



New Hope

Lutheran Church & Academy

Parent/Student Handbook

2023-2024

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Welcome and Background

Faculty and Staff

Principal
Pastor
Board of Christian Education Chair
7th and 8th Grade Teacher
5th and 6th Grade Teacher
3rd and 4th Grade Teacher
1st - 2nd Grade Teacher
Kindergarten Teacher
Congregational Assistant
Office Administrator

Steve Haag
Jon Hartmann
Erik Wolf
Steve Haag
Hannah Hartmann
Nate Hablewitz
Jonah Christenson
Jess Welke
Jackie Haag
Nancy Bersing

Welcome Letter

Dear Parents and Guardians of New Hope Students:

It is with great pleasure that we welcome you and your children to New Hope Lutheran Academy (NHLA)! We appreciate the confidence you show in allowing us to teach and train your children. We eagerly look forward to partnering with you in educating the next generation of young leaders.

The administration, teachers, and staff of NHLA value excellence in education, and we strive to hold ourselves accountable for a thorough education of the whole child. Our goal is to provide an excellent Christian education that prepares each child for a bright future by providing a spiritual foundation, a school family, and a personalized education.

We trust that this handbook will help you to better understand our program of quality Christian education at NHLA. We encourage you to carefully read and discuss it with your children and welcome the opportunity to answer any questions you might yet have.

Blessings,

Steve Haag, principal

Purpose of Handbook

All parents and students have a right to be well informed of policies and procedures that govern the performance and success of NHLA. This handbook is intended to provide uniformity and guidelines for the students and parents of NHLA. The School Board, principal, and teachers have developed these guidelines out of Christian love for others so that all things may be done in a

fitting and orderly way. Parents should read the handbook with their children and ask questions throughout the school year.

Mission, Vision, and Goals

Mission Statement

New Hope Lutheran Academy exists to partner with parents in preparing their children to live productive, Christian lives by providing an excellent Christian education.

Vision Statement

NHLA is an arm of the ministry of New Hope Lutheran Church. We will encourage all children with the Word of God. The school is an opportunity to reach out into our community with the message of Jesus.

New Hope exists to teach and preach Christ's Kingdom, providing students with their purpose in life.

Statement of Faith

NHLA is a member of the Christian church body, the WELS. NHLA subscribes to the beliefs as taught by all WELS churches and schools. The foundation principle of our faith is that we are all sinners, and we can do nothing ourselves to change that condition. God in His love for us sent His son Jesus Christ to redeem us from our sins. "For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast" (Ephesians 2:8-9).

Philosophy

NHLA is dedicated to providing excellence in education for all its students. Our degreed teachers are committed to achieving this excellence by maintaining high academic standards, a safe, disciplined, nurturing environment, and pro-active home-school communication.

Our commitment is assisting parents in their God-given responsibility to "...bring up children in the training and instruction of the Lord" (Ephesians 6:4). Christian education is Christ-centered education. The Savior and His love for us are at the heart of all we think, do, and say. Parents and teachers alike have confidence in the Lord's command and promise which says, "Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6).

NHLA is a place where children grow in their relationship with the Lord on their journey toward Christian maturity. Being that we are a Christian school, our

commitment is to train and instruct the whole family as we have opportunity to do so.

Objective Statement

NHLA will shape students who are responsible to God, to their families, to the community, and to themselves. Our students will become empowered learners prepared to meet and excel in life when confronted with challenges while remaining true to their Christian faith.

Core Values

We strive to help our students develop success skills that help them now and into adulthood, that make school a better place for everybody, and that help them live out their identity as God's children.

- Empathy – Experiencing the thoughts and feelings of others (1 Peter 3:8)
- Self-control – controlling thoughts, words, and actions (Philippians 4:8)
- Integrity – Doing what is right (Proverbs 4:25-27)
- Family – Creating a feeling of belonging for others (1 Corinthians 13:4-7)
- Grit – Combining passion and perseverance to reach long-term goals (1 Corinthians 10:31)

Curriculum

Our school is Bible-based and Christ-centered. The curriculum, therefore, includes daily devotions, weekly chapel services, and religious instruction (Bible study, memory work, Bible history, catechism, and hymnology). Confirmation instruction is included in the upper grade curriculum. Our religion instruction prepares students for a life of faithful service to our God and our neighbors. Our curriculum includes the language arts, social studies, science, mathematics, the fine arts, and physical education. Our school uses those subjects to help achieve its purpose, and to teach the children to hold our Lord in highest honor. This is done by teaching students to learn about and tell others of our Savior. Subjects such as history and science are taught in a way that demonstrates the glory and wisdom of our gracious God. Preparing students to become productive members of society is our God-given responsibility as Christian educators.

Enrollment

General Enrollment Policy

The Board of Christian Education and principal oversee the process for enrollment into our school and have final responsibility for all decisions regarding admission of students.

Enrollment Process

We follow this process to make the enrollment process as efficient and clear as possible.

1. School Tour with the Principal
2. Meeting with the Classroom Teacher
3. Submit Application with Application Fee
4. Placement Test
5. Principal Notifies Parent of Placement Results
6. Necessary Documents are Turned In

To help expedite the enrollment process, include the following documents when completing the registration packet:

- Birth Certificate
- Scholarship Awards Letter (Acceptance or Denial)
- IEP (If Applicable)
- Florida Physical Form
- Immunization Record Form
- Copy of Student's Most Recent Report Card
- Copy of Student's Most Recent Test Scores
- Other Forms the School Provides

Other Enrollment Information

- Admission for the current school year ends February 1st of that academic year.
- Priority period for students who are reenrolling is February 1st to March 1st.
- Priority period for students who are new is March 1st to April 15th.
- All academy classroom spots will be based on space availability following April 15th.
- Families of returning students will pay a non-refundable enrollment fee, which is applied toward tuition. The fee for the families of students enrolled by March 1 is \$50, by April 1 is \$75, and after May 1 is \$100. The enrollment fee is due with submission of the registration packet.
- Families of new students are charged an application fee of \$100 in place of the enrollment fee.

In addition to the above requirements, September 1st is the cut-off birthday date for children entering kindergarten and first grade. (Children must be age five (5) on or before September 1st for kindergarten and six (6) years old for first grade). Exceptions to this policy are on a case-by-case basis. All students applying for a grade level must exhibit the appropriate maturity and academic achievement to succeed in that classroom setting.

Enrollment Statement

New and re-enrolling parent(s) or guardian(s) with whom the child lives must agree to, and support, the New Hope Lutheran philosophy and policies of the WELS.

Statement of Non-Discrimination

NHLA of West Melbourne, Florida, admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of NHLA. We do not discriminate on the basis of race, color, national, and ethnic origin in administration of our educational policies, admissions policies, scholarship, and loan programs and athletic and other school administered programs (1 Timothy 2:4).

Release Waiver

We ask all parents to sign a personal release agreement which will give New Hope Lutheran Church and Academy the right to record and reproduce on film, tape, print, audio, or web materials the physical and/or vocal image and words of the students to serve the best interests of NHLA.

Financial Policy

The School Board sets the annual tuition and fees. These non-refundable fees include textbooks, uniforms, field trips, and other essential items and activities. These fees can be part of your monthly tuition payment; however, if a student withdraws, the fee balance is due upon withdrawal. This is enforced so that we can plan and staff our school according to the number of students we project for the upcoming school year.

Tuition and fee payments are expected on time as indicated by your payment agreement. Special payment arrangements may be made only with the approval of the principal and the School Board. Excessive non-payment problems (delinquency) will be taken seriously and brought before the School Board. A student's enrollment could be discontinued if monthly tuition is not submitted regularly. Student records cannot be released until payments are up to date and the withdrawal fees are paid. If any tuition and fees are not paid three months after withdrawal, NHLA will turn it over to our collection agency.

Health Records, Proof of Age, and Immunization

Students entering NHLA for the first time must provide the school with a copy of a current (within one year) physical examination signed by a licensed medical professional, the child's birth certificate, and a Department of Health Form showing that all required immunizations have been obtained. Students entering Kindergarten and 7th grade must provide a Department of Health Form showing that their immunizations have been updated in accordance with Florida state law (1003.22).

Grade Placement

Grade placement of any student is at the discretion of the principal and faculty. The following factors determine grade level:

- Placement test administered prior to enrolling
- Most recent achievement test scores
- Previous report cards
- The student's age, maturity, developmental readiness, and social skills

Placement into any grade is on a trial basis. If it becomes apparent that the child is placed above or below his or her ability, the parents will be called for a consultation. No child will be placed into a different grade without a conference with the parents.

Grade Retention

Grade retention of any student involves parent consultation. At times, it may become apparent that a student may struggle in a promoted grade. With the recommendation of the principal and teacher a student may be retained based on more than one of the following criteria:

- Test Scores
- Report Cards
- Homework Completion
- Emotional and Social Maturity
- Physical Size
- Excessive Absences
- Age
- Parent/Guardian Support

Exceptional Students

If a child has exceptional abilities/inabilities, the principal and classroom teacher, along with the School Board, will determine if placement at our school is appropriate. Parents will be required to procure appropriate outside testing if requested.

Students entering NHLA who have been identified as having a learning disability must supply an individualized educational plan (IEP) prior to acceptance. Based on this information, the principal and classroom teacher will decide whether the current academic resources at our school will provide adequate education for the student.

If a student has been accepted and it is determined later that the student has a learning disability, it is in the best interest of the child that the parents cooperate so that testing can be secured and a proper diagnosis be made of the student. This way a proper IEP can be developed for the student and academic resources can be secured.

NHLA reserves the right to remove a student from its enrollment at any time if a student's disabilities prove to be beyond its ability to educate. Final decisions are determined by the principal, the child's classroom teacher, and the School Board.

Books and Supplies

We supply the students with books according to the following arrangement:

- Students are provided textbooks and other technological educational materials. The book fee includes a charge so that the curriculum can be updated as needed.
- All books are graded with letter grades. If a student's book drops two letter grades, they will be charged half the cost of the book. If a book is returned three letter grades or is missing, the student will be charged the full cost of the book. Please take care of the books and property of our school. All hardcover textbooks should be covered by Sept 1.
- Parents must purchase all personal classroom supplies according to the list provided by the classroom teacher.

Classroom Policies and Procedures

General Timetable, Calendar, and Supervision

The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students are permitted to enter the school building at 6:30 a.m. Students are not allowed to use Chromebooks or other electronics in before care. At 7:40 a.m., the students are asked to proceed directly to their classrooms.

The students should be off school grounds no later than 20 minutes after the end of the school day. New Hope will charge an after care fee for any students not picked up by 3:20 p.m. Students in after care must go directly to the cafeteria to sign in once a teacher dismisses them. Electronics are not allowed in after care. Students are not to play on school grounds before school or after school without parent supervision.

Absences

Children must attend school regularly. In case of illness, parents will notify the classroom teacher. Absences can only be excused by a physician's note. As soon as possible, please notify your teacher of all expected absences.

- Parents are asked to contact the teacher at least two weeks in advance of planned absences. Arrangements then can be made for making up work. Students should be given one day make-up for each day absent.
- Parents are strongly urged to schedule appointments and vacations during after-school hours or on school holidays as published on the school calendar.

- Parents are to keep a sick child at home.
- If a child is to be kept in during a recess or is not to participate in physical education class, a written note by a physician is required.

Absences will be documented in the following way:

- Arriving at 8:00-9:00 Student will be marked TARDY
- Arriving at 9:00-11:30 Student will be marked ½ ABSENT
- Arriving at 11:31-2:59 Student will be marked FULL ABSENT
- Leaving at 8:01-10:15 Student will be marked FULL ABSENT
- Leaving at 10:15-2:59 Student will be marked ½ ABSENT

Excessive absences may lead to a student repeating the same year of education or removal from enrollment at NHLA at the end of a quarter. Florida Statute 1003.26 defines excessive absences as “five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.”

Tardiness

The school day begins at 8:00 a.m. In consideration for the teachers and fellow students, we expect students to be ready to begin at the start of the school day. We understand that from time to time there will be accidents or incidents that make it difficult to arrive at school on time; however, excessive tardiness will not be tolerated. Many people are negatively affected by a student’s late arrival, but most importantly the late students are “off-track” for the upcoming school day. The students are missing out on proper preparation for the upcoming day as well as the religious instruction that begins our day. Calling the school to say that you are going to be late does not excuse the tardy.

Excessive tardies will be discussed with parents and may lead to removal from enrollment at NHLA at the end of a quarter. If a student is tardy, parents/guardians are required to come to the school office to sign the student in. If a student is tardy more than five times in a quarter, the classroom teacher will contact the student’s family with an encouragement to be on time for school each day. If a student is tardy more than 8 times during a quarter, the family will meet with the principal. Excessive tardiness could result in a student’s dismissal from NHLA.

Report Cards

The school submits quarterly report cards to the parents. The report cards indicate each student’s spiritual, academic, and social progress. The following report card grading system is used for students in grades 3-8:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
100-99	98-94	93-90	89-87	86-84	83-80	79-77	76-74	73-70	69-67	66-64	63-60	59-0

The following report card grading system is used for students in grades K-2:

E	S	N	U
Excellent	Satisfactory	Needs Improvement	Unsatisfactory

Students should not receive a percentage lower than a 50%, unless the assignment is incomplete or missing.

Parents can view their child's grades, missing assignments, as well as teacher comments on our school's online grading site, Jupiter Ed. Please speak with your child's teacher to receive your username and password.

Please keep in mind that a report card is an individual report. The Lord has blessed all students in individual ways. He does not expect them all to be "A" students. He does, however, expect them all to use their God-given abilities faithfully.

We ask parents to evaluate each report card carefully and to discuss it with their child to encourage faithfulness in school work. Quarterly report card envelopes should be signed and returned to school within a week of issuing. Fourth quarter envelopes do not need to be returned.

Honor Roll

Students in grades 5-8 are eligible to make the honor roll. Each student will receive a grade point average (GPA) with each report card. Honor roll has two levels:

- High Honors - Maintain a minimum of a 3.5 grade point average
- Honors - Maintain a minimum of a 3.0 grade point average

Students will receive recognition at the end of each quarter in the school newsletter. Students will receive a certificate signifying their cumulative level of honor roll achieved at graduation.

Field Trips

Students attend field trips connected with their education. Field trips are school days so students must attend. Parents are encouraged to drive for at least one field trip for each academic year. The dates are given to parents before the school year begins so they can adjust their work schedules accordingly.

- A permission form must be completed prior to the trip.
- Parents who are driving for a trip must provide New Hope with a copy of a valid license and vehicle insurance card.
- All parents driving or chaperoning for the field trip must be background checked through the front office.
- Teachers will provide a detailed list of drivers and contact information one day prior to the trip.
- Chaperones are discouraged from bringing children from other grades at NHLA along on the field trip; group rates will only be given to students whose classroom is attending the trip.
- If parents desire to stay longer than the scheduled time on the trip, they must coordinate that with the parents of all children who will be staying late. The teacher has final say in the field trip schedule.
- Students must wear a designated NHLA shirt for field trips.
- All chaperones will need to pay their expense for the field trip.
- All teachers take the emergency binder and first aid kit along with them on their field trip.
- Teachers will determine and communicate the number of parents needed as drivers and which parents will drive for each field trip.

Extracurricular Activities

The school offers extracurricular activities under the direction of our teachers, which provide teamwork, cooperation, and the opportunity to learn loyalty and Christian responsibility. In order for students to be eligible to participate in any athletic or club activities, they must hold a "C" average and must not be failing any classes. Students must also be in good behavioral standing. The teachers reserve the right to keep students out of practice or competition. Please see the Athletics Handbook for more information.

Uniform Policy

NHLA parents are required to provide school uniforms for their child(ren). These uniforms can be purchased through the online store, French Toast, or you can contact the front office to see what used uniforms are in stock at a minimal cost. In accordance with Christian values, students should dress cleanly and modestly and in a way that reflects respect for Christian education; clothes with holes, rips, or tears may not be worn. We ask students to dress in a way that does not draw attention to themselves.

Students must wear the following on school days:

- NHLA logo tops
- NHLA logo collared shirt (navy blue or light blue)
- Khaki shorts, skorts, skirts, or pants
- Solid color tights (only under dresses, skirts, or shorts)
- Closed-toed shoes

- On Fridays, students must wear New Hope apparel. They may also wear jeans or athletic shorts.
- If students would like to wear a sweatshirt of some type indoors over their NHLA collared shirt, they must wear a solid navy blue, non-hooded cardigan or fleece zip-up. It must either have the NHLA logo or no logo.
- Students may change into their physical education clothes for physical education class. Parents must provide appropriate physical education footwear.

Students who forget their uniform will be given a shirt to be worn during the day and returned to the office at the end of the school day. Infractions against the Uniform policy will be treated according to the Discipline and Management policy.

Discipline and Management

The NHLA faculty and staff thank the parents and guardians for the support of our discipline and management structure. NHLA strives to have a structured Christian environment where all students can excel. We want our parents to know that their children are in a classroom of well-behaved Christian youth. Please inform your teacher if there is concern about management or discipline. Each teacher has their own management policy for their classroom. The teachers are unified on a majority of management policies; however, they will be slightly different from classroom to classroom because of teachers and age differences. The entire staff is unified on the following discipline policy. It is important that our parents and students understand and support it.

Level One Infractions

- Disruption which impacts the environment in classroom, cafeteria, or chapel
- Disobeying uniform policy
- Reckless conduct on the playground or extracurricular event
- Inappropriate language
- Late work
- Misusing property
- Misuse of time
- Teasing
- Other improper conduct of a minor nature

Level One Consequences

Minor offenses will be cause for discussion between the teacher and student or adult in charge. Parents/guardians may be contacted. Consequences may follow at the discretion of the teacher (e.g. whatever that teacher's management policy-laps, time out, sentences, etc.).

Level Two Infractions

- Cheating
- Lying
- Stealing
- Disrespect for authority
- Verbal or written abuse to students or faculty
- Bullying (Repeated Teasing)
- Inappropriate use of cell phone or electronic device
- Repeated level one infractions

Level Two Consequences

Parents/guardians are notified of the offense. The teacher may meet with the principal about the student's behavior. The student will meet with the teacher with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apology to appropriate individuals, change in actions). Consequences may follow at the discretion of the teacher (e.g. redoing assignment, replacing stolen item, after-school detention, etc.).

Level Three Infractions

- Severe misconduct which may cause bodily harm to another person
- Threatening (verbal or written) or causing bodily harm to another student
- Threatening (verbal or written) bodily harm to a teacher
- Vandalism
- Repeated misconduct of level one or two infractions

Level Three Consequences

Principal and parents/guardians are notified of the offense. The student will meet with the teacher and principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apology to appropriate individuals, change in actions). The student will be suspended from school for a certain period of time depending on the offense at the discretion of the teacher and principal. The student's parents/guardians must meet with the principal and teacher before and after the student is suspended. The student may need to return to school under a behavior improvement plan.

Level Four Infractions

- Possession, use, or sharing of alcoholic beverages, illegal drugs, tobacco, or narcotics at school or any school-related activity
- Possession of weapons (guns, knives, or any other item a teacher deems unsafe) on campus
- Sexual misconduct
- Other serious infractions
- Repeated misconduct of other levels

Level Four Consequences

Principal and parents/guardians are notified of the offense. The student will meet with the teacher and principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apology to appropriate individuals, change in actions). The student will serve a five-day suspension. The student and the parents/guardians must meet with the principal and teacher before and after the suspension. Depending on the number of repeated infractions and severity of infraction the student may be expelled from school. Local civil authorities will be notified of any illegal activity.

Bullying and Harassment

Bullying

Definition:

An imbalance of power: Children who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people. This behavior is repeated consistently over a period of time. (Bullying is malicious behavior and involves more than joking behavior between friends or a child with a strong personality.)

Repetition:

Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying may involve but is not limited to name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, obscene gestures, cyber-bullying or other verbal or written misconduct. Cyber-bullying includes the following misuses of technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social network sites). This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours
- On any vehicle used as part of any school activity
- During any school function, extracurricular activity, or other school-sponsored event or activity

Reporting Complaints:

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the principal, pastor, or faculty member.

Disciplinary Action:

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to the appropriate authorities. This disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the administration. At a minimum, consequences for bullying begin at level two of the school's Discipline and Management policy.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Anti-Harassment Policy

New Hope Lutheran Academy is committed to providing a positive and productive learning environment free from sexual or racial harassment. Sexual or racial harassment shall not be tolerated in the school. Harassment of students by employees, other students, or others having business or other contact with the school is strictly prohibited.

All forms of harassment are prohibited at school, on school property, and at all school-sponsored programs or events. Harassment may result from verbal or physical conduct or written or graphic material. Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual, discriminating, or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participating in extracurricular activities, etc.

All victims of harassment and witnesses of such harassment are encouraged to report the incident immediately. Reports should be made to the principal, pastor, or faculty member. An investigation by the principal is required in order to resolve the problem. If a person's alleged behavior is found to be harassment, that person will be subject to discipline under the employee code of conduct or Discipline and Management policy (level three consequences at minimum).

Facility Care

Students are held responsible for any damages they cause to school property through careless, negligent, or malicious behavior. Parents are assessed the cost

of repair or replacement of the damaged items through the principal. If the item can be repaired or cleaned by the labor of the student, we would ask that the student clean or repair such damaged items.

Prohibited Articles

As a general rule, students should bring to school only those things they need to use in the classroom, such as books, pencils, homework, etc., and their lunch.

Electronic devices are permitted in the school building; however, they must be turned off before students enter the building. Electronic devices must be turned into the front office once a student enters the school building. Electronic devices, including school Chromebooks, are not permitted in before or after care. Electronic devices can be picked up and turned back on once the student leaves school for the day. Students who do not abide by the electronic device rule will have them confiscated. Repeat offenders may be required to leave their electronic devices at home for the remainder of the school year in addition to consequences according to the Discipline Policy. If an emergency arises parents are to contact the school office.

Other items that are listed on individual teacher's supply list as to what not to bring need to be followed as well. Any other articles which are misused so as to cause property damage, bodily harm, or a general distraction will also be confiscated.

Additional Parent Information

Importance of Parental Involvement

NHLA strongly encourages parental involvement to create a partnership between home and school. Parents are given the opportunity to chaperone for field trips, volunteer in certain classroom situations, assist with extracurricular activities, and other opportunities as they arise during the school year. Please speak with your child's teacher if you are interested. We discourage requests to come into the classroom to observe. Parental presence can cause the children to be focused on their parents rather than their teacher. If you have a concern about the environment in your child's classroom, please speak with the teacher outside of school hours.

Parent Involvement Hours

At New Hope, parents are expected to participate in at least 20 involvement hours during the school year. Parent involvement is used to offer increased supervision during field trips, help in the classroom, and improve the entire school culture and climate. New Hope offers many opportunities for parents to be involved.

- Parents can attend monthly PTO meetings.

- Parents can chaperone on field trips.
- Parents can help during lunch time or recess in their classroom.
- Parents can lead a Rocket Rally.
- Parents can assist with coaching, tournaments, or athletics.
- Other opportunities will come up throughout the year. Please ask your classroom teacher or principal for suggestions.

School and Homework

A certain amount of schoolwork, which includes memory work, is necessary and is assigned by each teacher. Schoolwork becomes homework if the task is not completed during the school day. Naturally, there is a greater amount of schoolwork as a child's responsibilities increase in the upper grades. Obviously, the amount of schoolwork will vary depending on diligence with classroom time, study habits, and grade level. Depending on the use of classroom time, a student could have a few minutes of homework to a few hours. Please notify your teacher if your child becomes overwhelmed by homework. If a student is struggling with homework, it could mean time management is poor during the academic day or they have been placed in a class that is beyond their abilities.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled by the teacher shortly after first quarter and before the end of the third quarter of the school year to discuss the child's progress. The first set of conferences is mandatory for all parents, and the second set of conferences is by request of the classroom teacher or parent. Additional conferences may also be scheduled by agreement of parents and teachers.

Church and Sunday School

Jesus says, "Blessed...are those who hear the word of God and obey it" (Luke 11:29). We firmly believe that attending church and Sunday School is a vital part of Christian education. It is beneficial for a child's spiritual health that parents set an example by accompanying their children to church and Sunday School.

New Hope Lutheran Church has Sunday School and Bible Study at 9:00 am on Sunday mornings during the school year. New Hope Lutheran Church has services at 5:00 p.m. on Saturday and 10:00 a.m. on Sunday. You are invited to attend if you don't have a home church.

Singing for Services

Out of thanks to our Lord for our gifts and the support shown by the members of New Hope Lutheran Church, the Academy children sing for worship a few times a year. All children are expected to be present at worship when they are scheduled to sing. The singing schedule is available in the school calendar. For special

services, like the Children's Christmas Service and Graduation Service, we require that all children be present.

Transportation

Currently, our school does not provide transportation to or from school. Car pools may be set up by individual groups of parents. If you are in need of transportation for your child, please call the school office, and we will attempt to help you coordinate suitable transportation.

Lunches and Snacks

Parents must provide a nutritious lunch for their child. Soda and energy drinks are not allowed, and sugary drinks and candy are discouraged except for special events or parties, with prior permission from the classroom teacher. Parents are encouraged to include at least two food groups for each snack and four food groups for each lunch. Parents are strongly discouraged from dropping off fast-food meals for their children. Microwaves are available for student use but send lunches that only need to be reheated. There are no fridges for student use, besides those who need it for medical reasons. Please do not bring freezer meals for your child's lunch.

Weekly Principal and Classroom Notes

A weekly newsletter from the principal is sent via email. The faculty and staff of NHLA will communicate frequently with parents to share classroom and school information. Classroom teachers also contact their parents weekly about information pertaining solely to that classroom. Please keep track of other important information from the academy via the website, Facebook, or email.

Friday Morning Chapel

Understanding the importance of gathering regularly around the Word of God, we hold morning chapel services every Friday morning. Parents, relatives, and friends are invited to attend. The service begins at 8:05 a.m. in the church and will last approximately 30 minutes.

Mission Offering

A mission offering is gathered every Friday during chapel. Mission projects are selected for each year prior to the start of school. Projects are directly or indirectly involved with a branch of the WELS. The money collected will be sent to help spread the Gospel either in the United States or in a foreign mission field. In doing this, we give children an opportunity to offer their gifts for the spread of God's Word.

Emergency School Closings

If the local public schools close due to bad weather, our school will also close. After a hurricane, our school may open earlier than the public-school system. Please stay notified of when we might open. In any other situation deemed an emergency by the principal or School Board, the school will be closed, and the parents will be notified. During some emergencies our school may remain open. Stay tuned to local television, radio stations, your phones, emails, website and Facebook page for information. Parents should call the school office if they think there is a chance that classes may be canceled.

Health Services

A child who becomes ill or receives a minor injury while at school receives first aid. The closest adult is required to administer first aid. If the child requires additional medical services, parents or guardians will be notified immediately. If an emergency arises and parents or guardians cannot be reached, the child will be taken to the closest medical facility. Pertinent information concerning emergency health care is required on the 911 information card. All staff members are CPR and First Aid certified.

Medication

Children cannot possess any medications, including cough drops. If your child needs to take any kind of medication during the school day, please fill out a medication form in the school office. Signing the medication form with directions and dosage gives the school permission to give the child that medicine. Medications that have been prescribed by a doctor must have the dosage information included. A medical waiver form will be signed at the beginning of the school year for basic medication that will be administered during the school year.

All medicines are stored in their original containers, recorded in a medication log when taken, and kept by the school office. All unused medicine must be picked up by the parents on the last day of school. Medication left behind will be destroyed. Students who have a need for asthmatic inhalers or Epipens should keep their inhalers in the office unless their doctor specifies in writing the need for the student to bring it outside for recess or physical education class. Teachers are aware of this location and have access to it in case of an emergency.

To provide a safe and healthy environment, NHLA protocol is to evaluate the signs and symptoms of suspected communicable diseases as defined in the Florida Administrative Code Child Care Standards 65C-22.004. Should we encounter any of the symptoms in the protocol; the parents will be notified immediately to pick up their child. The parents should then be aware of a potential illness the child may be fighting and keep the child at home. Please understand this procedure is not enforced to inconvenience you but is in place for the welfare of the students and staff.

Illness

Parents are responsible to inform the school when a child is or will be absent due to illness. If your child arrives at school with the following symptoms - nausea, runny nose, sore throat, flushed appearance, abnormal irritability - or develops these symptoms while at school, the parent/guardian will be notified and asked to take their student home as soon as possible. The child may not come back to school until they are symptom free for 24 hours (this includes diarrhea, vomiting, or fevers of 100.3 degrees or higher).

Dropping Off Items

We understand that students sometimes forget items at home. If it is necessary for a parent to drop off any items for a student after the school day has begun, the items will be dropped off at the school office. Parents are not to take items to the classroom.

Withdrawal Policy

The withdrawal is to be completed at the school. A student will not be officially withdrawn until 24 hours after the request and dues are paid. This process may take longer if the student has outstanding fees or school equipment. Upon the request, the student is to return all of his/her textbooks, library books, athletic uniforms, or any other school-provided supplies or equipment. Failure to return these materials to school may delay the process.

If the withdrawal occurs during the school year, tuition will be due for days at school. The yearly tuition rate is divided up to days spent in school. Records cannot be released until this is paid. If this fee is not paid three months after withdrawal, NHLA will turn it over to their collection agency.

Conflict Resolution

NHLA is committed to a Christian partnership between home and school. If a problem or disagreement arises, a resolution will be found in a God-pleasing way. Parents and students who do not speak about their teacher or school in a loving, Christian manner risk their enrollment at NHLA. NHLA has these same standards for teachers and the school talking about parents and students. At times, disagreements will occur. We must make sure these disagreements are discussed in a Christian manner. Consider these encouragements from God's Word:

- "Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called" (Ephesians 4:3-4).
- "Finally, all of you, be like-minded, be sympathetic, love one another, be compassionate and humble" (I Peter 3:8).
- In Matthew 18:15, our Savior requires, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make

their disagreements public. Courtesy and Christian love should dictate how each party will deal with each other. Additionally, parents must be especially careful about speaking about a disagreement with a teacher in front of students.

By His spirit, God empowers His people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at New Hope have established a series of steps leading towards a God-pleasing conflict resolution. In matters dealing with an individual:

- Discuss the matter with the teacher or whomever was directly involved in the matter.
- If the conflict has not been resolved, discuss the matter with the principal along with whomever was previously involved in the matter.
- If the conflict has not been resolved, discuss the matter with the School Board Chairman.
- It is essential that this orderly process be kept in check.

In matters dealing with school policy and/or procedures:

- Discuss the issue with the principal.
- If the issue has not been resolved, then bring the issue to the School Board Chairman for resolution.
- The School Board is the governing body of the school, and their decision is the final word. Consider this final encouragement from II Corinthians 5:17,18: "Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here! All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation."
- Therefore, in all matters of conflict between fellow Christians, ultimately, we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins He won for us by his death on the cross.

Camera Use

NHLA has security cameras in all classrooms and common areas. This program is designed to provide security and safety for your child. The footage from these cameras is stored for one week on a secure computer in the principal's office. The footage can only be reviewed by the principal or the New Hope Board on Christian Education in response to a specific incident.

Conclusion

We fulfill our Christian school's mission by:

- Striving to instill in all children a love for Christ, an understanding of their eternal salvation, and a proper desire to serve God and others.
- Striving to provide all children with the best education that will prepare them academically, socially, and spiritually for high school and beyond.

This handbook is meant to be a guide to accomplish those two goals. We pray that God will bless your family through our school as well as bless our school through your family.



New Hope

Lutheran Church & Academy

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