



NEW HOPE CHRISTIAN ACADEMY PARENT/STUDENT HANDBOOK 2021 - 2022

Welcome to New Hope Christian Academy School. The school is an integral part of First Assembly of God church. We consider it a special opportunity to be a part of your child's educational achievements and spiritual growth.

The administration has assembled a staff that is committed to the Lord Jesus Christ. Their goal is to help each student develop a well-integrated personality that is spiritually alert, morally sound, and emotionally and intellectually mature.

The purpose of this handbook is to share with parents the guidelines for the proper functioning of our school. After reading this handbook, please share these guidelines with your child and keep for future reference.

We look forward to this school year and trust that God will richly bless you and your family.

OUR GOAL

The goal of New Hope Christian Academy is to give the student a Christ-centered education, seeking to meet both the mental and spiritual needs. We believe that all subjects should be taught in the light of the Scriptures. This school is dedicated to reaching children for Christ, grounding them in faith, and sending them out as well-trained Christian leaders of tomorrow.

STATEMENT OF FAITH

- 1.** We believe the Bible to be the inspired, the only infallible, authoritative Word of God. It is the final authority in faith and practice. (Tim. 3:16-17)
- 2.** We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit. (Matt. 28:19; 2 Cor. 13-14)
- 3.** We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1-3; Matt. 1:18-25; Acts 1:9-11; 2 Cor. 5:21; Eph. 1:20-21)
- 4.** We believe that for salvation of the lost and sinful man regeneration by the Holy Spirit is absolutely necessary. (Acts 2:21; Eph. 2:8-9, Rom. 10:9-10)
- 5.** We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (1 Cor. 12-13; Eph. 4:4-6; Rom. 15:14-16)
- 6.** 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 damnation. (Rev. 20:11-18; 22:11-14; 1 Cor. 15:1-38; Matt. 25:26)
- 7.** We believe that heaven and hell are definite places. (Matt. 25:46; Mark 9; John 14:1-3)
- 8.** We believe in the spiritual unity of believers in our Lord Jesus Christ. (2 Thes. 4:16-17; Titus 2:13; 1 Cor. 15:51)

ADMISSIONS POLICY

New Hope Christian Academy admits students of any race, color, and national or ethnic origin. NHCA does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, scholarship, programs, athletics, or any other school administered programs.

Any student who is found to have been accepted to NHCA on false pretenses will be dismissed. Applications must be complete and accurate.

SELECTION OF STUDENTS

Both applicant and parents must abide by the policies and regulations of the school.

Selection of students is based upon the following:

1. Testing program-to see where child is functioning academically.
2. Interview with principal.
3. Achievements-scholastic ability
4. Discipline reports from previous school.
5. Past school attendance.
6. Openings in the particular grade level.
7. Student's attitude of cooperation and behavior.
8. Parent's attitude of cooperation and behavior

Family life, church status, and general behavior are also carefully considered.

RE-ENROLLMENT

Re-enrollment is an annual procedure. Students currently enrolled in the school are not automatically enrolled each year. Each returning student must fill out all enrollment forms and submit re-enrollment fees for the coming school year. Re-enrollment usually begins in February. Students not submitting to re-enrollment will be considered on a first come first served basis with all new applications.

ENROLLMENT PROCEDURES

Parents desiring to enroll their child in New Hope Christian Academy will need to complete the following procedures for the enrollment process to be complete:

Return the following to the School Administrative Assistant:

- Completed registration application
- Signed financial statement
- Authorization for released records
- Statement of discipline
- Physical
- Immunization records:
 - 4 DPT (1 after 4th birthday)
 - 3 OPV (1 after 4th birthday)
 - 2 MMR (1 after 4th birthday)
 - 3 Hepatitis B
 - 4 Haemophilus influenza type b (HIB)
- Birth certificate
- Social Security Card
- Registration fee

An interview may be set up with the principal. Both parents and child should be present at the time of the interview. During this time, additional questions will be answered regarding school. There will be an interview fee.

GENERAL INFORMATION

First Day of School

The first day of school is a very busy time for parents and students alike. To avoid confusion of the first day, we ask that you review all parking and traffic policies and abide by those instructions. Students in early elementary grades may be accompanied to classroom.

It is best for parents to leave their students with the teacher as quickly as possible. If the parent remains in the classroom, or nearby, it makes the period of adjustment for the student more difficult.

School Hours

The first school bells ring at 7:55 a.m. At this time students should be in their classroom preparing for their day. The second bell rings at 8:00 a.m. Any student not in their classroom by 8:00 a.m. must report to the office for a tardy slip.

Dismissal will be as follows: K4 and K5 - 2:20 p.m.; Lower Learning Center - 2:25 p.m.; Upper Learning Center - 2:30 p.m. After school care is not provided unless arranged upon request. All students not picked up by 2:30 p.m. will be placed in study hall and a charge of \$7.00 for each day will be added to their monthly bill.

Early Dismissal

Parents needing to pick up a student before dismissal time must sign the student out at the office. We recommend that early dismissal be kept to emergencies. Early dismissals which do not meet the same criteria as excused absences will be classified as unexcused, and result in the same discipline as unexcused tardies (see tardies).

Regular Dismissal

To insure safety, all parents picking up elementary students should park in designated areas and wait for the student to be escorted to the vehicle by a staff member.

Visitors

All visitors must report to the office upon their arrival at the school. No visitor may go to a classroom without the proper visitor's badge.

Tardiness

Students are expected to arrive on time for school. Tardiness will be classified as excused or unexcused. The teacher will handle tardiness. Tardy students must sign at the office and get a tardy slip to get into class. Unexcused tardies will result in the following disciplines:

- Up to 15 minutes late will result in a morning break detention
- 16-30 minutes late will result in a morning break and half of lunch
- 31-60 minutes late will result in a morning break, half of lunch, and ½ hour after school
- More than 60 minutes will result in a morning break, half of lunch, and 1 hour after school for which there will be a \$5.00 charge.
- Every third unexcused tardy will require a separate 1 hour after school detention for which there will be a \$5.00, and will count as an unexcused absence.
- Any detention not served, that is our opinion, without valid reason will be doubled.

Telephones

No student may use the phones in the office. In case of emergencies, staff members will make calls. Calls will not be made for items they have forgotten such as homework, lunch, or to make plans for after school activities.

Messages will be delivered to students during break, lunch, or after school unless the parent specifies the call is an emergency.

Students may **not have cell phones or other mobile devices** in their possession during school hours.

Medical Guidelines

Any child that is ill or running a fever must be kept at home. If a child becomes ill during school hours, a parent will be notified. When it is necessary for students to take prescribed medicine, a permission form must be written with the dosage and time to be administered. All medications and forms are to be left in the office. Students are not permitted to keep prescribed or over the counter drugs within their possession while on school grounds.

Weather Related Closings

In the event that inclement weather forces a cancellation of regular school activities, you will be notified through the local media of radio or television. NHCA will follow emergency closings set by Duplin County. If school is canceled during school hours, it is important that the parent/guardian come as quickly as possible to get their child.

Communication Folders

Each student is issued a communication folder at the beginning of the year. Communications from the classroom and office will be sent home in this folder. Once you have received your communications, you are asked to sign, date and return the envelope with the student on the following school day. This helps the teacher know that information has reached you.

ACADEMIC INFORMATION

Honor roll students are recognized for each grading period. Honor roll means the student has earned 90%-100% and is on academic balance. There are two honor rolls that may be achieved:

- Pastor's Honor Roll=95%-100% (all A's)
- Principal's Honor Roll-90%-94% (A-B)

Progress Reports

Progress reports will be made at mid-point of the reporting period in order to determine satisfactory school work. If a student is found lacking, he/she will be required to stay one hour after school until work is caught up. Additional fees will apply.

Report Cards

Report cards will be issued every nine weeks for all grades. Parents are to sign report cards and return them to the school the next school day. Report cards must be picked up during parent/teacher conferences.

Grade Scale

The grading scale is:

A= 95-100

B= 94-90

C= 85-89

D= 80-84

Parent Conferences

Parent-teacher conferences are the most effective method of reporting to parents on each child's achievement, growth, and recommendations for improvement. Therefore, conferences will be scheduled following each nine week grading period. Other conferences may be requested if necessary.

Curriculum

Biblical principles and character development combined with traditional, yet academically accelerated studies in reading, writing, language, mathematics, social studies, and science form the foundation of the curriculum of NHCA. The curriculum is based on ABEKA and A.C.E.

The A.C.E. curriculum is designed to allow each student to work at his/her own pace and level of performance. A student who is more skilled may progress at a faster rate. One who is less skilled is encouraged to do his/her best, but is able to work on his/her own level of proficiency and proceed according to his/her own capabilities.

Chapel

Chapel is a very special time at NHCA when students have an opportunity to worship God. Chapel is held once a week. Along with singing of praise and worship songs, the pastor arranges for a variety of services. The development of the spirit man is considered a vital part of education as well.

STUDENT INFORMATION

Standard

New Hope Christian Academy is first and foremost a Christian school. Our philosophy for life is based upon God's Word. Any student who by his behavior denotes that he prefers a philosophy of life opposed to that of the Bible should seek another institution of learning where he may exercise his choice of philosophy.

Unacceptable School Conduct

In order to offer a Christian environment to our students, New Hope Christian Academy has established certain rules relating to school conduct.

1. Students will not be involved in disruptive behavior such as talking back, stealing, cheating, lying, foul language, or throwing things. The results will be demerits, detention, I.S.S, and possible expulsion.
2. No student is to bring any form of secular music (lyrics, pictures of musicians, tapes, etc.), magazines, secular books, or other objects to school that the administration considers worldly or harmful to the Christian testimony of the school or its students. Anyone violating this rule will be subject to suspension and items confiscated. Parents must come to the school office in order to recover the items taken.
3. Any student found using tobacco, or in possession of tobacco, will be suspended on the first offense and expelled on the second offense.
4. No student may be sitting in a car, loitering on the parking lot, or wandering through unauthorized areas during school hours.
5. Pocket knives, matches, lighters, toy weapons, weapons, and other sharp or dangerous objects are not allowed. Carrying these items to school can result in immediate suspension.
6. Any student who is involved in occult practices, or has material relating to such practices will be expelled immediately.
7. Any student found using alcohol or drugs, or in possession of these substances, will be expelled immediately.

8. Any student who uses derogatory language (written or verbal) will be subject to suspension. Any form of racial slur, comments, or joking will result in disciplinary action with a parent conference scheduled.

9. Students are to respect one another's property and the property of the school and teachers. Any student found destroying school property in any way will be responsible for the cost of repairs and is subject to suspension or expulsion.

10. Students involved in fighting will be suspended.

Students are expected to abide by these standards of conduct throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with this school's ideals of work and life may be suspended or expelled whenever the administration determines that it is necessary.

As a student of New Hope Christian Academy, I pledge to uphold the school's standards against cheating, swearing, smoking, gambling, dancing, drinking alcoholic beverages, using or talking favorably about narcotics, or using indecent language and will act in a very orderly and respectful manner. I will maintain a Christian standard in courtesy, kindness, morality and honesty. I will strive to be of unquestionable character in dress, conduct and other areas of life.

I agree to abide by the above standards of conduct and other regulations expected of each student enrolled here at New Hope Christian Academy. While I am a student attending this school, I will not give the impression to students, parents or faculty that I am not in harmony with the goals, aims and standards of New Hope Christian Academy.

Date _____

Student's Signature _____

Principal's Signature _____

Please understand that these policies are designed to deter unacceptable conduct. We desire to instill in our young people good Christian character and to establish this type of

character as the norm-not the exception. We appreciate your cooperation and understanding in this endeavor.

Suspension

Students may be placed in suspension when deemed necessary. Any work missed during the period of suspension must be made up within one week of the student's return to class. This applies to all suspended students. The student is responsible for making up any test missed. Most suspensions are I.S.S. and the student is given ample work that must be completed.

Withdrawn/Expulsion

Withdrawals from school must be made through the school office and you will be responsible for the following calendar month's tuition payment. No tuition or book fees will be returned. Report cards will not be issued to any students and transcripts will not be sent for any family whose account is not current.

A student may be dismissed from school at any time he/she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are for the full year. If your student is dismissed, you are responsible for tuition payments through the month of dismissal.

Attendance

Students under the age of 16 are required by law to attend school punctually and regularly. Pupil absences shall be classified as follows:

Excused: Reasons such as personal illness, dental or doctor appointments, death in family, family emergencies, or dangerous weather conditions.

Unexcused: Absence which occurs with the knowledge and approval of the parent, but is not accepted under state law.

Truancy: Absence which is intentional and planned is a violation of state law.

Absences exceeding 12, whether excused or unexcused, will require summer school attendance to avoid retention of the student. Absences exceeding 15 will result in automatic retention of the student unless cleared with the administration because of extreme circumstances. NC state guidelines authorize schools to press charges against parents whose children have 3 or more unexcused absences.

Returning to School After an Absence

Pupils are REQUIRED to bring a note from parents on the day they return to school following an absence. The excuse should include the date, the student's name, reason for the absence, and the signature of the parent.

Students who are absent 3 or more days due to illness should bring a doctor's excuse unless an appropriate incubation for the illness has passed.

Preplanned Absences

Note: All preplanned absences must be approved by the administration.

If a student knows they are going to be absent from classes, they must bring a written parental note to the office stating the requested reason and length of absence. This will allow time for the teacher to prepare work, so that students do not fall behind in their studies.

Preplanned approved absences will be considered the same as an excused absence.

For the student's benefit, we encourage parents not to request a preplanned absence for a child who is not on academic balance.

SCHOOL ATTIRE AND DRESS

New Hope Christian Academy adheres to a dress code. We believe the dress code will help to increase the self-respect of students collectively and individually. It also provides more time for parents, school staff, and students to focus on more essential activities. A student's appearance should give the impression that formal learning is taking place. All students are to abide by the designated dress code unless otherwise specified for special events and/or activities. Any child who is not in dress code will be issued a corrective action slip. Parents must sign this slip and return it the next school day. Parents will be called when repeated infractions occur.

DRESS CODE

BOYS:

Pants:

Boys may wear jeans or khakis to school. Pants may be blue, black, or brown. If jeans are worn, they must be loose fitting and free of holes and patches. Belts must be worn in pants with belt loops. (1) pants may not sag below the waistline, (no joggers or skinny jeans) (2) no underwear visible (3) no crotch hanging down (4) No shorts may be worn at any time except for P.E. or field trips when approved by the teacher. Shorts must be mid-thigh length.

Shirts:

Only NHCA shirts are to be worn. **No other shirt is acceptable for school attire.** Shirt tails are to be tucked in at all times.

Outer Garments:

Sweaters and jackets may be worn as an outer garment. They are to be free of logos with the exception of NHCA logo. Hooded sweat jackets or sweatshirts with NHCA logo only may be worn. These may be ordered at the school office.

Hats, Caps, Belts:

No hats, caps, or head attire may be worn at any time in the building during school hours. Belts must be worn in pants with belt loops. No spikes on belts.

Jewelry:

One chain or bracelet may be worn. No spikes, peace symbols, or other cult or gang symbols will be allowed. No earrings allowed.

Shoes:

Shoes and socks must be worn at all times. No sandals, flip-flops, or open-toed shoes allowed. **Shoes must be tied.**

Hair:

Hair should be well groomed. Boy's hair must be off the ear and off the collar. No shaving of the head or spiked or eccentric haircuts allowed. Bleaching or multi-colored hair will not be allowed.

Body Marking:

No tattoos or body marking allowed

Any questions concerning dress code may be addressed with the school administration.

GIRLS:

Pants:

Girls may wear khakis, jeans or dresses to school. Pants may be blue, black, or brown. Pants should be loose fitting and free of holes and patches. No leggings, skinny jeans or jeggings allowed. Modest dress is expected and extremes must be avoided. No shorts are to be worn except for P.E. or field trips when approved by teachers. Shorts must be mid-thigh length.

Shirts:

Only NHCA shirts may be worn. **No other shirt is acceptable as school attire.** Shirt tails must be tucked in at all times. For school events no low front or visible backs are to be worn. i.e. Awards night, dinners, etc.

Outer Garments:

Sweaters and jackets may be worn as an outer garment. They are to be free of logos with the exception of the NHCA logo. Hooded sweat jackets or sweat shirts with NHCA logo may be ordered at the office.

Hats and Caps:

No hats or caps are to be worn at school. Headbands, barrettes, etc. may be worn to secure the hair from the face.

Jewelry:

Jewelry and make-up should be worn modestly. No dangling earrings or jewelry deemed distasteful by the teacher. Only one set of earrings may be worn at a time. No spikes, peace symbols, or occult or cult symbols will be allowed.

Shoes:

Shoes and socks or stockings must be worn at all times. No sandals, flip-flops, or open-toed shoes allowed. Shoes must be tied.

Hair:

Hair should be well groomed and kept from the face and eyes. No shaving or spiked hair or eccentric styles. Bleaching or multi-colored hair is not permitted.

Body Marking:

No tattoos or body marking allowed

Any questions concerning dress code may be addressed with school administration.

Boys and girls must wear school uniform Monday through Thursday. Fridays will be "Christian T-shirt Day." Each student may wear a Christian shirt or their "I Love My School" shirt in place of a school shirt. Also, boys may wear dress shirts with a tie and girls may wear dresses on Fridays. Dress length should be to the knees.

New Hope Christian Academy is dedicated to the philosophy that Christian education is true education. The Bible teaches us that children are a gift from God and the education of them is a most serious responsibility. Christian education recognizes that children are a unity of spiritual, mental and physical beings. Education must include the spiritual nature or else the child will grow up never knowing the true purpose for living.

New Hope Christian Academy has been created with the knowledge that it is an extension of the Great Commission. The staff and faculty realize that under God, we are personally responsible to see to it that each student receives a firm foundation for life.

"Train up a child in the way he should go; and when he is old, he will not depart from it"