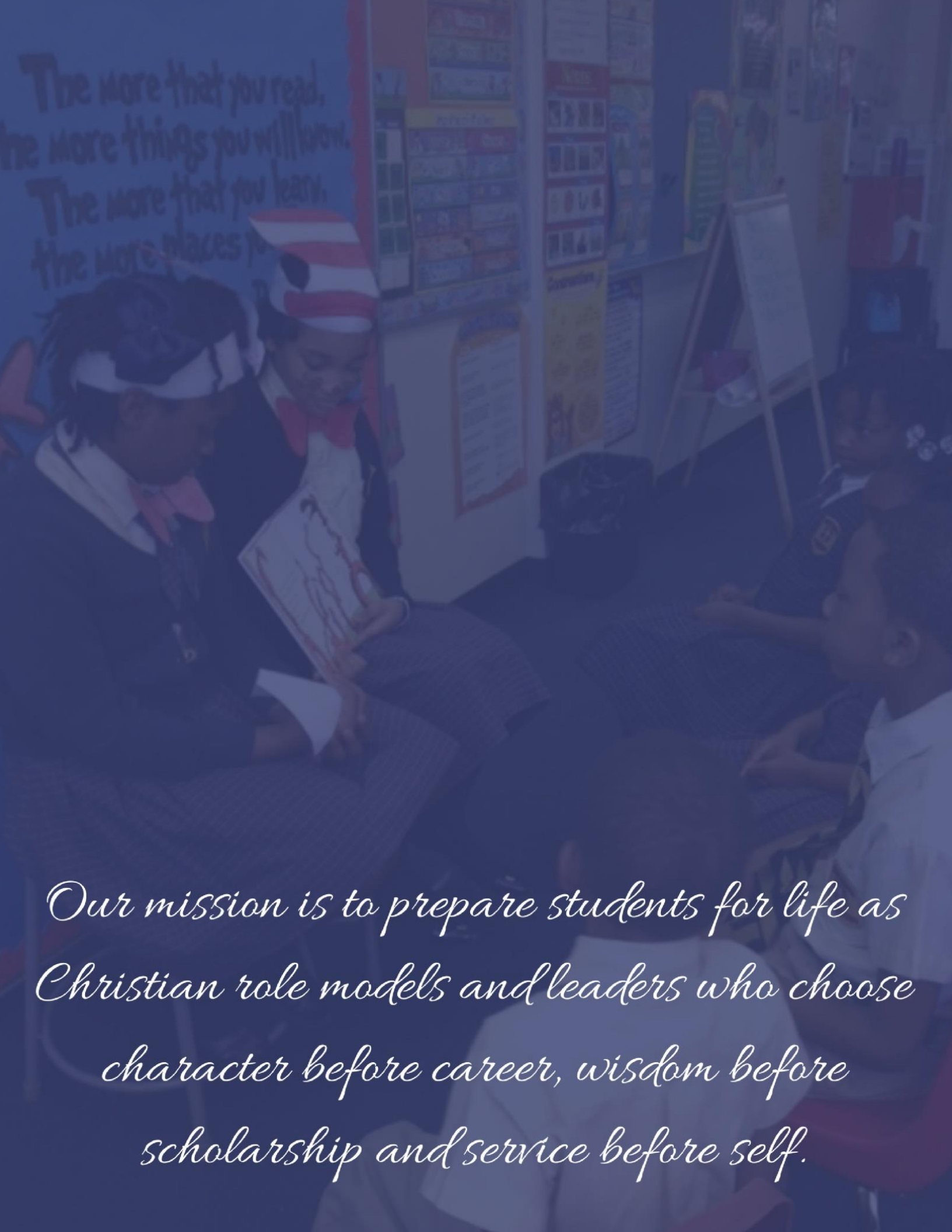


PARENT/STUDENT HANDBOOK 2017-2018

NEW HOPE CHRISTIAN SCHOOL



The more that you read,
the more things you will know.
The more that you learn,
the more places you will go.

*Our mission is to prepare students for life as
Christian role models and leaders who choose
character before career, wisdom before
scholarship and service before self.*

Introduction

This handbook is designed to inform you about the policies and procedures of New Hope Christian School (NHCS). This handbook is not all inclusive, but it is intended to provide you with a summary of important NHCS guidelines. Enrollment in NHCS is established by this handbook and other guidelines as established by the school board. The language in this handbook is not intended to guarantee enrollment for any specific duration. This handbook is a set of written standard operation procedures that should enable us offer each child a quality, Christian education at NHCS. If you have any questions related to this handbook or your enrollment at NHCS, please contact the principal. Please understand that the school principal or designee, shall have the discretion to modify the provisions contained in this handbook in a manner that they deem appropriate based on the circumstances to which they are applied.

Purpose Statement

The purpose of New Hope Christian School is to assist Christian parents in fulfilling their God-given responsibility to educate and train their children by providing them with a God-centered Christ-honoring education. We provide for the students a comprehensive course of study which will develop the total child: spiritually, intellectually, physically, socially and emotionally. NHCS is committed to instilling within each child a Christian world and life view which will equip the child for life here on earth and for eternity. The children can then be both salt and light as they interact within society.

Vision Statement

Our vision is to become a community of life-long learners who reflect the excellence of Christ by offering a world-class Christian education to students who are equipped to lead and empowered to serve.

Mission Statement

Our mission is to prepare students for life as Christian role models and leaders who choose character before career, wisdom before scholarship, and service before self.

Motto

If God is in it, we can do it!

Belief Statement

We believe that each child is an image bearer of God created to glorify Him in all facets of life. The NHCS staff is committed to providing a Christian world and life view emphasizing God's love, truth, grace and promises to ensure that the Great Commission is fulfilled.

NHCS Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 4:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

New Hope Christian Elementary School

2017-2018 Academic Calendar

August 3	Orientation/Annual giving campaign begins
August 7	First Day of School
August 11	Reading Fair Packets Sent Home
August 16	Canned Food Drive Begins
September 4	Labor Day (closed)
September 5	Staff Development/Parent-Teacher Conference (closed)
September 6	Classes resume
September 11-12	Student Council nominations/campaigning (grades 3-6)
September 13	School-wide voting for Student Council officers
September 20	Student Council installation
September 27	National Junior Beta Club installation
October 6	Annual giving campaign ends
October 9	Fall Break
October 12	Report cards sent home
October 18	1 st Term Awards chapel
October 19	Reading Fair judging
October 25	Grandparents Day
October 27	Book Character Dress Up Day
October 30	Science Fair Packets Sent Home
October 30-November 3	Scholastic Book Fair
November 4	JSU Homecoming Parade
November 10	Veteran's Day Assembly
November 12	Christian Education Sunday
November 14	Mid-Term Report
November 15	Open House
November 20-24	Thanksgiving Break (closed)
November 27	Classes Resume
November 30	Royal Court Souvenir Pictures
December 14	Elementary Christmas Program
December 20	Classroom Christmas Parties @1:30 p.m.
December 21	60% Day
December 22-January 5	Christmas Break (closed)
January 8	Classes Resume
January 15	Martin Luther King, Jr. Holiday
January 16	Report Cards Sent Home
January 25	Annual Science Fair

February 6-9	Royal Week for Kings and Queens
February 7	Science Fair Awards Chapel
February 8	Royal Coronation
February 14	Class Valentine's Day Parties @1:30 p.m.
February 19	Staff Development/Parent-Teacher Conference (closed)
February 26-March 2	Re-enrollment
March 2	Read Across America Day
March 12-16	Spring Break
March 22-23	Spring Pictures
March 27	Report Cards Sent Home
March 28	3 rd Term Awards Day Chapel
March 30	Good Friday (closed)
April 2	Easter Monday (closed)
April 4	National Elementary Honor Society Induction
April 9-12	Standardized Testing
April 17	Mid-Term Reports
April 20	Earth Day Celebration
May 2	Christian Athletes Celebration
May 5	Ballet Recital
May 7-11	Teacher Appreciation Week
May 11	Fun Day
May 22	6 th Class Day
May 23	K-5 th Grade Awards Day/Last Day of School for Students

Academic Timeline

Term	Begins	Mid-Term Sent Home	9 Weeks Testing	Ends	Report Cards Sent Home	# of School Days
1	08/07/17	*09/05/17	10/3-10/5	10/6	10/12/17	43
2	10/10/17	11/14/17	12/18-12/20	12/21	01/16/17	48
3	01/08/18	*02/19/18	03/06-03/08	03/09	03/27/17	43
4	03/19/18	04/17/18	05/15-05/17	05/23	Mailed	46
Total # of School Days: 180						

*Parent-Teacher Conference Day 12:30 pm-6:00 pm (School is closed.)

Honor Rolls and Criteria Grades 1-6

Headmaster's Honor Roll: Students must have an "A" in all graded subjects and a rating of "S" in all work habits and behavior.

Principal's Honor Roll: Students must have an average of 95 or above with no letter grade below "B" in any graded subject. Students must have a rating of "S" in all work habits and behavior.

Honor Roll: Students must have an average of 85 or above with no letter grade below "C" in any subject.

Students receiving these honors along with Perfect Attendance and Citizenship awards will be recognized at our Term Awards Chapel Program. Kindergarten students, although not eligible for academic honors, will receive recognition for their academic achievements and citizenship.

Grading Scale and Procedures

A	95-100
B	85-94
C	75-84
D	70-74
F	69 and below

Kindergarten	50% Daily Work 50% Tests and Quizzes
1 st -6 th Grades	40% Daily Work 40% Tests and/or Quizzes 20% Nine Weeks Tests

Grades will be averaged for the term grade. Term grades will be averaged for the final grade. Students who do not meet the minimum requirement of "C" in all graded areas for the final term will be retained.

New Hope Christian Elementary School

2017-2018 Weekly Chapel Schedule

Chapel: Each Wednesday at 9:00 a.m. in the Church Sanctuary

Day	Program	Presenters
Monday, August 7	First Day of School Chapel with Pre-School and Elementary	Dr. Jerry Young, Headmaster
August 16	All About New Hope	Mrs. Hart, Principal
August 23	6th Grade Chapel-Ms. Jones' Class	6th Grade Class
August 30	5th Grade Chapel-Ms. Nunnery's Class	5th Grade Class
September 6	4th Grade Chapel-Ms. Burrell's Class	4th Grade Class
September 13	Student Council Campaign	Student Council
September 20	Student Council Installation	Student Council
September 27	National Junior Beta Club Induction	Beta Club
October 4	3rd Grade Chapel-Mrs. Turner's Class	3rd Grade Class
October 11	Hispanic Heritage	School-wide
October 18	1st Term Awards Chapel K-6th	School-wide
October 25	Grandparents Day	School-wide
November 1	3rd Grade Chapel-Mrs. Buck's Class	3rd Grade Class
November 8	2nd Grade Chapel-Mrs. Bettis' Class	2nd Grade Class
November 15	Open House	School-wide
November 29	2nd Grade Chapel-Ms. Ellis' Class	2nd Grade Class
December 6	NO CHAPEL. Students are allowed to wear regular uniform.	
December 13	NO CHAPEL. Students are allowed to wear regular uniform.	
December 20	Christmas Around the World	School-wide
January 10	1st Grade Chapel-Mrs. Reynolds' Class	1st Grade Class
January 17	2nd Term Awards Chapel K-6th	School-wide
January 24	1st Grade Chapel-Mrs. Jackson's Class	1st Grade Class
January 31	Grace for the Moment	School-wide
February 7	Science Fair Awards	School-wide
February 14	Living Legends	School-wide
February 21	Black History Part I	K-2 nd Grade
February 28	Black History Part II	3 rd -6 th Grades
March 7	Kindergarten Chapel-Ms. McHarris' Class	Kindergarten Class
March 21	Kindergarten Chapel-Mrs. Morris' Class	Kindergarten Class
March 28	3rd Term Awards Chapel K-6th	School-wide
April 4	National Honor Society Induction	National Honor Society
April 11	NO CHAPEL. Students are allowed to wear regular uniform.	
April 18	Career Day Part I	Mrs. Thigpen
April 25	Career Day Part II	Mrs. Thigpen
May 2	Christian Athletes	School-wide
May 9	Teacher Appreciation	School-wide
May 16	NO CHAPEL. Students are allowed to wear regular uniform.	
May 23	K-5th Grade Awards Day	

All students are asked to give a small offering for missions/outreach each week. The money collected is used to help us fulfill our school's mission of choosing service before self. The offering will be collected as students and parents enter the sanctuary. We appreciate your willingness to give!

Administration and Staff Directory

Dr. Jerry Young, Headmaster
Mrs. Kelli Hart, Elementary Principal
Mrs. Helen Young, Pre-School Director

Elementary Office Staff

Ms. Yolanda Howard, Office Manager
Ms. Annie Jenkins, Front Desk Manager

Pre-School Office Staff

Mrs. Diane Dallas, Office Manager

Business Office Staff

Dr. Jerlen Nelson, Business Manager
Mrs. Azonda Goss, Accounts Receivable Manager

Elementary Teaching Staff

Ms. Wanda McHarris and Mrs. Grace Morris, Kindergarten
Mrs. Phebia Jackson and Mrs. Linda Reynolds, 1st Grade
Mrs. Doretha Bettis and Ms. Kimberly Ellis, 2nd Grade
Mrs. Alicia Buck and Mrs. Jacqueline Turner, 3rd Grade
Mrs. Debra Burrell, 4th Grade
Ms. Janine Nunnery, 5th Grade
Ms. Yvonne Jones, 6th Grade
Ms. Hunt, Librarian
Ms. Linda James, Music
Ms. Toni Martin, Interventionist/Art
Mr. Rashad Sayles, PE
Mrs. Carolyn Thigpen, Counselor
Ms. Kendra Scott, Resource

Pre-School Teaching Staff

Ms. Martha Taylor, Infants
Ms. Chelsi Boyd, Two Year Olds
Ms. Tomeka Winfield, Two Year Olds
Mrs. Valerie Rankin, Three Year Olds
Mrs. Shirley Givens, Three Year Olds
Ms. Maggie Cotton, Pre-K 4
Mrs. Shirley Richardson, Pre-K 4
Mrs. Ann Gee, Pre-K 4
Ms. Kimberly Givens, Resource

Cafeteria Staff

Mrs. Betty Liddell (Manager), Ms. Myrtle Bruce, Ms. Annie McPherson, Ms. JoAnn Newton, and Mr. Roger Winters

Environmental Specialists

Mr. Henry Barton, Mr. Leeflora Bell, Mr. Sam Johnson, and Ms. Carolyn Winters

School Board Members

Dr. Leslie Johnson, Chairman
Mrs. Natalie Twyner, Vice Chairman
Mrs. Michelle Adams
Ms. Jackie Beasley
Mrs. Betina Brandon
Mr. Ken Culver
Dr. Reuben Dilworth
Mrs. Lamesha Lewis
Mr. Willie McGriggs
Mr. Robert Patterson
Mr. Charles Pepper
Atty. Earl Scales
Dr. Greta Terry
Mrs. Jackie Wansley
Mr. Kenneth Wheatley

Elementary Division PTSO

Gail Myles, President
Tameka Johnson, Vice President for Membership
Myesha Andrews, Vice President for Parent Activities
Sharrieffiah Bridges, Vice President for Student Activities
Deneen Showers, Vice President for Staff Activities
Tomeka Hall Cheatham, Secretary
Rekettsia Alexander, Assistant Secretary
Stephanie Latham, Treasurer
Fredniki White, Assistant Treasurer

Pre-School Division PSO

Rashad and Jana Williams, President
Lamund and Jermeika Burks, Vice President
Robert and Jasmine Smith, Treasurers
Shandra Thompson, Secretary
Pamela Williams, Room Mom Liaison

Contact Information

School Address	5202 Watkins Drive Jackson, MS 39206
Elementary Phone	601-362-4776
Pre-School Phone	601-362-0912
Elementary Fax	601-362-0938
Pre-School Fax	601-362-0926
School Website	www.newhope-christianschool.org

Hours of Operation

The school building is open to students Monday-Friday at 7:00 a.m. At that time there will be supervisory staff in place to ensure the safety of the students. Students should not enter the building before 7:00 a.m. under any circumstances.

Breakfast begins at 7:10 a.m. and ends at 7:40 a.m. Students will begin making the transition from the cafeteria to their individual classrooms at 7:30 a.m. and all students are expected to be in class, seated, and prepared for class by 7:50 a.m. Students who arrive to school after 8:00 a.m. will be considered tardy and must be signed-in by a parent in the front office. The student will be given a pass to class.

The school day ends at 3:00 p.m. and all non-after care students must be picked up no later than 3:15 p.m. After 3:15 p.m. the students will be placed in aftercare and the parents will be assessed a \$30 late fee.

Tardies and Absenteeism

Students who arrive to school after 8:00 a.m. will be considered tardy. Any student who arrives to school after 8:00 a.m. must be signed-in through the front office. Three unexcused tardies will equal to one unexcused absence. Students who acquire more than five unexcused absences will result in no grades for the term. Excused absences must be validated by the front office staff prior to the absence with a doctor's note/excuse or by prior communication from the parent to the front office staff. In extreme circumstances, please communicate with the principal directly.

If a student is absent/extremely tardy from/for school, please expect a phone call. The phone call is not designed to be intrusive but because we care about the well-being of our students and families, we will call to ensure safety. Please inform the office as soon as possible if an absence will occur.

If a student is tardy or absent from school without communication from the parent, it will result in an unexcused absence.

Perfect Attendance

"Perfect Attendance" is defined as zero absences, tardies, or dismissals from school per term or school year. Exceptions shall be natural disasters or inclement weather acceptable to the school board.

Meals

Breakfast and lunch options are available for students each school day. Students must be enrolled in each individual meal plan in order to eat during the specified times and we encourage all of our students to enroll in the meal plan. A breakfast and lunch calendar will be posted on the information board each month as well as on the school's website.

Students may opt to bring breakfast and lunch from home each day. Any meals brought from home should be packaged in acceptable lunch containers and must be of nutritional value. Students should not bring frozen dinners or any food that requires additional cooking or heating.

If a student receives a special lunch brought in from a commercial restaurant (Subway, Chick-Fil-A, Red Lobster's, etc.) please package the food in acceptable lunch containers.

Parents are welcome to eat breakfast/lunch with their child. Please inform the front office at least one day prior for breakfast and by 8:30 a.m. on the day you plan to attend for lunch, so that provisions can be made for you. The cost for parents to eat breakfast/lunch at the school is \$5.00 per parent.

Snacks

Snacks will be made available to students at 2:30 p.m. and again for after-care students at 5:00 p.m. A snack calendar will be posted on the information board each month as well as on the school's website.

Admissions Requirements for Kindergarten-6th Grade

To enroll in our elementary school, interested families should begin the process in March prior to the upcoming school year. A public announcement will be made via our website that open enrollment has begun. At that time, interested families should call the elementary school to schedule a parent interview and readiness assessment. This may also include a school tour and/or classroom observation. The cost for the readiness fee is \$40 and it is due upon arrival. It is non-refundable. Upon successful completion of the readiness assessment with favorable results, an application will be given and the \$40 fee will be applied to the registration fee. Parents should return the application along with the remaining fees and documents to the principal or designee by the specified date. After the date, the opportunity to enroll will be given to another student.

Families who wish to enroll after class spaces are filled will be placed on the waiting list.

Students entering Kindergarten who are enrolled in New Hope Christian Pre-School are exempt from the parent interview and readiness assessment. We urge our pre-school parents to attend K-4 Visitation/Open House in the fall of their K-4 year.

Birthdate Requirements for Kindergarten and First Grade

Students entering Kindergarten must be 5 years old on or before September 15 and students entering 1st grade must be 6 years old on or before September 15. All students enrolling must provide a copy of the child's birth certificate, social security card, and immunization record (Form 121).

Transfers

Students who are transferring from an accredited school must provide a copy of the last report card and any testing data. A formal request will be made by NHCS to release cumulative records from the previously attended school once enrollment has been completed.

Priority Registration/Re-Enrollment

Priority registration/Re-enrollment will begin in February each year for returning students currently enrolled in the school. At that time, the application will be made available for summer camp and the

upcoming academic school year. The application along with the registration fee (in full) will be due by a specified date to secure your space for the summer and fall. After the re-enrollment period, open enrollment will begin which will give members of our community the opportunity to enroll as space permits.

Late Enrollment/Late Transfers

The registration fee is due in full upon enrollment without regard for the time of year. Tuition and other fees will be prorated based on the date of enrollment.

Parent Partnership Agreement

Our desire is to provide your child with the best Christian education possible. We believe that children should be well-equipped academically, but more importantly we desire to deepen their knowledge and understanding in the ways of the Lord. As the home, church and school work together, we can provide each child with an enriching experience. In order to that, we need to form a partnership with families who seek to live their lives in agreement with our Statement of Faith. Enrolling your child in NHCS means that you are committed as parents to working together with the school to educate your child by supporting the goals, missions, and activities of the school with a spirit of love and cooperation.

Student Information Form

Each year, during enrollment, parents must complete a student information form including the following:

- Name, phone number, email address for students and parents
- Names of individuals to contact in case of emergency
- Names of authorized individuals for pick-up
- Names of the student's doctor and preferred hospital
- Description of any allergies or medical conditions

This information will be kept on file and made a part of the student's record.

Address/Phone Number Change

Please notify the school office immediately if any of the following change:

- Phone numbers for home, parent's cell phone, or parent's home/work phone
- Mailing or street address
- Emergency contacts
- Authorized pick-ups
- Email address

This should be handled in the front office by completing a "change of information" form.

Enrollment Fees

Tuition and fees for the 2017-2018 academic school year are as follows:

Registration Fees	Tuition and Other Fees
K-5 through 3 rd Grade: \$300 +\$40 PTA fee (per family)	K-5 through 6 th Grade Tuition: \$355 monthly Breakfast: \$35 monthly
4 th Grade through 6 th Grade: \$350 +\$40 PTA fee (per family)	Lunch: \$54 monthly Aftercare: \$200 monthly

Please note that registration fees are non-refundable.

Tuition Schedule/Electronic Fund Transfer

Parents may choose to pay tuition monthly, semi-annually or annually. Please note that a tuition agreement and a draft agreement must be on file in the business office for every student. This confirms your choices for meal plans and aftercare. This will be completed at the time of registration.

Monthly Tuition Schedule

All monthly tuition payments will be obtained by automatic draft. The tuition may be paid in one of two options.

Option 1: Tuition and other fees (meals and/or aftercare) will be drafted from the parent's account on the 6th of each month beginning in August of the new school year and ending in May at the end of the school year.

Option 2: Tuition and other fees (meals and/or aftercare) plus a \$25 late fee will be drafted from the parent's account on the 16th of each month beginning in August of the new school year and ending in May at the end of the school year.

Annual and Semi-Annual Tuition Schedules

Parents who wish to pay tuition annually must do so by personal check, certified check, or money order by August of the new school year. Parents who wish to pay tuition semi-annually must also do so personal check, certified check, or money order. Half of the total cost will be due in August and the remaining half will be due in January.

Multiple Children Discount

Discounts for multiple children in the elementary school are applicable. Full tuition is charged for the youngest child. The second child receives a 10% discount, the third child receives a 20% discount, and the fourth child receives a 30% discount. Discounts do not apply for siblings that occur in both the elementary and pre-school.

Returned Checks, Returned Drafts and Delinquent Accounts

A fee of \$30 will be charged for any invalid check returned to the school and for any unsuccessful draft attempt. After two returned checks or returned drafts, payments must be made by cashier's check, certified funds, or money orders. School services will be terminated for unpaid balances and no school records (including report cards, cumulative folders, etc.) will be released for any student when there is an outstanding balance on the account. Re-enrollment privileges will be denied for students with unpaid balances.

Refund Policy

The registration fee is non-refundable. Tuition and other fees (meals and after-care) are also non-refundable. If a student withdraws at any time in the month, the entire month's tuition will be charged. Tuition will not be charged for subsequent months. Students who have not officially withdrawn will be considered enrolled and will be charged as scheduled even if they have been absent. An official withdrawal form must be completed and signed in the front office.

Annual Giving Campaign

NHCS is operated solely from the tuition and contributions we receive. Our headmaster, Dr. Jerry Young, founded this school in an effort to make a quality Christian education a reality for the children in our city and in our community. We intentionally aim to keep our tuition significantly lower than other schools so that it is attainable for a diverse group of parents who value education. As a result, we rely heavily on our annual giving campaign. Each family is asked to give a minimum of \$750 for the school year, by the end of the annual campaign. Mr. and Miss New Hope and the Royal Court will be selected based on the students with the highest amounts raised over \$1000.

Cumulative Folders

A cumulative folder is kept in the front office for every student. It will follow them for the remainder of their academic career and will be maintained to include accurate information regarding basic student information, grades, test scores, behavior, and other documentation. This folder can be viewed by parents upon request but it must be done in the presence of the principal or designee in the front office. Copies of the information cannot be given to parents, however upon transfer from NHCS to another school a formal request from the new school will be made upon enrollment and the folder will be sent to the new school.

School Office

Our elementary school office is open from 7:00 a.m. to 5:30 p.m. daily. The office staff is available to assist you in any way possible. Please adhere to the following guidelines to maximize opportunities for support:

1. Remain professional and courteous while in the front office for any reason.
2. Refrain from lingering or socializing in the front office.
3. All parent conferences/conversations regarding student behavior or any other personal matter should not occur in the front office. Please schedule conferences through the front office.
4. Feel free to ask for office assistance when necessary.
5. Make a habit of meeting office deadlines.
6. Refrain from eating or using your cell phone in the front office.

Dismissal Procedures

All students dismissed from school for any reason and for any length of time must be dismissed from the office. Parents or authorized pick-ups must sign the child out in the front office. The child will be called to the office by office personnel. Parents should not go to the individual classrooms to dismiss children.

If a student returns to school after being dismissed, the parent must sign the student back in through the front office. The student will be given a pass to be re-admitted to class.

Except in the event of an emergency, we ask that no dismissals be made after 2:30 p.m.

Classroom Visits and Observations

Parent visitations and classroom observations must be scheduled in advance through the principal and should last no more than 30 minutes. This is designed to be a non-intrusive process where parents can observe the classroom to better assist their children in meeting their goals. Please come prepared to spend a few minutes before and after your observation. If a parent/teacher conference is necessary, please schedule it with the front office before you exit the building. Teachers are not allowed to conference with parents when their primary responsibility is student supervision. This includes the class time, hallways, transitions, school programs, lunch, field trips, etc.

Curriculum

The elementary years of a child's academic life are crucial ones in establishing positive attitudes and dispositions toward school and learning. We value our children's natural desire to learn through creation and self-expression. We strive to build upon our students' God-given talents and abilities, while instilling in them a spirit of courage, a love for God's people, and a commitment to personal growth. Our curriculum is the result of ongoing conversations among our learning community. As such, it reflects our Biblical foundation, our respect for our school's rich academic heritage, and our involvement with current educational practices and philosophical thought. It is a document that will continue to grow and develop.

Textbooks

We use a variety of textbooks and other resources to facilitate the learning process. We utilize several consumable texts as well as some non-consumable texts. Issued textbooks should be used and returned to the school at the end of the year. Damaging, destroying or losing textbooks will result in a textbook fine.

Protecting Instructional Time

One of the greatest responsibilities we have as educators is to protect the instructional time we have with our students. This means that every minute of every school day is important to the learning process. Teachers will begin learning activities as soon as students enter the classroom. As a result, we require that parent conferences be scheduled through the front office and all non-academic activities (turning in supplies, paying for field trips, etc.) be handled as quickly as possible and in a non-intrusive manner. We also ask that no classroom or grade level celebrations (with the exception of holiday classroom parties or other school-wide celebrations) exceed 20-30 minutes in length. All celebrations must be planned according to the flexibility allowed by the instructional day. Therefore, parents should work directly with teachers to host any classroom or grade level celebration. The teacher will receive approval from the principal.

Assessments

Student assessment is a continuous process. Teachers will assess students as soon as they begin school to determine learning strengths, learning styles, and areas of weakness. Accurate records will be kept to show student growth and development. Parents will be made aware of the results of assessments through constant communication, weekly folders, parent-teacher conference, mid-term reports, and report cards. Assessments will be given regularly at the teacher's discretion in all subject areas. Nine weeks assessments will be given at the end of each grading period.

Homework

Homework is designed to be an extension of the classroom and should focus on previously taught skills and objectives. Homework may also consist of projects, such as book reports, research, and science/reading fair projects. Homework assignment times will vary according to individual class goals as well as the individual student. Parents are expected to take an active role in the homework process by checking homework each night utilizing the student's academic planner (3rd-6th grades) or homework sheet (K-2nd grade).

Missing Work

It is the student's responsibility to ensure that they complete any assignments missed due to absence/tardiness. In the younger grades, this responsibility is delegated to the parents. In the upper grades, we expect the students to take on a large part of this responsibility. Teachers are expected to assist students in receiving and turning in missing/late work. Other than fulfilling the grade, one of the goals is to help our students become more responsible and take ownership of their own education. This will be done with the full support of the parents, teachers, staff and administrators.

Interventions for Struggling Students

At the beginning of the year, students will be assessed in reading and math to determine their levels of proficiency. Based on the results of that assessment, coupled with classroom observations made by the teacher, and parent input, we will offer some small group sessions with our interventionist to help address areas of need. Parents will be notified concerning the progress of the student regularly. Our goal for this service is to better address the needs of our students and to ensure that our students have the supports needed to excel academically.

Mid-Term Progress Report and Report Cards

Mid-term progress reports and report cards are issued to give parents and students an indication of the progress being made academically and socially. A schedule containing dates for mid-term reports and report cards can be found on page 5.

Promotion to the Next Grade

To be promoted from grade to grade, a student must meet the following minimum standards:

- Students shall pass Language/Writing, Mathematics, and Reading with a final grade (average of all four terms) of 75 and above.
- When final grades for all subjects have been averaged together, students must achieve an overall average of 75 to pass.

Unsatisfactory Class Work and Work/Study Habits

If a student receives unsatisfactory marks for classroom work or work habits, the following steps will be taken:

First time: Verbal reminder and recorded on the weekly chart

Second time: Student-Teacher Conference and recorded on the weekly chart

Third time: Parent-Teacher Conference and recorded on the weekly chart

Fourth time: Principal-Parent-Teacher Conference

If a student has two parent-teacher conferences or two principal-parent-teacher conferences in a nine weeks term, the student will receive a "N" (needs improvement) on the report card.

If a student has three or more parent-teacher conferences or three or more principal-parent-teacher conferences in a nine weeks term, the student will receive a "U" (unsatisfactory) on the report card.

Students cannot receive Headmaster's Honor Roll or Principal's Honor Roll with a "N" or a "U" on their report card regardless of the academic averages. If a student receives the letter grades to qualify for Headmaster's Honor Roll or Principal's Honor Roll but they receive a "N" or "U", they will receive the regular Honor Roll recognition.

Parents should check the report card, sign it, and return it to school the next day. Once the teacher has verified the parents' signature, it will be sent home to stay.

Honor Rolls and Criteria Grades 1-6

Please view the Honor Rolls and Criteria Grades 1-6 on page 5. Kindergarten students, although not a part of the honor roll criteria, receive academic recognition during all awards days.

Awards Days

Awards Days are held at the end of each of the four school terms during a special chapel program. Please view the chapel schedule on page 7. All students, grades K-6, receive awards for academic achievement as well as citizenship, character, spirit, service, and/or perfect attendance.

Scripture Memorization Program (K-6th Grade)

Memorizing scripture is specifically commanded by God. "And these words which I command you today shall be in thine heart. You shall teach them diligently to your children, and you shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up." -Deuteronomy 6:6-7

Students will be given a new scripture each week to write and recite to the teacher on Friday of each week unless the teacher indicates otherwise. This will be a part of the Bible grade.

Uniform Dress Code Guidelines

Our uniform dress code is a standard of appearance that reflects Biblical principles of modesty and self-control. The cooperation of both the student and the parent is necessary for maintaining the standards of the uniform dress code. All uniform clothing items must have the NHCES patch and must be worn appropriately in regards to length and fit. Young Fashions is our official uniform supplier. School uniform can also be purchased through our PTSO's pre-owned uniform sales, online at youngfashions.com, or by phone 1-800-824-4154.



The **FULL DRESS UNIFORM** must be worn in its entirety on the first day of school, each Wednesday, and on other special events as detailed by the principal. On all other school days, students may wear the full dress uniform or the daily uniform.

KINDERGARTEN-3 rd GRADE GIRLS' FULL DRESS UNIFORM	4 th GRADE-6 th GRADE GIRLS' FULL DRESS UNIFORM
<ul style="list-style-type: none"> ▪ Drop-Waist Plaid Jumper with under short 	<ul style="list-style-type: none"> ▪ Stitch-Down Plaid Skirt OR Drop-Waist Plaid Jumper with under short
<ul style="list-style-type: none"> ▪ Yellow Oxford Blouse 	<ul style="list-style-type: none"> ▪ Yellow Oxford Shirt
<ul style="list-style-type: none"> ▪ Plaid Crossover Tie 	<ul style="list-style-type: none"> ▪ Plaid Crossover Tie
<ul style="list-style-type: none"> ▪ Black or Navy Stockings/Long Socks 	<ul style="list-style-type: none"> ▪ Black or Navy Stockings/Long Socks
<ul style="list-style-type: none"> ▪ Black or Navy Closed-Toe Dress Shoes 	<ul style="list-style-type: none"> ▪ Black or Navy Closed-Toe Dress Shoes
KINDERGARTEN-6 th GRADE BOYS' FULL DRESS UNIFORM	
<ul style="list-style-type: none"> ▪ Navy Blazer 	
<ul style="list-style-type: none"> ▪ Yellow Oxford Shirt 	
<ul style="list-style-type: none"> ▪ Navy/Gold Necktie 	
<ul style="list-style-type: none"> ▪ Pleated khaki pants with black/navy belt 	
<ul style="list-style-type: none"> ▪ Black or Navy Dress Socks 	
<ul style="list-style-type: none"> ▪ Black or Navy Dress Shoes 	

The **DAILY UNIFORM OPTIONS** can be worn any day of the week, except for Wednesdays (Chapel Day) and other specified full dress uniform days.

KINDERGARTEN-6 th GRADE GIRLS' DAILY UNIFORM OPTIONS	KINDERGARTEN-6 th GRADE BOYS' DAILY UNIFORM OPTIONS
<ul style="list-style-type: none"> ▪ Navy Knit Polo Shirt 	<ul style="list-style-type: none"> ▪ Navy Knit Polo Shirt
<ul style="list-style-type: none"> ▪ Plaid Pleated Walkshort with black/brown belt 	<ul style="list-style-type: none"> ▪ Khaki Pleated Short with black/brown belt
<ul style="list-style-type: none"> ▪ Khaki Pleated Twill Pant with black/brown belt 	<ul style="list-style-type: none"> ▪ Khaki Pleated Pant with black/brown belt

Please be mindful of the following guidelines:

- Jumpers and skirts should not be more than 2" above the knee.
- Shorts should not be more than 3" above the knee.
- Ill-fitting (too small, too large, too short, or too long) are unacceptable.
- Traditional-style navy polos are the acceptable style. No puffed sleeves or peter pan collars.
- Socks, tights, or leggings with socks must be worn and visible at all times. Black or white socks are required for daily uniform and black/navy blue socks or tights are required for full dress uniform.
- Any undergarments worn under shirts or blouses must be white.
- Boys and girls must wear black, brown, or navy belts with pants and shorts.

OUTERWEAR: Students are only allowed to wear the Navy Cardigan Sweater in the classroom. The sweater is a v-neck, pocketed sweater that is sold by Young Fashions. It must have the NHCES patch attached.

FOOTWEAR: With the exception of chapel days and special events, students are required to wear socks and tennis shoes daily. Socks must be solid white and at least crew length. Please refrain from wearing

ankle socks and no-shows. Tennis shoes may be solid navy blue, black, white, gray or any combination of these four colors. This includes all elements of the shoe including the stitching, shoelaces, and sole. Light-up shoes, characters, glitter or any other variant from the four acceptable colors are not allowed. Students are not allowed to wear boots or sandals.



Navy Blue



White



Gray



Black

JEWELRY: Girls are allowed to wear modest, stud earrings. Boys are not allowed to wear earrings. Students should not wear necklaces, bracelets, watches or any other jewelry.

HAIR AND HEADWEAR: All students' hair should be clean and neatly groomed each day. Unnatural or distracting hair styles and/or colors are prohibited for all students. Boys are not allowed to wear braids, dreadlocks, or ponytails. Simple, clean, and low haircuts are acceptable for boys and should not contain more than one part. Trendy haircuts, like mohawks/faux hawks and sponge-fades, are not permissible. Girls are allowed to wear hair bows, headbands, and barrettes as long as they correspond with the uniform colors (Navy Blue, White, Gold/Yellow, and Black). Any other colors should not be worn. Boys are not allowed to wear hats or hoods inside the building at any time.

Book bags, Materials and Supplies

Book bags, lunch bags and/or lunch boxes should be labeled and should not contain any cartoon, movie or commercial characters. A supply list for each grade level will be given. Parents are asked to bring as many materials as possible to the classroom during orientation to minimize the frustration for the students on the first day of school. We want our students to have a seamless transition from the car to their new classrooms. If you have remaining school supplies that need to be sent to school on the first day, please pack them in the child's book bag or in a separate bag and send them to school. The teacher will unpack the items with the students throughout the school day. Please label all school items.

Statement on Discipline

The New Hope Christian School has as its aim the provision of quality academic instruction coupled with the best of Christian nurture as an extension of the home. In so doing, we hold the total development of the child as foundational to our philosophy of education. Because we are a Christian school, our statement of discipline will necessarily have a scriptural base, hence, "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6)

The fundamentals of discipline as looked upon by the administration of New Hope Christian School include the following principles as goals.

1. To create and preserve the conditions essential to the orderly progress of the school.
2. To prepare the student for effective participation in elementary school and lay the foundation for life.
3. To instill the fundamental lessons of self-control.

Each child will be taught that his conduct should not interfere with others, but rather, that it should be an example to others. Each teacher, along with the administration, will assist the parents in instilling and developing acceptable behavior in the children. When discipline problems arise, the teacher will follow the steps below to document and address behavior concerns.

1. Issue a verbal warning.

2. Issue a written warning through homework sheet/daily behavior chart.
3. Initiate a student-principal conference.
4. Call parents.
5. Initiate a parent-teacher conference.
6. Initiate a parent-teacher-principal conference.
7. Office referral (document)

Positive Behavior Supports for Elementary Students

New Hope Christian School will implement the idea of focusing on and rewarding positive behavior as opposed to focusing on negative or undesirable behavior. Students will be given the opportunity to accumulate 10 points each day. The 10-point scale will be communicated with parents daily through the use of a daily behavior chart or homework sheet. At the end of every month, students will have a chance to shop, using their accumulated points, in the "Warrior Store". Students will also be recognized at special chapels.

Social Media

We do not encourage the use of social media for our students. It is our belief that allowing students to navigate on social media exposes them to a world they may not be old enough or mature enough to handle. In many instances it places an unfair amount of responsibility on young children. If parents choose to allow their children to use social media, we will not address conflicts that occur in that realm unless they enter the school building.

Items Not Allowed at School

1. Electronic devices such as MP3 players, iPods, iPads, cell phones, games, etc.
2. Magazines or books that are not related to the academic program (If students wish to bring books for additional reading, they must be approved by the teacher.)
3. Any items to sell or exchange independently
4. Toys including dolls, trucks, handheld games, fidget spinners, etc.
5. Money (unless specified in writing by the teacher or principal for special days and activities)

If a student brings any additional item, not listed, that is seen, shown, or that becomes visible throughout the school day that is a distraction to the learning process, it will remain in the principal's office until the parent retrieves it. Multiple offenses can result in further disciplinary action.

Counseling

Christian guidance means leading Christian children in the way they should go. When questions of moral and spiritual values are being considered, it is in the teacher's/counselor's responsibility to point the right way according to God's absolute standards.

Bullying

All staff members are required to support our efforts to prevent bullying in our school and to address bullying incidences when they occur. Our school's rules against bullying are as follows:

- We will not bully others.
- We will try to help others who may experience bullying.
- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult at home and at school.

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. New Hope Christian School values all of our students and we will work diligently to ensure the safety and well-being of all of our students.

Corporal Punishment

No teacher, principal, or any other person employed by or representing New Hope Christian School is permitted to subject a student to corporal punishment. Corporal punishment is defined as the infliction of or causing the infliction of physical pain on a student as a means of discipline. Corporal punishment will not be tolerated at New Hope Christian School. Corporal punishment does not include minor or reasonable physical contact nor does it include the physical pain, injury, or discomfort caused by participation in sports, play, physical education, or extracurricular activities.

Injuries

Our goal is to prevent injuries by monitoring student behaviors and activities and by adhering to rules and directives. Inevitably, children may experience injuries and illnesses at school. If a student experiences a minor injury, we will apply general first aid and the every effort will be made to notify the parent through the injury report or by phone call when necessary.

If the injury is minor and requires no more than a small band aid and a little care/concern, we may not immediately call the parents. An injury report will be completed and made available to you at pick up along with a brief summary from the teacher. If you do not pick your child up from school on the day of an injury, we will send the report home with the child and you will receive a phone call (if you have not been previously contacted).

A child who is severely injured will receive emergency care according to the information provided on the student information form.

Illnesses

In the best interest of our students' health, we ask that any student who develops a fever or who exhibits symptoms of an illness that may be contagious including but not limited to strep throat, pink eye, ringworms, the flu, and stomach viruses be kept at home until they have been treated and cleared by a physician and symptoms are no longer present. A doctor's statement should accompany the student upon return.

If symptoms present during the school day, the parent will be notified to pick up their child immediately and the child will be removed from the classroom setting until the parent arrives for pick-up.

Food Allergies/Asthma

If your child has a food or environmental allergy, please be sure that it is listed on the child's student information form. Although many students with allergies are disciplined enough to avoid their own allergens, it is the responsibility of the parent to notify the school in writing of a child's allergies. Prescribed epipens, breathing treatments and inhalers can be kept in the school office and will be used in accordance with the prescription with directions from the parents. Students should be able to administer their own medication. Please consult with the front office to complete the appropriate paperwork for these medications/treatments to be left in the front office.

Medication

We do not administer or disburse medication to any child. First aid is limited to minor cuts, bumps, and scrapes.

After-school Activities

Participating in after-school care is an optional service we offer to parents who are unable to pick their child up from school at 3:00 p.m. After-school should not be viewed as a tutorial or homework assistance service. After-school teachers will allow students to have a break from the school day from 3:00 p.m.- 3:45 p.m. by facilitating games, playtime, puzzles, etc. After a restroom break, elementary students will be given time to complete homework for no more than 1 hour. As individual students complete homework assignments, they will be given the option of studying, reading, or engaging in other academically stimulating activities such as puzzles, academic games, or building/creating activities for the duration of the hour. After the homework period has ended, the aftercare teacher will provide appropriate supervision until pick-up at 5:30 p.m. After care teachers are encouraged to check homework for neatness and completion. Every effort will be made to assist students in completing homework assignments, however, it is necessary for parents to review work with students for acceptable completion.

Students will receive a snack at 2:30 p.m. and again at 5:00 p.m. However, students may bring nutritious snacks from home to be eaten after school only. No sodas, please. Students are not allowed to use the snack machine located in the cafeteria until they have been dismissed from school. Parents should accompany students to the snack machine.

Chapel Programs

We reserve a special time each week to collectively gather to praise and worship our Lord and Savior, Jesus Christ. Chapel programs are held each Wednesday at 9:00 a.m. in the church sanctuary (pre-school building). All students are required to wear their full dress uniform. All students must attend chapel to receive their chapel points for the school term. God's word and spiritual principals will be the central focus of chapel activities. Parents, grandparents, relatives, and friends are invited to attend chapel at any time.

Field Trips

We believe in the value of fields to enhance the learning process. When field trips are planned, parents will be notified in writing prior to the trip. In order for a student to participate in a field trip, parents must do the following:

- Sign and return the permission slip for your child to participate along with any fees associated
- Send the student to school on field trip day prior to departure dressed in the specified field trip attire

Parents are welcomed and encouraged to participate in all field trips. Information concerning the fees and conditions surrounding each field trip for parents will be made in writing. The school will provide the school bus for transportation for the students only. Parents should plan to travel in their own vehicles.

The regular attire for field trips include the Warrior T-shirt. Be sure to place your order at the beginning of the school year.

Free Spirit Fridays

On the last Friday in the month, we will allow our students to deviate from the uniform policy and wear appropriate clothing of their choice. The requirements for length and fit of clothing is consistent with the uniform policy. We encourage you to wear rubber-sole shoes acceptable for play, as the school's activities will not change. Be mindful of the signs, words, characters, and symbols displayed on clothing. We are representatives of Christ at all times. If a student comes to school inappropriately dressed, the parent will be called to provide acceptable clothing. A monthly schedule will be given at the beginning of the school year.

Warrior T-Shirt Fridays

Each student must purchase a Warrior T-shirt. Each Friday students will be allowed to wear the school's Warrior Shirt along with uniform bottoms. Belts, socks and shoes should also be the uniform attire. The shirt will be different each year and orders will be placed at the beginning of the year. Students are expected to wear their regular uniform each day until the announcement has been made that Warrior Fridays have begun. We will also use Warrior shirts for field trip days.

Celebrated Holidays and Birthdays

Christmas

Observance of the birth of Christ is done annually. As a Christian school, we stress the true meaning of Christmas - the birth of our Lord and Savior, Jesus Christ. We do not discuss nor do we in any way recognize or represent Santa Claus. We do not teach the children against Santa Claus, however, we simply direct such questions by the children to their parents. School will be closed two (2) weeks during the Christmas Holidays.

Christmas Parties will occur at 1:30 p.m. on the date scheduled by the school. Christmas parties will be planned by the Christmas Party committee, comprised of a group of parents from each class. This committee will be overseen by the homeroom mom. Teachers are expected to assist, within reason, in the planning and hosting of the class party. Letters to parents requesting funds for party food, gifts, or décor should come strictly from the committee. The homeroom mom should proof the letter and send it to the principal for final approval.

Easter

Easter is foundational to the doctrine of Christianity for it is at Easter that we celebrate the death, burial and resurrection of our Lord and Savior, Jesus Christ. Therefore, we do not discuss nor do we recognize or represent any of the secular symbols of Easter which would include the Easter egg or the bunny rabbit. Again, we do not teach the children against these secular representations but rather focus on the Easter Story. School will be closed on Good Friday and Easter Monday.

Dr. Martin Luther King Jr.'s Birthday

School will be closed in recognition of Dr. Martin L. King's birthday.

Valentine's Day

Valentine's Day Parties will occur at 1:30 p.m. on the date scheduled by the school. Valentine's Day parties will be planned by the Valentine's Day Party committee, comprised of a group of parents from each classroom. This committee will be overseen by the homeroom mom. Teachers are expected to assist, within reason, in the planning and implementation of the class party. Letters to parents

requesting funds for party food, gifts, or décor should come strictly from the committee. The homeroom mom should proof the letter and send it to the principal for final approval.

Thanksgiving

Thanksgiving is observed. The elementary school will be closed the week of Thanksgiving, Monday-Friday.

Halloween

We do not celebrate Halloween. No Jack-O-Lanterns, witches, cats, costumes, etc. will be allowed at school. We do not have Halloween parties. Our church sponsors a *Reformation Celebration* in late October for the children of the community. We encourage our families to be a part of this celebration.

Birthdays and Special Occasions

Invitations to special occasions, birthday parties, etc. may be passed out at school only if invitations are given to all members of the class. If the whole class cannot be invited, parents are asked to deliver invitations outside of school.

Students may choose to celebrate their birthdays at school. Parents are encouraged to celebrate by bringing special snacks or party food for the class. Party foods should be limited to pre-packaged or commercially catered items such as cupcakes, pizza, chips, etc. All school-based birthday celebrations will occur in the afternoon at 1:30 p.m. Parents should schedule the day and time with the front office and the front office will confirm with the classroom teacher. Please plan at least two weeks in advance.

Programs and Special Events

The following programs/special events will be held each year: Orientation, 5K Run/Walk, Christian Education Sunday, Reformation Celebration, Christmas Program, Back in the Day Church Celebration, Coronation, Fun Day, Grandparents Day, Parent Appreciation Day, 6th Grade Awards Day, and K5-5th Grade Awards Day.

Computer

Students will attend computer classes once per week. Classes are designed to integrate science and technology objectives as well as basic computer and keyboarding skills. Students must have a signed copy of the "Acceptable Use Policy Contract for Computers and the Internet Usage" on file to attend class.

Library

The Starling-Whitely Memorial Library gives our students a wonderful opportunity to understand and explore the wonderful world of reading. Students attend library classes weekly. Accelerated Reader is a component of our library extension.

Accelerated Reader(AR)

AR is a powerful tool for monitoring and managing independent reading practice. AR will be implemented during library time.

Hilda Myers Early Reading Bag Program

In honor and memory of their mother, the Myers family has committed to continue her legacy as a first grade teacher by sponsoring this program for kindergarten students. They have chosen the "Core

Knowledge" curriculum readers which will expose the students to a broad range of historical, scientific and cultural topics. The goal is for every student to read at least 144 books by the end of the school year. Kindergarten students will receive a bag of four books each Monday. Bags should be returned on Friday morning for reassignment.

Counseling

Counseling classes meet weekly to facilitate meaningful discussions and activities that promote Christian character and acceptable social interactions.

Music

Music is a gift from God and students meet weekly to learn the fundamentals of music and singing.

Physical Education

Physical education is an important part of both good health and education. Students meet daily to work towards their physical education goals.

Art

Art class allows for self-expression and creativity. Students meet weekly for art classes. Projects will be displayed regularly and for special occasions.

Special Programs

We offer auxiliary programs for students throughout the school day and after school as well in some instances. Parents will be given information concerning the programs during orientation and will have the opportunity to work with the individual providers to secure spaces and pay the monthly fees associated with these programs. We encourage our parents to allow students to choose at least one special program to enhance their exposure to the world around them, increase diversity, and to perfect their God-given talents, interests, and abilities.

Science Fair

Each year, science projects are required for students in 2nd through 6th grade and are voluntary for students in 1st grade and Kindergarten. Required projects are presented to the class at the assigned time. Topics for project choices must be approved before the projects begin. Both required and voluntary projects will be included in our annual school-wide Science Fair. Winners will be announced and special instructions will be given to those who will advance to the next level.

Reading Fair

The annual Reading Fair will provide all students an opportunity to share their favorite fiction book through story board display. This activity is encouraged, but strictly voluntary for Kindergarten and 1st Grade. 2nd through 6th Grade students are required to participate in this learning process. Books for project choices must be approved by the librarian before the projects begin. Both required and voluntary projects will be included in our annual school-wide Reading Fair. Winners will be announced and special instructions will be given to those who will advance to the next level.

Culture Fair

The culture fair will provide students in the 6th grade an opportunity to share their knowledge of different cultures and events. All 6th grade students are required to participate in this learning process.

Student Council

NHCS students are given the opportunity to experience the democratic process by nominating, campaigning and voting for officers of the Student Council who serve the student body. Newly elected members are installed at a designated chapel program. The Student Council sponsors several school projects throughout the year. Funding is provided by bake sales and other approved fundraising activities.

National Junior Beta Club

The purpose is to promote the ideals of character, service, and leadership. 4th through 6th Grade students are selected based on their scholastic achievement, character, and attitude. The club will operate by the standards of the national organization. Students may apply for membership each school year. Members must have an 85 average or above. Students must also maintain good attendance and no excessive tardies.

National Elementary Honor Society

The National Elementary Honor Society is the newest honor society. It was launched in 2008 to recognize and involve outstanding elementary school students. To become members, students must give examples of responsible behavior at home, at school, and in the community as it relates to scholarship, leadership, and service. Members must have an maintain an overall average of 90.

Sports

Students will have the opportunity to sign-up to play competitive basketball in 3rd through 6th grade and intramural basketball in Kindergarten through 2nd grade. Any student who has the desire to play will be given an opportunity to join a team. 3rd through 6th grade teams will play other area Christian schools. They will have home and away games. Intramural teams will play all games in the school's gymnasium. Teams are coached by volunteer parent coaches. Students must maintain a "C" average in all classes, "S" in work habits and behavior, and attend school and practices regularly to participate.

Cheerleading

Cheerleading will be offered through the special program, Rhythmic Movement Dance Company. Any student who wishes to become a cheerleader at NHCS should register for cheerleading through Rhythmic Movement Dance Company.

Extracurricular Activities Guidelines

In order for a student to participate in any extracurricular clubs, sports, or activities, he/she must meet the following requirements:

- Maintain a "C" average in all classes
- Maintain a "S" in all work habits and behavior
- Attend all scheduled meetings/practices (excused absences are exceptions)
- Maintain acceptable school attendance (no unexcused absences or tardies)
- Must have a signed parental permission slip before participation

Parent Organizations

Our PTSO is the elementary school's greatest supporter. The PTSO assists the administration in fund raising projects for the school. Meetings are scheduled periodically and teachers are asked to

cooperate in every way and attend as many meetings as possible. A strong PTSO can yield numerous benefits for the staff and programs. We encourage our parents to fully and actively participate.

Parent-Teacher Relations

The child is given to the parent by God. This places a heavy responsibility upon the parent. As teachers, staff members and administrators, we share that responsibility and we are committed to partnering with you in the process. Therefore, we will embrace the spirit of respect and professionalism in our dealings with one another, realizing that our goal at all times is educate and nurture our students. In this capacity, we are not adversaries. Inevitably, we may have differing opinions but our goal and our focus should always be same to do what is best for the students at NHCS.

Parent Correspondence and Communications

There are several methods of communication that are standard for all NHCS teachers. They are:

- Parent/Teacher Conference
- Mid-Term Reports
- Report Cards
- Weekly Assignments Folders
- Letters/Newsletters
- Homework Sheets
- Behavior Charts/Daily Behavior Sheets
- Phone Calls

Parent Conferences

Parent/Teacher conferences will occur school-wide at least twice per school year. If parents or teachers have concerns the warrant a parent/teacher conference in addition to school-wide scheduled times, it should be scheduled after school, beginning at 3:00 p.m. The principal must be notified in advance of any scheduled conferences. Conferences should not occur in the hallways, in the front office, before school, during dismissals, or any other time where the primary responsibility of the teacher is supervision.

Parent Grievances

Questions and concerns will inevitably arise, even in a well-run school or classroom. The parents and the teacher/principal are not in adversarial positions. Although we may differ in opinion, the ultimate goal is always what is best for the student within the confines of the policies and procedures of our school. It is important that a respectful demeanor be exhibited by all parties involved. Failure to do so as a staff member could result in disciplinary action. Failure to do so as a parent could result in mandatory withdrawal or other preventive measures as deemed necessary.

It is preferred that parents and teachers schedule conferences to discuss major concerns. If the issue cannot be handled between the parent and the teacher, the principal is more than happy to intervene. The principal can be requested to participate in any conference at the request of the teacher or parent for information purposes.

Parent Request for Teachers

Our school does not solicit nor do we encourage parents to write letters requesting specific teachers from year to year. It is the principal's responsibility to place students according to a number of

specifications that allow us to have a healthy balance in each classroom. However, if a parent has a request for a specific reason, it must be shared with the principal in writing. Verbal requests or requests made to anyone other than the principal will not be acknowledged. At New Hope, we believe that we have hired competent teachers in every classroom. To that end, all of our students deserve and will receive a quality education from a competent and compassionate individual. In the event there is a concern about a specific teacher's practices, the information should be communicated to the principal. We appreciate parent input but please note that the final decision concerning the placement of the students is the responsibility of the principal.

Student Withdrawals

Parents must complete a withdrawal form to officially withdraw from the school. The full month's tuition is due for any part of the month your child is enrolled in the school. No withdrawal will be final until the appropriate paperwork has been signed, completed, and returned to the business office.

Smoking

Smoking is not permitted on the campus.

Parking

Park in designated areas. Do not park parallel to building near sidewalks, nor in the row located nearest the buildings.

Emergency School Closures and Inclement Weather

The closing of school due to inclement weather or other emergency will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of closing of the school. The school administration will endeavor to make a decision as early as possible. The announcement will be made by 6:00 a.m. through the Hinds County Emergency Operations Center. The EEOC will notify the public through the local radio and TV stations. In case of a tornado alert, children will be expected to follow prescribed guidelines given by the administrator.

In every instance, we will attempt to use our emergency call system, text messages and social media to inform parents and the community of school closings due to inclement weather.

Emergency Preparedness

NHCS is committed to providing a safe and secure learning environment for all students. For the safety of our students, we conduct emergency drills on a monthly basis. Fire and tornado drills will be held as specified by state law. Teachers are aware of the appropriate responses in emergency situations including the crisis plan directives and CPR. Emergencies include but are not limited to the following: natural disasters involving fire, flood, or severe weather; loss or disruption of power, water, communications or shelter, explosions, spills or exposures to hazardous substances, violence on school property or at school activities, bomb threats, student or staff member death, bus accident, and any other incident posing a serious threat of harm.

Fire and tornado drills will be held as specified by state law. A schedule of procedures will be provided by the office. Whenever there is a fire/tornado drill, teachers must carry their phones and class rosters with them.

Emergency Response Plan

The Emergency Response Plan will be reviewed each year as a building. Teachers are responsible for knowing and understanding the outlined emergency response procedures for the building. Emergency Response Plan information should be kept in a location that is easily accessible by the teacher. Teachers are responsible for carrying their school keys and class rosters with them at all times.

New Hope Christian Elementary School Parent-Student-Teacher Contract

Deuteronomy 6:7 admonishes us to diligently teach our children at home and when they are away. Parents are a child's first and best teacher. Therefore, as parents of New Hope Christian School, we will do the following:

- Be Christian examples to our children in the way we interact with them and others
- Affirm our children to help build their confidence even in challenging situations
- Partner with the school, its teachers, staff, and administrators
- Assist in the learning process by checking homework and asking about assignments
- Promote accountability by ensuring that students complete assignments on time
- Show your support of the school by actively joining the PTSO
- Support your child's teacher by offering your time, talents, and resources
- Support the vision, mission, goals, and activities of NHCS

In James 1:22, we are called to action. Not only must we know what our responsibilities are to God and our neighbor, but we must also act upon this knowledge. Therefore, as students of New Hope Christian School we will do the following:

- Honor God with our time and talents.
- Show Christian love and respect for all people.
- Show respect for ourselves, our school, the private property of others and our own property as well.
- Be honest and fair.
- Be positive. We will not express negative attitudes concerning any student or any aspect of a student's life.
- Walk and speak quietly and in an orderly manner throughout the building.
- Complete assignments inside the classroom and outside the classroom (homework).
- Leave all items not essential to the learning process at home so that they do not become a distraction for ourselves or other students.

Because teachers' authority is delegated by God, we will assume the responsibility of creating an atmosphere that is conducive for learning. Therefore, as teachers of New Hope Christian School we will do the following:

- Be prepared by having the day planned, lesson plans prepared, material organized, and supplies/equipment available.
- Deliver quality instruction that is appropriate for the needs and abilities of the students.
- Consistently provide supervision for all students at all times.
- Maintain high standards of respect and obedience by demonstrating these standards in our own relationships with students and the school community.
- Foster unity within the school across grade levels, disciplines, and subject matters.
- Nurture and support our students as they progress academically, socially, emotionally, and physically.
- Assign work purposefully and intentionally and require that they are completed well.
- Demonstrate Christian love and compassion in all our dealings as Christian teachers.

Parent

Student

Teacher

Principal