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Parent-Student Handbook

New Hope Academy

Conquerors

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OBJECTIVES

New Hope Academy was founded because of the burden felt by members of Stiversville Community Church (New Hope Fellowship). They realized a need to have a child's education work alongside the home and their Christian upbringing. NHA was started in 2021, and has given Christian parents an opportunity to have their children receive a solid education while being nurtured in the love of Jesus.

The objective in the building of a private Christian academy is to obey the Scriptural imperatives of Deuteronomy 6:5-7a, "...love the Lord thy God with all thine heart, and with all thine might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children..." and of Proverbs 22:6 to "train up a child in the way he should go." Training for life must include training for eternity.

Our Christian academy is an extension of the home, training young people in a Christian environment for time and eternity. The academy staff works closely with parents to train the whole child.

Attendance at this academy is a privilege and not a right. The goal of this academy is not to reform, but to train a student in Christian leadership, self-discipline, and good citizenship. This academy stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

STATEMENT OF FAITH

We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin. • The one God, Jesus Christ, eternally existent Father, Son and Holy Spirit, Who created man by direct immediate act;
- The pre-existence, incarnation, virgin birth, sinless life, miracles, death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ; • The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation; The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

ADMINISTRATION

The principal/administrator reports to the Academy Board and serves as an ex officio member of the Academy Board. The principal/administrator is responsible for the oversight of all staff, students, and volunteers.

The secretaries are directly responsible to the principal. Secretaries are responsible for clerical, filing, record keeping, and other assigned tasks as they relate to the operation of the academy office.

All volunteers are directly responsible to the principal. Volunteers can possess many different skills and can be used to assist in various aspects of the school ministry.

POLICIES AND PROCEDURES

ADMISSIONS/ENROLLMENT

This academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration policies, athletics, and other academy-administered programs.

CHURCH AFFILIATION The best learning for the student is when the church, academy and home work together

Church attendance is strongly encouraged.

ADMISSIONS PROCEDURE

1. Family comes to visit the academy.
2. Read through the handbook and information carefully.
3. Pastor recommendation form must be completed
4. Submit application accompanied by previous report card/transcripts.
5. Office will call both parents and pupils for an interview with the principal. The principal will review the student handbook with the parents and students to ensure that all understand each of its provisions.
6. Parents will be notified of acceptance and fill out the remaining forms and submit all enrollment fees and tuition discussed and accepted by the School and each family. See separate Tuition Chart for rates.
7. All students must have the current state requirements for immunizations or have an exemption form signed by the parents.
8. New students are admitted on probation for the first nine weeks.
9. Priority will be given in accepting returning students and siblings over new applicants.
10. Please be advised that no student is automatically re-enrolled, but all applicants for re-enrollment will be approved at the sole discretion of the principal.

WITHDRAWAL POLICIES

A student may be withdrawn for any reason with written notification to the academy. Such notification must be given at least seven days in advance of intended withdrawal. The academy has the right to ask for withdrawal of a student, for any reason, with written notification at least seven days in advance of requested withdrawal. (This does not apply to those asked to withdraw for Biblical or negative behavior reasons. NO advance notice is required for these reasons of dismissal.) A petition to request reconsideration may be made to the Principal/Academy Board in writing within 5 days of expulsion.

REINSTATEMENT POLICY

Sometimes it is necessary to dismiss a student for behavior problems or for rule violations, and many times these students want to return after a period of time. Reinstatement of a student must be approved by the Principal/Academy Board.

PARENTAL INVOLVEMENT

Parent orientation meetings and parent conferences promote a good understanding between parents or guardians and the staff/administration of NHA. For this reason every parent is expected to participate in these informative and helpful programs. We encourage our parents to: keep fully involved in their child's education.

ACADEMIC POLICIES

ACCREDITATION

New Hope Academy was founded in 2021, and has maintained “Model Status” with the Ohio Department of Education . We will begin seeking our charter with the state of Ohio very soon. We are registering with the state to become a non-profit ministry. We are a member of ACSI.

SCHOLASTIC CURRICULUM

New Hope Academy will have traditional classroom instruction. Students must be at individual grade levels where they can perform. We will use Abeka, BJU, Saxon and other similar types of curriculum.

HOMEWORK

Should the student not meet his goals for the day, he will be expected to complete the work at home. Should a younger student have homework, a slip will be sent home with page numbers that need to be completed. The slip is to be signed, whether the homework is completed or not, by the parent acknowledging the assignment, and returned the following day. A child should only have homework if they are absent or do not use their time wisely at the academy.

PROGRESS REPORTS

Progress Reports are sent home quarterly. The report is to be signed by the parent and promptly returned to the academy.

GRADUATION REQUIREMENTS

Graduation requirements may be found on the Ohio Department of Education website.

TERRA-NOVA TESTS

Grades 1-11 take the Terra-Nova Test yearly. Scoring statements are sent home yearly. This helps us identify areas of weaknesses and those not making satisfactory progress. Testing will be provided by ACSI.

The ACT/SAT for college entrance is accessible online at www.collegboard.org and is the student's responsibility.

CHRISTIAN CHARACTER BUILDING

Bible:

Each morning students meet at 9:00 am in their classroom.

Chapel:

Chapel services are held at the discretion of the staff. This enables the students to identify their education with the ministry of the church. Local pastors, missionaries, and speakers bring the Word of God. Staff and students may conduct some chapels to prepare them for future ministry. Students **MUST** bring KJV Bibles to all devotional, chapel, and special meetings.

Scripture Memorization

Psalm 119:11 reads, “Thy word have I hid in mine heart, that I might not sin against thee.” We believe that Scripture memorization is a necessary part of Biblical education. Therefore, memorizing a monthly portion of Scripture is required. NHA uses the King James Version of the Bible in all academy-related activities. All students must have their own personal copy of the King James Bible on campus.

FINANCIAL POLICIES

Tuition is divided into eight (8) monthly payments.

Fees: Registration, re-enrollment, and all other fees, refer to the Tuition chart for rates. Accounts must be kept current in order for the child to remain enrolled and to be considered for re-enrollment for the upcoming year.

ATTENDANCE POLICIES

Students are expected to attend the academy/homeschool 180 days each academy year. We are registered with the state so that the student's attendance here satisfies state truancy laws. We are required by state law to report any student who misses 3 or more days of school, without a lawful excuse, to their home school district. If your child is absent, please call the academy office that morning to report his/her absence. New Hope Academy has a policy for absences and tardiness with the intent to avoid unnecessary absences.

ABSENCES

According to state law, the only excusable absences are for illness, family vacations, or for educational purposes.

A written excuse signed by a parent or guardian must be presented when a student returns to the academy after an absence. This enables us to keep reliable academy records, which are required by law. If the absence is foreseeable, a note should be sent in advance. If it is not returned within three days it will be considered unexcused.

A doctor's excuse is required for absences after three days (consecutive) due to sickness. The doctor's excuse is needed when the student returns to school. Prior notification of at least one week is needed for educational trips or family vacations.

TARDINESS

Students are considered tardy if they are not in their classroom by 9:00 am. The only exceptions are emergencies, bad weather conditions, or if the teacher is notified the day before that the student has an appointment, etc. When a student is late six times for unexcused reasons, it will be counted as one unexcused absence. Continued tardiness will necessitate a conference with parents and principal, possibly leading to a dismissal of the student.

Doctor, dental, music, and other appointments are to be scheduled after academy hours, if at all possible.

If there are over four unexcused absences in the previous quarter the student is disqualified from Honor Roll at the end of the school year.

EARLY DISMISSAL FROM CLASS

If a student must leave class early, a note from the parent or guardian stating the reason, the time for dismissal, and the person picking up the student, (must be on pick up list), and must be turned into the instructor the day prior to or at least that morning. The person picking up the student must check in with the office before going to the classroom. This will help ensure the student's safety. Students are considered absent if they are not present at least, until 11:00.

EMERGENCIES

Minor injuries will be handled through the use of the first aid kit in the academy office. (Written permission is needed for staff to administer minor first aid). We cannot administer over the counter medication. In instances where a student needs medical attention, the office will call the parent first, then the family doctor if necessary. In case of an emergency a parent will be notified to pick up their child. The EMT will be called if needed.

CONTAGIOUS DISEASES

Due to the increase of diseases such as hepatitis, AIDS virus, meningitis, etc., all students should be instructed not to handle bodily fluids such as blood, saliva, or vomit, which may transmit diseases. Since individuals may be infected and may not be aware of it, students and staff need to treat all body fluids of others as possible disease transmitters. Because of this, it has become federal law that teachers use gloves when handling any bodily fluids.

A doctor should treat other contagious health problems, such as head lice, pink eye, strep throat, chicken pox, etc., The student must stay at home until the doctor gives permission to return to the academy.

MEDICATIONS

If a student is on medication for a life saving purpose and medicine must be administered during the school day, a note stating dosage and time of administration should be sent into the office. The office will keep the medication and the instructions in his/her desk. Medication for such conditions as Asthma, ADD, ADHD, and chronic illnesses must be kept locked in the appropriate locked cabinet in the office. All medications must be clearly marked and labeled with the student's name, medication, and dosage. A doctor's note is required to administer these medications.

DISCIPLINE POLICIES AND PROCEDURES

New Hope Academy is not here as a corrective institution. We ask that a child not be enrolled with the idea that we will reform him/her. We are here to work with the home in helping the student grow in Christian character.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life: “What? Know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?” I Corinthians 6:19

This academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept responsibility and to “walk honorably before all men.” We attempt to maintain a discipline here that is consistent, fair, and tempered with love. Our staff maintains standards of behavior in the academy through kindness, love, and a genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment, understanding, and love. Students are expected to conduct themselves in a christian manner at all times. Gripping will not be tolerated! Please follow the listed grievance procedure if your child comes home complaining about a discipline procedure or policy.

Not all offenses warrant the same discipline; discipline is what is done for a student, not what is done to him. The ultimate object of correcting a child’s behavior is the drawing of the student’s soul to Biblical standards.

Minor offenses may be handled verbally, pointing out the infraction, but may also warrant a more severe sanction. Depending on the severity and nature of the action/violation, the student, depending on the circumstances, may be subject to any or several of the following sanctions listed in order of severity.

verbal warning

suspension

conference

probation

Dismissal

GRIEVANCE PROCEDURE

Give the staff the benefit of the doubt. Realize that your child's reporting can be emotionally biased and may not include all information. Consider that the academy has reasons for the rules and that they try to enforce them without partiality. Approach the situation with a prayerful, Christian spirit in accordance with Matthew 18, not complaining to other parents, but addressing the matter with the appropriate staff member. If the difficulty remains after consultation with the appropriate staff member, a conference may be scheduled with the parents, staff member, and principal.

RULES REGULATING STUDENT BEHAVIOR AND

CONDUCT STANDARDS OF CONDUCT

Students of New Hope Academy are expected to refrain from encouraging or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, and criminal behavior. Students who participate in and promote such activities at the academy, off campus or at home are subject to suspension or dismissal. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive cheerfully toward unquestionable character in dress, conduct, and attitude whether on or off academy property. Any student observing questionable activities or overhearing conversations that are contrary to the policies of New Hope Academy should immediately discuss the matter with the instructor or principal. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "...To him that knoweth to do good, and doeth it not, to him it is a sin." James 4:17

Courtesy: Christians, or those attending NHA, are expected to treat everyone with respect, and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, griping, gossiping, etc., will not be tolerated. Students need to learn to use words that build up and not tear down.

Classroom Behavior: The same rules of courtesy and respect for those in authority are to be observed. The instructor will expect classroom rules to be observed cheerfully and promptly.

Cleanliness of Clothing and Person: In this age of modern conveniences, there is no excuse to come to the academy dirty, or wearing unwashed, wrinkled clothing. Part of our witness as Christians, is that we care enough not to give offense in body or outward appearance.

Cheating: Cheating will be dealt with promptly. Once a student fully understands the principles and consequences of the cheating, the staff will evaluate the reason for the behavior and try to resolve the problem. A parent conference may be scheduled to resolve the issue.

Stealing: Stealing or borrowing without permission will result in suspension or dismissal.

Vandalism: Destruction of property will not be tolerated. A minimum fee of \$100 will be billed to the student's family upon determination of cause and reason for action. Not only should we respect other people's personal property, but respect for the property of God should also be taught to our children.

Music Guidelines: At the academy. Christian music only – that which glorifies the Lord -- is permitted. Instruments and music are to be played only with permission.

Books/Magazines: The instructor, upon student's arrival at school, must approve them.

Language: For Christians, and those attending the academy or academy functions, it is mandatory that they not only refrain from cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Students should use only words that glorify the Lord.

Physical Contact: Physical contact touching, pushing, shoving, hitting, kicking, scratching, even spitting on another student are all forbidden. As a general rule, we expect that students not intentionally engage in physical contact with other students except when appropriate in furtherance of the student's education, such as in physical education settings. This will include the "hands-off" rule, and the "six-inch" rule.

Boy/Girl Relationships: In order to establish and maintain good Christian conduct and appearance, the following rule has been adopted and will be enforced. Boy/girl "couples" will not be permitted to be alone in the school building or on school grounds.

Off Campus Activity: The conduct, which is prohibited at the academy, is equally prohibited away from the academy. It should be understood that the Christian life is not a game, with one set of rules for church and the academy and another for everyday life. Regardless of whether the prescribed activity takes place at or away from the academy, the student is equally subject to discipline for those actions, up to and including expulsion.

- Observe the same conduct as in the classroom.
- Be courteous.
- Use no profane language.
- Do not smoke.
- Do not be destructive.

ETC.

Prohibited Areas: Students must stay away from and keep their hands off items in the following areas:

- Other student's offices.
- Teacher's desks and files
- Classrooms when staff is not in attendance
- PE area except under supervised activity

- Automobiles
- Principal's office and school office (unless authorized)
- Behind Any Building
- Students may not leave the school grounds during school hours without permission.
- Food is not permitted outside of assigned areas.

Prohibited Contraband: Not allowed on campus, field trips, or any school functions: weapons of any kind – including hunting weapons. Tobacco products of any kind. lighters, matches, beepers, radios, MP3/CD/tape players, hand-held video games. Cell phones are allowed, but must be turned into the teacher in the morning and will be handed back at the end of the day.

Non-approved books, magazines, and reading material. This includes illegal drugs and medications. Medications requiring dosage during school hours must be taken to the office. The School has a “Zero Tolerance” policy. These are serious offenses that will be dealt with promptly and appropriately.

Consequences for:

Weapons violations:

- **Confiscation**
- **Suspension**
- **Police called in case of a gun**
- **Parent Conference**
- **Possible Dismissal**

Smoking or using illegal drugs:

- **after parent notification..-Immediate suspension or dismissal,**

Consequences for other violations:

- **Confiscation and verbal warning/appropriate suspension/etc.**

High school students in particular, because of their testimony before younger children, are trained to adhere to the academy's philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to non uplifting (non-edifying) music, swearing, viewing or discussing inappropriate movies, unchaste behavior, and other questionable practices.

Remember, offenses will be handled verbally, pointing out the infraction, and may warrant a severe sanction. Depending on the severity and nature of the action/violation, the student, depending on the circumstances, may be subject to any or several of the following sanctions listed in order of severity.

- **verbal warning**
- **suspension**
- **conference**
- **probation**
- **dismissal**

SEARCHES

In every school there are those students who not only push the limits where the rules are concerned, but prefer to violate them when they can.

If there is suspicion that a student possesses an unapproved item, NHA reserves the right to search the student's personal belongings. By enrolling a child in New Hope Academy, parents and children both consent to searches, both random and based on suspicion of contraband or activity violating the rules and regulations set forth herein and agreed to by the parties. •

Automobiles: student will open – interior, including glove box, and trunk.

- Backpacks, purses, pockets, etc. Supervisor or student will open and empty out.**
- desks, etc. Supervisor or student will empty out.**

Refusal to cooperate is grounds for suspension or dismissal.

Consequences for violation are the same as those for contraband infractions.

DRESS CODE

STATEMENT OF POLICY

Students must have modest apparel approved by the principal. When in doubt ask.

Please observe that all clothing should be clean and in good repair.

ALL STUDENTS:

Physical Education:

All gym clothing must be loose fitting. Only sneakers are allowed for gym.

PRESCHOOL AND KINDERGARTEN: May wear gym clothes on gym day, but are not required. If choosing to wear gym clothing, they must follow the above guidelines.

Dress-up Clothes:

The rules for general dress are still in effect on dress-up occasions. Modesty and good Christian taste is always to be a priority.

NON COMPLIANCE OF DRESS CODE

Instructors/principals will verbally warn students of dress code violations. If the violations persist, students will be denied entrance to the classroom and parents will be called to pick up the student. A conference may be needed to discuss the student's attitude and remedies suggested. If the student refuses to cooperate, the privilege to attend NHA will be withdrawn.

GENERAL ADMINISTRATION POLICIES and PROCEDURES

HOURS OF OPERATION

Office: The principal's office is open from 1:30 p.m. to 2:30 p.m. Tues., Wed. and Thurs.. Parents may drop off tuition payments, schedule an appointment to meet with faculty or academy officials, or check on scheduling, etc. at the office during operating hours.

School: The school day begins at 9:00 am and ends at 3:00 pm. Students must go to their respective classrooms immediately when arriving at the academy. All students must be picked up by 3:00 pm, except for organized school functions. Drop off, no earlier than 8:45am. We do not offer early drop off or late pick up. To help with rising gas prices, the following school days will be as follows, This is beginning Sept. 13, 2022. This is subject to change as the school year progresses.

School Days: Monday: at home "Comprehension Check.

Tue., Wed., Thur.: At the Academy 8:45-2:30

Friday: at home " No homework, unless the student does not use time wisely.

Note: Written permission by parents must be sent to the principal's office for any alteration in travel plans. For example: Both parents need to give permission for a student going home with another student, by automobile. Also, this person must be on the pick up list.

LUNCH Students must bring a packed lunch. Refrigerators and Microwaves are available. Snacks will be available for a small fee, in the Snack Shack. In the interest of security, **ALL** visitors must check into the office and state the purpose of their visit, and how long they plan to stay on campus. All visitors must also maintain appropriate clothing standards.

SCHOOL CLOSINGS

If, due to inclement weather, your school district has a delay or a closing please stay home. Because of the location of NHA, we can have extreme weather that could render our roads impassable while other districts remain unaffected. Please call if unsure of closing. Don't take any chances. We do build some snow days into our yearly calendar; however, at the end of a particularly bad winter we may need to extend the school year to fulfill the required number of days. When in doubt, call the academy office or contact the Principal.

EMERGENCY CONTACTS

In cases of emergency, a student may be called to the phone; however, the circumstances of the emergency should be conveyed to the office. Messages can be left in the office to be delivered during break.

FUNDRAISERS

During the course of the school year there may be special fundraisers needed.

STUDENT INSURANCE

New Hope Academy/Stiversville Community Church does not provide accident insurance. It is the parent's responsibility to cover their children. New Hope Academy/Stiversville Community Church is not liable for any injury that may occur to any parent or child, including any school activities, extra-curricular sports, and school-sponsored trips at the academy or away from academy premises.

ANNUAL AWARDS PROGRAM

The annual Awards Program is held at the end of the school year. It is a time to reward the students for their accomplishments during the school year.

MERIT SYSTEM

In order to help increase the promotion of good work habits, and to help offset the correcting of the negative, the merit system is set up to encourage the students to improve their work habits, to read more books, and to memorize Scriptures. Each class will have its own merit rewards list. Students redeem only the merits they have earned.

SCHOOL PHOTOS

Time will be announced.

New Hope Academy reserves the right to use staff and student photos on their academy websites and social media.

EXTRA-CURRICULAR PROGRAMS

Physical Education: It is a state requirement and policy that no student is excused from the required physical education course offered, unless a doctor's excuse is presented. A verbal warning will be given if a student fails to be in complete P.E.

Athletics: According to the availability of volunteer coaches, we will do our best to offer golf, bowling and other sports.

STUDENT COMMITTEES

Students are encouraged to use their talents in extracurricular activities to better themselves and the academy body. We will have committees for the following: •

Student Council

- Newspaper
- Yearbook
- Worship Team

FIELD TRIPS

Pupils are required to attend field trips. Students Parents/sponsors must abide by the same dress code. Criminal Background Checks and Child Abuse Background Checks may be required for parents to attend certain academy field trips. Each form takes four weeks to get checked and cleared. We would advise you to get them done in the beginning of the academy year if you plan on joining your child . Not all field trips will include parents.