

NEW  
HOPE  
CHRISTIAN SCHOOL



School Handbook  
Updated January 2024

*This school handbook covers a range of guidance, expectations and outcomes for different scenarios. Not all scenarios may be included, however the School Board will be kept up to date, via the administrators, of any concerns or celebrations that could support additions being added to this booklet. The School Board has the final authority and policies may change and can be amended at anytime in order to ensure that the school is a safe place for all students, staff, families and friends of NHCS.*

## **Statement of Faith**

New Hope Christian School Students will be introduced to the unconditional love of Jesus and His work as their Lord and Savior. It is our desire to partner with parents in growing our students' faith as we work to become strong in character, learning more about our Lord and Savior as we seek to emulate His example in our academic, personal, and everyday lives, seeking to honor and serve God. It is our hope that the efforts of parents, staff, and students are a product of faith, a "labor of love and steadfastness of hope in our Lord Jesus Christ" (1 Thessalonians 1:3). Furthermore, we believe that the Bible is the perfect, inerrant, and inspired Word of God which is profitable for teaching, correcting, and training our students in righteousness so that they "may be competent, equipped for every good work" (2 Timothy 3:16-17).

## **Our Mission**

Our mission is to provide a high-quality Christian learning environment that fully prepares our students for the world of today and supports students growing in their connection to our Lord and God and Savior Jesus Christ.

## **Our Vision**

New Hope Christian School's vision is to become the Christian school of choice for the local and surrounding communities. The school will endeavor to grow and to provide a Christian education setting for as many students and families as possible.

### **Academic Reporting:**

The school shall send home mid-semester and end of semester report cards; this equates to parents receiving four (4) academic reports each year that are sent home with their student.

### **Attendance:**

New Hope Christian School expects all students to maintain an attendance of 95% or higher. Parents may be contacted if a student's attendance falls below 95% to better understand the absence and identify if the school can support the student and family further.

If attendance falls below 90%, the school may request a face to face meeting with the parents and an Attendance Care plan put in place to support the student and family with improving attendance.

If attendance continues to decrease, below 85% parents will be invited to meet with the administration team to discuss next steps.

### **Athletics:**

NHCS provides a range of athletic teams throughout the school year. Information regarding teams, costs, physicals, season start and end, practices, matches and other relevant information will be provided to families in advance of the season beginning. (Please refer to Athletic policies).

NHCS promotes families, staff and friends supporting all matches, home and away. The school expects students, families and friends to behave in a Christian and supportive manner. If a person (s) act in a manner below the expectations of good behavior, sportsmanship and or creates un-necessary conflict/ aggression with members of NHCS, this person (s) will be banned from all other NHCS events.

### **Behavior:**

New Hope Christian School works with all students to maintain high levels of good behavior at all times. If a student's behavior falls below the standard of allowing others to work, hindering the teacher from teaching, bullying another student, rudeness and any other scenario where a student's behavior is disruptive to a Christian learning environment, staff have the following options to promote better behavior:

- The student is spoken to by the teacher and given an opportunity to correct their misbehavior.
- The student is directed to move seats
- The student is placed in another classroom with another teacher
- The student is escorted/ sent to the office for 'time-out'
- The student is escorted/ sent to the office for an administrator to intervene

Not all behavior incidents will involve a phonecall home for small infractions. However the school may contact parents/ guardians to inform them of an incident, the outcome or to ask them to collect their student from school. If parents/ guardians are asked to collect their student from the school, this will be followed up with meeting a member of the administrator team.

### **Celebrating Successes:**

New Hope Christian School promotes all of the successes of our students, staff and families. Students can receive phone calls home, celebration cards sent home and be awarded certificates during Chapel and at the end of the school 'Celebration Event'.

### **Cell Phones and other electronic devices**

Students are allowed to bring cell phones to and from school. Cell phones should remain in the student's school bag during the school day unless permitted by a member of staff for educational and promotional purposes. Students should be mindful and ask permission if taking photo of other students including if the photo can be placed on a social media site.

Students are encouraged to bring their own learning device into school to take notes and complete research projects. Students will be given the WIFI code and the student should only use the device for educational purposes while in school.

Any electronic device brought into the school is the responsibility of the student. The school, its staff or volunteers cannot be held responsible for any damage, theft or device that is lost.

### **Clarification, Concerns and Complaints:**

Parents are encouraged to reach out to staff members if they have a question or require clarification regarding their child's education. In the first question case, questions should be given directly to the teacher or to the front office. If a parent feels that a question or concern has not been answered or further clarification is needed, parents are encouraged to reach out to the administration team. If a parent continues to feel that their question or concern still requires further attention, the parent is then encouraged to email the School Board. The School Board will then communicate with the parent regarding next steps and if the school board would like to meet with the parent for further clarification; administration will be kept informed regarding the complaint and may be required to meet school board members to give information/ evidence regarding how the school has so far responded to the complaint.

### **Child Protection:**

New Hope Christian School prioritizes Child Protection. Our staff have yearly training and when required additional training throughout the year to stay up to date with the latest guidance and legislation. The school's child protection strategy contains a blue form and a gold form. The blue form is used for a member of staff to record a concern of a student and to inform administration. The blue form is to highlight that a member of staff or parent has raised a concern that does not warrant the involvement of the Child Services division such incidents may be that a member of staff has noticed that a student did not wear socks on a cold day or they did not have lunch for several days, a student comes to school untidy or with poor hygiene.

If a member of staff believes that a student's welfare is in immediate danger from abuse, then a gold form will be immediately completed to support the member of staff reporting their concern to the Child's division. In this case the child may be kept from going home and or the police will be contacted to support the child with being removed from the danger.

All staff and volunteers at the school are mandated reporters and all understand that it is a crime to not report a concern of child abuse to the Children's division. Child Abuse can include mental abuse, physical abuse, emotional abuse and sexual abuse. These types of abuse do not just happen in person, they can happen through crimes committed over the internet or darknet.

### **Curriculum:**

The school's curriculum will always be taught from a Christian perspective. The school will follow the Missouri State standards for curriculum in elementary, middle and high school, however the school may decide to omit certain elements if the school feels some standards do not align with its Christian ethos. To enhance students' learning and understanding of subject content a range of curriculums may be used within one subject area. Curriculums are reviewed on an annual basis.

### **Dress Code:**

All students should wear clothing that illustrates a Christian school environment and should not promote any smoking paraphernalia, drugs, alcohol through writing, pictures or emblems on their clothing.

Girls should not have shoulders or belly-buttons showing and shorts, skirts should be an appropriate length. Ripped Jeans are allowed but should not be showing any pockets through the rips. Closed toe shoes should be worn at all times.

Boys should not wear tank tops or T-shirts that are ripped. Closed toe shoes should be worn at all times.

Students should dress for the seasons of the year. Blankets are not acceptable.

### **Dropoff and Pick-up:**

Drop-off will start at 07:50am and pick up is from 2.50pm – 3pm. We encourage parents to prioritise the parking lot for elementary parents and students. For dropping off and picking up, as the parking lot is small, please park along the street or in the parking lots nearby and walk your student to the building; or allow them to walk to the school using the sidewalks (middle and high school only). We cannot stop the flow of traffic and must be mindful of the local residents.

### **Drugs including alcohol and tobacco:**

No drugs are permitted on the school site. If a student has been found to be in possession of, bought, sold, used any drugs that are either illegal or require 21 or over identification (other than those prescribed by a physician) the student will face immediate suspension while an investigation is carried out.

Administrators will then present their findings to the School Board. The School Board has the authority to decide next steps regarding the evidence provided to them. See suspension and permanent suspension.

### **Enrolment:**

The school's enrolment is an open process throughout the school year, although we encourage new students to enrol at the beginning of each semester, or quarter, to help with the transition of transcripts. In February, enrolment for the following school year starts, with current students being given priority and then new students will be able to enrol on a first come, first served basis dependent of seats available (refer to Waiting-Pool).

The Enrolment process into NHCS begins with a tour around the school building with the Principal and if appropriate is followed by a 'get to know you meeting'; this meeting can allow for any additional questions, not discussed on the tour, to be answered or asked.

NHCS understands that not all families will be a match to the school's ethos, standards or policies and that on the rare occasion NHCS reserves the right to discontinue an enrolment application.

For a student to enrol, the online application must be completed and a check for the first months tuition is to be given to the school prior to the student starting; the first month's tuition is non-refundable.

All new students will have a 30 (thirty) day settling in period. If during or at the end of the 30 (thirty) days the school feels that NHCS is not correctly matched to the student's needs, behavior or parental expectations the school reserves the right to end the enrollment.

**Waiting-Pool**

New Hope Christian School offers families to apply to the 'wait-pool' when classes, electives or other programs are full. By students joining the 'Wait Pool', it means that when a place becomes available in a class, elective or other program it will be offered to the student with the best matched requirements. For example, if there is one 10<sup>th</sup> grader, one 9<sup>th</sup> grader and one 6<sup>th</sup> grader in the wait pool and a 6<sup>th</sup> grader seat becomes available, then the 6<sup>th</sup> grader would be offered that seat regardless of when the student applied to be placed in the 'wait-pool'. A 'wait pool' is therefore a more accurate term since it implies no predefined order when it comes to when and if a student in the pool will be offered a seat.

**High School Credits:** The minimum High School requirements for graduation is **24 credits**. This allows for an easy transfer for students from other schools and to support Junior and Seniors with gaining college credit, work placements, employment and so on. Some students may gain more than 24 credits.

**High School Pathway to Graduation**

Subjects	Career Pathway Credits	College Pathway Credits
English	4.0	4.0
Math	3.0	4.0
Science	3.0	3.0
Social Studies	3.0	3.0
Bible Study	4.0	4.0
Fine Arts	1.0	1.0
Practical Arts	1.0	1.0
PE	1.0	1.0

Health	0.5	0.5
Personal Finance	0.5	0.5
Language	1.0	2.0
Other elective	1.0	0.0
Internship Option	✓	✓
Work placement Option (from Junior year)	✓	✓
Dual Credit Courses (from Junior year)	✗	✓
College Courses (from senior year)	✗	✓
Total credits	24	24

Year	Subjects	Credits	Minimum Credits Achieved at end of year
Freshman year	Math, English, Science, Social Studies, Bible Study and 3.0 credits in other subjects	8.0	8.0
Sophomore	Math, English, Science, Social Studies, Bible Study and 3.0 credits in other subjects	8.0	16.0
Junior	Math, English, Science, Social Studies, Bible Study (A+ starts, work placements, internships, dual credit and college courses) early release possible from S1.	5.0	21.0
Senior	Math, English, Bible study (A+, work placements, internships, dual credit and college courses) late start and early release possible from S1.	3.0	24.0

### **Homework:**

Homework is given at the discretion of the teacher to enhance and continue learning outside of the classroom.

### **Inclement Weather:**

The school will stay open as long as it is safe to do so.

When inclement weather stops the school from being open, the school will respond with either informing families of a 'Traditional Snow-Day' (no work for students is provided) or a 'Remote Learning Day' (work will be provided for students to complete); this decision is at the discretion of the administration team. The aim of the school is for learning to continue including during times of inclement weather. However, if the inclement weather stops school for a prolonged period of time (for example greater than one week) the School Board may decide, through discussions with the administration team, to make up days missed by asking teachers to provide 'additional remote learning material' and or to teach students via video-conference.

### **Lunch and Snacks:**

Please provide your student with lunch and snacks for the school day along with appropriate drinks. High caffeine and energy drinks are not permitted. Gator Aid is allowed.

### **Monday – Remote Learning Day**

Mondays are remote learning days. These days are for students to catch up on classroom, work on or complete projects, complete extra work assigned by the teacher, revision for upcoming examinations, attend athletic practices and matches and for any other work reasonable assigned by their teacher.

### **Medical Needs and Medicine:**

Please inform the school of any medical needs that your child has and the school will do it's best to accommodate these needs. If your child is to take medicine throughout the school day, please ensure that the medicine is clearly labelled, in a zip-lock bag and is handed to the front office. Currently no medicine can be kept at the school, so it will be given back to the student (or parents if an elementary student) at the end of the day.

### **Recess:**

Elementary students will have the minimum of two recesses each day and will be supervised at all times.

Middle and High School students will have one recess each day. Additional recess may be given at the staff's discretion; this also will be supervised.

### **Refunds**

Whenever the school is able to give a refund for monies paid to the school, the school make every effort to refund the requested amount. Refunds cannot be given for the following situations:

- First month tuition (when a new student is enrolled)
- Refund request for events or trips that are less than seven (7) days prior to the activity taking place
- If the school is unable to receive a refund due to minimum number of students on an activity
- If an external provider refuses to give a refund
- Perishable goods that have been bought
- One time enrollment fee

Administration and the school board have the final decision with all refund matters.

### **School Board:**

Please see the NHCS By-Laws

### **School Day:**



### **The School Day (Tuesday through Friday)**

*Elementary students will have a different schedule to middle and high school students but start and finish times are the same.*

07:50	Doors open
08:00	The day begins with prayer and messages
08.05 – 09:35	Block 1
09:35 – 11.05	Block 2
11:05 – 11:50	Lunch and recess
11:50 – 1.20	Block 3
1.20 – 2.50	Block 4
2:50 – 3pm	Dismissal

### **Student Parking:**

Student drivers are permitted to park in the parking lot. There is no charge. Make, Model and plate number must be given to the front desk. Student drivers must abide by the 5mph speed limit in the parking lot, carry the appropriate insurance and park their car at their own risk. The school cannot be held liable for damage or theft to cars in the parking lot.

### **Student Council**

NHCS operates a Student Council. The Student Council members will be voted in each year (December) by a students and staff vote. Each Student Council member is required to complete an application form and for a key position on the committee, he/she will need to give a presentation to become eligible to be voted onto the main committee.

### **Student Expectations:**

Students are expected to:

- Behave in a way that reflects a Christian school environment
- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all students to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear appropriate clothing at all times
- Refrain from behaving in a way that brings the school into disrepute, including when outside school or online

In the Classroom students follow the classroom expectations and rules:

- We are kind and respectful
- We arrive on time with the correct equipment and start the task as soon as this is set
- We actively listen and do not talk when someone else is talking

- We follow staff instructions when given and ask for help if needed
- We work hard and allow others to do the same

**Social Media:**

NHCS welcomes all forms of positive social media to highlight the school’s strengths, student work, student achievement, staff achievements and so on. In the rare event that a negative comment is made regarding the school and or any person directly or indirectly linked to NHCS, on being informed, administration or a school board member will ask for the social media to be taken down. If the social media is not deleted promptly, the school may gain legal counsel for how to proceed. If negative media is initiated from an enroled family, staff member or friend of NHCS, the school board will be informed and may decide on an immediate termination of services, contract or professional relationship.

All students, parents, staff and friends of NHCS are requested to follow NHCS **Clarification, Concerns and Compliant** procedures as outlined in this document.

**Suspension and Permanent Suspension:**

**Formal Discipline Program:**

In the event that disruption and or poor behavior continues the Principal can place the student on the formal ‘Support and Discipline Stairway’.

Stage 1:	<p>Student and Parent/ guardians attend ‘formal discipline’ meeting with the Principal.</p> <p>Student is placed on a two week report with three key targets to improve behavior. Student reports to the Principal at the end of each day for review. Parent/ guardians sign the report daily. The School Board is notified that a student has started the formal discipline stairway.</p>
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If the student behavior does not improve as much as needed, a second meeting will be held and Stage 2 will be started.

Stage 2:	<p>Student and Parent/ guardians attend the second ‘formal discipline’ meeting with the Principal and a school board member.. At this meeting the School Board member will outline that permanent suspension from the school is a possibility if behavior does not improve.</p> <p>Student is placed on a two week report with three key targets to improve behavior. Student reports to the Principal at the end of each day for review. Parent/ guardians sign the report daily. The school board member is kept up to date regarding the student’s progress/ behavior.</p>
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If behavior does not improve the final Stage 3 process will begin.

Stage 3:	<p>The Principal, with three School Board members will meet with the parents/ guardians and student. The meeting will outline all the support that the student has received to improve</p>
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behavior. At this meeting the School Board members may decide to permanently exclude the student from the school.
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### **Suspension and permanent expulsion:**

The school can use suspension and permanent expulsion in response to serious incidents or in response to persistent poor behavior, which has not improved following in-school sanctions and including the Support and Discipline Stairway.

The decision to suspend or exclude will be made by the Principal with at least two board members and only as a last resort. However immediate expulsion may be used if a student presents behaviors that place the student, other students, staff and other persons (in connection with NHCS) at risk from verbal or physical abuse/ harm. Offences for which suspension will be considered, but are not limited to, include:

- Verbal abuse/use of offensive language at a member of staff
- Using threatening/aggressive behavior or fighting.
- Any behavior which causes/is likely to cause danger or harm to others
- Serious abuse or vandalism of school property
- Bringing or using illegal substances, including alcohol, into school
- Bringing banned items into school for example Vapes and lighters
- Possession of any offensive weapons in school
- Using illegal substances or alcohol in school
- Supplying or selling illegal substances in school
- Persistent refusal to follow reasonable requests from staff
- Disobedience, defiance or refusal to co-operate with members of staff
- Bullying
- Theft
- Abuse of the internet or IT facilities e.g. viewing, accessing or downloading any inappropriate material from the internet including racist, homophobic, sexist or pornographic images or text. •
- Cyberbullying or threatening behavior towards another student • Taking or being in possession of images without consent
- Discriminatory behavior or abuse which is racial, sexual, physical or mental.
- Denying others access to their learning • Serious intimidation of another student or member of staff, including of a sexual nature.
- Any other behavior which may bring the name of the school into disrepute, this may occur in school or outside school.
- Sexual harassment, sexual assault or behaviors of a sexual orientation

A decision to exclude a student permanently is a very serious one and will be considered in response to a serious breach, or persistent breaches of the school's behavior expectations and where allowing the student to remain at the school would seriously harm the education or welfare of the student or others in the school. The decision to permanently exclude will be taken by the Principal with two School Board members.

Offences for which permanent exclusion will be considered, but are not limited to, include:

- Persistent Verbal abuse/use of offensive language at a member of staff

- Any behavior which causes/is likely to cause danger or harm to others including aggressive behavior/fighting
- Serious abuse or vandalism of school property
- Serious drug incident/s
- Possession of any offensive weapons in school
- Persistent Disobedience, defiance or refusal to co-operate with members of staff
- Persistent Bullying including cyber bullying or threatening behavior towards another student
- Persistent abuse of the internet or IT facilities e.g., viewing, accessing or downloading any inappropriate material from the internet including racist, homophobic, sexist or pornographic images or text.
- Persistent discriminatory behavior or abuse which is racial, sexual, physical or mental.
- Persistently denying others access to their learning
- Serious intimidation of another student or member of staff, including of a sexual nature.
- Sexual harassment, sexual assault or behaviors of a sexual orientation
- Any other behavior which may bring the name of the school into disrepute, this may occur in school or outside school

#### **Tardiness:**

The school day starts promptly at 8am for morning prayer and messages. A student is tardy from 08:00am.

#### **Trips:**

The school promotes staff organizing trips to enhance the learning of their students. All trips will be required to have the approval of the administration team, a risk assessment completed by the member of staff organizing the trip and required information sent to parents in 'good time' of the trip commencing – the school aims for the minimum of two weeks notice for parents.

#### **Zero-tolerance approach to sexual harassment and sexual violence:**

The school will ensure that all incidents of sexual harassment and/or violence are met with a suitable response, and never ignored. Students are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be.

The school's response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

The school has procedures in place to respond to any allegations or concerns regarding a child's safety or wellbeing. These include clear processes for: Responding to a report Carrying out risk assessments, where appropriate, to help determine whether to:

- Manage the incident internally
- Refer to the Children's Division
- Report to the police

Please refer to our Child Protection

**Volunteers:**

NHCS welcomes and appreciates all of our volunteers supporting the school. To become a volunteer, applicants will need to complete the `Volunteer' pack by requesting a copy from the front office. All volunteers will be back ground checked via Missouri High-Patrol and all must meet the volunteer expectations of NHCS. Once a background check has been completed and cleared, the volunteer will be assigned duties dependent on the demand from staff. All volunteers can only be in the school via administration approval and for the designated duties. All volunteers must sign in, collect a volunteer lanyard and sign out by the front office. NHCS does not permit volunteers to enter the building and interact with students outside of their agreed duties and times.

**Illness:**

If your student is unwell, please keep them at home and contact the office to inform the school of the absence preferably before the school day begins.

If your child has had a fever of 100F or higher, is showing signs or symptoms of being ill, we kindly request that you do not send your student to school. If your child comes to school with any of these symptoms, parents will be contacted to pick up their child as soon as it possible. Depending on the signs of illness your child may be required to sit by the front office until a parent or guardian is able to pick them up; this is to decrease the possibility of infecting others. The Health Department outlines that children showing symptoms of cold, flu or other contagions, remain out of school for 72 hours. Please inform NHCS as soon as it is possible when or if it is suspected that your student has a communicable disease or contagious skin disease. If your child is out of school due to illness he/ she will not be able to participate in extra-curricular events on the same day even if they show signs of improvement.