfill all financial responsibilities listed on the yearly Fee Sheet.

## Introductory Period

There is a provisional introductory period for all new students during their first quarter of enrollment. At any time during this introductory period, the parent/guardian and/or New Hope may choose to dissolve their association for any reason, including, but not limited to, academic or behavior issues.

## Parent / Guardian Support

The staff desires a harmonious relationship with parents.

Parental/Guardian support is an essential part of the educational process. If, in the sole discretion of the administration, a parent/guardian has failed to cooperate with an administrator, school staff member, or the standards articulated in this handbook, the administration reserves the right to deny the student continued enrollment in the school.

## Re-Enrollment

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

## Standard of Conduct

A student may be dismissed or expelled from NHCS, or asked not to return the following year, if he/she does not comply with the Foundational Statements and/or policies of New Hope Christian School, whether on or off the school property, at the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

# INSTRUCTIONAL PROGRAM

## Academic Standard

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

## Achievement Testing

MAP testing will be administered to Kindergarten-5th grades three times a year (in the fall, winter, and spring).

## Bible Memorization

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

## Bible Text

Please see the yearly supply list for the version that will be used for each grade.

## Curriculum

The Bible is central to our curriculum. Our purpose is to direct young people to the Lord Jesus Christ and to His fulfilling style of life through the Bible and supporting materials. We use mostly Christian curriculum texts (ABeka, Bob Jones, ACSI) throughout our elementary grades.

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

### *Pre Kindergarten*

Bible	Music	Poetry
Letter Recognition	Letter Writing (Manuscript)	Fun & Games
Social Skills	Exposure to Motor Skills	Art
Number Recognition		

### *Kindergarten*

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

### *Grades 1-5*

Bible	Language Arts	Penmanship
History & Geography	Reading	Art
Science	Spelling	Music
Arithmetic	Language	Physical Education
Health	Creative Writing	Computer

## Grading

The grading scale for Pre Kindergarten and Kindergarten is as follows:

- O - Outstanding Performance
- S - Satisfactory Development
- I - Improving in this Area
- N - Needs Improvement in this Area



The grading scale for 1st-5th grades is based on the following:

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

### Eligibility for 5th Graders to Participate in Middle School Sports

- ◇ Tuition payments are to be current unless prior arrangements are made with the school.
- ◇ Sports fee must be paid in full prior to participating in any practices, games, meets, etc.
- ◇ The Sports Permission Form and Concussion Form must be on file in the office before participating in any practices, games, meets, etc.
- ◇ Students are expected to be passing all classes and have a minimum 2.0 GPA to participate in sports. Grades will be monitored by the classroom teacher and Mrs. Grush. If grades fall below the expectation, athlete will be placed on week-by-week eligibility/ineligibility.
- ◇ To participate in any practices, games, meets, contests, etc., the student must be at school the entire day of the activity. (Exception will be granted for a medical or dental appointment upon receipt of note from doctor or dentist office.)

### Homework / Assignments

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

### Learning Center

The Learning Center is a great opportunity for students to receive a little extra help and learn valuable skills for success. The LC is supervised by Mrs. Burnham.

### Make-up Work

When absent from school for any reason, it is the student's responsibility to see that all work is made up and given to the teacher. Parents/Guardians can contact the office or teacher to arrange pick up of assignments or check the FACTS Family Portal for lesson plans.

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

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

### Parent-Teacher Conferences

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

Parent-teacher conferences are scheduled following the end of the first quarter. This time is set aside to discuss the report card, as well as to share insights and/or encouragement. Specific goals for the student may also be discussed.

### Prayer

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

## Progress Reports

At any time, parents of 1st-5th graders may view grades on FACTS Family Portal.

## Report Cards

Report card grades are posted to the FACTS Family Portal as soon as possible after each quarter. An email with a link to the report card will also be sent out when each quarter's report card is ready.

## Student Record Files

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

## Textbooks

Non-consumable textbooks are school property and must be covered (do not use contact paper). Lost or excessively damaged books will result in a replacement fee charge.

Students who withdraw from NHCS must check in all textbooks or a replacement fee will be charged.

# **ATTENDANCE**

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

## Early Dismissal

Students who need to leave campus during school hours (for appointments, etc.) must first obtain approval from the office. For liability and safety reasons, the parent (or person authorized by the parent) is to sign the student out in the office before leaving campus. If returning the same day, the student must be signed back in at the office.

## Excused Absence

Parents should call the office or email [mollyw@newhopechristian.net](mailto:mollyw@newhopechristian.net) by the morning of the day their student will be absent. Excused absences are granted for things such as illness, medical/dental appointments, and school-sponsored activities. An excused absence will be given for certain parent-requested absences only if the office receives a parent call or parent note, preferably prior to the day or before school begins on the morning of the day absent.

## Medical / Dental Appointment

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

## Release of Student

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

## Tardiness

Students arriving late to school will need to ring the buzzer to be admitted and then sign in at the office before going to class.

# BEHAVIOR AND CONDUCT

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

1. Physical contact (such as kicking, hitting, biting, pinching, slapping, etc.) is not tolerated, even in play.
2. Bullying or harassment, whether physical, verbal, written, teasing, in play, or in any other form, is absolutely forbidden and will not be tolerated.
3. Students are not to take that which does not belong to them. Taking an item without the owner's permission will be regarded as stealing.
4. The following objects are forbidden on campus and at all school activities: laser pointers, knives, fireworks, matches, guns, and any other object that falls into the category of a weapon. Disregard for this rule will lead to serious discipline and could result in expulsion from NHCS.
5. Students are to refrain from using language that dishonors the Lord or is unbecoming to a Christian.
6. Use or possession of alcohol, tobacco, vape pens, marijuana, or any other non-prescribed drug is not permitted. Disregard for this policy will lead to serious discipline and could result in expulsion.
7. Elementary students are not to chew gum on campus.

## Discipline Policies

### Minor Infractions

The first category is disruptions/infractions that occur in the classroom which teachers will address in class. This includes, but is not limited to, the following:

- Cheating (first offense)
- Talking or giggling in class
- Not paying attention
- Mild disruption and disturbances
- Lying

When a student's behavior in the classroom results in repeated disruptions in the same day, the student will be sent to the office for a Conduct 1 and Think Sheet. The student will fill out the Think Sheet, take it home to be signed by a parent, and return it to the office the next school day. After three Conduct 1s have been issued by the office, a Pink Slip will be issued for each additional infraction requiring a trip to the office. After three Pink Slips have been issued, the student will be placed on a Behavior Contract. (See below.)

### Major Infractions

The second category of student behavior involves more serious infractions - including, but not limited to, the following:

- Cheating (repeat offense)
- Disrespect—including name calling of staff and/or students
- Violence—any wrestling, hitting, biting, shoving, etc.
- Inappropriate comments—sexual jokes or comments, racial jokes or comments, any foul language
- Bullying or harassing
- Screaming or throwing of tantrums in the classroom

When any of the above occurs, the student will be sent to the office and receive a Pink Slip. After three Pink Slips, the student will be placed on a Behavior Contract.

### Behavior Contract

Parent(s) and student (age appropriate) will be required to sign this contract. In this contract, the first trip to the office will result in a Pink Slip and meeting with the parent(s). The

second trip to the office will result in suspension of the student and an additional parent meeting with administration before the student can return to school. The third trip to the office will result in student expulsion from New Hope Christian School.

Administration reserves the right to issue a Pink Slip or other disciplinary measure regardless of the student's previous infractions.

## Discipline Procedures

All staff and faculty members have authority to discipline students.

### *Conduct 1*

A Conduct 1 form is primarily given for behaviors such as talking during class without permission, dress code violation, etc. An additional consequence may also be assigned. The Conduct 1 form must be signed by a parent/guardian and returned to the box in the office the next school day. If not returned by the next day, another Conduct 1 may be given.

### *Conduct Referral*

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

The original pink copy is sent home with the student for the parent's signature. The signed pink copy must be returned to the box in the office the next school day. Failure to return it on time may result in a Conduct 1 and/or an additional consequence.

### *Suspension*

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

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

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

### *Expulsion*

A student may be expelled for the following:

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

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

## **DRESS CODE**

- For jeans and pants with holes, the top of any hole may not be above mid-thigh unless bike shorts or leggings are worn underneath.
- Undergarments, midriff, or cleavage should not be exposed or visible at any time.
- Wearing of hoods in classrooms or during chapel is not allowed.
- Lounge wear or pajama-type apparel is not allowed.
- Clothing with designs, lettering, or pictures that do not depict our school's core beliefs is not to be worn.

- Open-toed sandals/shoes, flip-flops, or skate shoes—because of playground safety issues—are not permitted.
- For boys, tank tops are not to expose sides or chest areas.
- For girls, tank tops may be worn as long as they are at least one inch at the top of the shoulder. Spaghetti straps, razorbacks, and off-the-shoulder tops may not be worn.
- Shorts must be worn underneath skirts and dresses when playing on playground equipment.
- Makeup is not to be worn by Pre K-3rd grade girls. A conservative amount of makeup may be worn by the 4th and 5th grade girls.
- Girls are allowed to wear small earrings. However, hoops, dangling earrings, gauges, or any other body piercing is not permitted.
- The length of dresses, skirts, and shorts should be about mid-thigh. (Mid-thigh is halfway between the top of the leg and the top of the knee.)
- When leggings are worn as pants, a shirt/skirt/dress that is about mid-thigh length is to be worn.

Dress code violations will be addressed as needed.

Parent Helpers and Volunteers: When helping at any activity/event, please be observant of the school's dress code.

## **HEALTH SERVICES**

### Health Care

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

#### *Blood-borne Pathogens*

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

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

#### *Illness*

The control of communicable disease is imperative to the health and education of every student and family. Student should be kept at home if he/she:

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

Due to the risk of spreading an illness, your student may be sent home if he/she displays any of the above-listed symptoms. Students should remain home until symptoms are improving and at least 24 hours after temperature returns to normal, without fever-reducing medications.

#### *Medicines*

Medicines (prescription and over-the-counter) in the original containers with expiration dates and dosage instructions can be dispensed to students only if a *Request to Dispense* form is

on file in the office. Parents should bring the medicine(s) and the form to the office to be placed in the locked medicine file. No medicines (including Tylenol, cough drops, etc.) are to be kept in cubbies, desks, backpacks, purses, etc.

## Insurance

### *Carpool Insurance*

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

### *Student Insurance*

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

## AHERA - Asbestos

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

# **MISCELLANEOUS INFORMATION AND POLICIES**

## Closed Campus

NHCS is a closed campus. Gates will be locked from 8am-3pm. Students are not permitted to leave campus during school hours unless properly checked out of the office. **For the protection of your student(s), no student will be released to anyone other than a parent (or someone the parent has authorized in writing) at any time during school hours.**

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

## Communications Home

Communications will be sent to the parents via email through FACTS.

## Computer-Use Policy

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

## Conflict Resolution

**Staff/Parent Interaction:** As a Christian school, we have the expectation that if you have concerns or problems, you will address them with the appropriate staff member, rather than with those not directly involved with the issue.

**Parent/Student Interaction:** Any and all correction and/or discipline of any student should be run through the teacher and/or administration. Parents are not to approach (call, text, email, in person, etc.) or address any students who are not their own for any correction and/or discipline of any kind. Additionally, parents are not to approach (call, text, email, in person, etc.) other parents regarding discipline of students not their own. Please bring any mediation requests to administration.

## Electronic Devices

1. Electronic devices (cell phones, iPods, iPads, translators, ear buds, etc.) may be used before school and after school. During school hours, they are to be turned off and kept in the student's backpack.
2. During class time, they are not to be used for any reason (EG: as calculators, clocks, etc.), unless the teacher has given the student specific permission to use them.
3. During school hours, students are not to use a cell phone to call/text parents for permission to leave early for any reason without first gaining permission.
4. Students having an electronic device out and/or using it for any reason during class time (or using it inappropriately at any time), will have that device confiscated and given to the office, where it will stay until student picks it up at the end of the day.
5. If device is confiscated a second time, the device will stay in the office until a parent/guardian picks it up.
6. If a device is confiscated a third time, the student must check it into the office upon arrival to school and keep it there until leaving at the end of the day for the remainder of the school year.
7. The school reserves the right to search and examine digital data in a student's electronic device (cell phones, iPads, etc.) if there is a reasonable basis to believe that the student has violated an NHCS conduct standard and the electronic device may contain emails, texts, or photos that would substantiate the belief, or if the student has used the electronic device in violation of the school's use policy.
8. In the event that an electronic device needs to be searched, the school will first obtain parent permission. The student will then be required to provide the password, unlock the device, and grant access to the school. If student refuses, the phone will be kept in the office until a parent can meet with administration.

## Emergency Drills

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

## Financial Aid

A limited amount of financial aid is available each year. Applications for financial aid are made through FACTS Grant & Aid Assessment, a need-based online financial aid analysis service. To apply, fill out and submit the application at [www.factsmgt.com/aid](http://www.factsmgt.com/aid). There is a \$35 nonrefundable application fee required by FACTS at the time of application submission. When the application process is complete, FACTS will make their recommendations. New Hope's Financial Aid Committee will then make the final award determination and notify the applicant.

## Food / Drink in the Classrooms

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

Drinks are only allowed in closed containers. (A "closed container" is a water bottle or plastic/metal container with a screw-on lid.) Any drink brought into a classroom must be in the acceptable closed container PRIOR to entering the classroom.

## Fundraisers

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

## Gifts

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

NHCS is classified as a non-profit organization under federal tax law. Gifts are tax-deductible. Non-designated gifts are entered into our general budget; all designated gifts will be applied as requested.

## Lost and Found

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

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

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

## Lunch Program

Mrs. Sabrina Johnson is in charge of lunches prepared and/or served by the school. Monthly lunch menus and costs will be available on the school website. Some snacks, milk, juices, etc., will also be sold. Money can be added to your student's lunch account through the FACTS Family Portal, or cash/check can be brought into the office.

## Music

All music played during school-sponsored activities must follow our music guidelines.

Music guidelines: No profanity, drug/alcohol reference, or anything not in keeping with our Foundational Statements.

## Office Phone

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

## Parties

For non-school sponsored parties and events hosted by families, invitations (verbal and written) that are given during school hours must be given to the entire class (or to all the girls or to all the boys, as appropriate).

If a student or parent wants to invite only certain classmates, such invitations must be done outside of school time and off school property.

For school-sponsored parties and events, parents/students/staff in charge must make sure that all students (or all girls/all boys) in the particular class are invited.

## Project Needs

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

## Safety Issues

- Elementary students should not be on campus unsupervised either before or after school.
- **1st through 5th grade Students: The duplex driveway is to be used when dropping them off before school and picking them up after school. Name placards will be given to each family and need to be displayed on the dashboard when picking up students.**
- **Pre Kindergarten and Kindergarten: The Hidden Valley Rd school entrance is to be**



**used to drop them off or pick them up outside their playground. Name placards will be given to each family to be displayed on the dashboard (or shown to the office/teacher) when picking up.**

- Breezeways and other exits/fire lanes must be kept clear of all backpacks and other obstructions AT ALL TIMES.
- Skateboards, inline skates, and roller blades are not to be used on campus.
- No running on breezeways and sidewalks.
- Bicycles are not to be ridden on the breezeways or down the steps. During the school day, bicycles should be parked in the bicycle stand.

## School Closures / Delays

Occasionally, due to things like inclement weather or a power outage, it becomes necessary to close school or announce a 2-hr delay. We will take weather-related delay and closure decisions of the Three Rivers School District into consideration when making our decision. In the event of a delay or closure, we will communicate to our families via text, email, Facebook, and the school website.

We do understand that we have families living in rural or remote areas in Josephine or Jackson County. Therefore, parents should make the final decision if weather/road safety is a concern.

## School Hours

Pre Kindergarten / Kindergarten	8:00-noon (AM only) 8:00-3:00 (full-day, Mondays-Thursdays)
1st-5th grades	8:00-1:00 (full-day, Fridays) 8:00-3:10 (Mondays-Thursdays) 8:00-1:00 (Fridays)

## School Office

The school office hours are 7:30am to 4:00pm. If you have any questions or would like to schedule an appointment with an administrator or a teacher, please feel free to email or call the school office. If you need to get a message, PE clothes, lunch, etc., to your student, please contact the office, and a secretary will assist you.

## Sick / Injured People on Campus

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

## **\*\*\*The Following are Currently Subject to Change Due to Covid-Related Mandates\*\*\***

### \*Chapel

Parents are encouraged to attend chapels.

### \*Family Partnership Commitment

The purpose of this commitment is to keep tuition costs lower. Any hours that parents, grandparents, and children (minimum 14 years old due to legal work age) work for their family’s partnership commitment should be logged into the notebook in the office to receive credit. (See the Fee Sheet for complete details.)

## **\*Field Trips and Off-Campus Activities**

Field trips are usually related to students' course of learning. It is expected that students are in school attendance for any class periods before and/or after field trip/activity takes place, if applicable. Permission forms will be sent home for parent signature giving permission for the student to participate in the specific field trip/activity.

Parent help is always welcome to assist with field trips and off-campus activities, especially in regards to transportation. Log your hours into the notebook in the office to receive credit towards your family partnership commitment.

Drivers must have a copy of their current proof of insurance on file in the school office before transporting students for field trips, sporting events, etc.

Parents may only request their own child to ride with them. Teachers will assign all other student seating. Teachers will also give a list of drivers (with phone numbers) and passengers to the office prior to the day of field trip/activity.

NHCS students who are not in the grade/classes that are going on a field trip may not attend.

## **\*Spectators at Sports Events**

1. Courtesy, thoughtfulness, and compliance with OSAA guidelines is expected from all spectators at both home and away venues.
2. All students must be in the gym (volleyball and basketball) or on the field (cross country and track) supporting our teams. Loitering or playing around on the school grounds or in restrooms is not allowed. (Playing on the playground and/or basketball courts is allowed **only** if there is an adult present and supervising.)
3. Children should not play around the bleachers or go into the locker rooms.
4. All spectators are required to park in the lower parking lot or on the hillside south of the school.

## **\*Visitors**

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

Parents are able to eat lunch with their student(s) on campus within the normal lunchtime period. Don't forget to check in and out in the office.

## **HANDBOOK DISCLAIMERS**

1. No handbook serves to contractually bind the school in any way.
2. Handbooks are subject to change at any time throughout the year. Changes will be posted on our website and communicated via email.

## **SCHOOL VERSE**

“We are therefore Christ’s ambassadors, as though God were making His appeal through us.  
We implore you on Christ’s behalf: Be reconciled to God.”

2 Corinthians 5:20

## **SCHOOL COLORS**

Red, White, & Black

## **SCHOOL MASCOT**

Warriors