



## HANDBOOK

“He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ.”  
Colossians 1:28 (NIV)

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### STATEMENT OF FAITH

#### I. About God

We believe in the One True God (1), the creator (2), and ruler (3) of the universe. We believe He has existed eternally in three persons (4): The Father (5), the Son (6), and the Holy Spirit (7).

*References: (1) Is. 44:6-8; 45:5 (2) Gen. 1:1, 26, 27; Ps. 90:2 (3) I Tim. 1:17 (4) Matt. 28:19; Luke 3:22; 2 Cor. 13:14; I Peter 1:2 (5) I Cor. 8:6 (6) John 8:58; 10:33 (7) Gen. 1:2*

#### II. About the Son

We believe that Christ Jesus is God represented as the Son (1), that He has existed eternally with the Father (2), and that He has revealed Himself by leaving His glory (3) to become man. His virgin birth (4) was foretold in the Old Testament (5) and accomplished in the New (6).

We believe that Christ lived a perfect life (7), enabling Him to offer Himself (8) as the perfect sacrifice for the sins of all people (9) through His death on the cross (10). He was buried and rose again from the dead three days later (11), demonstrating power and victory over sin and death (12). He later ascended into heaven (13) and is now preparing a place for believers (14). He is the believer’s mediator before the Father (15). We believe He will return again to reign as King of Kings and Lord of Lords (16).

*References: (1) Matt. 1:22-23 (2) John 1:1-5 (3) John 1:14; Phil. 2:6-8 (4) Matt. 1:18-23 (5) Is. 7:14; 9:6-7 (6) Matt. 1:22-23 (7) Heb. 4:14 (8) Heb. 7:27 (9) Heb. 9:25-28 (10) John 3:14; 19:17-30 (11) I Cor. 15:3-4 (12) I Cor. 15:55-56 (13) Luke 24:50-53 (14) John 14:1-4 (15) I Tim. 2:5 (16) I Tim. 6:14-15; Titus 2:13*

#### III. About the Holy Spirit

We believe that the Holy Spirit is God, coequal with the Father and Son (1). He is present in the world as God’s agent of conviction – making men aware of their need for Christ (2). At the moment of salvation, He indwells every believer (3) and provides the Christian with the power to live pleasing to God (4), gives understanding of spiritual truth (5), and guides in the doing of what is right (6). He empowers the Christian for service to God (7), and as Christians we seek to live under His control daily (8).

*References: (1) Acts 5:3; 2 Cor. 3:17 (2) John 16:7-11 (3) John 14:16-17; 1 Cor. 3:16; Rom. 8:9 (4) Acts 1:8; Phil 2:12-13 (5) John 16:13-14 (6) Gal. 5:16 (7) I Cor. 12:4-7 (8) Eph. 5:18*

#### IV. About the Communication of God to Man

a. The Creation: We believe that God created the “heavens and the earth,” (1), meaning all that exists on earth or in space. He has done so to communicate His glory (2), His eternal power and divine nature (3) to man.

*References: (1) Gen. 1:1 (2) Col. 1:16 (3) Rom. 1:20*

b. The Bible: We believe that God has revealed Himself through the written word – the 66 books and two Testaments of the Bible. He has revealed Himself through men – prophets and apostles – who wrote from God (1) under the supernatural guidance of the Holy Spirit (2).

We believe that God by His nature is true (3), therefore, the words of Scripture are without error in their original writings. We believe that God is the ultimate authority (4), making His Word to us the supreme source of truth and guidance for all Christian beliefs and practices (5).

We believe that God’s Word can be interpreted literally, with understanding being given to the grammatical, historical and cultural context. By “grammatical” we mean attention must be given to the original languages in which the Bible was written. By “historical” we mean that attention must be given to the time period in which it was written. By “cultural” we mean that attention must be given to the original recipients, as well as the surrounding culture of the authors. Through this method of interpretation, we believe the Word of God may be applied to the Christian’s life (6).

The Book of Genesis: In our culture there is a lot of debate as to whether the Creation account, let alone any of the events in Genesis chapters 1-11, should be seen as literal, historical events. Here at New Hope we hold to a literal interpretation of Genesis 1-11, meaning we believe in a literal six 24-hour day creation, as well as in the global catastrophe known as the “flood.”

*References: (1) 2 Pet. 1:20-21; Heb. 1:1 (2) 2 Tim. 3:16; 1 Pet. 1:20-21 (3) Ps. 19:7-8; Is. 65:16; Matt. 5:18 (4) Is. 45:18 (5) Ps. 119:105; 160; Prov. 30:5; Heb. 4:12; James 1:22 (6) I Tim. 3:16; II Tim. 2:15*

c. Jesus Christ: We believe that God has revealed Himself ultimately through the “Living Word,” Christ Jesus (1). He is the ultimate expression of an invisible God (2) and the supreme expression of God’s grace and truth (3).

*References: (1) John 1:1-5, 14 (2) Col. 1:15 (3) John 1:17-18*

d. Other Means – How else does God communicate? Here at New Hope Bible Church we are not strict adherents to either Fundamentalism or Emotionalism/Mysticism as it pertains to the communication of God to man. Fundamentalism believes that God only communicates to us through the written Word. On the other extreme, Emotionalism/Mysticism believes that everything is some sort of communication from God to man.

New Hope stands in between the two extremes: We believe that God may communicate through circumstances, through other people, and by His Spirit’s testimony. Yet ultimately, we believe all things must submit to the authority of His Word. If there appears to be a contradiction between our own experience and the Word of God – God’s Word reigns as the chief authority.

## **V. About Man**

We believe that man is the chief object of God’s creation, made most valuable by being made in God’s own image and likeness (1). We believe man was created to glorify God (2) and enjoy God forever (3).

*References: (1) Gen. 1:26; 5:1 (2) Is. 43:7; Matt. 5:16; I Cor. 10:31; Eph. 2:10 (3) Ps. 16:5-11; 144:15; Phil. 4:4; Rev. 21:3-4*

a. About Sin: We believe that man, tempted by Satan, chose to disobey God (1), therefore tainting the nature of all men (2), putting us at odds with God (3). We call this disobedience “sin.” Because of sin we are spiritually dead or separated from a Holy God (4), unable to save ourselves (5). Man can do nothing apart from God to restore himself or please God (6).

*References: (1) Gen. 3:1-7 (2) Rom. 5:12 (3) Rom. 1:18-32; Eph. 2:1-3 (4) Is. 59:2; Rom. 6:23 (5) Rom. 3:10-12; 5:8; Eph. 2:1 (6) Rom. 3:10-12; 14:23; Heb. 11:6*

b. About God’s Wrath: We are separated by sin from God because of His holiness, but we also face the wrath of God because He is just (1). The wrath of God is against all men who stand condemned because of sin (2).

*References: (1) Ps. 7:11; 145:17; Rom. 1:18-32 (2) John 3:17-18; Rom. 1:18*

c. About Salvation: We believe God has a desire to save man (1) and spare Him from His wrath. Because of this, He has provided a way by which men can be saved, namely, the sacrifice of Jesus Christ (2).

Salvation is a free gift from God (3) in which He draws men to Himself (4), and they must by faith accept the work of Christ done on their behalf (5). Men cannot earn salvation by good deeds or self-improvement (6). Only by trusting Jesus Christ as God’s offer of forgiveness can men be justified, or made right, before God. Once a man believes and confesses, they are saved by grace (7) from the wrath of God (8) and given new life in Christ (9). Eternal life begins at the moment one receives Jesus Christ (10).

*References: (1) 1 Tim. 2:4; 2 Pet. 3:9 (2) John 3:16; 14:6; Acts 4:12; 15:11 (3) Rom. 6:23; Eph. 2:8-9 (4) John 6:44 (5) John 1:12; Gal. 3:6; Eph. 2:8-9; Heb. 11:6 (6) Is. 64:6; Rom. 3:21-28; Eph. 2:8-9; Titus 3:5-7 (7) Rom. 10:9-17 (8) Rom. 5:1 (9) 2 Cor. 5:17; Col. 3:1-4 (10) John 10:27-29; 1 John 5:13*

d. About Eternity – Heaven and Hell: Because God created man in His likeness (1), we believe people were created to exist forever. We believe in a literal place called Heaven and a literal place called Hell. We believe in a conscious existence after death (2).

We believe that all those who are saved, at the moment of physical death, will immediately be with the Lord (3). Then, in God’s timing, the dead in Christ will be raised (4). First they will be given glorified bodies (5), then they will be judged and rewarded (6), and finally, they will spend eternity with God (7).

We also believe that all those who reject God’s free offer of salvation will remain separated from God – and all that He represents: love, joy, peace, patience, kindness, etc., – for eternity. When they die they will inhabit a place of torment (8). Then, at the end of time, God will raise the dead to be judged (9) and cast them into Hell for eternity (10).

*References: (1) Gen. 1:26 (2) Luke 16:19-31 (3) 2 Cor. 5:8; Phil. 1:21-23 (4) 1 Thess. 4:16 (5) Rom. 8:29-30; Phil. 3:20-21 (6) Rom. 14:10-12; 2 Cor. 5:9-10 (7) 1 Cor. 2:7-9; Rev. 20:11-15 (8) Luke 16:28 (9) Rev. 20:11-13 (10) Rev. 20:14-15*

## **VI. About the Christian Life**

a. About Perseverance and the Believer’s Security: We believe that salvation is maintained by the grace and power of God, not the self-effort of man (1). God will cause all those who are in Christ to persevere to the end (2). Those who reject Christ, failing to persevere to the end in faith, were never truly in Christ – this is not to say the believer never falls into sin (3). Once a person is truly justified, they are sure to be glorified in the end (4). Not one true believer will fall from the grip of God (5).

It is the Spirit of God who works in the believer, bearing fruits of obedience (6) and testifying that the believer is truly a child of God (7). It is the Holy Spirit that seals the believer in Christ for eternity (8). If one does not bear any fruit, they should examine themselves to see if they are truly saved (9).

*References: (1) 2 Thess. 1:11-12; Heb. 13:20-21 (2) Phil. 1:6 (3) I John 2:19; Heb. 3:14 (4) Rom. 8:29-30 (5) John 10:27-30 (6) Gal. 5:22-23 (7) Rom. 8:16 (8) Eph. 1:13-14 (9) 1 Cor. 13:5*

b. About the Church: The Church is not a building. The Church is composed of all true believers – in the past, present and future world. This Church is then represented locally in bodies like ours – New Hope Bible Church. Each local church is autonomous but striving to work in fellowship and cooperation with others.

We believe the purposes of the local church are as follows: It is for encouraging believers in their faith (1), keeping them from the deceitfulness of sin (2), drawing them together in worship of God (3), equipping them to serve Christ (4), and motivating them to evangelize the lost (5). The purposes of the church are to be characterized by love and unity (6).

The head of every local church is Christ (7). It is shepherded by faithful elders (pastors) and served by faithful deacons (8). Every member, including the leadership, is an equally important part of the body (9).

*References: (1) Heb. 10:23-25 (2) Heb. 3:13 (3) Eph. 5:18-20; Col. 3:16 (4) Eph. 4:11-12 (5) Matt. 28:19-20 (6) Eph. 4:11-16 (7) Eph. 1:22-23; 5:23; Col. 1:18 (8) 1 Tim. 3:1-13; Titus 1:5-9 (9) 1 Cor. 12:12-26*

c. About the Ordinances: We believe that Jesus instituted two ordinances for the local church: Baptism and Communion. We believe He commanded (1) us to continue practicing these ordinances. Each ordinance is a symbolic act that reminds us of great spiritual truths.

We believe in Baptism by immersion because Christ models it (2) and the New Testament record of the church models it (3). We see it as a public testimony of faith in Christ (4).

We believe in a three-fold communion service representing the past, present and future ministries of Christ (5).

*References: (1) Matt. 28:19-20; 1 Cor. 11:23-26 (2) Matt. 3:13-16 (3) Acts 8:34-39 (4) Acts 2:38 (5) Luke 22:14-20; John 13:1-17*

d. About Spiritual Gifts: We believe that once a person is saved, they are not only indwelt by the Holy Spirit, but gifted by the Holy Spirit. There are a variety of spiritual gifts referenced in Scripture (1). We know that each one is important (2), each one is for the common good of the local church (3), and that each one is meant to glorify God (4).

We also believe that some gifts were reserved to a specific time. We believe “sign” gifts (5) such as speaking in tongues, miracles, healings, prophecy in certain forms as well as apostleship, are no longer functioning in the church today (6).

*References: (1) Rom. 12; 1 Cor. 12; Eph. 4; 1 Pet. 4 (2) 1 Cor. 12:14-18 (3) 1 Cor. 12:7 (4) 1 Cor. 10:31 (5) 1 Cor. 14:22 (6) 1 Cor. 13:12-13*

## **VII. About Satan**

We believe that Satan exists as a personality. He is real. He was created by God and chose to rebel (1). He is the enemy of God, but He has been defeated through the work of Jesus Christ (2).

We believe that Satan works to destroy the testimony of believers and hinder the proclamation of the gospel (3). Ultimately Satan is under the authority of God (4) and he will one day be cast into the lake of fire – along with all His servants – to face eternal punishment (5) in a place designed by God for him (6).

*References: (1) Is. 14:12-14; Ez. 28:13-15 (2) Gen. 3:15; Heb. 2:14-15 (3) 2 Cor. 2:11; 1 Pet. 5:8 (4) Job. 1:6-12; 1 Pet. 3:18, 22 (5) Rev. 20:10 (6) Matt. 25:41*

## **VIII. About the Second Coming of Christ**

We believe the second coming of Christ could be at any time (1). We believe in the literal and personal return of Christ in two forms – first He will come to receive the Church before the tribulation (2), then He will come again at the end of the tribulation to establish a literal millennial (1,000 year) Kingdom (3).

*References: (1) Matt. 24:27; 36; Mark 13:32 (2) 1 Cor. 15:52; 1 Thess. 4:16-17; Rev. 3:10 (3) Rev. 19:11-20:6*

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## **CODE OF CONDUCT**

1. Since New Hope Christian School is a Christian organization, we must follow specific Biblical principles that relate to Christian behavior within the organization. New Hope Christian School therefore prohibits practices that are clearly forbidden by the Word of God (e.g., I Corinthians 6:9-20; drunkenness, homosexuality, dishonesty, etc.). Further, to expect the Christian to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics is to expect only that which the Word of God teaches to be primary in the character of the Christian (e.g., Ephesians 4:24-5:8).

2. New Hope Christian School recognizes the principles of Christian liberty within the sphere of those things that are intrinsically innocent. However, New Hope Christian School also recognizes that liberty needs to be restricted in certain instances. Scriptural precedent is found for this in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community.

3. A Christian is also expected to exemplify the standard of conduct becoming to a believer by avoiding gossip, murmuring, anger, greediness, covetousness, backbiting, speaking evil of others, and by showing kindness and meekness to all men by exercising modesty and self-control by abstaining from immodest contemporary dancing, dating and marriage to unconverted people, to refrain from the possession or use of alcoholic

beverages, tobacco, gambling, secret organizations, by being a disciplined person as an individual or as a family, obedient to those who are in authority, and by active support in a local, Bible-believing church through service, giving and allegiance. It is further expected that all will exercise Christian discretion and restraint in the choice of entertainment—including radio, television, movies, audio and visual recordings, and various forms of literature and the observance of the Lord’s Day.

4. New Hope Christian School recognizes that observance of these regulations does not comprise the whole of one’s responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of New Hope Christian School, however, maintains that one’s willingness to obey these Biblical principles shows a maturity and spiritual concern for the whole Christian community (Galatians 5:13-24).

5. Good verses for Biblical consideration concerning the above paragraph are:

1 Corinthians 6:12 – Lawful, but not expedient (not profitable for our good).

1 Corinthians 10:23 – Lawful, but not edifying.

1 Corinthians 8:9 – Could be a stumbling block.

Romans 1:32 – Christians are different, and by living like the world, we approve of it. There should be no pleasure in watching sin.

Ephesians 5:6, 7, 11 – Don’t be deceived with vanity and participate in it.

Colossians 3:17 – Make sure it pleases the Lord, not the emotions – flesh or self.

Hebrews 12:1-2 – Lay aside weights as well as the sin.

6. New Hope Christian School reserves the right to make any final judgments on conduct and behavior of all personnel at New Hope Christian School.

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## PHILOSOPHY OF CHRISTIAN EDUCATION

1. Education is focused on truth, of which God is the ultimate source. He reveals himself to us in nature; in His Son; and in the Bible, the only inerrant, authoritative, and sufficient rule for faith and practice (Hebrews 1:1-3; II Timothy 3:16,17).

2. The Lordship of Christ and the sovereignty of God are all-inclusive; therefore, all areas of life and learning are regarded as sacred (Romans 11:36).

3. Christian education is the result of all knowledge being tested against, and integrated with, a biblically based view of God and the world (Colossians 1:16,17; John 1:3).

4. The primary responsibility for the education of children rests with parents (Deuteronomy 6:7,8; Genesis 17:7; Proverbs 22:6). However, the Christian school and the church provide complementary roles in educating students for lives of fellowship with God and service to others (Deuteronomy 11:18; Psalm 78:4,5).

5. The Christian teacher, empowered by the Holy Spirit, guides and nurtures students through instruction, admonition, and personal example. The Christian teacher seeks to encourage the spiritual development of students since this is the foundation for their academic, social, and personal growth (Col.1:28; Proverbs 1:7).

6. Christian education occurs as the Holy Spirit works effectively in the hearts and minds of the students. Through general revelation students learn of God and His world (Acts 14:17; Rom. 1:18-20). Special revelation and regeneration are regarded as essential components of Christian education because a personal relationship with Jesus Christ provides students with the ability to view life from a Biblical perspective (I Corinthians 2:14).

7. God has created all students with unique talents as well as a particular developmental growth pattern. Therefore, the learning process is enhanced as teachers utilize varied teaching strategies and instructional environments (Psalm 139:13-15; Romans 12:4-8).

8. Service to others inside and outside the classroom contributes to the development of each student's talents and abilities (I Corinthians 12).

9. Excellence in the quality of education offered to children brings glory to God and provides a compelling witness to our neighbors (Philippians 1:9-11).

10. The goal of Christian education is to develop students who will serve God and impact their community and the world by thinking and acting biblically in all areas of life (Romans 12:2).

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## ENROLLMENT AND TUITION POLICIES

### Tuition Payments

New Hope Christian School relies heavily on the tuition and other fee payments to pay teachers and continue to offer the school activities and services we have. Parent’s financial responsibility is crucial for the proper functioning of this ministry.

There are several methods you may use to pay for your child’s tuition:

1. Full Payment (One Payment): The entire tuition is due before the start of the school year.

2. Bi-Annual Payments (Two Payments): Half of the tuition is due before the start of the school year. The second half of the tuition is due before the start of the second semester.

3. Monthly Payments (Nine Payments): Payments are due on or before the 1<sup>st</sup> of each month.

All payments are due by the due date of any of these three options. If payments are not received by the due date, a late fee will be applied. All families are responsible for meeting their financial obligations with New Hope Christian School on a timely basis. Should a difficulty in meeting your financial obligations occurs, it is your responsibility to notify the Head of School or Business Administrator to make a special arrangement of adjustment to your agreement in writing.

A \$40.00 late payment fee will be automatically added to the tuition owed if not paid within seven days after your scheduled payment date. Students whose accounts are 30 days past due may not be permitted to participate in extracurricular activities in school, such as drama, winter sports, summer sports, etc. Students whose accounts are 60 days past due may not be allowed in school until tuition is paid or payment arrangements have been made in writing. Additionally, progress reports, report cards, transcripts, and any other documents will not be issued to parents with past due accounts. Past due accounts include, and will not be limited to, unpaid balances with registration fees, extracurricular activity fees, late payment fees, book fees, and after school care fees.

No deductions will be made for days, weeks, or months absent from school. Personal vacation or illness will not be deducted from your child's tuition.

All payments made to New Hope Christian School are non-refundable. New Hope Christian School will not be required to refund tuition or portions of tuition if the student is withdrawn by choice or is asked to leave by New Hope Christian School administration.

#### **Re-enrollment**

In mid-January, current families will be given the opportunity for a period to re-enroll their student(s) for the following year without the threat of the child's spot being given to an incoming student. To do so they must submit the appropriate paperwork and the Placement Fee by the stated deadline. After the noted date open enrollment begins, and spots not secured by current students may be given to new enrollees. At such time the Placement Fee will increase.

If NHCS finds a student unacceptable to return to NHCS, proper action will be taken to meet with parents and convey the intention of the school not to re-enroll him/her and to provide reasons on which this decision is based. This type of last-option decision will, except in extreme cases, only be made after multiple attempts have been made at various levels of intervention to address the issues, behavioral or otherwise.

#### **Withdrawal**

Upon application submission, each family must agree to faithfully pay the tuition amounts on a timely basis beginning in July of the enrollment year. If a student withdraws, the parents are responsible to pay the tuition through the date of withdraw. All withdrawals must be stated in writing, dated, and signed.

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## **SCHOOL ETIQUETTE POLICIES**

#### **Equipment**

School equipment and property (Chairs, desks, furniture, etc.) are to be treated with care and used properly. Any damaged or broken equipment should be reported to the staff member in charge. Students are responsible for damage or breakage that they cause, and their parents will be billed for damages.

#### **Homework Policies**

NHCS believes that meaningful homework will contribute to the academic success of students. It is our goal to give homework that reinforces concepts learned, provides independent practice for new skills, or prepares the student for the next major concept, thus increasing the student's ability to think, reason, and respond. Teachers in grades K-6 will assign on average 10 minutes of homework per grade level.

#### **Assessment**

The classroom teacher evaluates student progress by using a variety of assessment tools including class participation and feedback, oral presentations, projects, tests, quizzes, essays, and reflection journals. Tests or quizzes may be given on any day of the week with the goal that no student will have more than three tests per day.

#### **Transportation**

New Hope Christian School is unable to transport students daily. It is the parent's responsibility to transport their child to and from school. Regarding field trips, New Hope Christian School has limited abilities to transport students—but will seek the rental of a school bus or rely upon volunteering parents for transportation.

#### **School Absences**

Absences will be considered in two categories: illness-related and family-initiated. Absences from all categories will eventually be labeled as excused or unexcused. Parents of absent students are required to call or email the school office each day of an excused absence by 8:30 a.m. Illness, doctor appointments, and hospitalization all fall under this category. If the illness is projected to keep the student out of school for more than two days, the family may wish to get assignments from teachers by emailing the school office directly. Having an absence excused because of illness means that no additional consequence will be applied in that situation and the student will be given opportunity to make up missed work.

#### **Excessive Absences**

Furthermore, a large component of granting credit for a particular class is determined by actual time spent in the classroom in addition to performance on tests and homework. Thus, the granting of credit and grading can be affected by these absences. This will be determined at the discretion of the Head of School. A parent/student conference will be held with the Head of School for students who have excessive absences. Extended illness, with physician's validation, or other extenuating circumstances as approved by the administration may be given special consideration.

### **Make-up Policy for Work Due to Excused Absence**

The amount and type of make-up work and the time frame in which it is due is at the discretion of the teacher and may vary from class to class. The student will be responsible for completing all requested work in the time frame allocated. In excused absence situations, students may normally have one school day for each day of absence to make up all work, up to a maximum of five school days for an absence of five days or longer. After the prescribed time for completing make up work expires, the late work policy for the individual classroom teacher applies. Extended illness, with a physician's validation, may be given special consideration.

### **Tardiness**

It is the responsibility of each student to ensure that he or she is punctual. Students must be in their class promptly at 8:00 a.m., as attendance will be taken at this time. A tardy will be given when a student is not in the classroom with all materials needed by 8:00 a.m. We recommend students get dropped off early enough to leave them ample time for them to get to class on time. Students may arrive as early as 7:50a.m.

Students who are tardy must obtain a Late Slip from the receptionist, which indicates the reason for the tardiness. Unexcused tardies receive a warning and are incorporated into school discipline policies. (Extenuating circumstances including bad weather are excluded.) Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A parent conference will be scheduled for excessive tardies.

### **Leaving During the School Day**

Students who must leave school during the day because of illness or appointment must check out through the school office. Appointments and other planned events must be validated with a note or telephone call beforehand. It is important that students are in school the full day and that early dismissals are not excessive. A parent conference will be scheduled for excessive early dismissals.

### **Dress Code Policy**

"Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious."  
~ 1 Peter 3:3-4

At New Hope Christian School, we have a dress code for all staff and students that stresses dressing modestly as the Bible teaches. While living in an image-driven society, it is important for us, as mentors, to model an alternative example: one that shows that true beauty comes from within and not from things that draw attention to the body. With that in mind, all staff members need to abide by the following dress code while at school:

- Tight fitting clothes are not acceptable.
- Clothing must be free from objectionable pictures or slogans.
- Shoes or sandals must be worn at all times except when doing water activities.
- Shorts must be finger-tip length when arms are fully extended to the side when standing up.
- Suggestive clothing will not be allowed at any time.
- Male Specific Restrictions:
  - no "wife beater" shirts or skin-tight shirts.
  - Men may only go shirtless while doing water activities.
  - Swimsuits must be lined, trunk-length suits.
- Female Specific Restrictions:
  - Tank tops must have 2 finger length width on top of shoulders, no cleavage or midriff showing (for water activities be sure to wear dark colored t-shirts).
  - Swimsuits must be modest, 1-piece suits or dark colored t-shirt over a two-piece suit.
- If you have a question about a particular piece of clothing, ask the Head of School before wearing it.
- The Head of School reserves the right to ask any staff member or camper to change articles of clothing that are deemed inappropriate.

### **School Supplies Policy**

New Hope Christian School requires that students come prepared for class. Many supplies will be provided by the school, but parents are required to provide their child(ren) with the basics, such as:

- A Bible
- Full-size backpack
- Lunchbox
- Reusable water bottle
- Notebook
- A pencil box with pencils

- Erasers
- Pens
- Box of colored pencils
- Box of colored markers
- Glue sticks
- Scissors
- Calculator
- English/Metric 12inch ruler
- Binders and folders as needed

If parents are unable to provide these supplies, it is their responsibility to inform the Head of School or Business Administrator.

### **Textbooks**

Non-consumable books belonging to the school must be always covered with appropriate book covers. Contact paper or similar material may not be applied directly to textbook covers; however, it may be used over the top of a paper covering. The textbooks are expensive and usually must last 6 years before replacement. Damaged or lost books are the responsibility of the student to whom they were issued. The student will pay the replacement cost for lost books or books damaged beyond repair. Fees for book damage will be determined and assessed by the teacher. Students are not to mark any non-consumable textbook with pencil, pen, or highlighter. If a student finds this practice helpful for learning; however, the teacher and the school office should be contacted regarding purchasing the textbook personally.

### **Lost/Stolen Items**

Unfortunately, CCA cannot be responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school, since the student will assume all liability for any personal items brought to school. Lost and found is kept near the reception area. Outerwear and personal items should be clearly and indelibly labeled. Lost and found items will be donated to charity at the end of each marking period.

### **Language**

Students are expected to always use nothing other than wholesome language (Ephesians 4:29). This precludes coarse talking, vulgarity, ridicule, gossip, angry outbursts, and slander. In the book of James, we are reminded that the tongue is the most difficult part of our body to control (James 3:1-10). It is natural to want to “repay evil for evil” when we are wronged and in many instances we use our mouths to do just that.

### **Food, Drink, & Lunch**

No open containers of food or drink, except for water in water bottles, are permitted in Grade school rooms.

### **Gum**

Chewing gum on school premises is not allowed. Any student chewing gum on school property will receive a demerit.

## **SAFETY POLICIES**

### **Harassment Policy**

Harassment takes away from the dignity of both victims and perpetrators and may lead to their psychological or physical harm. Harassment offends our Lord and greatly corrupts the Christian community and society at large. As a Christian community, we must be about the promotion, not diminution, of human dignity. Therefore, the Concord Christian Academy community remains committed to its standard of conduct:

NHCS seeks to prepare young people for living according to Christian principles, and here and now we seriously intend to be a community that lives together in harmony with the teachings of Jesus Christ.

Specifically, we share the values of:

- **Glorifying God:** We seek to glorify God in all activities and relationships.
- **Respect:** Each person is created in God’s image and therefore will be treated with respect.
- **Honesty:** Our relationships and academic performance will be based on honesty and fairness.

We also affirm God’s righteousness as the foundation of our belief and practice. The Scriptures remind us of God’s creation of all human beings in His image, His acknowledgment of human diversity, His unconditional love for His people in Christ and His command that we love likewise and act justly. Since harassment is not in keeping with these imperatives, NHCS will not condone nor tolerate harassment of one member of the community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which tends to defame, ridicule, demean, intimidate or embarrass a community member. In this document, “harassment,” covers single instances as well as

### **Safety**

Safety is important. Since students, parents and visitors use our main entrance, that area must be kept clear and unobstructed. Playing is not allowed in the front circle where cars come for drop-off and pickup. Students may not bring skateboards, blade runners, or roller blades to school. Bicycles may be ridden to and from school. Guns, knives, firecrackers, water pistols and weapons of any kind may never be brought to school or to off-campus activities. Tobacco, alcohol and illegal drugs, likewise, may never be brought to campus or to off-campus activities. No

objects, such as paper, pens, balls, snowballs, rocks, or food, may be kicked or thrown in the classroom, buildings, or on school grounds. repeated incidents of such behavior whether it is for racial, physical, behavioral, gender, or other reasons.

It is important for individuals who think they have been harassed to promptly report the incident to the Headmaster and Dean of Academics. Any such complaint will be pursued according to the procedures described below. All allegations of harassment will be immediately investigated. NHCS will tolerate neither mishandling of complaints by authorized personnel nor negative responses to an individual after making a complaint. Violation of this policy will result in disciplinary action up to and including dismissal or expulsion.

### **Specific Policy on Sexual Harassment**

Sexual harassment conflicts with NHCS's standards of conduct, and it will not be tolerated. It is prohibited by law, as is any type of retaliation upon a complainant. Therefore, all reported cases of sexual harassment will be taken seriously and investigated promptly. Sexual harassment includes, but is not limited to:

- unwelcome sexual advances
- requests for sexual favors
- sexual slurs, jokes or innuendoes
- displays of sexually suggestive objects or pictures
- discussions of one's sexual activities
- sexually suggestive language or gestures
- physical abuse or sexual assault
- inappropriate petting, touching, or pinching
- other verbal or physical contact of a sexual nature where:
  - submission to such conduct is either an expressed or implied term or condition of employment or favorable evaluation,
  - submission to or rejection of such conduct is used as basis for an employment or evaluation decision affecting the harassed person, or
  - such conduct has the purpose or effect of unreasonably interfering with an individual's work or class performance or creating an intimidating, hostile or offensive environment.

### **Procedures**

Notification procedures are available to any member of the NHCS community who thinks he/she has been harassed within the NHCS community. These procedures are intended to facilitate the treatment of each person on our campus with respect, dignity and Christian charity. We hope that we can confront and reprove harassment within the community through informal procedures. However, if informal procedures do not result in satisfactory reform, a formal procedure is available.

The informal procedure consists of an unwritten request for advice or counsel to evaluate perceptions or clarify issues. Students may seek out the Headmaster or Dean of Academics. If resolution is not achieved by the informal procedure and the person wishes to pursue the matter, he/she should document the informal steps taken and then follow the formal procedures as outlined below.

A formal complaint should be filed with the Head of School. The Head of School will, in turn, notify the Chairman of the Board. In all cases the complainant must present in writing a description of the problem. Written complaints shall be filed as near in time to the actual incident(s) as possible. The appropriate official will initiate an investigation including discussion with all parties. An ad hoc committee may be appointed to investigate the case and make a recommendation for action. A decision shall be made within 10 working days of the date the complaint was submitted. If the administrative official finds that harassment has occurred, disciplinary action will be taken by the Head of School.

### **Dangerous Objects/Weapons/Firearms**

No object that can kill or cause serious bodily harm shall be brought to school or school functions. Firearms, knives, martial arts weapons, lighters, matches, laser pointers, and other types of weapons or facsimiles of any of the above are strictly prohibited on school grounds and at all school activities. Any student in possession of one of these objects may be suspended for up to five days and considered for expulsion. Students who trigger false fire alarms or use or tamper with fire extinguishers in any way may be subject to the same consequences in addition to restitution for costs including fire department response or extinguisher servicing.

### **Actual or Threats of Harm**

Any student who threatens or harms another person (student, teacher, staff member, or parent) may be subject to suspension and considered for expulsion. Physical fighting is strictly prohibited at school, and all participants may be suspended. Students must learn to resolve conflicts long before fists start flying. Jesus Himself makes clear that our task is to be peacemakers (Matthew 5:9, 39). However, worldly wisdom and practice will not provide much insight in this area, especially when another person seems bent on provocation. If students are not able to resolve differences, they should find a friend or an adult who will help mediate the situation. For some students, slapping someone on the back or punching them in the arm is a sign of affection, not aggression. However, consequences for these actions can still result if the student receiving the punches has indicated in some manner that those actions are unwelcome.

### **Drugs and Alcohol**

We make two words of drugs and alcohol only because these have different legal ramifications in our society, but they are both drugs and will be treated as such in NHCS disciplinary procedures. Use, sale, or possession of any illegal substance at any time on or off campus may result in immediate suspension from school, and the administration will make a recommendation whether to proceed with expulsion. Any student choosing to remain in the company of another

### **Fire Policy**

If there is a fire in the multi-purpose building, the designated meeting area is the parking lot across the driveway at the horse barn.

#### **Unknown Person**

If a suspicious or unknown person is spotted, it will immediately be reported to the Head of School. No attempt to engage the unknown person should be made by a student. The Head of School will make this contact.

#### **School Cancellations or Delays**

During the school year we may receive snow, ice storms, flooding, etc., that make driving unsafe. Sometimes school will be cancelled, but more often the opening of school will simply be delayed allowing for plows to clear the streets and for most traffic congestion to subside. When the administration cancels school or delays opening because of inclement weather, the following resources will be contacted to broadcast closure:

- TV Channel, Radio by 5:45 AM
- ParentAlert text sent to all families by 6:15 AM
- Posted on NHCS's Official Facebook, Twitter account

If school is canceled, this will include all afternoon and evening sports and enrichment activities planned for that day. In the event of a Delayed Opening, students will be expected to be in their homeroom class with all materials needed at 10:00 a.m. as attendance will be taken at this time. Students should come to school having already eaten breakfast and a snack.

#### **Media Policy**

In the case of a serious accident, injury, death, or any other traumatic event resulting in media attention, the Head of School is the spokesperson for all media requests. All inquiries and questions must be deferred to the Head of School.

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## **TECHNOLOGY POLICIES**

#### **Technology**

Two verses of Scripture particularly relate to the flood of information and entertainment available to us today. Philippians 4:8 says: "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." Psalm 101:3 declares, "I will not set before my eyes anything that is worthless." These two verses arch high above all media being accessed at New Hope Christian School. While NHCS will do its best to filter what is seen and heard here, each individual student and staff member must strive to develop his or her own filter and self-control. As Martin Luther famously said, "We cannot prevent birds from flying over our heads, but we can prevent them from building a nest in our hair." With temptation nearly a click away, each member of the NHCS academic community is responsible for their own thoughts, choices, and conduct. Students of the present generation experience a high level of exposure to the world of technology such as music players, cell phones, computers, the Internet, social networking, etc. It is our perspective at NHCS that these opportunities afford them many benefits as well as raise reasons for discerning caution. Our concern of course is limited to the on-campus time students have with the purpose of removing potential distractions which go against the goals of education that we and their families have for them, as well as those we hope they have for themselves. As a school we are additionally concerned with the spiritual well-being of our students and providing a healthy protection against anything which would seek to compromise their purity and/or integrity. Secondly, at NHCS students enjoy exposure to a high level of computer technology for the sole purpose of education. Their access to advanced technology is a tool for their developing the 21st Century Skills – an educational initiative which prepares students for the demands of their future life at a university, and/or in the marketplace. This document contains policies addressing three technology-relevant elements:

- (1) On-campus Communications Policy – outlines the acceptable use of communication devices while on campus as well as email practices.
- (2) Internet and Email Acceptable Use Policy – outlines the proper use and conduct of all persons utilizing the NHCS computer equipment and software, as well as the school's internet access. Specifically addressed in each section are student practices relative to equipment use, rules of conduct, and consequences of non-compliance.
- (3) Student BYOD Policy - outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

#### **On-campus Communications Policy**

The devices included in the development of this policy include on campus use of the following: computers, cell phones, mobile devices such as but not limited to MP3 players, handheld gaming equipment, and other devices similar in category to these listed. The policy also details student employment of email, and online chat or messaging services.

#### **Computer**

Following are the main computer offenses that will result in a computer warning and loss of computer privileges (see consequences below).

- Abandoning computer (leaving unattended)
- Surfing the internet without prior permission from faculty/staff
- Surfing images without prior permission from faculty/staff
- Playing computer games during school hours without prior permission from faculty.
- Emailing without prior permission from faculty/staff (see email policy below)
- Using social networks (Facebook, SnapChat, Twitter, etc.)
- Chatting

- Completing homework or working on another project other than the assigned work without permission from the present classroom teacher
- Using a personal Google account
- Defacing or purposefully misusing computers
- Note: For greater security, there are two separate networks on campus for faculty/staff and students. Students are not permitted to use the NHCS Faculty network and therefore, are not given the password. Students are only permitted on the NHCS Student network which school-owned devices automatically connect to.

#### **Cell Phone and Mobile Device**

No student is permitted to take out and/or use a cell phone or other mobile device (including iPods, MP3 players, cameras, etc.) in the classroom at any time. Wi-Fi hotspots and cell phone connections to NHCS Wi-Fi are NOT permitted at any time. If a student needs to contact a parent or guardian during school hours, they may ask permission to use the phone at the front desk. If a parent or guardian needs to contact a student during normal school hours, the school office should be contacted, not the student's cell phone. At the discretion of the teacher, cell phones can and will be collected at the beginning of class, particularly on a test day or when teacher must leave the classroom for any reason, except dismissal. This policy is subject to change in response to student cell phone usage throughout the school year. The consequences for cell phone use violations are below.

#### **Email**

A student must always gain permission from a faculty member in order to be using email in class. The only acceptable use of email is indicated in the following section. Email applications cannot be open at any time in class.

- Communication with online course instructor
- Communication with colleges regarding application and acceptance
- For any other reason only when permission has been given by a NHCS faculty/administration member

#### **Notification Process for Loss of Technology Privileges**

For most infractions students and parents will be notified one day before the loss of privilege is implemented. If needed, a meeting to clarify the reason for the loss of privilege will be held with the student and others directly involved with the incident before the warning is issued and privilege removed. Consequences are as follows:

- Computer warning issued.
  - Computer privilege removed for 1 day (before, during and after school). Students will not be allowed access to any computer (including BYOD) the following day after the warning has been issued. Their account will be made unavailable, and they may not use another student's or faculty/staff computer for any reason.
- Cell phone:
- 1st Offence: Cell phone will be confiscated and turned into the office. The student may retrieve it at the end of the day.
  - 2nd Offence: Cell phone will be confiscated and turned into the office. The parent may retrieve it at the end of the day.
  - 3rd Offence: The student will no longer be allowed to bring their phone to school.

#### **Internet and Email Acceptable Use Policy**

We are very pleased to offer internet access at New Hope Christian School and believe it offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. New Hope Christian School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (New Hope Christian School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a New Hope Christian School user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. Infractions could also lead to other negative consequences including discharge from employment at NHCS. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### **Internet—Terms and Conditions of Use—Acceptable Use**

The purpose of the backbone networks making up the internet and NHCS email is to support research and education in and among academic institutions. The networks provide access to unique resources and facilitate collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of New Hope Christian School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The projection or playing of any music, film, or media must be previewed by a teacher or administrator. Movies played from any source must have an accompanying viewer's guide that is distributed for better learning.

## **Internet—Terms and Conditions of Use—Inappropriate Use**

Users are expected to use the internet appropriately inside or outside of school. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, gossiping, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. Users who are engaged in these activities at school may receive discipline that could include suspension, expulsion, or termination of employment. Anyone struggling at home in these areas should immediately seek godly counsel. Videos or photos taken at the school or any school event may not be posted to a public website without the explicit permission from the administration. In the event a student stumbles across a site or content they know or suspect they should not have access to, it should be reported immediately to the teacher, who will notify the NHCS Technology Coordinator. He/she will communicate with NHCS Headmaster and the parent (as necessary), to identify the event, and the action taken to correct the issue.

## **Privileges**

The use of the internet and NHCS email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Concord Christian Academy staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Concord Christian Academy may request the system administrator to deny, revoke, or suspend specific user accounts. Details about specific offences and the related consequences can be found in the "CCA computer/cell phone/mobile devices offenses and email policies" document.

## **Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property but subject to monitoring.

## **Disclaimers**

NHCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. NHCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by NHCS's own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. New Hope Christian School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or your NHCS internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to NHCS internet access.

## **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to any of the internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. And destruction of school-owned devices.

## **Student BYOD Policy**

**Purpose:** This policy outlines the terms and conditions for students to be allowed to bring BYOD (Bring Your Own Device) computers to school for use for educational purposes while at school.

**Terms & Services:** While using personal computers at school, a student's internet access will be content filtered to prevent access to inappropriate websites. In addition, teachers will be able to remotely monitor their students' computers to observe (and control) them as needed. Please be aware that monitoring will be possible any time the computer is being used while connected to the NHCS network.

**Responsibility for Devices:** The technology devices students bring to school are their responsibility. NHCS assumes no responsibility for personal devices if they are lost, damaged, or stolen. Students are to keep their devices always secure and not share them or loan them to others. NHCS will not provide them. Families should clearly label all devices with the students' names. Families should also set a password or passcode to secure entry into each device.

## **Devices**

### **Types of BYOD Devices Allowed:**

- Windows laptops (all models)
- Apple MacBooks (all models)
- Chromebooks (all models)

**Types of BYOD Devices NOT Allowed:**

- Tablets (Windows, iOS, and Android devices)
- Cell Phones
- Devices running Linux-based operating systems. (LanSchool software is not compliant with Linux)

**SERVICES****Services Provided for BYOD Computers:**

- Access to the Internet (content filtered)
- Limited printing
- Access to student's files on provided cloud services.

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## MEDICATION POLICIES

**Medication Policy**

The safe and effective use of medications for the treatment of illness and chronic conditions has enabled many students to attend school with a minimum of absenteeism. This has helped remove barriers to learning and enhanced the educational process.

**Administration of Medication**

- (1) In the absence of the school nurse, a school designee may assist students in taking required oral or inhaled medications by making medication available to the student as needed and by supervising the student as he/she takes the medication.
- (2) The designee must check for the right medication, the right dose, the right person, the right route, and the right time.
- (3) The designee must document the administration of any medications in the student's electronic health file.
- (4) Medications will be stored in a locked cabinet used for medications only.

**Over the Counter/Non-Prescription Medications**

- (1) A list of OTC medications available in the school's Health Office will be sent home for each student prior to the first day of school each year. This list will be included on the Over-the-Counter Medication Administration permission form.
- (2) Non-prescription medication will be given with the written request and permission of the parent/guardian. Each student will return an Over-the-Counter Medication Administration permission form with indicated OTC medications the student may take with supervision, signed by the student's parent/guardian. This form must be on file before any OTC medications will be administered to the student.
- (3) If a student's parent/guardian requests that the student take an unstocked OTC medication, this must be requested in writing with the name, dose, and time of the medication to be administered. The OTC medication must be provided by the parent/guardian in the original container.
- (4) Students are prohibited by state law from carrying any form of medication on their persons.
- (5) The parent/guardian of any student will be notified of OTC medication administration during the school day by email.

**Prescription Medication**

- (1) It is recommended that prescribed medication not be taken during school hours if it is possible to achieve the same health management regimen by taking the medication at home. If a prescribed medication is medically necessary during school hours the school nurse will discuss this with the parent/guardian.
- (2) The school office will ensure that a written Prescription Medication Statement from the licensed prescriber is on file in the Health Office.
- (3) This statement must include:
  - a. Student name
  - b. Name and telephone number of the prescribing health care provider
  - c. Frequency and time of medication administration/assistance
  - d. Date of order
  - e. Diagnosis and any other medical conditions/medications
- (4) The school nurse will ensure that there is written authorization by the parent/guardian requesting that the medication be given at school. This authorization must include:
  - a. Parent's/guardian's printed name and signature, home and work phone number, and emergency phone number
  - b. List of all medications the student is currently receiving.
  - c. The prescription medication must be in a pharmacy or manufacturer labeled container.
  - d. Information on the container must include the name of the drug dosage, route of administration, frequency of dose, student's name, and name of prescriber.
- (5) A parent/guardian or designated responsible adult must deliver all prescription medication to be administered by school personnel to the school nurse or school receptionist.
- (6) All prescription medications will be stored in a securely locked cabinet used exclusively for medications. Prescription medications requiring refrigeration will be stored in a locked area in a refrigerator behind front desk.
- (7) The school office will communicate significant observations relating to prescriptions, the medication's effectiveness and adverse reactions to the student's parent/guardian and/or licensed prescriber.
- (8) No more than a 30-school day supply of the prescription medication will be stored at school.

### Medications and Field Trips

- (1) A copy of the medication permission form will accompany the student on the field trip. A designated adult will be responsible for the permission form and medication.
- (2) The designated adult will notify the specific student and carry the medication in the original pharmacy container during the trip.
- (3) The designated adult will make medications easily available to the student as needed and observe students as they take the medication.
- (4) Medication administration must be documented and attached to the student's school health file in the Health Office.

### Disposal of Medication

- (1) Unused prescription medication must be picked up by the parent/guardian within ten days of the expired time limit of the physician order, or the medication will be disposed of by the school nurse and documented.
- (2) Unused medication kept for the school year, e.g., inhalers, EpiPen, OTC medications, must be picked up by the parent/guardian on the last day of school, or the medication will be disposed of by the school office and documented.
- (3) The school office will email medication pickup reminders to parents/guardians.

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## DISCIPLINE POLICIES AND PROCEDURES

### Disciplinary Procedures

**Philosophy of Discipline:** Establishing an environment conducive to learning is one of the most critical tasks that a classroom teacher faces. Whether it is called discipline or classroom management, the same is true: learning occurs best when the student is prepared to learn. Individual students' lives and their conformity to the standard of God's Word are focal points. Educators in a Christ-centered school are instruments to be used by God to instill in young people godly attitudes and actions that glorify the Lord. This is a task that takes a lifetime to develop. Formal

education is a small but significant part of the process. Hebrews 12:5-11 provides a foundation for discipline in the Christ-centered school classroom. The following principles are gleaned from these verses:

- (1) Discipline is not to be regarded lightly. It is serious business. (Hebrews 12:5).
- (2) Discipline involves instruction as well as the consequences for poor choices. (Hebrews 12:6)
- (3) Discipline is evidence of love and belonging. (Hebrews 12:9)
- (4) Godly discipline produces respect and honor toward one another. (Hebrews 12:9)
- (5) Discipline should direct us to a greater awareness of God the Father. (Hebrews 12:9)
- (6) Discipline should be purposeful. (Hebrews 12:10)
- (7) Discipline should ultimately make us more like Christ. (Hebrews 12:10)
- (8) Discipline for a time is painful, not pleasant. (Hebrews 12:11)
- (9) Righteousness and peace are the results of being trained through discipline. (Hebrews 12:11)
- (10) Results are not always immediate. (Hebrews 12:11)

**Suspension or Expulsion:** Suspension or expulsion is reserved for serious infractions. The following list of behaviors may result in suspension or expulsion from Concord Christian Academy: showing disrespect, swearing, stealing, cheating, deception, defacing property, skipping classes, skipping school, bringing obscene and offensive materials or media to school and/or school functions, smoking, drinking, vaping, using drugs, bringing weapons to school, engaging in immoral conduct, threatening or intimidating students, sexual harassment, earning an excessive number of discipline slips, and/or demonstrating a consistently poor attitude and/or other major violations of the Leadership Honor Code.

### Sexual Immorality

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20). Involvement in promiscuous or immoral behavior by any student at any time may result in immediate suspension from school for up to five days, and the administration may make a recommendation whether to proceed with expulsion.

### Stealing

Removing school property or another person's personal materials without permission or proper checkout procedures is considered stealing. Also, to "find" something (e.g., a book, calculator, jacket, money) and not immediately return it to its owner or turn it in to the office may also be considered stealing. The consequence for stealing will be determined by the administration but may include immediate suspension for up to five days with consideration of expulsion. All instances of stealing will require restitution in addition to any other consequences.

### Vandalism

A student involved in willfully or negligently damaging school property or another person's property may receive suspension, with consideration of expulsion. The student may also be responsible for paying the costs to repair the damage before returning to school. School pranks, especially those involving school property, will be treated as vandalism.

### Cheating and/or Lying

Believers are admonished in the Scriptures to maintain absolute integrity (Psalm 15:2, 25:21; II Corinthians 1:12). Students at CCA are expected to uphold the above scriptural standards as members of the student body. The following are examples that would be considered cheating at NHCS, but are not all-inclusive:

- (1) Use of cell phone, calculators, or other electronic devices during testing that create even the impression of inappropriate use will result in confiscation of the phone or device along with the consequences listed below.
- (2) Copying the homework/classroom work of another student.
- (3) Permitting a fellow student to copy your homework or classroom work.
- (4) Copying from another student during a test or looking at another person's paper during a test.
- (5) Looking at, or having in your possession, or sharing with another a copy of a test that you have not yet taken.
- (6) Talking with other students about the content of a test after the student has taken the test and others have not.
- (7) Using a cheat sheet or notes while taking a test.
- (8) Reporting to the teacher an inaccurate score for yourself or another student.
- (9) Forging a required signature.
- (10) Plagiarizing from any source, including the Internet, and turning that in as original work. (See Academic Integrity Policy below.)
- (11) Turning in work that was only partially done by the student and partially done by another.

Original work means that no part of your writing should copy or too closely resemble the words, events, characters, or any part of a published work. Published work includes books, magazines, newspapers, other printed materials, or materials on the Internet as well as stories portrayed in audio and visual media, including but not limited to radio, CD, Internet, television, DVD, VHS, video games and the theater. You may not use unpublished writing or material from an author other than yourself. Previously published character names and titles may be used as long as the story events, characters, and words are sufficiently different so that anyone reading the material may distinguish it as a new and separate work. If students are ever unclear as to whether working together is acceptable, they should ask the appropriate teacher for clarification.

### Academic Integrity

All students are expected to adhere to the highest standards of personal honesty and integrity in their work. Submissions to teachers must be original or must respect the intellectual contributions of others through correct referencing.

Plagiarism is defined as stealing and passing off the ideas and words of another as one's own when they actually come from another source. This source may be written, oral or electronic, and includes copying and pasting from the Internet. It can be as subtle as inadvertently neglecting to use quotation marks or references when using another source or as blatant as knowingly copying an entire paper, or parts of a paper, and claiming it as your own.

### Conflict Resolution: The Matthew 18 Principle

One of the greatest tools we give students is God's perspective in handling conflict between one another. We have adopted many of the concepts found in the Scriptures and described in a book written by Corlette Sande called *Young Peacemakers*. The following are the principles we teach and practice when handling conflict between peers. Our goal is Romans 12:18, "If possible, so far as it depends on you, live peaceably with all."

- (1) Every student will learn and practice honoring one another, learning to see the value of everyone from God's perspective. This is demonstrated in the words they use, their tone of voice, and their body language. (Matt. 7:12, 1 Cor. 13, Phil. 2:3, Eph. 5:4)
- (2) Students learn and practice being a part of the body of Christ. They are sisters and brothers in Christ learning how to accept each person's giftedness, creativity, and individuality. They practice working as a team to bring honor and glory to God as an individual, as a class, and as a school. (1 Cor. 12)
- (3) When conflict arises, each student will learn to practice the 5A's. (Matt. 18):
  - a. **Admit:** what you did wrong
  - b. **Apologize:** for how your choice affected someone else
  - c. **Accept:** the consequences for your choices
  - d. **Ask:** for forgiveness from the Lord and the people you sinned against
  - e. **Alter:** your choices in the future

"God opposes the proud but gives grace to the humble." 1 Peter 5:5. Unfortunately, conflicts are a normal part of life on earth. Our tendency in conflict situations is often to withdraw or retaliate. Conflict with others many times prompts us to go behind people's backs or over their heads without talking to them about the problem. These are natural reactions. In Matthew 18:15-17, Jesus urged us to have a supernatural reaction. He advised us to lovingly approach any offending individual when we have a complaint or grievance against them. We can do this in the power of the Holy Spirit. God's resources turn conflicts into opportunities for growth. There is a spiritual battle continually being waged. We can be victorious even in difficult situations when we behave according to the Scriptures. Students will be taught and then given opportunities to practice going to the person who has offended them to solve differences on their own. If they cannot reach restoration on their own, they can get help from their teacher to resolve the issues. In extreme cases principals will participate in helping students practice Matthew 18. "Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit in the bond of peace." Ephesians 4:2-3.