



NEW HOPE  
ACADEMY

## PARENT HANDBOOK

“... They will be called oaks of righteousness, a planting of the Lord for the display of His splendor.” - Isaiah 61:3

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2025-2026

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# SCHOOL OVERVIEW

## Purpose/Mission/Vision/Core Values

**Purpose** - The ultimate purpose of New Hope Academy is to glorify God and to teach its students to do the same.

**Mission** - New Hope Academy is a Christ-centered school educating children of diverse racial and socio-economic backgrounds by establishing a Biblical worldview and preparing each child to flourish academically, emotionally, socially, and spiritually.

**Vision** - New Hope Academy seeks to equip each young person to influence culture and society for the advancement of God's kingdom.

## Core Values

- **Christ-Centered** - All things were created by God and for God. Grounded in the authority of Scripture and prayer, we seek to be centered on the grace and love of Jesus in word and deed. Christ is the source and motivation for everything we do. We rest and depend on the faithfulness of God.
- **Formative Learning** - An education rooted in the Christian classical tradition establishes a Biblical worldview and cultivates wisdom by nourishing the soul on truth, beauty, and goodness. Our educational program invites students to engage with a feast of living ideas through an integrated and challenging curriculum allowing students to discover and steward their God-given potential for the glory of God
- **Personhood of Each Child** - All children are created in God's image, to be regarded with dignity and respect, and are capable of the discipline and delight of learning.
- **Equitable Access** - Equitable Christ-centered education instills vision and confirms hope for all students. We seek to be a catalyst for change in the cycle of poverty by providing Christ-centered education to the underserved in our community. Committed to removing financial and social barriers, we reserve 40-50% of enrollment for students who live below or near the poverty line.
- **Connected Community** - A community of cultural, racial, and economic diversity is a gift to be nurtured and enjoyed. We believe in the necessity of building authentic, loving relationships with one another to more fully experience the beauty and vastness of our Creator. Through a loving and equity promoting environment, we are dedicated to reconciliation through meaningful relationships across economic, racial, and cultural differences.

## A Brief History

In 1992, leaders within the Franklin community along with the future founders of New Hope Academy began Franklin Community Ministries, an outreach of Christ Community Church, to serve the low-income neighborhoods of Franklin. This community development effort provided various services, which

after a few years of developing relationships and seeing the tangible needs in the community began to plant the seeds of hope about a school: a school where all children could receive an excellent, Christ-centered education. Burdened with a vision to empower the poor and a hope to see a new generation of leaders rise from the disadvantaged, the founders of New Hope Academy began to pray for a new kind of school. God confirmed this vision, His vision, through His Word in passages such as Isaiah 61:1-3.

In the book of Isaiah, the writer urges the people to care for the poor and our neighbors in need, commit to follow God's ways, and pursue social and economic justice. In his 61st book to the people of Israel, Isaiah pens these words: "The Spirit of the Sovereign Lord is on me, because the Lord has anointed me to preach good news to the poor. He has sent me to bind up the brokenhearted, to proclaim freedom for the captives and release from darkness for the prisoners, to proclaim the year of the Lord's favor and the day of vengeance of our God to all who mourn and provide for those who grieve in Zion to bestow on them a crown of beauty instead of ashes, the oil of gladness instead of mourning, and a garment of praise instead of a spirit of despair. They will be called Oaks of Righteousness, a planting of the Lord for the display of his splendor. They will rebuild the ancient ruins and restore the places long devastated; they will renew the ruined cities that have been devastated for generations." They will be called Oaks of Righteousness.

The founders of New Hope Academy incorporated the school as an independent not-for-profit elementary school. Although Christ Community Church was integral in the birthing of New Hope Academy, the school was established as a nondenominational, community school. The fall of 1995 and the spring of 1996 were spent organizing the school, recruiting exceptional faculty and staff, developing the academic program, and initiating plans for long-term support. New Hope Academy opened its doors to the first thirty-three students, Pre-K through 2nd grades, in September of 1996, on the historic campus of Battle Ground Academy (BGA) in Franklin, Tennessee, and later moved to rented space on West Main Street. New Hope Academy chose forest green and white to be the school colors.

On March 28, 1996, New Hope Academy acquired approximately 19 acres of property on Downs Boulevard in Franklin. Friends of the school held the property in trust for the benefit of New Hope Academy. In November 2000, New Hope Academy broke ground on the 33,000 square foot building that includes 16 classrooms in addition to library, art, and music rooms. The school is now located on Downs Boulevard serving students in grades Pre-K through 6th.

### **Theological Identity of New Hope Academy**

We are committed to being a school, which celebrates, and honors the great truths restated and reclaimed during the Reformation in Western Europe (1500-1650). At the heart of the Reformation was a rediscovery of the true gospel of Jesus Christ and a commitment to wrestle with the implications of the gospel for all areas of life. Accordingly, the central theological beliefs of New Hope Academy are:

- **Sovereignty of God** – God sovereignly controls all that occurs in His world and in His church. His plans and purposes always prevail; nothing can thwart them.
- **God's creation of the World and Man** – The triune God-Father, Son, and Holy Spirit-alone has existed from eternity past and in His wisdom created the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Man, male and female, was created with dignity in that he is made in God's image and created in humility in that his purpose is to glorify God and enjoy Him forever.

- **Sola Scriptura** – (Scriptures Alone) The Bible is the Word of God. The Scriptures are inspired by God and are authoritative over all (2 Timothy 3:15-17). Each Christian is to be a student of God’s word. The Scriptures present a progressive revelation of the Gospel from Genesis to Revelation. We must let Scripture interpret Scripture. Passages that are not as clear should be interpreted by other scriptural references. We want to know the clear meaning of a Scriptural text in its context.
- **Sola Christo** – (Christ Alone)- Jesus Christ is the Son of God and the only mediator between God and mankind (John 14:6, 1 Timothy 2:5). Jesus humbled Himself to become man while keeping His divine nature. The apostle Peter tells us, “Salvation is found in no one else, for there is no other name under heaven given to men by which we must be saved.” Jesus knowingly took God’s wrath on Himself for those who would trust in Him. Paul teaches, “God made him who had no sin to be sin for us, so that in him we might become the righteousness of God” (2 Cor. 5:21).
- **Solo Gratia** – (Grace Alone) -God’s grace alone saves us. It is not our tears, our obedience, our sincerity, or anything else we could produce that gains us forgiveness and acceptance by God. G.R.A.C.E. is God’s Riches at Christ’s Expense. Salvation is not something we earn from God or in any way deserve. We deserve God’s wrath! Grace conveys our desperate need for God in His plan for salvation, while tenderly taking us to the Cross.
- **Sola Fide** - (Faith Alone) God’s grace is the basis of our salvation, but faith is the means, by which we receive this grace. God does not give us grace that we might save ourselves. The very moment a person is made alive in Christ, he or she is declared righteous by God (Romans 3:21-25). Christ’s righteousness is *imputed* to the believer by faith and not imparted to us by human effort or infused through religious ritual or pious acts. the believer by faith and not imparted to us by human effort or infused through religious ritual or pious acts.
- **Solo Deo Gloria** - (To God Alone Be Glory) As God’s people we are to exist for his glory. Worship is to be God-centered, and our lives are to be God-centered. Every sphere of life is to reflect his glory. God is sovereign over all areas of life.
- **The Priesthood of the Believer** – Every Christian has access to the “throne of grace” (Hebrews 4:15-16). Believers have been constituted a “kingdom of priests” (Rev. 5:10; see 1 Peter 2:9) by the Lord Jesus. Each one of us has a priestly calling. “Through Jesus, therefore, let us continually offer to God a sacrifice of praise – the fruit of lips that confess his name. And do not forget to do good and to share with others, for with such sacrifices God is pleased.” (Hebrews 13:15-16)
- **Empowering Holy Spirit** - Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live a godly life and to perform good works. (Romans 8:1-26, Galatians 5:16-25)
- **Final Judgment and Resurrection** – At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life and the lost are resurrected to eternal condemnation. (1 Thessalonians 4:14-18)
- **Body of Christ** – All believers are spiritually united in the Lord Jesus Christ. Every true believer is a member of the Body of Christ. (1 Corinthians 12:27-29)
- **Vocation** – The Reformers reaffirmed the biblical concept of a “calling.” The vocations of farmer, carpenter, tinker, lawyer, homemaker, realtor, technician, janitor, etc. are no less holy and important than that of pastor and theologian. This life and this world are very important to God. As such, we are called to be part of Cultural Renewal, Community Renewal, and Church Renewal.

### **Educational Philosophy and Pedagogy**

Because we are created in God's image, we are to reflect the nature and the character of God in our lives and to reveal that character through the process of doing His work. Therefore, New Hope Academy is committed to educating the whole person -spiritually, intellectually, emotionally, socially, and physically. Through the training, teaching and nurturing of each student, New Hope Academy is dedicated to instilling a lifestyle which reflects and reveals God's character.

*Spiritually*, New Hope Academy is committed to teach the fear and knowledge of the Lord which brings wisdom and understanding through the inerrant and infallible Word of God. Because man was created a spiritual being whose chief purpose in life is to glorify God and enjoy Him forever, New Hope Academy is committed to train and encourage each student to serve Christ in every area of life including family, community, nation and world. As an academy, we understand and teach that we live by God's grace. We desire to create an environment where the student understands and grows in God's grace.

*Intellectually*, New Hope Academy is committed to provide a rigorous and comprehensive academic program and extracurricular activities which seek to foster in the student a love of learning. Our commitment is also to develop within the student an inquiring mind and a mastery of the necessary skills to succeed in society through work both to God and man. It is the goal of New Hope Academy to train and teach each student to think through for him/herself each issue and aspect of life by the knowledge and principles of the Scripture in order to make responsible and wise choices concerning him/herself and society.

*Emotionally*, New Hope Academy is committed to develop within each student an appropriate self-confidence which is birthed from the reality that he/she is purposefully and uniquely created by God. The student is taught to recognize his/her own value and individuality as well as to respond Biblically in his/her own actions and interactions with others. New Hope Academy desires to develop within each student character traits which reflect Biblical truths equipping him/her to rise above the pressures of his/her society.

*Socially*, New Hope Academy is committed to intentionally creating an economically, racially, and culturally diverse student and faculty population within the school - producing a richer and broader experience and community. Within this community, the student will be encouraged to care for, serve and love one another well with the gifts and blessings God has given and will be challenged to learn and grow from the diversity of individuals and families God has called to this particular community. This inner community will thus impact the larger community of Franklin as it pursues caring relationships and racial reconciliation in order to glorify God and enjoy the beauty of His creation.

*Physically*, New Hope Academy is committed to meeting the needs of each student to ensure a healthy body through the appropriate diet, exercise, and rest. It is imperative that the physical needs of each student are met in order to enable the whole person to function to the best of his/her ability. Although New Hope Academy is committed to the educating of each individual student, the primary responsibility for education rests upon parents to whom children are entrusted by God. New Hope Academy deeply affirms the family as an integral part of the educational process.

Our desire to create a nurturing and challenging environment which heightens curiosity and enhances creativity producing a love of learning and academic success. This environment will



enable each student to grow in his/ her relationship with Jesus Christ instilling a lifestyle of service to his/her family, community, nation, and world. It will also encourage him/her to develop character which reflects the person of Christ producing respect and responsibility for him/herself and others. It is our intention that New Hope Academy students will grow to be men and women of faith, integrity, and character.

### **Biblical Worldview**

A worldview is a lens in which a person views their life. Everyone has a worldview; it is formed through family, peers, school, church, personal experiences, and the culture. Most Christians today have a worldview that is not deliberate and is a mixture of Biblical and Humanistic ideas.

At New Hope Academy, we intentionally teach a Biblical Worldview in which students learn to look at every subject area, relationship, community and culture through the truths of Scripture. There are four themes that run consistently throughout the Bible: Creation, Fall, Redemption, and Glorification. Students are taught to see these themes throughout every subject area and make connections to all of life. We believe that history, language, art, music, science, mathematics, etc. must all be taught in light of God's existence and his revelation of His Son, Jesus Christ.

Creation - When God created the heavens and the earth, he made all things according to His purpose, and He called all things good. He had a perfect relationship with Adam and Eve; He had an ongoing communion with man. Genesis 1 and 2.

Fall - Adam and Eve acted in disobedience to God resulting in a broken relationship and a broken world. All men and creation suffer as a result of the Fall and need to be liberated from its curse. Genesis 3.

Redemption - God sent His only Son to die for mankind, so that man could once again have a personal relationship with the Godhead and fulfill his purpose to glorify God.

Glorification - Glorification is the completion and eternal wonder of God's Story, the full beauty and radical implications of the Redemption promised and provided in Jesus Christ. When God's redeemed people die, they will live for eternity and be in a state of glory with Jesus. God is reconciling to himself, and to one another, a family from every single race, tribe, tongue and people group... from every period of history. War, tribalism, racism, and pettiness will be gone forever, along with death, mourning, crying and pain!

Through the account of the Creation in Genesis, students begin to discover the beauty of the creation, the attributes of their Creator and learn the joy of walking with a personal God. As students progress in the grades, they can take their knowledge of the Word and the world and begin to apply and analyze subject areas in light of Scripture. Students see how the Fall affects all of life by examining their own hearts and ways of life, studying other faiths and cultures in humanities, learning about the brokenness of the created world in science, reading stories in literature. In learning how to restore the world they live in, students are given opportunities to practice using wisdom in learning through loving and serving people from all backgrounds, in taking care of creation, in learning how to obey God and authorities, in recognizing what gifts God has given them and how to use them for His glory, in discovering what is true and what is not in other faiths, cultures, and literature and in looking for God's hand in history and the world.

## **Pedagogy**

**Classical Education** The history of Classical Education begins with the Bible. Proverbs 1: 2-7 states, “for attaining wisdom and discipline; for understanding words of insight; for acquiring a disciplined and prudent life, doing what is right and just and fair; for giving prudence to the simple knowledge and discretion to the young . . . the fear of the Lord is the beginning of knowledge.”

And Proverbs 2:1-6 states, “My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding and if you look for it as for hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. For the Lord gives wisdom and from his mouth comes knowledge and understanding.”

The Ancient Israelites instructed their children in this manner by passing on knowledge, understanding, and wisdom to each generation. They taught their children to worship, love, and serve God above all else. While the Bible and the example of a Hebrew education gives us the foundation and the heart, and the soul of teaching, the Christian Classical model gives us structure and a method that ensures excellent education for all students. Classical education had its roots with the Greek philosophers, Socrates (469 B.C), and then with his disciples Plato (427 B.C.) and Aristotle (384 B.C). Although, these great thinkers futilely pursued the search for truth, the schools they founded and taught in gave us a rich heritage in studying the liberal arts and in the structure of learning through grammar, logic, and rhetoric. The Roman writer and statesman, Cicero (43 B.C.), introduced the Romans to classical education. Augustine (386 A.D) was educated in this manner but found the meaning of truth and life through the person of Jesus Christ. He developed the first Classical Christian education by using historical literature viewed through the lens of Scripture. He believed the primary role of schooling was to learn how to think for one’s self. During the Middle Ages, the writer, Martianus Capella arranged learning around the seven pillars of the Trivium and Quadrivium (mathematics, astrology, music and geometry.) A Roman politician, Cassiodorus, set up monasteries that used the seven pillars of learning from a Christian perspective. The first universities used the model of Christian Classical Education. The Puritans and the early colonist brought Classical Education with them to America, but The Enlightenment Era, led by Locke (1632) and Rousseau (1712), ultimately paved the way for the pragmatism and the progressive movement of American educators, William James (1842) and John Dewey (1859). A renewed interest in the model of classical education came when Dorothy Sayers (1892), a well know writer from England, gave a speech called, “The Lost Tools of Learning. In the “Lost Tools of Learning”, she applied the form of the Trivium to the Poll-Parrot (grammar) the Pert (logic), and the Poetic (rhetoric) stages of learning. (See index for Trivium and Poll-Parrot Application.)

An understanding of the history of Classical Education allows us to choose the components that best suit a Biblical worldview. We utilize Dorothy Sayer’s interpretation of the Trivium which naturally gives students a firm foundation for learning. God has given each human being the capacity to learn through three stages of learning: the grammar/knowledge (gathering facts), the logic/understanding (questioning and debating), and the rhetoric/wisdom (application and expression). Harvey and Laurie Bluedorn remind us that children mature at different ages and are always using the three stages of learning in some manner. In their article, The Trivium in a capsule, they state: ... the capacities for Knowledge, Understanding, and Wisdom are not neat little

compartments with sealed doors between them. Rather, they all develop at the same time from the very beginning yet, they each pass-through successive periods of intensive development, until they finally catch up with each other and work together harmoniously...

We believe each child should be nurtured and challenged individually and learning should be differentiated. At New Hope Academy we believe that Classical Education should be an education of beauty and truth; we adhere to author, Andrew Kern's definition of a classical education: Classical Education is the cultivation of wisdom and virtue by nourishing the soul on truth, goodness, and beauty... so that, in Christ, the student is enabled to know, glorify, and enjoy God.

### **Charlotte Mason**

Charlotte Mason was a philosopher, author, and revolutionary British educator who lived in the early 1900's. Her philosophy of teaching revolved around the truth that a child is a whole person, not an object that is to be filled up with facts. She taught that each child is immensely valuable with great potential and are not limited by their strengths or weaknesses. Mason believed that every child should have a well-rounded education that would include feasting on good literature and ideas, spending much time outside, and enjoying the arts. Mason's educational philosophy is summarized into three categories: 1) an atmosphere 2) a discipline 3) a life. She used simple wonderful methods that engaged children in the learning process. All the following methods are integrated whenever possible into the humanities or science curriculum: Nature Study, Picture Study, Composer Studies, Narration, Recitations, Living Books, and Short Lessons.

### **Integrated Curriculum**

Traditionally, school subjects are taught separately as isolated areas of study where integration only happens by chance and is not part of the curriculum. At New Hope Academy, we purposefully integrate our curriculum beginning with our humanities by incorporating important people of the time, culture, geography, philosophy, religion, art, and music for the time periods our classes are studying—combining subjects, emphasizing projects, using sources beyond textbooks, and forming connections among concepts and themes. The humanities theme and domains are studied throughout the year with great depth and follow a scope and sequence allowing the students to study the units in chronological order throughout world history. From the early grades, the other disciplines are connected to and with the humanities study such as language, science, and mathematics. The students read "living" books and biographies across all disciplines based on humanities themes, domains and content immersing the student in rich content. Integrated curriculum allows for Composition to be not only about the humanities content, but the spelling lists compose of words from spelling rules and from content-rich literature vocabulary, and the mistakes and misconceptions found in individual students' writing. Art and music appreciation correlate and support the humanities study as much as possible. Bible is not taught as a separate subject; rather the truth of God's character and His creation found in Scriptures are interwoven into all of learning. Our desire is to teach children to have a Biblical world and life view as they gain knowledge of God and His creations seeing how He and all things are connected and integrated.

### **Class Size**

New Hope Academy seeks to create an environment and educational philosophy that will best nurture, train, and teach our students. One of the foundations to our educational program is low teacher / student ratio. Smaller class size ensures the following:

- Discipleship – As Jesus began his ministry and the church, he started with 12 men to whom he could walk through life and impart wisdom and truth. This was the example we used in creating our discipleship model
- Tutorial methodology - Teachers are able to spend more one-on-one time with each student. The more a teacher conferences and tutors a student, the more proficient he/she becomes in any given discipline
- Differentiated Learning - The diversity of learning styles and learning differences in a classroom becomes a challenge for any educator. Smaller class size allows the teacher to focus on the differences and teach to the student's ability
- Nurturing the heart - Attention given to each student promotes confidence and self-esteem. Loving the student well is the fundamental goal at New Hope Academy

### **Board Role and Responsibilities**

The primary responsibility of the Board of Trustees of an independent school is to see to it that the institution operates in the best interest of its students, teachers, and parents. It has a larger and more continuing responsibility, to which is reflected in the word "trustee," for a school should be held in trust. The trustees are custodians of the integrity of the institution, of its standing and reputation built by the founders and those who have labored over the years. Trustees hold in trust the school's future as well as its present. Their collective judgment affects it as an instrument of service to constituents who are to come and to society as a whole. School heads come, have their influence, and go. Only trustees, as a body, represent continuity and permanent responsibility. (NAIS Handbook, 5<sup>th</sup> edition)

The Board protects the mission and vision of the school.

The Board hires, compensates, reviews the performance, and fires the Head of School.

The Board is responsible for the school's financial condition and its physical plan.

The Board plans, develops and establishes strategic vision and policy of the school, and assesses its performance.

The Board is responsible for the Development and Assessment of the Board of Trustees.

### **Parent Partnership**

When a student enrolls in New Hope Academy, his/her family becomes part of the NHA community, and it is the strong, cohesive, and supportive nature of our community that helps make NHA a place of growth and flourishing. The collaboration between the school and parents/guardians is essential to the fulfillment of the holistic growth of the child and the school's mission.

New Hope Academy needs and expects the positive and sustained cooperation and support of its parents/guardians: to embrace our mission and core values and support fully all teachers, administrators, and staff, as well as the entirety of the school's curriculum, policies, and decisions. When united in shared purposes and beliefs, the parents and school form a powerful team with the profound ability to serve our students and enrich the school community.

## ACADEMICS

### Grading Scales & Report Cards

Report cards are issued four times per school year at the end of each quarter. They will be available online through the FACTS Family portal and Family App. Additionally, a hard copy will be sent home with the student on the date noted on the school calendar. Mid-quarter progress reports will be sent home for students who are at risk of achieving a passing grade for the quarter. Parents are invited to schedule a conference with their child's teacher(s) at any time. Student's current grades are available on the Family Portal and Family App throughout the year.

Lower school students (grades PreK-2<sup>nd</sup>) receive a numerical grade on the standard scale. Most subjects in the upper school (grades 3-6) receive a letter grade on the standard scale. Character attributes and Habits aligned with the Honor Code are assigned as well with an E-S-N scale.

Lower School (grades PreK-2 <sup>nd</sup> )	Upper School (grades 3 <sup>rd</sup> -6 <sup>th</sup> )
<b>Standard Scale</b>  3 – Proficient  2 – Emerging  1 – Below Basic	<b>Standard Scale</b>  A: 100-90  B: 89-80  C: 79-70  D: 69-60  F: Below 60
<b>Code of Conduct Scale</b>  E – Exceeds Expectations  S – Satisfactory  N – Needs Improvement	<b>Code of Conduct Scale</b>  E – Exceeds Expectations  S – Satisfactory  N – Needs Improvement

### Standards for Passing Grade Levels

If a student in grades Pre-K to 2 received a considerable number of 1's reflecting low mastery of skills or a student in grades 3-6 fails to pass (69% or below) one or more core classes at the end of each school year, the Academic Director in collaboration with the Head of School will determine if the academic program is a good match for the student and if the student should be given the option of returning in the following school year. If the student is offered the option to return (after failing two or more core classes), the student will need to repeat the grade level.

### **Standardized Testing**

New Hope Academy uses the following outside measures to assess our academic program and the individual performance of each student. Parents/Guardians may not opt-out of standardized testing for their student(s). This accountability is necessary to evaluate the academic program, curriculum, and teachers. It also serves as an indicator for accreditation purposes.

- MAP testing for grades K-6 at the beginning, mid-year, and end of each school year
- ERB testing for grades 3-6 is administered in late spring of each school year
- Screening of individual students for remedial needs using a variety of additional assessments at specific grade levels

### **Homework**

New Hope Academy believes students still need opportunities to run and play and use their imagination, and it is our desire and philosophy to have minimum time spent on homework for the early elementary grades. Homework will gradually increase each year, preparing the student for upper grades. Homework supports the family-school partnership and benefits students developmentally and academically. Our teachers are expected to assign homework to students following the common standard of an average of 10 minutes of daily homework per grade level beginning in first grade. Additionally, all students are required to engage in 15 minutes of daily reading outside of the school day. Parents/Guardians are responsible for ensuring that homework is completed and nightly reading is accomplished.

### **Daily Reading**

We believe children of all ages must be immersed in the world of literature. Rich beautiful living books bring subjects to life engaging the reader with vivid storytelling and ideas rather than dry facts. These books have the ability to spark imagination and deeper understanding of ideas. For younger children working through the mechanics and convention of print, read-alouds become the vehicle for them to enter the world of living books. For older readers, who have moved into fluency and independence in reading, they can enjoy the world of stories both independently and as a read-aloud. So even our older students need to delight in stories read aloud to them both in the classroom and at home. To this end, we ask that students engage in 15 minutes of daily reading outside of the school day. Daily reading is best supported by the parent/guardian reading out loud to their children. For our older students, we encourage a varied experience of reading independently, to the parent/guardian, or the parent to the child.

### **Challenged Material**

Any family having a complaint about textbooks, media usage or other instructional materials used in the classroom shall first meet with the teacher. If an agreement cannot be met, a meeting will be called with the family, the teacher, and the Academic Director. The parties will discuss the material in question and work towards a resolution that all can agree upon.

## **ATTENDANCE**

Regular school attendance is mandatory for the growth and success of the students. At New Hope Academy, the exceptional learning environment is undermined, and the students and teachers are penalized when a student is absent. Therefore, students are expected to be present each day that school is in session. Excessive excused and/or unexcused absences are strongly discouraged. When students have more than 10 absences in one semester, the parents must meet with the Academic

Director or Senior Leadership to determine a plan of action. If the student is absent for 20 or more instructional days during one school year, the student has not met the required instructional days for a school year and may not be promoted to the next grade. If a student has 5 unexcused absences, the student is considered truant and by law, the school must report this to the local jurisdiction. (See Truancy policy below)

If a student is absent on a school day, the student will not be allowed to participate in after-school clubs or sports activities. A student may, however, attend a scheduled doctor's appointment and/or required testing session and still attend after-school activities.

Absences will be classified as excused or unexcused. These categories are described in further detail below.

### **Excused Absences**

- Medical: Medical reasons documented with a parent/guardian or doctor note submitted within 5 days of student return from absence. (For prolonged medical absences, see section regarding "Extended Absences" below.) Medical excuses include quarantine, recovery from an accident, and danger to health from serious exposure.
- School Health Policy: Students sent home sick with a fever of 99.9 degrees or higher are asked not to return to school for a full 24 hours after the fever breaks without medicine.
- Death in the immediate family.
- Religious holidays observed by persons of the student's faith.
- Required court attendance.
- Emergencies: New Hope Academy understands that unforeseen events occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the Academic Director. Details about the nature of the emergency should be included in the communication to the school.
- Pre-planned Absence: New Hope Academy understands that family educational experiences that are rare and beyond a typical opportunity may arise. Whenever such an opportunity or event arises, parents/guardians are required to fill out the Student Absence form on our website under Family Resources (at least ten days in advance). All pre-planned absence requests will be evaluated by the Academic Director on a case-by-case basis, taking into consideration the student's academic/behavioral records, the quality of the experiential learning experience, or the nature of the family event, and the requirements of our academic assessments.

### **Unexcused Absences**

- Absences that are not in one of the excused categories above.
- No parent/guardian communication is provided
- Family vacations are considered unexcused, unless there are extraordinary circumstances and prior approval is granted by the Academic Director (see Pre-planned Absences).
- Unexcused absences may result in earning a "zero" on assignments missed that day.

Tennessee state law states that a student is considered truant after accumulating five unexcused absences. Once a student reaches three unexcused absences, an email will be sent to the parent/guardian as a truancy warning. Upon reaching the threshold of 5 unexcused absences, the Head of School will require a meeting with the parents and if deemed appropriate will refer the case to juvenile court for intervention.

**Attendance Credit**

To receive attendance credit, including credit toward perfect attendance, a student must be present for at least 50% of the school day.

**Notification of Absences**

On days when a student is sick or unavoidably absent, a parent should email the school office no later than 9 a.m. on the day of the absence. Parents/guardians must notify the classroom teacher and the school office personnel by email in advance of planned absences for physician, dental or other important appointments.

**Makeup Work for Absences**

Homework can be prepared and in the school office by 3:00 p.m. on the day of the absence when requested by 9 a.m. Otherwise, each student's missed assignments will be given to the student on the day of his/her return to school. The teacher is responsible for specifying the due date for missed work. All students are expected to make up all missed assignments unless special circumstances cause homework to be excused by the student's teacher. If work is completed within the assigned time frame, the student's work will be accepted by the teacher.

**Arrival**

Students are allowed in the building starting at 7:40 am. Please refrain from dropping your students off before the building opens at 7:40 am because there is no supervision.

**Morning Arrival Procedures**

Enter the school from Downs Boulevard and follow the road around to the right (do not come straight down the driveway. The driveway is one-way.) Travel around the parking lot to the front of the school. If you choose to walk your student into the building, park in the parking lot.

Pull as far forward as possible along the curb. Stop next to the sidewalk to allow the student to exit from the passenger side of the vehicle onto the sidewalk. Never allow a student to exit the driver side of the vehicle and walk-in front of traffic. Once your student has exited the vehicle and the doors are closed, follow other vehicles to exit the property. Refrain from using cell phones while dropping off your student.

Students should have all possessions packed as the vehicle approaches the main entrance. If the driver must get out of the car to assist a student with his/her belongings or to get items from the trunk (or back of SUV), please proceed to the parking lot and park. Avoid going through the drop-off zone if the student is unable to exit the vehicle without assistance. Never leave your car unattended in the drop-off zone.

We respectfully ask that you do not park in the handicapped parking spaces.

**Tardy Policy**

When a student arrives after the bell has rung at 8:00 a.m., teachers will record each tardy incident in their daily attendance record. When tardy due to arriving after the bell, parents must come into the school and sign the student in. Drop-offs are not acceptable. If the student is tardy due to an appointment, a note from the doctor must be brought to the front office in order to be recorded as an excused tardy.



It is essential that our students understand the importance of punctuality as well as have ample time to prepare for the day. We realize that situations will arise that will cause a student to be late occasionally, flat tire, oversleep, etc. Allowances for these circumstances have been made with 8 tardies each semester. Upon the 8<sup>th</sup> tardy, the parents will be notified by the Front Office. Further tardies will result in a meeting with the Head of School to discuss next steps.

Students should be in their respective classrooms by 7:55 am. A student is considered tardy if not in the classroom at 8:00 am when the school bell rings.

### **Dismissal**

Students will be dismissed at 3:00 pm, except on days designated for early dismissal. Students should remain in their homeroom class until they are dismissed to their parents/guardians.

### **Afternoon Dismissal Procedures**

Enter the school from Downs Boulevard and proceed to the right using both lanes. You can begin lining up for dismissal at 2:45 p.m. Should you need to pick up your student for early dismissal, please arrive before 2:40 p.m. and park in the parking lot. Form double lanes as you proceed to the front of the building. The dismissal sign with your student's name should be clearly displayed on the windshield of your vehicle. The school will provide a sign at the parent meeting or the first day of school. Please request a new one if your sign has been misplaced or damaged. Once in the dismissal zone, drivers, siblings, and pets must remain with their vehicles while in the dismissal zone. Please refrain from using cell phones.

When instructed by the traffic controller, students will be loaded into vehicles. When all vehicles in the dismissal zone have their occupants, the traffic controller will signal for all engines to start, and cars will leave the loading zone as directed. Proceed with caution exiting the parking lot onto Downs Boulevard.

### **Non-Parent/Guardian Student Pickup**

In the parent portal, there must be a list of adults authorized to transport a student from school other than the parents/legal guardian. In the event that a student needs to be picked up by someone on the authorized list who does not regularly transport the student, the parent/legal guardian must contact the front office to notify the school. If a student needs to be picked up by someone not on the authorized list, the parent/legal guardian must send a signed note or detailed email to the front office giving permission for the student to be released to the specified adult.

### **Early Dismissal of a Student**

New Hope Academy recognizes that, on occasion, parents/guardians will have to pull their students out of class early. Parents must come into the office to sign their student out. Students will not be allowed to wait in the office. Parents will need to pick up their student before 2:45 pm. After 2:45 pm, students will not be dismissed early. However, if there is a pattern of excessive and routine early dismissals, the parent/guardian will have to meet with the Academic Director or Senior Leadership to discuss the attendance policy.

## **Truancy Policy**

New Hope Academy bases its truancy policy on the following excerpt from the Tennessee Compulsory Attendance Law. New Hope Academy is under the jurisdiction of the Franklin Special School District with regard to TCA 49-6-3007.

### **TITLE 49 EDUCATION**

#### **CHAPTER 6 ELEMENTARY AND SECONDARY EDUCATION**

##### **PART 30 ATTENDANCE**

49-6-3007 Attendance and truancy reports - Enforcement of compulsory attendance.

(e) (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the director of schools, or the director of schools' designated representative, the names of all students who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

## **COMMUNICATION**

Teachers and school staff work to maintain multiple channels of clear and open communication with all parents/guardians about all areas of our partnerships. In order to accomplish this, it is critical that parents/guardians maintain their account with the most current contact information in our online school management system, FACTS Family Portal. Unless otherwise requested by parents/guardians, the majority of school communication takes place via email and text.

### **Online Accounts for Parents/Guardians (Family Portal)**

All parents/guardians (as well as all other adults granted access by custody parents/guardians) can be set up with access to student records (grades, attendance, behavior, etc.) through online accounts in our school management system (Family Portal). This school management system allows multiple households to be attached to each student, and for a separate Family Portal account to be created for each adult within each household.

### **New Hope Academy Family App**

New Hope Academy offers a Family App available for a free download on both Android ([Google Play](#)) and iPhone ([Apple App](#)). The New Hope Academy Family App is connected to your FACTS Family Portal and offers a one stop shop for most resources families need access to. We strongly encourage all families to download this app to keep current with school-wide communication. On the app, families can access all the information found on our website's Family Resources tab, as well as links to access content found in the Family Portal.

After downloading the Family App' click on "How to login". Our district code is NHA-TN and you will use the same username and password linked to your Family Portal. Logging in gives you access to your Family Portal and information pertaining to your individual account and student(s) information. You will remain logged in for 30 days and will be prompted to log back in after each 30 day period.

### **Sending Materials by Student Backpack**

Students are required to bring a backpack to school daily. Paper communications from teachers and the school office will sometimes go home with the student. Forms and notes from parents/guardians to the teacher or school office should be sent to school through these same channels. Depending on the nature of the communication, it is also recommended that this transfer of papers be supported with an email between the parent/guardian and the teacher or the school office.

### **Weekly Updates and Class Newsletters**

New Hope Academy updates families in a weekly email called The Nutshell with school information as well as relevant community news. This communication is sent out each Monday. Students will also receive a weekly class newsletter or email from their teachers. This includes highlights from the classroom, as well as reminders about upcoming field trips, volunteer opportunities, and other events.

### **Weather Closings and Parent/Guardian Text Alerts**

Weather related closings, delays, and early dismissals are communicated via parent text alert (as well as on the local news and our school social media). Emergencies and other critical communications are also supported by text alerts to all custody parents/guardians. To receive these important reminders, it is imperative that parents/guardians keep their cell phone numbers and permission settings current within their online parent/guardian accounts.

## **CONDUCT AND DISCIPLINE**

### **Code of Conduct**

A Christ-centered community promotes respect for others, responsibility for our actions, and the desire to repair that which is broken. It is a community where every individual is expected to live honorably and encourage others to do the same. A Christ-centered community involves more than a commitment to follow a set of rules; it promotes growing together in an honorable lifestyle that pleases God and that calls upon the guidance of God's Holy Spirit.

Students at New Hope Academy are expected to conduct themselves in a manner that shows respect for faculty and staff, classmates, and the school. Members of the faculty have full responsibility and authority in the classrooms and at all school functions; however, parents are asked to assume responsibility for their children at school social gatherings. Because character development is not limited to school hours, it is our purpose to partner with parents in training and maintaining high standards of conduct for our students. New Hope Academy and parents must work together in the training of students.

### **Habit Formation**

New Hope Academy engages in Habit Formation as an intentional way of training our students to form habits that aid in honorable character and healthy relationships. Charlotte Mason taught that habit is far more than a tool for managing behavior—it is a cornerstone of character and a means of freeing the mind for higher pursuits. By intentionally cultivating good habits in childhood, parents and educators can lay the groundwork for a life of discipline, responsibility, and joy. Habit training requires steady, firm guidance, paired with patience and consistency, to direct children toward virtue and purposeful living.

*"The necessity of forming habits is an integral part of [our] philosophy as they aid one in functioning in relationships. These are not tacked onto one's life as another feat to be mastered in a performance*

*culture, but are used as valuable tools in the intellectual, spiritual, and physical development in relationship to oneself, God, and others.” - Maryellen St. Cyr, When Children Love to Learn*

### **Focused Habits at New Hope Academy**

- Attentiveness: The habit of attention requires that one fix mind and body steadily on the matter at hand.
- Respect: Showing respect involves using good manners and self-control in words and actions
- Obedience: Obedience is demonstrated by responding immediately and completely to authority, as well as accepting consequences willingly.
- Responsibility: Responsibility is shown when care is given to personal belongings and school property. It is also shown in the completion of a task or assignment
- Diligence: Diligence involves completing whatever task is at hand to the very best of one's ability, leaving nothing undone.

### **5<sup>th</sup> and 6<sup>th</sup> Grades (Added Habits)**

- Reverence: Reverence in our attitude towards God is shown and practiced as we stand in awe and respect of God's Holy Word and in our posture before Him in worship.
- Reflection: The habit of reflection requires purposeful thinking and contemplation about the matter at hand.
- Service: In serving, one must think of helping others and meeting their needs in a cheerful manner.

## **Discipline**

### **Philosophy**

The ultimate goal of New Hope Academy's approach to discipline is to glorify God by seeking out the heart of the student and discipling that heart toward the nature and character of God. It is relational in nature. Rooted in biblical principles, discipline leads with love, grace, and forgiveness while acknowledging the need for correction. Discipline promotes loving respect for others within our learning community and teaches obedience, respect, and consideration of others. Teachers and administrators seek to allow the consequences to follow as naturally as possible the offense committed. We seek to act with a spirit of love and a desire and goal of drawing the student back into a right relationship with God and others. It always seeks to repair and restore as we believe this is at the heart of redemptive discipline. We seek not to control students, but to prayerfully help students learn to control themselves. We desire to treat our students as image bearers, inviting them and expecting them to live as such – just as God is calling them to.

New Hope Academy seeks to utilize an approach that is proactive and nonpunitive to discipline, emphasizing building intrinsic motivation that leads to the development of self-control and self-regulation, rather than depending on external motivators such as the promise of rewards or the threat of punishment to shape behavior. Teachers establish rules and hold students to those rules in a proactive, firm, fair and consistent manner. We seek to understand the student's particular behavior and address it with modified or individualized discipline practices that help the student develop self-regulation and good habits.

### **Process and Policies**

Student discipline typically begins with the classroom teacher. If the child does not respond to the direction of the teacher, has multiple infractions within a school day, or behavior is an elevated offense,

the student will be sent to the Academic Director. Any visit to the Academic Director will result in notification to the parent via email or phone call. Teachers will also communicate with a student's parents or guardians regarding any concerns of a student's behavior.

New Hope Academy believes in a positive and co-operative relationship between the school and student's parents or guardians as essential to the child's growth and development.

### **Suspension / Expulsion**

Suspension restricts the student from attending class, being on campus, or participating in any form of extracurricular activity for a specific period of time. Expulsion restricts the student from attending class, being on campus, or participating in any form of extracurricular activity until the end of the year. Consequences of this nature may include, but are not limited to, the following:

1. Bullying
2. Fighting
3. Flagrantly abusive language or use of profanity
4. Stealing
5. Skipping class or leaving school without permission
6. Use or possession of fireworks on the campus
7. Vandalism or destruction of property
8. Inappropriate sexual conduct
9. Prior discipline behaviors which do not respond to school authority
10. Serious incident of insubordination or disrespect
11. Assault or battery of a teacher
12. Possession or use of drugs, alcohol, or tobacco while a student at New Hope Academy (See our Medicine Policy for information regarding prescription medications)
13. Possession of a weapon

Other behavior inconsistent with the goals, philosophy, and policies of New Hope Academy may present a consequence of suspension or expulsion.

Consequences of suspension or expulsion are at the discretion of the Head of School in conjunction with the Academic Director.

**NOTE: New Hope Academy reserves the right to deny readmission, admission, or continued enrollment to any student or parent whose actions demonstrate that it is not in New Hope Academy's best interest to allow admission, readmission, or continued enrollment.**

## **DRESS CODE**

We recognize that dress is an aspect of our participation in school life and, like our speech and action, involves the intentional pursuit of excellence. A uniform policy reinforces our commitment to our vibrant learning community and provides a visual reminder of our shared vocation as respectful and responsible learners. By highlighting community before individuality, a uniform promotes school unity. By upholding the uniform policy with a spirit of cooperation, students and their families invite the flourishing of peace, service, and justice.

## **Enforcement**

Students must be in uniform to attend class. The first occurrence of a uniform violation will result in a documented warning for the student. The teacher will contact the parent/guardian by email. A second occurrence of a uniform violation will result in the student receiving a second documented warning and additional parent contact. After the second warning, any additional occurrences will result in a parent being notified and immediately bringing the necessary item for the student to be in compliance with the uniform code. The student will remain in the office until the violation has been corrected.

## **General Guidelines**

- All students are expected to be in school uniform at the start of the school day and to remain in school uniform throughout the day.
- New Hope Academy requires all uniform polo shirts, plaid jumpers, and plaid skirts to be ordered only through Max & Alice Uniform Company.
- Non-uniform jackets/outerwear are not allowed to be worn in the classroom but may be worn outside for P.E. and recess.
- Student's shirts must be tucked in at all times.
- Only NHA navy blue crewneck sweatshirts may be worn. (Gray hooded sweatshirts previously owned by be worn for the 2025-2026 school year). All other NHA sweatshirts are not considered part of the uniform code.
- Hairstyles or hair tinting that are excessive or distracting may be disallowed based on the discretion of the Head of School.
- Modest jewelry including a watch, bracelet, necklace or non-dangling earrings may be worn. Smart watches are not allowed.

## **Boys Uniform Guidelines**

**Shirt:** Boys may wear Max & Alice-issued NHA short or long-sleeved polo shirts in green, white, or navy. Shirts must be tucked in.

**Pants & Shorts:** Khaki pants or shorts (not denim, cargo, or jogger styles) are required. Uniform pants and shorts purchased from Max & Alice are preferred. Otherwise pants and shorts must match the color and style of the Max & Alice uniform company.

**Belt:** A belt must be worn with uniformed shorts or pants. Belts should be solid navy, black, or brown. Pre-K through 1<sup>st</sup> grade are not required to wear a belt.

**Socks:** Socks must be visible above the shoe. Colors: solid black, brown, or white.

**Shoes:** Closed toe shoes and closed heel shoes are required. Tennis shoes are preferred. Shoes not allowed are sandals, clogs, crocs, heels, platform shoes, or boots.

**Outerwear:** NHA sweaters, vests, quarter-zip sweatshirts, or fleece jackets during school. NHA navy blue crew neck sweatshirts are also allowed and maybe purchased in the front office. (Gray hooded sweatshirts previously owned may be worn for the 2025-2026 school year). Non-NHA jackets/outerwear are not allowed in the classroom, but may be worn outside during recess or P.E.

### **Girls Uniform Guidelines**

polo shirt in green, white, or navy as well as Max and Alice issued long or short sleeve white oxford button down. Peter-pan collared white blouse must be worn under plaid jumpers.

**Skirt:** Max & Alice issued plaid skirt or skort as well as Khaki skort. French Toast pleated 2-tab khaki skort may be worn and are available for purchase through various vendors. All other khaki skirts or skorts are not considered part of the uniform code. Skirts or skorts must not be worn 3" above the knee.

**Jumpers:** Pre-K- 2nd grade may wear Max and Alice issued plaid jumper. Max & Alice issued white blouse must be worn with the jumper.

**Pants:** Khaki pants (not denim or cargo styles) are required. Uniform pants may be purchased from a different vendor if they match the color and style of the Max & Alice uniform pants.

**Belt-** Students who wear uniform pants or shorts must wear a solid navy, black, or brown belt. Pre-K through 1<sup>st</sup> grade students are not required to wear a belt.

**Leggings/Tights-** Girls may wear solid navy or black leggings under the skirt or jumper.

**Socks:** Navy and white socks must be visible above the shoe. Girls may also wear knee socks or tights.

**Shoes:** Closed toe shoes and closed heel shoes are required. Tennis shoes are preferred. Shoes not allowed include sandals, clogs, crocs, heels, platform shoes, or boots.

**Outerwear:** NHA sweaters, vests, fleece jackets from Max & Alice may be worn. NHA navy blue crew neck sweatshirts are also allowed and may be purchased in the front office. (Gray hooded sweatshirts previously owned may be worn for the 2025-2026 school year). Non-NHA jackets/outerwear are not allowed in the classroom but may be worn outside during recess or P.E

### **Relaxed Dress Code**

For relaxed dress code, students may wear a New Hope Academy t-shirt or sweatshirt, jeans/khaki, pants, or shorts and must be neat, clean and without rips or holes.

**New Hope Academy's uniform provider is Max & Alice. Uniforms may be purchased in person or online at [www.maxandaliceuniforms.com](http://www.maxandaliceuniforms.com). Phone Number: (615) 373-0433. Address: 3205 Powell Ave. Nashville, TN 37204.**

## **FINANCIAL INFORMATION**

### **Tuition**

Tuition for the 2025-2026 school year is \$15,450 per student.

### **Financial Assistance**

New Hope Academy is a mission-driven private school operating with a core vision and purpose around equitable access, equality and reconciliation, based in the grace and love of Christ for all. NHA depends on the generosity of donors to provide financial assistance to those who show demonstrated need. In

order to assure and strive for a non-biased, objective and fair consideration of all student groups and all decisions around scholarship and financial aid, the scholarship committee, comprised of the Director of Finance and members of the Board of Trustees, has the authority to review all information regarding the awarding of financial aid and make a final approval as to the type and amount of such award. The Scholarship Committee will make award determinations based on student/family data as provided in FACTS Grant and Aid Application and other applicable information.

### **Tuition Payment**

New Hope Academy uses FACTS to manage our tuition payment process. The enrollment for tuition payments will occur when you sign your Enrollment Contract for each student.

We offer the following payment options for your convenience:

Annual payment (1 payment) – Due July 1<sup>st</sup> or 15<sup>th</sup>

Semester (2 payments) – Due July 1<sup>st</sup> or 15<sup>th</sup> and December 1<sup>st</sup> or 15<sup>th</sup>

Monthly (11 payments) – Due on the 1<sup>st</sup> or 15<sup>th</sup> of each month, July – May

All payment plans can be set up with a bank account or credit card.

*\*Those choosing to pay via credit card will incur a fee of up to 2.95%*

### **Tuition Delinquencies**

If tuition payments are not made in a timely manner, the Director of Finance will reach out to the parent/guardian to make payment or to set up a new payment plan. It is the responsibility of the parent/guardian to contact the Business Office at [businessoffice@nhafranklin.org](mailto:businessoffice@nhafranklin.org) to inform New Hope Academy if a family financial situation has occurred so that we may discuss extended payment options.

### **School Fees**

Parents are responsible for supply fees and field trip fees annually. These fees are included in the tuition contract. School supplies are purchased by the school. Students are responsible for the care of any materials/supplies issued through the school.

## **HEALTH**

### **Health Records**

All schools are required by the Tennessee Department of Public Health to maintain records of childhood immunization against diphtheria, measles, mumps, poliomyelitis, rubella, and tetanus. A Tennessee (green) health form needs to be requested from your physician or your health care agency. This form is not available at the school and may not be received from a previous school. State law requires that no student attend the first day of class or subsequent days without an original green form on file in the School Office.

All students must have a Health Form and an Emergency Medical Form on file in the school portal.

### **Medication**

Medication should be given at home. No internal medicine of any kind will be administered at school unless the parent gives specific instructions. Parents will be required to submit a Medication Authorization Form. All medication must be brought to school in a non-breakable container with the appropriate label and directions. Medication for students must be brought to the school office



by the parent. Students are NOT allowed to carry medication to school. This includes prescription and non-prescription medications.

A Medication Authorization Form must accompany any medication (including over-the-counter meds) to be dispensed at school. Any medication brought to school not in accordance with these regulations shall be retained in the school office.

**\*PLEASE NOTE THAT NEW HOPE ACADEMY IS NOT A NUT-FREE CAMPUS.\***

### **Allergy Protocol**

At the beginning of each school year, the Student Medical Information Form must be completed by at least one parent. A detailed explanation of the student's dietary allergies should be listed on this form. In addition, any student with a severe allergy condition must provide the school with a history of allergic reactions, two epinephrine injectors, and an "Allergy Action Plan" provided by the student's physician. The parent/guardian is responsible to meet with the officer manager prior to the school starting to discuss the student's needs and action plan for the school year.

Each student with an epinephrine injector will have an individualized "kit" that includes the action plan as well as the injector(s). This will be kept in a labeled, designated area of the student's respective Division. Epinephrine injectors provided for each student will be sent on all field trips, sporting events, and overnight trips by the school.

It is the parent's primary responsibility to build a strong bond with the homeroom teacher/advisor/front office/coach/instructor/after-school personnel. When meeting, parents should give the following information about their student:

- List of allergies
- Levels of severity with each allergen
- Reactions to allergens
- History of epinephrine injector use: *how many times administered, date of most recent incident, reactions to epinephrine.*
- Dates and information on any relevant hospitalizations
- Use of antihistamine: *how does it handle reactions, how much time lapse between exposure and antihistamine.*
- How allergy-related symptoms manifest in the student
- General management guidelines

*After-school:* Parent will contact any after-school program director, tutor, and/or the Director of Summer Camps, as needed, to discuss allergies before participating in these programs.

*Homeroom teacher:* Parents will contact homeroom teacher to discuss any materials that might be used during classroom or special events and attend when deemed necessary by school personnel.

*Lunch:* Parent will contact the student's teacher to discuss the lunchroom setting, food items, labeling of potential allergens. Parents will monitor the menu posted online and contact the student's teacher with any questions.

Students with allergies will need to bring allergen free snacks, lunch for fieldtrips, treats for class parties and other special events as the school is unable to meet the dietary restrictions for each individual student.

### **Diabetes**

As each diabetic has unique needs and guidelines to follow, we ask that the parent/guardian provide the front office with a current care plan from their primary care physician or diabetic care clinic prior to school start. Unless otherwise instructed, this care plan will be the daily reference for our school personnel to assist our diabetic students with their care. Parents will be required to provide and maintain any supplies that may be needed daily including, but not limited to, lancets, needles/syringes, insulin, glucose tablets, or other snacks and juices for low blood sugar, urine ketone strips, Glucagon injections, test strips and meter, etc. Parents of diabetic students are strongly encouraged to meet with the school administration and your student's teacher prior to school start to discuss their student's plan and any unique needs for the school year.

### **Limited Physical Activity**

On occasion, a physician will recommend that a student not participate in physical education or other physical activity due to health concerns or an accident (e.g., broken arm). Please ask your student's physician to write this request on a prescription pad or in an email or note. This should be given to the Head of School, who will ensure that the school office and all your son's or daughter's teachers have this information.

If your student is diagnosed with a concussion, they will be held from all activity (including involvement in sports) until a physician releases them for activity. You must provide a physician's order stating what academic limitations your student should have. This information will be shared with the students' teachers with additional recommendations for comfort measures for the classroom (i.e., dim lighting, limited screen time). For restrictions to be removed and for a student to return to normal academic routines and activity, a physician's note must be provided.

New Hope Academy abides by the Center for Disease Control's "HEADS UP" recommendations for concussion/head injury (<https://www.cdc.gov/headsup/index.html>).

If your student needs crutches or any other assistive walking device, a physician's note will be provided regarding the need and possible duration of use of such device(s).

### **Student Illness**

In the interest of maintaining a healthy learning environment, please do not send sick students to school. In case of minor accidents at school, the teacher or other school personnel will render first aid. In the case of severe injury or illness, first aid will be rendered, and attempts will be made to contact the parent(s). If parents/guardians cannot be reached in an emergency, the individuals listed on the most current Medical Emergency Form on file in the School Office will be contacted. It is important that families provide an updated and accurate Medical Emergency Form every year as information changes during the year.

If a student comes to school with a medical condition (e.g., bladder infection), a note or email should be sent to the teacher and front office. If a student becomes ill with any of the illnesses listed below, or at the discretion of the front office, the student's parents will be notified and will be required to pick the student up from school:

**Colds.** Consider keeping your student at home if he/she is experiencing discomfort from cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the student seen by your health care provider.

**Conjunctivitis (Pink Eye).** Following a diagnosis of conjunctivitis, the student may return to school 24 hours after the first dose of prescribed medication.

**Diarrhea/Vomiting.** A student with diarrhea and /or vomiting is not permitted to attend school and may return to school only after having no diarrhea or vomiting for 24 hours (without symptom reducing medication).

**Fever.** The student is not permitted to attend school with a temperature equal to or greater than 100.4 °F. The student may return to school after he/ she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Advil).

**Fifth's Disease.** The student may return after nasal discharge is gone

**Flu.** The student may return accompanied by a written statement from the student's physician stating the date of return. (However, the Center for Disease Control states that most healthy individuals may be able to infect others beginning one day before symptoms develop and up to seven days after becoming sick.)

**Infection.** The student may return after 24 hours of antibiotic treatment

**Lice.** If your student is found to have lice at school, you will be called to pick him/her up. Your student may return to school once treatment has begun.

**Rashes.** Common infectious diseases with rashes are most contagious in the early stages. A student with an unexplained rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school.

**Strep-Throat.** The student may return after 24 hours of antibiotic treatment.

If a student arrives at school with the above-mentioned symptoms, the student will not be permitted in the classroom and the parent/guardian will be called to pick the student up from school immediately. A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick student home prevents the spread of illness in the school community and allows the student the opportunity to rest and recover.

## INCLEMENT WEATHER CLOSINGS

Weather related closings, delays, and early dismissals are communicated via parent text alert (as well as on the local news and our school social media). Additionally, New Hope Academy will communicate school closings on local TV news stations. Watch for "New Hope Academy" on News Channel 5 and WKRN, or "New Hope Academy – Franklin" on News Channel 4, WSMV. New Hope Academy does not follow any other local school closings.

## PARENT ENGAGEMENT

New Hope Academy believes that God has placed the authority of raising a student with his/her parent(s) or guardian(s). The school is to assist the work of the family through Godly guidance, training, and education. New Hope Academy believes that parents and

teachers are partners in the educational process. Parental advice and communication are vital to the success of each student.

### **Parent Meetings**

The calendar highlights designated parent meetings. These meetings will provide opportunities to address and discuss school business but most importantly educate each family on school and educational philosophy. These meetings also allow an opportunity to build community among parents. **All parent meetings are mandatory and parents are expected to attend each meeting.**

### **Parent-Teacher Conferences**

At New Hope Academy, parents are regarded as their student's first teacher and a key component in the successful education of the student. We believe that it is imperative for teachers and parents to stay in communication with each other. Consequently, parent conferences are scheduled in the fall and spring. All parents are expected to attend the conferences. Each should feel free to make an appointment with the other at any time during the year if there are any questions or concerns.

### **Saturday School**

Saturday School is held twice during the school year (noted on the school calendar) and is a required school day for students and parents. This is an opportunity for parents and students to interact in the educational process together, engaging in classroom and school wide activities. It is also an intentional time for families to connect and build community. As a required academic school day, attendance is recorded and should be considered a priority for each family. Excused absences should be cleared through the Head of School. Students will not attend school the following Monday.

### **Volunteer Hours**

Parents are encouraged to volunteer at New Hope Academy in many different capacities. Volunteering helps foster a closer, caring community at New Hope Academy, while supporting faculty, administration and serving the needs of the school. Many of the school's events and activities are dependent on the support and creativity of parent volunteers. Some of the opportunities include the following: prayer, room parents, fieldtrips,, teacher appreciation, school events, admissions, donor events, and facilities and landscaping needs. Each parent is asked to give two hours of volunteer work per month.

### **Parent Alliance**

The Parent Alliance at New Hope Academy is dedicated to actively support the school's mission by fostering a collaborative partnership between families and the faculty and staff. We are committed to supporting the teachers and staff of New Hope Academy in their mission to provide an excellent Christ-centered education to our students. We strive to enhance the learning environment at New Hope through active volunteerism, resource support, and fostering a strong sense of community. This effort is led by a team of parent volunteers who provide organization and communication to help facilitate a strong parent alliance.

### **Parent Connection**

Engagement is a natural result of connecting. We desire and expect that New Hope Academy parents would be connected – both to what their child is learning and also to the lives of those we are in community with. To be a part of New Hope Academy is to not only partner with the school but to partner with the other families God has brought together in this important work. As parents care for

their children, it speaks volumes when parents are truly interested in what students are learning and experiencing at school. Knowing that parents also care for classmates and classmates' families prepares children for the communities they will love and serve in the future.

### **Parent Concerns**

Parents and teachers are encouraged to keep lines of communication open and resolve any conflict expeditiously. The administration has adopted a set policy for situations where problems or complaints occur. We strive to handle these situations according to the Matthew 18: 15-17 principle. All questions, problems or complaints should be taken directly to the teacher for clarification and understanding. If there is not a satisfactory resolution at this level, the concern should be brought to the Academic Director.

## **RE-ENROLLMENT AND WITHDRAWAL**

### **Re-enrollment**

Re-enrollment is offered to New Hope Academy students who are in good standing academically, behaviorally, and financially. Enrollment contracts for current students will be available through FACTS once tuition rates are published and re-enrollment packets are posted. Those seeking financial aid must submit a new financial aid application(each year) before receiving an enrollment packet. To ensure the student is enrolled and secured a seat in his/her grade, contracts must be received by the school by the February deadline. Parents should contact the Director of Admissions if they have questions regarding their child's enrollment for a new school year.

### **Withdrawal**

Parents who wish to withdraw their student must notify New Hope Academy Admissions Office of their intent to withdraw:

1. A student withdrawing for the succeeding school year must notify New Hope Academy through your FACTS Family portal upon the receipt of your re-enrollment packet. As a courtesy to NHA, please respond by the re-enrollment contract deadline to ensure the opportunity to place new students.
2. A student withdrawing after submitting an enrollment agreement or during the school year for any reason requires a Notification of Withdrawal be completed and returned to the Admissions Office to be acknowledged and deemed official. The parent/guardian will be responsible for the remaining tuition agreed upon in the enrollment contract.
3. New Hope Academy values the feedback of our families. An exit interview is encouraged with all families who are withdrawing.

## **STUDENT LIFE**

### **Devotions**

Devotions are held each morning from 8:05-8:30 a.m. and include a time of singing, teaching of God's Word and prayer. Mondays and Fridays are all school devotions and are held in Foster Hall. Tuesdays and Thursdays are divided by Lower School and Upper School – PreK through 2<sup>nd</sup> grades

meet in the Early Childhood Wing and 3<sup>rd</sup>-6<sup>th</sup> grades meet in Hawkins Library. Wednesday devotions are classroom devotions allowing for more specific and intimate conversations. Parents and visitors are welcome to attend Monday, Tuesday, Thursday and Friday devotions. Devotions are intentionally planned for our students and created to be a place where students can focus and worship. Therefore, parents and visitors are asked to sit behind the students to avoid distraction AND refrain from talking or having conversations once the students walk into the devotional space.

### **Drills (Tornado, Fire, & Lock Down)**

As required by Tennessee State law, fire drills will be held in accordance with state regulations. We will also have on occasion throughout the year a tornado drill and a lockdown drill. New Hope Academy staff and teachers have been trained in active shooter procedures. The teachers will acquaint the students with the proper procedures to be followed during the drills. A map of the evacuation plan will be hung in each classroom, and each teacher will ensure that the students fully understand the route.

### **Facility Stewardship**

Each student is expected to share in maintaining the cleanliness of the school property. Each class will have specific, manageable, and age-appropriate chores outside their classroom to be completed each week as we work as a family to keep our facility clean. All students are encouraged to complete tasks with a cooperative spirit.

### **Field Trips**

Field trips will be conducted in relation to classroom learning activities. Parents must complete a permission form, in advance, for each off-campus field trip. If a parent/guardian elects not to send their student on the field trip, the student must remain home during the field trip hours. The student may return to school when the field trip is over.

We encourage parents to volunteer to be field trip drivers. For safety reasons, volunteer drivers must provide a copy of their driver's license, proof of insurance, and sign a Field Trip Driver Guidelines form. Anyone attending the field trip, in any capacity, with the class must be background checked prior to the field trip.

### **Field Trip Driver Guidelines**

1. All field trip drivers must check in with your teacher(s) prior to placing students in your cars.
2. Tennessee Law requires that everyone must use a vehicle safety restraint when operating or traveling in a vehicle. Therefore, all drivers and students must use their seat belts while driving/riding to/from a field trip.

Students aged four (4) through age eight (8) and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. **(Note: If the student is not between age four (4) and age eight (8) but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**

Students aged nine (9) through age twelve (12), or any child aged twelve (12), measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. Any such student should be placed in the rear seat, if available. **(Note: If the student is not between age nine (9)**

**and age twelve (12) but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**

Students aged thirteen (13) through age fifteen (15) must be secured by using a passenger restraint system, including safety belts, meeting federal motor vehicle safety standards.

Provision is made for the transportation of students in medically prescribed modified child restraints. A copy of Doctor's prescription is to be carried in the vehicle using the modified child restraint.

The driver of the car is responsible for making sure that students under age sixteen (16) are properly restrained and may be charged and fined \$50.00 for violation of the law. If the student's parent or legal guardian is present in the car but not driving, the parent or legal guardian is responsible for making sure that the student is properly transported and may be fined for non-compliance.

3. Field trip drivers **MUST** not text while driving as required by Tennessee Law. Drivers are also encouraged to refrain from talking on cell phones unless it is absolutely necessary.
4. Field trip drivers **MUST** follow the transportation route/directions provided by or discussed with the teacher for both going to and returning from a field trip. Drivers are not allowed to take students on different routes, stop for unplanned snacks/lunch or run errands while transporting students to and from field trips.
5. Field trip drivers **MUST** never leave students unattended in their vehicles regardless of whether the vehicle is parked or running.
6. Field trip drivers **MUST** never drive while under the influence. This includes the influence of not only illegal drugs, alcohol, and prescription medications that are known to cause drowsiness or have "no driving" warnings.
7. The ride to and from a field trip is a great time to encourage conversation among the students. Use this time to talk about things that they will see and learn about on the way. On the return trip ask questions about their experience. **Do not play any movies/videos.** Any music played should be worship type.
8. Parents may not bring additional students/children on field trips for New Hope Academy.
9. Any potential student disciplinary issue, accidents or serious incidents must be brought to the attention of the supervising faculty member. An Incident form must be completed.

### **Lunch Program**

It is the desire of New Hope Academy to support our students in developing a healthy understanding of food and their relationship with it. NHA has partnered with City Kitchen as our lunch provider implementing a philosophy and mission which aligns with our commitment to provide healthy and tasty options for our students. Our wholesome menus are designed to introduce students to new foods and new menu ideas. Our program provides a variety of fresh fruits, vegetables, whole grains, and healthy options. Monthly menus may be viewed by visiting your FACTS family portal. Near the end of each month, we will post the menu for the following month. Families will have the opportunity to order lunches for the entire month. Purchased lunch are billed to the student's account through FACTS at the end of each month. Parents are responsible for payment immediately upon the receipt of the invoice.



Students may also opt to bring their own lunch to school. Students who desire to bring their own lunch should bring one that does not require heating or refrigeration. Additionally in line with the New Hope Academy Nutrition guidelines, food items and drinks high in sugar are prohibited. If a child comes with no lunch, a hot lunch will be provided and billed to the student's account.

**Lunch delivery from outside sources like grub hub, door dash, etc. are not permitted for our students.**

### **Free and Reduced Lunch Program**

New Hope Academy participates in the federal government sponsored free and reduced-price lunch program. Inquire with the business office regarding eligibility.

### **Nutrition**

New Hope Academy is committed to training the whole student – spiritually, intellectually, emotionally, socially, and physically. As part of the physical development of each student, New Hope Academy places emphasis on nutrition, and its education on sleep guidelines. We want employees, parents, students, and the New Hope Academy community to work together for healthier students.

Research abounds on the link between health and academic achievement. Studies show that children who experience poor nutrition and hunger – which can be present in underweight, average weight, and overweight children – tend to have lower standardized test scores and show less academic achievement overall than their more well-nourished peers. Children who do not receive adequate nutrition lack what is essential for optimal cognitive development and function. The Dietary Guidelines for Americans recommend a diet rich in fruits and vegetables, whole grains, and fat-free and low-fat dairy products for persons 2 years of age and older. The guidelines also recommend that children, adolescents, and adults limit intake of solid fats (major sources of saturated and trans fatty acids), cholesterol, sodium, added sugar, and refined grains.

New Hope Academy desires to promote healthy eating and help ensure appropriate food and nutrient in-takes among the students. In partnership with parents, we desire to ensure nutritious foods and beverages are provided to the students during lunch, snack, birthday celebrations, afterschool programs, and other activities where food and beverages are offered to students.

**NOTE: Be sure to check with your student's teacher regarding any possible food or nut allergies in the classroom.**

## **TECHNOLOGY**

New Hope Academy's approach with technology is thoughtful and intentional. We confirm the idea that technology is a facilitator of learning not an educator. It can be a useful tool in enhancing the learning experience and helping children become producers instead of consumers. It is our understanding that technology stewarded through the lens of a biblical worldview and practiced within our educational distinctives and pedagogy will help engage and prepare our students for a deep and lasting life of learning for the glory of God. Our goal is to guide and cultivate students in the ethical, responsible, and innovative uses of technology. While we understand the benefits of technology in an educational setting, we intentionally keep student use to a minimum.



**Cell Phone Policy**

New Hope Academy is committed to a campus where distractions are minimized, face-to-face conversations are prized, and contemplation is possible. To promote this standard, students are not allowed to have a phone or smart watch on campus. If the student needs to contact a parent/guardian, he/she may use the front office phone. If this policy is violated, the phone will be confiscated and held in the front office until a parent/guardian comes to pick it up. The phone will not be released to the student. Parents/guardians are required to collect the phone from the front office.

**VISITORS AND VOLUNTEERS**

Visitors are always welcome at New Hope Academy. Visitors are encouraged to tour the school, attend devotions, or perform volunteer activities. Before a Parents/guardians are allowed to visit a classroom, necessary arrangements must be made in advance with the teacher.

**Sign-In/Sign-Out Policy**

To maintain a safe learning environment, all parents and visitors will be required to sign in and sign out in the School Office. Parents and visitors must also wear a badge. Anyone seen in the building without a badge will be asked to immediately go to the School Office to obtain one.

**Volunteer Guidelines**

Volunteers at New Hope Academy make invaluable contributions to our school. IT is the desire of NHA to provide the highest quality services available to our students. Our commitment as an organization is to create an environment for students that is safe, nurturing, empowering and which promotes growth and success for our students. Volunteers are expected to follow the code of conduct guidelines outlined in the Volunteer Agreement. All volunteers must complete and submit the Volunteer Agreement, prior to providing service(s) as a volunteer. Additionally, depending on the volunteer assignment, a volunteer may be subject to a background check and the completion of sexual abuse prevention training.

**Background Check**

Prior to serving as a Volunteer of certain responsibilities, New Hope Academy requires a background check to be conducted. This background check may include a report from a reporting agency that may include information concerning criminal history. New Hope Academy also reserves the right to conduct a background check at any point of a volunteer's service to the school.

**WEAPONS/CONTRABAND POLICY****Weapons**

It is a felony under TCA 39-17-1309 to bring a weapon and/or ammunition to school or any school event. Anyone found with a weapon and/or ammunition will be dealt with immediately and the proper authorities notified. Any teacher that finds a weapon and/or ammunition on a student should notify the School Office immediately.

Weapons used during a presentation by a trained individual may be brought on campus with the approval of the Head of School. Weapons and/or ammunition used for any other purpose or without Head of School approval will be in violation of Tennessee code TCA 39-17-1309.

**Contraband**

Possession or use of drugs (other than over the counter or prescribed medication), alcohol, or tobacco is expressly forbidden at New Hope Academy.

All prescribed medication must be clearly labeled and brought to the School Office with a Medication Authorization form and dispensing instructions. No student should bring any medication to the classroom or have any medications with them.

Students are not allowed to bring toy weapons to school. Toy weapons include, but are not limited to, guns, knives, swords, etc. Such items are not permitted on school property. School projects, presentations, or plays may, at times, require a student to bring a toy weapon to school. Toy weapons, brought in for this purpose, must be carried by an adult straight to the student's classroom and immediately handed to the teacher. Students must get prior approval from their teacher before bringing the toy weapon to school. Students are not allowed to play with the toy weapon outside of the school project, presentation, or play while at New Hope Academy.