



# New Hope Christian School Parent Handbook

*Affordable, Christ Centered, Christian Education*



*All of your children shall be taught by the LORD  
and great shall be the peace of your children.  
-Isaiah 54:13*

## **WELCOME**

Welcome to New Hope Christian School (NHCS), a ministry of New Hope Community Church. We are excited that the LORD has brought you and your family here. NHCS firmly believes that our student's success is highly dependent upon communication and cooperation between the school and the home, which is why we make every effort to inform you of our policies and procedures so that we may have a collaborative, and successful school year. Please read through this informative parent-student handbook in its entirety so that you can be informed and empowered to help your child succeed.

The purpose of this Parent-Student Handbook is to outline responsibilities, procedures, programs and policies for the students and families of New Hope Christian School. This handbook should be the first point of reference when questions arise.

## **OUR PURPOSE**

Our primary objective is to share the good news of Jesus. Our commitment is to train students in the knowledge of God and the Christian way of life and provide them with an excellent education.

## **FLORIDA STATE LICENSURE/ACCREDITATION**

New Hope Christian School complies with the applicable Florida Department of Education regulations and policies, Florida Department of Children and Families Statutes, as well as the accreditation standards set forth by CSI (Christian Schools International).

## **HOURS OF OPERATION**

Our facility is open from 7:00 A.M. to 6:00 P.M., Monday through Friday.

## **SCHOOL OFFICE HOURS 8:00 A.M. - 4:00 P.M. (Monday – Friday)**

## **OUR SUPPORT TEAM:**

### **Head of School**

Mrs. Brandy Andrews, M. Ed., MS. MFT  
bandrews@nhccftl.org

### **Administrative Assistants**

Ms. Monica Andino  
(954) 973-1129 ext 107  
mandino@nhcsftl.org

Ms. Patricia Galvan  
(954) 973-1129 ext. 105  
pgalvan@nhcsftl.org

### **Senior Pastor**

Pastor Kirby Williams  
pastor@nhccftl.org

### **School Registrar**

Mrs. Jessica Aviles  
(954) 973-1129 ext. 102  
javiles@nhcsftl.org

## **Statements of Faith: What we believe and what we teach**

It is important that you are aware of what we as a school and church community believe, as these beliefs are core to the educational training our student receive. New Hope Community Church is a Reformed Christian church. We trace our spiritual heritage back to the Reformation and adhere to such timeless creeds as the Heidelberg Catechism and the Westminster Confession of Faith. If you are familiar with these creeds, then you know for the most part the basic beliefs we confess. If not, we have included some of the main points below.

### **1. The inerrancy of Scripture (Sola Scriptura)**

We believe the Scriptures, (the Holy Bible, the 66 books of the Old and New Testament) are the inerrant and infallible Word of God. We believe the Scriptures constitute the entire revelation of God; that the Bible is complete and perfect, and that with the guidance of the Holy Spirit, it is the way God speaks to His people today. In other words, His will for mankind is revealed through His written word, and the illumination of that word by the Holy Spirit in our hearts and minds. We believe that it is and always shall be the only standard of human life and morality, and the standard by which we will be judged.

### **2. Salvation is by grace alone (Sola Gratia)**

We believe we are saved by grace alone. This means that even though we are undeserving of salvation, God in His infinite love and mercy has seen fit to bestow upon us His grace and redeem us, to forgive us of our sins and to reconcile us into an eternal relationship with Him. We believe this incredible salvation is a free gift from God and does not depend in any way on our own merit.

### **3. Salvation is through faith alone (Sola Fide)**

We believe we receive this gift through faith alone. It is through the simple act of belief that God has "confounded the wise" of this world and brought about the salvation of those who will simply place their trust in Him. We place the accent on "faith alone." It is not faith, plus our own good works, it is not faith plus anything, but faith alone that leads us to an understanding of God's plan for our lives and His salvation of our souls.

### **4. Salvation is in Christ alone (Solus Christus)**

We believe we are saved by Christ alone. Jesus said, "I am the way, and the truth, and the life; no one comes to the Father but through Me." This means "salvation is of the Lord," and of the Lord only. There is absolutely no other way. We believe Jesus Christ was the divine Son of God, the Messiah who is at the same time fully God and fully man. We believe Jesus was God incarnate, who out of His great love for us humiliated himself by taking on the nature of a human and placed Himself under the Law. We believe Jesus lived a perfect life without sin and His death on the Cross and Resurrection from the dead was effective for the salvation of those who place their trust in Him. We believe when Jesus died on the cross, His sacrifice was accepted by God as an atonement for the sins of

His people, thereby simultaneously redeeming those sins and removing them "as far as the east is from the west". When Jesus rose from the dead, it was the culmination of God's Redemptive Plan, and served to show His victory over both sin and death-- thereby eradicating the curse of the Fall.

## **5. The Sovereignty of God (Soli Deo Gloria)**

We believe all glory belongs to God. The Reformed faith places the strongest emphasis on God's Providence and His work in the history of His Creation. We believe that only God is sovereign and therefore only God is deserving of glory. This is the purpose for which we were made to glorify God and enjoy Him forever.

It is impossible to fully understand the difficult doctrines of the Reformed faith (such as election, reprobation, limited atonement, and the perseverance of the saints), unless the absolute sovereignty of God is presupposed and emphasized. We affirm that God is in control of both history and our lives, and that we are a part of His universal church, which He alone protects and insures that even the very "gates of hell" will not prevail against it.

## **6. The Love of God.**

If we live for a thousand eons, we will never begin to plumb the depths of God's love for us. This was manifest when He humiliated Himself, took on the attributes of a human, became flesh, placed Himself under the Law, and walked among us. It was manifest by the way He lived His life, as a Suffering Servant who had come to serve rather than be served. It was manifest in the way He died, to accept the penalty for the sins of His people, as an atoning sacrifice to reconcile them to stand in the presence of a holy God. It is still manifest in the loving kindness of His covenant faithfulness to His people a faithfulness that will see us through all trials and tribulations until we are resident with Him forever. Such love is indescribable and unfathomable. The kind of love that would "save a wretch like me" even a wretch who is dead in trespasses and sins.

## **7. The Holiness of God**

As stated above, we believe God is love. We also believe that God is holy. This means He is both immanent and transcendent. He is immanent in that He is accessible to His creation through the Crosswork of His Son and His Spirit who lives in our hearts. He is transcendent in that He is separate from His creation and far above it. His thoughts are not our thoughts, nor His ways our ways. He is omnipotent, omniscient, eternal and infinite. His holiness means He is infinite in His perfection and righteousness. Therefore, nothing that is not perfect can be in His presence. This is a real problem for the human race, because of the Fall and original sin of Adam and Eve and the fact that God cannot bear "to look upon iniquity". So even though God is infinite in His love, He is also infinite in His holiness. And because He is infinite in His justness, He must punish sin.

There is much talk in Theological circles these days about the love of God and how it is so great that it will overcome even the worst of mankind's sin. That "no sin is so great that God cannot forgive it" and therefore repentance is not necessary. This is often used as a rationale to "soften" God and make Him only loving and kind, and ultimately "wish away" the necessity for hell and retribution. But we believe, (as we have explained above) that even though it is true God is absolutely loving, it is His absolute holiness that creates the necessity for judgment and retribution of the wicked and confirms the necessity of eternal punishment. It also confirms the need for a Savior. It is God's holiness that makes the crosswork of Christ so essential. For without it even though God loves His creation with an unfathomable love because He is both holy and just, He must punish sin. We believe these truths are firmly established in the comprehensive teachings of Scripture.

## **8. The Triune Nature of God**

We believe that God is one in essence and three in person: the Father, the Son, and the Holy Spirit. The Father is greater than the Son only in the sense that he is "unbegotten." The Son is eternally begotten of the Father. This does not mean there was a time when the Son "was not." It does not mean that the Son is a creature, created by the Father. We believe that the word "begotten" refers to the filial relationship between the Father and the Son. This means that the Father and the Son are equal in power, omniscience, and glory; both are infinite and eternal, both are completely and truly God. Likewise, the Holy Spirit is fully God and is co-equal with the Father and the Son. The evidence that the Holy Spirit is God was revealed through the outpouring of the Holy Spirit at Pentecost. Christ himself indicated the Spirit to be a co-equal person of the Godhead by stating that it was better for him to leave so the Spirit would come (John 14:15-18). The Holy Spirit remains as a gift to those who have been called by God (Acts 2: 38-39).

## **9. The Deity of Christ**

We believe that Jesus was truly the Son of God. Not in the sense that all men are sons of God, and all women are daughters of God through Adam and Eve. But truly divine in His nature. We believe Jesus is the second member of the Godhead, who took on the attributes of a human at His humiliation and became flesh at His incarnation. But there was never a time when He was not fully God, although He was also fully man. We affirm with the Nicene Creed that Jesus is indeed "very God of very God, begotten not made, being of one substance with the Father".

## **10. The Humanity of Christ**

We believe that even though Jesus was fully God in His divine nature, He was at the same time fully human in His human nature. He was a single person undivided, but at the same time two natures. Once again in the words of the Nicene Creed, Jesus "came down from heaven; he became incarnate... and was made human." This humanity was necessary to consummate God's marvelous plan of Redemption, which had been decreed before the foundations of the world, whereby God Himself in human form would solve the problem of sin once and for all. We believe Jesus was perfect in His humanity, to fulfill the requirements of a perfect sacrifice one without blemish or spot and so He "in every respect has been tempted as we are, yet without sin."

## **11. The Sinful Nature of Humanity.**

We believe that our first parents, Adam and Eve were created by God sinless but with the potential for sin. We believe they fell into sin when tempted by Satan to rebel against God and disobey His commands. We affirm the doctrine of Original Sin that states that as a result of the curse of the Fall, all humans are born in sin and at enmity with God, and therefore in need of atonement and forgiveness of those sins in order to be reconciled with a perfect and Holy God.

## **12. The Sanctified Life of Believers.**

We believe that believers in Jesus Christ who have truly been born again and redeemed by the Crosswork of Jesus Christ are engaged in a process of Sanctification, whereby they pursue Christ's holiness. Sanctification is a process and should be evident in every believer. We believe, as Jesus taught, that true redemption will result in a desire for righteousness. That those who truly love and know Jesus, because of this love, desire to please Him by keeping His commandments as set forth in the Holy Scriptures.

We believe that God offers redemption and restoration to all who confess and repent of their sin (meaning to fully acknowledge and completely turn from those sins), and seek His mercy and forgiveness through Jesus Christ, (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity, (Mark 12:28-31; Luke 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 doctrines of NHCC.

### **13. The Sacraments.**

We believe there are two sacraments defined and initiated in the New Testament, which are the sacrament of baptism and the sacrament of the Lord's Supper. We believe that baptism is a sign and a seal of the covenant inaugurated and consummated by Christ and therefore, we believe that infants of believing, covenantal parents should be baptized, as should new believers after making a profession of faith. We believe the mode of baptism is of secondary importance and administer the sacrament by sprinkling, pouring, or immersion as the situation of the baptism dictates. We believe Holy Communion was established by Christ as a time of intimacy and communion between Himself (the risen Christ!) and His true disciples. Therefore we "fence" the table each time we take Communion (usually once each month), warning as Paul did that the sacrament should not be taken in an unworthy manner. We do not believe that either sacrament is a means of salvation, but rather a sign and a seal of our covenantal relationship with Christ.

### **Statement of Life**

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. We are therefore called to defend, protect, and value all human life (Psa. 139).

### **Statement on Marriage, Sex and Gender**

We believe and affirm that God created exactly two genders: male and female, and that both were vital for His plan for humanity and for the dominion of His Kingdom. Genesis tells us that God made both male and female in His image (Gen. 1:27) and that the male was complemented and completed by the female (Gen. 2:18). Therefore, the rejection of one's biological sex is a rejection of God's order and intention, and indeed His very image within that person. We therefore believe that any attempt to alter or conceal one's true biological sex (or birth gender) is a direct violation of God's Word and in conflict with His plan for humanity.

We believe that both the term "marriage" and the idea and bond it represents, refers only to the uniting of one man and one woman in an exclusive union, as revealed to us in Scripture (Gen. 2:18-25). We believe that Scripture is perfectly clear in mandating that sexual intimacy is to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). This means there is a single type of sexual intimacy that is consistent with God's revealed plan for humanity: that between a man and a woman united in marriage. All other types of sexual intimacy are sinful. More specifically, we believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God, (Matt. 15:18-20; 1 Cor. 6:9-10).

It is imperative that all persons employed by New Hope Community Church (NHCC) in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. Furthermore, all wedding ceremonies or other functions that utilize the church's property in any way must also conform to this Statement on Marriage, Gender, and Sexuality.

### **Mission, Vision & Philosophy**

#### **Mission**

New Hope Christian School is an outreach arm of New Hope Community Church. Therefore, our mission is to reach the world for Christ. We have a passion for knowing God and making Him known to the children and parents He sends to us. You can find more about the mission of the church here. At NHCS, our mission is simple and straightforward:

1. To share the good news of Jesus.

The best news mankind has every heard is that God became man and entered space and time to redeem us from our sins and reconcile us with His holiness. It is our passion to share this good news with every student and parent in our school.

2. To provide a Christian education for your children.

NHCS is dedicated to providing developmentally appropriate, Christian education to students from kindergarten through eighth grade. Although we use age-appropriate curricula, we ground everything we teach in the Word of God, which is the source of all true wisdom.

3. To model and teach the love of Christ.

Jesus insisted that His followers love each other.

John 15:12 "This is my commandment, that you love one another as I have loved you."

At NHCS we try our best to model His love and teach the importance of loving each other to your children.

#### **Vision**

New Hope Christian School is an outreach arm of New Hope Community Church. Therefore, our vision is modeled on the church's vision, which can be found here. Our vision is simply to impact our community (and the world) by teaching God's commands and modeling Christ's love...

1. To impact our community by teaching God's commands.

We believe God's commands are not just negative restrictions to our freedom, but the guidelines to living a happy and fulfilled life. Therefore, we desire to impact our children and parents, (and through them the entire community) by teaching and modeling these guidelines and commandments. There are a multitude of pitfalls waiting for your children as they grow up and we hope to instill in them a foundational walk with Christ that will guide them through the trials they will face.

2. To impact our community by modeling the love of Christ.

But Jesus did not just come to tell us the Words of God He came to model the love of God to a world starved for compassion. He did not just establish His commandments, He

showed us how to love each other and help each other in times of trouble. At NHCS, we are passionate about teaching your children the love of Christ. This includes both the way Jesus loves them, and how they should love each other. We believe there is no greater way to impact our community for good than teaching the compassion of our Lord.

### **Philosophy**

**PARENTS:** The primary responsibility for the education of children rests upon parents to whom children are entrusted by God, to train them up in the way His Word instructs. The school (NHCS) will work closely with the church (NHCC) to aid parents in their understanding of the Scriptures so they can better instruct their children.

**SCHOOLS:** The purpose of the Christian school is to come along side parents and assist them in teaching their children to know God, love God, and serve God. It is the desire of the Christian school to help parents instruct children to know God through the revelation of His holy Word, to love God by obeying His commands, and to serve God by sharing His Gospel and loving His people with hearts of compassion.

**TEACHERS:** Christian teachers have a unique responsibility before God, to parents and to pupils, to teach and educate children in a manner worthy of their calling from the Lord. Likewise, the school (NHCS) will work closely with the church (NHCC) to aid teachers in their understanding of Scriptures so they can better instruct their students.

**PUPILS:** All children are image bearers of God and uniquely gifted with different abilities and needs and this will be taken into consideration in the education process, which serves to prepare students to lead Christian lives. Once again, the school (NHCS) will work closely with the church (NHCC) to aid students towards this end whenever possible.

### **Admissions, Enrollment & Financial Information**

#### **Admissions**

NHCS is a private institution, which admits students of any race, color, national origin and/or religious affiliation. Admittance to New Hope Christian School is a privilege, not a right. This privilege is granted to families who agree by signature to cooperate and uphold the standards and policies set forth in the Parent-Student Handbook. New Hope Christian School maintains the right to refuse admittance to anyone who fails to meet entrance requirements set forth in the Parent-Student Handbook, and to suspend or expel any student who violates the standards and policies set forth in the Parent-Student Handbook or at the sole discretion of NHCS. NHCS maintains the right to terminate services to enrolled students based on lack of parent/family cooperation in maintaining and upholding the policies and procedures set forth in the Parent-Student Handbook.

Applicants for VPK, Kindergarten, and First Grade must meet FLDOE requirements for age. Applicants for VPK, must be 4 years of age on or before September 1<sup>st</sup> of the school year; applicants for Kindergarten must be 5 years of age on or before September 1<sup>st</sup> of the school year; applicants for First Grade must be 6 years of age on or before September 1<sup>st</sup> of the school year.

### **Enrollment Procedures for New Students**

Parents wishing to enroll their children must complete an online enrollment application and return all required documents 48 hours (2 business days) prior to their intended start date. All new students must submit a birth certificate, DH 3040 (State of Florida School Entry Health Form), DH 680 (Florida Certificate of Immunization), copy of parent's photo ID, previous report card with attendance & grades, standardized/readiness test scores, individualized education program (IEP), if applicable, tuition express auto payment form, student information form, and the Parent-Student Handbook signature page. Registration/Enrollment is not complete, and student's spots are not held until all registration fees are paid in full and all enrollment documents have been received. All requested personal information is kept confidential.

Florida law requires all students to have a physical examination and a certificate of immunization/immunization exemption (specifically form DH 3040 & DH 680) prior to attending school. These health forms are to be completed by your physician and kept current during your child's enrollment. All health forms are to be submitted to the main school office prior to the first day of school. In the event forms become expired, students will no longer be permitted to attend until current forms have been received. For more information on school health forms and immunizations, please visit [www.immunizeflorida.org](http://www.immunizeflorida.org)

All enrollment forms are considered confidential in nature and are the property of the school once they have been submitted. Enrollment forms will not be accessible to anyone other than faculty once they have been processed. All requested changes and updates to enrollment forms, once submitted, is required to be completed through written amendment forms and will be processed within 24 hours.

If parents are divorced or separated, and there is a final judgment/court order in place that governs time-share, information share, financial responsibility related to childcare/education, persons permitted to transport the child, or any other matter regarding the minor child being enrolled, a copy of the final judgment/court order must be submitted with the enrollment forms. School accounts will be established in accordance with the order in place at the time of enrollment. It is the responsibility of the parent(s) to notify the school in writing of any change to the enforceable order and provide the school with updated documents. Only biological parent(s) are permitted to enroll students unless there is a court order in place giving rights of enrollment to another specified individual which must be disclosed to NHCS at the time of enrollment.

### **Allergies**

Allergies must be clearly documented on the enrollment application. If the allergy is severe enough for an Epi-Pen, one must be continuously kept on the site as long as the child is enrolled, and an authorization for medication form must be completed by the parent.

### **Re-enrollment Procedures for Current Students**

During the month of February, presently enrolled students may enroll for the summer and fall term on a first-come, first-served basis. Enrollment is considered complete when all registration fees have been paid in full. During the month of March open enrollment begins and enrollment is opened to all members of our community and awarded on a first-come, first-served basis.

## **Transfer Students**

### **Incoming Elementary & Middle School Students**

All new students enrolling in Kindergarten through Eighth Grade programs are given an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student will be admitted to that grade. Any student scoring below grade level may be placed in the grade best suited for the student's individual achievement. It is the policy of the school to reserve the right to make case-by-case decisions for incoming students whose accomplishments have not been up to acceptable standards. These students may be offered admittance into the grade to which they are equivalent (as shown by the entrance examination) or may not be offered admittance at all.

Previous school records must come in the form of an official transcript and/or report card and are required to complete the enrollment process. Homeschool credits are accepted based on previous records provided by the parent and through achievement testing.

### **Tuition/Fees/Financial Policies**

Information concerning tuition, fees, and rate schedules can be obtained at [www.nhcsftl.org](http://www.nhcsftl.org) or the main school office. Clients are paying for the spot that we reserve for their child in our program. Tuition is not based upon attendance but rather on a set annual fee (billed weekly for preschool students & monthly for elementary and middle school students) that is due regardless of the attendance habits of the child. Our fee structure is based upon a set annual fee detailed on the NHCS website [www.nhcsftl.org](http://www.nhcsftl.org). All payments will be payable to: "New Hope Christian School"

Vacations and illnesses will be charged at the regular weekly/monthly rate; tuition is not based on attendance habits but is based on the spot reserved for your student in our program. There is no discount on tuition given if your child is absent or on vacation, this means whether your child is present or not you are still responsible for their tuition fees.

There is no pro-ration of tuition for holiday closings. All holiday closings will be charged at the normal tuition rate.

### **Summer Camp**

A summer camp program is offered during the months of June –August for children 6 weeks old through 8th grade. Our camp is fun and exciting, with an academic emphasis. We continue our curriculum in the summer while offering a minimum of two special events per week. To be a part of our summer camp program, a 10-week commitment is required.

### **Preschool Students Tuition & Fees**

There are two separate, non-refundable, non-transferable registration fees per year. Summer registration of (\$125.00) per child, due for all students attending summer camp. Fall registration (\$200.00) per child, due for all students attending the fall session. Neither The Early Learning Coalition, nor any foster care agency will cover registration fees. These fees are the sole responsibility of the client and will be required to be paid in

full prior to the onset of care. The school registration fees are non-refundable and non-transferable should the student cancel for any reason. **Space will not be reserved until the registration fee has been paid in full.**

General tuition is billed, and statements are emailed weekly to the primary email address on file. Statement balances are due in full, and accounts are automatically charged every Friday to the bank account/debit/credit card on file indicated on your Tuition Express form. In the event of an automatic payment decline, accounts with balances will be assessed a \$25.00 late fee. If there is a dispute regarding your statement charges, you must contact the registrar to discuss and resolve the dispute prior to Friday, otherwise all balances will be charged according to the balance indicated on the statement provided. Automatic draft is required for all enrolled students and payments will be processed in full for accounts with balances weekly. In the event of a payment decline resulting in a non-sufficient fund fee (ACH auto payment decline), a \$30.00 NSF fee, per occurrence, will be applied to the family account.

Family accounts with unpaid balances will not be permitted to drop off students until all financial matters have been resolved with the registrar.

**We are unable to accept any other form of payment other than automatic credit card or ACH draft through Tuition Express.**

The VPK cap and gown fee is \$25.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

#### **Early Learning Coalition Clients:**

NHCS is authorized to receive payments from the Early Learning Coalition (ELC) and other Federal/State tuition assistance programs. Our participation in these programs does not limit our freedom or right to set and enforce the policies listed in this Handbook. Clients wishing to use ELC assistance must make arrangements on their own and list New Hope Christian School as their educational provider.

You may enroll in the NHCS program as an ELC client once the office has received a letter of authorization from ELC establishing your eligibility in our program. If authorization is not received by the child's start date, the parent will be required to pay the full tuition rate until authorization has been received. ELC clients may also have a daily co-payment that is set by ELC. This is based upon family income. NHCS requires that all ELC co-payments be made weekly in accordance with the policies and procedures outlined in the **Preschool Students Tuition & Fees** section of the NHCS Parent Handbook.

As an ELC client, mandatory student attendance is required to maintain your enrollment in our program. Students missing 5 consecutive school days, without documentation will be withdrawn resulting in termination in the ELC provider portal and loss of ELC eligibility. In addition, as a condition of the requirements set forth by the Early Learning Coalition, ELC parents must report to the main school office and physically sign their children in and out each day the child is in attendance. NHCS reserves the right to terminate the acceptance of ELC funding for a student if the parent does not sign their student(s) in and out of school daily on a consistent basis.

### **Elementary & Middle School Tuition & Fees**

The fall registration fee must be paid at the time of registration and is non-refundable and non-transferable should the parent cancel for any reason. The entrance testing fee must be paid at the time of scheduling the entrance exam and is non-refundable and non-transferable should the parent cancel for any reason. All fees shown on the current school year tuition and fees schedule must be paid in full by August 1<sup>st</sup>. If the August 1<sup>st</sup> deadline is not met, the student's reservation will be canceled to make room for those on the waiting list.

General tuition is billed monthly and payable via two options: (1) Annual Tuition: one single annual payment due by August 1 (eligible to receive a 10% year in advance discount on tuition only), or (2) Monthly Tuition: ten monthly payments billed August – May, due by the 5<sup>th</sup> of every month. Accounts paid after the 5<sup>th</sup> of the month will be assessed a \$25.00 late payment fee. If there is a dispute regarding your statement charges, you must contact the registrar to discuss and resolve the dispute prior to Friday, otherwise all balances will be charged according to the balance indicated on the statement provided. Automatic draft is required for all enrolled students and payments will be processed in full for accounts with balances weekly. In the event of a payment decline resulting in a non-sufficient fund fee (ACH auto payment decline), a \$30.00 NSF fee, per occurrence, will be applied to the family account.

Family accounts with unpaid balances will not be permitted to drop off students until all financial matters have been resolved with the registrar.

**We are unable to accept any other form of payment other than automatic credit card or ACH draft through Tuition Express.**

The kindergarten, voluntary pre-kindergarten, and 8<sup>th</sup> Grade cap and gown fee is \$25.00 and will be billed on your March statement. The graduation attire will be sent home with your student and is yours to keep after the graduation program is complete.

### **Discounts**

We are pleased to offer the following discounts (on tuition only): (1) 25% discount for siblings attending NHCS (this discount is only applicable if there are out-of-pocket tuition costs for each sibling and would apply to the sibling with the lower tuition rate); (2) 10% discount to all clients who are members of New Hope Community Church (this discount is only applicable if there are out-of-pocket tuition costs for the student). Discounts do not apply to drop-in tuition rates, hourly tuition rates, registration fees, material fees, or late pick-up fees.

### **Receipts & Tax Statements**

Receipts and tax statements are available upon request. Annual statements for tax and accounting purposes are available to account holders only, for all accounts with a zero balance. Statements and receipts are confidential in nature and will not be available to any third party without written consent from the account holder or a court order/subpoena.

## **Withdrawals**

Request for withdrawal must be in writing and all withdrawals must go through the main school office. Students having attended one day or more of any period will owe the full period's tuition. All books, equipment, or other school property must be turned in at the time of the withdrawal, and the parents will be charged for any items not returned at that time. Requests for release or transfer of academic records must be in writing through the main school office. No school records or transcripts will be released for any student when there is a balance owed on the family account.

All children shall be considered continuously enrolled from the time of enrollment and tuition will continue to be due and payable until they are formally withdrawn.

## **Arrival & Dismissal Procedures**

### **Traffic Policy**

Cooperation of all New Hope families is necessary to maintain a smooth and safe traffic flow on campus. Any driver who will be dropping off or picking up students should be informed of these campus rules:

- Drivers should observe the 10 MPH speed limit on campus at all times
- Drivers should enter and exit by designated driveways only and observe one-way traffic signs
- Drivers should pay special attention when backing out of parking spaces
- Drivers should follow directives of the school carline staff
- Drivers should always have students get in and out of the vehicle next to the sidewalk. Students should NEVER exit a car into the flow of traffic or without a teacher present to receive their student

### **Academic Hours**

Before School Care:	7:00 A.M. – 8:30 A.M.
Academic Day Preschool:	8:30 A.M. – 3:00 P.M.
Academic Day Elementary:	8:30 A.M. – 3:00 P.M.
Academic Day ESE Cluster:	8:30 A.M. – 3:00 P.M.
Academic Day Middle School:	8:30 A.M. – 3:45 P.M.
After School Care:	3:00 P.M. – 6:00 P.M.

### **Early Arrival & Late Pick-up**

If your child is NOT enrolled in the before school care program, their school days starts promptly at 8:30 A.M. If you are arriving earlier than 8:00 A.M., your child will be sent to before care and your account will be charged accordingly. There is an additional fee for students not enrolled in before care charged in \$15.00/per hour/per student increments.

If your child is NOT enrolled in the after school care program, their school day ends promptly at 12:00 P.M. (for VPK), 3:00 P.M. (for preschool, elementary K-4<sup>th</sup> grade, and ESE cluster class), and 3:45 P.M. (for middle school 5<sup>th</sup> – 8<sup>th</sup> grade). If you are late picking up, your child will be sent to aftercare and your account will be charged accordingly. There is an additional fee for students not enrolled in aftercare charged in \$15.00/per hour/per student increments.

Please make sure that you arrive on time for drop off and pick-up.

### **Before School Care Arrival Procedures**

For children enrolled in the before school care program (7:00 A.M. – 8:00 A.M.); Parents must accompany their child into the school building and notify the lobby attendant of their arrival. The before school care program opens at 7:00 A.M.; children will not be permitted in the building prior to 7:00 A.M. ***THERE IS NO CURB SIDE PARKING PERMITTED AFTER 8:00 AM.***

### **General Academic Day Arrival Procedures:**

**Carline drop off is offered from 8:00 A.M. - 8:25 A.M.**, for preschool, elementary and middle school students. When dropping off through the carline, please stop along the curb in front of the appointed carline staff and **STAY IN YOUR CAR**. School staff will assist your child with unloading so that you may move as quickly as possible to enable others to drop off their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb as this disrupts our carline system.

### **Absence**

Regular school attendance allows a student to gain the highest level of education possible, and students should not miss school unnecessarily. K-8<sup>th</sup> grade students with excessive absences exceeding 8 days per trimester may be required to repeat the grade. Regular attendance is mandatory for a student to meet criteria for promotion. A student exceeding 24 absences in an academic period will be in jeopardy of not being promoted.

Absence for the following reasons, with documentation will be considered excused: sickness, death in the family, doctor appointments and dire emergencies (at the discretion of the administration). Parents must write a note or send an email to the primary teacher explaining the reason for absence. Absences without documentation will be considered unexcused.

Absence due to family vacation or special events are not considered excused and will count toward the students unexcused absences. If your student is going to be absent from school, please communicate with the main school office within one hour of the designated arrival time. The school office can be reached at 954-973-1129 xt 105.

### **Late Arrival & Tardy information**

Our academic day begins promptly at 8:30 A.M. and students should be in their seats by that time. Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. Any preschool student arriving to school after the car line has closed (8:25 A.M.) is considered ***tardy and must have a doctor's note in order to be admitted to class.***

Late arrivals disrupt crucial teaching time and are difficult for teachers and students who have already begun their daily routine. If tardiness becomes habitual, we will encourage you to transfer your student to another school with a later start time and reserve the right to terminate services.

### **General Academic Day Dismissal: Carline Procedures**

Car line pick-up is offered from

12:00-12:10 for VPK Students

3:00-3:30 for Preschool, Elementary Students (K5 – 4<sup>th</sup> grade), and ESE Cluster Class

3:45-3:55 for Middle School Students (5<sup>th</sup> – 8<sup>th</sup> grade)

When picking up through the carline, please stop along the curb in front of the appointed car line staff and stay in your car. School staff will assist your child with loading so that you may move as quickly as possible to enable others to pick up their children expeditiously. In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic. Please do not park or leave your car unattended along the curb, this disrupts our car line system. NHCS issued car placards are required to be visible from your vehicle in order to pick-up your child in the carline. Any person picking up a child without the carline placard will be required to park their vehicle and pick-up the student from the front office.

### **After School Care Dismissal Procedures**

Children enrolled in the after-school care program (3:00 P.M. – 6:00 P.M.); or not picked up at their indicated dismissal time will be escorted to aftercare. Each family member permitted to pick up must be listed on the enrollment application. Individuals not recognized by sight will be asked for a picture ID, prior to calling the student for dismissal. **Students will not be called for dismissal until parents arrive in the main school office.**

Only faculty and staff members are permitted in the secure areas of the building accessible to students. Individuals picking up will be required to wait in the school lobby for their student to be dismissed. It is the parent's responsibility to notify the office and make changes to the Permission to Pick Up form when necessary.

The aftercare program closes daily at 6:00 P.M. sharp! If you arrive after 6:00 P.M. there will be a **\$15.00 late pick up fee assessed to your account per 15 minutes, per child.** There is no grace given on late pick-up fees regardless of circumstance - please be on time. Students left at the facility later than 7:00 P.M. (60 minutes past closing) will be considered abandoned and Child Protective Services will be notified.

### **Restrictions on Student Pick-up**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of final judgment. Without a court order on file, both parents will have equal access to the child and information sharing.

### **School Wide Policies & Information**

#### **School Office Hours**

The main school office is open from 8:00 A.M to 4:00 P.M., each scheduled school day. During days off school, and holiday breaks the main school office will be closed.

### **School Calendar & Closings**

The school is closed for most major holidays and two (2) Parent-Teacher Conference days each year. All closings will be decided before the beginning of each school year and a calendar will be provided at orientation prior to the first day of school.

The school calendar and important school wide celebrations, events and closings will be posted for your convenience on the school website ([www.nhcsftl.org](http://www.nhcsftl.org)) and Gradelink.

Weather related or other emergency school closings will be determined by the administration. For information and updates, communications will be sent to parents via e-mail and/or text messaging. In the event of a hurricane or natural disaster, New Hope Christian School will generally follow the recommendation of the Broward County school district; if the public school system is open/closed, we will most likely follow suit.

### **School Guidance & Counseling**

School/Family Counselors and Pastoral Counselors are readily available for students and families personal and spiritual needs. Students and parents are encouraged to contact the administrative assistant to make appointments with counseling personnel when there is a need. School Counselors, Pastoral Counselors, teachers and administrators will do their very best to meet the needs of the family.

### **Reporting Child Abuse**

The State of Florida requires that New Hope Christian School and all members of educational institutions report to the State and appropriate authorities any and all suspected cases of abuse and/or neglect of a child.

At NHCS, our staff is mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to Child Protective Services for investigation. We are not permitted to do our own investigation, but we are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injuries on the child to minimize suspicion of possible child abuse or endangerment.

In like manner, parents are asked to report abuses immediately by calling 800-962-2873. Parents who suspect or know of a child or vulnerable adult in immediate danger should call 911.

The Number for the Florida Child Abuse Hotline is: 800-962-2873

### **Meals & Snacks**

Our meal and snack time consist of breakfast (8:00 a.m.), lunch (11:15 a.m., 11:30 a.m., 12:00 p.m. or 12:30 p.m.), and afternoon snack (2:30 p.m. for infants/toddlers and 3:00 p.m. for all other preschool students). If your child arrives after 8:10 A.M. they should have already eaten breakfast at home.

All food served must be nutritious and healthy, so please pack your child's lunch box accordingly. Prohibited items include soda, candy, juice, coffee, sports drinks, and meal replacement drinks. We cannot microwave or refrigerate your child's lunch. If the items you pack need to be kept at a certain temperature (hot or cold), please use a thermos or

ice pack. If your child comes to school without lunch or an inappropriate lunch, an emergency lunch will be provided to them, and your account will be charged accordingly.

If you opt to have lunch delivered to your student at school, all lunch deliveries should arrive to school no later than 11:00 am. If a lunch delivery arrives after your student's indicated lunch time has begun, an emergency lunch will be provided to them at the beginning of their scheduled lunch time and your account will be charged accordingly. The emergency lunch charge is \$5.00 per meal provided.

Each child will be encouraged to eat what is prepared and provided in their lunch box. Staff will encourage students to try new items as introduced. Please alert our staff of any food allergies or food restrictions, as we want to accommodate and respect individual preferences.

### **Visiting the School**

Due to strict licensing guidelines and safety issues, we require that all individuals visiting the school enter through the school lobby and check in with the lobby attendant. Adult or student visitors may not stop by or attend any classroom without a visitor's pass issued in the main school office. Only authorized faculty and staff are permitted to enter any classroom or area where students are present. Visitor's must wait in the school lobby area for their student and comply with faculty instructions while on campus.

### **Awards Assemblies**

Awards assemblies are scheduled at the end of each trimester. Students are recognized for outstanding achievement in the areas of: attendance, academics and character. Parents are invited and encouraged to attend these special occasions.

### **Parental Involvement & Volunteers**

We believe that parental participation is a key ingredient to any successful educational program and always affirm that parents are their child's first teacher. There are many opportunities throughout the school year to volunteer your time, and we would love to assist you in getting involved in your child's learning here at school. Your student's teacher will let you know of these special opportunities such as room parents, special program assistant, field day volunteer, and off campus field trip chaperones.

Many volunteer positions require a background screening, which must be completed prior to volunteering. If background/fingerprint screenings are necessary, they must be **completed by October 1st to be on the list of eligible volunteers**. After October 1st the volunteer/chaperone list is closed and will not re-open until the following fall session, which begins in August.

In order to request a chaperone spot or to volunteer in the classrooms, you must first have a background clearance completed, which consists of (1) filling out the initial screening form and returning it to the front office (2) going to the screening location indicated and submitting your fingerprints with the required payment (this payment is an out-of-pocket expense of the parent) (3) confirmation from the screening provider that you have been approved.

If you are interested in becoming a volunteer or an approved field trip chaperone and you have NOT completed the background clearance, please contact your child's teacher and they will provide the initial documentation required to begin the process.

Due to space constraints, we are only able to accommodate 3 field trip chaperones per class, and only 2 volunteers per class for special events during the school day. Volunteer and field trip chaperones will be assigned and confirmed in the order in which they request, until all spots have been filled. Please understand requests for chaperone/volunteer spots can NOT be made until the background clearance process has been completed.

### **Communication**

Communication is key to any relationship, and we believe open and frequent communication between parents and teachers will help your child have a positive learning experience. We will endeavor to keep you informed through various means of communication such as: weekly informational emails, monthly newsletters, parent reminder board (located in the school lobby), daily reports (for infants/toddlers only), informal notes in take home folders, and through the Gradelink parent portal. It is our responsibility to provide school information to families in a timely manner, and it is the family's responsibility to check their email, and children's take-home folders frequently.

NHCS has established a "one point of contact" for all students to ensure that information given to families is both accurate and timely. The one point of contact for each student is his or her primary classroom/homeroom teacher. When there is a concern, please communicate with your child's "primary" teacher. If your child is in before care and/or aftercare, their primary teacher may not be present when you drop off and pick up. In this situation, we ask that you leave a contact number and a good time for your child's teacher to call you with office personnel or email the teacher directly.

Please feel free to email the school administrator regarding problems that were not able to be resolved by the primary classroom teacher. Generally, emails are responded to within 24 hours (but not during weekends or when NHCS is closed). Please do not try to meet a teacher before or after school or detain a teacher/faculty member from his or her responsibilities without having a pre-arranged appointment. We will do our best to be available for essential needs during drop-off and pick-up times; however, this is not the best time for extended conversations. The faculty members on duty have a responsibility to supervise children during this time. If you need to speak to or meet with a member of the faculty, please call the main school office, between the hours of 8:00 A.M. and 4:00 P.M. to schedule an appointment.

**The main school office can be reached at (954) 973-1129 ext. 105. (M-F 8:00-4:00)**

### **Parent/Teacher Conferences**

Parent-Teacher conferences opportunities are scheduled at the end of each trimester. This is a time for you to meet with your child's teacher and discuss any concerns or praises you may have. This is also a time for the teacher to inform you how your child is doing developmentally, and academically here at school, so it is important and that you make every effort to attend. In addition to planned conference opportunities, parents may request a teacher or administrative conference at any time by calling the school office or

through direct communication with the primary teacher. Conferences are available by appointment only.

### **Portraits & Pictures:**

We offer school pictures two times a year, in the spring and fall. Also, we often take pictures of the children during the school day for use on their cubbies, with a project or for promotional material. There is an understanding based on your choice to enroll your child in our program, giving us permission to take your child's picture and include them in promotional material.

### **Student Birthday's:**

Birthdays are special days for children. If you wish to celebrate your child's birthday at school, please make arrangements with your child's teacher at least one week prior to the celebration. Teachers celebrate birthdays on Fridays of the child's birthday with the class.

### **Transportation Policy:**

Parents are responsible for their child's transportation to and from the school. Under NO circumstances are employees of NHCS permitted to transport children in their personal vehicles.

### **NHCS STRONGLY DISCOURAGES CHILDREN TO TRAVEL TO AND FROM SCHOOL ON FOOT, BY BICYCLE, SCOOTER, SKATEBOARD, ETC.**

**WITHOUT AN ADULT. PARENTS WHO ALLOW THEIR CHILDREN TO WALK, BIKE, AND/OR TRAVEL BY SCOOTER, SKATEBOARD, ETC. TO SCHOOL WITHOUT AN ADULT DO SO AT THEIR AND THEIR CHILD'S OWN RISK.** Please be aware that NHCS does not have crossing guards for safe street crossing, nor is there a school speed zone outside of the school property that drivers must abide by. NHCS shall not be liable for any bodily injury, harm or death as a result of a parent and/or student traveling to and from NHCS by the methods set forth herein.

### **Insurance Requirements**

New Hope Christian School complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability, see the School Administrator.

### **Students Requiring Special Accommodations**

NHCS complies with the Americans with Disabilities Act (ADA) and other applicable regulations about providing services to individuals with disabilities. We do our best to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so.

### **Uniforms & Dress Code**

#### **Preschool Dress Code**

We encourage preschool students to dress for play and comfort based on the current climate conditions. Because our program is based on play and exploration, your child WILL get messy!! All clothing brought to or worn to the school is required to have the child's name on it.

We require that your child wear closed-toe sneakers to school. If a child comes to school without appropriate footwear, they will not be permitted to enter the classroom. Parents will be notified to pick up their child or bring them appropriate footwear in a timely manner. Please refrain from sending your child to school in clothing with suggestive or offensive language. Female students should wear shorts under their dresses/skirts.

### **Kindergarten – 8<sup>th</sup> Grade Dress Code**

Kindergarten through Eighth Grade students enrolled at New Hope Christian School are required to wear school uniforms daily. Students out of uniform will be sent to the front office upon arrival where they will be provided with proper attire at the non-refundable expense of the parent. Parent accounts will be billed accordingly, and the student will be returned to class. Students must wear closed toe sneakers to school (**crocs are not permitted**), and it is suggested to have all outerwear clothing labeled with your students' name.

Hooded (hoodie) sweatshirts are not permitted. Only school approved sweatshirts and jackets may be worn on campus, which consist of (1) the school spirit sweatshirt (available for purchase in the front office) (2) solid gray sweatshirt, cardigan or jacket with the school logo (no hood), and (3) solid navy blue sweatshirt, cardigan or jacket with the school logo (no hood).

### **Uniforms for Girls**

Pants or Bermuda Shorts (knee length)	Navy Blue or Khaki
Dress/Jumper/Skorts (knee length)	Navy Blue (must have school logo)
Button Down Shirts & Polos:	Navy Blue, Light Blue or White (must have school logo)

### **Uniforms for Boys**

Pants or Shorts:	Navy Blue or Khaki
Button Down Shirts & Polos:	Navy Blue, Light Blue or White (must have school logo)

- Uniforms (other than for PE) may be purchased pre-embroidered from French Toast at <https://www.frenchtoast.com/schoolbox/schools/new-hope-christian-school-QS5YRQI>
- Uniforms (other than for PE) may also be purchased locally and taken to Monograms Plus for embroidery of the school logo (716 E. Atlantic Blvd, Pompano Beach, FL), or other school approved vendor.
- PE Uniforms provided by NHCS must only be worn to school on the student's scheduled PE days.
- Friday attire is limited to: jean pants (free from rips, holes, tears) and any NHCS school shirt.
- Field Trip attire: Students shall be required to wear the proper attire for field trips as communicated by your student's teacher. Any student not in the proper attire

on the day of the field trip may be required to be picked-up by the parent and unable to attend the field trip without a refund.

### **Medication, Illness & Accident/Injury**

New Hope Christian School is NOT permitted to give students any medication unless it is a current prescription from a doctor and in the student's name. All medication given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine scripted must be in an up-to-date bottle and not expired. Please do not put medication, ointments, sunscreen or other hazardous material in your child's lunch box or backpack. ***NHCS will not dispense any non-prescription medication, or apply any topical, non-prescribed ointments/skin creams.***

NHCS desires to maintain a healthy school environment by instituting controls to prevent the spread of communicable disease. The term "communicable disease" is defined as an illness that arises as a result of a specific infectious agent, which may be transmitted by either a susceptible host or infected person to another person. Any student or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability.

Although we hope all of our students remain healthy, it is likely that at some point during the school year your child will become ill, and it is vital that you understand and abide by our sick child policy. NHCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. Sick children are not permitted to be in school. If your child is sick, please keep him/her home, as one sick child in a classroom can lead to a dozen sick children with similar symptoms.

If a student becomes ill at school, the **parent(s) will be notified for pickup and are expected to arrive at the school within 1 hour of notification.** If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the enrollment packet in the order listed. Parents are expected to comply with the one hour pick up window and will be asked to transfer out if non-compliance is habitual.

**General sick feeling:** If your child wakes up feeling sick, with a headache, upset stomach, or is overly tired, he/she should not attend school. Please allow your child a morning of bed rest in order to see how things develop. A doctor should assess persistent fatigue.

**Fevers:** Fever is a sign of potential contagious infection, even if your child feels fine. No child with a fever above 99.9 will be permitted to be in school. If your child is on an antibiotic and is still running a fever, he/she must stay home. If your child comes to school with a fever, you will be called and asked to pick up your child immediately. Children may **return to school once they have been fever-free for a period of 48 consecutive hours, or two (2) full school days.**

**Vomiting & Diarrhea:** If your child has vomited or had diarrhea, he/she must stay home from school until they **have been symptom free for a period of 48 consecutive hours, or two full school days.** If your child vomits or has diarrhea during the school day, you will be called to pick up your child immediately.

**Skin rashes:** All rashes must be examined by a doctor and a “non- contagious, return to school” doctor’s note brought into the office before the child is permitted to return to school. If your child comes to school with a rash and without a doctor’s note, you will be called to pick up your child immediately.

**Pink Eye:** (conjunctivitis): Pink Eye is highly contagious. Children with red, runny, itchy, or goopy eyes must stay home until they have been examined by a doctor and a “non- contagious, return to school” doctor’s note brought into the school office. If your child comes to school with the appearance of pink eye, you will be called to pick up your child immediately.

**Lice:** Throughout the school year, our staff conducts head checks for lice. If lice or nits are found on your child, you will be called to pick up your child immediately. If your child has lice/nits they must remain home until they are 100% lice/nit free. A school staff lice check of your child will be required prior to school entry.

***Children sent home sick are not permitted to return to school for 48 hours. There is a mandatory minimum two (2) days of absence required to monitor for additional symptoms and for recovery.***

### **COVID Related Illness & Protocol**

The guidelines for returning to school after your child has tested positive for COVID-19, is as follow: students may return to school after they have completed 3 days of quarantine, (begins the day following a positive test).

### **Accident Reports**

Safety is a top priority on campus. There are times when a student will have an accident/injury that is unforeseen and unavoidable. If the accident/injury requires, our teachers will complete a report for you detailing what happened and the nature of the injuries. A copy of the report will be provided to you and a copy filed with the Head Administrators office. Injury reports must be signed by a parent within 24 hours of the injury for continuation of services.

### **Discipline & Expulsion**

Effective classroom discipline is a necessary key ingredient for a good learning environment. We expect full cooperation from both students and parents when misconduct occurs. Corrective measures will be used to help the student change his/her behavior and attitude.

Faculty members are trained to use Christian principles and discipline as set forth in the Scriptures as a foundational means of classroom management. Firm and orderly standards of behavior will be maintained by setting consistent boundaries, which clearly establish limits and expectations for students. We believe that students need limits to feel secure about themselves and their environment. The purpose of discipline is to help students learn acceptable behavior, develop self-control and good character traits.

Discipline will always be reasonable, appropriate, and in terms the student can understand. Spanking or any other type of corporal punishment is prohibited, along with discipline that is shaming, humiliating, frightening, or verbally abusive.

When the school feels that student/parent's cooperation is lacking, the student may be requested to transfer out. Attendance at NHCS is a privilege and not a right. Students forfeit this privilege when they do not conform to the behavioral standards and expectations set forth.

1<sup>st</sup> offense, warning: Student is given a warning to discontinue disruptive and inappropriate behavior.

2<sup>nd</sup> offense, warning and Loss of Privilege: Student will be required to miss a portion of a privileged activity.

3<sup>rd</sup> offense, Conduct Referral: Student will receive a conduct referral for serious or repetitive infractions, that parents are required to sign and return to continue enrollment. Conduct referrals must be signed by a parent within 24 hours of the referral for continuation of services.

Meeting with Principal: Student will be sent to the principal's office where a meeting with the student will be conducted, and parent(s) of the student will be telephoned.

**Parents telephoned to visit their student due to behavioral issues are required to arrive at the school within 1 hour of notification.** When parents arrive, they will be given time alone with their student to discuss and correct the inappropriate behavior. The student will be required to remain at school and return to class after meeting with their parent unless there is less than an hour of the school day remaining.

Probation: Parents will be required to attend a behavior intervention meeting with the administration to strategically implement a plan to change undesired behavior. This meeting becomes necessary when inappropriate behavior is consistent and traditional methods of management are not successful. The child's parents, classroom teacher and a member of the leadership team are required to attend all behavioral intervention meetings. This meeting is mandatory **following the 5th conduct referral in a given academic year.**

If undesired behavior does not change, the student may be temporarily suspended from school or will be permanently dismissed from New Hope Christian School. The booklet "Under Loving Command" and the book "Dare to Discipline" by James Dobson are highly recommended for parents struggling with disciplinary issues.

### **Biting**

Biting is a common and developmentally appropriate behavior for children under 2 years old. Experts in the field of child development report that biting occurs chiefly as a result of a child's inability to effectively communicate. Children over the age of 2 have communication skills, which means biting is an inappropriate behavior that warrants a conduct referral. If children over the age of 2 bite, a parent will be called for immediate pickup. To ensure the safety of all children, if multiple attempts to stop chronic biting fail, we reserve the right to terminate the biting child from the program (this includes children under the age of 2).

## **Expulsion**

Immediate grounds for expulsion include:

- Causing serious injury to a fellow student, self, or faculty member
- Threatening a fellow student, self, or faculty member with physical harm
- Uncontrollable tantrums/angry outburst
- Ongoing physical or verbal abuse to faculty or other students
- Excessive biting
- Parent/guardian's habitual lack of respect for policies and procedures set forth in the Parent Handbook
- Parents who are deemed a threat to the staff or student body
- Bullying

## **Bullying**

It is important to remember, conflict between children is a normal part of the development and training process. Not every conflict between children is considered "bullying," and school administration reserves the right to determine if a situation meets the criteria to be classified as bullying" for discipline purposes.

Bullying is identified as any behavior, verbal or non-verbal, intended to cause physical, emotional, psychological, or social harm. Bullying may be direct (face to face) or indirect.

- Physical Bullying: intentionally endangering the welfare of others. Such behavior is not limited to, but includes the following: hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking and tripping.
- Verbal Bullying: includes, but is not limited to, the following: name-calling, teasing, bossing, threatening, and making fun of another's appearance, physical characteristics, cultural background, or actions.
- Indirect Bullying: includes, but is not limited to, the following: exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, and encouraging others to violate the anti-bullying policy.
- Cyber Bullying: technological advances and social media have provided opportunities for students to communicate electronically, and the following behaviors will be considered bullying, but are not limited to, sending of inappropriate or threatening emails/text messages and creating or posting inappropriate or threatening information/pictures on social media and websites.

NHCS seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind. All students are expected to maintain Christian standard in courtesy, kindness, and in the treatment of staff and fellow students.

NHCS believes that all students have the right to a safe and healthy school environment and will not tolerate behavior that infringes on the safety of any student. Students will not intimidate, harass or bully another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

NHCS expects students and staff to immediately report incidents of bullying to the school administrator, so that each complaint of bullying can be promptly investigated. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action, including possible expulsion.

- The first offense of bullying/harassment will result in a minimum of two days of out of school suspension.
- The second offense of bullying/harassment will result in a minimum five days of out of school suspension.
- The third offense of bullying will result in immediate expulsion.

### **Academics, Curriculum, Textbooks & Electronic Equipment**

New Hope Christian School utilizes the A Beka Book curriculum, which is specially designed for the Christian School environment and meets all the educational standards set forth by the Florida Department of Education. Textbooks and/or student worktext are provided for all students and are the property of the school.

NHCS believes it is important for students to accept the responsibility of properly caring for books and equipment, as this is an important aspect of character development. Each student is personally responsible for the textbooks and equipment assigned to them; family accounts will be billed the replacement cost for damaged or lost items.

Equipment or furniture on school property, damaged by a student will be replaced or paid for by the student and/or parent. Additional disciplinary action may be taken by the administration for purposeful damage and destruction of school property and/or the property of another classmate.

### **Academic Evaluation**

The purpose of academic reports is to give parents and students an indication of the level of progress being made. Evaluations are issued each sixty school days during the school year.

#### **Grading Scale**

100-90	A
89-80	B
79-70	C
69-60	D (considered a non-passing grade)
59-0	F (considered a non-passing grade)

Students who do not successfully complete more than one subject for the year will be recommended for retention. Parents are encouraged to view their students electronic grade book regularly to stay informed on their students' academic progress. Middle school parents should be aware that their students will be required to take final exams at the end of each school year and the student must be present to complete their exams. Any missed exams result in a 0 and will affect the final grade of the student. Final exams are not able to be made up.

### **Standardized Achievement Testing**

Standardized achievement tests are useful in measuring general educational development, determining student progress from one year to the next, grouping students, diagnosing learning difficulties, and comparing achievement with scholastic aptitude. Standardized Achievement tests are administered each year in the spring at NHCS for students in K-8<sup>th</sup> grade. Students who arrive late to school on days of testing will not be able to be admitted to class, and the portion of the test missed will not be able to be made up.

### **Middle School Community Service Hour Requirements**

Middle School students are required to perform a minimum number of community service hours while enrolled at NHCS. Students are given opportunities during the school day to complete most of the required hours and parents should plan opportunities for students to complete any additional hours needed.

Acceptable community service hours do not include hours that a student is financially compensated for or household chores that a student is expected to complete. Community service hours are defined as unpaid work intended to help people, and/or organizations in the community. All community service hour forms must be turned into the front office and completed by May 20<sup>th</sup> of each academic year. Students may earn and log community service hours during the summer that will count toward the upcoming academic session.

6 <sup>th</sup> Grade	25 Hours
7 <sup>th</sup> Grade	30 Hours
8 <sup>th</sup> Grade	35 Hours

### **Middle School Lockers**

Middle school students have the privilege of utilizing an assigned locker to store their schoolbooks and other academic materials required for the school day and in accordance with the following rules:

- Lockers are the sole and exclusive property of NHCS and the contents placed therein by a student shall not be private.
- Lockers and the contents therein are subject to inspection by a NHCS administrator without notice and/or consent.
- Lockers are not to be locked, damaged, defaced or personalized in any manner whatsoever.

### **Academic Eligibility for Athletics & Special Events/Extra-Curriculars**

Students in grades 6-8 must have a cumulative unweighted GPA of 2.0 for all classes to be eligible to participate on NHCS athletic teams, in extra-curricular activities/clubs, and special events. Students who do not meet this standard may continue to participate in the practice of the respective teams but will not be eligible for games or competitive events.

### **Bible**

Bible study is recognized to be of fundamental importance and is a required subject. It augments the study of Language/Literacy, Heritage Studies, Arithmetic and Science. Without knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for life to come. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and

spiritual values resulting from the study. NHCS uses the English Standard Version (ESV) for all Bible related teaching.

### **Chapel**

Chapel is scheduled to bring the students together for individual and collective worship. The students are taught biblical principles and challenged to live these principles out in their lives. The most important purpose of chapel is to present the gospel and give students the opportunity to accept Christ as their personal Savior.

Preschool Chapel is scheduled every Wednesday during the school year, Elementary Chapel is scheduled every Friday during the school year, and Middle School Chapel is scheduled the last Friday of each month during the school year. Parents and family members are invited and encouraged to attend chapel.

### **Classwork & Assignments**

Classwork and assignments are an important part of each student's educational process and are given purposefully. Students are responsible for all assigned work and course requirements. Assignments are given for the following objectives, which align for the NHCS traditional philosophy of education:

- Drill: Most students require drilling to master the material essential to their educational progress.
- Practice: Following classroom explanation, illustration and/or drill on new work, assignments help the student master material.
- Remedial Activity: As the instruction progresses, various weak points in a student's grasp of a subject may become evident. Therefore, additional work following instruction can help overcome such difficulties.
- Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities used to develop important academic and critical thinking skills.

While parents may assist by explaining assignments when necessary and seeing that the work is done, the actual work must be done by the student, and the student must take responsibility for it. If questions arise regarding assignment completion integrity, teachers will contact parents to discuss.

### **Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his/her homework assignments on time. Homework is given for several reasons including, reinforcement practice, and remedial activity and for special projects.

We request parents' full cooperation in ensuring that assignments are completed. Failure to complete homework will affect the student's academic progress. Homework, class assignments, and/or special projects will not be accepted late, unless the assigning teacher has granted prior approval of a delayed turn in date.

### **Late Work/Missed Tests & Quizzes**

No coursework will be accepted late without prior written approval from the assigned teacher. This includes homework, classwork, projects, research papers, book reports and any other assignments with an indicated due date.

A missed test/quiz, due to absence must be made up within two (2) school days. Tests/quizzes not made up within the time frame indicated will result in a 0. Make-up tests/quizzes can be scheduled with the assigning teacher for 7:30-8:00 am. Late arrivals to a scheduled make-up test/quiz session will not be admitted.

### **Electronic devices, Cellular Phones, Technology & Social Media**

#### **Cell Phones**

NHCS has a strict **no electronic device at school policy for all school students**. This includes, but is not limited to, tablets, gaming devices, cellular phones and smart watches. Please leave all electronics, including, but not limited to, cell phones, smart watches, gaming systems, tablets, etc. at home. If your child chooses to bring these items to school, they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

For emergencies, students may use the phone in the main school office to contact parents or guardians. Parents needing to communicate with their children during school hours should call the school office, and office staff will relay the message to the student.

1<sup>st</sup> Infraction: If an electronic device is seen or heard it will be confiscated and turned in to office personnel. Only a parent, by appointment, may retrieve the confiscated device. Students who have an electronic device confiscated on campus waive their right to privacy. Confiscated devices may be examined, including numbers called, pictures, text, etc.

2<sup>nd</sup> infraction: if a student brings an electronic device and it is confiscated a second time, the student will be subject to two (2) days of out of school suspension. If this behavior becomes habitual, the student will be permanently dismissed from NHCS.

NHCS reserves the right to search student property on campus if a staff member has been made aware that a student may have an electronic device or other item of concern in their possession.

#### **Social Media/Online Accounts**

Students are expected to maintain NHCS standards of conduct/morality and Christian character in relationship to all media use and communication, on and off campus. Students in violation of school standards with regard to technology use can expect disciplinary measures to be taken at the discretion of the administration, which may include suspension and expulsion.

NHCS encourages all students to utilize every opportunity of advancing their education in the world of technology while at the same time being purposeful to honor the LORD in every aspect of their lives. Every student bears the responsibility to self-government in accordance with biblical standards when using technology. The use of electronic devices

is a privilege, not a right, and the student who uses these outlets in an inappropriate way will face consequences from the school administration.

NHCS firmly believes the use of technology in the home is to be governed by the parents.

### **Infants, & Toddlers**

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. Teachers will notify you when your child is running low on supplies. If you run out of diapers or wipes, we will automatically provide them to you for a fee of \$5 per package of (5) diapers and \$5 per travel package of wipes. Parents requesting diaper rash cream to be applied during diaper changes must fill out a #5 medication form and turn it in to the front office.

### **Nap Time Procedures**

It is our philosophy that children under 5 years of age need adequate rest as a part of their daily routine, especially since they are constantly engaged in stimulating activities during the school day. We require that all children rest on individual cots after lunch, between the hours of 12:00-1:45 p.m. For infants, individual schedules will determine when they nap. Please bring **ONLY** the following items for nap time and mark them clearly with your child's name: a small blanket and a crib sheet. ***No pillows, stuffed animals or large blankets will be permitted.***

### **Safe Sleep Policy**

According to the American Association of Pediatrics, infants should be placed in a supine (back) position for sleep, to lower the risk of sleep related deaths. Infants under 12 months of age will be placed fully on their backs for sleep time, unless the infant's primary care provider has completed a signed waiver indicating that the child requires an alternate sleep position.

### **Potty Training Information**

Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent positive encouragement from adults at home and teachers at the school. Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should cooperate to encourage toilet training and commit to working with the child in a consistent manner. All children need to be completely toilet trained by 36 months of age unless there is a medical condition hindering the toilet training process. If your child reaches the 36-month mark and is not fully toilet trained, there will be an additional non-toilet trained fee of \$50.00 per week, in addition to the normal weekly tuition, for the first two (2) weeks. If after such two (2) week period, your child is still not potty-trained, you will be required to withdraw your student from NHCS and may re-apply once your student is fully potty-trained.

### **Personal Toys From Home**

Our facility has a wide variety of toys, games, and other resources to offer children during the school day. Personal toys are not permitted in the school building, as they can cause disputes and can be broken or lost. If such items are brought to school, they will be confiscated and locked in the School Administrator's office. A parent or guardian must schedule an appointment with the School Administrator to retrieve the confiscated item.

**Student to Teacher Ratios:**

Student-to-teacher ratios are based upon guidelines set by state licensing and accreditation agencies.

**Crisis Situations**

The primary concern in a crisis will always be the safety of the students. Therefore, for the purpose of practice and training, NHCS performs multiple emergency drills each school year, including fire drills, “hold” and “lockdown” response drills, and evacuation drills. These drills train students and staff how to respond in a crisis situation. These drills also help the administration identify areas needing further attention and improvement.

Please note that during a drill or an actual crisis, office staff is unable to answer the phones. There is also no entrance or exit from the campus during this time.

All NHCS staff and faculty have been extensively trained to respond to an active threat on campus by “Guardian Defense.”

**Crisis Relocation**

In the event of a school-wide evacuation and relocation, NHCS staff and students will relocate to 3 predetermined rally points and parents will be notified.

**ADDITIONS AND CHANGES:**

New Hope Christian School reserves the right to edit or adapt the policies in this Handbook as the needs arise. The school will make all changes and additions available to clients in a timely manner through the normally written communication system.

---

### **Parent Statement of Cooperation and Agreement**

As a parent of a student enrolled in New Hope Christian School (NHCS), I agree to abide by the rules, regulations, and standards of conduct outlined in the NHCS Parent Handbook, a copy of which I have received either digitally or by hard copy.

Furthermore, I understand that while my student(s) is/are enrolled in NHCS, they will be expected to maintain Christian standards of conduct as defined by the Bible and the standards of New Hope Community Church.

As a parent of a NHCS student(s), I agree to work with NHCS to resolve and overcome any undesired behaviors or conduct issue.

---

Signature of Parent

---

Name of Student(s)

---

Date