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1.0 PHILOSOPHY AND GOALS

New Hope Academy welcomes children of all faiths, cultures, and ethnic backgrounds. In contrast to public schools that have excluded any focus on spiritual education, we value God, prayer, moral focus, and universal expressions of faith within the school; we believe that these are an important part of children's development.

Religious instruction is not offered at New Hope Academy, but we have created an environment that affirms religious 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 religions and denominations and more than 30 countries.

In addition, 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 to learn and to create.

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

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.

New Hope is far from being a secular school; however we believe that God, prayer, religious morality, and all expressions of faith are an important part of children's development.

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 about 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 Day by Unificationists. The family is honored, as is marriage and the ideal of 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.

One's faith decisions are very personal, and should be undertaken thoughtfully. Because New Hope Academy is a school where many faiths are honored, careful consideration should be given to this matter in choosing New Hope for your family.

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 significant 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 genius, where their talents, interests and gifts 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 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.

1.3 NORMS OF BEHAVIOR

These Norms of Behavior are expected to be exemplified by staff, parents and students.

- Honesty
- Respecting property
- Doing one's own work on tests and projects
- Proper use of school property
- Showing courtesy and respect for all
 - Use please and thank you
 - Say excuse me
 - Apologizing and forgiving
- No inappropriate displays of public affection
- Divergent opinions are encouraged to be offered respectfully

2.0 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.

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. Most students start to read in kindergarten and read classic novels by 4th and 5th 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 manipulative until the fourth grade.

Teachers often extend learning beyond the textbook by making use of projects, science experiments, hands-on learning, and monthly field trips. Students also participate in The Scripts National Spelling Bee and the National Geography Bee. High School students travel to Florida for an environmental science program in the spring.

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 PreK3-12th 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 Bachelors degree or 120 credit hours.

3.0 PARENTS

Critical to the success of New Hope Academy is the involvement of parents. Parents are viewed as the first educators and work closely with the teachers to ensure their child's academic success and personal development.

3.1 EXPECTATIONS OF PARENTS

A. PRAYER

The school founders believe parental prayer lays the foundation for a child's growth and development. So parents are encouraged to pray for and with their children.

B. POLICIES

Parents are expected to be aware of the discipline policies of the school (see section 6.0) and are expected to reinforce the behavior standards set forth in the Moral Philosophy and Norms of Behavior (section 1.0). If problems arise, parents are expected to speak with their children and discipline them as necessary.

C. SMOKE-FREE ENVIRONMENT

New Hope Academy is a smoke-free environment and no one is to smoke either inside the building or on the grounds surrounding the building.

D. CONFERENCES

At least one parent or guardian is expected to attend the bi-annual parent-teacher conferences for K-12 as well as any special conferences that the staff or administration requests to deal with specific situations that may arise such as a SGT meeting.

E. BACK-TO-SCHOOL NIGHT/PARENT ORIENTATION NIGHT

In September, all new parents will be expected to attend the Parent Orientation Night and all parents are expected to attend the Parent Back to School Night. During Back to School night each family is encouraged to sign up to serve on a PTA committee.

F. CLOTHING/DRESS CODE

Parents will be expected to send their children to school dressed in accordance with the dress code (see section 3.3) and with appropriate outer wear (sweaters, coats, boots, etc.) as the season dictates.

G. HOMEWORK SUPPORT GUIDELINES FOR PARENTS

Establish a homework work station where there are supplies including paper, pens, ruler, pencils, erasers, etc...

1. All books, backpacks, homework folders etc... should be placed at this homework work station as soon as the child comes home.
2. The parent should look at the homework folder or online each night, and check to make sure the child is aware of what they need to do that night, what tests are coming up, what long term projects are pending etc...

3. Establish a clear homework time. When a child finishes their home work, before the child watches T.V etc...check to make sure the child has actually completed the homework fully.
4. Guide the child to put all homework in the homework folder, all books in the backpack, the white envelope in the backpack etc... and check that they do this.
5. If the child's homework sheet hasn't come home with them, a parent can check on line for the homework at www.newhopeacademy.org . Click on Parents, then Academics, then Homework/Classes and check each teacher's page.
6. Listen to your child read aloud, if it's part of their homework requirements, for the early elementary K-2nd.
7. Parents are responsible to know what the child has for homework and makes sure the child completes it. Completeness is the goal, not perfection. Parents don't have to check to see if the work is correct; just make sure they did it, (unless special directions are given for an assignment.)
8. K-7th grade teachers should provide a weekly homework sheet each Monday, which also can be found on the teacher's web page. This sheet should clearly outline all home work that must be done, announce tests, and provide any explanations necessary to support the parents in assisting the student.
All teachers (core and specialty teachers in kindergarten through 12th grade) must post weekly homework and any changes to the designated web site.

The amount of homework appropriate is increased approximately 15 -20 minutes per grade level per night:

Kindergarten	optional at parent's discretion
First grade	15 -20 min.
Second grade	30 -40 min.
Third Grade	45-60 min.
Fourth Grade	60-75 min.
Fifth Grade	75-90 min.
Sixth Grade	90-105. min
Seventh Grade	105-120 min.
Eighth to 12 th 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. Some nights teachers may decide to assign less, but this should be a basic maximum guideline for the average student. 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. Frequent reminders of long-range projects, upcoming tests and such 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.

H. FIELD TRIPS

All parents are expected to chaperone a field trip for each child every year. The field trip budget is covered for each class through the yearly tuition. However, occasionally teachers will plan an out of town or overnight trip. These trips will cost more than the budget allotment provided by tuition. Information about the extra cost will be provided by the teacher. More details about field trips under 8.5.

3.2 PARENT VOLUNTEERS AND VISITATION POLICY

Each class will have 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 chaperons for fieldtrips, call parents to bring refreshments, help correct workbooks, assist in decorating the bulletin boards, or are also welcomed to assist in the classrooms for special projects.

All visitors to the school must sign in at the main office including students and parents. Parents are welcome to visit anytime. However, it is requested that visits to the classroom be prearranged with the classroom teacher so that they don't interfere with projects or fieldtrips.

Parents who have concerns about their children should arrange a time to meet with the teacher when the teacher is not responsible for a class. Anytime between 8:30 and 3:45 is not appropriate unless a teacher agrees to a private meeting during their free time.

3.3 CLOTHING AND ITEMS FROM HOME

A. PRESCHOOL AND ELEMENTARY

1. Please mark all items with your child's name including clothing, backpacks, lunch boxes, folders, and school equipment.
2. Please make sure your child is appropriately dressed for the season or weather. Children must be able to go outside for recess. In spring and autumn, always send a sweater or jacket in case the weather changes.
3. Each child will have a hook to hang his or her sweater or coat on.
4. Toys should not be brought from home.
5. Since preschool and kindergarten children often have accidents, it is important that we have a complete change of clothing available at all times. Items must be replaced after use. Parents are asked to supply their children with a naptime blanket and little pillow if they use one. These will be sent home on a Friday to be laundered and must be returned on Monday.

REMEMBER, PUT NAMES ON EVERYTHING!

B. UNIFORM POLICY FOR KINDERGARTEN-12TH GRADES

BOTTOMS

- Properly fitting, plain blue denim jeans, or navy blue twill pants, capris, skorts, and Bermuda length shorts.
- No jeggings or excessively tight stretch denim or stretchy skinny jeans
- No tears, holes or frays; no excessive pockets, zippers, patches, bleaching, embroidery or designs. No denim of any other color.
- No jersey, sweats, knits or any other fabric for bottoms.
- Shorts & skorts must be no more than 4" above the middle of the knee.
- No skirts allowed.
- NO oversized jeans, crotches worn to the knees, pants falling down or exposed underwear or skin.
- A belt must be worn on any looser fitting pants that sag
- For recess & PE only, navy sports shorts with logo.
- No low rider pants that expose skin, or underwear when seated; or are not covered by shirt

TOPS

- Official New Hope t-shirts, sweatshirts, golf shirts, sweaters or polo/rugby shirts in the designated colors with logo.
- Shirts must be properly sized. NOT worn to the knees, or worn too small, tight or short.
- 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." Allow 2-4 weeks for delivery.

<u>COLORS</u>	<u>GRADES</u>
Gold	K-4 th
Evergreen Green	5 th -7 th
Deep Royal Blue	8 th -12 th

OUTER WEAR

Any outerwear may be worn to and from school or on the playground at recess. However some children are easily chilled and wish to wear warmer outerwear in school.

- 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 logo must be worn under outerwear at all times. No tank tops or t-shirts.

FOOTWEAR

- Rubber soled tennis shoes in neutral colors
- No flip-flops, high heels, jellies, sandals, mules, slippers, platforms etc...
- Low heeled, (1 ½ inches or less) plain boots in neutral colors may be worn during cold weather with full-length pants, not capris, shorts or skorts.
- Only neutral colors for footwear trims and laces; no excessive zippers, buckles or patterns.
- Socks and tights in solid designated grade level colors, or neutral black, navy, or white; no designs, fishnets or bright colors.
- Belts in neutral shades, worn correctly with looped pants. No chains.
- In all of the above rules neutral shades refers to brown, black, beige, white, navy or school colors.

HAIR & ACCESSORIES

- Jewelry 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 color must be within the natural spectrum (no blue, pink, purple etc...) and must be kept clean, neat & off the face.
- Excessive facial piercing and visible tattoos are not allowed.

3.4 FOOD

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. Parents may choose to take responsibility to refrigerate items for their preschool age children. No refrigeration facilities are available for K-12 lunches. Microwaves will be available in the preschool and kindergarten classrooms. Do not send microwave meals that require more than 3 minutes heating time, as we have only limited microwaves and many children who need to use them. The microwaves will be supervised in the elementary lunchrooms. Children should bring eating utensils from home. New Hope does not supply plastic forks and spoons.
2. Children may not bring candy or gum to school. Such items will be taken away if found in school. Excessive sweets are discouraged, as it often promotes hyperactivity in children. Students in grades PreK3-12th are not allowed to bring energy drinks, (Red Bull, Monster, 5 Hour Energy etc...) coffee or high caffeine sodas (Pepsi, Mountain Dew, Coke etc...) to school. Use of these products is highly discouraged even outside of school.
3. A morning and an afternoon snack will be provided for all preschool age children, and an afternoon snack will be provided in the aftercare program. Parents are encouraged to send an extra snack along with their K-12 grade students, who usually have snacks during morning recess or break period.

4. Students may not order food from local restaurants, for delivery to the school, or call friends outside the school to bring them lunch. Only teachers may order food for their class.

3.5 TOILET TRAINING

It is required that a child be fully potty trained before entering New Hope Academy. One aspect of the toilet training process is for the children to learn how to wipe their own bottom after toileting. This education process should begin at home and we will support the children as they learn proper hygiene practices. We do not expect our staff to wipe children's bottoms, but only assist the child in the process if necessary. If a child enters the program and is found not to be toilet trained, it is grounds for dismissal.

4.0 APPLICATION PROCESS AND REQUIREMENTS

A. NEW STUDENTS

1. For a student to be admitted to New Hope Academy parents first attend the parent orientation tour. At the tour they receive an application and release of records form. When the parent returns these forms with the application fee (non refundable) and brings a copy of the birth certificate, the admission process starts.
2. New Hope will then send for the student's complete records including report cards, 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 teacher. All such information must be sent directly from the school to New Hope, not through the parents.
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 day care, 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. If children's records are complete, and reflect that the child could meet New Hope's criteria for admission, the parents will be asked to pay a testing fee and the student will be required to take a basic 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. The observation and testing date may be able to be scheduled on the same day, if staff schedules allow.
6. 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. Testing results are not made available. 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 is 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.

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 teacher will carefully evaluate and observe students during this time. If a child seems to be improperly placed the teacher should request a 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.

E. CLASS SIZE AND MAKE UP

New Hope maintains reasonably sized classes of 21 students or less. If additional students are added, an assistant will be also be added. Preference may be given on admission if there is a lesser number of one gender over another.

4.1 OPTIONAL SEMINAR FOR FAMILIES NOT OF THE UNIFICATIONIST FAITH

New Hope Academy was founded by families of the Unification faith. Because of this spiritual origin, the Maryland State Department of Education suggested that we offer a seminar for parents who are interested in finding out more about Unificationist beliefs. While not offered every year, we do provide this opportunity whenever there is sufficient interest. It is not meant to proselytize but offers an opportunity for information and for questions and answers.

4.2 ISSUING OF RECORDS, TRANSCRIPTS AND RIGHT OF PRIVACY

The school maintains cumulative records of each child, which are kept on file in the main 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. Students 18 years of age and older will be allowed access to their own files and may receive copies upon written request. If a child is withdrawn for any reason, all tuition and fees must be paid in full before any transcripts or records will be issued.

Only the Administrator, Educational Director, 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.

5.0 EVALUATION OF A STUDENT'S ACADEMIC PROGRESS

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 10 objective criteria. Specialty teachers who have the student only once or twice a week may issue letter grades if they have a minimum of five objective criteria or pass/fail if there are fewer criteria. Teachers will be encouraged to maintain a portfolio as a record of a student's significant achievements to help effectively evaluate a child's progress and development.

Twice a year, a report card with a comments section will be issued to preschoolers. Its content will be based on the teachers' observations and testing.

B. THE GRADING SCALE

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 is counted as a 50 when calculating grades, unless no work has been turned in; then a zero may be entered.

C. HONOR ROLL

For students in grades 6-12 a quarterly honor roll will be calculated. 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. Grades will be weighted according to amount of time spent in class each week.

5.1 COMPLETING A HIGH SCHOOL DIPLOMA

A. REQUIREMENTS

The 21 minimum credits required by the state of Maryland and New Hope Academy must include:

<i>English</i>	<i>4 credits</i>
Mathematics & Lab sciences	6 credits
US History	1 credit
Local, State and National Government	1 credit
Foreign Language - same language	2 credits
Fine Arts	.5 credits
Physical Education	.5 credits
Technology	.5 credits
Health/NHA Marriage and Family	.5 credits

Graduating seniors or junior may be exempted from final exams in any subject area where they have 3.0 or above going into the end of the year final exams. Teachers will inform the students of who is exempted and who is not.

B. OPTIONS

Option 1: Graduate as a senior and design your own program:

- Take a partial course load at New Hope Academy that will include senior English and Math, Advanced Spanish or Korean, and additional electives.
- Accumulate a minimum of 21 credits*
- Complete a minimum of 40 hours community service
- Use the afternoons for an internship or community college courses or a course at the U. of MD, or a part-time job.

Option 2: Graduate as a senior by taking all of your courses at a community college or university and receive concurrent high school and college credit. A one-semester college course is equal to 1 whole year's credit at high school level. To be eligible to take community college or university courses, you must be 16 years old, have a minimum of a 2.5 GPA and pass the college entrance exam.

- Accumulate a minimum of 21 credits*
- Complete a minimum of 40 hours community service

Option 3: Graduate at the end of your junior year by taking the entire schedule of junior courses at New Hope Academy and by fulfilling:

- 40 hours of community service
- Grade Point Average must be 3.25
- A minimum of 21 credits* including senior English.
- Take English 12 (or other acceptable High School or college English course such as Keystone's Writing course or Keystone's AP English course) through an accredited correspondence course, which must be completed by May 1st of your junior year. (We recommend Keystone National High School) or visit the website at www.keystonehighschool.com)

C. EARLY HIGH SCHOOL GRADUATION REQUIREMENTS

These are the requirements for early high school graduation, so that you and your child may plan in advance. If you wish for your child to graduate early, the following criteria are also required:

- 3.25 Cumulative GPA in 9th and 10th and the first semester of 11th grades
- If a student's GPA is close to 3.25 after 10th grade, they must achieve a high enough GPA in semester 1 of the 11th grade to average an overall GPA of a 3.25 to be considered.
- 3.25 Cumulative GPA also maintained in the 2nd semester of 11th grade.
- Students must be enrolled as a New Hope student for at least 2 years in grades 9 or above.
- Student must have successfully completed all required course-work.
- Transcripts for all outside independent courses should be received at New Hope Academy by May 20th. Students will not receive their diploma until all transcripts are received.
- Students must be at least 16 years old by the graduation date.
- Transfer students will be evaluated on a case-by-case basis.
- Transfer students who are lacking certain courses required for graduation, or students who have received a failing grade in a course required for graduation, are similarly required to complete these course via the above mentioned routes.

5.2 ANNUAL 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 or an F 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. THE PRESIDENTIAL FITNESS AWARDS

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

5.3 TESTING

A. DIAGNOSTIC TESTING FOR ENTRANCE AND STANDARDIZED TESTS

The developmental level of children five years of age and older will be tested upon entrance to the school.

B. TERRA NOVA ACHIEVEMENT TESTS

The Terra Nova Test is given to all elementary and middle school students (K-8) every spring. Students with assessed special needs will be given untimed or modified tests in order to provide effective evaluation of their achievement level. A copy will be placed in each student's permanent record and another copy will be sent home.

C. PSAT

Students in grades 9 to 11 take the PSAT every year in October. Test attendance is required and the testing is free.

D. 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. Our School Counselor may be able to do so for a discounted fee, or parents may choose to have their child evaluated by an outside professional or their local county school system. 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 services vary.

5.4 REQUIREMENTS FOR COUNSELING

- If the New Hope administration requires counseling and the parents do not comply within the specified time period, it is grounds for dismissal or the school may choose not to allow the child to come back the next year.
- When students are required to be in therapy it is also required that parents must provide permission for the school to consult with the therapist for the benefit of the student.

5.5 PROMOTION AND RETENTION

A. PROMOTION

In order for a child to be promoted from one grade to the next they must demonstrate mastery of at least 70% of the skills, material and comprehension listed in the scope and sequence chart for the curriculum. In addition, the teacher must evaluate the child as sufficiently mature in their socio-emotional development.

B. RETENTION

If the teacher is recommending that the student not be promoted, the Student Guidance Team (SGT) 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.

Children whose fifth birthday falls after September 1 and before January 1 will not be eligible for Kindergarten.

C. ADVANCED PROMOTION - Criteria for Advancing a Child Forward a Grade

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 Student Guidance Team will meet to determine whether or not the advanced placement is advised.

5.6 PROLONGED ILLNESS

Every effort will be made to provide the necessary study materials and assignments to children who miss school due to prolonged illness. An evaluation will be made after they have returned to determine if additional tutoring will be needed. The same criteria for promotion described above will apply.

5.7 ABSENCES AND TARDIES

A. ABSENCES

A student who misses more than 10 days of school in any one-quarter may not be able to receive credit for that quarter. A student who misses more than 10 classes of any particular subject in a quarter may not be able to receive credit for that subject. Children who have excessive absences and who are unable to keep up with the required schoolwork 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 of school hours whenever possible. Family vacations should also be scheduled during Christmas, Easter or summer breaks so that children do not miss school. Under special circumstances when this is not possible, parents should contact the Principal and the child's teacher to let them know that the child will be absent, and they should make arrangements with the teacher for the child to complete the missed assignments. Tests are required to be made up in the designated time period. Missed tests or work not completed will impact negatively on a student's report card grades. If a child is absent for several days and the school is unaware as to why, the parent should be called by the office.

Excused absences include illness, death or serious illness of a family member, and pre-arranged, pre-approved trips. (Minimum 3 working days advanced notice to the principal and teachers) No makeup work or tests will be given for unexcused absences.

High School Final Exams: Semester final exams absences for other than sickness or death in the family will not be allowed. No makeup tests will be given for unexcused absences.

B. TARDIES

1. Children are tardy when they report to their classroom after 8:40 a.m.
2. 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.
3. Excused tardiness should not be assessed a detention. These include: doctor's appointments, serious family emergencies or illness, and snowy/icy road conditions in winter.
4. A detention is served if the student accrues five tardies in a quarter. Morning message beginning at 8:45 a.m. is the first class of the day and is mandatory.
5. All students from K-12 arriving to school after 8:40 am must report to the late arrival monitor or the office before reporting to class.

C. EARLY PICK-UP

All students from K-12 leaving school before 3:15 pm must report to the office to be signed out for the day. Students who have a job or parental permission for an early dismissal must have this permission letter on file in the office, and still must sign out daily.

D. INDEPENDENT STUDY

Students who have an independent study period must report to their assigned supervisor. If they need to go elsewhere in the building, the study room supervisor must approve this.

6.0 DISCIPLINE

6.1 BASIC APPROACH TO DISCIPLINE

A. PURPOSE

The goal and purpose of discipline is 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, 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 are opportunities for valuable learning. The teachers should make a clear set of simple, reasonable rules, and should convey to the child acceptable versus 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 expectation for the children must be appropriate to their developmental level.

6.2 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

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 should be made.

6.3 INFRACTIONS FOR KINDERGARTEN TO 12th GRADE

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

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 rules

B. DETENTION, 90 minutes after school, with record placed in 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, five tardies in one quarter.
5. When a student intentionally spits in the direction of another person
6. When a child is caught or admits to cheating or forgery.
7. Leaving the school grounds without permission. Students may not leave to buy lunch.
8. Being anywhere on school property without being under the direct supervision of a staff member at all times.
9. Spreading false rumors.
10. When a child takes someone's belongings from their locker, desk or backpack, without permission.
11. When a child continually repeats minor offenses.
12. Giving out someone's locker combination. One's own locker privileges may be suspended for a period of time.
13. Horseplay that results in physical damage to property or injury.
14. Cutting classes.
15. Biting another person without breaking the skin.
16. When a child leaves a chaperon's supervision without permission.
17. Gambling for money or goods.
18. Plagiarism.
19. When a student uses a teachers computer without permission.
20. Laser pointers used inappropriately or devices that delivers a mild electric shock.

21. When a student bullies another student.

Bullying is defined as: A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.

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 by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone, internet, or social networking sites)

** 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.*

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 child repeatedly threatens, bullies or intimidates another child or staff member.
3. When a child'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 child brings to school fireworks, explosives, a weapon such as a gun, a knife, etc., or any drugs or drug paraphernalia. Paint ball guns are not allowed.

The administration has the right to search a child's backpack, locker or desk, if there is sufficient reason to believe that a child has brought any of the items above.

10. When a child makes a bomb threat or deliberately triggers a false fire alarm.
11. When a child uses any item as a weapon, which causes harm to another.
12. When a child distributes, displays or shares pornographic or other inappropriate printed material, music, videos, software, or games.
13. Giving any non-food substance to another child to ingest.
14. When a child 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 a 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 e-mail, text, or displaying hurtful information on social media about anyone associated with NHA.
- f. Deliberately downloading anything inappropriate, such as a virus, pornography, etc.
- g. Creating a virus or any other destructive program.
- h. Loading any program without permission.

E. ELECTRONIC DEVICE POLICIES

The policy is that phones and electronic equipment must be turned off, and kept in the book-bag or locker and is not to be used on campus at all. This includes during lunch, recess or after care. If these devices are used in school, they will be confiscated, to be picked up only by parents or guardians.

1. Cell phones are only to be used before 8:40 am and after 3:45 pm outside the school, not in early or aftercare.
2. Cell phones must be turned OFF during school hours, and may not be used, visible or shared with others during this time.
3. The school is not responsible for lost, stolen or damaged items.
4. 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.
5. Cell phones are also not to be used in the school building during early care, aftercare, sports or activities without the expressed permission of a teacher or supervising adult staff member and then only to contact parents/adults for specific purposes.
6. Any use of cell phone to text answers or cheat on exams will result in a detention and a grade of 0.
7. Cell phones shall not be used as a substitute calculator or as a translator.
8. For necessary calls to parents or those persons picking a student up from school, a teacher must give approval for the call during school hours.
9. A student may not place a call or answer a call during class.
10. Violations of this policy may result in confiscation of the cell phone, which can be picked up from the principal's office by the parent.

6.4 PRESCHOOL

A. TIME OUT AND WITHHOLDING OF PRIVILEGES

Time out and the withholding of certain privileges will be standard disciplinary procedure.

Time out will be used for acts of physical aggression, destructiveness, or temper tantrums that cannot be ignored. During time out a child will be seated on a chair apart from the group but not out of sight or hearing of the teacher. A child will not be required to sit for long periods of time. The teacher will explain to the child why he/she is being required to sit in time out. Children may be required to do time out in another classroom or the office if the behavior is repeated.

B. AGGRESSION

If children are repeatedly physically aggressive in a manner that endangers other children, such as biting, hitting or kicking others violently, or striking with objects, the Student Guidance Team will meet with the parents to try to develop a consistent strategy for working with the child both at home and at school. Parents may be required to pick up their children immediately when such behavior is exhibited. In cases where the behavior does not change, it will be grounds for dismissal from the program.

C. RUNNING AWAY

When a child runs away from the staff, leaves the room, playground, fieldtrip group or school grounds without the teacher's knowledge the parents will be called to pick their child up immediately. A child must never leave a classroom or the sight of the teacher. Children disobeying this rule endanger themselves, making it impossible to ensure their safety. Repeated behavior may be grounds for dismissal.

6.5 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 school walls. It is fine to have the children draw on the sidewalks or asphalt with chalk as a creative project. However, it is absolutely unacceptable to use the walls of the school or the red brick building as a drawing surface.

B. SEE-SAWS

1. No sitting on the pivot point (middle).
2. Only one child on each end.
3. To stop both children must stop, balance and carefully dismount.
4. No jumping off when the other child is in the air.

C. 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.

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 lying on 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 for anyone.

E. STICKS AND ROCKS

Children may not play with sticks or rocks (bricks, concrete or asphalt chunks, etc.) Too often a simple game of digging in the dirt with sticks changes to sparring or mock sword fighting. Continued disregard of this rule after a warning may warrant an after school consequence. If injury of another child takes place after a warning has been given, a detention or suspension is in order, the severity to be determined by circumstances.

F. GYMNASIUM RULES

1. No one is allowed on the stage unless given permission by a teacher to retrieve a ball, etc.
2. Use equipment safely. (No whipping of jump ropes, 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 children may not be rough or push.

6.6 USING THE RESTROOMS DURING RECESS

Children should all use the restroom before going out to the playground. If ELEMENTARY children 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. PRESCHOOL children

should be accompanied by a teacher or an older same-gender child, and the teacher should carefully monitor the time they are gone.

It is unacceptable for children of any age to urinate or defecate on the playground. Such behavior warrants an after school consequence or detention to be determined by circumstances.

6.7 PLAYGROUND SAFETY

Gates to preschool playgrounds should be kept closed at all times.

Children are never to be left alone on the playground and the staff to child 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 children are using swings, slides and teeter-totters. Staff should "spot" children on slides. Children 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 children while they play. Children who are teasing, threatening, being mean or exclusive towards others must be held accountable for their actions and disciplined accordingly. Any play that looks dangerous should be stopped. SAFETY FIRST!

6.8 LUNCHROOM RULES

A. Expected Behaviors:

1. Only use "inside voices."
2. Enter the room quietly and sit at the assigned table.
3. Leave seats only to heat food in the microwave.
4. Raise hands to get permission to:
 - a. Throw away trash when finished eating
 - b. Get a drink of water
 - c. Use the bathroom
5. Return immediately to seat after throwing away trash.
6. Clean under chair and wipe off table area.
7. Wait to be dismissed.
8. Do not talk to anyone seated at the "quiet table."

B. Possible Consequences

1. Sit at “quiet table” for remainder of lunch.
2. Sit at “quiet table” for 1-5 days.
3. Lose some portion of recess time.
4. Go to “After School Consequence Room” for 30 minutes for more serious infractions.
5. Detention issued for serious infractions or constant repeat of minor offenses.

6.9 STUDENT GUIDANCE TEAM (SGT)

A. DEALING WITH STUDENTS EXHIBITING DIFFICULTIES

At New Hope we have a Student Guidance Team (SGT), which is composed of the Principal, the School Counselor, the main teachers of the student, and the parents when appropriate. After a SGT referral has been submitted, and an observation has been completed by an administrator, then a team meeting can be scheduled. They will meet to discuss the student’s academic progress, social behavior or any other special needs, which may arise. Such a meeting can be requested by any staff member or a parent. In the meeting concerns are discussed and recommendations may be made. Refusal by parents or staff to attend such meetings is grounds for dismissal from New Hope. Attendance by both parents is required.

B. RECOMMENDATIONS OF SGT

If children are having difficulties that cannot be fully addressed by our teaching or counseling staff, recommendations may include tutoring, 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 problems. An unwillingness to get the outside recommended help or to work with the SGT may be grounds for dismissal of the student from New Hope.

7.0 HEALTH POLICIES

7.1 INJURIES

New Hope is not financially responsible for injuries to students that occur in the normal course of the school day, or during afterschool or weekend sports or activities. Costs incurred for medical expenses for injuries are solely the responsibility of the parents or guardians.

7.2 EMERGENCY & MEDICAL FORMS

All forms must be submitted before a child may attend the preschool, school, early care, after care, or summer programs.

A. MEDICAL AND EMERGENCY FORMS ON RECORD

- a) Pick-up Permission form
- b) Emergency Contact Information
- c) Emergency Medical Treatment Consent (Notarization recommended)
- d) Health Inventory with Immunization record
- e) Acknowledgement for booklet, "Making the Difference for your Child"
- f) Copy of child's Birth Certificate

It is essential that you notify New Hope if there is any change in the information you have supplied on these forms, including email addresses.

B. RECORDS NOT CURRENT

No child will be allowed to enter New Hope who's medical and immunization records are not up to date.

C. EMERGENCIES

In case of a serious emergency if the child reaches the hospital before the parents arrives, the hospital may refuse treatment if the Medical Consent to treat form is not notarized.

D. MEDICATIONS

Only the school's nurse and medication technicians are allowed to give medications under a valid physician's order standing for the current school year. (See Medication Administration Authorization Form)

The Medication Authorization Form is available in the Main Office and must be filled out completely and signed by a parent/legal guardian **and** doctor, before the school nurse or medical technician can administer any medication or homeopathic remedy. Any prescription medicines must have the child's name on the pharmacy label, and the dosage indicated by the parents must comply with that recommended by the physician.

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

- ❑ If a child 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 child begins school that such a form, covering general

OTC medications be completed by the child's physician and kept on file for unforeseen needs. ALL medications (prescriptions and over the counters) or items containing any form of medicine (i.e. medicated lip balm, eye drops, cough drops) **must be accompanied by a physician's order.** THEREFORE, IF YOU ANTICIPATE THAT YOUR CHILD MAY NEED OVER THE COUNTER MEDICATIONS SUCH AS TYLENOL, COUGH SYRUP, MIDOL, BENADRYL, ETC., IT IS REQUIRED THAT YOU HAVE THEIR PHYSICIAN SUBMIT A STANDING ORDER ON THE PHYSICIAN MEDICATION ORDER FORM. THE DOCTOR MUST STATE SPECIFICALLY WHICH SYMPTOMS OR CONDITIONS MUST BE EVIDENT IN ORDER TO DISPENSE THE MEDICATION. THE ORDER MUST ALSO INDICATE THE CURRENT SCHOOL YEAR (first day of school – last day of school). THIS FORM MUST BE COMPLETED BEFORE RETURNING TO SCHOOL. In cases where students are prescribed asthma inhalers or epi-pens they may carry only these medications on their person **only after** a formal meeting with parents, student and Health Supervisor.

7.3 HEALTH AND SCHOOL PARTICIPATION

A. OUTSIDE PLAY

If a child is well enough to come to school, he or she will be expected to play outside during recess with other children. Please make sure children are appropriately dressed for cold weather.

B. MEDICAL CONDITIONS REQUIRING A CHILD TO BE ABSENT

A child with diarrhea, conjunctivitis, a severe cold, head lice, fever of 100 F or above, rashes, or signs of contagious disease will be expected to remain at home. Parents are asked to notify New Hope by 9:30 a.m. if their child is going to be absent. If the student has received appropriate medical treatment and there is no fever or notation of contagious disease, they may return to school after 24 hours, not before.

C. CONTAGIOUS DISEASES

If a child contracts head lice or a contagious disease including, but not limited to, impetigo, chicken pox, influenza, strep throat, rubella, measles, mumps, whooping cough, conjunctivitis, meningitis or ring worm **and** he or she has exposed the other children in the school, parents must contact the office so that parents can be informed.

A child must be free of fever of 100 F or above, vomiting and diarrhea for fully 24 hours before returning to school. A parent may not give a child a fever reducer (Tylenol or aspirin) to suppress a fever and then send them to school.

Impetigo and ring worm must have been treated by a physician for a minimum of 24 hours before a child can return to school and all affected areas must be kept covered.

D. PHYSICIAN'S RELEASE NOTE

Any child diagnosed with a communicable disease listed on the Health Department's Communicable Disease List must have a physician's release note before returning to school.

E. ILLNESS AT SCHOOL

If a child becomes ill at New Hope, he or she will be isolated, and the parents will be notified to pick up their child immediately. The student must remain home the next day or until there is no notation of contagious disease or fever. In the event that a parent cannot be reached, any person listed on the emergency card will be called. Note: Repeated failure to respond when called to pick up a sick child could result in a child's dismissal from New Hope.

F. DOCTORS APPOINTMENTS

A parent must notify teachers at least 1 day in advance if a student will miss a class for a scheduled appointment. The time and duration of the scheduled appointment should be noted.

G. PARTICIPATION IN SCHOOL SPORTS: All children who are participating in school sponsored sports activities are required to have a physical exam by a physician's and obtain a written statement regarding the child's physical condition and ability to participate in sports.

7.4 SUN SAFETY POLICY

The sun's ultraviolet (UV) radiation can cause skin cancer. To help prevent the development of skin cancer, students shall receive instruction, encouragement, and environmental support to avoid overexposure to the sun when they are outdoors

Students shall be allowed, year-round, to wear sun-protection, including hats, sunglasses, and sunscreen and lip balm when outdoors. The school will identify existing shaded areas and non-shaded areas where the addition of shade would be practical and desirable. Priority shall be given to including ample shade in new construction plans and adding shade when remodeling school facilities.

According to MD State Schools Health Services Guideline – Sun Safety for Schools (December 2007):

“Sunscreen is not considered a medication and is intended to protect the skin from harmful effects of UV radiation

- Parents need to provide a written permission slip for student to use sunscreen. Refer to the following sample:

New Hope Academy Sunscreen Permission Slip

Please allow [insert student name] to use the sunscreen provided by me according to the NHA Sunscreen Policy.

Effective dates _____ **to** _____.

Signed: _____ **[parent signature]** _____ **Date signed** _____

- Parents must provide sunscreen in original container and clearly label the sunscreen with the student’s name. Parents are responsible for replenishing their child’s sunscreen supply.
- The sunscreen product must not be used after the expiration date. Parents are responsible for making sure the sunscreen they send to school is not expired.
- Sunscreen will be stored in cubbies for pre-school, and in backpacks or lockers for Kindergarten through 12th grade. Teachers may also choose a central location for storing sunscreen.
- Sunscreen should be applied according to instructions on the label, including time of application before sun exposure and frequency of application. Typically sunscreen is best if applied 20 minutes before sun exposure. In most cases, one to two applications per day should be sufficient for sun exposure patterns typically experienced by NHA students. For older students, the student is responsible for determining when sunscreen should be applied. NHA staff can remind students before sun exposure. Parents should speak to their child about when to use sunscreen and how to apply it.
- Student should self apply sunscreen if they are able to do so.
- For younger children and children that are having troubles applying sunscreen, NHA staff can assist. If it is considered necessary for staff to assist with the application of sunscreen, the sunscreen will only be applied to face, neck, arms, hands and lower legs. Parents are asked to provide written instruction to teachers for their child’s individual needs. For younger children, body sprays and face sticks are preferred over lotions.

8.0 SAFETY

8.1. DROP-OFF AND PICK-UP POLICY

A. DROP-OFF

1. **K-12th GRADE STUDENTS ENROLLED IN EARLY CARE**
Children 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.
2. **K-12th GRADE STUDENTS NOT ENROLLED IN EARLY CARE**
These children may be dropped off no earlier than 8:15 am. Students who enter the building before 8:15 will be charged the drop-in Early Care fee (refer to current tuition sheet). Repeat offenders will be subject to school fines.

3. PRESCHOOL

No preschool child may be dropped off in the parking lot, or across the street, or may walk unescorted in the parking lot. All preschool children must be escorted to their classrooms and signed in. All parents must park and come in to pick up their children and sign them out.

B. PICK-UP

1. ALL STUDENTS- For all New Hope students, PreK-twelve years of age, only those persons designated on the Permission Form will be allowed to pick up a child. Children will not be released to anyone who is suspected to be impaired by alcohol or drug use. If the staff on duty is unfamiliar with the person picking up the child, ID may be required.
2. If the child is on the playground, the adult picking up the child must notify the responsible teacher as well as sign out the child. All children must be signed out before being taken from the preschool or aftercare. (This includes a parent having lunch with their child: if they are going to eat anywhere other than the child's classroom or the lunch room, the child must be signed out and in again.)
3. Parents must not drive around the back of the school (by the Dance room) to pick up their children. This is licensed as playground area and is strictly off limits for vehicles from 7:30 am. until 6:30 p.m. Monday - Friday.

C. AFTER-SCHOOL

1. Those children who walk home are required to have a signed permission form on file in the office.
2. The school day ends at 3:30 p.m, for grades K-7th. Parents are expected to pick their child up no later than 3:45 p.m. Children not picked up by 3:45 p.m. will be signed into the After Care. Parents will be expected to pay the current "Drop-In Care" rate. regardless of how short a time they may actually be in care before being picked up.
3. The school day ends at 3:45 p.m, for grades 8-12th. Parents are expected to pick their child up no later than 4:00 p.m. Children not picked up by 4:00 p.m. will be signed into the After Care. Parents will be expected to pay the current "Drop-In Care" rate. regardless of how short a time they may actually be in care before being picked up.
4. With parent permission, students 13 years and older, who are not signed up for aftercare, may wait for their rides from 3:30 till their aftercare begins, directly in front of the main entrance. They are not allowed to be in the parking lot or street. Any 6th or 7th grade student not picked up by 3:45 pm, or 8th grade and older not picked up by 4:00 will be signed into aftercare and the parents will pay the current "Drop-in Care" fee.

D. VEHICLE/PARKING LOT POLICY

Parents must obey the directional flow signs in the parking lot. Also there is a designated drop-off zone in front of the school stairs. No parent may park their car in this area and leave that car to walk a child into the building. The drop-off zone is solely for parents dropping off older students who do not need to be escorted.

- The speed limit on school property is 10 mph
- No parking in the fire lanes
- No driving around the back of the school between 7:30 am- 6:30 pm
- Children must wear seat belts
- No children under the age of 8 years may be left alone in a vehicle.

E. STUDENTS WHO DRIVE

1. Must adhere to all of the above rules.
2. Student drivers may not drive anyone else to and from school except their siblings and relatives unless both they and their passengers are 18 years old, have their full license (not provisional) and have written consent of the parents of the student passenger on file with the office.
3. Students on a provisional license may never have student passengers except blood relatives, whose parents have filed written permission with the office.
4. Students with cars may not leave school grounds at any time during the day, including lunch time. The only exception is for a doctor's appointment or something similar, when a note is sent by the parent.
5. Violations of any of these rules will result in detentions, suspensions, expulsions or loss of driving privileges.

8.2 OPTIONAL AFTER-SCHOOL CLASSES FOR CHILDREN NOT IN AFTERCARE

Children in preschool through age 18, who are remaining late for optional classes such as, but not limited to, dance, 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. Please make arrangements with the main office if you would like to enroll your child for after hours care part-time for those days when such classes are scheduled.

8.3 LATE PICK-UP PENALTIES

When a child is picked up later than 6:00 p.m. a late fee is charged. This fee is expected to be paid at the time of pick-up or at the latest the following morning. When it is not paid by the following school day, the charges are doubled. (Refer to current late fee rates)

Late pick-up penalties will be calculated from the early closing time on days that NHA closes early for inclement weather.

8.4 FIRE SAFETY

A map of the fire exit route will be posted in every room so that all staff is aware of the proper procedure. Fire drills will be conducted each month. 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 the building until they have been cleared to do so by the administration.

8.5 FIELDTRIPS

1. A general permission slip is part of the contract and will be considered sufficient for such events as trips to the local library, a neighborhood walk or a special trip to the store.
2. Whenever a regular fieldtrip is planned the teacher should report and clear it through the Fieldtrip Coordinator in the office.
3. Parents must be notified at least three days in advance so that chaperons and transportation can be arranged in a timely fashion.
4. The following minimum ratios are recommended for most trips:

3 & 4 yr 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 – 12	1 adult per 10 children
5. When the children 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.
6. Children 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 will be asked to provide a copy of their car insurance, and driving record. New Hope carries a secondary back-up policy to ensure adequate coverage. Children in privately owned vehicles must wear a seatbelt at all times. Seat

belts must be worn by all passengers, students and adults on fieldtrips, unless transportation is in a certified yellow school bus, which does not come equipped with seatbelts.

7. Any overnight trips require that both a male and a female chaperon are in attendance for mixed gender groups.
8. Special out of town trips or overnight trips usually cost extra and are not part of the regular field trip budget already covered in school fees.
9. All parents are expected to chaperone one field trip per child each year.
10. If a child's prior behavior has been determined to pose a danger to him or others in a less structured environment, the school reserves the right to exempt the child from attending the trip or may require the child to have a family member personally chaperone them.
11. Parents may not exempt their child from attending field trips, since these are considered supplemental to the curriculum.

8.6 WEATHER POLICY

NEW HOPE FOLLOWS THE OFFICIAL PRINCE GEORGE'S COUNTY SCHOOL SYSTEM POLICY FOR INCLEMENT WEATHER/EMERGENCY CLOSINGS. CLOSINGS WILL BE BROADCAST OVER THE RADIO, TV OR INTERNET, PHONE OR E-BLASTS.

New Hope counts our 7:15 a.m. opening 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 PGPS closings/openings.

- If P.G. County schools are closed, then New Hope Academy is closed for the day.
- If P.G. County schools open 1 hour late, New Hope starts at 8:15 a.m.
(No before school care.)
- If P.G. County schools open 2 hours late, New Hope starts at 9:15 a.m.
(No before school care.)
- If P.G. County schools close 1 hour early, then New Hope closes at 2:30 p.m.
(No aftercare is available.)
- If P.G. County schools close 2 hours early, then New Hope closes at 1:30 p.m.
(No aftercare is available.)

Please do not confuse the weather closings with any other days that P.G. county schools may be closed.

8.7 HOLIDAY SCHEDULE

There will be no tuition refund or credit for holidays during the school year. New Hope Academy & Preschool will observe the following holidays:

- Labor Day
- Thanksgiving Day and the day after (dates vary each year)
- Winter Holiday Break (dates vary each year)
- Dr. Martin Luther King Jr. Birthday
- Presidents Day
- Spring Break (dates vary each year)
- Memorial Day
- July 4
- Last 2 weeks in August before Labor Day

8.8 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 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 a convenient time can be decided on. To celebrate their child's birthday, parents are encouraged to send cupcakes and juice for the class, plus paper cups and napkins too. Parents are welcome to attend. Large celebrations with guest stars such as clowns etc. are discouraged.

8.9 NON-ACADEMIC DAYS

There will most likely be one Unificationist holiday; either Children's Day or Parents Day celebrated each year, if such holidays fall 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 will work together to provide a variety of activities for the children throughout the day: Games outside, 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. It is optional for students to attend. Parents are welcomed.

9.0 FINANCES, RECORDS

9.1 TUITION AND FEES, PAYMENT PLANS

A. TUITION AND FEES

The fee sheets for the current and upcoming school year are available from the main office or on the New Hope Academy website. In general, rates are set by the Board of Directors by November for the school year that will start the following September so that this information will be available during the re-enrollment period that begins in December.

International Students attending New Hope Academy on F-1 Visas have a different tuition schedule and payment requirements than local students. This information is available on the New Hope Academy website or from the registrar.

B. PAYMENT PLANS

New Hope Academy offers annual, semester and monthly payment plans. In all cases, the initial payment is due in August and all accounts must be paid in full by May. The school uses FACTS Tuition Management to service our payment plans. Except for families paying on an Annual Plan, all families **MUST** enroll in a payment plan through FACTS as part of their enrollment process. Existing FACTS payment plans for returning families will be rolled over to the next school year after re-enrollment unless the family informs the school that they want to change to an alternative plan at that time. FACTS Tuition Management charges a service fee for these payment plans. The school will cover the fee for families enrolling in automatic payment plans. Families choosing invoice plans will be responsible for the service fee. Available payment plans, including specific information on due dates, are described more fully on the fee sheet available in the main office and also on the school website.

International Students attending New Hope Academy on F-1 Visas must pay on either an annual plan or a semester plan, with payments made directly to the school, normally by wire transfer. FACTS cannot process international payments at this time.

C. DEPOSITS

A deposit of \$500 per student or a maximum of \$1000 per family is due at the time the student first enrolls in New Hope Academy. This deposit is non-refundable and is applied to the final month's tuition of the final full year attended by the student. At the time of re-enrollment, parents will be asked to commit the existing deposit to holding the child's place for the subsequent school year. At that point, the deposit is no longer applicable to the final payment of the current school year. If the parents choose to withdraw a child either before the school year starts or during the school year, the deposit will be forfeited and will not be applicable to any outstanding balance.

International Students attending New Hope Academy on F-1 Visas must pay a \$500 deposit at the time their I-20 is issued or renewed. This deposit is applied to the tuition for that year.

D. FAILURE TO MAKE PAYMENTS

When a family's account becomes more than 30 days past due, the school will notify that family that their children will no longer be allowed to attend classes. Children may not return until tuition, fees and late charges are current.

E. SUMMER PROGRAM PAYMENTS

New Hope Academy offers an educational summer program for students in preschool through sixth grade. At the time of enrollment in the summer program, a deposit must be paid for each week that the child will attend. If the child does not attend the program for a scheduled week, that deposit will be forfeited. The balance of the payment for each two-week session will be due at the start of that session. Fees, deposit requirements, and due dates are more fully explained on the summer program enrollment form, which will be available from the main office and on the website once registration is open for the summer program. Families whose preschoolers will be attending the full summer program (with the exception of up to two designated "vacation" weeks) may choose to enroll in a 12-month plan through FACTS Tuition Management. For families on a 12-month plan, the deposit requirement is waived.

F. CHANGES IN TUITION

1. **NOTIFICATION:** Decisions regarding changes in tuition or other 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 re-enrollment in December of the current school year, thereby giving parents the information they need to re-enroll.
2. **EMERGENCY:** If the Board of Directors were ever to declare that New Hope was in a state of fiscal emergency, the school reserves the right to raise tuition or other fees with a minimum of one month's written notice.

9.2 WITHDRAWAL FROM PROGRAM, RECORDS AND TRANSCRIPTS

A. WITHDRAWAL FROM PROGRAM

1. When a parent chooses to withdraw a child from school during the school year, two weeks' notice must be given or the tuition for two weeks will be charged to the family's account. The \$500 deposit will not be refunded or applied to any balance due. Even if a family is paying on a monthly plan, the full amount of the Academic Fee (which covers upfront costs incurred by the school) will still be due and payable. Tuition will be pro-rated for the time attended, including the required two-week notification period.

2. When the school suggests or requires a child to be withdrawn from school, the two-week requirement will be waived. Depending on the circumstances, the \$500 deposit may be refunded or applied to an outstanding bill, per the decision of the school's administration.
3. All books and materials issued by the school to the student must be returned or additional charges will be added to the final balance.
4. After the final balance due is calculated the school will refund any overpayment or will inform the family of the final balance due. This balance must be paid in full in order for any academic records to be released to the parents or to another school.

B. RELEASE OF RECORDS, RECOMMENDATION FORMS, MEDICAL RECORDS

1. **CONFIDENTIALITY OF RECORDS:** No records, including but not limited to financial records, report cards, high school transcripts, standardized test records, disciplinary records, or health records, will be released without written parental permission unless under court order. Financial information will only be released to a parent or guardian listed as financially responsible on the payment contract or as a primary payer or authorized person on the FACTS payment agreement, unless we have written permission from the responsible party. All academic and disciplinary records will be available to any parent or guardian, unless a legal restriction is in place.
2. **HOLDING OF RECORDS IN THE EVENT OF AN UNPAID FINANCIAL OBLIGATION:** Even with parental permission, New Hope Academy will NOT release copies of any academic records, high school transcripts, or recommendation forms to a parent or another school if the family is delinquent in paying any tuition or other fees. If asked to fill out recommendation forms, teachers must turn the completed forms over to the registrar, who will verify that there is not financial problem before the records are mailed or given to the parents. Teachers will NOT return recommendation forms or other reports to parents or send them to schools or physicians directly. In order to protect confidentiality, the teacher may enclose the form in a sealed, addressed envelope before submitting it to the registrar. Grades must be sent out officially from the main office only. If a family has withdrawn from New Hope Academy with an outstanding balance due, only Medical records can be released until the obligation is paid in full.
3. **RECORD RETENTION:** Except for high school transcripts, the school does not retain student records after a student has withdrawn from the program. Provided the final balance due to the school has been paid, the parent will be provided an opportunity to pick up the student's file from the school. If the file is not picked up within six months, the records will be destroyed.
4. **RELEASE OF RECORDS TO OTHER SCHOOLS:** For a student transferring to another school whose family has fully met their obligation to New Hope Academy, New Hope Academy will as a courtesy on a one-time basis release records to the new school upon receipt of

a signed parental permission form. If more than six months have elapsed since the student withdrew from our program, records other than high school transcripts may no longer be available, and payment of the Records Fee on the current fee sheet will be required before records are released. Under special circumstances, if time-consuming reports must be completed by our staff, the school reserves the right to charge an appropriate fee so the teacher or administrator can be compensated for their time.

C. HIGH SCHOOL TRANSCRIPTS, COLLEGE RECOMMENDATIONS

1. CURRENTLY ENROLLED HIGH SCHOOL STUDENTS

Students currently enrolled in our program whose family accounts are current may request release of up to 10 official transcripts to colleges or other educational programs at no additional charge. If transcripts and/or college recommendations are to be mailed, students will be asked to provide addressed envelopes and adequate postage. If more than 10 transcripts are requested, the student will have to pay a records fee for each additional transcript.

Students may seek recommendations from individual teachers but these recommendations must be submitted to colleges through the Education Director, who will confirm the family's financial status with the Accounting Office. Online recommendations must be pre-approved for release by the Education Director before being submitted.

2. PREVIOUSLY-ENROLLED HIGH SCHOOL STUDENTS: Students previously enrolled in our program whose family accounts have been paid in full may request release of official transcripts to colleges or other educational programs. The fee charged for each transcript will be the records fee on the current fee sheet. Transcript requests will require five working days for fulfillment. If an expedited transcript is required, the fee will be doubled for each transcript. No additional fees will be charged for college recommendation letters, which are voluntarily written by individual teachers. If transcripts and/or college recommendations are to be mailed by the school, students will be asked to provide addressed envelopes and adequate postage.

9.3 ENDOWMENTS AND DONATIONS

1. DONATIONS: New Hope Academy is a 501(c)3 Nonprofit Organization, so contributions of monies or property made to the school qualify as charitable donations for individuals and businesses. Donations can be made to New Hope Academy, New Hope Educational Institute or to any of its projects. New Hope is grateful for donations in any form including cash, property, stocks, or bonds. You may designate your donation to support a specific project or general school

operations, or to become part of the Endowment Fund. A donation may also be designated to provide scholarship assistance for a particular student, provided this student is not your own child or a child for whom you are legally or financially responsible. We will acknowledge in writing any contribution of cash or cash equivalents (stocks, bonds, etc.) at current face value. Contributions of property will also receive written acknowledgement with a description of the property received, but the school will not determine a monetary value for the donated property. In that case, the donor should seek advice from his or her own tax advisor in determining the appropriate market value to use for tax deduction purposes. If you have any questions about making a specific donation, please contact the business manager.

2. The Endowment Fund: The Endowment Fund provides a stable source of lasting income through holding a conservative but diversified financial investment portfolio. Profits from the portfolio can be used for funding, while retaining the principle maintains the integrity of the endowment. As this fund grows, it will become an ever more important cornerstone for the long-term stability of New Hope Academy, allowing it to fulfill its mission. All new families are required to make a one-time investment of \$200 in the endowment fund. Because this is a required fee, it is not considered a charitable contribution. The fee is waived for families who make a contribution of at least \$250 to the Endowment Fund during their first year of attendance. Returning families are encouraged to make an annual commitment towards growing this fund and any such commitment will be acknowledged as a charitable contribution. Please consider making an annual donation to the endowment fund.

9. 4 FINANCIAL AID

New Hope is a tuition driven school. We will consider financial assistance in the form of a discount on tuition for those who demonstrate financial need. We will also consider academic merit scholarships for qualified students, to be awarded in addition to or in lieu of a need-based award. To apply for such consideration, please review the following requirements:

1. Consideration for financial aid is determined by the Financial Aid Committee. The decision is based on information collected and verified by FACTS Grant and Aid Assessment Service. To apply for financial aid go to www.factstuitionaid.com. Complete the financial information form, pay the FACTS fee and submit any required documentation.
2. Returning families should apply for financial aid at the time they re-enroll their child and they absolutely must complete their financial aid request no later than August 31 in order to be considered for assistance for the current school year. The only exception will be for a family that has had an unexpected change of circumstances (for example a sudden job loss or the death of a parent) in which

case this deadline can be extended.

3. Newly enrolling families may apply for financial aid at any time during the application process, but the Committee will not make a financial aid award until the student is accepted for admission to New Hope Academy. After October, FACTS will no longer be able to process financial aid applications for the current school year. In the case of families who enter the school mid-year, an application for the next school year must be completed, but the school will also consider financial assistant for the balance of the current school year.
4. Separated or divorced parents should each provide documentation on their individual financial situations so that the school has an accurate picture of the total family support that is available.
5. The Financial Aid Committee meets regularly to review applications once the data is verified by FACTS and makes awards based on defined criteria and limited by available funds. In some cases, the financial aid award will not meet the full need as determined by FACTS. A financial aid decision may take up to two weeks after the application is verified by FACTS. The determination of the Financial Aid Team is final and cannot be appealed to the Board.
6. Families must reapply for financial aid every year, providing updated financial information.

10.0 WITHDRAWAL AND TERMINATION

New Hope reserves the right to refuse admission or terminate schooling or care if the administration concludes that a particular child is unable to function within the guidelines listed within the school's guidelines or that New Hope cannot meet a child's needs, or that 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. When two weeks' written notice is not received payment for two weeks will be expected and billed.

B. IMMEDIATE TERMINATION

New Hope Academy and Pre-School 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 other children at New Hope.
2. If tuition has not been paid when it is due.

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 center'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

If any miscellaneous charges due New Hope (for late pick-up, returned checks, etc.) remain unpaid at the time of termination or withdrawal, such amounts must be paid in full before any records are released. Such charges will be withheld from any tuition deemed eligible for rebate.

11. 0 CHILD ABUSE AND NEGLECT

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.

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.

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.

APPENDIX

A. ADDRESSING CONCERNS

It is an intricate part of the New Hope philosophy that there be established channels for addressing any concern that arises and that those channels are used appropriately.

1. If the concern is with a specific teacher or staff member a parent should approach them and arrange a convenient time to discuss your concerns with them. A teacher cannot consult with a parent when they are responsible for children. Teachers and parents should address one another in a non-judgmental, non-emotional way and share their concerns.
2. If a parent's concerns are not adequately addressed or they feel that the results were unsatisfactory, an appointment should be made to meet with the administration.
3. If the parent feels that the concern has still not been adequately addressed, the PTA executive board (the President, Vice President, Secretary or Treasurer) may be approached and an Ad hoc Concerns Committee may be formed.
4. The Concerns Committee will investigate whether or not the concern was handled properly. If they feel it was not, then they can take your issue to the Board of Directors for a final decision.

The way the individual parent views the situation may not be the way the school sees it. New Hope has a clearly defined philosophy, objectives, supportive policy and rules. There may be times when your family philosophy differs from that of New Hope. If strong philosophical differences arise frequently, New Hope may not be the best school for your family. We hope it is useful to reiterate the way we deal with concerns is an integral part of the school philosophy.

If there are problems it is important that the person responsible is made aware of them. It destroys the morale of the group if gossip and back-biting takes place. When there is a problem it should be reported to the person directly responsible.

As the parents are the leaders in the family and the teacher in the classroom, children thus should be encouraged to come to their parents or an 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. Rather than complaining ineffectively to others who can't do anything about the problem, parents are also encouraged to relate properly and to communicate effectively. The key is to approach the person responsible in a non-accusing fashion and report the facts in as objective, non-emotional manner as possible.

B. 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