



# Handbook

2023-2024 School Year

Reviewed Date

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**New Hope Christian School**

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## **Introductory to Hand Book**

The purpose of this Handbook is to introduce parents/guardians to the school's guidelines, regulations, and general information and help them to understand the structure of the school and its Christian learning environment. This Handbook is not intended to be all encompassing so as to cover every situation or circumstance that may arise during the school day, or school year. Feel free to ask any questions you may have that may not have been addressed in the Handbook.

## **Guiding Principles**

### **Mission**

New Hope Christian School exists to come alongside and assist the family and Church by providing a Christ-centered education, equipping students with a Biblical worldview and by training them to be Christ-like leaders through the encouragement of a love relationship with the Lord Jesus Christ.

### **Statement of Faith**

- ☐ We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.  
(2 Timothy 3:16-17, 2 Peter 1:21)
- ☐ We believe that there is one God, eternally existent in three persons: Father, Son & Holy Spirit.  
(Genesis 1:1, Matthew 28:19, John 10:30)
- ☐ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:33), (Isaiah 7:14, Matthew 1:23, Luke 1:35), (Hebrews 4:15, Hebrews 7:26), (John 2:11), (I Corinthians 15:3-4, Ephesians 1:7, Hebrews 2:9), (John 11:25, I Corinthians 15:4), (Mark 16:19), (Acts 1:11, Revelation 19:11)
- ☐ We believe that for the salvation of the lost and sinful men regeneration by the Holy Spirit is absolutely essential.  
(John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- ☐ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.  
(Romans 8:13-14, 1 Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
- ☐ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- ☐ We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 2:12-13, Galatians 3:26-28, Philippians 2:1-2)
- ☐ We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27, Mark 10:6)
- ☐ We believe in God's design for marriage as being between one man and one woman.  
(Genesis 1:26-27, Genesis 2:18-25, Romans 1:21-27, 1 Corinthians 6:9-10;18, 1 Corinthians 7:2-5, Hebrews 13:4, Matthew 15:18-20)
- ☐ We believe in the sanctity of human life. (Psalms 139:14-16)

### **Philosophy of Education**

- New Hope Christian School partners with families in their calling to train up their children in the way of the Lord. We equip students in a Biblical worldview by learning about God's world through the light of God's Word, so in return, they can go out into the world and become transforming influences for God's Kingdom.
- New Hope Christian School is not meant to take the place of the Family Unit nor the Church or bear the full responsibility of educating the student in all aspects of the Christ centered life but rather the encouragement, assistance, and protection of the student through the highly impressionable years of education from the surrounding societal degradation.
- New Hope Christian School believes that a good Christian education is a foundation for children's beliefs, faith, and resistance to peer pressure from an ungodly/immoral world.

### **Purpose**

- New Hope Christian School exists for a two-fold purpose:
  - ❖ First, we believe that God needs to be the center of all learning. Only a Bible-centered, God honoring interpretation will bring future generations to the allegiance of God.
  - ❖ Second, the school is dedicated to the task of challenging children to a total commitment to the Lord and to His right to direct their lives. Together with this commitment comes the realization that God's total program is worldwide evangelism. All of the studies and activities of New Hope Christian School are geared to this end.

## **General Information**

- New Hope Christian School was organized in 1978, for grades K-8<sup>th</sup>.
- The School Board governs the school and has final authority in all matters. Members of the Board must clearly demonstrate spiritual maturity and spiritual leadership in their homes and workplace.

### **Academic Status**

- New Hope Christian School is an approved 501 (c) (3) non-profit school as determined by the IRS and Nebraska Department of Education.
- Non-denominational Christian school

### **School Insurance**

- Liability Insurance:
  - All accidents that occur on school property or school functions are to be covered under parental health or vehicle insurance first. In the case that they do not have insurance or their claim is denied, the school may have secondary insurance.
  - If the school could be negligent or liable, the school will turn the claim into the school's insurance.
  - Students and Non-students after school hours that are on the playground equipment are playing at their own risk and the school is not responsible for any accidents or injuries.

### **Yearly Calendar of events page**

- A School Calendar will be handed out at the beginning of the school year or found on the school website.

## **Parental Involvement**

New Hope Christian School relies heavily on the consistent involvement of our families. We do fundraisers to help keep our tuition low and voluntary work to help keep our expenses as low as possible. We attempt to keep the school as flexible as possible but still maintain order and structure. We are reliant on parental volunteering but do understand that both parents may work and are not able to volunteer as much. However, because of our unique flexibility there are small ways in which parents may be able to volunteer in order to better fit their schedule. Please note the following mandatory and voluntary needs for our school:

### **Mandatory Responsibility for Families**

#### **Cleaning & Maintenance of the School:**

- Each family will sign up for dates of cleaning duties at the first women's auxiliary meeting of the year. If a family cannot fulfill the week they signed up for, they are responsible to find a sub or switch with another family.
- At the beginning of the school year, each family will be asked to come to the school to get cleaning projects done or attend a family workday before school starts.
- End of the school year cleaning projects/work day should also be expected.
- Each family will also be asked to bring specific cleaning supplies and/or toiletries at the beginning of the school.

#### **Mowing:**

- Each family can sign up for one or two weeks of mowing and weeding the school's property during the spring/summer months. The number of weeks will vary depending on how many families participate.
- If you do not have access to a mower, you can join a family who does.

#### **Milk Delivery:**

- Each family is responsible for delivering milk to the school at the beginning of the week. This is a two-week assignment given to each family at the first women's auxiliary meeting of the school year.
- Number of gallons may vary based on the number of students.

#### **Fundraiser Involvement:**

- Each fundraiser requires parent involvement in order to be successful! There will be numerous opportunities to use your gifts and talents to help with each event.
- Expect to be placed on a set up/tear down crew for each event.

#### **Christmas/Spring Programs:**

- We provide refreshments and snacks after our Christmas and Spring programs. You will be asked to help provide some sort of snack/dessert for each of these events. If you are a kindergarten or 8th grade parent, plan on bringing some sort of dessert of sheet cake in honor of your graduate to share at the Spring Graduation Program.
- Expect to be placed on a set up/tear down crew for each program.

### **Voluntary Family Opportunities**

#### **Be a Teacher Aide:**

- If you are able to help during the week, there are several slots each week available for parents or grandparents to help with spelling tests, memory verses, serving hot lunch, etc.
- Please review the School Boards'/Teachers'/Aides'/Volunteer Code of Conduct for requirements before volunteering or recommending someone as an aide. (Page [11](#))

#### **Student Transportation to/from Field Trips:**

- Field trips will be announced throughout the school year and requires volunteers to help with kids. We understand not all parents are able to attend each field trip with their child.
- 2-3 all school field trips are planned throughout the year
- Each grade has a yearly field trip to Stuhr museum

### **Opportunities to Bless our Teachers/Para's/Aides:**

- **Teachers/Para's:** Please prepare to be asked to consider giving money towards the teachers'/para's end of year bonuses by mid-December. We also highly recommend that each family consider taking the time to find a specific way to bless the teachers throughout the year to show our appreciation of them.
- **Teacher Aides:** Several Individuals (students' mothers, grandmothers, family members or friends) volunteer their time each week at the school. Please consider giving them cards, Valentines or notes of thanks! If you need a list of current aides, just ask one of the teachers.

### **Snow Removal, Building/Grounds Maintenance:**

- Families may volunteer their expertise and equipment when the need arises to help keep the school building/ grounds maintained and snow removed to help prevent accidents or future expensive repairs.
- Please see the School Board President about this volunteering.

### **Monthly Meetings**

New Hope School Board/Auxiliary Meetings

- ***All men and women are invited/ recommended to participate in the monthly School Board and Auxiliary Board meetings each month at the school.***

### **New Hope School Board**

- The School Board oversees the financial, overall operation and governance of the school.
- Meetings are generally scheduled for the first Monday evening of the month.
- **Leadership Roles:** President, Vice President, Treasurer, Secretary
  - Term Limits are 3-year terms
  - Members of the Board must clearly demonstrate spiritual maturity and spiritual leadership in their homes and workplace.
- All Boards, Teams, and Committees fall under the indirect governance and supervision of the New Hope School Board. While these entities may operate independently of the School Board, they are still subject to the overall authority of the New Hope School Board. **(Romans 13:1-7) (Proverbs 11:14)**
  - **Boards** are a group of persons having managerial, supervisory, or advisory powers.
  - **Teams** are a number of persons associated together in work or activity.
  - **Committees** are a body of persons delegated to consider, investigate, take action on, or report on some matter.

### **Ladies Auxiliary Board**

- The Auxiliary Board works side by side with teachers to help keep the school running smoothly.
- All Auxiliary Board minutes and reports are given to the School Board for review and inclusion into permanent record.
- Meetings are generally scheduled for the last Monday evening of the month.
- Leadership Roles: President, Vice President, Treasurer, Secretary
- Term Limits are 3-year terms
- All Teams fall under the direct governance and supervision of the Ladies Auxiliary Board.
- Regardless of Auxiliary meeting attendance, women are encouraged to choose a Team: **(Colossians 3:23-24)**
  - A list of each team and its members will be posted for all to see.
  - Each team will communicate with every team member each month.
  - Each team will present a report to the Auxiliary Board each meeting.



|   |   |
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| <p style="text-align: center;"><b>School Party Team:</b></p> <ul style="list-style-type: none"> <li>▪ Christmas Party (games, activities, snacks, etc.)</li> <li>▪ Valentine’s Day Party (games, snacks, act.)</li> <li>▪ Other Parties throughout the school year</li> </ul>   | <p style="text-align: center;"><b>Decor Team:</b></p> <ul style="list-style-type: none"> <li>▪ In charge of decorations for tables at the Christmas &amp; Spring programs and any applicable fundraiser events</li> <li>▪ Christmas and Spring Programs: do craft with kids prior to program for kids to take home after program</li> <li>▪ Create and follow through with set up/tear down groups</li> </ul> |
| <p style="text-align: center;"><b>Field Trip Team:</b></p> <ul style="list-style-type: none"> <li>▪ Plan/organize all-school field trips</li> <li>▪ For information see Field Trip Team Guidelines: Page <u>21</u></li> </ul>   | <p style="text-align: center;"><b>Social Media/Website Team:</b></p> <ul style="list-style-type: none"> <li>▪ Update social media with pictures/events frequently</li> <li>▪ Update website regularly</li> <li>▪ Manage our online presence</li> </ul>  |
| <p style="text-align: center;"><b>Fundraiser Teams:</b></p> <ul style="list-style-type: none"> <li>▪ Fundraising Teams are a necessary and vital part of the school and its financial security.</li> <li>▪ For information see, Fundraising Coordinator/ Team Responsibilities located below.</li> <li>▪ <i>Due to the size and responsibilities of the Dinner &amp; Silent Auction, this will be its own separate Fundraising Team.</i></li> </ul> | <p style="text-align: center;"><b>Other Opportunities:</b></p> <ul style="list-style-type: none"> <li>▪ Manage SCRIP orders</li> <li>▪ Manage Box Top collection/submission</li> <li>▪ Manage Book Orders</li> <li>▪ Manage Go Big Give</li> <li>▪ Manage Hot Lunch Program</li> </ul>  |

## **Fundraising**

Fundraisers are a **necessary** and **vital** part of supporting the income of New Hope Christian School. Families are **expected** and **encouraged** to participate in fundraising wherever or however possible. Often help is required for setting up, operating, and tearing down of events, solicitation of donations, providing refreshments and snacks.

- New fundraising ideas should be presented to the Fundraising Team for consideration.
  - All new fundraising ideas **will have the right to be fully and respectfully listened to without criticism/rebuttal, interruptions, or immediate dismissals**. All new ideas will be taken under serious consideration and may be asked to either provide more information or explore the idea further.

### **Fundraising Coordinator/ Team Responsibilities**

- ***Due to the size and responsibilities of the Dinner & Silent Auction, this will be its own separate Fundraising Team.***
- Present new fundraising ideas that have been thoroughly explored and vetted to the Auxiliary Board.
- Keep a list for future potential fundraisers.
- Coordinate the advertising of events in a timely manner **so donors can have ample time to plan ahead**.
- Line up locations/dates/times
- Alternate date for inclement weather (if applicable)
- Update Donation Letter each year
- Collect/organize donated items
- Delegate set up/operational/tear down teams
- Delegate responsibilities at actual event & communicate with parents
- Send out letters to local businesses asking for donations and sending Thank You's afterwards.
- Attendance Counts and Cash Flow reports (if applicable) are given to the School Board in order to help gauge the success and performance of these events.
- Fundraising E-mail address: [fundraising@newhopeschool.org](mailto:fundraising@newhopeschool.org)
- All Fundraisers are subject to change, see a list of possible Fundraisers that is handed out at the start of the school year.

## **School/Parent Communications**

- News/Weather Announcement Locations:
  - Website: <https://www.newhopeschool.org/>
  - Sycamore: <https://app.sycamoreschool.com/index.php?schoolid=>
  - Text message, phone call, or WhatsApp
  - Facebook/ Twitter/ Instagram
  - News Stations
- Newsletter: On Thursday for Kindergarteners and Friday for all other grades
- Sex Offender Location Notification:
  - Parents will be notified of any Sex Offenders that may move in nearby, when the school is made aware of it.
  - Parents are also encouraged to make themselves aware of offenders that are in the area. (Nebraska Revised Statute 29-4017)

- School Improvement Surveys:
  - A School Improvement Survey will be passed out by the School Board along with the Letters of Intent in March of the current school year. The purpose of the survey is to evaluate the strengths and areas of improvement for the betterment and promotion of the school.

## Parents’/Guardians’/Visitors Code of Conduct

The purpose of this code is to provide a reminder to all parents and visitors to our school about the expected conduct and policies while on school grounds or attending school events.

Our parents/guardians play a vital part in the total development of New Hope Christian School. Our parents/guardians recognize educating children is a process that involves partnership between parents, the school community, and their home church. Emphasis again and again has been placed upon the importance of parents/guardians cooperating with the school for the education of the child. In which, the quality of the student’s education is highly dependent on the moral stability and performance of the student’s home life.

### Expectations

We expect parents, guardians, caregivers, and visitors to:

- Pray regularly for the teachers, staff, and administration of New Hope Christian School.
- Cooperate fully in the educational functions of New Hope Christian School, doing my best to make Christian education effective in the life of my child, that he/ she may love and serve the Lord Jesus Christ all of his/ her life.
- Pay all financial obligations to the school on or before the date they are due.
- Understand the policies and regulations described in this handbook have been written and approved by the School Board and should be considered binding. Parents should encourage children to abide by these guidelines and support the school’s actions.
- Demonstrate that **ALL** members of the school community should be treated with respect and therefore set a good example in their own speech and behavior. **(Hebrews 13:1) (1 Timothy 4:12) (1 Corinthians 10:31) (1 Thessalonians 5:11)**
- Seek to clarify a child’s version of events with the school’s view in order to bring about a peaceful solution to any issue.
- Approach the school, not other parents, to help resolve any issues of concern.
- Seek to resolve any conflicts according to the Biblical instructions found in **Matthew 18:15**.

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians, caregivers, and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee’s office, office area or any other area of the school grounds, including special events.
- Using loud/ or offensive language, swearing, cursing, using, profane language or displaying temper outside of Christian character.

- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent or student regardless of whether or not the behavior constitutes a criminal offense.
  - Deliberately damage or destroying school property.
  - Abusive or threatening emails or texts/ voicemail/ phone messages/ social media or other written communication to any New Hope Christian School employee or parents.
  - Gossiping with other parents, teachers, staff, or guests regarding the school, teachers, processes, policies, or otherwise.
  - Defamatory, offensive, or derogatory comments regarding the school or any of the students/ parents/ staff, at the school on Facebook or another social site. Any concerns you may have about the School must be made through the appropriate channels by speaking to the class teacher or the School Board President, so the matter can be dealt with fairly, appropriately, and effectively for all concerns.
  - Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child, (such an approach to a child may be seen to be an assault on that child and may have legal consequences). Please approach the parent instead.
  - Smoking (cigarettes or vapors) and consumption of alcohol or other narcotic drugs while on school property or at school events.
  - Overt displays that are of a sexual nature that goes against the schools Lifestyle and Sexual Activity Policies.
- Should **any** of the above behaviors occur, the school may remove the offending family from New Hope Christian School and contact the appropriate authorities, if necessary. The list above is not meant to be a comprehensive of all behaviors which could result in removal from NHCS. If any behaviors deemed to be detrimental to the school occur, the School Board will determine the appropriate action.

## School Boards' /Teachers' /Aides' /Volunteer Code of Conduct

### Lifestyle Policies

Because New Hope Christian is a Christian school dedicated to providing a Christian educational environment and propagating biblical Christianity, we expect all our employees to conduct themselves according to the high moral, ethical and behavioral standards taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's word, submitting to those in authority and practicing self-control (**Rom. 12:9-13:7, Gal. 5:26, Col. 3:12-17**). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing, lying, cheating, accepting bribes, use of profanity, vulgarities and obscenities, the use of illegal/illicit drugs and non-medically prescribed narcotics, the abuse of alcohol or tobacco, occult involvement, rebellion, and any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, polygamy, and use of pornography (**Matt. 15:18-20; I Cor. 6:9-10**)).

- As part of our lifestyle policies we expect our employees to be faithful participants in a local church and to have a consistent practice of personal prayer and Bible reading.

### Expectations

#### **Agreement to:**

- ❖ Support and supplement the instructional program of the classroom teacher.
- ❖ Be prompt, dependable and regular in attendance.

- ❖ Always do what is in the best personal and educational interest of every student.
- ❖ Know and observe all school policies and procedures. Submit to the rules, recommendations, and requests of the immediate supervisor.
- ❖ Where appropriate, know what to do in case of fire, inclement weather, accident reporting, and emergency responses.
- ❖ In cases where a student confides in me about a situation which may involve abuse or neglect, I agree to notify the Head Teacher and will cooperate with the School Board President in any follow-up action and will follow the Abuse Prevention Policy.
- ❖ Leave personal concerns and pressures at home and school problems at school.
- ❖ Immediately notify my immediate supervisor and/or co-workers of any hazardous situation or conditions or materials discovered in the course of my volunteer service. (Example, a bolt protruding out on the playground that could seriously injure a student)
- ❖ I understand that I may not be covered under the school's insurance coverage.
  - Volunteers should consult with their own insurance agents regarding the extension of their personal insurance to include volunteer work.
- ❖ Always be aware of your location with a student. I agree to avoid situations where I may be alone with a student or students and out of sight of other adults.
- ❖ Agree I will not take a student off-site or give them a ride in my personal vehicle without the knowledge and explicit permission of the student's parent, teacher and/or appropriate school administrator.
- ❖ Be prudent with any type of physical contact with students. I agree not to use any form of physical discipline unless the safety of the student or another person is at risk.
- ❖ In the event that I have access to any confidential student information protected under the Family Educational Rights and Privacy Act, including but not limited to student academic or financial information, I agree not to disclose such information to any party unless directed to do so by the School Board President or as may be required by local, state or federal law.
- ❖ Strive to provide a positive Biblical role model for those students with whom I interact.
- ❖ Agree to follow New Hope's Lifestyle Policies.
- ❖ Agree to treat all students with fairness and in a loving Christ-like manner.

**Teachers:**

- A Background Check will be conducted prior to the hiring of a teacher.

**Volunteers and Aides:**

We depend greatly on volunteers to help out by aiding on a weekly basis for half a day. If you would be able to do this let one of the teachers know, or sign up at the first auxiliary meeting. Sometimes aides have paired up and taken turns with someone to come every other week and this works well also.

- Will sign a Volunteer Application form.

- A background check may be required.

**Breach of Contract:**

A breach of contract shall be defined as, but not limited to:

- Deliberately unrevealed sins
- Hiding something in order to use the school as a test case for a lawsuit
- Inappropriate relations – Sexual or otherwise
- Falsifying application for employment or admission
- Deliberately teaching contrary to the school’s policies and curriculum

## Admissions Procedures and Readmission

### Enrollment Policy

New Hope Christian School provides an education in a distinct Christian environment and believes that it is our biblical role to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the School Board reserves the right, within its own discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; fornication, adultery, polygamy, homosexual acts; promoting such practices; or otherwise the inability to support the moral principles of the school. **(Matthew 19:4-6; Romans 1:26-27)**

- New Hope Christian School has a Non-Discrimination Policy. See Page 32
- To be considered for new admission to New Hope Christian School, the parent/guardian of the child needs to apply for admission no later than the **First Sunday in June**. A parent/student interview may be requested. Certain situations/circumstances may apply for admission after enrollment due date (an example, moving into area from out of state, etc.). The School Board will determine these situations on a case-by-case basis. Academic testing may be requested in certain circumstances. The following must be submitted for admissions.

### Admission Requirements and Procedures

- Completion of Application
- Copy of Birth Certificate
- Copy of previous school’s transcripts (if applicable)
- Payment of all Fees and Tuition
- All Agreement Forms Signed
- Registration Due by the **First Sunday in June**

### Student Health Record

- Immunization Record (copy)
  - ☐ **Immunizations:** Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school.
  - ☑ ***Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit.***
- Dental
- Eye Screening
- Kindergarten Physical
- Junior high physical
- Allergies
- Medical Consent Form

### **Registration Deadlines**

- Intent Letter deadline for re enrollment: March 31<sup>st</sup>, Handed out beginning of March
- Registration for enrollment and book fees are due the **First Sunday in June**.
- The first payment of tuition due **August 1<sup>st</sup>**

### **Semester Enrollment**

- Semester enrollment will be addressed on a case-by-case basis by the teachers and School Board.

### **Readmissions**

- Readmission will be determined by the School Board on a case-by-case basis. A written letter of explanation for readmission will be submitted to the School Board with the understanding that certain documents and questions may be requested from the family. The academic testing of the student may be requested and grade placement identified.

### **Kindergarten Roundup/ New Student Visitation Day**

This day is sometime in March (before the April School Board meeting) and is advertised 6-8 weeks in advance.

### **Registration Form and Signature**

- The signing of this form by Parents or Guardians is an agreement between the student and the parents/guardians and the school.

### **Special Education Services**

- New Hope Christian School will make decisions regarding admission of students with learning disabilities on a case-by-case basis. We wish to serve all students, but balance that with the realization that we are not equipped to serve every student. There are several options open to students with learning disabilities including academic support and other recommended services. Student assessment is available through Centura Public Schools, free of charge. Student services are available through your local public school district, free of charge, and other privately recommended services at an additional cost to parents.
- Physical Disabilities: New Hope Christian School will make every attempt to accommodate students with physical disabilities. For specific questions regarding accommodations available, please contact the school.

### **Unable to provide for Students at this time**

- Displayed significant emotional or disciplinary problems at current school
- A police, court, or criminal record
- A learning or physical disability for which our school is not staffed

## **FERPA Family Educational Rights and Privacy Act**

New Hope Christian Schools Follows all FERPA Rights and Privacy Act Regulations see [Appendix A](#) For More information.

## **Financial Operations and Information**

### **Support**

Tuition at New Hope Christian School covers approximately **50%** of the cost of educating the students. The school depends upon donations and fundraisers to cover the remaining costs, which are **vital** to the survival and function of the school.

### **Tax Deductions:**

New Hope Christian School will gladly accept monetary or physical gifts and may provide tax deductible gift receipts for donations to the General Fund, Building Fund, or Scholarship Fund. Monetary donations must be specified as to which fund you would like to contribute too, otherwise it will go towards the General Fund. The IRS prevents us from providing a tax deductible receipt for any tuition payments.

### **Tuition Agreement**

- Tuition will be set and approved for each school year by the New Hope Christian School board. Tuition is subject to change each school year. All previous accounts must be paid before enrollment for the next school year.
- ☐ **Signature Form:** A tuition signature form will be required during enrollment to indicate which payment plan they intend to use.

### **Tuition Rate Example: (Current rate can be found on school website)**

#### **Tuition:**

- First Child: \$2,800.00
- Second Child: \$2,650.00
- Third Child: \$2,500.00
- Fourth Child: \$900.00
- Kindergarten: \$2,200.00

#### **Fees:**

- **Registration Fee:** \$50.00 per family (non-refundable) to be paid upon enrollment
  - ☐ **Late Registration Fee:** After first Sunday in June, (annual meeting) this fee will go up to \$200.00 (non-refundable)
- **Book Fee K-8<sup>th</sup> grade:** \$200.00 per student. Book fees are also due by the first Sunday in June.
- **How to calculate Total Tuition Rate:**
  - ☐ Kindergarten will take the place of the First Child rate, if you have a Kindergartener with other children enrolled. Then add Registration Fee for one family and Book Fee for each child enrolled for the Total Cost of Tuition.

#### **Payment Plans:**

- **Preferred methods of payment:** Cash, Check, Auto Pay, or Bank Transfers.
  - PayPal and debit card are available methods of payment. However, for debit card and PayPal transactions, the school gets charged an average of 3% of the transaction in fees. If you choose these methods of payment, we will add 3% to your amount owed. For example, if you owe \$1,000 in tuition, we will process a payment of \$1,030 to cover fees.
- **Full:** Paid in full by August 1<sup>st</sup>
- **Semester:** First half paid by August 1<sup>st</sup>; Second half paid by January 1<sup>st</sup>.
- **Ten Month:** Paid on a ten-month plan beginning August 1<sup>st</sup> with last payment due May 1<sup>st</sup>, each payment is due on the first day of each month.

#### **Refunds:**

- Typically, refunds of tuition will be pro-rated. New Hope Christian School board reserves the right to grant or deny refunds on a case-by-case basis.

#### **Missed and Late Payments:**

- **Late:** A twenty-five-dollar (\$25.00) fee will be added to the payment after the fifth (5<sup>th</sup>) day past due.



- Missed: An additional twenty-five-dollar (\$25.00) fee will be added to each payment missed.

**Delinquent Accounts:**

- Statements for delinquent tuition will be mailed after the tenth (10<sup>th</sup>) day.
- No report cards will be sent nor any records released to any other school until complete payment is received.

**Financial Assistance/Scholarship:**

The New Hope Christian School board has a scholarship committee that works confidentially with families that need assistance in order to have their child in a Christian education at New Hope. The maximum scholarship allowed is half of tuition. Our desire is for every child to have the opportunity to receive a Christian education regardless of personal finances.

- It is important to turn in forms by the **due date**, as scholarship funds are designated as needed.
- For those desiring to seek assistance for the current school year there are a few things the committee will need from you in order to assist. Please find a copy of what is needed on the enclosed form. You may call anyone on the committee for more information.
- If you would like to contribute to this fund in order to help other students, please make the check out to New Hope and note that it is for the scholarship fund. Thank-you.
- The Scholarship committee consists of:
  - Darrell Holzinger: PH. 308-380-6837
  - Angeline Klein: PH. 308-583-2886
  - John Swanson: PH. 308-226-2270
  - Email them at [scholarships@newhopeschool.org](mailto:scholarships@newhopeschool.org)

**Additional Activity Costs**

This is for parents' information and is subject to change.

- Fundraising
- Field Trips
- Gifts (Christmas, Valentines, teachers)
- Activities, such as bowling
- Milk
- Cleaning supplies
- School supplies

**Other Fees:**

(Fees may be subject to change by the School Board at any time.)

Drop off/Late Fee (Page 18)

- **Drop off Fee:** \$5.00/family per day
- **Late pickup Fees:** \$5.00/ family per day for being 1-19 minutes late.
  - \$1.00/min after 20 minutes

**Key Fees** (Page 23)

- **Unreturned, Lost, and Replacement Key due to damage:** \$40.00 per Card. The Holder pays the entire fee before issuance of a new Key.
- **Additional Key Fee:** \$20

**Academic Information**

New Hope Christian School uses the Christian textbooks published by Abeka Books Publications, an outgrowth of Pensacola Christian School, Pensacola Florida.

## Grading System

Grades are given out to be signed and are posted on Sycamore at the close of each nine-week period and at the close of the semester. The grading system is as follows:

|                                  |                   |          |
|----------------------------------|-------------------|----------|
| A+                               | Superior          | 100-99   |
| A                                | Excellent         | 98-95    |
| A-                               | Excellent         | 94       |
| B+                               | Above average     | 93       |
| B                                | Above average     | 92-87    |
| B-                               | Above average     | 86       |
| C+                               | Average           | 85       |
| C                                | Average           | 84-79    |
| C-                               | Average           | 78       |
| D                                | Below Average     | 77-70    |
| F                                | Failure           | Below 69 |
| <b>Kindergarten Grade Scale:</b> |                   |          |
| P                                | Proficient        |          |
| S                                | Satisfactory      |          |
| N                                | Needs Improvement |          |
| U                                | Unsatisfactory    |          |
| I                                | Incomplete        |          |

An incomplete is given when a student has some unfinished work in class. Incompletes must be removed within a maximum of three weeks after they are received. Unremoved incompletes become a failure. No incompletes will be carried beyond the close of the school year. The grade card should be signed and returned within five days.

- **Transcripts:** Official transcripts, including semester grades and results of standardized tests, shall be released to interested parties upon a written request by the parent or legal guardian, provided all school fees are paid.
- **Promotion:** A student who fails one or more courses may be required to take summer school or do additional work during the summer. A child who fails three or more courses may be required to repeat the entire year.

## School Day Operations

### Daily Schedule

- School is in session from 8:00 A.M. – 4:00 P.M. **Tuesday through Friday** for grades 1<sup>st</sup>-8<sup>th</sup>. There is no school on Mondays but may be for certain reasons.
- Kindergarten class is held from Tuesday through Thursday from 8:00 A.M - 4 :00 PM. There may be days that are switched to meet scheduling requirements.

### Before and After School Supervision

- Parents may drop their children off for school no earlier than 7:45 A.M. or 15 minutes before any scheduled start time.
  - Parents have the option to drop off their children no earlier than 7:30 A.M. for a fee per family, per day. (Refer to fee section on page [17](#)) **(This policy is limited term, when volunteer is available.)**
- Parents should pick up their children no later than 4:15 P.M. or 15 minutes after any scheduled release time.

- 15 minutes after any scheduled release, a fee per family will apply. (Refer to fee section on page [17](#))
- 20 minutes after any scheduled release, the fee will increase per minute. (Refer to fee section on page [17](#))

### **School Hours**

The minimum number of hours the school will be in session during the school year as required by the Nebraska Department of Education. Lunch periods do not count toward these hours.

- Kindergarten----- 400 hrs.
- Grades 1<sup>st</sup>-8<sup>th</sup> ---- 1032 hrs.

### **Classroom Visitations**

- Visitation is permitted at the school; however, scheduling with the teacher at least 48 hrs. in advance is required.
- Treats for birthdays are allowed for the whole school or just a classroom. Please check with teachers in case of food allergies.
- Visitors to the school must respect the learning environment and maintain proper behavior and decorum. Disruption of the orderly process of the school is prohibited. The teacher is authorized to deny access, ban or bar future access, remove or request the removal of any visitor whose behavior is disruptive to the educational/working environment of the school. Any visitor to the school who has been denied access or who has been asked to leave may appeal to the school Board President.

### **Attendance Policy**

Good attendance is a key to affective learning and is important to academic success. It is expected that parents will cooperate with the school in having each child in school whenever possible. A student who is absent will be held accountable to make up for missed schoolwork.

### **Absence Policy**

Students are allowed to miss 5 days per quarter and /or 10 days a semester with a maximum of 20 absent days per school year. If maximum days are reached, by law, it will be reported to the state. All absences exceeding the rule will be evaluated on a case-by-case basis. We recommend that you check with the teacher prior to a student's absence. All absences, excused or unexcused, will appear on a student's permanent record.

- Parents are asked to call the school by 8:45A.M. (or as soon as possible) on the day of absence in the event of illness or other emergency absence.
- If a child is absent from school and no notification is registered with the class teacher, the school will call the students home or the parents'/ guardians' place of work to determine the reason for the absence. Unless there are unforeseen circumstances.
- **It is advised that all regular appointments** (example: doctor, dentist, haircut) be made for the day off during the school week.
- **Excused Absences:** Sickness, death in the immediate family, severe weather conditions making travel hazardous, court appearances that are required by a court order, family trips in which student accompanies parent(s), or pre-arranged. This list is not all-inclusive.
- **Unexcused Absences:** Any absence that is unexcused will be marked as unexcused.
- **Pre-arranged Absences:** may be approved if a parent requests that a student(s) be excused for an acceptable reason at least 48 hrs. in advance.
- **Leaving School:** For reasons other than emergencies, parents/guardians wishing to have their child dismissed for any portion of the school day must notify the teacher in advance. If a student becomes ill at school and is unable to finish the day, parents or relatives will be notified for pick up.
  - A student who arrives after 10:30 a.m. or leaves before 1:30 p.m. will be considered absent a half day.

### **Tardiness Policy**

- A tardy is defined as being more than 2 minutes late to school without notification to the student's teacher.
- Every 10 tardies per year will be counted as being equal to one day of absence.

### **Testing Programs**

- In accordance with the Nebraska Department of Education each school selects and uses a standardized norm-referenced assessment instrument. Whole grade assessment begins no earlier than grade two and assessment is conducted annually in at least one grade of the following three levels: grades 4-6; and grades 7-9. Each school uses criterion referenced assessment data, beginning at least in grade five, to determine acquisition of competencies in reading, writing, and mathematics. The assessment is based upon local checklists or benchmarks of progress, portfolio collections showing student progress, or other criterion-referenced measures.
- A written report will be made of the results and will be given to the School Board. Retesting will be done if necessary. This is in accordance with the Nebraska Department of Education's Rule 10 and Rule 14 for the legal operation of schools. (Rule 10, Reg. 005.01A and Rule 14, Reg. 004.02E1, 004.02E2 and 004.02E3)

### **School Supplies**

Parents will be furnished with a list of school supplies during a summer mailing. Some items may need to be replenished during the school year.

### **Bucks Store**

We use an incentive Buck program where each student can earn bucks for good behavior. On Fridays, (or Thursday for Kindergarten) we have a buck store time where kids can spend their bucks on items or save up for another week. If you have any small trinkets you want to add to the "store", they are always welcome.

### **Show 'N Tell**

Show 'N tell days will be outlined by your students' teacher. A note will be sent home at the beginning of the year with the dates your student can bring a Show 'N tell Items are to be kept in the secure location or in the students backpack at the teachers discretion. Each student will have the opportunity to show and tell something. This is not mandatory.

### **School Lunch/Snacks**

- New Hope does not have a school cafeteria which means that each child should bring their own lunch and snacks to school each day. There are two microwaves available for the heating of food. Please avoid items that take more than 3 minutes to warm up. We also have a morning and afternoon snack before each recess. Students should bring healthy snacks for this that requires no more than 5 minutes to eat. School refrigerators may not be capable of storing all students' lunch bags. We advise sending student lunches with ice packs to help ensure food does not spoil before lunch.
- We are also blessed to partner with ABC Daycare to have hot lunches provided to those who have ordered them the week before. These will be ordered on Sycamore and will begin a few days into the first week of school. Price for hot lunches is on Sycamore (price subject to changes). Extra entrée will be \$.50 per student (subject to change).
- Milk is available at lunch for all students.

### **Homework**

After about two weeks into school your child will bring home daily homework. This usually includes studying spelling words, the weekly Bible verse, and poem, and at times some reading pages, corrections, or work that wasn't completed at school. This generally should not take more than 30 minutes to 45 minutes to complete and a daily slip must be **signed and returned** by a parent or guardian.

- **Late Work:** Two days to complete before punishment
- **Incomplete work:** Will be sent home with the student to be completed and returned the next school day.
- **Make up Work:**
  - **Illness:** Student will have two days for every day of illness or hospital stay to complete schoolwork, situations depending, so please consult the teacher.

- **Vacation:** To be discussed with the teacher ahead of planned vacation. Homework to be completed before the return to school.

### **Chapel Days**

Chapel is held on Tuesday mornings for approximately 20 minutes.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled for the Fall and Spring.

### **School Picture Day**

Individual pictures will be taken in October. Packages are available for purchase from the photographer around the time pictures are to be taken.

### **School Library Usage**

- This section is for future use.

### **Book Orders**

Periodically, New Hope parents are eligible to order books from Scholastic book club. These books are offered at exceptional prices to allow families to build their home libraries. Most are paperback. Hardcover is specially designated. When parents order through Scholastic.com or paper forms, New Hope receives points with which to order free books.

- To order, go online to [www.scholastic.com/bookclub](http://www.scholastic.com/bookclub) and then Sign up/in. Use "Class Code" **QR2JJ** and select Mrs. Hostetler as the teacher.
  - New Hope is notified with each order. Books arrive a week or two after the due date.
- A second Way to order is through the Envelopes that are sent home. Read and follow the instructions on the envelope and return to school by the Due Date.
- New Hope does **not** endorse all the materials offered by Scholastic.

### **Transportation to/from School:**

New Hope does not provide transportation. Parents/Guardians are responsible for transporting or arranging carpooling of their child to/ from school.

## **Field Trips and Other School Activities off Campus**

### **Field Trip Information:**

- Field trips will be announced throughout the school year and require volunteers to help with kids. We understand not all parents are able to attend each field trip with their child.
- 2-3 all school field trips are planned throughout the year
- Each grade has a yearly field trip to Stuhr museum
- Dress code for all Field Trips is found in the Dress Code section page 24.

### **Parental Supervision and Responsibility:**

- We advise parents/guardians to supervise and be responsible for not only their own children but also those that may carpool with them. We also advise that all parents/guardians help maintain order of the students. The parents/guardians **MUST** follow the direction of the Teacher/Coordinator in order to maximize the education for the students. Students will only be released to parental control after the field trip/activity is completed upon the return to school grounds or the direct approval and release of the teacher in charge.

### **Field Trip Team Guidelines:**

Field Trip Coordinator/Team will work with the teachers to plan days and times and order of events schedule. Field Trip Team will maintain and update regularly a comprehensive list of field trip places that include addresses, contact information for each place and any additional information.

- Full field trip information posted at least two weeks in advance (if known/applicable)
- Schedule of activities and times (if applicable)
- Estimated costs associated with field trip
- Estimated departure and return times
- Planned route and locations/address
- Travel arrangements/carpooling made at least one week prior to event
- Late return notification for those whose children carpoled with someone else

### **Field Trip Costs:**

- The school will notify parents of any costs involved in the Field Trip.(costs will vary between Field Trips)

### **Permission Slip:**

- Parents should receive notification in advance for field trips and will be asked to sign permission forms for every field trip. Children without signed forms will not participate.
  - Field Trip/Car-Pooling permission form

### **Transportation to/from Activities:**

- Parents are advised to coordinate with the carpool driver that their child is riding with, to determine the drop off location (other than school) after the field trip with notification of such arrangements to the teacher in charge.
- Volunteer Drivers Guidelines
  - Must be 21 Years old
    - Must have current driver's license and insurance
  - Everyone must be properly restrained (seatbelts, boosters, car seats, etc.) as required by Nebraska Law.
  - No children under 12 in front seat
  - Obey all traffic laws
  - Stay with the Caravan when moving to other field trip locations

## **Fire/Tornado/Security Plan**

### **Evacuation during an Emergency**

Students will leave through the nearest exit on the building as quietly and as orderly as possible and make their way to the northwest corner of the **📍 Cairo Community Center** as a meeting place to get a head count and ensure everyone is safe. After everyone is accounted for they will move as a group to the designated **Emergency Pick up Location** at the **📍 Christ Lutheran Church (503 W Medina St.)**

### **Fire Drill Procedure**

Students will leave through the nearest exit on the building as quietly and as orderly as possible and make their way to the northwest corner of the Community Center as a meeting place to get a head count and ensure everyone is safe (this is for monthly drills only, in accordance with Nebraska state law).

After everyone is accounted for they will move as a group to the designated EMERGENCY PICK UP LOCATION at the Christ Lutheran Church. (Nebraska Revised Statute 79-706, 79-705, 81-527)

### **Tornado Warning Procedure/Drill**

When a tornado warning is issued for our local area, students will exit the school building in an orderly fashion led by the room Teacher/Paraeducator following each room exit plan to enter the Cairo Community Center on the southeast entrance and proceed to the shelter in the lower basement. The student headcount will be made once sheltered in place. Students will remain in place until the warning is lifted and/or the presence of the tornado has passed.

A Tornado drill will be conducted once in the Fall and once in the Spring in accordance with Neb. Rev. Stat. 79-2, 144(8).

### **Surveillance Cameras**

Surveillance cameras are in use at all times in areas around school property to exclude restrooms. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at New Hope Christian School are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

Only authorized personnel will be involved in, or have access to, surveillance monitoring.

Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information.

### **Lockdown**

Doors and windows will be locked and students restricted to the building with blinds closed until an "All Clear" has been given. Notification may be sent to parents if the situation warrants it.

### **Key Control:**

Locations of Keys:

- All keys that are used by the school will be stored in a lockable Key Box within the school.
- One key may be issued to each family at no cost. Additional key / key fobs may be issued at request, for a fee.

Key Return Policy:

- In order to provide a safe learning environment for our students, we will be charging a fee for any lost or unreturned keys.
- For the damaged key fee refer to fee section on page [17](#)
- For the unreturned, lost, and damaged key fee refer to fee section on page [17](#)
- For additional key / key fobs refer to the fee section on page [17](#).

Key use agreement form will be signed and also by checking a box on the registration form.

Doors/Windows/Gates:

- Will be locked from the outside during school hours.
- To ensure that doors/windows/gates are locked after school hours everyone will make certain that all windows, doors, and gates are closed and locked.

## **Severe Weather and School Closings**

In case of inclement weather, school late starts, closings, or early dismissal announcements will be made through **text message, News/Radio Stations, Facebook**, and the **website**. We will not necessarily follow the pattern of other school closures.

- **Late Start:** When possible, we will make a determination the night before.

- **Closing:** When possible, we will make a determination after a late start has been called or if the weather is severe enough the night before.
- **Early Dismissal:** We will make a determination as needed.

We have an allotted amount of closure days. If we use more closure days than we have planned, we will make up those days on Mondays.

**Emergency Closure:**

School may be closed in the case of illnesses (page 32), threats, or other events when deemed necessary. In the event of a long-term school closure every effort will be made to continue education. All closures will be evaluated as the situation arises.

**Parental Decisions:**

We understand that many of our parent’s drive from long distances away and that safety is very important. Therefore, we respect a parent’s decision to take their child out of school during inclement weather or other situations (illnesses, threats, or other events). The decision will be treated as an excused absence.

**Dress Code**

**All Dress Code policies are not comprehensive. If you have a question or concern, please ask first.**  
(1 Corinthians 6:19-20, 1 Corinthians 8:9, 1 Corinthians 10:31)

**Dress Code Violations**

- In the event of a dress code violation the parents or legal guardians will be notified of the specific violation.
- All students will be required to wear chapel clothes the next day if they forget to wear them on the required Chapel day.
- Parents will be notified in the weekly newsletter when weather related dress code changes occur.

**Cold Weather Dress Code**

- All students should be prepared to go outside unless the air temperature or wind chill is 10 degrees or colder.
- All students must bring hats, gloves, snow boots, and heavy jackets to school in cold weather months. Snow pants are suggested but not required. Student **will** stay indoors if winter clothing is not present.

**Warm Weather Dress Code**

- Shorts and Capris are acceptable when the weather is permitting. Please dress accordingly as it may result in the loss of this privilege for the individual student.

**Field Trips/Programs/Special Party Days**

- Field Trips and other school activities will be required to comply with other Dress Code policies but will wear a New Hope school shirt.
- Program attire (Christmas and Graduation): Girls wear nice dresses/skirts with flat shoes (does not have to be closed-toed) and boys wear nice pants with collared shirts in accordance with other Dress Code policies.
- Special Party Days will follow the General Policy headline for clothing. Specific guidelines/exemptions may be given at that time, example: pajama day party or school spirit day

**Boys’ Dress Code**

|                |   |
|----------------|---|
| <b>General</b> | <ul style="list-style-type: none"> <li>▪ All Clothing should be well fitting and modest</li> <li>▪ No holes or excessive tears that show skin, unless hole occurred that day</li> </ul> |
|----------------|---|



|                               |  |
|-------------------------------|--|
|                               | <ul style="list-style-type: none"> <li>▪ No offensive language, logos, or graphics</li> <li>▪ Must be gender specific for boys</li> </ul>  |
| <b>Shirts</b>                 | <ul style="list-style-type: none"> <li>▪ Modest sleeveless t-shirts may be worn</li> </ul>   |
| <b>Pants</b>                  | <ul style="list-style-type: none"> <li>▪ Jeans, Khakis, or Cargo</li> <li>▪ No holes or tears</li> <li>▪ Well fitting, not tight</li> </ul>  |
| <b>Shorts</b>                 | <ul style="list-style-type: none"> <li>▪ Knee length when standing</li> <li>▪ Well fitting, not tight</li> </ul>   |
| <b>Shoes</b>                  | <ul style="list-style-type: none"> <li>▪ No flip-flops or sandals, close-toed shoes only</li> </ul>  |
| <b>Body Piercings/Tattoos</b> | <ul style="list-style-type: none"> <li>▪ Not permissible</li> </ul>  |
| <b>Hair</b>                   | <ul style="list-style-type: none"> <li>▪ Not cover more than the top 1/3 of the ear</li> <li>▪ Not touch the eyebrows</li> <li>▪ Not come over the collar in back</li> </ul>   |
| <b>Head Coverings</b>         | <ul style="list-style-type: none"> <li>▪ Not worn indoors</li> </ul>   |
| <b>Jewelry</b>                | <ul style="list-style-type: none"> <li>▪ Non Distracting Jewelry such as Crosses/Crucifixes or alike chained necklace may be worn as long as they do not interfere with school or are excessive.</li> <li>▪ Watches are allowed with the exception of smart watches</li> <li>▪ Friendship bracelets are allowed as long as it's not distracting or excessive</li> </ul>  |
| <b>Chapel</b>                 | <ul style="list-style-type: none"> <li>▪ Dress pants (not blue jeans)</li> <li>▪ Dress shirt or School shirt (no other t-shirts should be worn)</li> <li>▪ Shirt must be tucked in unless made to be worn on the outside</li> <li>▪ All students will be required to wear chapel clothes the next day if they forget to wear them on the required Chapel day.</li> </ul> |

### Girls' Dress Code

|                |  |
|----------------|--|
| <b>General</b> | <ul style="list-style-type: none"> <li>▪ All Clothing should be well fitting and modest</li> <li>▪ No holes or excessive tears that show skin, unless hole occurred that day</li> <li>▪ No offensive language, logos, or graphics</li> <li>▪ Must be gender specific for girls</li> <li>▪ No part of the bra may be intentionally visible</li> </ul> |
| <b>Shirts</b>  | <ul style="list-style-type: none"> <li>▪ Modest sleeveless t-shirts may be worn</li> <li>▪ Modest fitting</li> <li>▪ No spaghetti straps under 2" unless a cover up is worn over top</li> <li>▪ No midriff may show</li> <li>▪ Low necklines are not permissible</li> <li>▪ No excessive bare backs</li> </ul>                                       |

|                               |  |
|-------------------------------|--|
| <b>Pants</b>                  | <ul style="list-style-type: none"> <li>▪ Jeans, Khakis, or Capris</li> <li>▪ Well fitting, not tight</li> <li>▪ Leggings, jeggings, spandex, or yoga pants are not to be worn in place of pants without a covering.</li> </ul>   |
| <b>Shorts</b>                 | <ul style="list-style-type: none"> <li>▪ Below fingertip length when standing</li> <li>▪ Well fitting, not tight</li> </ul>  |
| <b>Skirts/Dresses/Jumpers</b> | <ul style="list-style-type: none"> <li>▪ Must be no more than 2" above the crease in the back of the knee without pants or shorts worn underneath skirts and/or dresses</li> <li>▪ No straps under 2" unless a cover up is worn over top</li> <li>▪ Or below fingertip length if shorts or pants are worn underneath</li> <li>▪ Shorts, leggings, jeggings, spandex, or yoga pants may only be worn underneath</li> <li>▪ No excessive bare backs</li> </ul> |
| <b>Tank Tops</b>              | <ul style="list-style-type: none"> <li>▪ Straps must be greater than 2" unless something worn over top</li> </ul>  |
| <b>Shoes</b>                  | <ul style="list-style-type: none"> <li>▪ No flip-flops or sandals, close-toed shoes only</li> <li>▪ No high heels at school due to outdoor recesses</li> </ul>   |
| <b>Body Piercings/Tattoos</b> | <ul style="list-style-type: none"> <li>▪ Only ear piercings are allowed, piercing limited to studs or rings consisting of only 2 per ear.</li> <li>▪ No tattoos</li> </ul>   |
| <b>Hair</b>                   | <ul style="list-style-type: none"> <li>▪ Only feminine hairstyles are allowed (<i>defined as hairstyles associated with women and not with men</i>)</li> </ul>   |
| <b>Jewelry</b>                | <ul style="list-style-type: none"> <li>▪ Only earrings or necklaces that are not excessive, distracting or inappropriate</li> <li>▪ Watches are allowed with the exception of smart watches</li> <li>▪ Friendship bracelets are allowed as long as it's not distracting or excessive</li> </ul>  |
| <b>Make up</b>                | <ul style="list-style-type: none"> <li>▪ Must appear natural, modest, and not in excess</li> </ul>   |
| <b>Head Coverings</b>         | <ul style="list-style-type: none"> <li>▪ Not worn indoors</li> </ul>   |
| <b>Chapel</b>                 | <ul style="list-style-type: none"> <li>▪ Feminine dress slacks or Capris</li> <li>▪ Dresses or skirts</li> <li>▪ All straps on shirts or dresses under 2" must have a cover up worn over it.</li> <li>▪ Dress shirt or School shirt (no other t-shirts should be worn)</li> <li>▪ All students will be required to wear chapel clothes the next day if they forget to wear them on the required Chapel day.</li> </ul>                                       |

## **Student Behavioral and Discipline Policy**

A Christian school operates on the premise that we are fellow redeemed children of God; that we have forgiveness in Jesus Christ; and that we live in a community of believers. However, we are still sinners. It is therefore necessary to outline a discipline policy to operate at New Hope. This policy must operate in the balance of Law and Gospel according to Scripture (**Proverbs 19:20, Proverbs 15:32, 1 Corinthians 10:31**).

At New Hope Christian School, we believe that every child has the right to an excellent Christian learning environment. Parental support of our discipline policy and management of the school is expected. Therefore:

- All students respect themselves, adults, fellow students and property.
  - Children need to develop responsibility (self-discipline).
  - When problems arise, there will be consequences and there will be forgiveness.
  - All discipline needs to be as consistent as possible.
- ☐ Agreement will be shown by checking a box on the registration form.

### **Classroom and Recess Rules**

- Each teacher will communicate (to both parent and student) individual classroom rules that pertain to the student's grade level.
- No swearing, use of suggestive or indecent language or gestures.
- Snowballs, rocks, and sticks will not be thrown at or towards each other or school building/windows.
- For safety reasons, do not play on ice or playground equipment in a way other than its intended purpose.
- Students will be respectful of others including no arguing or fighting with others or staff.
- All students will be required to pick up the floors for trash and debris at the end of each day.
- All students, staff, and aides will be required to pick up the playground for all recess equipment and neatly placed in a designated location after every recess.

### **Off-Campus Student Conduct**

Students at New Hope Christian School are representatives of their Lord, school, and parents at all times. Therefore, certain guidelines go beyond the school setting. The following list (not all-inclusive) constitutes serious breaches of discipline. The student may be subject to corrective review and possible intervention, even if the infraction occurred away from school.

|   |                                      |
|---|--------------------------------------|
| ▪ Stealing or shop- lifting                                 | ▪ Drinking alcohol                   |
| ▪ Smoking or possession of cigarettes, marijuana, or vaping | ▪ Use or possession of illegal drugs |
| ▪ Vandalism or malicious pranks                             | ▪ Sexual conduct/activity            |
| ▪ Shameful behavior/ immorality/bullying                    | ▪ Involvement in the occult          |

### **Sexual Activity**

New Hope Christian School has the responsibility to maintain biblical standards and discipline in accordance with those standards. It is our goal to develop students into mature, Christ-like individuals who will exhibit a biblical style of life and purity. All students enrolled, or who hope to be enrolled at New Hope Christian School are expected to refrain from certain activities and behaviors including but not limited to:

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Premarital sex</li> <li>▪ Pornography</li> <li>▪ Sexting</li> <li>▪ Homosexual/ transgender activity</li> <li>▪ Profession of homosexuality/ bisexuality/ transgenderism</li> </ul> | <ul style="list-style-type: none"> <li>▪ Pedophilia</li> <li>▪ Polygamy/ Polyamory</li> <li>▪ Sexual assault/ abuse</li> <li>▪ Bestiality</li> <li>▪ Adultery</li> </ul> |
|--|--|

- A decision to not enroll, or to expel, any student will only be made after a discussion with a student’s parents, local church (if appropriate), and the New Hope Christian School Board. **(Romans 1:26-27; 1 Corinthians 6:18)**
- This policy **also** applies to New Hope Christian School Faculty and Volunteers.

**Behaviors and Consequences**

Parental Notification

- Parents will be notified of any behavioral issues.

Serious Infractions

- Use of obscene, profane, or vulgar language, gestures, or item
- Insubordination toward any staff member, substitute, or student teacher
- Threatening, intimidating, or hurting another student.
- Physical restraint may be necessary to protect students and staff.
- Deliberate defacing or damaging school property
- Authorities may be contacted.

Consequences

- Minor Consequences
  - Reminder by teacher and an apology from the student
  - Discipline as determined by teacher in keeping with the infraction
- Serious Consequences
  - A conference with the teacher and parent
  - A conference with teacher, parent, and school board
- Habitual Infractions or critical behaviors may result in dismissal from school

**Bullying Policy**

- It is the desire of New Hope Christian School to maintain a safe learning and work environment that is free from bullying. Students, parents, and staff are expected to conduct themselves in a manner that is glorifying to God, to demonstrate respect and love for each other.
- Bullying is the intentional and repeated intimidation (include any one or more forms of bullying meant to frighten or to make someone afraid or fearful for their safety, of participating in school activities or social rejection) and/or manipulation (any one or more forms of bullying meant to treat someone unfairly for one’s own purpose) via real or threatened infliction of physical and/or psychological harm by one or more persons directed toward another person(s). These actions are contrary to the teaching of Christ, our Savior, and are not acceptable at New Hope Christian School, on any school or church property or during any school event at any location. The school will take necessary disciplinary action as outlined in the discipline procedure section.

- New Hope Christian School **will not tolerate any form of bullying** including but not limited to physical, verbal, social and emotional, written, electronic, and reactive bullying. If you have any concerns about bullying, please ask the teacher or ask for a bullying report form.

### **Dating Policy**

- New Hope does not endorse dating while at the school or any of its functions. It is up to parental discretion and discernment concerning the dating of their children.
- Dating violence will not be tolerated in accordance with Nebraska state law (92 NAC 10, 011, and Nebraska Revised Statute 79-2,140; 79-2,141; 79-2,142).

## **Prohibited Items**

### **Property Search and Law Enforcement Notification**

The school faculty reserves the right to search a student's desk, book bag, or other personal possessions, under reasonable suspicion of theft, drugs, or other prohibited activities or articles. Parents will be notified as soon as possible following searches.

### **Weapons**

- Guns, knives, swords, bows and arrows, brass knuckles, or other sharp or pointed objects (not in association with school supplies or tableware) are prohibited on school property or any school function (the exception to this policy is items on silent auction) in accordance with Nebraska state law (Nebraska Revised Statute 79-263, 28-1204.04, 28-1204.03, 69-2441) regardless of having a Concealed Carry Permit.

### **Drugs, Alcohol, and Tobacco**

Any use or possession is prohibited and may result in discipline.

## **Technology Usage Policy**

### **Electronic/Internet**

- Downloading materials without teacher approval, software installation, viewing of pornographic material and other websites that are inappropriate for students is strictly prohibited.
- Student cell phones and accessories will **only** be used to contact parents during appropriate times.
- The use of personal MP3 players, iPods, Handheld gaming devices, cell phones, video devices, tablets and other electronic devices are prohibited during school hours, property, and functions/activities unless previously approved by a teacher.
- School computer/ tablet use and rules are left strictly up to the teacher.
- New Hope Christian School reserves the right to conduct electronic monitoring of all school devices for such activities as (but not limited to) the downloading of material or software, pornographic searches, inappropriate websites, changing/altering of computer programs, icons, or documents; hacking school accounts/network documents, and other inappropriate activities whether in school or remotely .
- Failure to comply will result in disciplinary actions.

### **Social Media**

Social media is prohibited on school computers/tablets without teacher supervision.

- Agreement will be shown by checking a box on the registration form.

## Photo/News/Advertisement Release

Photographs and videos of the students are frequently taken throughout the school year as a record of the year’s activities. These pictures may be used on school Facebook, Twitter and Instagram pages, in the school newsletter, in promotional brochures, on the school website, etc. When any picture of a student appears on the website there will not be any personal identification of the student by name.

Furthermore, these photographs and/ or videos shall be the property of New Hope Christian School, which has the right to duplicate, reproduce, and make other uses as New Hope Christian School deems necessary. If a family wishes for their student(s) not to be photographed, they may indicate so on the handbook policy signature form.

When attending field trips, class parties and other activities, we ask that parents do not post pictures of other students on Facebook and other social media. Not all parents have signed the photo release and we respect their decision to protect their children in this way.

- Agreement will be shown by checking a box on the registration form.

## Health Information

### Medical Information

New Hope contracts an individual R.N. to provide health screenings, record reviews, medication policies, etc. for the school. As parents you will be asked to sign consent forms for medication. Whenever possible, prescriptions (including over-the-counter products) should be given at home. Any prescriptions or medications needed at school must be brought in the original containers and arrangements made with the teacher. New Hope complies with the Nebraska “attack on Asthma” program. All teachers have been trained to use an EpiPen and a nebulizer with Albuterol in response to severe asthma attack or signs of anaphylaxis (Nebraska Revised Statute 79-224). Teachers are also certified in CPR. New Hope shall allow a student with diabetes to self-manage his or her diabetic condition upon written request of the student’s parent or guardian and authorization of the student’s physician, upon receipt of a signed statement in accordance with Nebraska Revised Statute 79-225. Any questions regarding these policies may be directed to one of the teachers at New Hope.

- Medical Consent Form for Ibuprofen and Tylenol will be signed and on file with student record.

### Illness Guidelines

|   |  |
|---|--|
| <b>Fever:</b><br><br>No child with a temperature over 100 degrees should be sent to school. <b>Do not</b> allow a child to return to school until they have been fever free for 24 hours without fever reducing medication. | <b>Rash:</b><br><br>A rash may be the first sign of one of many transmittable diseases. <b>Do not</b> send your child to school until your doctor has said that it is safe to do so. |
| <b>Vomiting:</b><br><br>If vomiting occurs, keep your child home until the student has kept food down for 24 hours.   | <b>Diarrhea:</b><br><br>A child with diarrhea should be kept home until stool is firm.   |

|  |  |
|--|--|
| <p><b>Cold:</b></p> <p>A child with a “mild” cold but otherwise feeling well may attend school. A child with a “heavy” cold and a deep or hacking cough belongs at home even if there is no fever. Exception to this is if a doctor says it is ok to return.</p> | <p><b>Sore Throat:</b></p> <p>If your child complains of a sore throat, is not severe and has no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if fever is present, keep them at home and call your doctor.</p> |
| <p><b>Pink Eye:</b></p> <p>Bloodshot and watery eyes that have some matting will need to be kept home until symptoms are completely gone. Medicine may be necessary, consult your doctor.</p>  | <p><b>Headache:</b></p> <p>A child whose only complaint of a mild headache usually does not need to be kept at home. However, if it is severe or follows a bump or hit to the head, consult your doctor for possible concussion right away.</p>                |
| <p><b>Toothache:</b></p> <p>Contact your dentist</p>   | <p><b>Earache:</b></p> <p>Consult your doctor without delay.</p>   |

**Allergies**

All parents will notify the school of any known allergies or developing allergies. Medication to be used will be disclosed to the school. If any allergies exist in the school, all parents will be notified for the safety of the individual student.

**Medication**

Whenever possible, prescriptions should be given at home. Any prescriptions or medications needed at school must be brought in the original containers. Parents must then inform the teacher of medication and prescribed dosage and frequency.

**Immunizations**

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. (Nebraska Revised Statute 79-217 and 92 NAC 12, 013)

- Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit and will be kept on file with the student record. (Nebraska Revised Statute 79-221, 79-222 and 92 NAC 12, 013)
- Unimmunized students may be excluded from school in the event of a disease outbreak.

**Head Lice**

A student who has been discovered to have lice will be sent home and kept there until lice and eggs are gone. Other parents will be notified to check their student’s hair, clothing, backpacks, and other materials to ensure non-transmission from school to home.

**Accidents**

- First Aid Kit is available at request.
- Documenting: For insurance purposes, a Notice of Injury Form will be filed.

- Reporting to Parents: An accident report will be sent home for you to sign and return to school. If the accident is serious and requires medical attention, then parents will be notified immediately.

### **Illness Closure**

- If 25% of the students and teachers (as a combined total) are absent due to illness, the school will be closed for the remainder of the week. The Head Teacher and School Board President will reevaluate the situation for safe opening as illness diminishes. Refer to the Severe Weather and School Closings page 24.

## **Non-Discrimination Policy**

New Hope Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of New Hope Christian School. The School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

## **Grievance and Rights Policy**

### **Grievance:**

- We all sin and fall short of the glory of God but together we can become stronger and more like Christ in our attitudes. All parties involved should remain calm and act in a Christ like and professional manner towards each other. (**Matthew 18:15-20, 1 Corinthians 10:31**)
- The School Board requests that parents express any classroom concerns they may have to the child's teacher. In the event that concerns are still present after discussion with the teacher, we request these concerns be expressed to the School Board President. The School Board President may then arrange to meet with the teacher and the parent. If concerns are still present after addressing them with the teacher and the School Board President, then they should be made known in writing to the school Board President to be presented to the full School Board.

□ In the event of a conflict of interest, any teacher or School Board member involved will recuse themselves.

### **Rights of all parties:**

- Right of communication
- Right of disciplinary notification and review/ investigation
- Right of injury notification
- Right to be fairly and impartially listened too without bias or interruption

## **Athletics**

Physical Education is an integral part of the student's experience. PE is necessary to maintain a healthy body, and to develop leadership, sportsmanship and healthy Christian attitudes. Students are not required to change into special clothing for PE.

- PE is scheduled by the teachers and will be announced at those times.
- Spring Track Meet: Usually held at the end of April or beginning of May. Date to be announced prior to the event.
- We have a co-op agreement with Trinity Lutheran School for Junior High students. This co-op agreement is on a year-to-year basis. All participants fall under their athletic rules. This agreement is subject to change.



## **Abuse Prevention Policy**

### **Child Abuse (Physical/Sexual) and Neglect:**

- **Law Enforcement:** The state of Nebraska mandates that all individuals are legally obligated to report child abuse or neglect. In submission to *Nebraska Statutes 28-710ff*, all primary and secondary volunteers shall report all abuse immediately to the authorities. The authorities shall consist of local law enforcement 308-385-5200 or state authorities at 1-800-652-1999.
- **School Staff:** All primary and secondary volunteers shall report all abuse immediately to a Board of Directors member of New Hope Christian School
- **Unusual Behavior:** All indicative behavior observed by primary and secondary volunteers shall be reported immediately to a Board of Directors member. (Indicative behavior: covered in orientation)

### **Policy Violations**

- All observed policy violations should be reported to a member of New Hope Christian School Board leadership.
- Repeated policy violations shall be referred to the School Board for possible termination of position as said Board determines.

### **Response Obligations and Procedures in the Case of an Allegation**

- **Initial Response:** All Allegations supported by immediate, observable evidence shall be reported under the conditions of New Hope Christian School By-Laws *Policies and Procedures III.A.1*. All other allegations shall be immediately reported to a Board of Directors member of New Hope Christian School.
- **Liability Insurance Provider:** All incidences of child abuse or neglect or alleged incidences shall be reported to the liability insurance provider immediately.
- **Documentation:** All Primary Volunteers, Secondary Volunteers, School Staff, and Board Members that are involved in any reporting, observation, or in any way in an abuse incident or allegation shall carefully document all procedures in writing.

## **Changes to Handbook**

### **Updated/ Reviewed Yearly**

- The New Hope Christian School Board reserves the right to change policies and procedures in the Handbook at any time for any reason, at their sole discretion. Parents will be notified of these changes.
- It is Board policy that the School Board will keep this Handbook and other school policies revised or reviewed every year before the beginning of each new school year in accordance with Title 92, Chapter 14, 004.02A.
- All suggestions of new policies or changes to existing policies and procedures will be made to the New Hope Christian School Board in writing. The letter should include what needs to be changed, why it needs to be changed, and what the proposed changes are.
  - Exceptions to written letter will be, during the yearly policy review (which will be announced each year), Board appointed committee, monetary updates from Board Treasurer, Staff Directory, formatting, and spelling and grammatical errors.
  - The most current revision of the Student Handbook supersedes all prior oral or written handbooks, policies, and guidelines.
- **Date originally created and Board approved: 4/6/2020**
- Agreement will be shown by checking a box on the registration form.

## Signature Forms

|   |   |
|---|---|
| <b>New Student Registration Form</b>                                | – separate form signed once                           |
| <input type="checkbox"/> <b>Statement of Faith</b>                  | – check box on registration form                      |
| <input type="checkbox"/> <b>Key Use</b>                             | – check box on registration form                      |
| <input type="checkbox"/> <b>Dress Code</b>                          | – check box on registration form                      |
| <input type="checkbox"/> <b>Student/Parent /Guardian Behavioral</b> | – check box (agreeing to follow) on registration form |
| <input type="checkbox"/> <b>Technology Use</b>                      | – check box on registration form                      |
| <input type="checkbox"/> <b>Photo/News Release</b>                  | – check box on registration form                      |
| <input type="checkbox"/> <b>Handbook Received &amp; Agreement</b>   | – check box on registration form                      |
| <b>Letter of Intent for Reenrollment</b>                            | – separate form completed yearly                      |
| <b>Tuition Payment</b>  | – separate form signed yearly                         |
| <b>Scholarship</b>  | – separate form signed yearly                         |
| <b>Immunization Waiver</b>  | – separate form signed once with waiver on file       |
| <b>Medical Consent</b>  | – separate form signed once and on file               |
| <b>Volunteer Application</b>  | – separate form signed once and on file               |
| <b>Homework Form</b>  | – separate form, sent home each school night          |
| <b>Carpool/Field Trip</b>   | – one separate form used for each field trip          |
| <b>Bully Report</b>   | – separate form at request                            |

### Staff Use Only

Other Forms online: <https://www.brotherhoodmutual.com/resources/safety-library/risk-management-forms/>

## **Cleaning Schedule**

### **Schedule**

At the first auxiliary meeting each family will sign up for dates of weekly cleaning at the school. The number of turns depends on the number of families. Since we are using the funeral chapel next door for kindergarten and middle school, that is also part of the weekly cleaning. Cleaning should be done by school start time on Tuesday morning of the week signed up for.

### **Location**

Cleaning supplies are in the girls' bathroom closet of the main building and the checklist is posted on the door in that room as well. Key to the Funeral Home is on the bulletin board in the center room.

### **Cleaning List**

- Vacuum both buildings
- Clean all sinks and countertops in bathrooms and classrooms (both Buildings)
- Clean all toilets both buildings
- Clean all mirrors both buildings
- Sweep and mop all floors in bathrooms and classrooms (both Buildings)
- Clean out pencil sharpeners
- Clean out microwaves and refrigerators
- Empty all trash cans and put in dumpster (both buildings)
- Wipe down all tables in all rooms in both buildings
- Refill paper towels and toilet paper
- Refill soap

## Current Fundraiser List:

|  |  |
|--|--|
| <p style="text-align: center;"><b>Summer Fundraisers:</b></p> <ul style="list-style-type: none"> <li>● Spread the word about the event once date is chosen</li> <li>● Plan to participate if you can</li> <li>● Expect to be asked to possibly help at registration table, concession stands, water stations or any other areas of involvement.</li> </ul>   | <p style="text-align: center;"><b>SCRIP: (Year Round)</b></p> <ul style="list-style-type: none"> <li>● Gift cards can be purchased regularly at any time for everyday use such as: groceries, fuel, restaurants, hotels, airfares, ect.</li> <li>● A percentage of your gift card purchase will be donated by those businesses to the school at little to no cost to you. You keep the full dollar amount that you purchased.</li> <li>● See SCRIP Coordinator for further details.</li> </ul>   |
| <p style="text-align: center;"><b>Fall Fundraiser: Caramel Apples</b></p> <ul style="list-style-type: none"> <li>● Each family is asked to sell caramel apples to family and friends</li> <li>● We purchase apples and ingredients and spend almost 2 days preparing them ourselves</li> <li>● Volunteers are needed to organize ingredients, handle finances and then make the apples.</li> </ul>   | <p style="text-align: center;"><b>Dinner &amp; Silent Auction:</b></p> <ul style="list-style-type: none"> <li>● Each family needs to provide a \$5-\$10 door prize (movies, kid's games, gardening tools, etc.) to the Silent Auction Team 2 weeks prior to the event</li> <li>● Families are asked to reach out to any businesses or individuals who would be willing to donate an item for the auction.</li> <li>● Expect to be asked to participate on the set up crew the day before as well as the day of the event and/or clean up after the auction.</li> </ul> |
| <p><b>Restaurant Fundraisers:</b></p> <ul style="list-style-type: none"> <li>● Throughout the year there could be organized fundraisers held at certain restaurants.</li> <li>● Dining out at these announced restaurants during those times and dates allows us to receive a percentage from their sales for those specific days and times.</li> <li>● Some restaurants may have certain requirements in order to receive the sales percentage. Example clean tables or carry food to tables.</li> <li>● Everyone is expected to spread the word about these fundraisers as the more people who attend, the more we raise.</li> </ul> |  |

## Staff Directory

|   |   |   |
|---|---|---|
| <p><b><u>School Board President:</u></b></p> <p><b><u>Phone:</u></b> 308-379-3672</p> <p><b><u>Email:</u></b><br/> <a href="mailto:president@newhopeschool.org">president@newhopeschool.org</a></p>   | <p><b><u>School Board Treasurer</u></b></p> <p><b><u>Jeremy Strong</u></b></p> <p><b><u>Phone:</u></b> 308-940-1330</p> <p><b><u>Email:</u></b><br/> <a href="mailto:treasurer@newhopeschool.org">treasurer@newhopeschool.org</a></p> | <p><b><u>School Board Secretary</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:secretary@newhopeschool.org">secretary@newhopeschool.org</a></p> |
| <p><b><u>Ladies' Auxiliary Treasurer</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b></p>  | <p><b><u>Ladies' Auxiliary President</u></b></p> <p><b><u>Lindsey Hulme</u></b></p> <p><b><u>Phone:</u></b> 308-390-5680</p> <p><b><u>Email:</u></b></p>  | <p><b><u>Auxiliary Board</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:auxiliary@newhopeschool.org">auxiliary@newhopeschool.org</a></p>        |
| <p><b><u>SCRIP Coordinator: Kelly Dibern</u></b></p> <p><b><u>Phone:</u></b> 402-750-1368</p> <p><b><u>Email:</u></b><br/> <a href="mailto:Dairy_girl5@yahoo.com">Dairy_girl5@yahoo.com</a></p>   | <p><b><u>Angie Berger</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:aberger@newhopeschool.org">aberger@newhopeschool.org</a></p>   | <p><b><u>Cara Francl</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:cfrancl@newhopeschool.org">cfrancl@newhopeschool.org</a></p>                |
| <p><b><u>Hanna Ritta</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:hritta@newhopeschool.org">hritta@newhopeschool.org</a></p>  | <p><b><u>Other</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b></p>  | <p><b><u>Scholarships</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:scholarships@newhopeschool.org">scholarships@newhopeschool.org</a></p>     |
| <p><b><u>New Hope IT</u></b></p> <p><b><u>Nate Fries ( Computers)</u></b><br/> 308-571-0685</p> <p><b><u>Caleb Hopkins ( Network and Phones)</u></b> 308-390-7340</p> <p><b><u>Email:</u></b><br/> <a href="mailto:IT@NewHopeSchool.org">IT@NewHopeSchool.org</a></p> | <p><b><u>Other</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b></p>  | <p><b><u>Fundraisers</u></b></p> <p><b><u>Phone:</u></b></p> <p><b><u>Email:</u></b><br/> <a href="mailto:fundraising@newhopeschool.org">fundraising@newhopeschool.org</a></p>        |

## Appendix A

### FERPA Family Educational Rights and Privacy Act

New Hope Christian Schools (NHCS) recognizes the importance of maintaining student records and preserving confidentiality. Confidentiality of personally identifiable information in educational records shall be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA")(20 U.S.C. § 1232g; 34 CFR Part 99), state law, and School Policies. FERPA is a federal law that protects the privacy of student educational records.

FERPA gives parents and legal guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights are transferred are "eligible students."

**RIGHT TO INSPECT AND REVIEW.** Parents, legal guardians or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days after the day that NHCS receives a written request for access to the records they wish to inspect. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a reasonable fee for copies. A NHCS school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**RIGHT TO AMEND.** Parents or eligible students have the right to request that NHCS correct records which they believe to be inaccurate or misleading. Parents or eligible students who wish to ask the school to amend a record should write to the school Administrator or other designated school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**WHEN CONSENT IS NOT NEEDED FOR THE DISTRICT TO DISCLOSE INFORMATION.** Generally, schools must have written permission from the parent, legal guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- "School officials" with "legitimate educational interest"
- Information the school has designated as "Directory Information"
- Other schools to which a student is transferring or enrolling, in which case, records will be forwarded upon request
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Parents of an eligible student if the student is a dependent for IRS tax purposes
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

The release of information to "school officials" includes any of the following when that person has a "legitimate educational interest" in having access to the information. A "school official" is a person employed or contracted by NHCS as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, or a person serving on the

school board. A “school official” also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, including but not limited to such as an attorney, auditor, medical consultant, consultant, hearing officer, investigator, insurer/insurance company adjuster, counselor, therapist, a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A “school official” has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

**DISCLOSURE OF DIRECTORY INFORMATION.** Schools may disclose, without consent, "Directory Information", unless the parent, legal guardian or eligible student elects to opt-out of the disclosure of Directory Information. Directory information is information from a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The following items are designated by NHCS as “Directory Information”:

- Student’s name
- Student’s school e-mail address
- Photographs –student photographs in District publications, or District social media and the District’s website, and release of a yearbook or graduation photo upon request by the news media
- Video, film, voice, livestream broadcast or audio tape when filmed by the District for educational purposes or for promotional use, when filmed by the news media, or when filmed at a school-sponsored activity or public event.
- Height and weight of student athletes
- Major field of study; student work
- Enrollment status, and grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received
- Name of school attending
- Class lists

**RIGHT TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION (OPT-OUT).** Parents, legal guardians and eligible students have the right to opt-out of the disclosure of “Directory Information,” subject to the requirements and limitations of FERPA, state law, and the policies and procedures contained in this policy. Opt-out options are only effective for the school year in which they are submitted. In order to opt-out of the disclosure of Directory Information, you must fill out the Opt-out section of the yearly student registration form, which can be obtained from the Administrator's office. Forms submitted after the due date will be accepted. However, some information may have already been disseminated or submitted for printing and will not be able to be changed or removed. If changes are made after initial registration forms are submitted second registration form can be filled out and submitted with opt-out section changes.

**CONCERNS, QUESTIONS OR COMPLAINTS.** If you have a concern, questions or complaint about any of the above rights, please first contact and discuss it with your school’s Administrator. Our hope is to provide information regarding whatever questions or concerns you may have. You also have the right to file a complaint with the U.S. Department of Education concerning your rights under FERPA, whose contact information is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W. Washington, D.C. 20202-852

**Revision History (Do Not Print)(Board use only)**

The Revision of this Handbook will be kept up to date with the list of changes and dates listed here all past revisions will be kept on file as digital or paper. To be used as reference or for reenactment if the New Hope School Board Deems necessary.

| <b><u>Pages Revised</u></b>                                   | <b><u>Date of Change</u></b> | <b><u>Previous Revision</u></b>  | <b><u>New Revision</u></b>  | <b><u>Approved By</u></b>              |
|---|------------------------------|----------------------------------|---|--|
| <b><u>34</u></b>  | <b><u>8/3/2020</u></b>       | <b><u>no previous policy</u></b> | <b><u>Illness Closure</u></b><br>Addition of 25% rule.                      | <b><u>A Unanimous Board</u></b>        |
| <b><u>TitlePage, 4.5,14-16,20-22,24-26,28,29,32,36-38</u></b> | <b><u>3/6/2023</u></b>       | <b><u>Rev 1</u></b>              | Emergency plan, Ferpa, AddressChange, Key Cost, Technology use show n tell, | <b><u>Board Approval. 3/6/2023</u></b> |
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| <b><u>Dates of previous revisions:</u></b>                    | <b><u>4/6/2020</u></b>       | <b><u>8/3/2020</u></b>           | <b><u>2/6/2023</u></b>  |  |