

# New Hope Christian Academy Parent and Student Handbook

*2021 - 2022 Academic Year*



# A Classical Approach

At New Hope Christian Academy (NHCA) students not only learn content but pursue the heart of learning itself: the art of thinking. NHCA draws on the wisdom of the medieval trivium, teaching students in three developmentally appropriate stages: in Grammar (Pre-K - 4th), students are learning to use language well to speak to the world; in Logic (5th - 8th), when students are predisposed to question existing structures, they think deeply and reason carefully to discern the interrelationship of facts within a discipline and among disciplines; finally, in Rhetoric (9th - 12th), when students want to engage with the world around them, they synthesize what is gained in the first two stages to formulate, articulate, and defend their positions in speech and writing. A NHCA education is designed to meet students' deepest intellectual desires at each developmental stage.

Our academic program draws from the rich heritage of the Western liberal arts tradition. In literature classes, students study the "great books" that have inspired thinkers in every age. History classes are organized chronologically so students develop a deep understanding of how each age proceeds from and is a response to the last. Scientific principles are uncovered through hands-on experimentation, and the study of mathematics lays the foundation for the logical thought process. Students learn both classical and modern languages, communicating with worlds past and present, near and far, and students' lives are enriched with a deep appreciation for the fine arts.

At the heart of a NHCA education is understanding motivated by delight and wonder. NHCA inspires students to delight in the world around them and experience wonder at the beauty and diversity of creation. At NHCA the demands of a classical education are carefully balanced with each student's spiritual and emotional well-being. The quest for knowledge never outshines the call to live in Christian community, building one another up rather than degrading one another through excessive competition or meaningless work. While we maintain rigorous academic standards for our students, learning is above all regarded as a gift from God that inspires awe and appreciation for the world we seek to understand.

# A Biblical Approach

Education is never neutral. It involves the sharing of life principles and values. At NHCA the understanding of God as Creator is the foundation of our study as we seek to illustrate the story of God's interaction with humankind through the study of history, literature, and the fine arts. Education is the equipping of our students to love God with all their minds (Matthew 22:37), to ask questions, and to fearlessly explore the various areas of knowledge from the conviction that all truth is ultimately God's truth (Psalm 24:1).

As a part of our commitment to the formation of a whole person, we value the spiritual growth of our students. Every aspect of NHCA is based on Scripture. A quality education is offered in an atmosphere where Jesus Christ and His Word are an intimate and inseparable part of each school day. We aim to guide the affections of our students toward loving God and loving the things that God loves.

NHCA's educational mission is rooted in the principles of historical Christianity and has been carefully crafted to emphasize the unity all Christians share in the essentials of our faith while respecting the diversity in faith and practice in matters considered non-essentials. We believe in God almighty, maker of heaven and earth. Therefore, we approach all truth as edifying for those who believe in God, and we strive to understand every aspect of the world as part of God's creation. We believe creation - including human thought and culture - is good, yet fallen from its proper relation to God. Therefore, we approach the best of human culture as an expression of creation yearning to be reunited to God, and we recognize that our own understanding of God and creation is limited.

We believe in the Lord Jesus Christ, God's only Son, one in being with the Father, who was conceived by the Holy Spirit and born of the Virgin Mary. We believe God acted decisively in history through Jesus, who suffered, died, was buried, and on the third day rose again, ascended to heaven, and who with the Father will come to judge humankind. We believe through Jesus Christ, God reconciled the world to himself by granting the remission of sin, the resurrection of the body, and life everlasting. Therefore, the story of God's saving work in history and promised consummation is essential to our understanding of the world. We believe God continues to work in history through his Holy Spirit to restore the image of God in us. Therefore we trust in God's indwelling presence to empower us to discern truth, excellence, and beauty, and to do justice, love mercy, and walk humbly before God.

We believe Holy Scripture is inspired by God and profitable for teaching, for reproof, for correction, and for training in righteousness. In response to the goodness and grace of the Triune God made manifest in creation, Christ, and the Holy Spirit, we develop our minds and our hearts that we may be good stewards of God's creation and faithful bearers of Christ's image in love and service to one another.

# School Culture

A school's culture is largely intangible. It is the atmosphere that you sense when you walk into a school or talk to the students and teachers within. Tangible policies and practices contribute to it, but school culture is something more; it is what emerges when people are together. Elements of school culture include the beliefs, values, and attitudes that children bring from home as well as those communicated by the teachers, the school's policies, schedules and routines of the school, curriculum choice, and more. At NHCA we seek a school culture that values kindness, service, and excellence. Our students show respect to authority, peers, and visitors.

The most important influence on school culture is the teaching staff. At NHCA we have teachers who are actively engaged in the educational process. We read and discuss not just facts but ideas with students. We ask layers and layers of questions. We talk with our students daily to build trust and relationship. Our teachers know and care about each student.

## Uniforms

The purpose of a uniform is to instill an attitude of attentiveness and respect towards our studies, minimize the distraction of fashion, eliminate dress code conflicts, and help forge a distinctive school culture.

## Partnership with Parents and Families

At NHCA we affirm that parents are a child's first and best teachers. NHCA considers the family to be of first importance to a child. We desire to work with parents, assisting them in their God-given task to train their children in mind, body, and spirit. Consequently, parents can expect their teachers and administration to maintain strong lines of communication with them regarding their child. We anticipate that parents will regularly participate in the success of the school through their service. Parents are welcome to visit the school at any time. Simply call ahead out of courtesy to the teacher and/or staff member. Many parents already assist in the classroom, act as chaperones on field trips, and serve on recess and/or kitchen teams.

## Excellence without Elitism

At NHCA we desire to make biblical, classical education accessible to any child who would benefit most from this style of learning and instruction. Therefore, we welcome applicants from various levels of academic achievement and from all economic, racial, and ethnic backgrounds. NHCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the school.

# Admissions

NHCA provides a distinct classical, Christ-centered education. Our goal is to provide a challenging academic environment that also nurtures our students in our Christian faith and heritage. Each applicant's academic ability, scholastic motivation, Christian character, extracurricular interests, and family commitment are considered. We prayerfully seek what is best for the child, the family, and the school. Our goal is the long-term success of the student in an academic environment as opposed to automatic promotion based on age. Openings are based upon available seats in each class. A waiting pool is created when all seats are taken in a class.

The student body of NHCA will be chosen through a formal application process. Prospective students may apply online. A grade-specific readiness assessment will be administered to each prospective student (K - 6th grades), followed by an interview and family conversation to ensure the compatibility of the school's educational conviction for each child. Students of average to above average academic success are best suited to match the school's pace. NHCA practices a biblical attitude towards admissions. NHCA will admit students of any race, gender, disability, nationality, or ethnic origin and will not discriminate in the administration of its educational policies or school administered programs.

NHCA is not an outreach or rehabilitation program for students with character problems. Children with a severe learning disability may not be admitted to NHCA due to the lack of adequate staff, funding, and facilities. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

We do look for family attendance and participation at a Bible-believing church. In-home family members must faithfully attend and participate in scheduled services at a church with similar Christian beliefs as NHCA. It is our desire to make sure each student will thrive academically and spiritually while attending NHCA. See appendix A for the Admissions Path.

# Distinctives

NHCA is intentionally designed to produce the highest quality education to students.

## School Governance

NHCA is a 501(c)(3) nonprofit organization operated for educational purposes. NHCA is governed primarily by the Word of God, as understood and applied by the school's Board of Education and administration. The board operates under the school's adopted by-laws, vision and goal statements, and provides policies to administration for implementation in the school. More details on the board's operation and policies may be obtained from the school office. The current Board of Education is listed below:

- Dr. Brent Jones - Board President Harrisburg (Since 2021)
- Dr. Caleb Mitchell - Board President Carmi (Since 2020)
- Adam Hughes - Board Vice-President Harrisburg (Since 2021)
- Tony Wilson - First Church of God, Harrisburg Liaison to School Board (Since 2021)
- Wes Evans - Board Member Harrisburg (Since 2021)
- Caitlyn Dismang - Board Member, NHCA Harrisburg Pre-K Director (Since 2019)
- Dr. Greg Hughes - Board Member Carmi (Since 2020)
- Jennifer Hansman - Board Member Carmi (Since 2021)
- Greg Hoffman - Board Secretary, Treasurer, Head of Schools (Since 2017)

## School Colors and Mascot

Our school is clad in the colors of red, white, and black. Each color holds a special significance. Red denotes the redemptive blood of Christ. We each make sacrifices to obtain something worthwhile. The education and Christian training of our youth is a worthwhile sacrifice. White, an inherently positive color, reminds us we have a fresh start in Jesus and to give our best effort every single day. Black is the color of moral absolutes. It reminds us not to compromise our faith or standards. We are called the New Hope Christian Academy Lions. As the school's mascot, the lion symbolizes character traits that we value - courage and strength.

## Pledges

Our school says three pledges: The Pledge of Allegiance, The Pledge to the Christian Flag, and The Bible Pledge. It's our belief that when our students say these three pledges they aren't compromising their beliefs. We are seeking the values of freedom and the welfare of our country. We are first citizens of heaven, but we must realize we are promoting a stable society while on earth (1 Peter 2:17). We first take up our cross and follow Jesus. As believers in Jesus we take these pledges seriously and with thought.

The Pledge of Allegiance, "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all." The Pledge to the Christian Flag, "I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe. The Bible Pledge, "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God."

# Academics

NHCA class sizes will remain small to enhance learning opportunities. Our academic program challenges students by:

- Exploration of rich texts
- Chronological approach to history
- Discovery of nature and its laws through hands-on experiments
- Progression in the “why” of mathematics
- Experiences in the fine arts
- Translation of Latin
- The mystery of God shown in the Bible
- Asking layers of questions
- Formulation of organized essays and sound arguments

## Why Latin?

NHCA considers Latin necessary to the fundamental understanding of English, the history and writings of Western Civilization, and understanding of Romance languages. NHCA teaches Latin for two major reasons:

- Latin is not a “dead language” but rather a language that lives on in almost all major western languages including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages (French, Spanish, Portuguese, Italian and Romanian).
- Learning Latin grammar reinforces the student’s understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work (nouns, verbs, prepositions, direct objects, etc).

## What About Sex Education?

Due to the extremely sensitive and intimate nature of human sexual relations, discussion, and instruction on this topic, sex education will be limited to human reproduction in biology classes (middle school and above) and biblical principles and references as they arise in appropriate class contexts. All other instruction on this topic will take place at home.

## Computers

NHCA (grades 3-12) is 1:1 with computers (laptops, desktops). The 9th-12th grade students may take theirs home every night. Students in grade 3-8 leave theirs at school. As a reminder, whatever your home policy is regarding cell phones, this should be replicated with your child's computer.

The school's network provides built-in content blockers while the computer is on the school wifi. When the computer is at home, it is using your home wifi. This means whatever your network allows will be allowed on the computer.

Students will be granted permission to access a computer upon receipt of the signed [Acceptable Use Policy](#) form.

## Homework

It is understood that homework is a vital part of academic growth for anyone who hopes to achieve academic excellence. Students may have homework every night depending on how well they use study hall time during the day. Teachers will be sensitive to the amount of homework being assigned each day. Some general guidelines concerning homework are:

- No homework will be assigned on Wednesdays.
- We expect parents' full cooperation in seeing that the assignments are completed and turned in on time. Homework delinquency will negatively affect a student's grade. Homework that is one day late will be discounted by 30%. Homework more than one day late will receive a zero.
- If a student develops a pattern of incomplete homework, the parent will be asked to initial the child's homework each evening so that the child's work habits can be closely monitored at home.
- Doing homework is part of preparation for the future. Parents are encouraged to communicate with teachers when their children are having challenges with homework.
- Students will be required to use the latter half of their lunch period to complete or correct homework deemed incomplete.

## Grades and Grading Policy

NHCA encourages all students to strive for their highest level of achievement. In order to evaluate this achievement, NHCA has adopted a grading policy which must be understood and followed by staff, students, and parents. NHCA believes that the process of evaluation should be continuous to assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal development. It is essential that a student be evaluated in terms of his/her skills and achievements in relation to the achievements of others

in his/her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

Evaluation information should be effectively communicated so that parents understand the achievement level of the child. Some of the standards used to determine the level of achievement include: graded course of study, completion of assigned projects and/or daily work, achievement tests, classroom participation, attendance, and ability to listen and follow directions. Grades are a consequence of learning and not the purpose of learning.

## Explanation of Pre-K through Kindergarten Assessment

Students in Pre-K and Kindergarten use a checklist system based upon skills appropriate for their grade level. Pre-K will do an assessment at the end of each semester - a Fall and Spring assessment. Kindergarten completes quarterly assessments.

## Explanation of Grade Symbols for Grades 1 - 12

- A - The student who receives this grade (A) is making excellent progress towards meeting course objectives and does work of high quality.
- B - The student receiving this grade (B) is making commendable progress in meeting course objectives.
- C - This grade (C) indicates average work. The student who receives this grade is making acceptable progress in meeting course objectives.
- D - The student who receives this grade (D) is doing below-average work, and in most cases can do better with more effort and improved study habits.
- F - The student receiving this grade (F) is making unsatisfactory progress, lacks interest, and/or displays insufficient effort to achieve. It is imperative that immediate action be taken to secure the proper performance.
- I - Incomplete. This is a temporary mark for the student who has not sufficiently completed the minimal requirements of the course (due to legitimate reasons). The student will have the opportunity to complete the work and receive a grade prior to the end of the next grading period.

Overall grade point average will be determined by adding the grade point equivalents for all academic subjects taken by a student and dividing by the number of subjects taken. The following percentages, grades, and grade points are used school-wide. Grades are rounded to the nearest percent.

## Academic Classes

Percentage	Grade Letter	Grade Points
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99 - 100	A+	4.00
94 - 98	A	3.80
90 - 93	A-	3.67
88 - 89	B+	3.33
83 - 87	B	3.00
81 - 82	B-	2.67
79 - 80	C+	2.33
73 - 78	C	2.00
71 - 72	C-	1.67
69 - 70	D+	1.33
64 - 68	D	1.00
60 - 63	D-	0.67
Below 60	F	0.00

## Non-Academic Classes

Grades earned in non-academic courses (electives, music, P.E., etc.) apply toward graduation requirements, but are not factored into the student's GPA.

Percentage	Letter	Meaning
90 - 100	E	Excellent
80 - 89	S	Satisfactory
70 - 79	N	Needs Improvement
Below 69	U	Unsatisfactory

## Physical Education Class Grading

Grades given in Physical Education classes will be based largely upon participation and not included in a student's overall grade point average. If a student is unable to participate for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when the assignment is due.

## Honors

To qualify for special honors the student must achieve the following:

- High Honor Roll.....3.67 GPA or higher
- Honor Roll.....3.33 - 3.66 GPA
- Honorable Mention.....3.00 - 3.32 GPA

## Report Cards

Grade reports reflect the student's academic progress and will be issued two weeks following each nine-week session (except for Pre-K). The school calendar indicates the dates for the grading periods. The PraxiSchool grading system is designed to give parents a true indication of the student's progress every nine weeks.

Access to PraxiSchool will be denied if there is an outstanding account balance. Grade reports can be viewed on PraxiSchool and year ending report cards will be emailed to the parent email address approximately two weeks after school ends.

For Pre-K students, an assessment will be prepared to reflect the student's academic progress at the conclusion of each semester.

For Kindergarten - 12th grade students, quarterly grades are prepared to reflect the student's academic standing at the conclusion of each nine-week session.

## Parent Teacher Conferences

Parent teacher conferences promote a good understanding between parents or guardians and the faculty and administration of NHCA. Parent meetings may be scheduled periodically throughout the school year; however, parent teacher conferences are required following the first and third quarters. The school calendar indicates the dates for the parent teacher conferences. Parents make their appointments with the teachers. Report cards will be posted on PraxiSchool after each conference. Report cards will be unavailable to view in PraxiSchool if parents have not met with their student's teacher within the appointed time.

## Academic Intervention Plan

NHCA strives for mastery rather than a pass fail method. If a student is showing weakness in a particular academic area for various reasons, one or all of the following steps may be taken:

- Conference with the student and a phone call to the parent.
- Probation - Any student whose grade point average drops below 2.67 or 80% for any nine-week period will be placed on academic probation for the following nine-week period. Parents are notified by the school if their student is placed on academic probation.

## Academic Probation

The Administration will track students' progress and meet with those who are having academic difficulties. Teachers will notify the parents when a student is struggling in class. Students must be able to maintain a minimum 2.67 grade point average with a grade of "B-" in any subject.

A student may be restricted from participation in school-related activities if, in the judgment of administration, the student's academic record could be adversely affected. Students participating in school-related activities must have an average of "B-" or above in every subject and have satisfactory conduct grades.

When a student falls below a "B-" average in any curricular area for the quarter, a program for improvement must be developed and agreed upon by the teacher(s), parents, and administration, which may include tutoring, extra study time, etc.

Failure to rise above a "B-" average at the end of the first quarter will result in academic probation. Failure to rise above a "B-" average after the second quarter may result in ineligibility to re-enroll at NHCA. If the student is deemed ineligible to re-enroll due to poor grades, summer school remediation at a "B-" average or above may allow the student to re-enroll. A student may also apply for readmission to NHCA at the beginning of the next school term by maintaining a 2.67 or higher GPA at another school for a minimum of nine weeks.

## Promotion and Retention

At NHCA we strive for mastery rather than a pass fail system. A student receiving a C is not considered mastery of a subject. A "C" recorded in one core subject (English, Math, Science, Social Studies, Bible) during the school year in Kindergarten through 12th grade could result in the student being retained in the same grade for the next school year.

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and administration. Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on tests, attendance, teacher recommendations, and student's social/emotional maturity.

The general guidelines for retention are as follows:

- Pre-K to 2nd grade teacher recommendation based upon one or more of the following:
  - Personal observation
  - Below the 90% attendance rule
  - Below grade level performance in academic subjects
  - Below grade level on developmental testing
  - Observation data from reading specialist
  - Social/emotional immaturity
- 3rd - 6th grade teacher recommendation based upon one or more of the following:
  - Failure of two or more academic subjects
  - Below the 90% attendance rule

- Social/emotional immaturity
- Students with one final grade of "D" in a major subject (English, Math, Science, Social Studies, Bible) will be passed onto the next grade on academic probation. In most cases, a recommendation will be made that the student receive tutoring during the summer. In addition, the student may be required to take an entrance test before the start of the next school year to determine his/her readiness to do the work required in the next grade level. The probationary status will be in effect for the first nine weeks of school and will be removed if the student maintains a "B-" average or better during the first nine weeks.
- Students in 9th - 12th grade earn a half credit per academic subject for each successfully completed semester. Students receiving a semester grade of "F" in a required course must repeat the same semester of the failed course the next time it is offered.

# Attendance

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. NHCA requires students to be in attendance at least 90% of the school year (i.e., at least 162 days) in order to successfully complete the school year and be promoted. Students who fall below the 90% attendance rule may not be promoted. Excessive absences (10 or more per school year) are grounds for a student's failing a class/grade.

## School Calendar

The academic calendar is available at [www.nhcalions.org](http://www.nhcalions.org) for download.

## Attendance Reporting

Attendance is recorded on a daily basis. Class instruction starts at 8:00AM Monday - Friday. Ideally, students arrive at 7:45AM and not before 7:30AM. Class instruction time ends at 2:45PM Monday - Friday.

- Arrival to class at 8:00AM: Tardy
- Arrival to any class more than 15 minutes late: Absent
- Dismissal before 2:45PM: Absent
- Students in attendance less than 2 hours the whole day will be considered Absent
- All absences and tardies count toward the 90% attendance policy unless accompanied by valid documentation such as a physician's note.

## Perfect Attendance Award

Perfect attendance awards will be issued near the end of each school year. Students with more than four tardies for the entire year are ineligible for this award.

## Tardies

All students are considered tardy if not in their classroom ready to learn at 8:00AM. With all factors considered, the tardy/attendance policy was crafted so there are no punitive actions for cumulative tardies unless a sixth tardy occurs. The following are the tardy procedures:

- 1st - Documented in PraxiSchool
- 2nd - Documented in PraxiSchool
- 3rd - Documented in PraxiSchool
- 4th - Documented in PraxiSchool
- 5th - Verbal warning to student from administration

- 6th - One day detention and letter to parents
- 7th - The seventh tardy will be counted as an absence in that class
- 8th - One day detention and parental conference
- 9th - Administrative notification and one day in-school suspension

Upon receiving six tardies in a semester, a letter will be sent to the parents. Upon the ninth tardy, an in-school suspension will occur. Students will be assigned written class work to complete in a room separate from their classroom. Students will receive a zero for all assignments and class work that is covered during their in-school suspension. Repeated tardiness will jeopardize continued enrollment.

## Absences

When a student is absent from school, an email or Remind message must be sent from the parent or guardian to the school (cc'ing the teacher). Upon receipt of that notification, a call may be made verifying that correspondence. This notification is required by 9:00AM and should include the following:

- Parent or guardian's name with the student's name and grade along with the reason for the absence.
- Estimated time/date of return.
- Include any documentation regarding absence if applicable (dentist, doctor, etc.) upon return.

If written parental notification of a student's absence is not received by 9:00AM, then the student's absence will be considered unexcused for that day.

## Doctor's Excuse

For the welfare of each child and those within the school, all children who have symptoms of sickness must be kept at home. A child should not be brought back to school following an illness until his/her temperature has been normal for a 24-hour period. If a student is absent for two or more consecutive days due to sickness, the parent will be required to present a doctor's excuse.

If a doctor's appointment must be made during the school day, an email or Remind message is to be sent to the school on the day of the appointment as a reminder. The student must bring a note from the doctor upon returning.

## Extended Absence Notification

Parents desiring to take students out of school for planned extended absences (such as family vacations, trips, etc.) must present a written statement indicating the reason for the extended absence and the anticipated length of the absence. A special form (Planned Extended Absence Request Form - <https://forms.gle/PBmZEYcTearYuaWe8>) must be completed and electronically signed by parents and administration prior to the date of the extended planned absence.

The student's extended planned absence will only be considered an excused absence if the student's teacher and administration agree that no damage to the student's grades or performance will result from the missed class time. It's the child's and parent's responsibility to make arrangements with the teacher(s) to make up work missed during absences. In the event of an emergency requiring an extended absence, an email or Remind message is to be sent by the parent or guardian to the school giving notice as soon as possible.

## Excused Absences

The following are considered excused absences:

- Illness substantiated by a parent or a Doctor's note,
- Any absence of an emergency nature deemed unavoidable and approved by the administration, and/or
- Absence other than for illness that was submitted in advance in writing to and subsequently approved by the school administration.

## Unexcused Absences

A student with an unexcused absence will complete all make up work in order to learn new material, but will receive a zero for all class work and quizzes or tests administered during the absence. Grades and make up tests are only afforded students with excused absences.

## Excessive Absences

Prolonged absence due to injury or illness requires a written statement by a physician before a student will be allowed to return to class. Excessive absences (10 days or more per school year) may result in a grade decrease and possible suspension. Excessive absences will jeopardize re-enrollment and possibly graduation.

## Early Dismissal

If it is necessary for a student to leave school before the end of the day:

- Parents are to notify the school office in advance of their plans to pick up their child before 2:45PM.

- In all cases, written notification must be made by email to [hello@nhcalions.org](mailto:hello@nhcalions.org) or Remind message and should include the following information: Parent/guardian name, Student name and grade, Time of release, Estimated time/date of return, Reason for early dismissal, and Identification of person other than parent pick up, if applicable. Handwritten notes will not be accepted.
- Parents should be prepared to check out the student using the biometric ID station at the main entrance. Administration or designee will go to the child's classroom to get the student and bring them to the main entrance.
- The office must be notified if someone not on the approved pick-up list is picking up their child. The person may be required to show their photo ID to office staff when signing out the student.
- Students will not be allowed to leave with other students unless they are a sibling and office staff has received the required information for the student to leave with their sibling.
- Students leaving the school campus for any reason must sign out and sign in upon returning. Any student leaving campus without checking out through the office will be considered truant.
- NHCA will not close for large community events (like city wide parades); however, a parent may pick up their child early to participate in the event. On large community event days, one early dismissal time will be set by administration for all participating children to be picked up by their parents. Please contact the school if you will be picking up at the earlier dismissal time. Students in Kindergarten through 12th grade will still be responsible for missed school work. For example, the parade day early dismissal pick up time for Pre-K through 12th grade will be set at 12:30pm. NHCA will not dismiss students again until the regular dismissal time at 2:45pm.
- If the weather becomes severe during the school day, NHCA will not close for the day; however, a parent may pick up their child early. Please contact the school if you will be picking up your child early. Students leaving early will still be responsible for missed school work.

## Make Up Work

It is the responsibility of the student to make arrangements with his/her teacher(s) regarding work that was or will be missed during an absence. In general, students will be granted one school day for each school day missed. Make-up time will not include the first day back from an absence. More time may be allowed at the discretion of the teacher depending on the nature of the assignment(s) and the length of the absence. Projects, reports, and tests which are known prior to an excused absence are expected to be turned in and/or taken up on the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed.

Students are encouraged to speak with their teachers. Any hard copy work may be picked up after school in the office. Teachers may request work or tests assigned prior to an absence that falls the date of the absence or the day after to be due the date the student returns. Make-up tests will be allowed to be taken on the first available day after return.

# Behavior and Conduct

Educating students within the context of a Christ-centered worldview to develop godly character is the primary function of NHCA. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment, and ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. See appendix B for the Classroom Honor Agreement.

At times, rewards and consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning. If the student is out of harmony with the spirit and standards of NHCA, whether there is a definite breach of conduct or not, he/she may be requested to transfer.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers will communicate regularly regarding student behavior.

It is our conviction that the training of children is regarded as a joint responsibility of the home, church, and school. A concerted effort on the part of all three units - home, church, and school - must be made to facilitate the development of positive Christian personality in the children enrolled at NHCA.

## Church Attendance

It is the policy of NHCA to partner with families who are instilling Biblical values in their children through their home and church. Therefore, instruction at NHCA is to be a supplement to the character-molding process happening in the home and church, not a replacement. For this reason, consistent family church attendance is highly recommended. Families who have been admitted to NHCA will be asked to verbally verify their church attendance when the annual re-enrollment packages are sent out. It is assumed that each student comes from a Christian family that attends a "Bible-believing church" on a weekly basis.

## Dress Code

NHCA recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific

guidelines of what is and what is not acceptable. Should a student be out of dress code, he/she will be required to contact parents to provide a change of clothes. We ask that parents partner with the school to ensure their child complies with the dress code. The official NHCA uniform policy can be found at the following link:

- Uniform Policy - <https://tinyurl.com/y2arv6pk>

## Academic Honesty

Cheating and plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc. will receive a grade of zero. Parents will be contacted by the teacher and/or administration. Additional consequences are at the discretion of the administration. Possible consequences are detention, paddling, suspension, or dismissal.

## Character Training

Every subject area, teaching method, attitude, and action of students or teachers is a means of training character. Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn, and in the process, teach them to:

- Apply themselves to the task at hand
- Respect authority
- Learn and apply rules
- Obey willingly and immediately
- Pay attention
- Choose things that are excellent
- Do right because it's the right thing to do
- Love wisdom
- Work hard to get the right answer
- Understand how things work together
- Finish the job
- Develop habits of orderliness, attention to detail, obedience, persistence, honesty, accomplishment, and cooperation.

## Public Displays of Affection

Boys and girls are expected to exercise restraint in personal, social relationships. Public displays of affection (holding hands, hugging, necking, petting, kissing, etc.) are not acceptable behaviors for school or school-related events. These examples of physical contact and seeking

spots of seclusion during school hours or school-related events are considered inappropriate behavior.

## Hazing and Bullying

Hazing and/or bullying of any student(s) at NHCA will not be tolerated. Hazing is best defined as: the imposition of humiliating and sometimes dangerous tasks as part of a program of initiation for those seeking membership or acceptance into a group or team.

The National Centre Against Bullying defines bullying as “when an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond.” Bullying can continue over time, is often hidden from adults, and will probably continue if no action is taken.

While the bullying definition is broad and can occur in a variety of environments it usually is a relationship problem and requires relationship-based solutions. These are best solved in the social environment in which they occur: in a child or young person’s life, this is most often the school.

What bullying is not:

- single episodes of social rejection or dislike
- single act of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights

These actions can cause great distress. However, they do not fit the definition of bullying, and they’re not examples of bullying unless someone is deliberately and repeatedly doing them.

## Forms of Discipline

Discipline and learning go hand-in-hand to build character and to allow the student to develop his/her God-given potential. Our goal is to see Christ formed in the lives of our students. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, rebuke, detention, and corporal punishment (paddling) in an effort to achieve this goal. Our basic three-step discipline process is as follows:

1. Teacher - Student Conference
2. Teacher - Parent Conference
3. Administration Referral

## Teacher - Student Conference

Teachers will conference and discuss disciplinary problems with students when required. Teachers may involve the administration when deemed necessary.

## Teacher - Parent Conference

Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be allowed to impede the education of others.

## Administration Referral - Written Assignments

Written assignments may be given by the teacher or administration. These assignments may involve the student studying God's Word about his/her discipline problem and writing about what he/she has learned. These assignments may also be things that pertain to the class subject matter.

## Administration Referral - Detention

Before school, during lunch time, or after school are all available detention options to be considered by administration. Students will report to the designated area. Students will not be excused from detention for any extracurricular activities. Parents are expected to support the assigned detention. Detention may also include the loss of Friday Casual Dress privileges.

## Administration Referral - Paddling

If a student has accumulated an excessive amount of in-school detention in a given week or if after a discussion of the facts involving a problem with a student, the student's teacher and the principal are in agreement as to the course of action a student may receive corporal correction. Teachers and/or other non-administrative staff are not allowed to paddle a student at any time. Paddling will always be handled by administration only after consulting the parents.

Paddling will be an option for severe offenses such as fighting, disrespect to authority, and cheating. Physical fighting between students where actual blows or kicks have been exchanged in the sight of a staff member is cause for a meeting between the combatants, witnessing staff member and the principal. The course of action taken after this meeting will be a parent conference and can also include corporal correction.

Paddling can be an option for lesser offenses when other methods have been tried and found not to be effective in curtailing repetition of the problem behavior. The corporal correction procedure is as follows:

- All enrolled students are subject to corporal correction as a discipline option by virtue of their parent's signature on the Parents' Contract acknowledging parental understanding of and consent to the corporal correction policy and procedure.
- Paddling will be administered only after the parent has been contacted.
- The student will receive correction the same day (if possible) as the action warranting the correction occurred.
- Correction will be administered in the presence of two staff members, one preferably of the same gender as the offending student.
- The swats will be administered with a wooden paddle to the lower buttock - upper leg region and will not exceed three (3) in number.
- The administrator will pray with the student following correction asking the Lord's help in controlling his/her behavior.

## Administration Referral - Behavioral Probation

When a student's attitude is not in accordance with the school's policies or principles, the administration may place that student on behavioral probation. If the student violates any part of the Classroom Honor Agreement (see appendix B) while on behavioral probation, they may be suspended or expelled (dismissed).

## Administration Referral - Suspension

Suspension may be used as a disciplinary action for problems deemed by the administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are allowed to make up work missed due to a suspension is subject to the administrator's discretion. In the event of suspension, all work should be gathered from the school office and will be due at the time of return to school.

- Suspended students will not be allowed to participate in or attend any school-related functions or extracurricular activities until reinstated by administration.
- Some suspensions may occur on staff development days and require the student to report to school for a work day.

## Administration Referral - Dismissal

Students may be dismissed from NHCA when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Actions which show disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the administration as it sees fit.

The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process. The following actions, at school or outside of school, may result in dismissal:

- Causing consistent discipline problems and showing little or not repentance.
- The use or possession of vaporizers, tobacco, drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
- Threatening violence towards students, staff, or any other person. This includes speech, writing, gestures, etc.
- Poems, artwork, or other creative material are not to be used to cover threats or thoughts of violence.
- Fighting, foul language, or obscene gestures.
- Alluding to or committing immoral acts.
- Theft or destruction of property.
- Violations of the NHCA Classroom Honor Agreement.

Once a student has been expelled from NHCA, all belongings will be gathered by the administration. Student's belongings will be taken to the school office where they may be picked up by parents.

## Finances

The school office handles tuition and fee payments. For your convenience, a payment box is located at the main school entrance. Payments can be mailed to: NHCA P.O. Box 296, Harrisburg, IL 62946. We also provide automated tuition and fee payments through Tuition Express (<https://www.myprocare.com>) at no additional cost. Tuition Express is a PCI Level I Service Provider. In summary we offer the following payment options: Cash, Check, Credit Card through Point of Sale Terminals, Online Payments, Automated Credit Card Transactions, and Automated ACH Transactions. Please complete the following form for automated processing - <https://tinyurl.com/tmoukcd>. Any questions regarding school accounts should be forwarded to the school office by calling (618) 205-6707 or emailing [hello@nhcalions.org](mailto:hello@nhcalions.org).

### Tuition

NHCA has two payment options for tuition (Plan A or Plan B). Parents selecting Plan A will pay the entire tuition amount before or by the first of August.

Parents selecting Plan B will pay tuition amounts before or by the first of each month from August through June. The Plan B payment cycle runs for 11 months from August through June. Plan B requires parents to participate in our Auto Pay System through Tuition Express. Tuition is as follows:

ONE STUDENT TUITION SCHEDULE		
Grade	Per Month	11 Months
Pre-K (part time - 2 days per week)	\$175	\$1,925
Pre-K (full time - 3+ days per week)	\$300	\$3,300
Kindergarten - 12th Grade	\$320	\$3,520

MULTI-STUDENT TUITION SCHEDULE		
Number of Students	Per Month	11 Months
Two Students	\$495	\$5,445
Three Students	\$665	\$7,315
Four Students	\$775	\$8,525

Families may opt to pay tuition over fewer months than 11, but the full tuition must be paid in full by the first of June. All families will be invoiced for their first tuition payment in late July. Your first monthly payment due August 1st signals your financial commitment for the entirety of the following school year. We hire teachers, set salaries, and buy curriculum based on your financial commitments.

## Auto Pay System

Parents are strongly encouraged to use our Auto Pay System (i.e., Tuition Express) for all payments (tuition, meals, after school child care, etc). There will be no need to make your payment after each invoice because we will automatically handle this for you. We will automatically charge your credit card/checking account on the first of the month for amount(s) due. All withdrawals will be posted on the 1st of the month. After each payment, you will be able to review your updated statement online at myprocare.com. Parents selecting Tuition Payment Plan B or C are required to complete a Tuition Express credit card/e-check authorization form.

## Reservation Deposit

The annual reservation deposit for Pre-K is \$150 per student. The annual reservation deposit for K-12th grade is \$200 per student. The deposit covers the cost of books and software that are used for teaching in the classroom. Parents must pay the deposit per child at their tuition conference in March - April to hold their child's seat for the upcoming school year. NHCA reserves the right to hold records, transcripts, and report cards until all outstanding balances are paid in full. The Reservation Deposit is not refundable. The Reservation Deposit may be transferable at the discretion of the Academy.

## Incidentals, Service Charges and Refunds

There is a \$30 late fee for unpaid balances after the 15th of the month. This late fee applies to all past due balances on a monthly basis.

A \$40 fee will be charged on all returned checks. Returned checks must be replaced with cash within five working days upon receipt of the returned check. If a textbook, reference book, and/or library book is lost or damaged, the amount of the item replacement cost plus shipping will be applied to the student's account.

Parents agree to pay the Academy for incidental fees, such as interest, After School Child Care charges, overdue Library Fees, unreturned text books, field trips up to \$25, etc. charged to Parent's account within fifteen (15) days of receipt of each statement. Field trips over \$25 will be paid by Parent in accordance with the terms of the specific trip.

Prepaid tuition, fees (like enrollment fees, book fees, athletic and activity fees), deposits (like yearbook purchases, field trip payments), and fundraising proceeds are non-refundable.

## Past-Due Invoices

Parents should make every effort to pay tuition on time - the first of the month. You will receive notices when your account shows a past-due balance. Courtesy statements showing outstanding balances due on your account will be sent every two months. No school records will be released to families with a past-due balance. If the past due amounts are 60 days in arrears parents will be requested to pay the balance in full by the 15th of the following month.

In the instance that tuition payments are not made in accordance with school policy, NHCA reserves the right to have the entire balance on the Parents' Contract be due and the student be removed from class until payment is made. If a family is having a problem or expects a problem making tuition payments, the family should proactively contact the school's administration in writing to communicate their circumstances.

## Re-enrollment for Current Students

Parents are required to attend a tuition conference in March - April to re-enroll, pay the reservation deposit per child, and sign their parent contract to hold their child's seat for the upcoming school year. Failure to take these required steps will put a parent at risk of losing their child's seat in the upcoming class. NHCA is not bound to reserve enrollment availability for any parent seeking re-enrollment after May 20th.

## Student Withdrawal

If it becomes necessary to withdraw a student, parents must notify NHCA in writing by completing a [Withdrawal Request Form](#). If a student is withdrawn or expelled from NHCA during the contracted period, a penalty fee of 30% of the total NHCA tuition will be assessed in addition to prior payments due through the student's last month of attendance.

Parents must also complete the appropriate forms indicating that all books and school property have been returned in good condition and that all financial obligations have been met. No records will be released to parents, or to any other school, until this process is complete. Student records can be released to new schools only with parental permission (i.e., a signed release form). A Withdrawal Request Form may be downloaded here: <https://tinyurl.com/rj5njls>

If a withdrawal is due to a parent's job transfer and the family moves away from the Southern Illinois area necessitating the student's removal from NHCA during the school year, the parent/guardian can give written notice 15 days prior to the student's removal from NHCA and

the remaining balance of the contract will not be enforced. The remainder of the current month's tuition will still be retained by NHCA.

# Health

If there is an instance where a student needs medical attention, the office will call the parent or an emergency contact as instructed on the student emergency contact form. NHCA reserves the right to administer emergency first aid.

Students who become ill during the school day will be sent to the school office by the teacher. Parents will be contacted by administration. It is imperative that parents keep current employment and phone information updated in the office. Students with a fever of 100 degrees or above, vomiting (with or without the presence of fever), diarrhea (with or without the presence of fever) or other contagious conditions must be picked up immediately.

## Guidelines for Keeping Sick Children Home

In general, students with a fever of 100 degrees or above, vomiting (with or without the presence of fever), diarrhea (with or without the presence of fever) or other contagious conditions must remain at home until such symptoms have subsided for at least 24 hours without the aid of medication.

- **FEVER** - The child should remain home from school if their temperature is greater than 100.0 degrees (i.e., has a fever). If a child has a fever OR is experiencing discomfort that would interfere with his/her ability to perform in school (like coughing that won't stop or other problems with breathing, severe lack of energy), parents must keep the child at home. The child may return to school when they have been fever free for 24 hours without the use of fever reducing medication such as ibuprofen or acetaminophen - Motrin or Tylenol.
- **DIARRHEA AND/OR VOMITING** - A child with diarrhea and/or vomiting within the past 24 hours should stay home from school. The child may return to school only after the child has been free from diarrhea and/or vomiting for at least 24 hours.
- **BODILY RASH** - A child should remain home from school if they have a bodily rash with itching and/or fever. The child may return to school when they are free from rash, itching and fever. Please follow your doctor's advice for returning to school.
- **HEAD LICE** - A child should remain home from school if they have an itchy head or active head lice. The child may return to school after their first head lice treatment.
- **EYE INFECTION** - A child should remain home if an eye is red and oozing a yellow or green discharge. The child may return to school 24 hours after starting antibiotic eye drops or ointment. Follow your doctor's advice for returning to school.

## Immunizations

Illinois state law is very specific regarding immunizations. No student may be admitted without record of current immunizations or a valid Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form on file in the school office. Standard immunization forms may be obtained from the family doctor and a copy given to the school office. An Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form is available for parents who are opposed to immunizations for their children.

NHCA adheres to the immunization requirements per the Illinois Department of Public Health (IDPH). Mandatory immunization surveys are routinely conducted and shared with the IDPH.

## Physical Examinations and Immunizations

Physical examinations and immunizations are required by the IDPH for all students attending NHCA (Article 27-8.1 of the School Code of Illinois). Proof of physical examination and immunizations are to be completed before entering:

- Kindergarten,
- Sixth grade, or
- Into any grade if the student is entering an Illinois school for the first time.

All students attending NHCA must have on record with the school office either a current immunization record or an exemption statement according to IDPH before entering NHCA in the fall. For more information refer to the IDPH School Immunization Requirements.

The physical examination or immunizations are not to be required for children whose parents or legal guardians object on religious grounds and present a signed statement detailing grounds for objection and those whose physical condition is such that immunization agents should not be administered. The examining physician must endorse this fact upon the health examination form. Parents should include a signed statement for the child's records.

If the student does not comply with the requirements of this policy by October 15 of the current school year, the student may be excluded from school until valid proof of having received the required physical examination and immunizations is presented to NHCA.

## Eye Examination

Illinois law requires that proof of an eye examination by an optometrist or physician (such as an ophthalmologist) who provides eye examinations be submitted to the school no later than October 15 of the year the child is enrolled in kindergarten or the child first enters the Illinois

school system. The eye examination must be within the year leading up to October 15 of the current school year.

## Dental Examination

Children need good oral health to speak with confidence, express themselves, be healthy and ready to learn. Poor oral health has been related to lower school performance, poor social relationships, and less success later in life. For this reason, we thank you for making this contribution to the health and well-being of your child.

Illinois law requires all students in kindergarten and the second, sixth and ninth grades of any school must have a dental examination. The exam must have been completed within 18 months prior to May 15 of the required school year or present proof that their exam has been scheduled in the next 60 days. Failure to present proof of the dental examination or scheduled exam may result in the school holding the child's report card. A licensed dentist must complete the examination, sign and date this Proof of School Dental Examination Form. If you are unable to get this required examination for your child, fill out a separate Dental Examination Waiver Form.

## Medication

Ideally, medication should be given at home to avoid the disruption of the educational process. If your child requires medication during the school day, you must provide written/signed authorization. Medications given for 2 weeks or less require written/signed authorization by a parent. Medications to be given for more than 2 weeks require a written/signed authorization by the parent and physician.

Medication will be stored in the school office unless a self-carry authorization for rescue medications has been approved by a physician. All medications must be delivered by the parent/legal guardian to the school office in the original container/packaging labeled with the student's name. No medications are to be stored in lunch boxes, backpacks, or purses. No sharing of medications between students. No essential oils, herbal remedies, or vitamins are allowed without a doctor's note.

The school provides only very limited amounts of over-the-counter medications for emergency use. No staff member will be allowed to administer any medicine, aspirin, etc. to any student (Pre-K through 12th grade) for headaches, fever, or other reasons without written and verbal parental authorization. The school does not keep an inventory of non-prescription medications.

## Physical Education Participation

All students are expected to participate when enrolled in Physical Education (P.E.) classes. When any student has a physical challenge which limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid.

Parental requests for occasional exemption (sore throats, nausea, etc.) will be honored provided an email stating the reason is sent to the P.E. teacher/coach by the parent. When the exemption is for more than (1) P.E. class, a doctor's note is required. NHCA recommends all students have a physical before participating in any sport, athletic in nature event, or physical education class.

## Potty Training

Students are required to be fully potty-trained. Parents will be notified of accidents. If consistent accidents happen, a meeting will be scheduled to discuss a plan of action. Pre-K and Kindergarten students must keep a change of clothing in their backpack in case of an accident. As a matter of procedure, students who demonstrate a lack of bowel control must be picked up for proper cleaning within a timely manner due to the health risk to other students and staff.

## Medical Aid Devices

Students are not allowed to be in a wheelchair, boot (for foot), immobilizers, or crutches unless directed by a doctor. A doctor's note indicating activity restrictions and order for medical device must be provided to the school.

## Harmful Substance Policy

NHCA has a harmful substance policy to help students make good choices that are healthy and biblically based, and to have positive interactions in our community. We are blessed at NHCA to have outstanding students and families that partner with us. Nevertheless, harmful substances are a real temptation and we believe it is important to do everything reasonable to ensure the safety and well-being of our students.

The use, sale, or offer to sell, purchase, distribution, manufacture, or possession in any manner of drugs, alcohol, tobacco, e-liquids, or any synthetic or "look-alike" substance by any student is strictly prohibited. Prescription medications are allowed if taken by a student in accordance with current prescription to the student by the student's licensed physician. The use, sale or offer to sell, purchase, distribution, manufacture, or possession of drugs, alcohol, tobacco, e-liquids paraphernalia by any student is strictly prohibited.

This is a proactive policy. We recognize society's pressure on our students and the possibility of substance abuse pressure that can reach any child today. We want to help students prevent problems before they happen.

# Safety

The door with the NHCA logo located in the lower parking lot on the west side of the building is the main entrance for NHCA. This is the door to be used during school hours. Exterior doors will be locked once class instruction begins at 8:00AM and will be unlocked again at dismissal time (i.e., 2:45PM). Parents and visitors can park in any space about the campus.

## Video Doorbell

The main entrance has a video doorbell to be used by visitors when the front doors are locked. The video doorbell detects motion when someone comes to the door. The school office is able to see, hear, and speak to visitors in real time from anywhere in the building. Only use the main entrance for access to NHCA during school hours.

## Procare

NHCA uses Procare software to allow parents and authorized individuals to securely and efficiently check in and check out their students. There are three separate Procare check in and out stations at NHCA: Pre-K common area, the main entrance, and the gym entrance.

## Remind

NHCA uses Remind (app and website) to simply manage communication between administration, parents, and teachers. Remind helps parents stay on top of what's going on at NHCA and get the information they need right on their phone. If you can text, you can use Remind. To join the NHCA school-wide Remind, contact Administration for the text code.

## Check-In / Out Procedures

All parents must use a Procare station to check-in and check-out their child(ren) regardless of grade level. Drive-thru drop-off and pick-up options are not available. All parents must come inside the building. Parents not registered in the Procare system must go to the school office. Parents must show their driver's license to be registered in Procare.

To make sure your child is checked in and out using the Procare station:

- Click Start Here...
- Place your pointer finger on the ID pad (*Use the same finger you used when you registered.*)
- Click on the child's name(s) you'd like to check in or out
- Click Finish

You must see the green "Procedure Completed Successfully!" screen to know you are done.

## Drop-off Procedures

Drop-off is available in multiple locations from 7:30AM - 7:50AM. Students arriving after 7:50AM need to check in at the main entrance. If checking in students across multiple grade levels, use the entrance with the shortest line.

- Pre-K students will be brought to the "Pre-K" entrance, checked in, and walked directly to their classroom.
- Kindergarten through 2nd grade students will be brought to the main entrance, checked in, and walked to the student's assigned table in the dining room.
- 3rd - 12th grade students will be brought to the gym entrance and checked in. 3rd - 12th grade students will go to the area designated by their teacher at the start of the school year (dining room, classroom, gym bleachers, etc.)

## Pick-up Procedures

Pre-K pickup is from 2:15PM - 2:30PM. Pre-K - 12th grade pick-up is available in multiple locations from 2:45PM - 3:00PM. If checking out students across multiple grade levels, use the entrance with the shortest line. Students not picked up by 3:00PM will be escorted to After School Child Care and student accounts will be charged accordingly.

- Pre-K students will be picked up in the hallway in front of their classroom starting at 2:15PM. Walk in the "Pre-K" entrance and check out your child in the Procure system.
- Kindergarten through 12th grade students will be picked up in the Gym starting at 2:45PM. Use the gym entrance to enter the building and check out your child using the Procure system.

No students are allowed to just "hang-out" in classrooms, hallways, gym, or playground to wait for their parents. With the exception of those students being picked up and those involved in an athletic practice, the gym is closed.

## After School Child Care

After School Child Care (After Care) is only available to NHCA families. All students on school property after 3:00PM who are not under direct supervision by a staff member will be placed in After Care and parents will be charged according to the scale below. After Care is for working parents only. Please do not send your child(ren) to After Care because they want to "play" or because a friend is there. After Care is available on Monday, Tuesday, Thursday, and Friday from 3:00PM - 5:30PM. After Care is unavailable on Wednesdays and closed during regular

school breaks and early dismissal days. A light snack will be served during After Care. The check-out process is the same as a normal school day. Parents utilizing After Care are required to join the After Care Remind for After Care specific messages. Parents will be provided a new After Care Remind class code each academic year.

The After Care tuition amounts are listed in the schedule below. Tuition is due in advance. Payment is due on or by the 1st of each month. Tuition will not be due for full week breaks (i.e., Fall Break, Christmas Break, and Spring Break). The full week's tuition will apply to all other weeks included in the Academy calendar, regardless of snow days, absences, or holidays during the week. You are responsible for payment of contracted days whether or not your child is in attendance.

Attends 2 Days a Week	Price (Per Child)	Discount
1 Child	\$25 Per Week	
2+ Child	\$20 Per Week	20%

Attends 3+ Days a Week	Price (Per Child)	Discount
1 Child	\$40 Per Week	
2+ Child	\$32 Per Week	20%

If your child is not picked up by 5:00PM, you will be charged a \$10 late fee. After 5:15PM there will be an additional \$10 late fee. After 5:30PM there will be an additional \$25 late fee, plus a \$2.00 per minute thereafter. The time is determined by the clock in the ProCare system at the Academy.

After Care is billed monthly by NHCA to the parent using the same process as regular tuition statements. After Care will not be billed with tuition. Payments are due at the time the email is received. Tuition late fees will be assessed the same as tuition billing. If payment is not received by the last business day of that month, the child(ren) will not be allowed to attend the program until the payments are brought up to date.

## Authorized Persons

If a child is to be picked up by someone other than the adult(s) identified on the student's authorized pick up list, the school office must be notified in writing. The person will be required to show their photo ID to office staff when signing out the student.

Students will not be allowed to go home with another student unless a parent of each child has given permission in writing to administration. Students will not be allowed to use the telephone to make arrangements or ask permission to go home with or invite another student after school.

## Biometric ID Stations

The Procure biometric ID stations do not record the fingerprint of anyone. Instead a mathematical calculation is used, based upon a unique set of data points within the fingerprint, to identify each person. In other words, a number is assigned to represent each fingerprint.

A person's fingerprint is not stored. Procure knows how to interpret the number assigned to each fingerprint in order to confirm that an authorized person is checking the children in or out. This is the only purpose of the biometric ID station.

## Procure Bypass Pin

Sometimes, not everyone is able to use the check in/out station fingerprint reader reliably. Some people may have fingerprints that cannot be read even after following the recommended cleaning procedures for the reader. For this reason, bypass must be selected and the person needs to be re-registered. See administration to complete the Procure Bypass Pin Form.

## Student Parking and Driving

It is a privilege to be able to bring a car to school. Student drivers may only park in the upper parking lot. Licensed student drivers need to register for their on-site parking tag. No student driver will be allowed to leave the campus during school hours unless proper "early dismissal" procedures have been followed. Once permission from the parent has been confirmed, the student will be allowed to leave after signing out in the office.

Each driver should be an example of courteous driving habits. Students may not sit in cars during the school day, but may access cars during approved times. The school assumes no responsibility for loss of contents or damage to vehicles while on school grounds. Students who drive to school should bring all needed materials for the day into the building when they arrive for school. Students will not be given permission to go to their cars to retrieve items during the day.

The speed limit in the parking lot is 10 mph. Failure to comply with safety or speed limit guidelines may result in a warning, detention, suspension, or revoking of a student's right to drive and/or park on the school premises as determined by the administration.

## Weather Related School Closings

School closings due to weather or other unforeseen circumstances will be determined by the administration. A Remind message will be sent to parents as soon as a decision has been made regarding the school closing. Parents may also be notified by email, on WSIL-TV 3, and the school's social-media platforms. New Hope Christian Academy of Southern Illinois will be named specifically if school is closed.

If the weather becomes severe during the school day, we will not close the school; however, a parent may pick up their child early. Please call ahead. The student must be checked out by an authorized adult to leave. Days cancelled due to weather may need to be made up at the end of the year.

## Emergency Procedures

A NHCA Evacuation Map is posted by the door in each room of the building at a level where it can be easily read. Drills will be held during each semester. In the case of a true emergency, parents will be notified via Remind urgent messages.

- Fire and Evacuation Drills
  - Fire drills will be conducted on a regular basis. When a fire alarm is sounded classes will follow NHCA protocol and then proceed to their assigned areas quickly and in an orderly fashion.
- Tornado Drills/Warnings
  - Tornado drills and warnings are announced over the intercom system. When notified, classes will proceed to their assigned areas quickly and in an orderly fashion.
- Intruder Drills/Warnings
  - Intruder drills and warnings are announced over the intercom system. When notified, teachers will direct students to their positions while also ensuring proper protocols are followed.

# General Parent Resources

## Animals / Pets

No pets or animals may be brought on campus unless approval is received from administration. Students are not allowed to bring pets for show and tell.

## Change of Information

Whenever there is a change of address, telephone number, emergency contacts, and/or medical/insurance policy information, please notify the school by emailing [hello@nhcalions.org](mailto:hello@nhcalions.org).

## Class Parties / Birthday Celebrations

Any parties during school hours must have the classroom teacher's permission. Parties held during school hours must have a "no gift" policy. All food items brought to a class party or birthday celebration must be purchased from a store. Homemade food items are not permitted due to state health regulations.

Class parties are only allowed for Pre-K through 4th grade. Teachers are responsible for planning all class parties for holidays and other special events. Teachers may request parent involvement for help with these parties. All family members attending a party **MUST** have an approved background check on file. It is the parent's responsibility to notify the teacher at least two weeks out of the person that will be attending so NHCA can run a background check.

Birthday Celebrations for Pre-K through 4th grade will not be celebrated during the lunch period, but will be held during the afternoon at a time deemed appropriate by the teacher. Birthday or other party invitations, gifts, or treats may not be distributed while at school unless the entire class is being invited or treated. For birthday celebrations, parents have the option of providing a simple dessert, cupcakes or cake and ice cream for the entire class to enjoy. All food items brought to a birthday celebration must be purchased from a store.

## Food Service

In an effort to assist parents in providing a balanced and nutritious meal, NCHA offers a breakfast and lunch program for students in Pre-K through 12th grade. The program is approved by the Egyptian Health Department. In order to comply with the ordinances of the Egyptian Health Department, all persons serving in the kitchen must have a valid Food Handler's License. No exceptions.

Download the monthly school menu at <https://nhcalions.org> under School Calendar.

The fee schedule for meals is as follows:

- Breakfast w/ Orange Juice, Apple Juice, or Milk is \$1.50 and
- Lunch w/ Water is \$3.00.

The cost of each student's daily purchases is added to his/her student account and is billed weekly on Fridays. Parents are encouraged to prepay the upcoming week based upon reviewing the school menu with their child.

Accounts in default could eventually lead to grade cards and transcripts being withheld. Students who order a meal (breakfast or lunch) will be charged for a meal even if they leave school early for any reason or choose not to eat it.

All breakfast and lunch orders must be turned in to the child's teacher no later than 8:00AM. Students who will be arriving late to school and want to eat breakfast or lunch should call the office by 8:00AM to place their order.

Adults wishing to visit their child during lunch and eat in the dining room must call the school office prior to 8:00AM to reserve a meal. All lunch visitors must be pre-approved by NHCA administration and must be immediate family members or NHCA alumni in good standing.

Parents whose children require special diets or have food allergies need to notify administration. NHCA is NOT an allergen free environment. NHCA is a closed campus during lunch. Student drivers may not sign-out for lunch without a parent's presence.

Please consider the ability of your child to open the containers in which you send their food. All packaging must be easily opened by your child. We ask that you not send food in cans, even with pop-top lids.

Students may bring their own breakfast or lunch from home, but please do not use glass containers. A microwave is available for students in grades 3-12 to heat their lunches, if necessary. However, please consider that students can waste a considerable amount of their lunch time waiting for a microwave. All utensils, bowls, etc. must be packed with the child's lunch. NHCA staff cannot provide these items. Limited refrigeration is available for students.

The Dining Room rules of conduct are as follows:

- Pre-K through 12th grade students must sit at the table(s) assigned to their grade.
- All students must remain seated at a table until they have finished their lunch and cleared their own area.
- Students are not allowed to leave the dining room without a teacher's permission.
- No horseplay is allowed.

- No personal items are allowed in the dining room (cell phones, laptops, toys, etc.)
- Students must keep the noise level down by speaking in a normal tone. Teachers or aides will monitor the noise level in the dining room and address any class or group that is too loud.
- Each student is responsible for cleaning up his/her area (including underneath his/her seat) and will remain in the dining room until dismissed.
- Dismissal will take place in a timely and orderly fashion.

See appendix C for the Dining Room Expectations.

## Food and Drinks

All food items brought to any event at NHCA must be purchased from a store. No homemade food items are permitted due to state health regulations. Soda, energy drinks, and gum are strictly prohibited at any time at NHCA. With the exception of class parties, teacher approved snacks, and water bottles for students, food and drinks are not allowed in classrooms.

## Deliveries for Students

It is the responsibility of the students and their parents to ensure they have all their books, homework assignments, athletic gear, lunches, etc. needed for the day before arriving to school. Class will not be interrupted to deliver “forgotten items” to a student. Items delivered to the school for students (for example, mail, parcels, flowers, balloons, and other items) will remain in the school office until the end of the day.

## Field Trips

Field trips are planned by the administration and teachers to enhance the curriculum being taught. When field trips are planned, teachers will send home information regarding the trip with students. Please read all of the teacher’s instructions carefully. Some general guidelines for field trips are listed below:

- All school policies concerning dress, behavior, and discipline apply.
- The behavior of students during special outings should always reflect self-control and a high Christian standard.
- Transportation will be provided by bus or in NHCA approved vehicles.
- Any adult attending a field trip must have an approved background check on file. No adult (parents included) may attend a field trip without this approved form on file. Background check forms take a minimum of two weeks to process. Parents are encouraged to complete this form at the beginning of the school year to avoid missing field trips, etc. Background checks expire after three years and a new one will be required.

- Due to the educational nature and supervisory role of the parent, siblings may not attend field trips unless specifically invited by the teacher.
- Parents will need to provide their own transportation on field trips.

Parents who want their child(ren) released immediately following a school sponsored event must "sign-out" with the teacher/coach/sponsor in person at that time using a Field Trip Release Form provided by NHCA. Students may be released to parents only unless the parent has indicated in writing the person who will be picking up the student. This should be completed via email with the teacher/coach/sponsor conducting the trip prior to the day of the trip. In the event of an emergency situation, administration may make "sign out" exceptions, which will be handled on a case by case basis.

## Housekeeping

Each student is expected to do his/her part in keeping the classrooms, hallways, gym and campus clean. Please help us keep the building and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper containers and pick up paper, rather than walking over it. Trash containers are located in each classroom, the dining room, and the common area.

## Lost and Found

Please label your child's water bottle, jackets, lunch boxes, backpacks, and other materials. The lost and found area can be checked for items left during school hours. Valuables such as jewelry, cell phones, etc. will be held in the office. NHCA cannot be responsible for items left on school property overnight. Unclaimed items will be given to charity or discarded at the end of each nine-week session.

## Parent Questions

NHCA provides many informational resources to answer the most frequently asked questions including [www.nhcalions.org](http://www.nhcalions.org) and social media.

We encourage our staff and parents to utilize the Matthew 18 Principle. Most issues can be resolved by going directly to your child's teacher(s). If you have questions concerning your child's grades, homework, class behavior, or activities, contact his/her teacher first, before bringing it to the attention of the administration.

## Personal Items

It is our desire to have an uninterrupted learning environment at NHCA. Students are not allowed to bring cell phones to school. Therefore, if cell phones are seen, heard, or used

during the school day, they will be confiscated and kept until the end of the day. In order to pick up the phone, students will need to conference with the principal, and in some cases, a parent conference may be required.

Students are not allowed to use electronic devices during school hours unless specifically approved by administration. Laser pointers are not allowed on school property. NHCA is not responsible for lost or broken items.

Toys and other personal items for playing are not allowed at school. Toys may only be brought to the Kindergarten classroom on teacher-designated "Show and Tell" days. Students who bring items that cause disruption to the class will be asked to put the item in their desk or backpack and take it home at the end of the day.

## Pictures

Individual student pictures are taken early in the fall semester. This photograph is the one that is used for the school yearbook. All students are required to have a picture taken. Purchasing a photo package is optional. A makeup date may be scheduled for later in the fall in case of absences.

## Supply Lists

Download supply lists at <https://nhcalions.org>. Administration will communicate with parents on when to bring supplies to the school.

## Textbooks

Textbooks are the property of NHCA and are leased to the students yearly. Workbooks that require children to mark up or tear out pages become the property of the student at the end of the year. Regardless of ownership, students should not abuse textbooks or supplies.

If a student loses a textbook, a notice will be sent to the parents showing the cost of the book. Charges for lost or damaged textbooks will be placed on the student account. Accounts will be charged at the total replacement cost of the book plus shipping. Once payment for the lost textbook is received, a replacement textbook will be issued. Students will not receive grade reports if there is an outstanding balance for a lost or damaged book.

## Visitors

All visitors must be pre-approved by administration and are asked to adhere to NHCA dress code guidelines. All visitors must sign in at the main entrance and receive a visitor badge with a

date. Before leaving the visitor must sign out at the main entrance. Visitors are not permitted during standardized testing or during quarterly or semester exams.

Parents are welcome to visit their child's class if arrangements are made with the administration in advance and an approved background check is on file in the school office. Younger siblings are not allowed in class without prior permission from the teacher. All lunch visitors must be pre-approved by administration.

## Volunteers

We value the service of any parent or other adult who gives their time and energy to help in any department or program of NHCA. All parents wishing to serve in the classroom, at recess, in the kitchen or dining room must have an approved background check form on file. Volunteers may be subject to administration approval. Background check forms are provided by NHCA administration. All volunteers are subject to the terms of the NHCA Parent and Student Handbook (e.g., dress code, classroom honor agreement). All volunteers must sign in and out at the main entrance.

# Extracurricular Activities

## Extracurricular Eligibility

Students participating in NHCA sanctioned extracurricular activities must have a grade average of "C" or above in every subject. Scholastic eligibility for students will be checked at the end of the third week of each semester and each week thereafter.

A student is considered "at risk" if he/she maintains a "C" average in any class/subject. This will be determined and documented at the end of each week. An "At-Risk, Probation, and Ineligible" list will be sent to each teacher and coach by Monday morning of the week included in the ineligibility period.

For a student to participate in an extracurricular event scheduled on a school day, the student must be in attendance in the classroom for no less than a half day (arrival by 11:30AM). Exceptions require administrative approval.

# Appendix A - Admissions Path

The admissions team looks at all of the information presented to make a decision as to whether NHCA will be a good fit for all parties involved.

## First Steps

- Complete an Application for Admission - <https://nhcalions.org/apply/>
- Parent/Guardian Information Form - <https://forms.gle/WxUeQbEcL19XFSsD9>
- Complete the Parent and Student Handbook Agreement - Appendix D

## School Records

- Complete a Release of Records Form, if applicable - <https://tinyurl.com/rkoqon8>
- Pre-K, Kindergarten and First Grade students will be required to complete a school readiness assessment.
  - Pre-K applicants must be 3 years old by September 1 of the year for which they are applying. Kindergarten applicants must be 5 years old by September 1 of the year for which they are applying. Kindergarten applicants must be able to care for their restroom needs independently.
- First - Seventh Grade:
  - Copies of current/most recent report card as well as previous school records (report cards and standardized test scores from the last two years), and any educational or diagnostic testing.
  - If applicable, disciplinary records should be included as well.
- Eighth - Twelfth Grade:
  - Copies of current/most recent report card as well as previous school records (report cards and standardized test scores from the last two years), a transcript, and any educational or diagnostic testing.
  - If applicable, disciplinary records should be included as well.
- Homeschool applicants will be required to complete a placement test.

# Appendix A - Admissions Path Continued

## Personal Records

- Birth Certificate
  - A copy of a student's birth certificate is required at the time of enrollment. This document will be kept permanently in the student's cumulative folder for the duration of his/her education at NHCA.
- Medical Forms
  - Physical, Immunization, Eye, and Dental Forms
  - A copy of the applicant's most current immunization record is required. Immunization records must include month, day and year of each shot, and the healthcare provider's signature or stamp.
- A copy of any special testing reports (physical and/or psychiatric).
- If a student has been assigned an Individualized Education Plan, parents must submit plan.
- If a student is on any type of medication, parents must supply name and dosage information.
- With any custodial arrangements, the most recent copy of all court documents regarding custody and educational decisions that are signed by a judge and notarized must be submitted.

## Family Interview

- Once the admissions packet is returned, the parents will be contacted to schedule a Family Interview appointment with the admissions team. The admissions team consists of the principal and at least one other faculty member. The principal will make the final admissions decision.
- The Family Interview is an opportunity for convictional compatibility discussions as well as a Q&A opportunity. If testing was required, scores will be reviewed during the interview.

# Appendix A - Admissions Path Continued

## Family Interview Continued

- Though not required to be Christians, the parents of students in NHCA should have a clear understanding of the Biblical convictions and purpose of NHCA. This understanding includes a willingness to have their child exposed to the clear teaching of the school's doctrinal statements in various and frequent ways within the school's programs. The parents should be willing to cooperate with all the written policies of NHCA. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

## Final Steps

- A student file is complete when it has an application for admission, all requested student records and documents, a documented family interview, signed parent contract and paid book fee.
- The annual book fee for Pre-K is \$150 per student. The annual book fee for K-12th grade is \$200 per student. Fee is refundable if application is denied unless books have already been purchased.
- All families must sign a parent contract for an enrollment to be finalized. By signing the parent contract a parent is pledging to uphold the doctrinal statement of NHCA and actively support the school's administration, faculty, and policies.
- You will be notified of the result of your application within two weeks of receipt of all required materials.
- The school address is P.O. Box 296, Harrisburg, IL 62946. Forms may also be emailed to [hello@nhcalions.org](mailto:hello@nhcalions.org). Please address any questions regarding the admissions process to the principal by calling 618-205-6707.

# Appendix B - Classroom Honor Agreement

I will strive to observe and follow the tenets of behavior and expectations of NHCA, on-campus and off-campus, in-person, through social media and every other form of communication and relationship. I will:

- **Be Ready to Learn**
  - I will be in my seat prepared to learn at 8:00AM every school day. I will do my very best to obey those in authority over me. I will honor the additional classroom specific rules that my teacher feels are in accordance with Christian principles from Scripture. I will not lie, cheat, or steal.
  
- **Respect People**
  - My relationship with myself and others will be based on the principles of Christ's love. I will work purposefully to develop and remain in good relational standing with my parents, fellow students, teachers, coaches, mentors, and others while showing care and concern in my speech and actions. I will speak truthfully, honestly, and will conduct myself in a manner worthy to be followed. I will respect the beliefs and opinions of others and will not seek to degrade or bully. When disagreements arise with others or if I become alienated from others, I will seek restoration and right standing.
  - I will refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, hurtful, or destructive with my physical body or my attitude toward fellow students, teachers, staff members, and/or visitors.
  - I will only touch others in the safe zone area (top of the arm to fingertip). I will never cause physical harm to another student, teacher, and/or staff member.
  
- **Respect Property**
  - I will value the development, use, and maintenance of all property and possessions.
  
- **Preserve and protect the intention, environment, and culture of NHCA**
  - Collaboration, personal investment, and ownership lead to personal growth. Spiritual, emotional, intellectual, and physical growth are cornerstones of the intention, environment, and culture of NHCA.
  - I will learn to accept all school policies with a positive attitude. I will at all times refrain from the use of profanity, offensive slang, vulgarity, foolish jesting and complaining.

I agree to diligently uphold this Classroom Honor Agreement for the full twelve months of the year, at school, at school activities, and outside of school.

Student \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Mother/Guardian \_\_\_\_\_

# Appendix C - Dining Room Expectations

To maintain order and keep noise to an acceptable level during meal times NHCA has simple dining room expectations that we expect every student to follow. These simple expectations are posted in the dining room and are reviewed at every meal time. The Dining Room Expectations are as follows:

When I am in the Dining Room for breakfast, lunch or snack, I will:

- Have Fun and Be Kind
- Use Good Manners
  - I will say "Please", "Thank You", and "Excuse me."
  - I know that good manners make kind friends.
- Use My Inside Voice
  - I will speak softly in line and at the table.
  - I know the last five minutes of each meal time is quiet time.
- Stay in My Seat
  - I will wait nicely in line and walk to my table.
  - I will raise my hand when help is needed.
- Clean My Seat and Table
  - I will pick up all food and rubbish before leaving the dining room.
  - I know a clean area is more fun.

I have read these dining room expectations with my parents.

Student \_\_\_\_\_ Date \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Mother/Guardian \_\_\_\_\_

# Appendix D - Parent / Student Handbook Agreement

My child and I have read and understood the New Hope Christian Academy Parent and Student Handbook posted at [www.nhcalions.org](http://www.nhcalions.org).

My child and I will uphold all rules, regulations, and guidelines in the Handbook. I agree to the tuition payment plan due on the first of each month from August through the month of June. If there is ever a concern, I will contact the school immediately.

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Parent/Guardian Signature

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Date