

# **HOPE Christian Academy**

## **Handbook**



## **Hope and a Future**

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HOPE Christian Academy

2022-2023 Handbook

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## **Welcome to HOPE Christian Academy!**

HOPE Christian Academy welcomes you with great joy. As Colossians 1:27-28 says, "...which is Christ in you, the hope of glory. <sup>28</sup> Him we proclaim, warning everyone and teaching everyone with all wisdom, that we may present everyone mature in Christ." (ESV)

Based upon the fact that the Bible is the infallible Word of God, HOPE believes:

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

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

HOPE desires for your child: 1. To develop a faith, trust, and dependence on our Lord Jesus Christ as his personal Savior; 2. To have a classroom environment that honors God; 3. To be taught a Christian curriculum with academic excellence to equip children to become productive and moral citizens; 4. To develop moral conduct and strengthen his Christian character; 5. To have behavior, speech, and attitudes which are reflective of Christian character; 6. To use the Fruit of the Spirit (love, joy, peace, patience, goodness, kindness, gentleness, faithfulness, and self-control) (Gal. 5:22) as his guide in relating to others; 7. To respect those in authority and those with whom the student comes into contact; 8. And to instill in students a desire to learn and a desire to use their gifts with which God has enabled them to the best of their ability for the glory of God. Therefore, HOPE will not merely give grades to students, they must earn the grades they receive.

## **Philosophy and Purpose**

HOPE Christian Academy's desire is to honor God and glorify the Lord Jesus Christ. HOPE is dedicated to providing each child with a Christ-centered, academically excellent education. Each child is a special gift from God and is His creation. HOPE appreciates the uniqueness of each child and desires each one to be successful and enthusiastic about learning. HOPE's curriculum enhances the development of your child spiritually, emotionally, socially, intellectually, and physically. HOPE's goal is to teach Christian truths found in the Bible, to give families a Christian education alternative, to be a source for spiritual nurturing, and to integrate this with a curriculum of Bible, Language Arts, (reading and critical thinking, grammar, spelling, and writing), math and problem solving, history, geography, science, health, physical education, music, art, and computer. HOPE's classrooms serve as a medium in which children can express themselves, grow in socialization, become more independent, provide a sense of

accomplishment, and build a positive self-image as children use the gifts and abilities with which God has blessed them.

Proverbs 3:5-6 – “Trust in the LORD with all your heart, and do not lean on your own understanding.

<sup>6</sup> In all your ways acknowledge him, and he will make straight your paths.” (ESV)

### **Mission Statement**

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

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

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

### **Statement of Faith**

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

WE BELIEVE... there is one God, eternally existent in three Persons - Father, Son, and Holy Spirit [Genesis 1:1, Matthew 28:19, John 10:30].

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

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

WE BELIEVE... because of the sinful nature of man, in the absolute necessity of regeneration by the Holy Spirit for salvation that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved [John 5:24-25, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5].

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

WE BELIEVE... in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a Godly life [Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18].

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

### **Admission and Enrollment Procedure**

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

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

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

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

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

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

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

A pre-enrollment interview consisting of the student applicant, his parent/guardian, the teacher, and principal as well as a one-on-one interview with the prospective student and teacher are required before any child is accepted to HOPE.

Placement tests in math and language are required.

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

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

In an effort to go paperless, correspondence will be e-mailed to you or found under the Parent Portal on HOPE's website. A copy of the HOPE Handbook, School Calendar, and Monthly Newsletters may be found online at HOPE's website, [www.christianacademy-ourhope.org](http://www.christianacademy-ourhope.org).

**Tuition fees:**

For the 2022-2023 school year, the tuition fees are as follows: K4-Kindergarten: \$5,500.00 + \$275.00 (book fees), First-Sixth: \$5,500.00 + \$300.00 (book fees), Seventh-Ninth: \$5,500.00 + \$300.00 (book fees), and Eleventh-Twelfth: \$5,500.00 + \$300.00 (book fees). The Tenth Grade book fees vary according to the dissection specimens available. For the 2021-2022 school year, the Tenth-Grade book fees are a minimum of \$300.00 with the final book fee price determined by the price of the dissection specimens.

Seniors will have a modest fee designated as Senior Dues.

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

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

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

**Tuition Discount**

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

First child: \$5,500.00 + book fees; Second child: \$5,362.50 + book fees; Additional children: \$5,362.50 + book fees

**Withdrawal**

If unforeseen circumstances necessitate withdrawing your child, a 30-day notification must be given, or a forfeit of the remaining semester's tuition will be required. Partial tuition refunds are not given because monthly payments are not reflective of a daily fee. If you should choose to withdraw your child before the new school year begins, HOPE must be notified prior to July 1<sup>st</sup>; otherwise, the first quarter's tuition is due in lieu of notice.

**Intention to Return**

\*In order to plan for the coming school year, HOPE must have an idea of who is returning in the fall. In February, an Intention to Return form is distributed to the families. Please fill out the form marking whether your child or children will return. The form and the non-refundable book fees must be returned to the school by March 15.\*

### **Activity or Remedial Period**

Though not typical for students K-6<sup>th</sup> Grade, the end of the school day, the time from 3:00-3:50, may be used as a Remedial Period at the request of the classroom teacher.

Activity or Remedial Period is available to students in 7th-12th Grades. This time, 3:00-3:50, is available to Junior High and Senior High students for extra tutoring, make-up of missed material, make-up tests, club meetings, signing choir, and work hour. Please note students must arrange remedial help (extra tutoring, make-up of missed material, make-up tests) with the subject teacher. Club meetings, signing choir, and other afterschool groups will be on a prearranged day. For more information, speak with the group advisor or school counselor.

### **Aftercare**

The K4 through 6th Grade Aftercare program is specifically designed for parents who cannot pick-up their children at the end of the regular school hours. The program is structured to provide a balance of small and large group activities as well as quiet and active play. Outside play, art projects, homework assistance, games, and story-time are a few of the activities provided during this period. There is a monthly charge for Aftercare.

Aftercare Program: HOPE provides an aftercare program. The breakdown of Aftercare rates, based on the number of days care is provided each week, are as follows:

5 days- \$500.00 per month; 4 days- \$400.00 per month; 3 days- \$300.00 per month; 2 days- \$200.00 per month

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

### **Aftercare Arrival/Pick-Up**

(HOPE's Arrival and Pick-Up policy is clearly laid out later in the HOPE Handbook.)

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

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

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

### **Office Hours/Absentee Protocol**

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

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

## **Holiday Policy**

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

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

## **Cancellations/Closings**

If HOPE should cancel classes for any reason, you will be notified through text and email. Also, information will be posted on HOPE's webpage, [www.christianacademy-ourhope.org](http://www.christianacademy-ourhope.org), under the Parent's Portal, on Facebook, and on 101.5 FM radio.

## **Holiday and Inclement Weather**

School begins August 22, 2022, and ends May 26, 2023. Holidays for the school year are Labor Day and the Tuesday following, Columbus Day, Thanksgiving and the Friday following, midterm break for Christmas holiday, the week of New Year's, Presidents' Day, Good Friday, Easter week, during Parent-Teacher conferences, and for any in-service days. If there is inclement weather and the East Amwell School or the Flemington-Raritan/Hunterdon Central School Districts are closed, it is possible that HOPE will be opened or simply delayed. You will be notified by the afore mentioned methods. (See Cancellations/Closings.)

## **Absence/Tardy Policy**

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

## **Absenteeism**

When a student is absent for the equivalent of 1 quarter's work, the student must remain after school for private tutoring or go to summer school to make up the missing work. (See Summer School.) If a student misses the equivalent of 1 ½ quarters or more, that student **must repeat** the class, the classes, or the grade the following school year.



## **Fundraising**

Because HOPE tries to keep tuition as low as possible and to assist in the school's needs, it is necessary to raise additional funds throughout the school year. Therefore, HOPE has no more than two fundraising events per year: one in the fall and one in the spring. Since the monies raised are to aid student financial needs, student programs, and facility upkeep, participation by all HOPE families in all HOPE fundraising is required.

All parents must pay a \$300.00 fee at the beginning of the school year which will be refunded at the end of the school year PROVIDED they bring in more than \$300.00 in fundraising efforts throughout the school year. If the fundraising efforts fall below \$300.00, the fee becomes non-refundable.

## **Gift Donations**

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

## **Field Trip Permission**

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

Because field trips are carefully chosen to enhance a student's understanding aspects of the curriculum, all students are expected to participate in the field trip experience. Any student who does not participate attends in-class school on that day. Any absence is considered unexcused.

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

## **Illness Policy**

In case of illness, notify the school office prior to the start of the school day. You will be able to reach someone at the school after 7:45 a.m., or you may leave a message on the voicemail at any time (908) 938-5286. Please leave your child's name, grade, and the reason for the absence. All student absences are unexcused until HOPE receives your call.

**Please keep your child home whenever fever, rash, eye infections, vomiting, or diarrhea has been present within 24 hours of coming to school. A student may not return to school if they are on medicine to control fever or vomiting. Without the aid of medications, a student must be fever-free or vomit-free for the previous 24 hours. If a student becomes ill while at school, you will be notified and asked to come and take your child home immediately.**

According to the New Jersey State Health Department, a student shall be excluded from school as follows: 1. Measles - excluded until 5 days after rash appears. 2. Chicken Pox/Shingles - excluded until 7 days after first eruption or if all pox are scabbed. 3. Mumps - excluded for 9 days from onset of illness or until swelling is gone. 4. Rubella (German measles) - excluded until 5 days after appearance of rash. 5.

Conjunctivitis (Pink Eye) - excluded until on medication for 24 hours, **and** there is no longer discharge from the eye. 6. Trench Mouth - excluded until appropriate antibiotic therapy has begun under physician's care. 7. Strep Throat - excluded until 24 hours after antibiotic treatment has begun. 8. Scabies - excluded until adequately healed. 9. Impetigo - excluded until after medical treatment. The student will be permitted back to class with a doctor's note. 10. Head Lice - excluded until treatment with a pediculicide has begun, and child is free of lice and nits (eggs laid by lice). The student will be permitted back to class with a doctor's note. 11. Coxsackie (Hand, Foot, and Mouth Disease) - the student will be permitted back to school with a doctor's note. 12. Whooping Cough, Diphtheria, Tuberculosis, Meningitis, Typhoid Fever – after medical treatment, the student will only be permitted back to class with a doctor's note. 13. **Covid-19 or any unusual disease - A written release must be obtained from the New Jersey State Health Department or from a physician before returning to school.** A child may be excluded for an additional period of time, if the principal or the school nurse consultant feels it is necessary for the child's protection or for the protection of others. Please notify the office of any contagious disease so that a notification may be sent home to alert other parents as to the symptoms. 14. All immunizations and school health records must be kept up to date. Proper documentation must be kept in the student's file.

### **Administering Medication**

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

**An exception is an inhaler which is kept in the classroom with the teacher. No student may at anytime give medicine to themselves or to another student. Failure to adhere to this rule results in immediate expulsion.**

### **Masks**

Due to the Covid-19 concerns, children may wear masks, but HOPE does not require students to wear them. In addition to increased cleaning procedures throughout the school building, HOPE has been proactive to install UV LED lighting, which has been scientifically proven to kill the virus. **Please remember that if your child exhibits symptoms of a cold, fever, or the flu, parents are required to keep their child home.** Please bear in mind that seasonal allergies are not included in this stipulation. Sunshine, handwashing, and personal hygiene are major Corona virus inhibitors, but, if your child is ill, home is the best place for him to be. **Your cooperation in this matter is essential to the health and safety of HOPE's students, faculty, and staff.**

## **Epi-pen Policy**

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

## **AED**

In compliance with New Jersey state law (Janet's Law 2012. A1608), HOPE has a working AED and staff trained to use it should the need arise. All high school students receive CPR and AED training prior to graduation, as part of their course of study. The price of this CPR/AED class varies each year as it is taught by an outside contractor who is certified by the American Heart Association or Hunterdon Medical Center.

## **Arrival/Pick Up**

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

## **Visitor Protocol**

Any person entering the building must check in at the office. Students should be picked up promptly at 3:00 p.m. (7th-12th) or 3:20 p.m. (K4-2nd) Monday, Tuesday, Thursday, Friday and 2:00 p.m. (3rd-12th) or 2:20 p.m. (K4-2nd) on Wednesday, unless they attend an after-school program. Parents may park and wait for students in the car, or they may wait on the school grounds to escort their child to the car. In the event of inclement weather or frigid temperatures, parents may wait for their child in their car to keep germ transmission to a minimum.

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

Drive carefully in the school parking lot. A teacher will supervise the students as they leave the premises an older student may help younger students cross the parking lot. HOPE asks that the utmost care be taken as parents drive through the parking lot and into the road.

Delayed? A call to the school office alerts HOPE personnel of the difficulty. It is HOPE's policy that, unless an emergency situation arises and the school has been duly notified, a \$20.00 late fee per half hour is assessed should any child not be picked up starting one half hour past the end of the school day.

When a person who is not specified on the Emergency Contact page of the application is to pick up your child after school, written notice must be given prior to the appointed day. If an emergency should occur, and you must send a person from that list to pick up your child, please call the office prior to the

end of school that day. To ensure your child's safety at all times, HOPE asks for identification of anyone who picks up your child.

Middle school and high school students, grades 7<sup>th</sup>-12<sup>th</sup>, are permitted to walk unaccompanied to their transportation, but are not permitted to leave the gated area unless their ride is already in the parking lot.

### **Security**

Any person entering the building must first visit the front office where school personnel attends to the person's concerns. In case of any other alert or emergency, the school may be on lockdown. Depending on the circumstances, HOPE will attempt to notify parents.

Should a person want to observe a class, prior permission is necessary. Periodically, pictures of students are taken in the school setting and used for HOPE's website, Facebook page, yearbook, and advertising. Please notify the office if you are taking pictures of the students as some parents have asked that their child not be included in random pictures.

### **Formal Complaint Procedure**

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

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

**\*Please note: Although HOPE will prayerfully consider parental suggestions, parents and/or students may not dictate policy and are to abide by school policy as put forth in the HOPE Handbook.\***

### **Bullying or Harassment**

"So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, <sup>2</sup> complete my joy by being of the same mind, having the same love, being in full accord and of one mind. <sup>3</sup> Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. <sup>4</sup> Let each of you look not only to his own interests, but also to the interests of others. <sup>5</sup> Have this mind among yourselves, which is yours in Christ Jesus, <sup>[a]</sup> <sup>6</sup> who, though he was in the form of God, did not count equality with God a thing to be grasped, <sup>[b]</sup> <sup>7</sup> but emptied himself, by taking the form of a servant, <sup>[c]</sup> being born in the likeness of men. <sup>8</sup> And being found in human form, he humbled himself by becoming obedient to the point of death, even death on a cross." (Philippians 2:1-8) (ESV)

Bullying and harassment have become very prevalent in society today. Whether "Road Rage," the publication of inappropriate pictures, or person-to-person intimidation, HOPE must address these negative actions.

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

### **Expected Behavior**

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

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

HOPE believes the best discipline is self-imposed, and it is the responsibility of the faculty to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their own behavior and the consequences of that behavior. Faculty members shall apply the best practices designed to prevent discipline problems and encourage students' ability to grow in self-discipline.

Biblically based guidelines for student conduct reference the Scriptures Matthew 7:12, “So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” and Luke 6:31 “Do to others as you would have them do to you.” This is God’s guideline not only for the student population but also for all faculty, staff, and parents to follow.

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

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

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, <sup>23</sup> gentleness, self-control; against such things there is no law. <sup>24</sup> And those who belong to Christ Jesus have crucified the flesh with its passions and desires. <sup>25</sup> If we live by the Spirit, let us also

keep in step with the Spirit. <sup>26</sup> Let us not become conceited, provoking one another, envying one another.” (Galatians 5:22-26) (ESV)

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

“Greater love has no one than this, that someone lay down his life for his friends.” (John 15:13)

## **Behavior Management**

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

The need for discipline results from the following types of behavior at the discretion of a teacher:

1. Lack of respect or courtesy 2. Inappropriate speech 3. Bullying 4. Disturbing normal day activities  
5. Cheating (a 0% is given on any paper or assignment) 6. Lying 7. Fighting 8. Plagiarism 9. Perpetual incomplete homework

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

HOPE has implemented a “1-2-3 strikes” policy. The discipline for these types of behavior is as follows:

1. When appropriate, a warning is given. 2. If the problem continues, the child will sit out or miss recess (Physical Education is not considered recess and will not be used for disciplinary measures). In the upper grades, students would miss their study hall. 3. If the problem continues, the child’s parents will be notified by the teacher and they will receive a written notice, which will need to be signed by a parent and returned to HOPE. (Please discuss any clarification which may be needed with the teacher.) 4. At this point, the student will serve a detention after school from 3:15 p.m. to 4:00 p.m. 5. If a child continues to misbehave, the parent, teacher, and principal, if needed, will have a conference to further correct the child’s behavior.

**Insubordination that continues may result in suspension\*, or as a last resort, expulsion\*\*.**

It is always HOPE’s goal when using disciplinary measures to bring about a change in behavior while reassuring students of our unconditional love for them. A repentant heart, acceptance, and forgiveness are all part of God’s plan for restoring and maintaining healthy relationships. HOPE’s faculty and staff rely on the inspired Word of God in preparing our hearts to teach, train, and guide students to be equipped for every good thing God wants them to do. (II Tim 3:16-17) The need for suspension or expulsion may occur if a student is in possession of illegal drugs, tobacco, alcohol, pornography, or weapons (including knives of any kind). Additional grounds for suspension or expulsion include intentionally inflicting harm or violence on another person. In the event that a student’s actions or

behavior does not alter after repeated offenses and correction in one of the aforementioned Behavior Management areas, suspension or expulsion may be used.

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

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

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

### **Cheating/ Plagiarism**

Cheating is a serious offense that is not tolerated. Cheating is defined "to deprive of something valuable by the use of deceit or fraud. Influence or lead by deceit, trick, or artifice." (Merriam- Webster) It is manifested in the following ways: copying homework, handing in another's work, unauthorized assistance on quizzes or tests, and plagiarism on tests, projects, research papers, and compositions.

Plagiarism is by definition the theft of another person's words, ideas, or work. As such, the federal government lists plagiarism as a federal misdemeanor subject to fine and/or imprisonment; likewise, HOPE considers plagiarism to be an extremely serious offense. If it is determined that a student has indeed cheated or plagiarized, the following actions are taken:

1. The student receives a zero on the assignment or test.
2. The principal is notified.
3. Appropriate discipline is administered (suspension is a possibility.)
4. A second offense will result in a failed 9-week grade for that particular class.
5. A third offense will result in the expulsion of the student from Hope Christian Academy.

## **Technology Policy: Cell Phones/ Tablets/ Digitalized Watches**

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

Students must turn in their cell phones, tablets, or digitalized watches, i.e. Apple watch or similar product, at the beginning of the day to their homeroom teacher. Each homeroom teacher has a lockbox where the students' cell phones, tablets, or digitalized watches are kept. Of course, the other option is to leave the phone/electronics in the car before coming onto school property. A student may not use his cell phone, tablet, or digitalized watch at any time during the school day during the hours of 8:00 a.m. - 4:05 p.m.

Using a cell phone, unauthorized tablet, or digitalized watch during the school day results in disciplinary action up to and including expulsion. Students are required to report to their teacher and then the school office should an emergency occur requiring telephone use. Parents may contact the school office to have important messages delivered to a student. Please limit messages to emergency calls only.

## **Curriculum**

Because HOPE believes in a traditional education, HOPE uses the A Beka curriculum as the standard classroom material. Beginning with HOPE's youngest students, cursive writing is taught. As the child progresses, cursive writing promotes a greater understanding of reading and greater cognitive development.

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

BJU's official purpose as outlined on their website is as follows: "To produce Christian educational materials with academic excellence from a biblical worldview."

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

A Beka is used for Bible & Character Development.

As a Christian school, HOPE requires all students to memorize Scripture. Psalm 119:11 states, "I have hidden Your Word in my heart that I might not sin against You."



Due HOPE's rigorous curriculum and program, all of HOPE's classes are typically above grade level. At the high school level, HOPE's normal courses are equivalent to or above honors or AP courses.

### **Care of learning materials**

Each student is responsible for his learning materials and is required to present those materials in class on the appointed days. Students or parents/guardians are responsible for replacing at their own expense lost textbooks, study guides, or loaned books.

### **Homework/Make-Up Work**

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

In third and fourth grade, HOPE starts with Work Slips and, if necessary, a weekly Work Hour. If a child fails to complete his homework, a Work Slip is sent home for the parent to sign and return to school the following day. During the first quarter, if the student receives three Work Slips, he has a work hour on the following Wednesday. Work Hour is held from 2:05-3:05 on Wednesdays if needed; during that period, the student does not work on homework. For the second semester, the number of Work Slips sent home before the Work Hour is instituted drops from three to one. Work Slips do not serve the purpose of pointing out faults or to make a student feel badly about himself. It serves to keep the parent informed of the situation.

Beginning in fifth grade, incomplete homework will result in a detention the following day. This detention is mandatory for the student to attend as it serves to reinforce the consequences of one's own actions. As always, if there is a difficulty, the teacher will try to talk with the parent/guardian in person, via email, or a phone call, for it is Hope's desire to see all HOPE's students succeed.

**If a student is ill, daily assignments and projects are found online through the Parent's Portal located on HOPE's website. However, parents need to call the office and arrange to pick up books needed for those assignments. If a student misses any quizzes or any tests while ill, those must be made up after the school day during the remedial period.** Students are given one day to complete work for each day missed up to one week.

Parents may choose to take a student out of school for a vacation during the school year. However, make-up work is not given prior to vacations. All homework must be returned on the first day back, and any missed testing must be made up within the following week.

## **Grading and Report Periods**

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

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

Grading Scale/Report Cards: The grading scale for K – 12 is A: 93% - 100%, B: 85% - 92%, C: 77% - 84%, D: 70% - 76%, and F: 69% and below (A parent/guardian and teacher evaluation meeting will be scheduled.)

## **K4 Grading Scale and Progress Reports**

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

## **Incomplete Grade**

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

## **Academic Probation**

If a student is not performing to his academic abilities, he may be placed on academic probation, which requires a conference with parents, followed by a conference with the student. Any extracurricular activities up to and including sports and drama are suspended while under academic probation. It is hoped that the student corrects his actions and attitude and lovingly be reinstated as a full student with all the rights and privileges therein. Failure on the student’s part to do so results in HOPE requesting that the family find other educational opportunities.

## **Honor Roll**

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

## **Graduation Requirements**

The minimum quantitative requirements for graduation are as follows:

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

## **Senior Project**

The Senior Project must be completed in order to graduate. A student works on something of importance which is meaningful to him as a graduating senior. This senior project must demonstrate skills learned throughout the student's academic career.

## **Requirements for Promotion**

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

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

## **Class Rank**

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

## **College Alternatives**

For students who choose an alternate pathway into the job market, HOPE has developed integrated learning into its high school program. HOPE believes that commercial endeavors and trade apprenticeships are important to our students. Therefore, HOPE offers Life Skills courses to help students whose potential lies in the trades. Following that, HOPE will work with organizations, trade schools, and businesses to forge apprenticeships for students while maintaining the appropriate classroom studies in the 5 major subjects and gym.

## **Graduation Ceremony**

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

## **Valedictorian**

A valedictorian is selected from the graduating seniors. The valedictorian is the student who has achieved the highest grade point average (GPA) in grades 9-12 and has exemplified Christ through extra-curricular activities, church-related activities, and interactions with others outside the classroom. As with Class Rank, HOPE looks for a well-rounded student who exhibits Christ in his daily life. The GPA includes courses taken at HOPE or other schools, but it does not include homeschool grades or independent coursework such as ACE grades. The valedictorian must have attended HOPE for a minimum of three full years.

## **Promotion and Graduation Criteria**

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

## **Failure and Retention**

### **High School**

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

## **Extra-Curricular Eligibility**

Pupils who fail two or more subjects during any marking period are ineligible (on the date that report cards are issued) to participate in extra-curricular activities for the next marking period. In addition, the grading symbol (69% or below) is considered a failure for the marking period. If a student receives a 69% or lower in 3 of the 4 quarters during a full course class, it is considered a failure for the year.

## **Summer School**

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

**Tuition for Summer school is as follows:**

1 Course - approximately ¼th of the year's tuition Subsequent Courses – 1/16th of the year's tuition for each course taken.

**For example:** First Repeated Course: Yearly Tuition = \$5,500.00 1/4th of \$5,500.00 = \$1,375.00  
Summer Tuition 1st Course = \$1,350.00

2nd or More Course Repeated Course: Yearly Tuition = \$5,500.00 1/16th of \$5,500.00 = \$343.75  
Subsequent Tuition Fees per course in excess of 1 course = \$350.00

**Grades K4 – Eighth**

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

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

**Standardized Testing**

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

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

**Uniform**

Basic Code Principles 1. Clothing must be laundered and kept in good repair. 2. Uniforms (regular or gym) must be worn at all times during the school day. 3. Ill-fitting clothing (too tight, too baggy, or too short) is unacceptable. 4. Closed toe and closed heel shoes are permitted. 5. Socks for boys and socks or stockings for girls are a must wear. 6. Sandals, crocs, flip flops, boots, or Uggs are not permitted. 7. Due to tripping hazards, shoes may not have soles more than 1" thick, and platform heels are not permitted. 8. Rain or snow boots may be worn to and from school only. 9. Light natural-looking make-up is permitted in the Upper Grades ONLY (7-12). 10. Girls may wear light-colored or natural nail polish. 11. Nails should be clean, neatly trimmed, and kept to a reasonable length. 12. Jewelry must be tasteful.

Distracting or distasteful jewelry is not permitted. 13. Girls may have no more than two piercings in the earlobe. 14. Boys may not have any visible piercings. 15. Boys must be clean shaven. 16. Hair should be clean and neatly trimmed. 17. Hair should be worn off the face. 18. No hairstyle should draw overt attention to the student. a) Boys may not have hair past their shirt collar. b) Girls' hair should be neatly groomed. c) No unnatural hair color is permitted. 19. Shirts worn under the school shirt may not have any logos or printing of any kind. 20. Skirts may not be shorter than 1" above knee. 21. Boys' slacks must be worn at the natural waist, and belts must be worn. 22. All clothing must be modest and in good taste (see Regular Uniform section). 23. Only the HOPE logo may appear on school clothing. 24. Tattoos, which can be a distraction to learning, are not permitted.

### **Gym Uniforms**

The official gym uniform must be purchased from Land's End adorned with HOPE's official logo. Biker-style shorts are not acceptable. Go to HOPE's Land's End website for specifics by grade.

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

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

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

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

### **Regular Uniforms**

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

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

### **K4-Second Grades**

Choices: Girls: Skorts, Jumpers, Blouses, Sweaters, or **Dress Pants (Mondays, Wednesdays, Fridays from December through March only)**

Boys: Slacks, Shirts, Sweaters

### **Third-Sixth Grades**

Choices: Girls: Jumpers, Skirts, Blouses, Sweaters, or Dress Pants (Mondays, Wednesdays, Fridays from December through March only)

Boys: Slacks, Shirts, Sweaters

### **Seventh-Twelfth Grades**

Choices: Girls: Skirts, Blouses, Sweaters, or Dress Pants (Mondays, Wednesdays, Fridays from December through March only)

Boys: Slacks, Shirts, Sweater

Classic Navy Plaid

