



Family Policy Manual

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1.0 PHILOSOPHY AND GOALS

New Hope Academy welcomes children of all faiths, cultures, and ethnic backgrounds. We value God, prayer, moral focus, and universal expressions of faith within the school and we believe that these are an important part of children's development to learn and to create.

Religious instruction is not offered at New Hope Academy, but we have created an environment that affirms spiritual values and supports parents in their efforts to raise moral children. New Hope has created a character education program that includes a theme of the week universal to all faiths, promoting virtues such as responsibility, self-discipline, honesty, forgiveness, respect, kindness etc. New Hope staff and students represent over 20 faiths and denominations and over 20 countries.

In addition to the emphasis on the cultivation of personal integrity, academic excellence and mastery of technical skills are promoted by careful attention to each child's creativity and innate desire to learn. Each child is given ample opportunity and resources.

An important aspect of our program is to help children see themselves not only as separate and unique individuals, but also as a part of a larger whole. From the family to the world level, children need to perceive themselves as existing in-relationship with others and to understand that their actions have meaning and consequence.

1.1 FAITH, DEVOTIONS, AND TRADITIONS

GOD AND PRAYER

The school administration, staff and parents are encouraged to pray for the school and the students to maintain a God-centered atmosphere in the school. The teachers are encouraged to use the 15-minute prep time, before

they pick up their classes, to pray for their students, and to pray silently for their students throughout the day, as well. Meetings will begin and end with prayer. When it is appropriate, the children will be asked to pray with the teacher or class. Each teacher and student is encouraged to pray according to his or her own tradition.

New Hope Academy was founded by members of the Unification faith. Nevertheless, it is not a Unification school in the sectarian sense. Unification doctrines are not taught; in fact, no classes in religion are offered. We believe it is the job of each family with the support of their church, temple, or mosque to impart their personal faith to their child.

We recognize that it is increasingly hard to raise good children in today's world, and we feel it is the job of the school to support parents in their efforts to help their children to love God and to be moral. A complete education must address the whole person: body, mind, and spirit. New Hope is the result of God-loving people of various faiths, with shared values, working to support one another in this effort.

We strive to enlighten the students to the beauty of how people express their love for God rather than present a focus on a particular faith or doctrinal point of view. For example, teachers and students will take turns offering morning prayer or grace at meals. In the process, students are exposed to many different styles of prayer and a broad range of beliefs and styles of devotion. Parents have mentioned that their children occasionally share beliefs that differ from their family's faith, or that sometimes younger students mimic the way their friends at school close their prayers. We encourage parents, as the "First Educators," to see this as an opportunity to share the deeper meaning of their personal faith and traditions with their child.

Children may learn about the story of Hanukkah, the meaning of Christmas, the traditions of Ramadan, or the celebration of Children's Day. The family is honored, as is marriage and parenthood.

Staff and students who have special prayers, restrictions or dietary needs related to the traditions of their faith should make these needs known to the administration or teachers. New Hope will do its best to honor the requests such as time for prayer or breaking of fasts, or alternative art projects for students who are not allowed to observe certain holidays.

1.2 STANDARDS AND OBJECTIVES

All aspects of the educational program will be directed toward our students becoming mature individuals who can creatively meet the challenges of the modern world and make lasting contributions toward the solution of its complex problems. We will create a total learning environment designed to call forth the potential within each student and to stimulate each child's creativity and innate desire to learn.

New Hope offers a unique high school environment with unlimited opportunity to develop leadership skills. Emphasis is placed on becoming moral leaders and people of integrity who will make positive contributions to the world they will help to build. Each student is important at New Hope. Classes are small and intimate, more in the collegiate style, often using a guided discussion format. Studies are rigorous with homework and outside reading expected. Students work closely with others of diverse backgrounds, abilities, and interests, broadening each other's point of view. Every student is given individual support and attention. Parents are kept informed of their progress.

Our goal is for each student to discover their own unique gifts, where their talents and interests lie. New Hope strives to help its graduates to be self-directed, with a solid footing in core academics, thus providing them with the foundation they need for success.

The school is co-educational, offering classes for Preschool through twelfth grade. Class size shall not exceed 21 students and shall often be less than the state-required staff/student ratio. Children may sometimes be grouped in multi-age classes. We believe that every child develops at his/her own rate.

2.0 ACADEMIC STANDARDS

2.1 ACADEMIC EXCELLENCE

We believe acquiring reading skills and being exposed to good literature are critical for success in learning. New Hope teaches a solid phonics-based reading program, beginning with phonemic awareness in preschool. Students start to read in preschool and kindergarten and read chapter books and

novels by 2nd grade. Students begin writing short stories in kindergarten and by third grade are very articulate and familiar with the written word. We believe in the development of critical thinking skills and therefore use the shared inquiry method of the “Junior Great Books” program.

New Hope uses the Saxon math curriculum that emphasizes math repetition, critical thinking skills, the requirement for self-correction, and constant review of all topics taught to date, all of which promotes mastery of math concepts. Math is taught with manipulatives until the fourth grade.

Teachers often extend learning beyond the textbook by making use of projects, science experiments, hands-on learning, and educational field trips. Students in grades 4-8 also participate in The Scripps National Spelling Bee, the National Geography Bee and sometimes a science fair in the spring. In addition, students in the upper school, 8th - 12th grade levels, have the opportunity to travel to locations such as, Florida, Costa Rica, California, etc. for Environmental Science, STEM and cultural related trips in the summer.

2.2 TEACHER AND CLASSROOM QUALITY

Our teachers are selected not only for their experience and academic background, but also for their sensitivity to the needs of children in a changing and increasingly complex world. They know when to challenge and when to support, when a child needs to be encouraged to seek their own answers and when they need someone to direct them. Reasonably sized classes of 21 children, or less, allow teachers to address differences in children’s learning styles and to give them the individual attention they need.

New Hope Academy is certified by The Maryland State Department of Education, Non-public School Division for Pre K3-12th grades. As such, in all these grade levels, individuals teaching core subject areas, including math, science, social studies, and language arts are required to have a minimum of a Bachelor’s degree or 120 credit hours. New Hope is also certified by Homeland Security or SEVIS as an I-20 school, able to enroll international students.

3.0 PARENTS, STAFF AND SCHOOL

3.1 EXPECTATIONS FOR STUDENT

We recognize that each child is a unique reflection of God. In guiding the child, the staff will attempt to draw out and reinforce the child's original mind and nature. We recognize that children need to go through a socialization process of growth and development. Therefore we define norms and standards of expected behavior so that the children can clearly understand what is appropriate behavior for them.

A. RECOGNIZE THE VALUE OF HONORABLE BEHAVIOR

- Telling the truth, respecting the property of others, only doing one's own work on tests and projects, proper use of school property.

B. TREAT STAFF AND PEERS WITH COURTESY

- Use please and thank you instead of giving commands; say excuse me instead of shoving.
- Show courtesy and respect for everyone and have a helping attitude towards younger children. We want children to recognize their value and responsibility in relation to others. This helps children to understand their individual value as well as their value as a member of a whole. It is acceptable for students to disagree or question a teacher or staff member if it is done respectfully.

3.2 EXPECTATIONS OF STAFF: MORAL STANDARDS

A. TEACHER QUALIFICATIONS

New Hope Academy is certified by the Maryland State Department of Education for Pre-K 3 through twelfth grade. As such, in all these grade levels, individuals teaching core subject areas, including math, science, social studies, and language arts are required to have a minimum of a Bachelor's degree, BA or BS, or minimum of 120 credit hours. Hiring preference may be given to those who have their degree in Elementary Education, Secondary Education, Early Childhood Education or a particular subject area for which they are being hired to teach, and those with relevant teaching experience or

an advanced degree. Specialty teachers will be evaluated on their qualifications and degrees in the subject area they will be teaching. Profiles for all staff can be found on the Faculty page at www.newhopeacademy.org.

B. MODELING

Teachers and staff are in a position to be a model for the students in their behavior and standards. In addition to being academically qualified to teach, teachers will be considered on the content of their character and their personal warmth and sincere love and respect for children. In order to stand as role models to the students, all staff should abide by the same moral principles expected of the students and conduct themselves accordingly.

C. SPIRITUAL EXAMPLE

Because the concept of God is abstract to a young child, he/she comes to know the parental heart of God through loving relationships with parents and other adults in guiding roles. Because of this belief, we see the role of teacher as one of connecting the child to God. Therefore the teacher's personal relationship with God and his/her ability to project God's love to the child is paramount.

D. RELATIONSHIP TO ADMINISTRATION AND OTHER STAFF

All staff should be treated with respect and courtesy; no yelling or cursing. Discussions of students, their families, academic matters, etc. are private concerns and should be discussed confidentially with those parties directly involved in a private setting. Staff is expected to respond graciously to constructive criticism.

E. RELATIONSHIP WITH STUDENTS

All staff should maintain a professional relationship with their students, in school, outside of school time, and on social media. Inappropriate physical contact, conversations, communications, or relationships are strictly forbidden. Teachers should not tutor students alone in their room with a closed door. Parents or responsible guardians must approve any staff members driving students to and from school.

3.3 CONFLICT OF INTEREST WITH NHA SERVICES

OFFERING OF PRIVATE TUTORING OR CLASSES

Parents who offer services that compete with services offered through the school (sports, dance, tutorial, summer programs, etc...) may not recruit from within the school.

Any recruitment of New Hope students, through such means as flyers, word-of-mouth, phone calls, or advertisements directed at current New Hope enrollees, is strictly forbidden if the activities being offered come into direct competition with the programs sponsored by New Hope. This includes Monday-Friday child care, some summer day camps, and after school care programs. Breach of this trust is considered unethical and may be grounds for dismissal.

4.0 EXPECTATIONS OF TEACHERS

4.1 CLASSROOM MANAGEMENT AND CURRICULUM

Our curriculum includes a wide variety of subjects: math, science, social studies, language arts, fine arts, physical education, music, foreign language, computer studies, and others. We also offer optional classes in our after-school enrichment program in activities ranging from drama and dance to sports and martial arts.

Hands-on experience facilitates deeper comprehension of a subject. Math manipulative and science labs, for example, are utilized in all grades. Teachers encourage students to explore and to learn through the use of appropriate formats which include cooperative learning, self-discovery, and self-motivated learning.

We promote a system of "mentoring" within the school where older children work with and assist younger children. This fosters the social development and learning of both older and younger students while building bonds of heart between them.

A. TEXTS AND LITERATURE

Staff shall use the selected textbooks as a guide to the curriculum that is to be covered over the school year. The text is recommended reading, but staff is encouraged to bring additional materials to bear on the subject. Reading books are provided for all grade levels but in addition, teachers are required to include age-appropriate novels, one per quarter in grades 2-12, as well as poems, short stories and excerpts from good literature.

B. WRITING

There should be an emphasis on the development of writing skills. Creative writing should be explored including poetry, short stories and journal keeping. The mechanics of writing should be covered including the mastery of

grammar, punctuation, handwriting and spelling. Spelling should include the teaching of spelling rules.

C. LIBRARY AND RESEARCH SKILLS

Younger students should be taken to the school library regularly in order to develop library and research skills. Students are expected to read novels and age appropriate books outside of class, and either written or oral book reports are encouraged. The Accelerated Reading program will be used from Kindergarten through 12th grade to provide additional reading skills support at all grade levels. AR books in the library are labeled for the AR program.

D. PHONICS

New Hope Academy believes in a solid comprehensive phonics-based reading program beginning in Pre-K3 and going through second grade. By the end of second grade most students should be able to sound out any word they encounter that is phonetic.

E. HANDS-ON ACTIVITIES AND COOPERATIVE LEARNING

Whenever possible, instruction should include hands-on activities and cooperative learning opportunities. Labs for science should be held weekly. Math manipulatives should be used often and regularly. Cooperative learning should be structured so each child has responsibilities. Children must be guided and trained to support but not do the work for one another.

F. LEARNING CENTERS

Pre-kindergarten, kindergarten and early primary classrooms should include learning centers where children can explore areas that interest them. "Free Choice" opportunities should be provided when children can work in the learning centers.

G. MATHEMATICS

NHA is committed to the Saxon Math Program. Teachers are required to follow the scripted lessons. Worksheets are used up through grade 2, and textbooks in grades 3 and beyond. Grade 3 to 12 students are required to do and correct problems in assigned sets. Saxon works towards mastery. Specialized graph paper must be used for homework and problem solving. Calculators may not be used until the second half of pre-algebra and above, unless the child has a 504 Plan. Partial credit may be given for a math problem, where the work steps that are shown are correct, but the answer is wrong. A final course grade lower than a B- (80%) may be reason to repeat the course

H. LEARNING DISABILITIES

When recommended by testing or the school administration, a 504 Plan

will be written and teachers will be requested to implement classroom modifications for children with special learning situations. Such modifications may include un-timed testing, reduced homework assignments, oral testing, and grade scale modifications.

4.2 PARENTAL OBLIGATIONS

A. CONFERENCES

Parents are expected to attend the bi-annual parent-teacher conferences for PreK-12 as well as any special conferences or Student Guidance Team Meetings that the parents or administration requests to deal with specific situations that may arise.

B. BACK-TO-SCHOOL NIGHTS

In September, parents are expected to attend the Back-to-School Nights.

C. PTO MEETINGS

Parents are expected to attend monthly PTO meetings, usually held the second Tuesday of each month. These can be accessed virtually, October through May.

D. PARENT ENGAGEMENT HOURS (PEH)

Parents are also encouraged to sign up to serve on a PTO team, and complete Parent Engagement Hours. Families are expected to volunteer 20 hours per year, or five hours per quarter, with the rate of \$25.00 per hour. Families who do not put in these hours will be billed.

E. PTO FUNDRAISING

- Harvest Festival: Parents are encouraged to attend and may complete PEH by taking responsibility for helping with a booth at the October Harvest Festival, where the proceeds from such activities go to directly benefit the classes.
- Spring Fair: Parents are encouraged to support the activities on the day of the Spring Fair. Proceeds from this fair go to the PTO, or a designated project.
Fundraising Projects: Parents are encouraged to stimulate interest and to motivate their children to participate in the various fundraisers.
- Book Fairs: There may be up to two book fairs a year in the fall and spring in which you can participate.

F. NON-ACADEMIC DAYS

- Children's Day, a Unification Church holiday, is celebrated in honor of the NHA founding families. When it falls on a school day, the holiday will be celebrated at school with a special morning message, games, a special meal and no academic classes. Teachers and specialty class teachers work together to provide a variety of activities for the children: outside games, art projects, etc.
- Also, the older classes will be responsible to help set up for lunch, serve younger children the meal and clean up afterwards.
- Children's Day is celebrated in the fall. It is optional if a parent sends their child, but almost everyone does. We cook an optional special Korean meal that is sold to both adults and children. Parents are welcome to volunteer and attend.
- Usually a half-day dismissal takes place.

G. LUNCH

Parents are expected to ensure their child has eaten a nutritious breakfast before coming to school, and has a nutritious lunch. Energy drinks and caffeine are highly discouraged.

H. RECESS & PROPER CLOTHING

Students are expected to go outside for recess unless it is below freezing, or raining. Students should bring proper outerwear, including hats and gloves during cold weather. In transitional seasons, Spring and Fall, a warm sweatshirt or sweater should be worn in case the weather changes.

I. NATIONAL GEOGRAPHY BEE & COUNTY SPELLING BEE

All 4th to 8th grade students participate in the National Geography Bee and the County Spelling Bee, with the winning student going on to the next level of competitions. Parents are encouraged to support their child to review the materials and hold practice sessions in preparation for participation.

4.3 HOMEWORK GUIDELINES

K-7th grade teachers should provide a weekly homework sheet or an online page each Monday. All teachers (core and specialty teachers in Kindergarten through 12th grade) will post assignments on the designated LMS (Google classroom). This allows the parents to know on a daily basis what their children are doing. It affords both teacher and parents a way of communicating daily as needed. This sheet should clearly outline all work that must be done, announce tests, and provide any explanations necessary to support the

parents in assisting the student.

The amount of homework appropriate is approximately 15 minutes per grade level per night:

Kindergarten optional at parent's discretion

First grade 15 minutes

Second grade 30 min.

Third Grade 45 min.

Fourth Grade 60 min.

Fifth Grade 1 hr. & 15 min.

Sixth Grade 1 hr. & 30 min.

Seventh Grade 1 hr. & 45 min.

Eighth - Twelfth Grade 2 hours (H.S. students may find it necessary at times to do more than two hours of homework.)

This applies to the amount of time it takes the average student in the class to complete the homework. Homework should generally not be given on the weekend for K-4th grade, with the exception of long-range projects being due on a Monday and sometimes Math. Reminders of long-range projects and upcoming tests should be written on the homework sheets. Long-term projects should be broken down into steps, due at intervals, for which a grade is assigned.

4.4 PERFORMANCE EXPECTATIONS

GUIDELINES FOR DECEMBER PERFORMANCE

Each year New Hope Academy holds several performances. Teachers are required to prepare their class to perform in the December program. Short skits, songs, dances, or poetry readings are generally performed. Participation in other programs is for children enrolled in special performing arts courses. It is expected the students will perform if there are no conflicts of religious beliefs or traditions. If parents are aware their child will not participate, it is expected that the teacher will be informed by early November when preparation begins. This includes travel expectations.

All children should have a role to play in the program. Spiritual themes and songs may be included, such as Christmas carols, Bible stories or children dressed as angels. Families whose faith does not allow them to participate in certain events or activities may be exempted by the administration.

5.0 PARENT VOLUNTEERS & COMMUNICATION

A. ROOM PARENT

Each teacher should find a room parent who volunteers to serve as a liaison between the parents, teacher and school administration for special projects and occasions. Parent volunteers may help to line up chaperones, call parents to bring refreshments, help correct work books, assist in decorating the bulletin boards or are also welcomed to assist in the classrooms for special projects. The PTO will assist a teacher in finding a room-parent if needed.
PEH

B. VISITATION POLICY

Parents are welcome to visit anytime, except where COVID or Health Policy Guidelines do not allow this. However, it is requested that visits to the classroom be prearranged with the classroom teacher so that they don't interfere with projects or field trips.

C. COMMUNICATION

ALL staff are expected to be in communication with parents through telephone, e-mail, homework sheets, Class Dojo, Google Classroom page, or by appointment. Teachers are encouraged to respond to voicemail, e-mail, notes, etc. promptly. If teachers have any problems with a child (e.g. disrespectful behavior, late homework, etc.), we encourage them to notify parents if the behavior is repeated.

D. INJURIES

Any physical injuries beyond a Band-Aid on a minor scratch must be sent to the Medical Technician on duty, who will notify parents. Any injuries a child sustains to the face, head or spine, even minor, requires being sent to the office and reported to the parents.

5.1 CLOTHING AND ITEMS FROM HOME

A. PRESCHOOL, ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL

- Parents should mark all items with their child's name including clothing, backpacks, lunch boxes, folders and school equipment.
- Please make sure your child is appropriately dressed for the season or weather. Children must be able to go outside for recess..
- Toys should not be brought from home unless the teacher designates a

show and tell time or allows a supervised recess where they can be used. Staff may decide that certain toys, associated with fads, will not be allowed in school at all.

B. PRESCHOOL AND KINDERGARTEN ONLY

- Since young children often have accidents it is important that we have a complete change of clothing available at all times. Teachers should remind the parent to bring in replacement items whenever a child uses up their spare clothing.
- **REMEMBER TO PUT NAMES ON EVERYTHING! Uniforms look alike.**

5.2 DRESS CODE

BOTTOMS:

Grades K-8 plain Blue denim jeans, Navy blue twill pants, capris, skorts, or bermuda length shorts.

Grades 9-12 plain Blue denim jeans, Tan twill pants, capris, skorts, or Bermuda length shorts.

- NO rips, holes or frays; NO excessive pockets, zippers, patches, bleaching, embroidery or designs.
- NO denim of any other color.
- NO jeggings, jersey, sweats, knits or any other fabric for bottoms.
- NO excessively tight, stretch denim skinny jeans.
- Shorts, uniform skirts and skorts must be no more than 4" above the middle of the knee.
- Uniform skirts with appropriate length shorts underneath may be worn.
- Pants must not be excessively tight or oversized; NO crotches worn to the knees, nor pants falling down or exposing underwear, shorts or skin.
- A belt must be worn on any looser fitting pants that sag.
- For recess & PE only, navy sports shorts with a logo.

TOPS:

Official New Hope t-shirts, sweatshirts, golf shirts, sweaters or polo/rugby shirts in the designated colors with logo **MUST** be worn in the building and on Field trips.

- Shirts must be properly sized; not worn to the knees, too small, or tight. NO midriff can show.
- During PE/Fitness, recess and sports practices: plain t-shirts may be worn, but not sleeveless.
- Some additional styles such as cardigans or pullover sweaters may be available by special order in the designated colors with the logo through All American Wear, our only uniform vendor. Allow 2-4 weeks.

GRADE LEVEL COLOR

K - 5 Gold

6-8 Evergreen Green

9-12 Deep Royal Blue

OUTERWEAR & GAME DAYS:

- Any outerwear may be worn to and from school or on the playground at recess (must not be worn in the building).
- Only sweatshirts, pullovers, hooded or zipped with the NHA logo or official NHA navy blue fleece or lined jackets with logo may be worn indoors.
- A NHA shirt with our logo must be worn under outerwear at all times. NO tank tops or t-shirts.
- On days of games or dance performances, team members may wear an NHA jersey with jeans, or warm up suits. NHA T-shirts must be worn under the warm-up jacket; not tank tops or other shirts.

FIELD TRIP UNIFORM FOR GRADES K-12:

- All students are required to wear their designated twill bottom & collared NHA knit shirt on ALL field trips unless notified otherwise; NO jeans or t-shirts.

FOOTWEAR:

- Rubber soled tennis shoes are the preferred footwear in any color.
- NO flip-flops, high heels, jellies, sandals, mules, slippers, platforms, or crocs.
- Socks and tights in solid, neutral or designated grade level colors; NO designs, fishnets or bright colors.
- Belts in neutral shades worn correctly with looped pants. NO chains.

- NEUTRAL COLORS referenced are black, brown, black, beige, white, navy.

HAIR & ACCESSORIES:

- Jewelry and headbands must be of modest size, gold, silver, neutral or school colors.
- Excessive amounts of jewelry, scarves, & hair accessories are not allowed.
- Hats & head coverings are not allowed (except for religious purposes).
- Hair must be kept clean, neat & off the face.
- NO excessive facial piercing.

5.3. FOOD

A. LUNCHES

1. Parents are asked to provide a lunch, including a drink, for their children daily. Each child should have a lunch box marked with his or her name. No refrigeration facilities are available for 3-12 lunches. Microwaves will be available in the K-12 lunchrooms. Parents should not send microwaveable meals that require more than 3 minutes of heating time, as we have only limited microwaves and many children who need to use them. Children should bring eating utensils from home. New Hope does not supply plastic spoons and forks. The microwaves will be supervised in the K-12 lunchrooms.

2. NHA offers hot lunch alternatives via an online order system.

3. **Independent orders from local restaurants are not allowed to be delivered to the school and parents are strongly discouraged from ordering lunch deliveries to the school.**

4. COVID protocol does not allow sharing of food, and restricts deliveries of food to the school

B. NO CANDY, GUM, COFFEE, ENERGY DRINKS, & GLASS CONTAINERS or SODAS

Excessive sweets are discouraged, as they often promote hyperactivity.

C. SNACKS

Teachers should request parents to send an extra snack along with their K-12 grade students, who have a morning recess or break period.

An afternoon snack will be provided in the K-12 aftercare program.

As a school New Hope Academy is committed to healthy lifestyle choices including good nutrition. As a result we will do our best to provide nutritious snacks and lunches and encourage the parents to do so as well. This includes making a concerted effort to eliminate white flour, sugary and high fat foods from our snack menu. Below is a list of alternative foods we will purchase instead. Be aware that the children will need some time to develop a taste for such foods. Give them a month or so before deciding if that item is going to be one they won't eat.

<u>Before</u>	<u>Options</u>
Cheez-its	Whole grain crackers
Crackers	Whole grain sesame sticks
Animal crackers	Whole grain animal crackers
Pretzels	Whole grain pretzels
Oatmeal patties	Oatmeal, natural cookies
Honeybuns	Whole grain bread/toast with apple butter
Bagels	Whole grain bagels
Cereals	Cheerios, low sugar cereals, granola
Oreo cookies	Natural cookies/bars
Turkey lunchmeat	Low fat turkey breast
Canned fruit in syrup	Fresh fruit or canned fruit in its own juice
White/wheat bread	Whole grain pita or hearty oat, or multi-grain

6.0 APPLICATION PROCESS & ENTRANCE REQUIREMENTS

6.1 ADMISSION PROCESS

A. NEW STUDENTS

1. The first step of the admission process is for parents to attend a Parent Orientation with the principal and tour. They can fill out an Application and a Release of Records form online and pay their application and testing fee online. A copy of the birth certificate is required.

2. New Hope Academy will then send for the student's complete records including report cards, suspension and behavioral records, standardized testing, and any psychological or learning disability testing. A student evaluation form will also be sent to the child's current or most recent teachers. For grades 6-12, both a Math and an English teacher's recommendation is required. All such information must be sent directly from the school to New Hope Academy.

3. All report cards, standardized test results, psychological and medical evaluations, and all special needs testing must be freely given for review in order to determine proper placement of students into our programs. If children have been dismissed from a school or daycare, parents must inform the principal and discuss this situation thoroughly with her. If records or such information are knowingly withheld, it is grounds for dismissal from NHA.

4. All students entering Kindergarten and above will be given a diagnostic test to determine their current level of achievement.

5. Along with testing, a personal interview may be required for older students. After the child has been tested the records and test scores will be reviewed in full. If this process takes place during the school year, a one day observation will be required; additional days of observation may also be required per teacher or administrative request. The observation and testing may be able to be scheduled on the same day, if staff schedules allow.

6. Classroom and specialty teachers will be required to observe a new applicant in a class for one to three days and submit a short observation report to the administration for each day the student is observed. Reports must be submitted to the office on the day of observation.

7. Students will only be admitted if the admissions team determines that they are academically, emotionally and socially prepared to be successful in our program. Application files are not open to parents. All decisions made by the Admissions Team are final.

B. PLACEMENT

Children will be placed in classes based on admission criteria such as admission testing, standardized testing, report cards, observations and teacher comments. Students whose academic performance is up to one year below grade level may be required to repeat a grade in order to be admitted to NHA. If a student is below average in only one area, it may be required that the student be tutored until the grade level has been achieved in that subject. Each child is admitted on a **ten-week probationary basis**.

Students who perform on our evaluation test more than one grade level behind our academic program either will not be admitted or will be retained. New Hope is not a special education program. New Hope reserves the right to refuse admission to any student whose special needs cannot be met, or who does not meet NHA criteria for admission.

C. RE-EVALUATION OF PLACEMENT

Each situation will be evaluated individually. If a child is admitted, the administration reserves the right to re-evaluate that placement within the first

10 weeks. The teachers will carefully evaluate and observe students during this time. If a child seems to be improperly placed the teacher should request a Student Guidance Team (SGT) meeting to discuss the situation immediately. The administration may require that the child be moved to a different grade level, receive a full psycho-educational evaluation or be placed in a different school if we feel we are unable to meet the child's needs.

D. KINDERGARTEN ENTRANCE

Maryland state law requires that a student must be fully five years old by September 1 to enter kindergarten.

Policy regarding Kindergarten testing for applicants that will not be five years old by September 1st.

- If a child is highly recommended by his/her current preschool teacher as being ready for kindergarten, (already reading, very mature...) the parent may apply for the child to be admitted early to kindergarten, paying the regular K testing fee of \$75 along with the application fee.
 - The child will be observed in the pre-school 4/5 class for 1-3 days and tested. The teacher will provide their written observations to the Admissions Team.
 - If NHA's preschool teacher also recommends that the child be evaluated for the Kindergarten class, and the child tests very high on the K admissions test, then the child will be invited back for 1-2 more days and be evaluated using the Metropolitan Readiness Test (MRT). There will be an extra charge for this test of \$100.00. (If the child does not score exceptionally on the K placement test the MRT will not be offered, and Kindergarten placement will not be considered.)
 - Eligibility for K placement: The student must score in the top 25% of the children up to a full year older by the MRT standards.
 - The decision for early placement will be dependent upon many factors including academic excellence beyond the NHA norms for their peer group, TBD by the MRT. Also given serious consideration is the child's emotional and social maturity, confidence, relationship with teachers, adults, and peers, ability to work independently and in groups, to focus, and follow directions, be self-motivated, able to complete tasks and accept and balance challenges.
 - If a child is accepted in this manner for a **mid-year transfer**, the student will then observe for 1-3 days in Kindergarten with the Kindergarten teacher providing written observations as to how they work with the class, curriculum etc...to be sure it is a good fit.
 - The Admissions Team will review all elements and make a final decision
- #### **E. CLASS SIZE AND MAKEUP**
- K-12 classes are generally closed at 21 students with one teacher. If a

class is expanded an aide will be brought in. Mixed grade classrooms require special consideration in determining what numbers will allow for the best education.

- The school will strive for a balance of boys and girls in each class. A group's ability to work harmoniously together will be another factor in determining placement, as well as the relationship between particular students.

6.2 ADVANCED PROMOTION AND PLACEMENT

Advancing a child up one grade level will be considered if the following conditions are met:

- The current teacher is unable to meet the child's advanced academic needs.
- The child is reading at least three to four years beyond grade level both in decoding and comprehension.
- Math (both concepts and computation) and writing content and mechanics are also at least two years beyond grade level.
- The child is capable of the concentration and study skills required in doing a more rigorous program.
- The child is considered socially and emotionally mature.
- The child is able to relate effectively with children a full year older than themselves.

If the child's teacher indicates that these conditions have been met, the child will be individually tested to verify their academic level. Then the Administrative team will meet to determine whether or not the advanced placement is advised; if so a Student Guidance Team meeting will be held with the parents.

6.3 ADMISSIONS AFTER THE BEGINNING OF THE SCHOOL YEAR

Students are not generally admitted to NHA beyond the 3rd week of the 3rd quarter. Children admitted during the school year must go through the normal admissions process. (See above)

6.4 PSYCHO-EDUCATIONAL TESTING FOR LEARNING DISABILITIES

If learning disabilities are suspected, a Student Guidance Team meeting will be held to discuss with the parents the possibility of assessing such disabilities through testing. It is highly recommended that testing be done by either the Public Schools or a reputable testing agency (Kingsbury, Children Hospital, Kennedy Krieger). On rare occasions our NHA Counselor may be able to do so for a fee. Though testing by the county is free and by law they are supposed to test a child who is suspected of having learning disabilities, policies are administered county by county and access to services vary.

6.5 ADMISSION AND ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

A. SPECIAL EDUCATION

New Hope Academy does not offer a Special Education program. Before accepting a student NHA wants to be certain it's a good fit, and we can actually meet their educational needs. If a student has been recommended to NOT be mainstreamed, but should remain in a co-taught classroom, NHA is probably not the right placement for that student. Students with serious emotional and behavioral challenges cannot be accepted at NHA.

B. TEST RESULTS and IEP

If a student has been evaluated for special needs, NHA requires that all past testing, IEPs, 504 Plans, recommendations from previous school, evaluators and testing services be submitted for review at the time of application to NHA. Failure to disclose or fully share this information, is grounds for dismissal from the school. NHA does **not** implement or write Individualized Educational Programs (IEP).

C. 504 PLANS

If NHA accepts a student that has demonstrated special needs, who is able to be mainstreamed, a 504 Plan will be written by the counselor. A 504 Plan is a list of possible accommodations for both home and school which we will try and evaluate in order to support the student more effectively. It will be discussed with the parents and modified as needed. Then the 504 is placed in the student's permanent file and is shared with the student's teachers and

administrators. At any time a teacher, administrator or parent can request a review of the 504 Plan to discuss modifications to the plan, either removing an accommodation that is not working for the student or the school, or adding in a new agreed-upon suggestion.

D. MODIFICATIONS

A 504 Plan is defined as a list of possible recommendations and accommodations for both home and school that can be implemented in an attempt to more effectively support a student to address their specific weaknesses or needs. Since NHA does not have a dedicated special education team, some testing recommendations may not be able to be implemented such as co-taught classes, one-on-one pull out times for tutoring, weekly individual meeting or school-based homework support.

E. PARENTAL SUPPORT

Students with special needs often require not only school accommodations but more support and oversight from parents. To better support all NHA students and parents, *access is provided to Orbund and Google Classroom where classwork, homework, due dates, test dates, long term projects, grades, and a list of missing assignments for the current quarter are all accessible to the student and the parent.* This school/home communication offers critical support to help students learn to manage their time, meet deadlines and balance their work load, and enables parents to coach and support.

For student success a parent may need to provide support in the following ways:

- Know what homework is assigned and due each day and go over it with student nightly
- Verify: student shows the parent the completed assignment (not just saying, " I did it")
- Check that homework has been turned in to the teacher (...find out why... "I couldn't find it")
- TESTS: Remind students to bring books and notes home to study for several nights in a row prior to a test, so they can adequately prepare.
- Long-term assignments: Set aside time each week to complete interim steps and submit
- Strive to meet all due dates: list due dates on visible calendar; check often for what's coming up

F. TESTING FOR SUSPECTED LEARNING DISABILITIES

If learning disabilities are suspected a Student Guidance Team meeting will be held to discuss with the parents the need to assess for such disabilities through testing.

When a full psycho-educational battery is required parents may choose to have their child evaluated by an outside professional, or their local county school system if the system is willing. Though testing by the county is free and by law they are supposed to test children who are suspected of having learning disabilities, policies are administered county by county and services vary.

7.0 EVALUATION OF A CHILD'S PROGRESS

7.1 CRITERIA FOR EVALUATION

A. REPORT CARDS

Four times a year, a report card with a comments section will be issued to students in grades K-12. For major subjects each grade will be based on a minimum of 20 assignments in varied categories such as tests, homework, class work, projects, participations etc....

Specialty teachers for students 3rd grade and above, who have the student only once or twice a week will issue letter grades, with a minimum of five objective criteria. Letter grades or pass/fail will be issued for grades K-2.

B. STANDARDIZED TESTS

The Terra Nova Test is given to all students in grades K-7 every April. Students with assessed special needs will be given extended time or modified tests in order to provide effective evaluation of their achievement level. However, as mandated by the test agencies, these test results will not be included in the school-wide average. A copy will be placed in each student's permanent record and another copy will be sent home with the last report card. Students in grades 8-10 take the PSAT yearly, usually in Spring, and the SAT is administered to 11th grade students

7.2 GRADING GUIDELINES

A. GRADE MUST BE LOGICAL

Teachers must be able to logically justify a grade. Most measures

should be objectively based. Tests, quizzes, class work, homework, projects, oral reports can all be used. It is recommended that at least two grades be issued each week for a five-days a week subject. A minimum of 10 items should be averaged each quarter for each core subject, and a minimum of five items for a specialty subject. The system may be weighted so certain categories count more heavily than others.

B. MODIFIED GRADES

Modified Grades will be given if the student has a 504 Plan. The grade should have an asterisk next to it and the modified program and/or grading should be explained in the report card comment section.

C. THE GRADING SCALE

Percentage	Letter Grade	Quality Pts. For the GPA	
97-100	A+	4.33	O = Outstanding
93-96	A	4.00	P = Pass
90-92	A-	3.67	F = Fail
87-89	B+	3.33	I = Incomplete
83-86	B	3.00	W = Withdrawal
80-82	B-	2.67	
77-79	C+	2.33	EFFORT GRADES
73-76	C	2.00	1. Outstanding
70-72	C-	1.67	2. Satisfactory
67-69	D+	1.33	3. Needs Improvement
63-66	D	1.00	4. Unsatisfactory
60-62	D-	.67	
50-59	F	0.00	

On the report card in the comments section all effort grades of 3s or 4s must be explained. Also, all N's for Not Satisfactory or U's for Unsatisfactory in the lower grades must be explained.

Any score between 0 and 49 may be counted as a 50 when calculating grades, unless no work has been turned in; then a zero may be entered.

It is at the teacher's discretion if late work will be accepted and if and how it will be graded. NHA policy guidelines suggest a 10% reduction in grade for each day late, and an automatic 50% reduction five days and beyond.

D. PLAGIARISM

When a paper or assignment has been plagiarized the student generally will be given a "0" for the assignment, and not be allowed to make it

up in other ways. As well, a detention is issued, which includes 90 minutes in the after-school consequence room, and the parent is called and told of the incident. This should not be taken lightly. Such behavior in college or the work-world can result in expulsion or job loss. It is wrong, lacks integrity, and is a lesson they must learn.

Of course students must be educated as to how to synthesize information from several sources and put it into their own words. Please make sure they are clear on the concept, particularly the younger students and those who have transferred from other schools and especially international students who may not have had this strictly enforced. If there are mitigating circumstances please discuss the incident with the Principal or Education Director.

E. EXEMPTION FROM HIGH SCHOOL FINAL EXAM

Graduating seniors or juniors can be exempted from final exams in any subject area where they have a 3.0 or above for both year-to-date and for the fourth quarter going into the end-of-year final exams. Teachers will inform the students of who is exempted and who is not.

7.3 HONOR ROLL

For students in grades 6-12, a quarterly honor roll will be given. The Gold Honor Roll will require an A- or 3.5 average in all graded subjects. Requirements for the Silver Honor Roll will be at least a B or 3.0 average in all graded subjects. An effort grade of "4" in any subject will disqualify a student from being on either honor roll. Grades will be weighted according to the amount of time spent in class each week and honors classes.

7.4 YEARLY AWARDS CEREMONY

A. THE PRESIDENTIAL ACADEMIC AWARD

The Presidential Academic Award will be given to students (Grade 6 and above) who have attained a 3.5 average for the first three quarters of the year. An effort grade of "4" in any subject would disqualify a student. In addition, teacher recommendations are necessary for this award.

B. THE PRESIDENTIAL IMPROVEMENT AWARD

The Presidential Improvement Award may be given to recommended students (Grades 6 and above) whose effort is outstanding, but who do not

qualify for the above awards due to learning disabilities, illness, or some other extenuating circumstance.

C. FITNESS AWARDS

Awards for Physical Education will also be presented at the awards ceremony.

D. SPECIALIZED AWARDS

Specialized Awards of recognition may also be given at the ceremony, such as scholarships, national or regional recognitions, etc...

Classroom teachers may choose to present individualized awards of their choosing in a private classroom ceremony, not in the schoolwide ceremony.

7.5 PROMOTION FROM ONE GRADE TO THE NEXT

A. MASTERY

In order for a child to be promoted from one grade to the next they should demonstrate mastery of at least 70% of the skills and subject matter. Teachers shall keep a clear record book of grades earned, and be able to produce this at the request of the administrator or parent. In addition the teacher must evaluate the child as sufficiently mature in their social-emotional development to be promoted.

B. GRADES

For grades 3-8, a grade point average of 70% (C minus) or above is required in core subjects to be promoted to the next grade: If a child fails one or more core subject" they may be retained. For grades K-2 if a student's grades are less than satisfactory in two or more core subjects, it may be grounds for retention. However, every effort will be made in the course of the school year to anticipate individual problems and to recommend tutoring or additional study when necessary. Students in grades 5-12 who earn less than 80% in math by year's end may be required to repeat that math level over again. The course may be named differently, and a high school student may receive credit for the original course if it is above an F, but math class retention may be required to ensure mastery.

C. RETAINING A STUDENT

If the teacher is recommending that the student not be promoted the Administrative Team will carefully review and discuss all considerations. The parents will be called to attend a SGT conference where the concerns and opinions of the staff as well as the parents can be expressed and weighed.

The final decision of a child's promotion will rest with the Principal.

7.6 PROLONGED ILLNESS OF A STUDENT

Every effort will be made to provide the necessary study materials and assignments to children who miss school due to prolonged illness. After the student has returned, the teacher should evaluate if additional tutoring will be needed, and if so, a SGT meeting should be held with the parents. The same criteria for promotion described above will apply.

7.7 ABSENCES AND TARDIES

A. ABSENCES AND ATTENDANCE REQUIREMENTS

A student who misses more than 10 days or 10 classes of a particular subject, in any one-quarter may not be able to receive credit for that quarter. If children have excessive absences and are unable to keep up with the required schoolwork they may not be promoted to the next grade.

We discourage parents from keeping children home for minor complaints or to visit relatives. We encourage parents to try to schedule regular doctor and dentist visits outside school hours whenever possible. Family vacations should also be scheduled during Winter, Spring or Summer breaks so that children do not miss school. Under special circumstances when this is not possible, parents should contact the Office and the child's teachers to let them know that they will be absent, and they must make arrangements with the teacher to cover the missed material before, during or after the absence. Missed tests or work not completed may impact negatively on a student's report card grades. If a child is absent for several days and the teacher is unaware as to why, the parent should be called.

An excused absence is for illness, death, or serious illness of a family member and pre-arranged, pre-approved trips (minimum 3 working days advance notice to the office and teachers). Makeup work or tests may be completed at the discretion of the teacher for unexcused absences.

High school final exams and semester final exam absences, for other than sickness or death in the family, will not be allowed. No makeup tests will be given for unexcused absences during finals. International students may not leave prior to the scheduled graduation and end of school year.

B. TARDIES

- Children are tardy when they report to their classroom after 8:30 a.m.
- When children are repeatedly tardy the principal should be informed and the parents will be contacted. Tardy students disrupt the entire class when they arrive late, and the children themselves are often embarrassed, and therefore start the day off on the wrong foot as well. Constant tardiness is a serious problem that can't be allowed to continue.
- Students tardy 5 or more times in a quarter may be issued a detention that will be placed in their permanent file, and may require them to serve 90 minutes in the After School Consequence Room. Parents are largely responsible for getting their students to school on time.
- Excused tardiness should not be assessed when determining a detention. These include: doctors' appointments, serious family emergencies or illness. and snowy/icy road conditions in winter.

8.0 DISCIPLINE

8.1 BASIC APPROACH TO DISCIPLINE

A. PURPOSE

The goal and purpose of discipline is to help the child to build inner motivation and resolve to behave appropriately and consider the consequences of their actions. Most effective discipline methods include encouragement, positive reinforcement, redirection, patience, and logical consequences. Discipline should center on the action of the child, taking into account their motivation. It is important to keep in mind that the child cannot be expected to act like a mature adult; getting to that stage is a long-term process, and immature behavior can be expected.

B. CORRECTING BEHAVIORAL MISTAKES

It's natural for mistakes to be made and these are opportunities for valuable learning. The teachers should make a clear set of simple, reasonable rules, and should convey to the child acceptable and unacceptable behavior. The consequences for unacceptable behavior should be explained to the child.

C. RESPECTING THE CHILD

The children will be expected to conform to certain rules, moral

standards and social expectations. However when dealing with a child, it is important to respect the child's right to make their own choice and to experience the consequences of their choice. A child must be treated with dignity even when disciplining them.

D. LOGICAL CONSEQUENCES

Ultimately, as an adult, children will become entirely responsible for their actions. We must gradually guide the children toward this responsibility and give them opportunities to experience the consequences of their actions. But the teacher must take care that these consequences are not too severe or beyond their capabilities. Our expectations for the children must be appropriate for their developmental level.

8.2. GUIDELINES FOR DISCIPLINE

A. METHODS

The methods of guidance and discipline used shall be positive, age-appropriate, consistent with the developmental needs of the children, and applied with the full knowledge and understanding of the parents.

B. TREATMENT OF CHILDREN

There will be no corporal punishment, abusive language, ridicule, or harsh, humiliating, frightening or ostracizing treatment. Children shall not be isolated without adequate supervision. Children should not be required to remain silent for long periods of time. Time out should be age/situational appropriate. Children should be forgiven and should be helped to forgive each other. Restitution for damaged or lost items should be made when appropriate.

8.3 INFRACTIONS FOR KINDERGARTEN TO 12th GRADE

A. AFTER SCHOOL CONSEQUENCES OF 30, 60, 90 MINUTES

Time in the After School Consequence Room or other in-school consequences, which are not a part of the permanent record, may be given for a variety of minor offenses, such as:

1. incomplete homework 3 times
2. disruptiveness;
3. inappropriate language,
4. disrespectful behavior
5. Dress Code violations

6. breaking of classroom or school rules
7. Unauthorized food delivery to school
8. Humiliation of peers (possible detention)

B. DETENTION, 90 minutes after school, with record of Detention placed in student's permanent file

A detention is given:

1. When a child purposely, but not seriously, hurts another child or staff member the first time. (If this offense is repeated it is grounds for suspension.)
2. When a child threatens or intimidates another child or staff member the first time. (If this offense is repeated it is grounds for suspension.)
3. When a child shows blatant disrespect and/or total disregard for the authority of a staff member through cursing or defiant attitude.
4. When a child is repeatedly late, at least five tardies in one quarter.
5. Inappropriate public displays of affection including kissing, extended hugging.
6. When a student intentionally spits in the direction of another person
7. When a child is caught or admits to cheating or forgery.
8. Leaving the school grounds without permission. Students may not leave to buy lunch.
9. Being anywhere on school property without being under the direct supervision of a staff member at all times.
10. Spreading false rumors.
11. When a child takes someone's belongings from their locker, desk or backpack, without permission.
12. When a child continually repeats minor offenses.
13. Giving out someone's locker combination. One's own locker privileges may be suspended for a period of time.
14. Horseplay that results in physical damage to property or injury.
15. Cutting classes or unexcused absences.
16. Biting another person without breaking the skin.
17. When a child leaves the supervision of a chaperon without permission.
18. Gambling for money or goods.
19. Plagiarism.

20. When a student uses a teacher's computer without permission.
21. Inappropriately using a laser pointer or using a device that delivers a mild electric shock
22. When a student bullies another student.
23. Intentionally deterring an observation student from attending NHA

* A detention may also require a written and/or verbal apology plus up to three acts of service towards the injured party to restore the wrong done.

Bullying is defined as: *A person is bullied when they are exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and they have difficulty defending themselves.*

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying

1. Verbal bullying including derogatory comments and bad names
 2. Bullying through social exclusion or isolation
 3. Physical bullying such as hitting, kicking, shoving, and spitting
 4. Bullying through lies and false rumors
 5. Having money or other things taken or damaged
 6. Being threatened or being forced to do things
 7. Racial bullying
 8. Sexual bullying
 9. Cyber bullying (via cell phone, internet, or social networking site)
- Disciplinary consequences may be applied to bullying that takes place outside of NHA, off campus or online.

C. SUSPENSION, ONE OR MORE DAYS, OR EXPULSION

A suspension is given:

1. When a student or staff member's physical well-being was endangered through an intentional act of violence. A severe, violent act could result in expulsion

2. When a student repeatedly threatens, bullies or intimidates another child or staff member.

3. When a student's use of drugs, tobacco, or alcohol on school grounds is confirmed or the student initiates discussion about such personal behavior on school grounds.

4. For stealing. Restitution also must take place

5. For vandalism. Restitution also must take place

6. For committing arson. Restitution also must take place.

7. When inappropriate physical or sexual behavior takes place between students.

8. When sexual harassment occurs; including the calling of sexually derogatory names, or the intimation or threat of rape, sexual contact or sexual misconduct.

9. When a student brings to school fireworks, explosives, a weapon such as a gun, a knife, etc., or any drugs or drug paraphernalia. Paintball guns are not allowed. The administration has the right to search a student's backpack, locker or desk, if there is sufficient reason to believe that a student has brought any of the items above.

10. When a student makes a bomb threat or deliberately triggers a false fire alarm.

11. When a student uses any item as a weapon, which causes harm to another.

12. When a student distributes, displays or shares pornographic or other inappropriate material, music, videos, software, or games.

13. Giving any non-food substance to another student to ingest.

14. When a student bites another person and breaks the skin.

15. When three detentions have accumulated in one quarter marking period.

16. When a student leaves campus unsupervised without permission a second or subsequent time (skipping school),

Depending on the severity of the behavior, expulsion for any of the above offenses may be decided on a case-by-case basis. An in-house suspension, in which the parent attends classes with the student all day, may be considered.

The administration reserves the right to decide appropriate consequences on a case-by-case basis. Disciplinary measures in situations not covered above will be handled at the administration's discretion.

Any behavior that may be considered criminal may be reported to the authorities.

D. COMPUTER ABUSE

Detention or suspension and/or loss of computer privileges may be given for any of the following infractions:

- a. using computers without being supervised.
- b. intentionally accessing and reading another person's files without permission.
- c. altering another person's files without permission.
- d. printing or sharing another person's file without permission.
- e. sending an email, text, or displaying hurtful information on social media about anyone associated with NHA.
- f. deliberately downloading anything inappropriate, such as a virus, pornography, violent images etc...
- g. creating a virus or any other destructive program.
- h. downloading any program without permission.

Current students and teachers are not allowed to "friend" each other on social media sites.

E. ELECTRONIC DEVICE POLICIES

1. The policy is that phones and electronic equipment must be turned off, or silenced and kept out of sight during class, unless with the expressed permission of a staff member for approved use; such as a screen-shot of class notes or permission to call a parent.

2. In Upper School phones may be used between classes, during lunch, or aftercare.

3. Phones should not be used during recess for grades K-7.

4. Phone privileges may be revoked at any time if they are being used inappropriately.

5. If devices are used in school when they should not be used, they will be confiscated, to be picked up at day's end just before the student leaves campus. The first time the phone is taken, the student may pick up their electronics; subsequent times the parent or guardian must pick it up.

6. The school is not responsible for lost, stolen or damaged items.

7. It is strongly recommended that cell phones not be left in desks, book-bags, coats or purses unattended. Rather they should be kept on the person to ensure safekeeping or locked in a locker.

8. Any use of a cell phone to text answers or cheat on exams will result in a detention and a grade of 0.

9. Cell phones shall not be used as a substitute calculator or translator.

10. For necessary calls to parents or those persons picking a student up from school, a teacher must give approval for the call during classes.

11. A student may not place a call or answer a call during class.

12. When school-issued chromebooks/laptops are damaged or lost, the student's family is financially responsible for repairs or replacement.

F. DISCIPLINE ISSUES ON FIELD TRIPS

1. After school consequences, detentions or suspensions, possible loss of future field trip privileges; or requiring that the child be accompanied by their parent on future field trips may be given for the following infractions:

a. Leaving the supervision of a chaperons, or leaving the field trip destination site

b. Acting inappropriately: fighting, running, being loud or rude etc...

2. Students who arrive late for a field trip that has already left New Hope will need to go home for the day unless the parent is willing to drive them to the field trip site and connect them to their class.

8.4 PLAYGROUND & GYM USE POLICY AND RULES

A. GENERAL PLAYGROUND & GYM RULES

1. No throwing anything - rocks, sticks, or dirt.

2. No running with sticks

3. No blocking paths with logs or materials.

4. No digging under equipment or on paths.

5. No snowball throwing when any snow is on the ground. Snowballs become hard, sharp and when packed can do serious damage to eyes and can cause cuts and abrasions to the face.

6. No drawing with chalk on the interior or exterior school walls. Drawing on the sidewalks or asphalt with chalk as a creative project is permitted.

B. HORIZONTAL LADDER

1. Everyone must start at the same end and go in the same direction.

2. Another person may start across only after the first person reaches

the halfway point.

3. When children are crossing the ladder no one may play underneath.

C. ZIP LINE

1. Everyone must start at the same end and go in the same direction.

D. SWINGS

1. No twisting the chains.
2. No running in front or behind someone swinging.
3. Only one student on each swing.
4. Only sitting on swings, no standing, or laying on one's belly.
5. No jumping off of swings to dismount.
6. No joining hands and swinging together.
7. No holding a swing for a friend; if a swing is empty it is available.

E. GYMNASIUM RULES

1. No one is allowed on the stage unless given permission by a teacher to retrieve a ball.
2. Do not sit on the stage edge safety mats or climb over the mats.
- 3.. Use equipment safely; use age appropriate equipment. No whipping of jump ropes, kindergarteners with field hockey sticks etc.)
3. Only teachers may get equipment from the closet.
4. All materials need to be returned to the correct place when gym play is completed.
5. Running, shouting and tag games are allowed but students may not be rough or physically aggressive: shoving, pushing, or tripping.

8.5 USING THE RESTROOMS DURING RECESS

Students should all use the restroom before going out to the playground. If ELEMENTARY students need to use the toilet while on the playground they must ask a teacher's permission to go back into the school and use the closest toilet to the playground. It is unacceptable for students of any age to urinate or defecate on the playground. Such behavior warrants an after school consequence or detention to be determined by circumstances.

8.6 PLAYGROUND SAFETY

Gates to playgrounds should be kept closed at all times. Students are never to be left alone on the playground and the staff-to-student ratio should be maintained. Staff is expected to walk and circulate among the children, not stand or sit talking to one another during this time. Extra vigilance

is needed when students are using swings, slides and climbers. Staff should "spot" students on slides. Students should not be required to participate in organized activities, provided they follow safety rules, stay on the playground, and are respectful.

It is critical to notice the verbal interaction and exchange between the students while they play. Students who are teasing, threatening, being mean or excluding others must be held accountable for their actions and disciplined accordingly. Any play that looks dangerous should be stopped. SAFETY FIRST!

8.7 LUNCHROOM RULES

A. EXPECTED BEHAVIORS

1. Only use "inside voices."
2. Enter the room quietly and sit at the assigned table, if applicable.
3. Leave seats only to heat food in the microwave or get a drink
4. Throw away trash when finished eating
5. Ask teachers permission to use the bathroom
6. Return immediately to the seat after throwing away trash.
7. Clean under the chair and wipe off the table area.
8. Wait to be dismissed.
9. Do not talk to anyone seated at the "quiet table."

B. POSSIBLE CONSEQUENCES

1. Sit at a "quiet table" for the remainder of lunch.
2. Sit at a "quiet table" during the lunch period for 1-5 days.
3. Be required to stay and clean the lunchroom..
4. "After School Consequence" 30 minutes, for more serious infractions.
5. Detention issued for serious infractions or constant repeat of minor offenses.

8.8 STUDENT GUIDANCE TEAM (SGT)

A. DEALING WITH STUDENTS EXHIBITING DIFFICULTIES

At New Hope Academy we have a Student Guidance Team (SGT), which is composed of the Principal, the School Counselor, the Vice Principal, the main teachers of the student, and the parents. After a request for SGT

referral has been submitted, and an observation has been completed by an administrator, then a team meeting can be scheduled. The student's academic progress, social behavior or any other special needs, will be discussed and recommendations made. Such a meeting can be requested by any staff member or a parent. Refusal by parents to attend such meetings is grounds for dismissal from New Hope Academy. Attendance by both parents or guardians is required unless only one parent/guardian is involved in the child's education.

B. RECOMMENDATIONS OF SGT

If students are having difficulties that cannot be fully addressed by our teaching or counseling staff, recommendations may include tutoring, psycho-educational testing, professional counseling for the child and/or the family, or medical evaluation. We expect parents to make time to help resolve their children's difficulties. An unwillingness to get the outside recommended help or to work with the SGT may be grounds for dismissal.

8.9 USING POSITIVE LANGUAGE

A. BAD/SAD

At New Hope Academy, particularly with our young children, we strive to use positive language. For example, instead of using the word "bad", we choose to use "sad". "That was a sad choice you made, Tommy." The goal is to affect the child's heart, to help them develop empathy.

B. MAKING A GOOD CHOICE

To get a child's attention, instead of shouting, "Johnnie! Stop that!" we might say, "Johnnie! Are you making a good choice right now?" The idea is to make them think about what they are doing. Mom and Dad and their teacher are not always going to be around to help them decide what is a good choice. A child needs to learn how to assess for himself what is a good choice and what is not.

C. RESPECT

Staff must always speak respectfully towards a student, never saying such things as, "Sit your butt down" or "Shut up." Staff may never swat, grab, pinch, or shake a student under any circumstances. Disrespectful language from students towards staff is also unacceptable.

9.0 SAFETY: EMERGENCIES, MEDICATIONS AND ILLNESS

9.1 INJURIES AND FIRST AID

A. MINOR INJURIES

In the case of minor scrapes, another elementary student may accompany the injured child to the Medical Technician on duty, who will administer first aid. Any injury or bump to the head, neck, face, or spine requires the student to go to the office to be evaluated by a Med Tech and the parent called.

B. SERIOUS INJURIES

In the case of a serious injury, the staff member should contact the Main office immediately. Other children should not be left alone if a teacher needs to bring the student to the office. Let the office know if 911 should be called. If there is serious head trauma, massive bleeding, possible spinal injuries or compound fractures (broken bones exposed through the flesh), 911 should be called and the child should NOT be moved. Those staff with Med Tech or basic first aid training should be consulted. Incident reports must be filed with the Main Office.

C. CONTACT PARENTS

If 911 is called, parents must be notified immediately. For cuts that may require stitches, possible broken bones, sprains, chipped teeth, any head, face or back injuries, or other injuries deemed serious, the parents will be called immediately and advised to transport their child to the doctor or emergency room. For parents who are unable to do so staff will arrange transportation or EMS and meet the parent there. The emergency medical form must be taken to the hospital by the staff member.

9.2 ADMINISTERING MEDICATIONS

A Medication Form, available in the wall slots near the main office, must be filled out and signed by a parent or legal guardian, **and their doctor**, before the school nurse or medical technician can administer any over the counter or prescription medication with the child's name on the pharmacy label; and the dosage indicated by the parents must comply with that recommended by the physician. No one other than the school nurse or

Medical Technician is authorized to administer medication.

New Hope reserves the right to deny admission to, or terminate care of students who require specialized medical procedures deemed by the Nurse as being more than the school can take responsibility for.

If a student uses a common over-the-counter medication regularly the parent will need to send that medication with the child's name on it, to be kept in the office. A medication form completed and signed by the child's physician, listing medication, dosage etc. must accompany it. No over the counter medications (OTC) including Tylenol, Midol, cough syrup, etc. can be administered without written directive from the physician. It is highly recommended that before the student begins school that such a form, covering general OTC medications be completed by the child's physician and kept on file for unforeseen needs.

9.3 RECESS FOR CHILDREN RECOVERING FROM ILLNESS

If a student is well enough to come to school, he or she will be expected to play outside during recess. Under special circumstances approved by the administration, students in grades K-12 may be sent to the office for supervision during recess or physical activity.

9.4 WHEN STUDENTS SHOULD BE SENT HOME

A student with diarrhea, conjunctivitis, a severe cold, head lice, fever, rashes, vomiting, or signs of contagious disease will be sent home by the Med Tech on duty. Students with other complaints of feeling ill, headache, etc. should be sent to the Med Tech on duty, who will assess whether or not they will go home. **Any student with a fever, vomiting or diarrhea will not be readmitted to class until they are free of these symptoms for 24 hours.** Staff should confirm this with the parents when they bring a student into school who has been out ill. A student sent home from school with any of these symptoms should not be returning to school the next day. A student who has a fever in the morning should not be given medication and sent to school by the parent.

10.0 SAFETY AND OTHER POLICIES

10.1 DROP OFF AND PICK-UP POLICY, AFTERCARE AND LATE CHARGES

A. ALL STUDENTS

- Students may be dropped off at the school no earlier than 7:15 a.m., when the Early Care program is scheduled to begin. The front door will remain locked until that time.
- Parents must obey the traffic directional flow signs and car line procedures in the parking lot. Also there is a designated drop-off zone in front of the school stairs in the parking lot. No parent may park their car in this area and leave that car to walk their child into the building. The drop-off zone is solely for parents dropping off students who do not need to be escorted.
- All preschool age children must be escorted to their classrooms and signed in by an adult or a sibling 13 years or age or older. No student under the age of 8 may be left alone in a car in the parking lot.
- Teachers may only release a student to those people designated on the Pick-Up Permission Form. If anyone not known to the staff tries to pick up a child, ID's will be checked against the Pick-Up Permission Form.
- If the student is on the playground, the adult picking up the child must notify the responsible teacher as well as sign out the students. All students must be signed out before being taken from the school, even if they will return later in the day.
- Students will not be released to anyone, including parents, who show signs of being under the influence of alcohol or drugs.

B. ELEMENTARY AND HIGH SCHOOL STUDENTS K-12

- Those students who walk home or take the bus alone are required to have a signed permission form on file in the office.
- The school day ends at 3:30 pm for Kindergarten through grades 7 and at 3:45 pm for grades 8 through 12. Students dismissed at 3:30 pm and not picked up by 3:45 must be signed into the aftercare by the staff member responsible to monitor the pick-up room. Students dismissed at 3:45 must also vacate the premises by 4:00 pm or will be sent to sign in

to the aftercare.

C. AFTERCARE

- Students must be signed out of aftercare by those designated to pick them up.
- Parents must not drive around the back of the school (by the dance room) to pick up their children. This is licensed as a playground area and is strictly off limits for vehicles from 7:15 am. until 6:30 p.m. Monday - Friday. Staff will notify any parent doing this of the policy and report the incident to administration.
- Children in preschool through age 18, who are remaining late for tutoring or optional classes such as, but not limited to, dance, sports, music lessons, martial arts or drama must either be supervised by parents or enrolled in the aftercare program. They cannot be allowed to wander the building unsupervised until their class begins, or to do so after it ends. Make arrangements with the accounting office to enroll your child for care after school part-time for those days when such classes are scheduled.

D. HOMEWORK TIME IN AFTERCARE

Kindergarten and first grade students only have 15-20 minutes of homework per night therefore homework should be done at home for this age group. The purpose of homework during these two years is to establish a pattern of doing practice work and small projects at home. We want the parents to set aside a homework place, stocked with all the needed materials that the child can access on their own. It is important to set aside a consistent time each evening when the child is expected to do their work, and a parent can be available and willing to answer questions, offer support and encouragement and provide redirection when necessary.

Parents are not expected to do the work, but rather to monitor that the child does their own work and to guide and support as needed. Parents are encouraged to communicate with the teacher if they notice their child is struggling with a concept or needs extra help.

Homework in the subsequent grades is approximately an additional 15 minutes per grade level, per night maximum, with the average student in second grade having 30 minutes of homework nightly or less, and the average fourth grader, an hour or less. By middle school and high school several hours of homework per night can be standard. However, NHA is encouraging

teachers to attempt to start homework and even complete it whenever possible in class.

In aftercare, for the students in third grade and above, 45 minutes per day, Monday-Thursday, may be designated as a homework time. Staff is available to support students with their homework during this time. If students choose to work on their homework beyond this time period, they do so on their own, but a quiet atmosphere cannot be expected, since it is designated play time or free time. Parents cannot expect aftercare staff to enforce or monitor a homework time beyond the designated 45 minutes. When a broad age-range shares an After Care space, the schedule may be altered for more flexibility.

Second graders usually have aftercare with K & 1st grade students. Staff will attempt to provide a place for second graders to work on their homework for up to 30 minutes, but since staff ratios must be maintained it may not be possible to provide homework support for second graders.

E. TEACHERS OF OPTIONAL EXTRA CURRICULAR ACTIVITIES

Students who are remaining late for after school activities such as dance, music lessons, martial arts, tutoring, etc. must either be supervised by parents or enrolled in the NHA Aftercare program. Teachers of these classes must pick up and sign out their students from the supervising aftercare teachers and return and sign in their students to the care of these teachers when the specialty classes are over. When parents fail to pick up children who are not normally in aftercare, these children should be turned over to the supervising aftercare teacher, and the family will be charged. Students cannot be allowed to wander the building unsupervised until their parents arrive. This policy includes students who are not enrolled in New Hope Academy.

F. STUDENTS WHO END UP IN AFTERCARE WHEN TUTORS ARE ABSENT

Occasionally teachers are sick or have an emergency and they miss an after school tutoring session with a student. Teachers are encouraged to notify parents when such a situation occurs. However, sometimes this results in a student being placed in aftercare who normally isn't in aftercare, and the family is charged.

G. USE OF AUTOMOBILES

PARKING LOT: Parents and Staff must obey the directional flow signs in the parking. Staff should not park in the first row of slots closest to the school steps, to keep this available for parents dropping-off and picking-up.

The speed limit on school property is 10 mph.

- No parking in the fire lanes
- No driving around the back of the school between 7:15 am- 6:30 pm unless authorized by the administration or handicapped parking.
- Students must wear seat belts. No children under the age of 8 years may be left alone in a vehicle.

H. STUDENTS WHO DRIVE

- Must adhere to all of the above rules.
- May not drive off school grounds without specific written permission on file.
- Any student passenger who rides with the student driver during school hours must have specific written permission from their parent on file in the office for that date.
- Violations of any of these rules will result in detentions.

10.2 LATE PICK-UP RESPONSIBILITIES, PROCEDURES, AND PENALTIES

LATE FEES CHARGES PER FAMILY: .

- | | | |
|---|---------|--------|
| ● | By 6:05 | \$3.00 |
| ● | By 6:06 | \$6.00 |
| ● | By 6:07 | \$6.00 |
| ● | By 6:08 | \$6.00 |
| ● | By 6:09 | \$8.00 |
| ● | By 6:10 | \$8.00 |
| ● | By 6:11 | \$9.00 |
| ● | By 6:12 | \$9.00 |
| ● | By 6:13 | \$9.00 |
| ● | By 6:14 | \$9.00 |
| ● | By 6:15 | \$9.00 |
- After 6:15 the late pick-up fee is \$9.00 plus an additional dollar for every minute, per family.
 - The late pick-up fee is due immediately at the time of pick-up and can be paid in cash or check. If the parent does not have the pickup fee on them, they should pay it the next morning at the time of drop off to the main office. Otherwise the fee will be billed to you at double the rate.

- If you are late three times in one quarter you will be charged a higher late fee. Charges will go up to \$1.00 a minute from 6:00 p.m. A family starts over every quarter with a clean slate.
- Get to know other parents who can take your children home in an emergency. Add those parents on the Pick-Up sheet that is in the office. Also take into account weather conditions that will slow you down when it is raining, foggy or snowy. Please allow additional time for driving so that you can arrive by 6:00 p.m.

10.3 FIRE SAFETY

A map of the fire exit route will be posted in every room so that all staff are aware of the proper procedure: to exit the nearest door that goes directly to the outside. Fire drills will be conducted monthly. When the alarm is sounded everyone will exit the building and follow the drill guidelines, regardless if it is a false alarm, a scheduled drill or an actual emergency. No one may re-enter until cleared by the administration.

10.4 FIELD TRIPS

A. PERMISSION SLIP

A general permission slip is part of the contract and will be considered sufficient for field trips, trips to the local library, a neighborhood walk or a special trip to the store. At the request of our insurance company a second form should be sent to the parents (one-two weeks in advance) so that the parents sign-off that they are aware a trip is imminent, although lack of a signature does not prevent a child from going. This form should provide any additional information the parents may need regarding time of departure and return, bag lunches, special clothing etc.

B. ARRANGE TRIP WITH FIELD TRIP COORDINATOR

Whenever a regular field trip is planned the teacher should make the ticket arrangements and submit a request to the Field Trip Coordinator to schedule buses, checks for fees, etc, 2-4 weeks prior to the trip date. Teachers should be sure that chaperons and transportation are arranged in a timely fashion. Parents must be notified at least one-two weeks in advance. Field trip money will generally not be approved for parties, picnics or other

non-educational activities except for the end of year trip.

C. CHAPERONE/RATIOS

The following minimum ratios are recommended for most trips:

3 and 4 year olds 1 adult per 4 children

K - 1 1 adult per 5 children

2 - 3 1 adult per 6 children

4 - 5 1 adult per 8 children

6 - 8 1 adult per 10 children

9 -12 1 adult per 15 children

When the students are going to be in a large crowd such as viewing a parade, or visiting a large amusement park or theater, an even smaller ratio may be advisable.

D. TRANSPORTATION

Students must be transported in either a rented licensed "school bus," public transportation such as city bus or metro, or privately owned vehicles. Parents and staff who use their vehicles to transport students are required to provide a copy of their vehicle insurance and their license to the office. New Hope carries a secondary backup policy to ensure adequate coverage. Children in privately owned vehicles must wear a seatbelt at all times, and a booster or car seat per regulations. Seat belts must be worn by all passengers, students and adults, one person to a seatbelt. The only exception is if transportation is in a certified yellow school bus that does not come equipped with seatbelts.

E. OVERNIGHT

Any overnight trips require that both a male and a female chaperon be in attendance for mixed gender groups.

F. ATTENDANCE

Since field trips are considered an integral component that supplements the curriculum, students may only be exempted from attending because of illness. There may be additional requirements resulting from the field trip such as a report about the trip. Students who are ill may be required to do an alternative project for make-up. The exception to this rule is that teachers or administrators may choose to have a child not attend a trip if the child has previously exhibited behavior that might make it hard to ensure their safety or the safety of others. Under these circumstances the administration reserves the right to reconsider allowing the child to attend if one of their adult relatives chaperons only that child. This adult would be responsible to cover his or her own costs associated with the trip.

G. INFORM SPECIALTY TEACHERS, OFFICE STAFF AND MED TECHS

When field trips are scheduled, the Field Trip Coordinator will inform the specialty teachers (foreign language, art, P.E., music, tech, electives), med techs and office staff several days in advance that the students will be missing class. The Medication Technicians are responsible for sending meds with the teacher.

10.5 WEATHER POLICY

A. DETERMINATION OF WEATHER CLOSINGS

CLOSINGS WILL BE BROADCAST BY PHONE OR E-BLASTS.

Generally New Hope Academy follows the official Prince George's County School system policy for inclement weather. However with new online options available, NHA may choose to not follow PGCPS, and will notify parents accordingly.

New Hope counts our 8:15 a.m. arrival time as the official start of the day and 3:30 p.m. as the end of the school day. Parents and teachers are responsible to take the initiative to check for PGCPS closings/openings.

UNLESS OTHERWISE NOTIFIED BY NHA:

- a. If PGCPS are closed, then New Hope Academy is closed for the day.
- b. If PGCPS opens 1 hour late, New Hope starts at 9:15 a.m. (No before school care.) Teachers who normally work before 9:15 a.m. should report by 9:00 a.m.
- c. If PGCPS opens 2 hours late, New Hope starts at 10:15 a.m. (No before school care.) Teachers who normally work before 10:15 a.m. should report by 10:00 a.m.
- d. If PGCPS closes 1 hour early, then New Hope closes at 2:30 p.m. (No aftercare or after school activities are available.) Teachers must stay until all students are dismissed or until students are turned over to a designated late care person.
- e. If PGCPS closes 2 hours early, then New Hope closes at 1:30 p.m. (No aftercare or after school activities are available.) Teachers must stay until all students are dismissed or until students are turned over to a designated late care person.

Please do not confuse the weather closings with any other days that PGCPS may be closed.

10.6 HOLIDAY SCHEDULE

New Hope Academy and Preschool will be closed according to this schedule of holiday observations:

Closed: Labor Day
Thanksgiving Week
Winter Break (dates vary each year 1½-2 weeks)
including December 24 & 25 and January 1 & 2
Dr. Martin Luther King Jr.'s Birthday
President's Day
Spring Break (dates vary each year: 1 week)
Memorial Day
Juneteenth
Independence Day

Closed to Students: Last 3 weeks in August
(summer break & Teacher Training)
Designated Staff in-service days
(see school calendar)

10.7 BIRTHDAY CELEBRATIONS

Birthday party invitations may not be sent to school unless all members (such as all boys or all girls) in the entire grade/class are to be invited. Presents should not be sent for birthday celebrations held in school.

If parents would like their children to be able to have their birthday honored at school, they must make arrangements several days in advance with the teacher to ensure that it is a convenient time. Parents must provide any light refreshments and juice for the class, plus paper cups, plates and napkins too. Parents are welcome to attend. Large celebrations with guest stars such as clowns etc. are discouraged.

If a birthday lunch is held in the classroom the teacher should notify the lunchroom staff that the class will be absent. Teachers must remain present during the party.

11.0 CHILD ABUSE AND NEGLECT

A. ABUSE

Maryland law defines child abuse as any "physical injury or injuries sustained by a child as a result of cruel or inhumane treatment or as a result of a malicious act or acts by any parent, adopted parent, or other person who has the permanent or temporary care or custody or responsibility for supervision of a minor child and any sexual abuse of a child, whether physical injuries are sustained or not." The law provides that when an educator, social worker, health practitioner, or law enforcement officer "believes or has reason to believe" that a child has been abused, he or she must report that information either to the local department of social services or to the local police.

Teachers suspecting child abuse should inform the Administrator about the problem.

B. NEGLECT

Maryland law defines a neglected child as a child who "has suffered or is suffering significant physical or mental harm or injury as a result of conditions created by the absence of his parents, guardians, or custodian, or by the failure of that person to give proper care and attention to the child and his problem. "Teachers suspecting child neglect should inform the Administrator immediately about the problem.

C. TEACHERS SUSPECTED OF ABUSE

Any teacher or staff member suspected of abuse will be suspended until an investigation is completed. If the allegations prove to be true, that shall be grounds for immediate dismissal.

12.0 SPECIALTY CLASSES, SCHEDULING & PUNCTUALITY

12.1. SPECIALTY CLASSES

A. ATTENDANCE OF SPECIALTY CLASSES

All classes are important. Therefore teachers may not take a specialty class away from a student as a consequence for misbehavior, nor may they hold a child back from a specialty class in order that they complete undone class work or homework.

B. DISMISSAL FROM SPECIALTY CLASSES

Under exceptional circumstances, if the specialty teacher finds the

student to be consistently uncooperative or disruptive, after consultation with the classroom teacher and the principal, the child may lose the privilege of attending the specialty class for a period of time. Such children must remain under the supervision of the regular classroom teacher or a designated alternate. Excessive use of this policy is not allowed.

13.0 SNACKS

A. SNACKS

K-12th grade snacks should be brought from home. Kindergarten to 3rd grade teachers are required to provide a snack break time in their classroom every day. Older classes (4th to 7th grade) may be given a mid-morning snack break at the discretion of the teacher. Classes are expected to clean up after themselves if they have snacks in their rooms. 8th – 12th are allowed to eat a quick snack at their lockers. Students should not eat during class time.

B. BREAKS

The teacher must monitor breaks during the school day carefully so that other classes are not disturbed. Outdoor play is not allowed that might disturb other classes.

14.0 FINANCES: TUITION, FEES, ENDOWMENTS, DONATIONS

The following policies do not apply to International Students attending New Hope Academy while in the United States on F-1 or J-1 visas. Please see the fee sheet for International Students for policies regarding deposits and payment plans applicable to those students.

A. TUITION AND FEES, PAYMENT PLANS

Tuition and fees for the school year are outlined on the current year's fee sheet for domestic students. The fee sheet also describes in detail the payment plan options as well as school policies regarding enrollment fees, withdrawal of students, refunds, delinquent payments, late fees, and other financial issues.

- Fee sheets may be revised during the course of the school year as special circumstances arise.
- All information on the current published fee sheet represents school policy, whether or not that information is specifically included in this Policy Manual. Fee sheets are available in the office and on the New Hope Academy website.

- All information on the fee sheet should be regarded as part of this policy manual.

Available payment plans include:

- Annual Plan (pay in August for the entire school year, 4% discount on tuition)
- Bi-Annual Plan (two payments, August and January, 2% discount on tuition), or Monthly Plan (10 payments July through April). A special 12-month plan is available only for preschool students who will be enrolled in New Hope through the upcoming school year and 6 to 8 weeks of the summer program. Specifics of these payment plans, including due dates, are finalized on enrollment.

Annual Plan payments are paid directly to the school. All other payment plans are administered through our billing service, FACTS Tuition Management.

Monthly plans:

- Normally divided over 10 months, beginning on July 1st,
- Divided over fewer months for students who enroll after July 1st.
- All payment plans for the school year end in April, regardless of when the student enrolls. In order to complete enrollment, all families will be required to set up an account through FACTS.

The school can only accept payments made by check, cash, bank check or money order. We cannot accept credit card or debit card payments at the school. FACTS payments can be made by credit card (Visa, MasterCard, American Express or Discover), but a FACTS convenience fee will be charged to cover the processing fees.

B. ENROLLMENT FEE

An Enrollment Fee of up to \$1000 per family is due to secure a place in our program once the student has been accepted into New Hope Academy. This Enrollment Fee is applied to the students' academic fee.

ALL students will be automatically re-enrolled unless you have elected to "opt-out" by the mid-January deadline. After the deadline, any family who does not opt-out, will be automatically re-registered and a \$75 re-enrollment fee will be charged to their FACTS account per child.

If a family, after opting-out, later decides to re-enroll the student, a \$75.00 re-registration fee is due, as well as an enrollment fee of up to \$1000 that will need to be paid to secure the child's place. Once a student has been re-enrolled, the enrollment fee will be forfeited if the

student does not attend the upcoming school year, exceptions apply for families dismissed by the school.

The only circumstances under which any portion of the enrollment fee will be refunded is if the school has decided not to readmit the student for the new school year.

If a student must be withdrawn during the school year because of a military transfer, a death or job loss affecting one of the responsible parties, or other special circumstance, the family is welcome to appeal to the Board for special consideration regarding the enrollment fee.

C. FAILURE TO MAKE PAYMENTS/ACCESS TO ACADEMIC RECORDS

Students will not be allowed to attend school if the family's payment plan is more than 30 days past due. Students will not be allowed to return to class until the past due balance over 30 is resolved. Chronic lateness in payments is grounds for dismissal of students from our programs.

Quarterly report cards will not be issued to students if the family has a past-due balance of tuition, fees or any other charges that totals more than \$100. The family and the student may view the report card in the main office but may not receive a paper or electronic copy of the official report card until the past-due balance is paid.

Final report cards (or final transcripts for high school students) will not be released if there is any remaining balance due to the school, including unpaid tuition, fees for missing or damaged books or equipment, or any other fees.

We will not release recommendation forms or honor requests for academic records to be sent to other schools if there is any past due balance due on the family's account.

D. WITHDRAWAL

1. When a family chooses to withdraw a child from school during the school year, two weeks' notice must be given. Fees for tuition and extended care will be prorated for the actual time attended or two weeks past the notice date, whichever comes later when the withdrawal is between September and January. Academic fees and other mandatory fees are not prorated and any unpaid portion of those fees will be considered due and payable at the time of withdrawal. Once the final balance due is calculated, the responsible party will need to pay any

remaining balance due before any academic records can be released. If there is an overpayment on the account above the final balance due, the overpayment will be refunded after verification that all books and any other school-issued materials have been returned.

2. Withdrawal Schedule

June 1 – August 31: Family is responsible for all the fees and 20% of the total tuition

September 1 – January 31: Family is responsible for the tuition through the month of withdrawal without further penalty. No refunds or prorated tuition will be processed.

February 1 – after: Family is responsible for full tuition and fees for the school year. Exceptions may be made for Military orders provided in writing or should your student be dismissed from New Hope Academy.

3. When the school suggests or requires a child to be withdrawn from school, exceptions to the withdrawal policies are then evaluated on a case by case basis.

E. RELEASE OF RECORDS, RECOMMENDATION FORMS AND MEDICAL SURVEYS

No records, including report cards or standardized tests will be released without permission from the parent or legal guardian (except under court order). New Hope Academy will not release any academic records or release any recommendation forms if the family has any past-due balance. Since teachers are not privy to financial information, teachers who are asked to fill out recommendation forms must turn them into the registrar to be mailed, NOT return them to parents or send them to schools or physicians directly. Grades must be sent out officially from the main office only.

14.1 ISSUING OF RECORDS, TRANSCRIPTS AND RIGHT OF PRIVACY

The school maintains cumulative records of each child, which are kept on file in the registrar's office. A pupil's records are available to parents or legal guardians by placing a request with the office. They will be made available the next working day. The original records will be copied and sent to parents or guardians or other schools upon written

request if the student's tuition and fees have been paid. Upon leaving New Hope Academy all records are given to the parents. Students 18 years of age and older will be allowed access to their own files and may receive copies upon written request.

Only the administration and the child's teachers or counselors may see the child's records without written permission of the child's parent or legal guardian. Records may not be removed from the school office.

When a student is withdrawn or graduates from New Hope Academy all student records will be returned to the parent or guardian, or the adult student. No records, except a final high school transcript will be retained by the school.

14.2 CHANGES IN TUITION

A. NOTIFICATION

Decisions regarding changes in the rate of tuition and fees are made by the Board of Directors. A concerted effort is made to have those decisions finalized for the following school year by the beginning of the re-enrollment period in mid-December, thereby giving parents the information they need to re-enroll.

B. EMERGENCY

If the Board of Directors were to declare that New Hope was in a state of fiscal emergency, the school reserves the right to raise tuition with a minimum of one month's written notice.

14.3 ENDOWMENTS AND DONATIONS/PTO PARENT-DIRECTED FUNDS

A. ENDOWMENT FUND

The Endowment Fund was established by the Board to create a stable source of funding for future growth of the school. New families are required to make a one-time \$200 payment to the Endowment Fund, which is treated as a mandatory fee. Returning families are encouraged to make a voluntary donation of any amount to the Endowment Fund. The mandatory Endowment Fund Fee for new families or voluntary Endowment Fund pledges made by returning families may be paid separately or added to the payment plan for that year.

B. GENERAL OR SPECIFIC ENDOWMENTS OR DONATIONS

New Hope Education Institute, Inc. is a 501(c)3 non-profit organization and is registered as a Charitable Organization in the state of Maryland. Tax-deductible endowments and donations can be made for New Hope Academy, New Hope Educational Institute or any of its projects. New Hope is grateful for donations in any form including cash, property, stocks, or bonds.

C. PTO PARENT-DIRECTED FUNDS

A \$50 Parent-Teacher Organization (PTO) fee is included in each family's payment plan. These funds replace PTO dues and reduce fundraising activities like selling gift wrap or candy to friends and neighbors. As these funds are collected, they will be transferred to the Parent-Teacher Organization to provide basic funding for the organization and to provide seed money for PTO activities focused on community-building and higher-level fundraising. The PTO will use funds collected and raised to sponsor projects that benefit the school and its students. All families are automatic members of the PTO and should attend meetings to vote on which proposed projects should be supported with PTO funds.

14.4 FINANCIAL AID

New Hope is a tuition-driven school with a limited ability to offer financial assistance to our parents. We will consider a financial aid discount for new and returning families who demonstrate financial need.

1. Consideration for financial aid is determined by the Financial Aid Committee. To apply online for financial aid through FACTS TUITION GRANT & AID at www.factstuitionaid.com. Complete the financial information form, pay the FACTS fee and submit the required tax forms. FACTS will analyze all financial data and provide the school with information on each family's needs, but the funding for financial assistance comes from the school, not from FACTS. Once your application is verified by FACTS, it will be submitted to the Financial Aid Committee. A decision will normally be made within two weeks of the time the application was verified. Pay close attention to any notices you receive from FACTS to make sure they have received all the documentation they need to verify your application. Please apply by June 1st for best consideration and to ensure any financial aid award can be decided before your first school-year payment is due on July 1st.

2. Separated or divorced parents are each required to furnish financial information so that the school has a complete picture of the family's finances.
3. The Financial Aid Committee reviews the FACTS analysis along with any other supporting documentation submitted by the family. In addition to financial need, the committee considers factors such as time at NHA and academic merit in determining the final financial aid award. Because of our limited resources, our maximum financial aid award is usually 20%, which may not be able to meet a family's fully demonstrated need. The determination of the Financial Aid Committee is final and cannot be appealed to the Board.
4. If your financial situation changes after you submit your financial aid application, please submit supporting documentation regarding this change so that your application can be scheduled for reconsideration.
4. Families must reapply for financial aid on a yearly basis as needed.
5. On November 1, FACTS began accepting applications for the next school year and no further applications for the current school year can be processed through FACTS. New students to the school between November and January will need to contact the accounting department.

15.0 WITHDRAWAL AND TERMINATION

New Hope reserves the right to refuse admission or terminate schooling or care if the administration concludes a particular child is unable to function within the school's guidelines or New Hope cannot meet a child's needs, or the parents cannot provide the support for their child as listed under Parental Expectations.

A. WITHDRAWAL

Parents are asked to give the administration at least two weeks' written notice before withdrawing a child from New Hope. A student Withdrawal Form must be submitted two weeks before the child's last day.

B. IMMEDIATE TERMINATION

New Hope Academy may terminate your child's enrollment immediately if any of the following conditions arise:

1. If in the judgment of the administration, and after consultation with the parents, the child's behavior threatens the physical or mental health of children or staff at New Hope.
2. If tuition is in arrears over 30 days.

C. TWO WEEKS' NOTICE

New Hope may terminate your child's enrollment upon two weeks' written notice if any of the following conditions arise:

1. Any of the conditions listed above under a), assuming New Hope has not exercised its right to terminate enrollment immediately.
2. In the judgment of the administration, the school's program does not meet the developmental or special needs of your child.
3. You fail to abide by the terms of the enrollment agreement and Parents Handbook.

D. MISCELLANEOUS CHARGES

A final balance will be calculated at the time a student is withdrawn, as described by the withdrawal schedule. If any charges remain unpaid at the time of termination or withdrawal, such amounts must be paid in full before any records are released. The school will endeavor to recover tuition and fees owed in a reasonable amount of time. If unable to recover tuition and fees the account will be turned over to collections.

16.0 APPENDIX

16.1 NONDISCRIMINATORY POLICY

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an

individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

16.2 HOW TO ADDRESS A CONCERN

Since New Hope is a God-centered, relationship-based school, it is an integral part of the New Hope philosophy that there be established channels for addressing any concern that arises and that those channels be used appropriately.

A. If the concern is with a specific teacher or staff member, parents should approach them to arrange a convenient time to discuss their concerns with them. Please don't try to grab teachers when they are preparing for class or are responsible for students. At the meeting, approach them in a non-judgmental, non-emotional way and share your concerns.

B. If you feel that they did not adequately address your concerns or that the results were unsatisfactory, make an appointment to meet with the Administration.

C. If you feel that the Administration did not deal with your concerns to your satisfaction you may approach the PTO President and ask them to form an Ad-hoc Concerns Committee, usually made up of, but not limited to, the PTO Executive Board.

D. Explain your concern to the Concerns Committee; they will investigate and determine whether your concern was handled properly. These matters should be dealt with in a private, confidential manner, with a thorough airing of all sides of the issues.

E. If the committee feels the situation was not handled properly then the PTO President can take the issue to the Board of Directors for a final decision.

The way the individual views the situation may not be the way the

school sees it. New Hope has a very clearly defined philosophy, objectives, supportive policy and rules. There may be times when your family philosophy differs from that of New Hope. When strong philosophical differences occur, New Hope may not be the best school for your family. The following page is excerpted directly from the talk given every year at Parent Orientation Night. We hope it is useful to reiterate that the way we deal with concerns is an integral part of the school philosophy.

Relationship to Leadership

In most situations there is one person who stands in the position as the elder, leader or responsible person. This person is the main channel of Energy and direction needed to accomplish the task at hand. Others need to support and unite with the leader and provide objective feedback to the leader to ensure they have a full picture of the circumstances, in order to bring about the best results.

Through this practice we model respect and how to support the person in authority. We can't have all leaders and no followers. In each situation someone is the leader, such as the boss in a job, the teacher in the classroom, etc. If there are problems it is important that the leader is made aware of them, so efforts can be made to effectively address them, as needed. Group morale can be severely affected when gossip or complaining takes place to those who are not in a leadership position to address the concern. Multiplying negativity to peers who can do little to change the situation is not useful and lowers the morale and atmosphere. Therefore when there is a problem it should be reported directly to the leader. The key is to approach the responsible person in a non-accusing fashion and report the facts in as objective, non-emotional manner as possible.

As parents are the leaders in the family and the teacher in the classroom, children thus should be encouraged to come to the parents or adult if they are aware of something they can't resolve. Teachers should likewise report problems to the administration. Parents need to go directly to the teacher if there is a difficulty, a misunderstanding, or something they feel uncomfortable about. If parents want the administration to be aware of the situation they can copy emails and correspondence to the principal or vice principal, to make them aware of the parent's concerns. Parents are encouraged to utilize this policy to facilitate effective communication rather than complaining ineffectively to others who can't do anything about the

problem.

Accountability is essential not just for the children but also for us as teachers and parents. This translates into expectations that we may have for parents to get their child to school on time, having eaten a healthy breakfast, having had a good night's sleep, with a healthy lunch in their lunch-box, with their homework sheet signed, and their homework done, and with appropriate outer-wear on a chilly day.

We tell the parents not to be offended if we remind them of these things when there is a lapse. And teachers must try not to be defensive when we are reminded that we didn't send the homework sheet home or if we have made some other mistake. Holding one another accountable with kindness, and going through proper channels is a part of this guiding principle.

There are many wrong ways to do things. And the right way is often hard, requiring personal risk or investment. Communication is everything. Most problems can be traced back to ineffective communication. Most arguments, misunderstandings and problems come about because we aren't sure what to do when a problem arises, so we either do nothing or we complain to others who can't do anything to change it. If something is a problem please make the effort to go to the person and talk to them directly. If you are not satisfied with the outcome, make the Principal aware. NHA's commitment is to try to hear, and understand each person's concerns and address the issues as fairly as possible. We must do this in order to model effective problem solving for our children.

16.3 NEW HOPE SONG

By Fran Ichijo

Refrain:

My heart, my New Hope!

I sing a song to thee!

My heart, my New Hope!

We rise up in the morning

Our tree is in the Garden

Its leaves are strong and bright
Our roots grow deep and stronger then
As love grows in our hearts

My heart, my New Hope!
I sing a song to thee!
My heart, My New Hope!
We rise up in the morning

The colors of the rainbow
Enjoy a place of praise
And the God our Heavenly Parent
Is the heart of our New Hope!

My heart. My New Hope!
I sing a song to thee!
My heart, my New Hope!
We rise up in the morning

Our heart. Our New Hope!
We sing a song to thee!
Our heart. Our New Hope!

We rise up in the morning