

HOPE CHRISTIAN ACADEMY HANDBOOK



HOPE AND A FUTURE

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HOPE Christian Academy

2017-2018 Handbook

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Welcome to HOPE Christian Academy!

It is with great joy that we welcome you to Hope Christian Academy. As Colossians 1:27-28 says, "Christ is our HOPE of glory and we proclaim Him admonishing and teaching with all wisdom."

Based upon the fact that the Bible is the infallible Word of God, we believe:

In one God, who is loving, caring and just, who eternally exists in three persons, impossible of division; Father, Son and Holy Spirit. Although man was created in the image of God; free from sin, all men fell into sin and are hopelessly lost apart from the salvation by the grace of Jesus Christ. We believe eternal life is through a personal relationship by faith in Jesus Christ.

The following are standards to be modeled and taught. We believe that education without the emphasis on God and His plan is incomplete. We also believe that to withstand the "vain and deceitful philosophies" of this present age which battle for the hearts and minds of our youth, children need to be strong in their faith and believe in God's plan for their life. Titus 2:20 tell us "The grace of God teaches us to say "NO" to ungodliness and worldly passions, and to live self-controlled, upright and Godly lives in this present age."

We desire for your child: 1. To develop a faith, trust and dependence on our Lord Jesus Christ as his/her personal Savior. 2. To have a classroom environment that honors God. 3. To be taught a Christian curriculum with academic excellence to equip children to become productive and moral citizens. 4. To develop moral conduct and strengthen their Christian character. 5. To have behavior, speech and attitudes which are reflective of Christian character. 6. To use the Fruit of the Spirit (love, joy, peace, patience, goodness, kindness, gentleness, faithfulness and self-control) (Gal. 5:22) as their guide in relating to others. 7. To respect those in authority and those with whom the student comes into contact. 8. To instill in students a desire to learn and a desire to use their gifts with which God has enabled them to the best of the ability for the glory of God.

Philosophy and Purpose

HOPE Christian Academy's desire is to honor God and glorify the Lord Jesus Christ. We are dedicated to providing each child with Christ-centered, academically excellent education. Each child is a special gift from God and His creation. We appreciate the uniqueness of each child and desire to see each one be successful and enthusiastic about learning. Our curriculum will enhance the development of your child spiritually, emotionally, socially, intellectually and physically. Our goal is to teach Christian truths found in the Bible and to give families a Christian education alternative, and a source for spiritual nurturing. We then integrate this with a curriculum of Bible, Language Arts, (reading and critical thinking, grammar, spelling, writing), math and problem solving, history, geography, science, health, physical education, music, art and computer. Our classrooms will serve as a medium in which children can express themselves, helping them grow in socialization, becoming more independent, and providing a sense of accomplishment that contributes to building a positive self-concept as children use the gifts and abilities with which God has blessed them.

Proverbs 3:5-6 – “Trust in the Lord with all your heart and lean not on your own understanding. In all your ways acknowledge Him and He will direct your paths.”

Mission Statement

HOPE Christian Academy is an alternative for those who believe that Christian values and ethics must be woven into every aspect of education -- spiritual, academic, and physical. The principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship are taught and "caught" at Hope Christian Academy.

Without apology, HOPE Christian Academy stands for the Gospel of Jesus Christ and the highest standards of morality and Christian thought and behavior.

HOPE Christian Academy is a non-denominational school, which accepts students without regard to race, color, sex, or ethnicity, that are willing to abide by its principles and objectives.

Statement of Faith

WE BELIEVE... the Bible to be the inspired, the infallible, the authoritative inerrant Word of God [II Timothy 3:15, II Peter 1:21].

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].

WE BELIEVE... that man was created in the image and likeness of God [Genesis 1:27, John 1:14, Hebrews 11:3].

WE BELIEVE... in the deity of Christ [John 10:33], His virgin birth [Isaiah 7:14, Matthew 1:23, Luke 1:35], His sinless life [Hebrews 4:15, Hebrews 7:26], His miracles [John 2:11], His vicarious and atoning death [I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9], His resurrection [John 11:25, I Corinthians 15:4], His ascension to the right hand of the Father [Mark 16:19], His personal return in power and glory [Acts 1:11, Revelation 19:11].

WE BELIEVE... in the absolute necessity of regeneration by the Holy Spirit for salvation because of the 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 we are saved [John 5:24-25, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5].

WE BELIEVE... in the resurrection of both the saved and the lost; the saved to the eternal life with God; the lost to the eternal life without God [John 5:28-29].

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, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18].

WE BELIEVE... in the spiritual unity of believers in our Lord Jesus Christ [Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28].

Admission and Enrollment Procedure

HOPE Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs and other school-administered programs.

After receiving the registration packet, please fill out and submit the following forms and payment:

A. Registration Form B. Student Information Form (first-time students only) C. \$75.00 non-refundable fee

Your child will have preliminary acceptance in the order of when you registered. Special consideration will be given to those families with siblings in the school. All students are accepted on a sixty calendar day probationary period; at the end of the probationary period, HOPE will make a final determination regarding a student's acceptance. Final acceptance will be based upon the academic readiness and openings in the class. Students are accepted for enrollment for one school year, and final acceptance is determined by HOPE's faculty.

No student is allowed to re-enroll unless all tuition and fees are current.

The following forms must be turned in for each child on the first day of school:

1. Emergency Form (Parent(s)/Guardian(s) - please keep information current) 2. Parent Agreement & Permission Form 3. Medical Information/Medication Administration Record 4. Immunization Record 5. Legal Copy of Birth Certificate 6. Photo release form 7. Liability waiver

A pre-enrollment Interview consisting of the student applicant and their parent or guardian with the Principal, and a one on one interview with the perspective student and principal are required before any child is accepted to HOPE. (The appropriate grade teacher may attend this meeting.)

Placement tests in math and language are required.

A child entering the K4 program must be at least four years old prior to the first day of school. Any child entering Kindergarten must attain the age of five years by September 30 of the year that they are enrolled. In addition, any child entering First Grade must be six years old as of September 30 of the year that they are enrolled.

The following information should be kept at home as a reference:

1. HOPE Handbook 2. Newsletters (Special activities and field trips included) 3. School Calendar

Tuition fees for the 2017-2018 school year are: K-4-Kindergarten: \$4,875.00 + \$250.00 (book fees) First-Sixth: \$4,875.00 + \$275.00 (book fees) Seventh-Ninth: \$4,875.00 + \$275.00 (book fees), and Eleventh-Twelfth: : \$4,875.00 + \$275.00 (book fees). The Tenth Grade book fees vary according to the dissection specimens available. For the 2017-2018 school year, the Tenth Grade book fees are \$360.00.

Seniors will have a modest fee designated as Senior Dues.

Tuition is payable in advance and due the first day of each month, September through June for the 10-month payment plan. After thirty days, the student may not be permitted to attend class until the tuition is paid. Checks may be turned in at the school office or sent to 17 Old York Rd., Ringoes, N.J. 08551.

Checks should be payable to HOPE Christian Academy. Returned checks to HOPE will be assessed a returned check fee of \$50.00. A family with more than two (2) returned checks will be asked to pay in cash, money order, or cashier's check.

Please be advised that report cards are not sent out until tuition is paid and any outstanding bills, dues, or fees are current.

Tuition Discounts

As part of an ongoing policy to make Christian education available to all economically, Our HOPE Christian Academy offers a possible discount. For those who have more than one child attending our Christian school a MULTIPLE CHILD discount of 2.5% is available.

First child 4,875.00 + book fees; Second child 4,753.13+ book fees; Any additional children: 4,753.13 + book fees

Withdrawal

Should unforeseen circumstances arise that make it necessary to withdraw your child, a 30-day notification must be given or forfeit of the remaining semester's tuition will be required. Partial tuition refunds are not given because monthly payments are not reflective of a daily fee. If you should choose to withdraw your child before the new school year begins, HOPE must be notified prior to August 1st, otherwise, the first month's tuition is due in lieu of notice.

Activity or Remedial Period

Activity or Remedial period is available to students in 7th-12th Grades. This time, 3:05-3:50, is available to Junior High and Senior High students for extra tutoring, make-up of missed material, make-up tests, club meetings, signing choir, and work hour. Please note students must arrange remedial help (extra tutoring, make-up of missed material, make-up tests) with the subject teacher. Club meetings, Signing choir, and other afterschool groups will be on a prearranged day. For more information, speak with the group advisor or school counselor.

Aftercare

Aftercare is a program specifically designed for after regular school hours for HOPE students K4 thru 6th Grade. The program is structured to provide a balance of small and large group activities as well as quiet and active play. Outside play, art projects, homework assistance, games, and story time are a few of the activities provided during this time. There is a monthly charge for Aftercare.

Aftercare Program: We are offering an after-care program which is a special program provided by HOPE. The break-down of Aftercare rates, which is based on the number of days care is provided each week, are as follows:

5 days- \$400 per month; 4 days- \$320 per month; 3 days- \$240 per month; 2 days- \$160 per month

A minimum of 2 days per week is required to participate in the aftercare program.

Aftercare Arrival/Pick Up

(HOPE's Arrival and Pick Up policy is clearly laid out later in the HOPE Handbook on page 9)

Any person entering the building must check in at the office.

If you are unable to pick up your child on time, please call the office so that the teacher may be alerted that you have been delayed.

Because the Aftercare is a part of HOPE Christian Academy's total program, all rules and standards of conduct will be enforced during this time.

Office Hours/Absentee Procedure

Office hours are 7:45am-4:00pm. It is necessary to call the office if your child is absent. You will be able to reach someone after 7:45am or you may leave a message stating your child's name, grade and reason for the absence. A student will be considered unexcused unless a call is made to the office.

Holiday Policy

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

Throughout the school year, HOPE challenges each of us, the children, the faculty, the staff, and the families to follow God's Word, the Bible, in the way we act, in all that we say, and in all that we do. Since there are several holidays, or aspects of holidays, which do not reflect Christ, we ask that you refrain from bringing those holiday celebrations into our school home. Please help us to reflect God's grace and love to those around us. "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things." Philippians 4:8. If you wish further clarification, contact the Principal.

"Be sober, be vigilant; because your adversary the devil, as a roaring lion, walking about, seeking whom he may devour:" 1 Peter 5:8

Cancellations/Closings

If HOPE should cancel classes for any reason, you will be notified through the school's emergency telephone and email lists. Also, information will be posted on HOPE's webpage, www.christianacademy-ourhope.org. In the case of school closings and delayed openings, information may be found on 101.5 FM radio. Please keep the school phone number clear in case HOPE needs to contact you.

Holiday and Inclement Weather

School begins September 6th and ends June 8th. Holidays for the school year are Columbus Day, Thanksgiving and the Friday following, the week of Christmas, the week of New Year's, Presidents' Day, Good Friday, Easter week, Memorial Day, during conferences, and for any in-service days. If there is inclement weather and the East Amwell School or the Flemington-Raritan/Hunterdon Central School Districts are closed, it is possible that we will be opened or simply delayed. You will be notified by phone, text, or email.

Absence/Tardy

After 8:05 a.m. for the 7th-12th grades, 8:25 a.m. for the 4th-6th grades or 8:55 a.m. for the K4-3rd grades, a student is considered tardy. If a student is absent from school longer than any two hour period during the day, it will be considered a half day absence. If a student comes to school late or is taken from school during the day, an adult must sign the student in and/or out at the office. No student will be allowed to exit the school without an adult.

Fundraising

Because HOPE tries to keep tuition as low as possible and to assist in the needs of the school, it is necessary to raise additional funds throughout the school year. Therefore, HOPE has two fundraising events per year: the Yankee Candle sale in the fall and the Walk a Thon in the spring. Since the monies raised are to aid the student programs and facility upkeep, participation by all HOPE families in all HOPE fundraising is required.

Gift Donations

HOPE is a non-profit 501-C3 school. Monthly donations over and above regular tuition and fees are welcomed and considered tax-deductible. For other items donated, please call the school office to inquire about the need and storage availability of your gift items.

Field Trip Permission

A signed Parental Permission Slip is required whenever a student ventures off the school campus.

Because Field Trips are carefully chosen to enhance a student's understanding aspects of the curriculum, all students are expected to participate in the Field Trip experience. Any student who does not participate will attend school on that day. Any absence will be considered unexcused.

It is not the desire of HOPE to cause financial hardship for the parents; therefore, (other than the spring trip) trips will be kept to one or two per quarter.

Illness Policy

It is necessary to call the office if your child will not be attending school. You will be able to reach someone at the school after 7:45 a.m., or you may leave a message on the voice mail at any time (908) 938-5286. Please leave your child's name, grade, and reason for absence. A student will receive an unexcused absence until we receive a call.

Please keep your child home whenever fever, rash, infection of the eyes, vomiting or diarrhea has been present within 24 hours of coming to school. A student may not return to school if they are on medicine to control fever or vomiting. In other words, they must be fever free or vomit free for the previous 24 hours. If a student becomes ill while at school, you will be notified and asked to come and take your child home immediately.

According to the New Jersey State Health Department, a student shall be excluded from school as follows: 1. Measles - excluded until 5 days after rash appears. 2. Chicken Pox - excluded until 7 days after first eruption or if all pox are scabbed. 3. Mumps - excluded for 9 days from onset of illness or until swelling is gone. 4. Rubella (German measles) - excluded until 5 days after appearance of rash. 5. Conjunctivitis (Pink Eye) - excluded until on medication for 24 hours, and there is no longer discharge from the eye. 6. Trench Mouth - excluded until appropriate antibiotic therapy has begun under physician's care. 7. Strep Throat - excluded until 24 hours after antibiotic treatment has begun. 8. Scabies - excluded until adequately healed. 9. Impetigo - excluded until after medical treatment by a physician. 10. Head Lice - excluded until treatment with a pediculicide has begun, and child is free of lice and nits (eggs laid by lice). The student will be permitted back to class with a doctor's note. 11. Coxsackie (Hand, Foot and Mouth Disease) - the student will be permitted back to school with a doctor's note. 12. Whooping Cough, Diphtheria, Tuberculosis, Meningitis, Typhoid Fever or any unusual disease - A written release must be obtained from the New Jersey State Health Department or from a physician before returning to school. A child may be excluded for an additional period of time if the principal or the school nurse consultant feels it is necessary for the child's protection or for the protection of others. Please notify the office of any contagious disease so that a letter may be sent home to alert other parents to the symptoms. 13. All Immunizations and school health records must be kept up to date. Proper documentation must be kept in the student's file.

Administering Medication

Medication may be given to the student provided that it is in the original container and bearing the original pharmacy label which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosage. Prescribed medication must be given to the office and a form filled out with specific instructions about administering it. We will give a student Tylenol (Acetaminophen) or Motrin (Ibuprofen) if needed, provided the parent signs a permission form describing the circumstances upon which it may be administered. Medications are kept in the office and will be administered by a staff member trained in medication administration.

An exception is an inhaler which will be kept in the classroom with the teacher. No student may at any time give medicine to another student.

Epi-pen Policy

If your child has an allergy requiring immediate medication, please provide the school with the Epi-pen kit on the first day of school.

AED

In compliance with New Jersey state law (Janet's Law 2012. A1608), HOPE has a working AED and trained staff to use it should the need arise. All high school students will receive CPR and AED training prior to graduation, as part of their course of study.

Arrival/Pick Up

Doors will be opened to the classroom at 7:55 a.m. Middle school and high school students will be considered tardy at 8:05 a.m. 3rd-6th grades will be considered tardy at 8:25 a.m., and 8:55 a.m. for the K4-2nd grades. Please do not use school hours for visits or phone calls to teachers. These conferences should be scheduled in advance for after-school hours. Call the office and leave a message for a teacher, and your call will be returned.

Any person entering the building must check in at the office.

Students should be picked up promptly at 3:00 p.m. (3rd-12th) or 3:15 p.m. (K4-2nd) Monday, Tuesday, Thursday, Friday and 2:00 p.m. (3rd-12th) or 2:15 p.m. (K4-2nd) on Wednesday, unless they are attending an after-school program. Parents may park and wait for students in the car, or you may wait on the sidewalk outside the front door and escort your child to the car. In the event of inclement weather or frigid temperatures, you may wait for your child in the hallway of the school.

Students may not be picked up without teacher knowledge. They are your children, but, during school hours, they are under HOPE's care.

Please be very careful driving in the parking lot. A teacher will supervise the students leaving and a Student Safety Patrol will help other students cross the parking lot. We ask that the utmost care be taken as you back out and drive through the parking lot.

If you are unable to pick up your child on time, please call the office so that the teacher may be alerted that you have been delayed. It is our policy that, unless an emergency situation arises, and the school has been duly notified, should any child not be picked up starting one half hour past the end of the school day, a \$20.00 late fee per half hour will be assessed.

If someone, other than yourself, is picking up your child, written notice should be given to the office prior to the day. If an emergency should occur, and you are sending another person to pick up your child, please call the office prior to the end of school that day. In the event that someone other than you will be picking up your child, we will ask for identification; in this way, we will endeavor to ensure your child's safety at all times.

Middle school and high school students, grades 7th-12th, are permitted to walk unaccompanied to their transportation, but will not be permitted to leave the gated area unless their ride has arrived to pick them up.

Security

Any person entering the building must check in at the front office. School personnel will then attend to whatever the person may need. In case of any other alert or emergency, the school may be on lock down, and an attempt to notify parents will be made depending on the circumstances.

Should a person want to observe a class, permission is necessary prior to the appointed time. Periodically, pictures of students will be taken in the school setting for our yearbook. Please notify a teacher if you are taking pictures of the students as we have some parents who have asked that their child not be included in random pictures.

Formal Complaint Procedure

Should a complaint or concern arise, the following steps will be taken:

Consult the teacher concerning the problem. 2. If the problem is not resolved, consult the principal, Mrs. Katherine Moser. 3. If further mediation is needed, the teacher, principal, and parent will present the circumstances to the Governing Board of the school. 4. If the issue is not adequately resolved immediately, a follow-up meeting will take place within two weeks, which will include all the parties involved.

Bullying or Harassment

“If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made Himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, He humbled Himself and became obedient to death-- even death on a cross!” Philippians 2:1-8

Bullying and harassment have become very prevalent in our society today. Whether we are speaking about “Road Rage,” the publication of inappropriate pictures electronically or person to person intimidation, HOPE must address these very negative actions.

According to the State of New Jersey Department of Education, "Legislation (N.J.S.A. 18A:37-13 et seq.) enacted on September 6, 2002, required each school district to adopt, by September 1, 2003, a policy prohibiting harassment, intimidation, and bullying on school property*, at school-sponsored functions and on school buses. On August 3, 2005, the New Jersey State Board of Education adopted regulations on harassment, intimidation and bullying at N.J.A.C. 6A:16-7.9. Additionally, the authorizing statute was amended on August 6, 2007, to require the district's policy to address electronic communications, and was amended again on January 13, 2008, to mandate posting of the policy on the district's website and notifying students and parents** that the policy is available on the district's website."

Expected Behavior

HOPE expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

HOPE believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents or legal guardians, staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for HOPE, church, and community property on the part of pupils, staff, and community members.

HOPE believes the best discipline is self-imposed, and it is the responsibility of the staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

General guidelines for student conduct are developed based on the Bible particularly referring the Scriptures Matthew 7:12, "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." and Luke 6:31 "Do to others as you would have them do to you." This is God's guideline not only for the student population, but for all pupils, staff, and parents to follow.

HOPE prohibits active and passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Principal, Administrator, or staff member.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property, and rights of others; obey constituted authority; and respond to teaching, support, and administrative staff. The staff, with the approval of the Principal or Administrator, has developed and provided a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success called the Fruit of the Spirit award.

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the

sinful nature with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit. Let us not become conceited, provoking and envying each other.” Galatians 5:22-26

If a pupil or pupils exhibit care and concern for his fellow students above and beyond acceptable behavior, that student will be recognized at the end of the school year with the John 15:13 Certificate. For this award, a student would “stand in the gap” for his fellow students.

“Greater love has no man than this, that a man lay down his life for his friends.” John 15:13

Behavior Management

HOPE Christian Academy does not use corporal correction. An optimum learning environment can only occur when there is order and loving communication. Maintaining a respectful learning environment requires specific guidelines and high expectations for students. We will always try to avert problems through redirection and speaking with a child. HOPE welcomes those students who desire to know the will of the Lord and walk in it and those who desire to serve Him with their words and deeds.

The need for discipline would be a result of the following types of behavior at the discretion of a teacher.

1. Lack of respect or courtesy 2. Inappropriate speech 3. Bullying 4. Disturbing normal day activities (rowdiness) 5. Cheating (a 0% will be given on any paper or assignment) 6. Lying 7. Fighting

An incident report will be filled out for habitual or severe behavioral problems.

The discipline for these types of behavior: 1. When appropriate, a warning will be given. 2. If the problem continues, the child will sit out or miss recess (Physical Education is not considered recess and will not be used for disciplinary measures). 3. If the problem continues, the child will receive a red slip, which will need to be signed by a parent and returned to school. Please discuss any clarification which may be needed with the teacher. 4. If a student receives two red slips, the student will serve a detention after school from 3:15pm to 4:00pm. Parents will be notified as to the date of the detention. 5. If a child receives a third red slip, the parent and teacher (and principal if needed) will have a conference to further correct the child’s behavior.

Insubordination that continues may result in suspension*, or as a last resort, expulsion.** It will always be our goal when using disciplinary measures to bring about a change in behavior while reassuring students of our unconditional love for them. A repentant heart, acceptance and forgiveness are all a part of God’s plan for restoring and maintaining healthy relationships. Our staff relies on the inspired Word of God in preparing our hearts to teach, to train, and to guide students to be equipped for every good thing God wants us to do. (II Tim 3:16-17) The need for suspension or expulsion may occur

if a student is in possession of illegal drugs, tobacco, alcohol, pornography, weapons (including knives of any kind), or intentionally inflicting harm or violence to another person.

* Suspension means that a student is not permitted to be at HOPE for a designated number of days (1 or 2). In recent years, a school suspension, separation from the school environment- the student remains at home, has meant very little to students in adjusting behavior. Therefore, HOPE has adopted an In-House Suspension policy. The offending student remains at school separated from classmates. Special studies, Scriptures, discussions, and prayers are offered to/by the student to help him to understand the offense. Before a student may return to class on the next school day, he must recognize, repent, ask forgiveness, and make amends for the breach of conduct. Once he has honestly worked through the previous steps, the student will be restored to the learning community. Opportunities for learning at school are forfeited as a consequence of the student's misbehavior and lack of cooperation in the school environment. The purpose of a suspension is for the student to appreciate the privilege of learning with their class and teacher and to assist and encourage the student to be more Christ-like. Classroom and homework assignments will be sent home with the student and expected to be completed before the student may return.

** Expulsion means that a student is no longer allowed to attend HOPE. Attendance at HOPE is a privilege. If, in the opinion of the principal, a student continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students, that student will be denied the privilege to attend HOPE.

In the event of either suspension or expulsion, it will be necessary to schedule a meeting with the teacher, the principal, and the parent(s)/legal guardian(s).

Cheating

Cheating is a serious offense that will not be tolerated. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. If it is determined that a student has indeed cheated, these actions will be taken:

1. The student will receive a zero on the assignment.
2. The Principal will be notified.
3. Appropriate discipline will be administered (suspension is a possibility.)

A second offense will result in a failed 9-week grade for that particular class, and a third offense will result in an expulsion of the student from Hope Christian Academy.

Cell Phones

Today, cell phone usage has grown to almost epidemic proportions. In New Jersey, state and local law enforcement officers have notified schools about the potential legal consequences of cell phone misuse. Please be reminded that state law requires that all cell phones are to be turned off during the instructional day.

Students must turn in their cell phones at the beginning of the day to their homeroom teacher. Each homeroom teacher has a lockbox where the student's cell phones are kept. Of course, the other option is to leave the phone in the car before coming onto school property. A student may not use his cell phone at any time during the school day during the hours of 8:00 a.m. - 4:05 p.m.

Using a cell phone during the school day will result in disciplinary action. Students are required to report to their teacher and then the school office should an emergency occur requiring telephone use. Parents may contact the school office to have important messages delivered to a student. Please limit messages to those which are in the nature of an emergency.

Curriculum

Because HOPE believes in a traditional education, we have chosen the A Beka curriculum as our standard classroom material.

A Beka's official purpose as outlined on their website is as follows: "Purpose: The God-given ministry of Christian Schools is to lead young people to Christ and train them in the Bible, Christian character, language, and traditional subject matter. Today's students need to be taught the accumulated wisdom of the past from God's point of view and trained in the way they should go (Prov. 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future."

HOPE uses the A Beka Curriculum for all classroom subjects except American Sign Language, Spanish, and French. Because there is no Christian curriculum for American Sign Language, HOPE uses A Basic Course in American Sign Language by TJ Publishers. For Spanish and French, we use BJU Press's Foreign Language curriculum because it is a more comprehensive student-friendly program.

A Beka is used for Bible & Character Development.

Care of learning materials

Each student is responsible for his learning materials and is required to present those materials in class on the appointed days. Failure to bring in textbooks, study guides, or books on loan to that student will be replaced at the expense of the student or his parents or guardians.

Homework/Make-Up Work

HOPE has high expectations for academic learning, and children will be expected to work diligently while at school. A reward for this diligence will be minimal homework assignments for first through third grades. Students are given ample time to finish most work in class; however, if a student fails to finish classroom assignments, that work will need to be done as homework. Homework will be assigned for spelling words, math, reading, book reports, and special assignments. Additional homework will be required as the student progresses to higher grade levels.

In third grade, we start with Work Slips and, if necessary, a weekly Work Hour. If your child fails to complete his homework, a Work Slip will be sent home for you to sign and return to school the following day. During the first quarter, if the student receives three Work Slips, he will have a work hour on the following Wednesday. Work Hour is held from 2:05-3:05 on Wednesdays if needed; during that period of time, the student will not work on homework. For the second semester, the number of Work Slips sent home before the Work Hour is instituted drops from three to one. Work Slips do not serve the purpose of pointing out faults or to make a student feel badly about himself. It serves to keep you the parent, informed of the situation. As always, if there is a difficulty, the teacher will try to talk with you in person or via email or a phone call, for it is Hope's desire to see all of the students succeed. As the student grows older and achieves higher grade levels, the number of Work Slips given before a Work Hour decreases. For example, a sixth grader would start the year with two Work Slips before a Work Hour would be instituted, where as a senior would be permitted only one Work Slip.

If a student is ill, parents need to call the office and make arrangements to pick up missed assignments each day after school.

Parents may make the choice to take a student out of school for a vacation during the school year. However, make-up work will not be given prior to vacations. Students will be given one day to complete work for each day missed.

Grading and Report Periods

Each year will be divided into four grading and reporting periods. Report Cards will be issued after each grading period is completed, except after the final fourth quarter.

Please Note: Final report cards are sent home only after the tuition is paid.

Grading Scale/Report Cards The grading scale for K – 12 is A – 93% - 100% B – 85% - 92% C – 77% - 84% D – 70% - 76% F – 69% and below (Review needed)

K4 Grading Scale and Progress Reports

A K4 student will receive two written Progress Reports during the school year one in January and one in June. The grading scale for K4 is: Always – Always demonstrates the skill ; Sometimes – Sometimes demonstrates the skill; Never – Never demonstrates the skill

Incomplete Grade

An “Incomplete” or, an “I” is given only when the teacher feels that there are justifiable reasons for the work to be late. Such a grade changes to “F” if the work is not completed within two weeks.

Honor Roll

Honor Roll recognition is awarded during each grading period as the following: Highest Honor Roll requires a student to earn 93 or above in all classes (including electives). Honor Roll requires a student to earn 85% or above in all classes (including electives).

Standard Diploma

The minimum quantitative requirements for graduation shall be as follows:

Bible: 4 years - 5 credit hours each year; Language Arts: 4 years - 5 credit hours each year ; Social Studies: 4 years - 5 credit hours each year; Mathematics: 4 years - 5 credit hours each year ; Science/Health: 3 years - 5 credit hours each year; Physical Education: 4 years - 2 credit hours each year; Computer Science: 4 years - 2.5 credit hours each year; Foreign Language: 2 years - 5 credit hours each year; Electives: 2 years - varies per class (up to 2.5 credits)

Senior Project The Senior Project must be completed in order to graduate. A student will work on something of importance which is meaningful to him as a graduating senior.

Requirements for Promotion

The promotion policy for students enrolled in HOPE Christian Academy High School is as follows: 1. 120 credits and completion of the Senior Project are required for graduation; 2. 90 credits are required for placement in grade 12; 3. 60 credits are required for placement in grade 11; 4. 30 credits are required for placement in grade 10.

Remember, that only classes taken in grades 9-12 count toward completion of the above high school graduation requirements. All students must take a minimum of six full year courses, or its equivalent each year.

Class Rank

The procedures used for determining class rank are based upon the idea that students who enroll in courses which are academically demanding and intellectually challenging should be rewarded for their efforts in successfully completing difficult and complex course requirements. Additionally, it reflects a philosophy which indicates that the major purpose of ranking is for college acceptance; therefore, students who desire to attend college are encouraged to enroll in courses which require a greater challenge in comparison to other courses which are not required for college acceptance. (For example, a student, in his senior year, chooses to take calculus rather than consumer math, because calculus falls into line with his college prep course of study.) This philosophy further emphasizes that students who successfully complete courses of greater demand and challenge should be ranked higher than those who successfully complete courses with a lesser level of demand and challenge. However, we encourage all students to enroll in those courses which require maximum utilization of their potential for educational development consistent with their goals and aspirations.

However, course study is not the only criteria for class rank. We recognize the fact that HOPE's students answer to a higher call. Therefore, we take into account those who exhibit a desire to follow Christ in their daily lives.

Graduation Ceremony

HOPE will plan a traditional graduation ceremony at the end of the school year to honor graduating Kindergarten students, eighth graders, and seniors.

Valedictorian

A valedictorian shall be selected from the graduating seniors. The valedictorian is the student who has achieved the highest grade point average (GPA) in grades 9-12. The GPA shall include courses taken at HOPE or other schools, but it will not include homeschool grades or independent coursework such as ACE grades. The valedictorian must have attended HOPE for a minimum of three full years.

Promotion and Graduation Criteria

Promotion shall be based on satisfactory progress and graduation shall be based on the satisfactory completion of the requirements of HOPE Christian Academy and the State of New Jersey.

Failure and Retention

High School

Students who fail courses will not receive credit for those courses and will be required to retake them if needed for graduation.

Extra-Curricular Eligibility

Pupils who fail two or more subjects during any marking period will be ineligible (on the date that report cards are issued) to participate in extra-curricular activities for the next marking period. In addition, the grading symbol (69% or below) will be considered a failure for the marking period. Lastly, any 69% or below received after the start of marking period three in a full course will be considered failure for the year.

Summer School

Summer School Pupils who fail two or more full year subjects (or who fail to receive credit for courses in the amount of 6.25 credits or more) for the year will be ineligible for the first marking period of the following school year unless they attend an approved summer school program and regain their eligibility. (Summer school is not included in the yearly tuition. Summer school, a six week program, would begin immediately after the termination of the school year on the following Monday. Summer school hours would be 8:00 a.m. - 12:00 p.m.

Tuition for Summer school is as follows:

1 Course - approximately $\frac{1}{4}$ th of the year's tuition Subsequent Courses – $\frac{1}{16}$ th of the year's tuition for each course taken.

For example: First Repeated Course: Yearly Tuition = \$4875.00 $\frac{1}{4}$ th of \$4,875.00 = \$1,218.75
Summer Tuition 1st Course = \$1,200.00

2nd or More Course Repeated Course: Yearly Tuition = \$4,875.00 $\frac{1}{16}$ th of \$4,875.00 = \$304.69
Subsequent Tuition Fees per course in excess of 1 course = \$300.00

Grades K4 – Eighth

After careful consideration and observation during the first semester, if a teacher feels that retention is a possibility, he/she will consult with the Principal. The teacher will then schedule a parent-teacher conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation.

Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the Principal's approval. This conference will be scheduled at the earliest time possible during the second semester. Generally, a student will not be retained without parental consent; however, in rare cases, the school reserves the right to retain a student if promotion would be detrimental to the student.

Standardized Testing

Each April beginning with Second Grade and ending in Eleventh grade, the students take the Stanford Achievement Tests or a similar achievement test. In Fourth, Seventh, and Tenth Grades, the students take the OLSAT tests, which test aptitude. Achievement tests are given to gauge a student's strengths and weaknesses. At HOPE, we do not teach to test.

The tests are not covered by the Book Fees, but it is a separate fee at the time of testing. Students are not permitted to write in the testing booklet. If a student chooses to mark the booklet he is given, a charge in the amount of the replacement booklet plus shipping will be made to the parent.

Uniform

Basic Code Principles 1. Clothing must be laundered and kept in good repair. 2. Uniforms (regular or gym) must be worn at all times during the school day. 3. Ill-fitting clothing (too tight, too baggy, or too short) is unacceptable. 4. Closed toe and closed heel shoes are permitted. 5. Socks for boys and socks or stockings for girls are a must wear. 6. Sandals, crocs, flip flops, boots, or Uggs are not permitted. 7. Due to tripping hazards, shoes may not have soles more than 1" thick / platform heels are not permitted. 8. Rain or Snow boots may be worn to and from school only. 9. Light natural-looking make-up is permitted in the Upper Grades ONLY (7-12). 10. Girls may wear light colored or natural nail polish. 11. Nails should be clean and neatly trimmed, and kept to a reasonable length. 12. Jewelry must be tasteful. Distracting or distasteful jewelry will not be permitted. 13. Girls may have no more than two piercings in the earlobe. 14. Boys may not have any visible piercings. 15. Boys must be clean shaven. 16. Hair should be clean and neatly trimmed. 17. Hair should be worn off the face. 18. No hairstyle should draw overt attention to the student. a) Boys may not have hair past their shirt collar. b) Girls' hair should be neatly groomed. c) No unnatural hair color will be permitted. 19. Shirts worn under the school shirt may not have any logos, or printing of any kind. 20. Skirts may not be shorter than knee length. 21. Boys' slacks must be worn at the natural waist, and belts must be worn. 22. All clothing must be modest and in good taste (see Regular Uniform section). 23. Only the HOPE logo may appear on school clothing.

Gym Uniforms

The official gym t-shirt must be purchased from Land's End adorned with HOPE's official logo. Navy blue shorts may be purchased, but must come to near the knee. Biker style shorts are not acceptable. The gym uniform will consist of unadorned gray or navy blue sweats or go to HOPE's Land's End website for specifics by grade.

HOPE Dress Code Preferred School Code #900135237 Land's End Choices

The customized website for HOPE Christian Academy is live and may be accessed here:
<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900135237>

Online: Go to landsend.com/school and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900135237). Start shopping with your personalized product checklist.

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900135237, grade level and gender. Their team of consultants is available to assist you 24/7.

Regular Uniforms

HOPE's student uniform may be purchased from the Land's End School Uniform catalog or website. When you visit the website, you will see there are MANY options for students. However, we limit our students' choices to solid-colored, collared shirts and navy-colored bottoms (or our plaid option). The official HOPE polo shirt is available from Land's End. No other polo or t-shirt will be accepted.

All students will need a school tie for Wednesday Chapel meetings. Various choices are available through our Land's End account.

K4-Second Grades

Choices: Girls: Skorts, Jumpers, Blouses, Sweaters

Boys: Slacks, Shirts, Sweaters

Third-Sixth Grades

Choices: Girls: Jumpers, Skirts, Blouses, Sweaters

Boys: Slacks, Shirts, Sweaters

Seventh-Twelfth Grades

Choices: Girls: Skirts, Blouses, Sweaters

Boys: Slacks, Shirts, Sweater

Classic Navy Plaid

