
SCHOOL HANDBOOK

Below are our policies and procedures from the 2020-21 Student-Parent Handbook. If you have questions, please do not hesitate to contact the office at (215) 729-0374.

GREATER HOPE CHRISTIAN ACADEMY

Student-Handbook -- Policies and Procedures

WELCOME FROM THE PRINCIPAL

We are excited about the start of a new school year! This school year will be a wonderful year of transition for Greater Hope Christian Academy. We welcome back those students who are returning and add a special welcome to those who are new to Greater Hope this year. This new year will present all kinds of opportunities and challenges as we seek to develop in Christ-likeness.

We appreciate your interest and commitment to our school as we seek to fulfill our commitment to the education of your children. To accomplish this, Greater Hope is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity. On this foundation, Greater Hope seeks to develop each student through structure, discipline and excellence in all aspects of daily life.

The faculty and staff are dedicated Christians who have committed themselves to the ministry of helping you train your children. Each teacher has committed to pray for your students and is eager to point them to Christ through their teaching and example. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Greater Hope Christian Academy. We look forward to having the opportunity to serve with you as we serve our Lord Jesus Christ.

For His Glory,

Dr. Marilyn Miles

Principal

PHILOSOPHY AND PURPOSE

Greater Hope Christian Academy stands without apology for the Bible, and its standards are an integral part of our regulations. It is understood that attendance at Greater Hope Christian Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity. The administration may at any time request the withdrawal of any student who in the opinion of the administration does not fit into the school philosophy or refuses to conform to the rules and regulations. It is the hope and desire of the administration that each student will have a strong respect for the philosophies and aims of Greater Hope Christian Academy.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe there are three essential components for the successful education of the child. These three components are listed in order of responsibility to God for the training of godly men and women.

1. Parents – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Greater Hope will be directly correlated with his parents' faith in Christ as personal Savior and their commitment to honoring God's Word in separating from the sinful practices and lifestyles of the unsaved world.

2. Church – Next in importance is the ministry of the local church in the life of the family. We strongly encourage every family to be committed, through attendance and participation, to a "Biblical" church. A "Biblical" church is a church that adheres to the fundamentals of the Christian faith and endeavors to keep itself pure from worldly practices and ecumenical movements (toleration of unbiblical teaching and practice).

3. School – Finally, and in proper order, is the school that the parents have chosen to help them with the education of their children. The school will never be able to stand in place of the parents or church. However, in proper order these three components play a stabilizing and strengthening role in the education and development of a child.

When these three are in agreement in philosophy, standards, and convictions, the outcome will be the development of men and women who are firmly grounded in Truth and able to function faithfully in the world around them. When there is inconsistency and disagreement in these three, there is a propensity toward disrespect for one of these authorities and may result in rebellion to authority in the life of the child.

Greater Hope Christian Academy is a ministry of Greater Hope Ministries and is the extension of the Christian home. We believe there is a Biblical perspective for every academic discipline. We believe that true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God's Word.

PURPOSE STATEMENT

The purpose of Greater Hope Christian Academy is to give each student the maximum knowledge of the various subjects and the essentials of culture in the light of God's Word, "That in all things He might have the preeminence" (Col. 1:18). Even though knowledge is factually the same for the believer and unbeliever, no subject can be taught in its truth if the Originator is ignored. Recognizing that spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as their Savior and Lord can possibly teach in a way pleasing to God. Consequently, only a Christian school with born-again teachers can give a child the education God expects in keeping with His instruction in Proverbs 22:6, "Train up a child in the way he should go; and when his is old, he will not depart from it." Our entire school program is designed to help parents fulfill this command of God. Any parent with different educational and spiritual expectations for his child is likely to be dissatisfied with Greater Hope Christian Academy.

At Greater Hope we will accomplish this purpose by achieving these goals:

- To proclaim the Gospel of Christ to each student,
- For each student to come to trust Christ as Lord and Savior,
- For each student to read, reason from, and understand God's Word and relate its truths to the daily aspects of life,
- For each student to understand and live according to Biblical principles of righteous living,
 - To provide excellent academic training, stressing core curriculum,
- That each student has a Biblical basis for social and physical development so that they can function as godly influences in our society and nation.

ADMISSIONS

Greater Hope Christian Academy is a ministry of Greater Hope Ministries, a fundamental, independent, Bible-believing church. Because the church practices separation from worldliness and ecumenism, Greater Hope Christian Academy has an open enrollment policy.

As a ministry of Greater Hope Ministries, we set standards that are consistent for the families within the ministry. We wish to offer a place of refuge and security from the philosophies and deeds of the world. We consider it a sacred trust that we hold for these families. We extend invitation to those outside our church only as long as they are willing to maintain these standards in word and action.

STATEMENT OF NONDISCRIMINATION

Greater Hope Christian Academy admits students of any race, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, national, or ethnic origin, administration of its educational policies, admissions policies, and athletic or other school administered programs.

GENERAL ADMISSIONS PROCEDURE

Families considering enrolling their children at Greater Hope Christian Academy should follow these steps:

- Get an information package and take a tour to get acquainted with our school.
- Complete an application and submit with the non-refundable application fee.
- Schedule an interview with the principal.

Following the above steps:

- The principal will meet with the Administrative Board to make his recommendation regarding enrollment.
- The Administrative Board will make a decision regarding enrollment.
- The school will send a formal communication informing the family of the decision. If the student is accepted, the family will receive information of the steps required to complete enrollment. Typically the family will be required to pay the registration fee and provide a copy of the student's birth certificate, a Pennsylvania Certificate of Immunization, and the previous school transcripts (as applicable).

READMISSION AFTER DISCIPLINARY ACTION

Please refer to the "Readmission After Disciplinary Action" section of the handbook under the "Discipline" heading of the handbook.

ATTENDANCE

In order to gain the most from Greater Hope Christian Academy, it is important that each student attend school regularly. We recognize that certain absences are unavoidable, and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject. Please note: A student must be present at least half of the school day (four periods) to be counted present.

Students who are tardy or absent must provide a written explanation from a parent explaining the nature of the tardy or absence. Please note that it is the student's responsibility, not the teacher's, to have a note explaining the reason for an absence or tardy.

ABSENCES

Following any absence, the parent must send a written excuse to school on the day the student returns. Elementary students will take the note to their teacher. Secondary students will deliver it to the office and pick up an Absence Make-Up Form.

An absence is considered "**excused**" when caused by:

1. personal illness,
2. medical/dental appointments that cannot be scheduled so as not to interfere with classes,
3. death in the family,
4. *serious* family emergencies, or

5. family or church activities for which the school has been given written notice of at least two days in advance of the absence.

Students will be assigned "Make-Up Work" when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered "**unexcused.**" When a student receives an unexcused absence, there will be an academic penalty subtracted from the daily grade. Homework and tests will be due at the teacher's discretion *without the usual make-up privileges.* *Students with an unexcused absence on the day of an exam will not be allowed to make-up that exam.*

ACCUMULATED ABSENCES

If a student has more than fifteen **unexcused** absences during the school year, he will be retained. If a secondary student has more than fifteen **unexcused** absences in any given class, no credit can be given for that class.

An absence for a school activity will be excused, but considered part of the students total absences.

TARDINESS

Promptness is an important aspect of character and a measure of school citizenship. Secondary students will be counted as absent for any given class if they have an unexcused tardy of twenty minutes or more. **Secondary students will be considered tardy to class if they are not in their seats and prepared for class.**

Students who are tardy must have a written explanation from a parent to the office explaining the nature of the tardy. Consideration for excused tardies will be given to students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments. Students who travel through dense traffic areas should plan extra travel time in order to arrive at school on time. Please note that frequent unexcused tardies for secondary students will result in detention time. (For more information, please refer to the "Secondary Discipline Policy" section under the "Discipline" heading of the handbook.) If you miss 3 classes per report period because of lateness you have to make class up in summer school. All late classes will be documented.

ACADEMICS

EXCELLENCE

Based on the biblical mandate in I Corinthians 10:31 that in whatever we do we are to do all to the glory of God, our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel for the purpose of glorifying the Lord.

CURRICULUM

At Greater Hope Christian Academy we recognize that Jesus Christ is the source of all knowledge and that according to Proverbs 10:14, "Wise men lay up knowledge." The Bible is the guide for

life; therefore, Bible study is a recognized part of the curriculum of Greater Hope Christian Academy. All students have a Bible class that includes Bible study, Bible memorization and practical Christian training

In the elementary school, the ABEKA curriculum (developed by Pensacola Christian College) and the BJU Press curriculum (developed by Bob Jones University) are used. These curricula place a strong emphasis on phonics, reading comprehension, and mathematics. They are superior academic programs enhanced by the Christian philosophy we believe to be necessary for our students.

The high school program is a college preparatory curriculum with textbooks selected to best enhance each subject area. Where possible, we use textbooks by the above-mentioned Christian publishers. Music, speech, and computer skills along with other electives are available to our high school students. A well-rounded sports program for all students is also offered with competition in soccer, volleyball, basketball, baseball, and softball.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing work. Therefore, each student is expected to successfully complete his home assignments each day. We request the full cooperation and support from parents to see that homework is completed. Homework may be given for the following purposes: drill, practice, remedial reasons, and individual projects relating to school studies. Continued failure to complete homework assignments will result in disciplinary action and ultimately in dismissal.

LATE WORK

Assignments, quizzes, and tests not submitted according to schedule will receive an academic penalty. Final decisions for credit on late work will be left to the discretion of the teacher.

PROGRESS REPORTS

Each student's receive a progress report at the end of each month except the month that report cards are given out to the children.

REPORT CARDS

The first and third marking period we have parent teacher conference from 3:00-6:00 p.m. The second and fourth marking period students will bring report cards home.

ACADEMIC INTEGRITY

Expectations:

As a student admitted into the International Baccalaureate Program you will be expected to adhere to the following

All work submitted must be student's own work. This includes homework, projects compositions, poems, data analysis, etc.

Any and all direct quotes must be cited using proper notation.

Standardized assessments are to be completed individually.

Consequences:

If any of the above expectations are not met, the following consequences will be executed
Any students caught using someone else's work will put on academic probation.

Parents will be notified of the lack of academic integrity and a conference between student(s), parents/guardians, IB Coordinators, and Assistant Principal will take place.

After a second occurrence, student will be exited from the International

RELEASE OF TRANSCRIPTS

Report cards, transcripts, and diplomas will not be issued at the end of the year, or released to a new school during the year, unless all tuition and school fees are paid and all scholastic requirements have been met. Official transcripts will not be released directly to students or parents, but unofficial transcripts are available upon request.

Minimum Graduation Requirements

Content Area	Required # of Credits	Required Courses
English	4	English 1, 2, 3, and 4
Social Studies	4	World, African American, American History, Social Science
Math	3	Algebra 1, Geometry, Algebra 2
Science	3	Physical Science, Biology, Chemistry
Art and Humanities	2	Art, Theatre
Electives	4	One of the electives must be a college prep math or science class, or an Advanced Placement class.
Health and Physical Education	1.5	.5 Health, 1 PE
World Language	2	Spanish 1, Spanish2

General Promotion Requirements

Promotion from 9th - 10th grade: 5 credits

Promotion from 10th - 11th grade: 11 credits

Promotion from 11th - 12th grade: 17.5 credits

Graduation: 23.5 credits

GRADING SCALE			
A+	(97-105)	C+	(77-79)
A	(94-96)	C	(74-76)
A-	(90-93)	C-	(70-73)
B+	(87-89)	D+	(69-69)
B	(84-86)	D	(67-68)
B-	(80-83)	D-	(65-66)
F		(0-64)	

GPA and Class Rank

The **grade point average or GPA** is an indicator of how well you are performing in school. The GPA is an average of grades/courses completed starting with the freshman year. Because colleges use GPAs to help them decide who to accept, having a high GPA can be important for you. The GPA is calculated on a 4.0 scale, with honors and AP classes weighted at a higher scale. GPA is **ONLY** calculated after courses are completed, when grades are finalized.

Class rank is written as two numbers; the first number is the learner's place in the class, and the second number is the total number of students in the class. This shows colleges where a student stands academically in relation to the other members of the graduating class. The student with the highest GPA is number one in their class, the second is number two, and so forth. Colleges also look at class rank to help with the admissions process.

Academic Expectations

The focus at Kensington Health Sciences Academy is student learning, the basis for future success. To this end, students must be in class on time, participate actively as responsible learners, and complete all assigned work. For each course, teachers will issue a written syllabus, explaining goals, expectations, activities, requirements, assessment methods, and grading policies. Students are required to complete at least one research project in every course at every grade level. In addition, students must complete three extensive, challenging writing assignments each month in each class. Students and parents with questions or concerns regarding academic

expectations should discuss them with the individual teacher, or with an administrator.

CONDUCT

STANDARDS OF CHRISTIAN CONDUCT

The following items exemplify the standards of Christian conduct, which will help us have a school that is Godly and orderly:

1. Whether at school or away from school, the Christian student's goal should be to "let your light so shine before men that they may see your good works and glorify your Father which is in heaven" (Matt. 5:16). Christians should desire to honor the Lord and to maintain a testimony of love for the Lord. Therefore, we should be alert to do things that please the Lord (Phil. 2:13, I Thess. 4:) and desire to think like Christ (Phil. 2:5). Typical of this standard is faithfulness in attendance at a local Bible-preaching church (Heb. 10:25).
2. Christian students should show respect for those in authority over them (Eph. 6:5-8; I Tim. 5:1; I Pet. 2:17, 18).
3. The student, as a Christian, will show respect for the feelings and property of others (Phil. 2:3).
4. Every Christian student should allow the Holy Spirit to rule his tongue. He will strive to avoid offending and hurting others by careless and thoughtless words, words that may be a stumbling block, gossip, backbiting, or slander (Prov. 10:1, 25:9; Rom. 1:29, 30).
5. Students should recognize that using the tongue for cursing, vulgarity, profanity, euphemisms, and lying has no place in the life of a Christian. The use of slang is discouraged (Matt. 5:37; Eph. 4:29; Col. 4:6; Jms. 5:12). Students are encouraged to address teachers with "Yes Ma'am/Sir" or "No Ma'am/Sir."
6. Stealing and cheating are condemned by God's Word and therefore should not be accepted in the life of a Christian (Exo. 20:15; Eph. 4:28).
7. Greater Hope Christian students should refrain from activities that are not glorifying to God. Dancing, gambling, dressing immodestly, and reading or viewing pornography are typical of such activities (I Co. 6:19, 20; II Co. 6:17; I Thess. 5:22; I Jn. 2:15). Two other areas of special concern involve what we watch in the media and the music to which we listen.
8. Christian students should practice sexual purity in word and deed. Sexual intimacy should be reserved for a faithful, life-long marriage of one man and one woman. Christians should oppose all forms of sexual immorality, including premarital sex, adultery, homosexuality, and pornography. Failure to remain sexually pure could result in discipline, including suspension or dismissal (Gen.

1:27-28, 2:18-24, 19:1-7; Lev. 18:22, 20:13; Prov. 5; Matt. 5:27-32, 19: -9, Mark 10:6-9; Rom. 1:24-32; I Cor. 6:9-10, 7:1-5).

9. No student will use, have in his possession, or make pretense of using, possessing, or encouraging others to use illegal drugs, tobacco, beer, or other alcoholic beverages at or away from school. Violations of this nature will result in automatic suspension or dismissal from school.

11. Students are expected to maintain Christian standards of courtesy and kindness as well as a pleasant spirit and a constructive attitude (Num. 11:1; Ps. 142:2; John 16:33).

12. A disagreement with a faculty or staff member should be approached in a scriptural manner. The offended party should attempt to reconcile the difference with the other party before bringing in a higher authority (Matt. 18:15-17).

High standards of conduct are required of all those associated with Greater Hope Christian Academy. Greater Hope Christian Academy expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Constructive suggestions are welcome, but griping will not be tolerated. Anyone who will not cooperate spiritually, morally, or scholastically will be required to withdraw.

Greater Hope Christian Academy does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

A student living in violation of one of the aforementioned standards displays an area of need in his life. A teacher or administrator aware of the need may therefore point out the problem to the student and communicate the sphere of concern to the parents. At that time, those involved in counseling may consider it necessary to discharge some form of discipline to help the student mature in the given area. If the problem persists, more severe discipline may be in order.

CLASSROOM RULES

Although each teacher will have specific classroom procedures that he expects to have followed in the room, as a school-wide standard, we expect adherence to these basic rules:

1. The student should not speak out in class without first securing permission from the teacher.
2. The student should not leave his seat without permission.
3. The student should always give the teacher his full attention while he is teaching.
4. The student should always address and reply to the teacher with respect. All students are to address adults as Mr., Mrs., or Miss; never by first name. Out of respect for the administration and faculty, we ask the parents to set the example in this regard when speaking with or about the school personnel.

5. Negative attitudes and responses will not be tolerated.
6. The student should not engage in running, shoving, yelling, and other boisterous behavior or "horse-play" inside the buildings or during inappropriate times outdoors.
7. No "bullying" or mistreatment of fellow classmates.

Any student not complying with the above standards is subject to immediate removal from class, and any student consistently in conflict with any policy of the school will be asked to withdraw.

Greater Hope Christian Academy uses both positive and negative discipline to instill in students behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his grade level. Please refer to the "Discipline" heading of the handbook for complete details.

NEW DRESS CODE

Greater Hope Christian Academy's standards are based on biblical principles and on appropriateness and neatness. Clothing must be modest (I Tim. 2:9), reflect separation from worldliness (II Cor. 6:17), and must be appropriate for school. A disheveled and unkempt appearance is unacceptable.

Failure to follow these guidelines will result in disciplinary action. (Please refer to the "Discipline" heading of the handbook for complete details.) Students wearing inappropriate apparel will be sent to the office and be required to change into the appropriate attire. If the office does not have the necessary clothing, students must phone a parent to bring a change of clothing. Missed work must be made up through arrangement with the teacher.

Greater Hope Christian Academy realizes that personal tastes and standards vary and we respect that; however, in order to have our students display an acceptable Christian appearance we feel that the following standards are necessary.

REGULAR SCHOOL DRESS

GENERAL INFORMATION FOR ALL STUDENTS

1. Students may not wear "flip-flops" or shoes without backs.
2. Regular school dress should be worn for all activities unless otherwise announced by the administration
3. Since room temperatures are carefully monitored, coats and heavy outerwear should not be worn in the classroom.
4. Uniforms are required for students in grades K through twelve.
5. Uniforms are NOT required, but are permitted, for students in our Pre-School and Pre-K . Specific dress requirements for these students appear below.

Boys – Boys should wear neat pants and a collared shirt. Dress shorts to the knee are also acceptable. Shirts should not have any writing, pictures, or characters with violent themes on them. T-shirts are not allowed unless worn under a collared shirt.

1. Boys must wear socks with their shoes.
2. All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured. All shirts must be tucked in.
3. Ties must be worn everyday. Any color
4. Pants designed for use with a belt must be worn with a belt. No cargo pants will be allowed.
5. Shorts are not an option for students in grades K through twelve.

Grades K-7th

Green Shirts
Khaki Beige Slacks
Any Dark Colored Loafers
Any Colored Tie
Belt

Grades 8th – 12th

White Collared Shirts
Khaki Beige Slacks/Skirts/Dress
Any Dark Colored Loafers
Any Colored Tie
Belt

Girls – Girls should wear dresses or skirts that are no shorter than one inch above the knee. Girls are encouraged to wear shorts underneath their skirts for playground modesty. Tops should come below the waistline and should not have writing, pictures, or characters with violent themes on them. Tank tops and spaghetti straps are not allowed.

1. Girls should wear skirts that cover the knees (reach to the bottom of the knee) when standing or sitting.
2. Girls must wear dresses or skirts that are no shorter than one inch above the knee or pants.

All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible.

Earrings may be worn only in the lobe of the ear (maximum of two matched sets).

Grades K-7th

Green Shirts
Khaki Beige Slacks/Skirts/Dress
Any Dark Colored Loafers
Any Colored Tie
Belt

Grades 8th – 12th

White Collared Shirts
Green Ties
Green Blazer/Green Vest/Green Sweater
Khaki Beige Slacks/Skirts/Dress
Any Dark Colored Loafers
Belt

Gym uniforms can be purchased by the school for \$35.00.

The administration will be the final judge on any item in question concerning dress requirements. There will be a uniform check every morning before entering the building. If your child is not in full uniform they will be sent home.

DISCIPLINE

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and to accept the consequences for his actions. Discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

The Bible gives several admonitions and principles regarding orderliness. Thus, at Greater Hope Christian Academy, firm and consistent discipline is maintained and tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine concern for their students. Likewise, misbehavior is dealt with firmly and consistently.

The teacher handles most discipline problems in the classroom. After the teacher has corrected the student for a specified number of infractions, he may contact the parents of the student to inform them of the recurring problem and to seek parental correction of the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the administration (supervisor and/or principal) who will counsel, and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10).

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

ELEMENTARY DISCIPLINE POLICY

Each elementary child is expected to follow the directions and instructions of his teacher. To encourage proper behavior, teachers employ a variety of positive rewards (verbal praise, notes and phone calls home for good behavior, and class rewards). Likewise, teachers may also use a variety of methods to deter students from improper behavior. These methods will vary depending on the classroom, but their ultimate goal is to encourage students toward right and proper Christian behavior. These disciplinary actions may include, but are not limited to, loss of recess, loss of rewards, verbal rebuke, notes or phone calls to the parents, or discussion with the principal.

SECONDARY DISCIPLINE POLICY

With increased independence for secondary students, some actions requiring disciplinary actions are character development issues while others are issues of the heart. Character development issues (level 1) tend to be accidental and indicate the student's need for self-discipline. On the other hand, more severe disciplinary issues (level 2) are those actions that are deliberate and reveal a heart issue. The resulting discipline policy shows efforts to encourage students toward self-discipline while providing consequences for deliberate behaviors of insubordination.

LEVEL 1

Thirty-minutes detentions are given to students who receive two of the following infractions for a class. These infractions may have occurred during a single class period or over a series of class periods within a floating three weeks (15 days of school). These infractions are the following (if warranted, a teacher may add to these infractions):

- Tardy (unexcused)
- Unprepared for class
 - Dress violation
 - Disturbing class
 - No parent signature

Warning detentions are available at the discretion of the teacher. Repetitious offenses may indicate a heart issue and result in Level 2 consequences.

LEVEL 2

One-hour detentions are given to students who choose to disregard the authorities placed in their lives. These infractions are the following (if warranted, a teacher may add to these infractions):

- Disobedience
- Disrespect
- Deceitfulness
- Destruction of property (restitution may also be required)
- Inappropriate physical contact

Chewing gum in school and eating food in class is considered disobedience. Depending on the circumstances of the infraction, additional consequences may be given. Repeated offences in these areas will result in more severe consequences, such as suspensions.

LEVEL 3

A student who receives five hours of detention within one quarter will be suspended upon his next detention time received.

Additional intolerable offenses may result in multiple hours of detention, suspensions, probations, or a combination of consequences. These offences include, but are not limited to, the following: stealing, cheating, forgery, fighting, vandalism, leaving campus without permission, cutting school, threats, and harassment.

LEVEL 4

Some violations of the student code of conduct or other school policies are grave enough to merit immediate, serious discipline. The school reserves the right to discipline a student, up to and including suspension or expulsion, for a more serious offense, such as sexual misconduct (heterosexual or homosexual), violation of viewing or music standards, repeated suspensions, the use of any illegal substance (including alcohol and tobacco in any amount), or promotion of any such conduct by word or deed.

SUSPENSION FROM SCHOOL

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work and take all tests and quizzes missed according to the absence policy. His quarter grade for each class in which he is enrolled will be reduced by 2%. Also, students may no longer participate in extracurricular activities of school (including all athletics, banquets, class parties, field trips, outings, etc.) nor any student body office.

READMISSION AFTER DISCIPLINARY ACTION

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

ADDITIONAL REASONS FOR DISMISSAL

- Parent(s) will not cooperate with the administration of the school
- A student's negative influence makes it inadvisable for the student to remain in Greater Hope Christian Academy
- Continual failure to achieve academically or continual lack of effort
- Threats to teacher or staff member
- Destruction of school property
- Forcible entry into any building after school hours (includes entering any unlocked window or bus)
- Obscene gestures and language directed at the faculty or staff

These policies have been established in an effort to help protect your children.

BIBLICAL RESPONSE TO QUESTIONABLE SITUATIONS

We understand that students are frequently faced with the dilemma of how to confront situations that are morally questionable; in addition, students are frequently faced with the conflict of how to deal with friends who have broken or are breaking stated school rules. It is our desire that students learn to confront one another in the spirit and instruction of Matthew 18. Therefore, a student should confront other students who are involved in actions contrary to biblical principles and institutional standards. If repentance is not achieved, the Gospel of Matthew instructs us to take another Christian to confront again. We suggest that students invite a teacher with whom they have a positive relationship to intercede with them. If repentance is still not achieved, the student, along with the one he has invited to intercede, should go to the administration. In this way, we seek to encourage students to stand for righteousness.

FINANCIAL POLICY

Below is the financial policy of Greater Hope Christian Academy. Each parent is asked to read and sign the policy each year to indicate his understanding of and agreement with the policy.

1. Greater Hope Christian Academy does not request nor accept government funding; therefore it is necessary that fees and tuition be paid on a timely basis. No monthly statements will be mailed.
2. All payments are due on the first of each month. After the tenth of the month, a late fee of \$25 will be charged to the account. A late reminder will be mailed showing a late charge to the account.
3. Unpaid balances cannot be carried over from one month to the next. Parents who do not pay by the 25th of the month will be notified that their children are not to attend classes on the 1st day of the new month.

4. There will be a \$25 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, account will be on a cash only basis.
5. All fees other than tuition are not-refundable and non-transferable.
6. Tuition is non-refundable if the student has been to school any day during the month, or if the student drops out without proper notification. Exception will be made if the account has been paid in full for the school year.
7. Registration for (after school care program) is arranged through the business office. Fees may be paid in full or in ten monthly payments (September 1—June 1). It is the parent's responsibility to notify the business office if after school care is discontinued. Please note: Monthly payments have been calculated based upon an annual rate and are due in full regardless of the number of school days in any given month.
8. Parents of all children not picked up by 6:00 p.m. will have a charge of \$5.00 every 10 minute added to their school bill.
10. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.
11. Parents are ultimately responsible for all payments.
12. Any special financial or payment arrangements must be requested in writing and approved by the administration.

GENERAL POLICIES

CANCELLATION DAYS

If school is to be cancelled due to inclement weather, you will be advised by way of local radio station KYW 1008 as soon as that information is available.

CLOSED CAMPUS

Greater Hope Christian Academy operates as a "closed campus." This means that attendance at school is required from 8:00 a.m. until 3:00 p.m. Prior to 3:00 p.m., a student may not leave the school grounds without permission. A written note or parental call and office approval are required to leave during the day. When permission is given to leave campus, the student must report to the school office when departing and returning to sign the Check In/Out Register. A "closed campus" also means that non-students are not allowed on campus without permission. All visitors should register with the school office to receive a visitor's badge. This policy is for the protection of our students.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

FINANCIAL INFORMATION

Information concerning all financial matters comes from our school business office. If you have specific questions about your financial situation, please call the business office at 215-729-0374

LUNCHES AND LUNCHROOM

The lunch program is free to those who qualify and a reduced fee for those who do not qualify.

NON-PAYMENT OF TUITION OR OTHER SCHOOL FEES

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the first of the calendar month. The school reserves the right to withhold report cards and student records

until tuition and other fees have been paid in full. By signing either the student handbook agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

FUNDRAISERS

Greater Hope uses fundraisers for two primary purposes. School-wide fundraisers are used to supplement tuition income to provide services not included in the annual budget or in need of additional funding. Individual classes may also use fundraisers to raise monies for their trips and activities. Your support of and involvement in these fundraisers is greatly appreciated. All fundraisers must be approved by the administration.

HALL PASSES

Students must have a hall pass to be outside of the classroom during class for any reason. Passes to miss a class must be obtained prior to the class period the student is to miss. The pass must be approved and signed by the teacher. It is the student's responsibility to see that this procedure is followed. Failure to comply may result in an unexcused tardy or absence disciplinary action.

HOURS

School is in session from 8:00 a.m. until 2:45 p.m.

Elementary students arriving on campus before 8:00 a.m. should report directly to the lunchroom or Pre-School for supervised before school care. Elementary teachers will meet their students at 8:00 a.m. and walk them to class. Elementary students arriving on campus after this time should report directly to their classroom.

High school students arriving on campus before 8:00 a.m. should report directly to the lunchroom or Pre-School for supervised before school care. At 8:00 a.m., high school students are dismissed to report to homeroom.

All students on campus after 3:30 p.m., except for those in official extracurricular activities under the direct supervision of coaches/teachers, must report to after school care. The fee for after school care is the responsibility of the parents and begins at 3:30 p.m. The after school care worker will keep track of who is on campus after 3:30 p.m. and the business office will charge parents monthly according to the time the child spent in after school care. (Note: This information is intended to cover students not enrolled in Title I.

ILLNESS, INJURY, AND MEDICATION

GENERAL INFORMATION

No child who has a communicable disease or illness will be accepted for enrollment.

Parents will be called to pick up a child if his temperature is 100 degrees or higher or if he is vomiting. Assignments may be sent home to help the student keep up with his work while recovering.

When at all possible, we encourage parents to schedule his student's medication so that it may be given at home under his direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for administration. All such requests must be made in writing, signed by a parent. All medications will be kept locked in a medicine cabinet within the administration area. No student will be allowed to take any medication on his own while at school.

OFFICES

The school office is open for business each day, Monday through Friday, between 7:45 a.m. and 3:15 p.m. during the school year and 8:00 a.m. and 1:00 p.m. in the summer. Anyone who has questions or needs information concerning school policies and activities may call or visit the school office during these hours. If a parent must bring homework, books, or other materials to his child during the school day, he must stop at the office to arrange for delivery. A parent desiring to visit a classroom during the day must check in at the office.

PARENT/TEACHER CONFERENCES

Conferences to discuss the student's progress and needs will be scheduled with parents periodically throughout the school year. Parents are always welcome to ask for extra conferences. We do ask, however, that parents call or send a written request for a conference with the teacher before coming. Teachers are on campus until 3:00 p.m. on school days and are willing to work with parents in scheduling conferences at mutually convenient times. If parents have questions or concerns about a teacher or a student's homework, grade, or conduct, please arrange to speak with the teacher before coming to the administration. As a general rule, the administration will require this before taking action.

An orientation/open house is scheduled early in the school year for parents to meet teachers and visit the classrooms, and throughout the year for parents to check the progress of their children. Parents are encouraged to attend all meetings.

PHYSICAL EDUCATION

Sweat pants, preferably green and sweat shirts. They can be worn on the gym day

PROHIBITED ITEMS

Radios, music devices or CDs, video and electronic games, playing cards, dice, skateboards, tobacco, alcoholic beverages, narcotic drugs, knives, guns, matches, and explosives of any kind are not permitted on school property. Books, catalogs, or any other materials not directly related to a course of study are not to be brought to school. These items will be taken away and in some cases not returned.

All policies apply to students attending school-sponsored functions.

STUDENT RELATIONSHIPS

Student should be above reproach in their relationships in and out of school. This is particularly important between boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus. Students are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result including suspension or expulsion.

USE OF CELLULAR PHONES, ELECTRONIC DEVICES, AND LAPTOPS

Cell phones are allowed to be used only before or after school hours. If a student has a cell phone at school during school hours it must be turned off and in their bookbag. Electronic devices, including but not limited to PDAs, iPods, cameras, and video cameras, are not allowed on campus. If an electronic device is seen on campus, or a cell phone is seen in class, it will be confiscated and held in the principal's office. Only a parent of the student may retrieve the device.

Laptops may be used at school only for academically-related tasks. They should not be used for video games during classes or breaks. Any student who uses his laptop for any reason other than an approved academically-related task will lose his privilege for the remainder of the semester. All laptops must have internet capabilities disabled.

VISITORS

All visitors, including parents, are to check in at the office. Students must obtain permission from the administration before bringing a visitor to school. Besides graduates, former students are only allowed to visit occasionally and for lunch period only. Visitors should abide by the same standards of dress and conduct as Greater Hope students. Generally, a student visitor will not be allowed to attend on special school days or on exam days.

STUDENT/PARENT AGREEMENT CLAUSE

It is the policy of Greater Hope Christian Academy that each student and parent read carefully and sign the statement of cooperation before enrollment for the school year is complete. By signing this statement, full cooperation with the rules and regulations of the school is expected.

Parent Signature: _____

Date: _____

