

Latest Update ~ 8/5/25

Upper Elementary Parent-Student Handbook

3rd through 5th Grade



NEW HOPE CHRISTIAN SCHOOL

Ambassadors for Christ
Prepared for Kingdom Living

"We are therefore Christ's ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God."

2 Corinthians 5:20

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K-12th Accredited through Cognia

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FOUNDATIONAL STATEMENTS

Basis of Authority

1. The Bible, as the only inspired, infallible, authoritative Word of God, is the sole and final source of authority for all matters of truth, faith, doctrine, morality, conduct, and any other matter pertaining to NHCS.
2. For the purposes of all NHCS's beliefs, practices, and policies, our School Board of Directors is NHCS's final interpretive authority on the Bible's meaning and application.

Vision Statement

Ambassadors for Christ Engaged in Kingdom Living

Mission Statement

Living the Gospel of Christ (Rom. 1:16)

Living the righteousness of Christ (Phil. 1:11, 3:9)

Living the mind of Christ (Rom. 12:2, 1 Cor. 2:16)

Living with one another to represent Christ (1 Thess. 5:11, Heb. 3:13)

Statement of Faith

(In summary form; complete form available on our website or in the school office)

We believe the Bible to be inspired, the only infallible, authoritative Word of God.

We believe in the historical reliability of the Bible, including the literal six-day creation, fall of man, and the global Genesis flood.

We believe in the Trinity - God the Father, the Son, and the Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection from the dead, His ascension to the right hand of the Father, and His imminent, personal return in power and glory.

We believe in the necessity of repentance and regeneration by the Holy Spirit for salvation, and that because of the sinfulness of human nature, men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith are we saved.

We believe in the resurrection of both the saved and the lost - the saved to the resurrection of life and the lost to damnation.

We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a Godly life.

Christian School Role Model and Moral Requirements

It is a privilege to be a Christian school staff member or "role model volunteer" helping to form lifelong attitudes and character. As a vital part of NHCS's program, we anticipate that all staff and volunteers will live a life that is reflecting Godly character, filled with the fruit of the Spirit (Gal. 5:22-26), and in obedience to the Bible. In addition, all staff and volunteers are to dress in a manner conforming to one's biological sex and use restrooms, locker rooms, and changing rooms conforming with one's biological sex.

Gender Identity Statement

NHCS continues to recognize and teach that, from the beginning, God created a man and a woman distinct from one another, yet equal in His image and likeness. (Gen. 1:26, 27) As a result, because every man and woman reflects God uniquely and differently from the other, God intends each male and each female to remain in their same gender (biological form) throughout life. NHCS teaches that a human's DNA communicates God's original design and gender (biological form) for each person. All other choices made outside of one's specific DNA gender (biological form) is therefore considered against God's original design. Such choices prohibit

any person from employment, board membership, administrative, and any role-model staff or non-staff position since these roles place them in a position of influence to New Hope students. (Ps. 139:13-16; Mk. 10:6; Matt. 19:4)

Marriage and Sexuality Statement

NHCS continues to recognize and teach that God instituted marriage after creating one man and one woman distinct, yet equal, in His image. (Gen. 1:27; Mt. 19:5-6; Mk. 10:6-9) God therefore intends that marriage be defined as: “One man and one woman, equal in essence, brought together by God to display Him in a loving, one-flesh (conjugal) union, making this a comprehensive relationship made possible by distinct forms with distinct, yet equally valuable functions. Because of their distinct conjugal designs, procreation is made possible and therefore serves the good of the potential children, the good of the spouses, and the common good of society.” (Gen. 2:24) God declares this union of one man and one woman “very good!” (Gen. 1:31) Those involved in non-Biblical unions and/or any sexual relationships outside of marriage are prohibited from employment, board membership, administrative, and any role-model staff or non-staff position since these roles place them in a position of influence to New Hope students. (Gen. 19:4-7; Lev. 18:22, 20:13; Jud. 19:22-23; Rom. 1:22-32; 1 Cor. 6:9-11; 1 Tim. 1:9-10)

We believe God’s plan for human sexuality and sexual activity is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complement each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Gen. 2:24; Matt. 19:5-6; Mk. 10:6-9; Rom. 1:26-27; 1 Cor. 6:9) (Adapted from Samaritan’s Purse)

Sanctity of Human Life Statement

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Because we are called to defend, protect, and value all human life (Ps. 139), we cannot participate in nor support any activity that does not embrace the sanctity of human life.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11) We also believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mk. 12:28-31; Lk. 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of NHCS.

ENROLLMENT

Introductory Period

There is a provisional introductory period for all new students during their first quarter of enrollment. At any time during this introductory period, the parent/guardian and/or New Hope may choose to dissolve their association for any reason, including, but not limited to, academic or behavior issues.

Parent / Guardian Support

The staff desires a harmonious relationship with parents.

Parent/Guardian support is an essential part of the educational process. If, in the sole discretion of the administration, a parent/guardian has failed to cooperate with an administrator, school staff member, or the standards articulated in this handbook, the administration reserves the right to deny the student continued enrollment in the school.

Standard of Conduct

A student may be dismissed or expelled from NHCS, or asked not to return the following year, if he/she does not comply with the Foundational Statements and/or policies of New Hope Christian School, whether on or off the school property, at the sole discretion of the administration. See Discipline Policies for re-admission consideration.

Cooperation within the Body of Christ

We have many denominations represented in our staff and our student body and have experienced great unity at NHCS. We strive to place Jesus Christ as the focal point of all we do. We cannot compromise on the central doctrines of the Word of God. We, who belong to the body of believers, have some differences that are specific to our churches and/or denominations. When these issues are raised, we refer the student to his/her parents and local church for guidance and answers.

INSTRUCTIONAL PROGRAM

Academic Standard

NHCS is committed to offering an education to those students willing to commit themselves to responsible academic achievement. The school maintains that it is possible, with few exceptions, for students to maintain grade level expectations. A student receiving less than a C average may be considered to be on academic probation for the following quarter. If a student is on probation for two successive quarters, the faculty and administration may review to determine if further accommodations are necessary. Academic probation may include limiting student participation in athletics, electives, and/or other extra-curricular things.

Report Cards and Grading Scale

Grades are finalized as soon as possible after each quarter. An email with a link to the report card will be emailed to parents when they are ready. The link is only active for 2 weeks. Report cards may also be viewed through the Family Portal.

The grading scale is the following:

A	90 - 100	Superior
B	80 - 89	Above Average
C	70 - 79	Average
D	60 - 69	Below Average
F	0 - 59	Failure

The codes for the skill set grades are the following:

O - Outstanding
S - Satisfactory
N - Needs Improvement
I - Improving
NA - Not Applicable

Achievement Testing

MAP testing will be administered in the fall and spring.

Bible Memorization

Bible memorization is a key to Christian strength; therefore, verses/passages are assigned to students. Copies of the verses for memory work may be sent home with the students.

Bible Text

Students will need a Bible for classroom use. Please see the yearly supply list for the version that will be used for each grade.

Homework / Assignments

Students will have homework and assignments that are expected to be completed by the date due. When they are not turned in on time, teachers may require a student to spend extra time before school, at lunch, or after school to complete assignments. Assignments will not be assigned to be done specifically during Thanksgiving, Christmas, or spring break vacations.

Prayer

Students are encouraged to make their requests known to God and are given opportunities for prayer for special needs and to give Him praise for all things throughout the school day.

Progress Reports

At any time throughout the quarter, parents may view their student's academic progress on the FACTS Family Portal.

ATTENDANCE

Punctuality and regularity in attendance are vital parts of education. Unless properly excused, students are expected to be in attendance at school.

Early Dismissal

If it is necessary for a student to leave early for an appointment, illness, etc, please notify the office and your student's teacher in advance. The parent, or someone the parent has authorized, should come to the office to check out the student. The office will then call the classroom to release the student. If returning during school hours on the same day, the student is to sign back in at the office before going to the classroom.

Release of Student

For the protection of our students, no student will be released at any time during school hours to anyone other than a parent (or someone the parent has authorized through the FACTS Family Portal or by phone or email to the office).

Excused Absence

Parents should call the office or email melissav@newhopechristian.net by the morning of the day their student will be absent. Excused absences are granted for things such as illness, medical/dental appointments, and school-sponsored activities. An excused absence will be given for certain parent-requested absences only if the office receives a parent call or parent note, preferably prior to the day or before school begins on the morning of the day absent.

Unexcused Absence

All absences, even for illness or medical appointments, are marked unexcused if the office does not receive notification via parent phone call or email (melissav@newhopechristian.net) on the day of the absence.

If it is determined that an absence is due to skipping school or cutting class(es), the student will receive a "0" for all work missed, a pink slip, and possible community service or suspension.

Excessive Absences

Attendance at school has a direct bearing on the academic progress of the student, and excessive absences hinder that progress. If your student reaches 10 days of absences in a semester (excused and unexcused combined), the parent and the Student Dean will meet to talk about the absences, make-up work, and whether the student will be placed on attendance probation.

An Attendance Probation may consist of any/all of the following:

- * Excused absences will be given only for signed notes from a medical or dental office.
- * The point at which a student may need retention in the same grade for the next school year, due to lack of academic progress.

Tardiness

Students arriving late to school will need to ring the buzzer to be admitted and then sign in at the office before going to class. Tardies disrupt the classroom's morning routine and instructional time. Continued tardies will result in a parent meeting with the Student Dean.

Make-up Work

We know that absences are not always planned, but catching up after a planned or unplanned absence can be difficult. In order to help with this, each student will keep a binder in their backpack for their current schoolwork. The student should then have what is needed for their make-up work. Parents have access to the lesson plans on FACTS Family Portal.

For unplanned absences, such as illness or a family emergency, the student has added time (one extra day per day absent) for turning in make-up work. The teacher may grant added time when extenuating circumstances exist (i.e. extended illness).

For planned absences, such as family trips, it is the parent's responsibility to communicate with the teacher and to have the student do their work in advance or keep up with their schoolwork while gone. Scheduled tests and pre-assigned written projects are due on the date of the student's return to class.

No make-up work will be accepted after the end of the quarter unless prior arrangement was made with the teacher.

BEHAVIOR AND CONDUCT EXPECTATIONS

Christ-like character is the goal of Christian school education.

1. Physical contact (such as kicking, hitting, biting, pinching, slapping, etc.) is not tolerated, even in play.
2. Bullying or harassment, whether physical, verbal, written, teasing, in play, or in any other form, is absolutely forbidden and will not be tolerated.
3. Students are not to take that which does not belong to them. Taking an item without the owner's permission will be regarded as stealing.
4. The following objects are forbidden on campus and at all school activities: laser pointers, knives, fireworks, matches, guns, and any other object that falls into the category of a weapon. Disregard for this rule will lead to serious discipline and could result in expulsion.
5. Students are to refrain from using language that dishonors the Lord or is unbecoming to a Christian.
6. Use or possession of alcohol, tobacco, vape pens, marijuana, or any other non-prescribed drug is not permitted. Disregard for this policy will lead to serious discipline and could result in expulsion.

Additional Expectations:

1. Elementary students are not to chew gum on campus.
2. For health and safety reasons, students are not to share, trade, or exchange food.
3. Toys, stuffed animals, and Pokemon/trading cards are not allowed at school unless the teacher has given permission, or they are brought for class share/show and tell time. These items will need to stay in the student's backpack and are not to be brought to recess or other places on campus.

Discipline Policies

Minor Infractions

Disruptions/infractions that occur in the classroom which teachers address in class - including, but not limited to, the following:

- Cheating (first offense)
- Talking/giggling in class
- Not paying attention
- Mild disruption or disturbances
- Lying

When a student's behavior in the classroom results in repeated minor infractions/disruptions, the student will be given a Conduct 1 by the teacher or Student Dean. The student will take it home to be signed by a parent and return it to the office the next school day. After three Conduct 1s have been issued, a Pink Slip may be issued for each additional infraction/disruption. After three Pink Slips have been issued, the student will be placed on a Behavior Contract. (See below.)

Major Infractions

The second category of student behavior involves more serious infractions - including but not limited to, the following:

- Cheating (repeated offense)
- Repeated Disrespect—arguing with staff, name calling of staff and/or students, ignoring instructions, etc.
- Physicalness/Fighting—any wrestling, hitting, biting, shoving, etc.
- Inappropriate comments—sexual jokes or comments, racial jokes or comments
- Profanity
- Bullying or harassing
- Screaming or throwing of tantrums in the classroom

When any of the above occurs, the student will be sent to the Student Dean and will receive a Pink Slip. After three Pink Slips, the student will be placed on a Behavior Contract.

Behavior Contract

Three Pink Slips for any reason will result in a Behavior Contract. Parents and students will be required to sign this contract. It will include student specific expectations. Any additional infractions (including minor infractions) beyond the limits of the Behavior Contract will result in student expulsion from New Hope Christian School.

Carryover of a Behavior Contract to the next school year is at Administration's discretion.

If a student withdraws at the time of being issued the contract or at any time while on the contract, or is dismissed from New Hope per the Behavior Contract guidelines, eligibility for enrollment for the following year will be at the discretion of the Dean and Administration.

Administration reserves the right to issue a Pink Slip or other disciplinary measure regardless of the student's previous infractions.

Discipline Procedures

All staff members have the authority to discipline students.

Conduct 1

A Conduct 1 form is primarily given for behaviors on the minor infractions list. An additional consequence may also be assigned. The Conduct 1 form must be signed by a parent/guardian and returned to the box in the office the next school day.

Conduct Referral (Pink Slip)

A Pink Slip is primarily given for behaviors on the major infractions list. Discipline for conduct referrals could include extra writing assignments, suspension, etc.

The original pink copy is sent home with the student for the parent's signature. The signed pink copy must be returned to the box in the office the next school day.

Suspension

The school maintains the authority to suspend a student. Behaviors which could give cause

for suspension include, but are not limited to, the following:

- Deliberate disobedience/disrespect
- Infractions such as physical contact, stealing, bullying, etc.
- A significant breach of conduct (on or off the school grounds) that may have an adverse effect on other students or on the purpose and testimony of the school.

Assignments missed during suspension must be turned in the day the student returns to school to receive full credit; quizzes/tests are to be taken on the day of return.

Expulsion

A student may be expelled for the following:

- ♦ A serious breach of conduct and/or repeated problems with attitude, behavior, or academic performance.
- ♦ Failure of the student or parent to be in accord with the disciplinary procedures or policies of the school.
- ♦ Physical fighting or inappropriate sexual touching

In the case of such an offense, the matter will be referred to the Dean and Administration Team, which makes determination of expulsion. An expelled student may request an appeal to the Board of Directors through the administration. During the time of review, the student will be suspended from school.

If a student is expelled from New Hope, the student is ineligible for enrollment at New Hope for the rest of the present year and the next full school year.

DRESS CODE

Dress code is frequently a point of contention, frustration, and distraction in Christian schools for students, parents, and faculty. This ought not to be, yet it is. Rather than ignore the reality, perhaps a few pertinent remarks will be helpful.

The Scriptures only touch the issue of dress through principles. The underlying principles are not usually a source of contention. They are more frequently related to institutional preferences that the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students. Just as churches and families also have varying perspectives, each school establishes boundaries that conform to its mission.

- Wearing of hoods indoors is not allowed.
- Lounge wear or pajama-type apparel is not allowed (except on approved Pajama Days).
- Clothing with designs, lettering, or pictures that do not depict our school's core beliefs is not to be worn.
- Open-toed sandals/shoes, high heels, flip-flops, or Heelys are not permitted because of playground safety issues.
- No makeup is to be worn.
- Shorts must be worn underneath skirts and dresses when playing on playground equipment.
- Girls are allowed to wear small earrings. However, hoops, dangling earrings, gauges, or any other body piercing is not permitted.
- Boys are not to wear undershirt-type tank tops unless covered by another shirt.
- For jeans and pants with holes, the top of any hole may not be above mid-thigh unless bike shorts or leggings are worn underneath.
- Undergarments, midriff, or cleavage should not be exposed or visible at any time.
- For girls, tank tops may be worn as long as they are at least one inch at the top of the shoulder. Spaghetti straps, razorbacks, and off-the-shoulder tops may not be worn.
- The length of dresses, skirts, and shorts should be mid-thigh. (Mid-thigh is halfway between

the top of the leg and the top of the knee.)

- No costume attire is to be worn unless it is an approved Spirit Day theme or has been approved by your teacher ahead of time.

Dress code violations will be addressed as needed.

Parent Helpers and Volunteers: When helping at any activity/event, please be observant of the school's dress code.

SCHOOL INFORMATION

Board of Directors School Organization

A Board of Directors governs New Hope Christian Schools, Inc., as set forth in its 1960 Articles of Incorporation. The Board of Directors, under God and in conformity to the school's Articles of Incorporation and applicable civil laws, is the determining body in all matters relating to itself and the corporation. Its by-laws regulate all policies and ministries of the school.

Accreditation

Kindergarten-12th grade is accredited through Cognia.

School Memberships

- Association of Christian Schools International (ACSI)
- Oregon School Activities Association (OSAA)
- Southern Oregon Middle School Athletic Conference (SOMSAC)

ADMISSIONS

Application Process

The enrollment process includes, but is not limited to, the following:

1. Complete the Online Application at www.newhopechristian.net.
2. Submit immunization records, the student's most recent report card, and the results of any achievement testing by uploading to the application or bringing hard copies to the school office.
3. Entrance testing/evaluation of student applicant.
4. Family interview with a member of administration to ensure that:
 - A. The parent/guardian desires a Christian education for their child.
 - B. The parent/guardian and child express a desire to be a part of NHCS and agree to live in harmony with the standards of the school.

The interview is a time to get acquainted and to ask and answer several questions. A tour of the school facilities may also be conducted for families who have not already had one.

5. The parent/guardian will be informed about acceptance through email.
6. Upon acceptance, the parent/guardian creates a FACTS Family Portal account and completes the online Enrollment Packet, including setting up the tuition account payment plan.
7. Enrollment is finalized after the enrollment fee has been paid. This fee is non-refundable after an acceptance agreement has been made.

Acceptance Guidelines

New Hope Christian School 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 at this school. We do not discriminate on the basis of biological sex, race, color,

national and ethnic origin in the administration of our educational policies, admissions policies, financial aid program, and athletic and other school-administered programs. NHCS reserves the right to select students on the basis of academic performance, behavioral record, and personal qualifications, including a willingness to cooperate with the Foundational Statements, goals, and purposes of New Hope Christian School and abide by our policies.

Students applying to NHCS must be academically capable of being educated at this school. They must show through formal or informal tests, prior grades, and other recommendations that they can perform within the scope of our academic offerings.

Students who have had behavior problems in other schools must first give evidence of having solved the problems before admission into NHCS. Success is attained only when students seek to maintain a positive attitude toward the school, the staff, and fellow students.

Finances

As a private school, New Hope does not receive any state funding. Our operations are supported by tuition, fees, and donations.

- **Enrollment Fee:** Due at the time of student enrollment and is non-refundable.
- **Registration Fee:** Covers Curriculum, Security, Student Insurance, MAP Testing, ACSI and Cognia memberships, and a school t-shirt. This fee is non-refundable.
 - * Students enrolling during 2nd semester will be charged a reduced registration fee.
- **Tuition:** Covers the yearly operational costs for each student. We offer payment plans to break tuition into equal monthly installments, but monthly amounts do not necessarily reflect the number of school days in that month.
 - * Tuition fees will be prorated for students enrolling late or withdrawing early. There will also be an Early Withdrawal Fee of \$100 charged.
- **School Supply Fee:** This fee is non-refundable if withdrawing early.

Accepting an offer of enrollment at New Hope is entering into an agreement to fulfill all financial responsibilities listed on the yearly Fee Sheet.

New Family Orientation

New families will be required to attend an orientation before the student's attendance in school. (See the yearly school calendar for date and time.)

Re-Enrollment

Students are not automatically re-enrolled for the next school year. An online re-enrollment application form must be filled out, and the re-enrollment fee must be paid to be considered re-enrolled for the next school year. Account must be current and kept current through the end of the school year. If there is any question regarding the student's ability to be a growing and productive member of the school, re-enrollment must be approved by the administration.

Curriculum

The Bible is central to our curriculum. Our purpose is to direct young people to the Lord Jesus Christ through the Bible and supporting materials. We use mostly Christian curriculum texts (ABeka, Bob Jones) throughout our elementary grades.

In order to ensure an adequate and credible academic program for all of our students, the following courses and requirements have been established:

Grades 3-5

Bible
History
Science
Arithmetic
Health

Language Arts
Reading /Literature
Spelling
Grammar
Creative Writing

Penmanship
Art
Music
Physical Education
Computer

Parent-Teacher Conferences

Frequent communication between parents and teachers concerning the student's school activities and progress is encouraged. At any time, appointments for special conferences with individual teachers may be made.

Parent-teacher conferences are scheduled following the end of the first quarter. This time is set aside to discuss the report card, as well as to share insights and/or encouragement. Specific goals for the student may also be discussed.

Student Record File

Records on each student are maintained by the school. These permanent records can include grades, immunization records, testing results, school applications, and occasionally, examples of class work. They may also include deficiency reports or disciplinary notices. These records are open to the student's parent(s). Please call ahead if you wish to view the file.

Textbooks

Non-consumable textbooks are school property and must be covered (do not use contact paper). Lost or excessively damaged books will result in a replacement fee charge.

Students who withdraw from NHCS must check in all textbooks or a replacement fee will be charged.

MISCELLANEOUS INFORMATION AND POLICIES

Chapel

Parents are invited to attend chapels. Please contact the office for information regarding day and times.

Closed Campus

NHCS is a closed campus. Gates will be locked from 8am-3pm. Students are not permitted to leave campus during school hours unless properly checked out of the office. **For the protection of your student(s), no student will be released at any time during school hours to anyone other than a parent (or someone the parent has authorized through the FACTS Family Portal or by phone or email to the office).**

Closed campus also means that students may not have friends visit them during school hours.

Communications Home

Please be aware that our primary method of communications to the parents is via email through FACTS.

Computer-Use Policy

Any use of the school network or internet is for school purposes only. Only school Chromebooks and iPads are to be used for class assignments/projects, and they will be monitored using GoGuardian. Using the school network or internet for personal or entertainment purposes without approval or permission is prohibited. A user of the network will be held accountable, and inappropriate use can result in restriction or cancellation of access privileges, in addition to disciplinary and possible legal action. The full policy is included in the online Enrollment Packet.

All student Google Classroom logins need to be the student's school email address.

Conflict Resolution

Staff/Parent Interaction: As a Christian school, we have the expectation that if you have

concerns or problems, you will address them with the appropriate staff member, rather than with those not directly involved with the issue.

Parent/Student Interaction: Any and all correction and/or discipline of any student should be run through the teacher and/or Student Dean. Parents are not to approach (call, text, email, in person, etc.) or address any students who are not their own for any correction and/or discipline of any kind. Additionally, parents are not to approach (call, text, email, in person, etc.) other parents regarding discipline of students not their own. Please bring any mediation requests to administration.

Failure to adhere to these policies may result in dismissal from enrollment at New Hope.

Electronic Devices

1. Personal electronic devices (cell phones, iPods, iPads, translators, ear buds, etc.) may not be used between the hours of 7:55am and 3pm. Note: Smart watches are only to be used as a clock. They will be confiscated if using for other purposes.
2. During the school day, they are not to be used for any reason (EG: as calculators, clocks, etc.), unless the teacher has given the student specific permission to use them.
3. During the school day, students must have permission from the office if they need to call/text/email parents for any reason, including permission to leave early.
4. Students having an electronic device out and/or using it for any reason during class time (or using it inappropriately at any time), will have that device confiscated and given to the office, where it will stay until the student picks it up at the end of the day.
5. If device is confiscated a second time, the device will stay in the office until a parent/guardian picks it up.
6. If a device is confiscated a third time, the student must check it into the office upon arrival to school and keep it there until leaving at the end of the day for the remainder of the school year.
7. The school reserves the right to search and examine digital data in a student's electronic device (cell phones, iPads, etc.) if there is a reasonable basis to believe that the student has violated an NHCS conduct standard and the electronic device may contain emails, texts, or photos that would substantiate the belief, or if the student has used the electronic device in violation of the school's use policy.
8. In the event that an electronic device needs to be searched, the school will first obtain parent permission. The student will then be required to provide the password, unlock the device, and grant access to the school. If student refuses, the phone will be kept in the office until a parent can meet with administration.

Emergency Drills

Fire, earthquake, and lockdown drills will be conducted. From any area of the school facility, students will learn to quietly and safely evacuate when required. Evacuation plan drawings and guidelines are posted in every classroom.

Family Partnership Commitment

The purpose of this commitment is to keep tuition costs lower. Any hours that parents, grandparents, and children (minimum 14 years old due to legal work age) work for their family's partnership commitment should be logged into the notebook in the office or on your FACTS account to receive credit. (See the Fee Sheet for complete details.)

Field Trips and Off-Campus Activities

Class field trips/off-campus activities may be taken throughout the school year. Permission forms will be sent home for parent signature giving permission for the student to participate in the specific field trip/activity.

There are 2 types of field trips: educational and fun/incentive. Students who are on a

Behavior Contract will not be allowed to participate in any type of field trip and/or off-campus activity. If a student has received a pink slip during the quarter, he/she can participate in field trips if a parent participates as a chaperone. At the teacher's discretion, students who are missing assignments and/or have an F in a subject may not be able to attend the fun/incentive field trips.

Parent help is always welcome to assist with field trips and off-campus activities, especially in regards to transportation. Log your hours into the notebook in the office or on your FACTS account to receive credit towards your family partnership commitment.

Drivers must have a copy of their current proof of insurance on file in the school office before transporting students for field trips and off-campus activities.

Parents may only request their own child to ride with them. Teachers will assign all other student seating. Teachers will also give a list of drivers (with phone numbers) and passengers to the office prior to the day of field trip/activity.

Students who are not in compliance with the dress code during field trips/activities may not be allowed to participate in the field trip/activity.

No siblings may attend these trips. NHCS students who are not in the grade/classes that are going on a field trip may not attend.

Financial Aid

A limited amount of financial aid is available each year. Applications for financial aid are made through FACTS Grant & Aid Assessment, a need-based online financial aid analysis service. To apply, fill out and submit the application at www.factsmgt.com/aid. There is a \$40 non-refundable application fee required by FACTS at the time of application submission. When the application process is complete, FACTS will make their recommendations. New Hope's Financial Aid Committee will then make the final award determination and notify the applicant.

Food / Drink in the Classrooms

Food will not be allowed in the classrooms except during lunch and party times.

Only water in a closed container is allowed in the classrooms unless approval is given by the teacher. (A "closed container" is a water bottle or plastic/metal container with a screw-on lid.)

Fundraisers

Each year, there are several school fundraisers. The success of these events is dependent on your help, which is greatly appreciated. Approval must be obtained from the administration 2-3 weeks in advance for any fundraising events, including those for classes, sports teams, extracurricular clubs, etc.

Students are not allowed to fundraise or sell any products or services on campus or at any school event without approval by administration. In general, individual student fundraisers will not be allowed, but requests will be considered.

Gifts

There are many cases in which students would like to come to New Hope, but the lack of funds restricts them. We are very appreciative for all gifts given to benefit our financial aid program.

NHCS is classified as a non-profit organization under federal tax law. Gifts are tax-deductible. Non-designated gifts are entered into our general budget; all designated gifts will be applied as requested.

Lost and Found

Massive amounts of lost and found articles accumulate throughout the school year. Regular checking of the lost and found items is encouraged.

Periodically, we will have a lost and found sale. Whatever is left will then be bagged up and donated to the Gospel Rescue Mission barrels located outside our office door.

Parents are encouraged to label all personal items, including shoes, backpacks, jackets, coats, caps, etc.

Lunch Program

Mrs. Sabrina Johnson is in charge of lunches prepared and/or served by the school. Monthly lunch menus and costs will be available on the school website. Some snacks, milk, juices, etc., will also be sold. Money can be added to your student's lunch account through the FACTS Family Portal, or cash/check can be brought into the office.

Music

All music played during school-sponsored activities must follow our music guidelines.

Music guidelines: No profanity, drug/alcohol reference, or anything not in keeping with our Foundational Statements.

Office Phone

With secretary approval, an office phone is available for students to use.

Parties

For non-school sponsored parties and events hosted by families, invitations (verbal and written) that are given during school hours must be given to the entire class (or to all the girls or all the boys, as appropriate).

If a student or parent wants to invite only certain classmates, such invitations must be done outside of school time and off school property.

For school-sponsored parties and events, parents/students/staff in charge must make sure that all students (or all girls/all boys) in the particular class are invited.

Project Needs

A campus as large as ours always has project needs. NHCS values the services of our parents and volunteers. Building, electrical, plumbing, and other materials are also always needed for these volunteers to use on the projects. Many opportunities exist to become involved. Please contact the office for more information.

Safety Issues

- Elementary students should not be on campus unsupervised either before or after school.
- We do not provide supervision or assume responsibility for students dropped off at school before 7:45.
- 3rd-5th grade Students: The duplex driveway (1st-5th grades entrance) is to be used when dropping off before school and picking up after school. Name placards will be given to each family and need to be displayed when picking up students.
- Families with students in both the Pre K/K level and the 1st-5th grade level may drop off all Pre K3 through 5th grade students using the duplex driveway, if you choose, instead of having to drop off in both places.
- Families with students in both the Pre K/K full-day level and the 1st-5th grade level will pick up all their Pre K through 5th grade level students using the duplex driveway.
- Breezeways and other exits/fire lanes must be kept clear of all backpacks and other obstructions AT ALL TIMES.
- Skateboards, inline skates, and roller blades are not to be used on campus.
- No running on breezeways and sidewalks.

- Bicycles are not to be ridden on the breezeways or down the steps. During the school day, bicycles should be parked in the bicycle stand.

School Closures / Delays

Occasionally, due to things like inclement weather or a power outage, it becomes necessary to close school or announce a 2-hr delay. We will take weather-related delay and closure decisions of the Three Rivers School District into consideration when making our decision. In the event of a delay or closure, we will communicate to our families via text, email, Facebook, and the school website.

We do understand that we have families living in rural or remote areas in Josephine or Jackson County. Therefore, parents should make the final decision if weather/road safety is a concern.

School Hours

3rd-5th grades

8:00-3:05 (Mondays-Thursdays)

8:00-12:45 (Fridays)

School Office

The school office hours are 7:30am to 4:00pm. If you have any questions or would like to schedule an appointment with an administrator or a teacher, please feel free to email or call the school office. If you need to get a message, lunch, etc., to your student, please contact the office, and a secretary will assist you.

Sick / Injured People on Campus

If a student, staff, or any person “gets sick” or is injured on campus, and there is not a staff member assisting, someone must immediately get the nearest adult staff member to assist. The staff member will provide assistance, take the sick/injured person to the office for examination, and fill out the necessary paperwork.

Spectators at Sports Events

1. Courtesy, thoughtfulness, and compliance with OSAA guidelines is expected from all spectators at both home and away venues.
2. All students must be in the gym (volleyball and basketball) or on the field (cross country and track) supporting our teams. Loitering or playing around on the school grounds or in restrooms is not allowed. (Playing on the playground and/or basketball courts is allowed only if there is an adult present and supervising.)
3. Children should not play around the bleachers or go into the locker rooms.
4. All spectators are required to park in the lower parking lot or on the hillside south of the school.

Visitors

All visitors must obtain a pass from the school office before visiting students or classes. Adult visitors (parents, pastors, and prospective parents) are welcome at the school. A call ahead of time indicating the class(es) to be visited is appreciated.

Parents are able to eat lunch with their student(s) on campus within the normal lunchtime period. Don’t forget to check in and out in the office.

HEALTH SERVICES

Health Care

Oregon's Compulsory School Immunization Law requires that school children be immunized. The proper immunization forms must be on file in the school office.

Blood-borne Pathogens

All body-fluid spills, such as blood, must always be treated as potential Hepatitis B or HIV contaminants. In no case is a student allowed to continue in an activity until all body-fluid spills have been eliminated.

All body-fluid spills must be cleaned up using one of the blood spill kits located in classrooms, office, cafeteria, and gym. The law mandates the use of gloves, and that all instructions in the kit are followed.

Illness

The control of communicable disease is imperative to the health and education of every student and family. Student should be kept at home if he/she:

- ◇ Lacks energy and appears overly tired or sleepy
- ◇ Shows any symptom of a communicable disease, such as Covid-related, flu, measles, strep throat, chicken pox, scarlet fever, pink eye, etc.
- ◇ Has a rash that has not been identified
- ◇ Has any evidence of lice
- ◇ Is running a fever

Due to the risk of spreading an illness, your student may be sent home if he/she displays any of the above-listed symptoms. Students should remain home until symptoms are improving and at least 24 hours after temperature returns to normal, without fever-reducing medications.

Medicines

Medicines (prescription and over-the-counter) in the original containers with expiration dates and dosage instructions can be dispensed to students only if a *Request to Dispense* form is on file in the office. Parents should bring the medicine(s) and the form to the office to be placed in the locked medicine file. No medicines (including Tylenol, cough drops, etc.) are to be kept in cubbies, desks, backpacks, purses, etc.

Insurance

Carpool Insurance

Families cooperating in a carpool arrangement are encouraged to review their insurance coverage for passengers. Significant increases in coverage might be made at a nominal cost.

Student Insurance

NHCS carries limited medical coverage for all daytime activities, field trips, and sports. Additional student insurance is an option for parents to purchase.

AHERA - Asbestos

Our school seeks to be in compliance with AHERA. (AHERA refers to rules regarding asbestos located in school building materials.) The school AHERA management plan may be viewed in our main office.

HANDBOOK DISCLAIMERS

1. No handbook serves to contractually bind the school in any way.
2. Handbooks are subject to change at any time throughout the year. Changes will be posted on our website and communicated via email.

SCHOOL COLORS

Red, White, & Black

SCHOOL MASCOT

Warriors