

# Mission Statement:

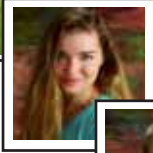
To pray for, equip and send Christ-centered, passionate leaders to change the world.

Hope Christian School

...equipping students to change the world.....



West Point



UNM



NMSU



Missions



Science



Drama



Abilene Christian



NM Tech



Broadcasting/  
Film-making



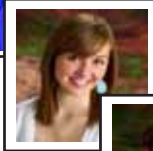
Community  
Service



Liberty



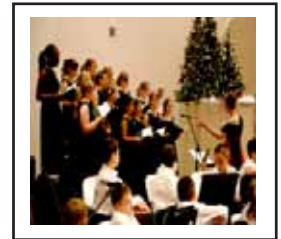
Country



NAU



Cal Baptist



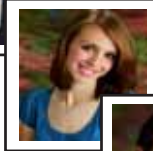
Music



Photography



Robotics/Engineering



Texas Tech



Cornell College



Naval Academy

In the last two years, our students' accomplishments have resulted in over \$6 Million in scholarship offers.



# 2010-2011 Student Handbook

Over thirty years ago God gave a vision to Hope's founder, Wayne Ehlert. Mr. Ehlert allowed God to use him to establish a Christian school that today educates and trains more than 1,400 students each year.

The most important thing we do as Christians is live a life that is pleasing to God. The faculty and staff of Hope Christian School are committed to helping young people understand how they can obtain such a life. True education involves the whole person, including the mind, the body and the soul.

As we look forward to the next thirty years, our goal is to continue to give students a strong academic foundation along with a spiritual awareness that will carry them through life's journey. Our mission statement, **"to pray for, equip and send Christ-centered passionate leaders to change the world"** is our guide for what we believe God has directed us to do.

This handbook is your guide to the requirements and expectations of Hope Christian School. It is intended to give you an understanding of what we believe and how we operate. Please read this handbook and familiarize yourself and your student(s) with its contents. The admissions office, the principals' offices and my office are available to answer your questions or help you in any way we can.

May God bless you and continue to bless Hope Christian School as only He can.

**-Sandi Black, Superintendent**



Accredited by ACSI, ICAA and  
The New Mexico State Department of Education

**Students are admitted of any race, color, and national or ethnic origin**

*"Apply thine heart unto instruction..."*

## **Mission Statement**

*To pray for, equip and send Christ-centered, passionate leaders to change the world.*

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## STATEMENT OF FAITH

We believe that the Bible, both the Old and New Testaments, was given by inspiration of God, and is our only rule in matters of faith and practice. We believe in Creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior, Jesus Christ. We believe in His vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the Cross. We believe in the resurrection of His body from the tomb, His ascension into Heaven and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through regeneration of the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ. We believe that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill this purpose. God seeks true worshipers to worship Him in spirit and truth.

We believe that this statement of faith is a basis for Christian fellowship and that all born-again men and women who sincerely accept it, can and should, live together in peace and harmony through promoting the cause of Christ.

# Educational Philosophy and Goals

Hope Christian School is committed to the total development of each student. We strive to meet certain academic, social and spiritual needs. Partnering with parents, we will do all we can to contribute to the enlightenment, health and wholeness of every child.

We seek to promote Christian values in academics and extracurricular activities. We seek to provide an environment conducive to Christian growth by prohibiting smoking, drinking, use of foul language, stealing and other undesirable activities, both on and off campus. By incorporating Christian principles in our curriculum, we seek to teach the students that Christ is essential in all meaningful learning and relevant for daily living.

We view education as a foundation for lifelong learning. Our curriculum is designed specifically to prepare our students for entrance into college. We provide a quality education in a Christian environment to help our students cope successfully with the challenges of our modern-day society as well as the challenges of higher education.

## Chapel

Chapel is held regularly with programs designed to help meet the spiritual needs of students. These programs include praise and worship music, special guests and a regular teaching time. Faculty members will often lead the devotionals, and students are encouraged to share their talents. We may have special times when longer Chapel periods will be held.

## Patriotism



Patriotism, by definition, is the love and loyal support a person shows his/her country with an attachment to that country's land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes and traditions of our country. This is achieved through the reciting of the Pledge of Allegiance at assemblies and the recognition of patriotic holidays and events.

## Parent Involvement

Parents are encouraged to participate in their child's experiences at Hope. Opportunities to work in classrooms, athletic events, concerts, plays and other activities are open to parents. Teachers welcome conferences with parents who request them. Children will be more productive and effective students when parent support is evident.

As indicated above, parents are welcome and encouraged to participate in their child's educational experiences here at Hope

Christian School. However, if that participation reaches a point of interfering with the educational process, the parent will be so notified.

It is Hope's policy to make every effort to work with parents; however, a parent's misconduct toward or about Hope Christian School faculty or staff may result in a required withdrawal of one's student(s) and does not negate the contractual obligation to pay tuition and fees.

We request that parents who help in the classroom or on field trips dress modestly and in accordance with Hope's dress code standards. All parents who volunteer to drive for field trips, games, or school activities will be required to fill out a "Volunteer Driver" form first.

Parents volunteering on a regular basis may be requested to complete a background check.

Parents are encouraged to participate in our **Parent Support Fellowship** (PSF). The PSF works to uphold the mission of Hope Christian School's faculty and staff. The Fellowship emphasizes spiritual encouragement and service to the faculty and staff, providing support to enhance their ability to instruct our children's hearts and minds. The ultimate goal of the PSF is that by increasing the resources of the faculty and staff, the spiritual and intellectual education of our children will be enhanced.

The PSF has two major kinds of activities. The first is specific facility improvements that are important in immediately improving the quality of the Hope experience for students.

The second major type of activity of the PSF is annual service events. These include the new parent breakfast at the beginning of each school year, and the spring Academic Awards Night for the High School. The PSF also organizes fundraisers, the Wish Book for teacher supplies, and publishes the School Directory.

## Counseling Services

Hope has a Chaplain and Assistant Chaplains who are available upon request for pastoral counseling.

## College and Career Guidance

With a college-prep program in grades K through 12, Hope Christian School's goal is to prepare each student for excellence in college and the work force. Our college and career Guidance Counselor meets with sophomores, juniors and seniors throughout the academic year. Every effort is made to help our graduates not only get into college but to receive as much financial aid as possible. Supplementing Hope's personal guidance counseling is up-to-date computer information on colleges and financial aid.

HCS's Guidance Counselor also meets with parents on an appointment basis to aid in the financial aid, scholarship, and college preparation process.

# Admissions

## New Student Admission

The following is a list of procedures that will guide new students applying for enrollment at Hope Christian School.

- A. Obtain a New Student Packet from the Admissions Office. (Packet is also available online at [www.hopechristianschool.org](http://www.hopechristianschool.org) )
- B. Read all information carefully and return completed application and information as indicated in the packet:
  1. Current Application for Admissions (completed and signed by student and parent/guardian)
  2. Copy of current report card or unofficial transcript\*
  3. Copy of most recent standardized test scores
  4. Copy of current shot records
  5. State certified birth certificate
  6. Recent photo or snapshot
  7. Personal testimony from each parent
  8. Personal testimony from student entering grades 6<sup>th</sup> – 12<sup>th</sup>
  9. Application fee

*\*Students applying for grades 1-9 must submit a report card from the previous grading period. Students applying for grades 10-12 must submit an unofficial transcript showing all high school credits previously received. Transferring students must also bring their checkout sheet from their previous school.*

**Character references are also required.** *These references, signed and distributed as indicated in the Admissions Packet, should be sent directly to the Admissions Office by the person completing the character reference. **Interviews will not be conducted unless all references have been received.***

*An incomplete application file may result in a student not being considered for acceptance.*

- C. Testing: A **placement test** will be administered to all new students. The test is designed to determine the student's suitability for studies at Hope. Test dates are listed in the Admissions Packet. The test requires approximately 1½ to 2½ hours for completion, depending on the grade level.
- D. The **student interview** will be conducted by an administrator or supervising teacher in the presence of a parent to determine the compatibility of the student with the educational goals and standards of Hope. A parent or guardian **must** be present at the time of the interview. Interviews will not be conducted unless all references have been received.

Testing and interviewing are required to complete an application file.

Students who have been suspended from other schools will not be admitted during the same semester of suspension and

future acceptance is based on review by the Admissions Committee. **Students expelled from other schools will normally be denied entrance to Hope.**

Applications are reviewed for acceptance by an Admissions Committee made up of Principals, Administrators and other staff members.

Because Hope Christian School is funded solely by tuition, funds are not available for special needs students (extremely gifted students or students with diagnosed learning disabilities). If a student is found to have special needs after being enrolled in Hope, a conference will be held with the parents to determine any adjustments that would be in the student's interest considering the school's limited resources for such students. Students who are attending Hope and found to have special needs may be requested to transfer to another school.

## Returning Student Registration

Parents will be notified **via email** of registration dates and procedures for returning students. A student returning after an absence of one year or longer must reapply and will be classified as a new student.

Returning students to Hope Christian School will be reviewed on the basis of behavioral and academic progress.

Students who are not readmitted to Hope will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in determining readmission.

All accounts must be kept current. Hope will hold all transcripts and grade cards until all accounts are current. **Students will not be allowed to re-enroll or begin the new school year with an outstanding balance from the previous years or from the supplemental programs.** Any outstanding monies, fees, paperwork, and/or materials (including textbooks, library books, uniforms, etc.) must be turned into the Business Office before a student will be allowed to start school.

## Tuition and Expenses

Tuition at Hope Christian School is kept as low as possible. We are supported completely by tuition and voluntary contributions. Hope is a nonprofit corporation registered with the State of New Mexico.

Application, enrollment and registration fees and tuition costs are available through the Admissions Office. Incidental fees for special workbooks, classes and/or activities vary by grade, class and activity. Students and parents will be notified by the appropriate teacher, sponsor or coach of these fees.

All accounts must be kept current. Hope will hold all transcripts and grade cards until all accounts are current. The status of your account, if not kept current, will require Hope to disallow students to begin or continue school, and/or participate in any supplemental programs (i.e., tutoring, supervised after-school study hall, extended supervision) or any sports, including cheerleading and drill team.

## Return Check Charges

*Hope charges \$20 for each returned check or payment.*

Anytime a returned check is received, cash, a cashier's check or a money order in the amount of the returned check plus the \$20.00 returned check charge is required within 10 business days. Failure to do so may result in the student being required to withdraw from a program or school until required payment is made. Hope will also hold all grade cards and transcripts until all accounts are current.

## Financial Aid (*Applications required yearly*)

All inquiries for financial aid should be directed to Hope Foundation, Inc., at (505) 856-2709. Financial Aid forms can be picked up in the Admissions Office after January 1 and need to be returned to the Admissions Office by the date indicated (generally by mid-March). Funds for financial assistance are limited and disbursed based on financial need. Students requesting financial assistance must be enrolled as a returning student or have a new student application in process at the time of applying for aid.

## Refund Policy

### Application, Enrollment and Registration Fees

Application, enrollment and registration fees are non-refundable and non-transferable from one student to another or from one school year to another.

### Tuition

Tuition is non-transferable from one student to another or from one school year to another. Tuition is non-refundable unless one of the following criteria applies:

- A. If withdrawal occurs before the first day of school, there will be a 100 percent refund of tuition monies paid.
- B. As of the first day of school, refunds will be given for the following reasons only:
  - 1) Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
  - 2) Job related transfer of parent or guardian beyond a 50-mile radius of the City of Albuquerque. Documentation of such transfer is required if a refund is requested.

- C. If withdrawal occurs as of or after the first day of school, and one of the above criteria (1 or 2) applies, tuition will be refunded prorated to the end of the current nine-week quarter.
- D. If the tuition is set up on a F.A.C.T.S. payment program and withdrawal occurs before the end of the third quarter, it is likely there will be a balance due the school and F.A.C.T.S. payments will continue.
- E. No Refund will be given if monies are owed on any other account. The amount owed must be paid first, or will be taken out of refund due.
- F. When a student withdraws from Hope (for any reason), a letter of explanation is required to request any refund which applies.

**Withdrawal for any reason other than stated above, including expulsion, will result in forfeiture of tuition paid to Hope Christian School and will not negate the obligation to pay Hope Christian School for tuition in full.**

## Student Withdrawal Procedures

The following procedures should be followed when a student withdraws from Hope Christian School for any reason (moving, medical, etc.).

- A. Notify the Admissions Office *in writing* of the exact date of withdrawal as soon as possible. The Admissions Office will notify the appropriate campus and a Student Checkout sheet will be initiated reflecting the last date of enrollment. The sheet will be circulated to all areas required (teachers, sponsors, coaches, library, lunchroom, business office, etc.), for completion.
- B. For voluntary withdrawal, write a letter informing the school of the reason for withdrawal. Please include a forwarding address and the next school the student will be attending, if possible.
- C. Arrange an appointment with the appropriate campus office to review the Student Check Out sheet and sign the form. All books must be turned in, fines and fees paid as required by Hope Christian School and the check out sheet signed by a parent or legal guardian before a student is considered officially withdrawn. **No records will be released or applicable refunds issued until this step is completed.**
- D. Request any applicable refund in writing to the Admissions Director. The request may be submitted in a separate letter or included in the notification of withdrawal

letter. Refund checks are made payable to the person that specifically signed the tuition check or F.A.C.T.S. agreement. (Allow up to four weeks for refund checks after withdrawal is complete.)

**Please note:** *The refund policy is clearly stated above and on the Enrollment Contract and is determined by the Board of Directors. Even when a refund applies and a student is enrolled for any time during a nine-week grading period, tuition is due through the end of those nine weeks.*

## Supplemental Programs

### Extended Supervision - Grades K-5

Before- and after-school supervision is offered at an additional fee for Kindergarten through 5<sup>th</sup> grade on the Elementary campus. Before-school supervision is from 7:00 a.m. until 7:30 a.m. After-school supervision begins at dismissal time and ends at 6:00 p.m. On half-days, extended supervision ends at 4:00 PM.

### Extended Supervision - Grades 6-12

Extended supervision is mandatory after school for students not involved in a supervised activity (i.e., soccer) and a fee is charged. From 3:15 PM to 6:00 PM supervision is provided in a study hall environment, where students can complete their homework before they go home. With parental permission, they may attend home games; however, they must still check into the extended supervision room. On half-days, extended supervision ends at 4:00 PM.

### Tutoring

After-school tutoring is available for students in grades 1 through 12, and is done by Christian college and high school students, and Christian adults. Minimum two students (maximum three) per session per tutor are scheduled. For information, or to schedule tutoring, call 822-5370 and ask for the Tutoring Coordinator.

### Invoicing Policy

Notification that invoices are available will be sent no later than the 5<sup>th</sup> of each month to the primary financially responsible parent via email. Payment is due by the first day of the following month in the form of cash, check, credit card or online payment. Payment can be dropped off at Extended Supervision or the Business Office during business hours.

Accounts not paid by the first of the month will incur a finance charge. If payment is not made by the first of the month, Supplemental Program Staff will daily remind parent account is past due. If payment is not made by the 15<sup>th</sup> of the month, student will not be allowed to attend the program and parents will be called to pick up the child. Once full payment is made, the child may again attend the program.

Hope will hold all grade cards and transcripts until all accounts are current (even if the amount due is a small amount).

## Summer School/Camp Programs

### Summer Enrichment Classes

The Summer Enrichment Classes are either six-week or three-week courses that are offered during the summer. Classes may vary depending on student interest and instructor availability. Please call the Admissions Office for more information.

### Summer Day Camp

Hope offers a summer camp program for students age five through entering 5<sup>th</sup> grade. (Non-Hope students can attend, but must have a parent/student interview with the camp director and furnish current shot records and evidence of current medical insurance.) A mid-school summer camp for students entering 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grades is available for Hope Christian students.

These programs are available from 7:00 am until 6:00 pm each day through June and July. They are directed by Hope Christian School's personnel and includes sports, arts and crafts, Bible instruction, music and field trips. Information on cost is available through the Admissions Office.

All Summer Program accounts must be kept current. If payments are overdue, the student may not be allowed to use these programs until the overdue amount is paid.

## Miscellaneous

### Insurance

A minimum of a 24-hour accident insurance policy is required for all students and is the responsibility of each parent to obtain each policy. ***Hope Christian School assumes no responsibility for student injury claims during school activities. A student accident policy is available upon request and must be purchased if the student is not covered under another policy. (Around-the-clock coverage is required for students in all grades.)***

### Community Service

In order to fulfill our mission statement, every year Hope Christian High School students must log a minimum amount of community service hours in order to pass to the next grade level or to graduate. Freshmen: two hours; Sophomores: four hours; Juniors: six hours; Seniors: eight hours. Community Service forms are available online or in the High School office.

### Record Changes

It is the responsibility of the parent or guardian to notify the Admissions office of any change of name, address, phone numbers (home, work, cell), email addresses, job or insurance company.

## Senior Internship

The purpose of the senior internship is to provide seniors with the opportunity to design an independent project and gain experience in areas of interest for employment or service in the community. Qualifying seniors will not attend classes at Hope Christian School for the last four weeks before senior trip. Students who are in Advanced Placement classes will need to make special arrangements with their teacher for attending class and taking the AP exam. The senior may not graduate unless all of the requirements for the internship have been met. The internship may take the form of academic research, community service, and exposure to a vocational or professional role, or any other idea approved by the school. The student should be positive and serious about the internship, and will need to meet requirements and expectations that are delineated further at the time of the internship. Students must maintain a minimum of a 2.0 GPA to be eligible for the program; however, a student who is getting a D or F in a particular class may be required to attend the class in question.

Students are not allowed to do an internship out of the country, but may go out of state with special permission.

## Lost or Damaged Property

Families must pay **in full** for any property (books, furniture, buildings, etc.) which a student loses or damages. To receive a refund of monies paid for a lost textbook, the book must be returned in good condition within 30 days after the last day of school in the current school year.

***Students must pay for any HCS property stolen from them while in their possession. Hope will not be responsible for lost or stolen articles belonging to a student.***

## Student Searches

The administration reserves the right to search students' personal possessions, including but not limited to: students' backpacks, electronic devices, lockers, desks and cars if the need arises.

## Phone Calls/Cell Phones/Electronics

Personal laptops are not allowed unless special permission is obtained from the Principal. Students may not use radios, CD players, walkmans, hand held games, portable DVD players or other audio/visual devices during school hours. These devices will be taken away from the student. (This policy is per semester)

- 1<sup>st</sup> offense – 1 week confiscation
- 2<sup>nd</sup> offense – 9 weeks confiscation
- 3<sup>rd</sup> offense – 1 semester confiscation

Cell phones are not allowed during school hours. All cell phones must be out of sight and turned off during school hours. Any cell phone that is taken away during school hours is given to the

appropriate principal, and the student will need to see the principal to get the phone back. This policy is per semester)

- 1<sup>st</sup> offense – 1 day confiscation
- 2<sup>nd</sup> offense – 1 week confiscation
- 3<sup>rd</sup> offense and thereafter – 3 weeks confiscation

The High School also assesses fines for confiscated cell phones.

Students are not allowed to make personal calls from office phones except in extreme emergencies. Phone calls and faxes are not allowed for forgotten homework. Students are not permitted to place long distance calls except in extreme emergencies. Parents will be billed for such calls.

## Student Lockers



Students (grades 6-12) will be assigned locks and lockers. Lockers are to be kept clean at all times and must remain locked. Only "painter's blue tape" should be used for decorating lockers. Students must furnish their own lock for P.E. Lockers for athletes are available.

## Privileges Reserved

Hope Christian School reserves the right to use any student photos for publicity purposes. Discretion will be used.

## Parent-Teacher Conferences

Parents are encouraged to contact the school to arrange parent-teacher conferences before or after school. The Principal will be involved if requested by the parent, teacher or student, or as deemed necessary by the Administration. We kindly ask that conference requests and related calls be made after 8:30 a.m. This will leave the lines open for absentee calls and emergencies.

## Transportation/Parking



Drivers transporting students to and from school should comply with all "drop-off and pick-up" rules. These rules promote safety and expediency. Designated times, places and rules will be made available at the beginning of each year along with the necessary rules for accomplishing the task.

Students are required to purchase a parking permit from the High School Principal's Office and park in designated areas. Because of limited parking, some students may not be allowed to drive to school.

## Nutri-Kids

Hope Christian School is excited to provide our parents a convenient, easy and secure online prepayment service to deposit money into each child's meal account at any time. This service provides parents the ability to view each child's account balance through a web site called **MyNutrikids.com**.

## Extracurricular Activities

At Hope we have many activities in addition to the regular curriculum. We offer soccer, basketball, tennis, track, golf swimming, and cross country for both boys and girls; volleyball, softball, cheerleading and drill team for girls; and football and baseball for boys. (See **Athletics/Eligibility** below for particulars.)

In addition to athletics, we also have various groups such as Student Council and National Honor Society, as well as our mission outreach organizations.

Each class functions as a group for purposes of socialization, fund-raising, interschool competition, etc. The classes usually have several functions each year. Two of the main events of each school year are Homecoming and the Junior-Senior Banquet. Our Homecoming celebration is coordinated by the Homecoming Coordinator with various activities being assigned to each class\*. The Junior-Senior Banquet is coordinated and sponsored completely by the junior class for the seniors.

*\*The Homecoming Coordinator will meet with the Principal to plan Homecoming activities each year. The Student Council and its advisor are responsible for the Homecoming theme and insuring that all activities are coordinated with the students, teachers and administrators. All decisions by the Student Council and classes must be approved by the Principal.*

Those who are not familiar with Hope always ask about dances. Hope's policy from our inception has been that we do not sponsor dances as a school.

## Athletics



Each student who chooses to participate in athletics is using a gift that God has given him/her. This is a true means of service and each student should remember that he/she represents not only Hope, but also Jesus Christ. The athlete's attitude, enthusiasm, ability, teamwork, cooperation and competition can exemplify the highest form of love — God's love.

Hope Christian School athletes, parents and spectators are expected to conduct themselves with courtesy and good sportsmanship at all times. **Booing and jeering** are not Christ-like and are not appropriate. **Dress and behavior codes are in effect at all athletic activities.** Violation of any of the above may cause a player to be disciplined or a student spectator to forfeit the right to attend athletic activities.

Parents and/or visiting spectators acting in an inappropriate or unsportsmanlike manner may be asked to leave a game or school activity.

**Students must be registered for the next school year and have no outstanding obligations in order to tryout**

**for fall sports. Accounts with the school must be kept current to continue participation in an extracurricular activity with HCS.**

## Middle School Athletics

Hope Christian Middle School competes in the three athletic leagues for Middle School sports:

**Albuquerque Christian Athletic League:** girls volleyball, boys and girls basketball and golf.

**South Central Region of the New Mexico Activities Association (NMAA)** in the following sports: co-ed tennis, girls volleyball, basketball, cheerleading and drill team, and boys basketball and baseball.

**Albuquerque Parochial Independent Athletic League (APIAL)** in the following sports: Boys cross-country, basketball, track, and girls cross-country, volleyball, basketball, track, golf and softball.

## Eligibility for Participation in Athletics

**See Hope Christian Athlete Handbook available on Renweb and our website, [www.hopechristianschool.org](http://www.hopechristianschool.org).**

**A. Attendance:** A competing student must be present in school a minimum of four class periods on the day he/she is to participate in an athletic activity. Of course, this does not apply if the student is away on official school business (field trip, etc.). Satisfactory overall attendance is required of all athletes. **If an athlete has excessive tardies or absences from school, he/she will be dismissed from the team for the remainder of the season.** "Excessive" will be determined by the Principal or Athletic Director and the teacher involved. Suspension or dismissal from the team will be determined by the coach and Athletic Director, with approval of the Principal.

**B Eligibility:** Eligibility is based on New Mexico Activities Association (NMAA) policy and the Hope Christian Athlete Handbook. The Athletic Director may issue certain directives in accordance with the overall philosophy of the Hope Athletic Department. He will also issue to each coach, at the beginning of the season, the criteria for earning a letter in that particular sport. A grade average of 2.0 is required for participation. A student who receives an "F" in any subject, but still has an overall average of 2.0 or better, is eligible to continue participation. However, the student will be on academic probation. The student must have no lower than a "C" in the class in which the "F" was received within three weeks after that marking period. If the grade is below a "C," the student will be dismissed from the team. Our goal is excellence both in the classroom and on the playing field.

- C. **Athletic Handbooks/Annual Fall Parent Meeting:** An Athlete and Parent Orientation meeting is scheduled before the school year begins and is mandatory for parents and students in order for the student to participate. Athlete Handbooks are given out at that time.
- D. **Involvement in Multiple Sports:** Under special circumstances, we allow students to participate in more than one NMAA sport during a particular season. Athletes must have a 3.0 GPA and written permission from the Principal or Dean of Academics to participate in multiple sports in the same season.
- E. **Payment of fees and Team Charges:** All accounts must be kept current. If monies are due, the team member will not be allowed to participate on the team until the account is made current. Hope will hold all grade cards and transcripts until all accounts are current or uniforms are turned in.
- F. **Transfer Students:** Transfer students will be considered eligible according to NMAA guidelines.

**Physical Fitness:** According to NMAA rules, the student must be physically fit. This fitness must be based on a physical examination of the student occurring on or after April 1 and must be verified in writing by a licensed medical/osteopathic physician/physician’s assistant or nurse practitioner to the extent authorized by their practice act and licensing authority. The physical is considered valid through the following school year. A student must have a current physical on file for any participation outside of the school day (pre-season, in-season, off-season, summer). The certificate of examination must be on file in the member school office. This requirement also applies to cheer/drill participants.

By State Education Agency regulations, a Student’s fitness may be verified in writing by a “licensed chiropractic physician to the extent authorized by their practice act and licensing authority.”

## Attendance

**The New Mexico Compulsory Attendance Law** requires that all children of school age attend school until they reach the age of 18 or until they have completed the 10<sup>th</sup> grade or its equivalent and have been legally withdrawn from the school district in which they are enrolled.

New Mexico Statute # 77-10-22 states: **“Any parent, guardian or person having custody and control of a person subject to the provisions of the Compulsory School Attendance Law is responsible for the school attendance of that person.”** In keeping with this statute, it is our desire to cooperate with the families of our students by keeping attendance problems to a minimum. Absences will be recorded daily by the teachers and the attendance office.

Part of the educational process is to learn discipline and responsibility in order to develop characteristics of good citizenship. Therefore, we expect our students to be in class. We do not condone students missing class time in order to work on term papers, study for tests, etc. Students need to learn to budget their time for these disciplines and attend class as usual. We expect our parents to back our Administration with these issues.

**A student may not miss for any reason more than ten (10) days of any one class in a semester. If a student does miss more than ten (10) days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests. On rare occasions, the principal will give exceptions for absences.**

Students are expected to communicate with teachers prior to all planned activities (school related or personal) in order to take care of all homework, quizzes, and tests before the absence(s), not after.

All students involved with away school activities must be in school the following day on time for first hour unless they arrived back at school at 11:00 PM or later. If the students arrive later than 11:00 PM, they are expected to be at school no later than the beginning of second hour unless cleared with the athletic director or Principal.

## Unexcused Absences

Unexcused absences will be grounds for immediate suspension or expulsion. Ditching school is not tolerated.

## Illnesses and Emergencies

Parents **must** call the appropriate campus regarding student absences as early in the school day as possible.

Grades K-5 Campus.....	797-4290
Grades 6-8 Campus.....	822-5370
Grades 9-12 Campus.....	822-8868

## Planned Absences

Parents must notify the Principal’s office three weeks in advance and in writing of any anticipated absences due to trips. Failure to do so may unjustly penalize the student. **The Principal will determine if the absence will be excused.** Students in 6<sup>th</sup> – 12<sup>th</sup> grades must complete all work in advance in accordance with the teacher’s instruction. Elementary students may complete work when they return.

Exams are very important. It is mandatory that all students be in school in order to take their exams. Therefore, do not plan absences prior to mid-terms and final exams, which penalizes students and adds additional burdens to staff.

## Makeup Work

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due upon return to class and ***the student must take any quizzes or tests which are given even if it is the same day of his/her return.*** On the other hand, if a student has an emergency absence such as illness, a death in the family, unexpected family matters, etc., he/she will be given a day for every day absent to make up the work missed after returning to school. If there is some question as to the amount of makeup time permitted, the parent should immediately contact the office for a parent/teacher conference.

**Note:** Research papers, reports, major assignments, etc., are **due on the assigned due date**, even if it will require another person to bring in the assignment.

## Tardy Policy

Thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student.

- A. Students in grades K-5 arriving after the regular school day starts must have a parent explain the reason for being tardy. A parent must accompany the student to the office and sign him/her in. When a student has been tardy to a class more than two times in a quarter, he/she will receive a lunch detention for every tardy after the second tardy, until the end of that quarter. There will be no penalty for the first two tardies.
- B. Students in grades 6-12 who are late to first hour by 10 minutes or **less** will be considered tardy and should go to class. Students that are more than 10 minutes late to first hour must check in with the front office in order to change the attendance record from absent to tardy. When a student has been tardy to a class more than two times in a quarter, he/she will receive a lunch detention for every tardy after the second one, until the end of that quarter. There will be no penalty for the first two tardies.

## Leaving Campus or Class During the School Day

***A closed campus*** will be enforced. Students will not be allowed off campus during school hours or at noontime. ***Students may not sit in their cars on or around campus during school hours, nor may they go to their cars without permission.***

Students in grades K-5 who leave school during the school day must be picked up and signed out by a parent/guardian at the appropriate office.

Students in grades 6-12 who leave school during the school day must be picked up by a parent/guardian or have written or verbal permission to use their own transportation to go home. All students leaving must sign out by approval of the front office. Students may not leave for lunch or other nonessential reasons unless they are accompanied by a parent and given permission by an Administrator.

## Snow Day

***When APS has an abbreviated day or cancellation due to snow, Hope will do the same.*** The abbreviated school day for K-12 will be a two-hour delay (from the normal start time) and dismiss at regular time.

Listen to the local TV stations for notice of abbreviated day or cancellation. Class schedules will be available at school. If school is cancelled, we will announce later if a makeup day will be required.



## Visitors

We have a general “no visitor” policy at Hope. Prospective students going into 6th through 12th grade who wish to visit our campus (“Shadow” a student) should make special arrangements with the Admissions office a week before the visit. Other visits from non-Hope students are not allowed. Students expelled or asked to dis-enroll from Hope for any reason are not permitted on campus at any time, unless they have permission from the Principal and are accompanied by a parent. ***Guests must meet Hope’s dress code and grooming guidelines.***

Students from Hope Christian School who invite guests to school activities are responsible for instructing their guests regarding Hope policies. Guests to the Junior-Senior Banquet must register with the sponsor.

Hope alumni, family, former students (from out of town) and youth ministers may visit the campus with permission from the Administration but should obtain a pass from the office. These visits should be at times other than regular class times. **Dress must be modest and acceptable.**

## School Supply Lists

Supply lists are posted on our website during the summer.

## Dress Code

A dress code provides a way to dress that is appropriate for learning. It gives students a sense of belonging and allows for individual expression and identity to be functions of personality and mentality. It eliminates fad clothing from the daily “what to wear” process. It’s a comfortable discipline with which everyone can live. Further, it is symbolic of the student’s acceptance of authority over them: their parents, school and, ultimately, God.

The current Administration has communicated with our student government, teachers, and Board Members to devise a dress code that is moderately conservative and does not call attention to any individual.

Our dress code will be as follows:

### For all grades:

Outerwear must be in good taste, **cannot be predominantly black**, or have inappropriate advertising such as liquor, tobacco, secular rock groups, etc. Sweaters, mock turtlenecks and sweatshirts must be worn over a dress code shirt with a collar showing. Trench coats or heavy shirts (i.e., hunting shirts), are not allowed.

**Writing on yourself or others is not permitted.**

Other matters concerning personal grooming are as follows:

#### Headgear

Stocking caps, beanies, skull caps are not permitted unless worn for protection from the weather. No baseball caps during school hours; however, kindergarten through fifth grade may wear baseball caps during recess. Girls may wear “dressy” hats.

#### Body piercing

Body piercing (i.e. navel rings, tongue rings, eyebrow or lip rings), branding, tattooing or other forms of body altering are not permitted.

#### Hair

- A. Should be clean and neatly trimmed
- B. No shaved heads
- C. No oddly colored, cut or punk spiked hair
- D. Girls are not to wear boys’ haircuts
- E. Boys haircuts may not be below the eyebrows in front or the **top** of the shirt collar in the back
  1. Hair and/or sideburns may not be below the earlobe
  2. No pony tails, braids, or other effeminate styles.
  3. Boys’ faces must be clean-shaven at all times

#### Jewelry/accessories

Must be in good taste and not represent or allude to questionable activities, i.e., secular rock music or groups, peace or New Age symbols, NO “Goth” look

- A. Boys are not permitted to wear earrings
- B. Girls should use good judgment and moderation in the number and style of earrings
- C. Chains may NOT be worn, i.e., wallet chains, etc.
  1. Large jewelry or jewelry chains may not be worn
  2. The goal is to prevent any type of apparatus that could be used as a weapon
- D. No black wristbands or sweatbands
- E. No black nail polish is permitted.

#### Belts

- A. Must be worn in the belt loops
- B. May not hang down (wear belts that fit)



### Activity Dress Code

**Students that attend school-related activities (i.e., field trips, campus visits, etc.) that are taken during school hours must be in school dress code.** If the activity requires the wearing of something other than the school dress code, prior authorization from the school administration is required.

Students that attend activities after school hours (i.e., games, competitions, etc.) do not have to be in school dress code; however, all clothing must meet the same criteria as properly fitted school dress code guidelines. Accessories must still meet the guidelines for dress code (i.e., shoes, hair, jewelry, etc.) **Muscle shirts, tank tops, short shirts and shorts, halter tops, and spaghetti straps are not permitted.**

**The activity dress code should be considered a privilege.** If students violate this special dress code, regular dress code will then be required for all activities.

#### **Dress Code Violations**

Students who come to school blatantly out of dress code will be sent to the office and will either have to go home or a change of clothes will need to be brought to school. (Dress code violation count will start over at semester.)

- 1<sup>st</sup> violation – lunch detention
- 2<sup>nd</sup> violation – lunch detention
- 3<sup>rd</sup> violation – morning detention
- 4<sup>th</sup> violation and beyond – suspension



### **Bottoms - BOYS**

- A. COLORS: Navy blue or Khaki (khaki comes in colors of tan, stone, green, brown, gray. NO white. No denim.
- B. Must be Dockers-style, dress slacks, or corduroy pants or shorts.
  - 1. No cargo pants
  - 2. No baggy/draggy/saggy pants (wear pants that fit)
  - 3. **Underwear should NOT be seen at any time.**
  - 4. Shorts should be at the knee (no longer than two inches below the knee)
  - 5. No frayed or cut-off pants or shorts

### **Tops - BOYS** (Polos and shirts)

- A. COLORS: Striped or solid, any color EXCEPT black.
- B. All must have sleeves, fold-down collars, and buttons
- C. No exposed mid-driffs. Must be long enough that no part of the torso is seen at any time.
- D. Shirts must be button down, have a fold-down collar, and shirts that are worn with a tie must be tucked in.
- E. Lightweight-knit turtleneck shirts may be worn under long-sleeved dress code shirts
- F. Turtleneck *sweaters* may be worn without a dress code shirt over them, but must follow these guidelines:
  - 1. Long-sleeved
  - 2. Long enough that no part of torso is seen at any time
  - 3. Loose-fitting (not skin-tight)



### **Footwear - BOYS & GIRLS**

- A. Shoes should be in good taste and worn at all times
- B. Tennis shoes in good condition are recommended
- C. Sandals, flip flops and soccer sandals are permitted
- D. No bedroom slippers or spiked heels.
- E. Combat boots may only be worn with long pants
- F. NO "Heelys"

### **Bottoms - GIRLS**

- A. COLORS: Navy blue or Khaki (khaki comes in colors of tan, stone, green, brown, gray. NO white. NO denim.
- B. Dockers-type material, dress slacks, or corduroy pants, shorts, capri's or crop pants
  - 1. Shorts should be no shorter than mid-thigh
  - 2. No frayed or cut-off pants or shorts
- C. No Low, low-rise (**NO exposed mid-driff**)
- D. **Underwear should NOT be seen at any time**
- E. No skorts for girls in 6<sup>th</sup> - 12<sup>th</sup>
- F. **Skirts:** Same color guidelines as above
  - 1. May not be above the knee
  - 2. No slits above the knee
  - 3. Long skirts are encouraged
  - 4. No wrap-around skirts

### **Tops - GIRLS** (Polos and blouses)

- A. COLORS: Striped or solid, any color EXCEPT black.
- B. All must have sleeves, fold-down collars, and buttons snaps or eye-hooks
- C. NO see-through material
- D. No exposed mid-driffs. Must be long enough that no part of the torso is seen at any time.
- E. Polos and blouses do not have to be tucked in
- F. Lightweight-knit turtleneck shirts may be worn under long-sleeved dress code shirts
- G. Turtleneck *sweaters* may be worn without a dress code shirt over them, but must follow these guidelines:
  - 1. Long-sleeved
  - 2. Long enough that no part of torso is seen at any time
  - 3. Loose-fitting (not skin-tight)

Hope Christian School is a "GUM-FREE" school. Gum is not allowed on any Hope campus.



## K - 5th Grade

### Bottoms - BOYS

- A. COLORS: Khaki-colored or navy-colored (Khaki comes in colors of tan, stone, green, brown, gray) NO white.
- B. NO denim
- C. Classic Dockers-type or corduroy pants: No hip-huggers, no baggy, draggy or saggy pants, no cargo pants
- D. Knee-length Dockers-type shorts or Cargo-shorts, no shorter than four inches above the knee or longer than the middle of the knee

### Tops - BOYS (Polos and shirts)

- A. Any color striped or solid polo EXCEPT black.
- B. All must have sleeves, fold-down collars, and buttons
- C. Oxford Shirts (any type of button-down shirt with a fold-down collar) allowed, but must be tucked in so belt loops show
- D. Lightweight-knit turtleneck shirts may be worn under dress code shirts
- E. Turtleneck sweaters may be worn without a dress-code shirt over them, but must be long-sleeved and long enough that no part of torso is seen at any time

### Bottoms - GIRLS

- A. COLORS: Khaki-colored or navy-colored (khaki comes in colors of tan, stone, green, brown, gray) NO white.
- B. NO denim
- C. Classic Dockers-type or corduroy pants: No hip-huggers, no baggy, draggy or saggy pants, no cargo pants
- D. Knee-length Dockers-type shorts or Cargo-shorts, no shorter than four inches above the knee
- E. Crop or Capri pants allowed in colors listed above
- F. Skirts, skorts, or jumpers no shorter than four inches above the knee
- G. Skirts, skorts, or jumpers may be solid color (khaki or navy) or any color plaid
- H. No wrap-around skirts or slits higher than four inches above the knee
- I. No long skirts (impedes play time)

### Tops - GIRLS

- A. Any color striped or solid polo or shirt EXCEPT black.
- B. All must have sleeves, fold-down collars, and buttons, snaps or eye-hooks
- C. Shirts or blouses (any type of button-down shirt with a fold-down collar and sleeves)
- D. Lightweight-knit turtleneck shirts may be worn under dress code shirts
- E. Turtleneck sweaters may be worn without a dress-code shirt over them, but must be long-sleeved and long enough that no part of torso is seen at any time

## Standards of Conduct/ Behavior Code



All students and parents are **required** to read the Student Handbook, including the “Standards of Conduct/ Behavior Code.” Acknowledgment and acceptance of this reading is recorded either electronically or on an application. (Exception: If students are too young to read, parents should explain the contents as appropriate.) We expect our students to be good examples of proper Christian behavior both on and off campus. Any violation of these standards, on or off campus, is grounds for suspension or dismissal from school with tuition refund penalties. (See **Tuition Refund Policy**).

### Honor Code

The Hope Christian School Honor Code will be read and signed by all students in 6<sup>th</sup> through 12<sup>th</sup> grades.

### Standard of Conduct

Hope Christian School holds high standards of behavior and conduct for all its students. We have a fundamental statement of faith and a general, conservative philosophy of education. Hope Christian must, therefore, provide an environment conducive to spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must reflect the glory of God Who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to be sensitive to the spiritual needs of the world and to other Christians’ physical, mental or spiritual well-being (*I Corinthians 9:27*).

A sense of the need for spiritual growth in the light of these principles has led Hope to adopt the following standards. These are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student, whether at home, school or elsewhere:

- A. To maintain Christian standards of morality, honesty, courtesy, and kindness.
- B. To refrain from the use of swear words, pornography and using indecent language; from use of tobacco products, drinking alcoholic beverages, abusing drugs, using illegal drugs; from stealing, gambling or being involved in any other activity which would dishonor Christ or the Christian reputation and honor of Hope Christian School.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others

who see differently, Hope Christian School believes that these specific types of conduct are detrimental to the standards established as its objective. Students are expected to abide by these standards throughout their enrollment, whether **at home, school, or elsewhere**. Students found to be out of harmony with the Hope Christian ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct.

In this atmosphere of definite and positive Christian standards, professional scholastic planning and genuine personal relationships between faculty and students, there is fine opportunity for the development of strong Christian character.

## Behavior Code

**The following policies are designed to promote the best possible learning environment in the classroom and to instill the importance of accepting authority and responsibility in each student. Each student is required to be obedient and respectful to the authority of the school staff and to address each staff member with “yes, sir,” “no, sir” “yes, ma’am,” and “no, ma’am” Discipline is the primary responsibility of the teacher.** However, if inappropriate behavior continues, a lunch or morning detention or a parent conference may be necessary. As a last resort, a teacher may send students to the office if the situation so demands. **Every teacher has at least two rules: students are not to talk in class without permission, and they are not to leave their seat without permission.**

Any senior receiving a suspension will not be allowed to attend the Senior Trip.

Generally, common sense should guide all behavior. However, the following will not be tolerated at Hope and may be grounds for suspension or expulsion:

- A. Leaving class without permission or staying away from class without permission.
- B. Use of profane language or lying.
- C. Disrespect toward teachers or other students.
- D. Refusal to obey a teacher, administrator, etc.
- E. Use of, or having possession of, tobacco products, alcohol or drugs.
- F. Fighting, rough play or possession of a knife, club, stick or any such instrument which could conceivably be used as a weapon.
- G. Flammable materials such as matches and lighters.
- H. Destruction of property (school or others’).
- I. Reckless driving. (Could result in possible loss of driving privileges.)
- J. Stealing.
- K. Having any form of weapon.
- L. Bullying or harassment, whether physical, verbal or through the use of cyber or other electronic devices.
- M. Any other activity not included in this list that is deemed inappropriate by the School Administration.

The following may be grounds for a Lunch or Morning Detention:

- A. Throwing trash on grounds or in buildings.
- B. Rough play, tackle football, and other physical play that can result in injury.
- C. Gum-chewing or eating in classrooms, gym or during Chapel.
- D. Tardy or failure to come to class prepared (book, pen/pencil, paper, etc.).
- E. Talking or passing notes in class.
- F. Hand-holding, hugging, kissing and other overt signs of affection.

## Cheating

Cheating will not be tolerated at Hope Christian School. If a student cannot pass without cheating, he/she does not belong at Hope. Students who are caught cheating will be punished as follows, regardless of whether the cheating was on a quiz, a major examination, homework, or independent work.

**Please note: Knowingly giving information or answers carries the same penalty as copying or taking answers. Chronic cheating behavior will result in expulsion.**

### 6th - 12th

**First offense** — Morning detention, a zero for the assignment or test, and a memo to the student’s file.

**Second offense** — One day suspension and a zero.

**Third offense** — Three-day suspension from school.

**Fourth offense** — Possible permanent expulsion or long-term suspension.

### Elementary Students

**First offense** -- Privately talk to the student

**Second offense** -- Student receives a zero

**Third offense** -- Call the parent

## Bullying

Bullying will not be tolerated at Hope Christian School. This includes cyber or other electronic device bullying or harassment. Depending on the severity of the bullying, consequences can range from counseling to lunch detention, morning detention, suspension, or expulsion.

## Detention

Detention will be given at the discretion of the teacher or administrator. Tardies, disrespect toward others, disrupting class, and disobedience are a few of the reasons for which a student may receive detention.

There are two types of detention at Hope: lunch detention and morning detention. Lunch detentions will be served at the appropriate lunch. Morning detention will meet in the gym. Students will need to dress appropriately to do hard, vigorous physical exercise. Those who are unable to exercise will clean the restrooms or do some other chore assigned by the supervising instructor. Morning detention may be assigned to students in grades 6-12.

*Five morning detentions* will be the limit for any student in one semester. A student receiving a *sixth morning detention* in one semester will be suspended for one day. A student who is assigned a morning detention after he has been suspended for one day will receive an additional one-day suspension. The *sixth suspension received through this process* in one school year will result in a permanent dismissal from Hope.

After an elementary student receives six lunch detentions, the parents will be called. If the student receives seven lunch detentions in a semester, he/she will lose all recesses for one week.

### **Behavioral Probation**

A student may be placed on behavioral probation for a number of reasons (i.e., suspension, recommendation from administration, disrespect to a faculty member, etc.). A student on behavioral probation is expected to conduct him/herself in an orderly fashion. If a student is suspended while on behavioral probation, the student may be asked to leave Hope Christian School or be expelled.

### **Suspension/Expulsion**

Suspensions will be used at the discretion of the Principal. Participation in sports during the term of a suspension will not be allowed and may include a Saturday. Removal from the team after suspension will be at the discretion of the coach and Athletic Director with the approval of the Principal.

Students who are suspended from school must make up all work missed. Students on an out-of-school suspension are not allowed on campus. **Seniors who are suspended during their senior year are not allowed to go on the Senior Trip.**

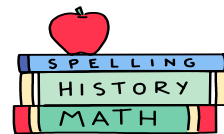
**Please note:** Use of, intent to or distribution and/or possession of tobacco products, drugs, alcohol, pornography or related items on or off campus by any student is grounds for immediate expulsion. This includes inappropriate content on electronic devices, emails, “personal web pages” or any other internet vehicle. Any student is subject to searches, including but not limited to, student’s personal possessions, lockers, cars, backpacks and electronic devices. If a student has a substance which looks like or could be perceived as tobacco, drugs or alcohol, the penalty will be the same as if it were the actual substance. Distribution or the intent to distribute any of the above warrants **permanent expulsion**.

Expelled students are not permitted back on campus until the following school year and only with permission from the Administrative Committee, Expelled students must wait an entire year to apply for readmission to Hope.

Suspensions are the responsibility of the Principal. Expulsions are the responsibility of the Administrative Committee. Appeal of an expulsion must be done by the parent to the Superintendent of the school via a written request. The Superintendent, with the approval of the Board, will rule on all expulsion appeals.

## **Curriculum**

### **Elementary Curriculum and Course Descriptions**



#### **Kindergarten**

The Kindergarten program is a complete educational program that teaches children how to read phonetically. The curriculum includes many small readers, workbooks and phonics cards. The child will learn the letters of the alphabet and will learn to read (450-word vocabulary). A complete range of subjects is covered, including cursive writing, Bible, art, poetry, music, science and numbers. The children learn to count from 1 to 100 by 1's, 5's, and 10's. The mornings are structured to cover academics and the afternoons are used for enrichment. Please note: Kindergarten students are required to take a “rest time” after lunch for approximately 45 minutes.

#### **1<sup>st</sup> Grade**

**Reading:** Christian Reading Series and other readers. **Phonics:** drill and word analysis skills. **Writing:** Spelling, writing sentences and penmanship. **Arithmetic:** emphasis on addition, subtraction, introduction to simple tables of multiplication, money values, story problems and simple fractions. **History, science, Bible instruction, poetry** memorization, **music, art** and **P.E.** are also included.

#### **2<sup>nd</sup> Grade**

**Reading:** multiple books. **Phonics:** drill and word analysis skills. **Writing:** vocabulary building and penmanship. **Arithmetic:** addition, subtraction, introduction to multiplication, division and Roman numerals. **History, science, Bible instruction, poetry** memorization, **music, art** and **P.E.** are also included.

#### **3<sup>rd</sup> Grade**

**Reading:** a variety of readers, including Pilgrim’s Progress. **English:** grammar, punctuation, penmanship, spelling, vocabulary, and poetry. **Arithmetic:** addition, subtraction, multiplication, division, combinations, story problems, etc. **History:** a look at America. **Science:** natural and physical science. **Bible instruction, music, art** and **P.E.** are also included.

#### **4<sup>th</sup> Grade**

**Reading:** various children’s literature, vocabulary and speed-reading. **Spelling and vocabulary:** 30 words per week with 10 definitions. **Penmanship:** daily work on correct letter formation and writing. **English:** grammar and usage, composition. **History:** general survey of American history plus an intense study of New Mexico. **Science:** survey of life and physical science, earth and space, human body, etc.. **Arithmetic:** drill in speed and accuracy in the four arithmetic processes, multiplication facts through 12, multiplying

by two-digit numbers, dividing by two-digit numbers, working fractions, measures — a traditional approach. **Poetry** memorization, **music**, **Bible instruction**, **art** and **P.E.** are also included.

### 5<sup>th</sup> Grade

**Reading:** various children’s literature, speed-reading and book reports. **Spelling and vocabulary:** 35 words with 10 definitions per week. **English:** grammar and usage, creative writing, library research project. **History and geography:** a study of ancient civilization up to the present in the Eastern Hemisphere, map work included. **Science:** survey of weather, energy, plants, animals, geology, conservation. **Arithmetic:** drill in speed and accuracy in the four arithmetic processes, decimals, fractions, word problems — a traditional approach. **Bible instruction, poetry** memorization, **music**, **art** and **P.E.** are also included.

## Mid-School (6<sup>th</sup> - 8<sup>th</sup>) Curriculum and Course Descriptions

The 6<sup>th</sup> - 8<sup>th</sup> grades are taught in seven scheduled classes per day. Five classes are devoted to core curriculum classes, one class for P.E. and one elective: drama, guitar, band, choir, study hall, Spanish, or art (broadcasting and publications available for 8th grade only.). Sixth grade students have a nine-weeks Computer Applications Course as part of their PE class.

### Science Fair Requirements for Mid-School

Sixth grade students receive instruction to prepare them for science fair the following year. This includes a class science fair project. In addition, Honors science students will be required to do a research paper.

Seventh grade students are required to do a science fair project. Each student will present a science fair project to their classmates in a classroom science fair.

For eighth grade students the science fair is optional. Students who choose to do a science fair project will be enrolled in an honors science class. Selected students will participate in a school-wide Science Fair.

### Middle School Advanced Math

Students going into sixth grade must have at least three A’s and one B on their 5th Grade Report Card, and score at an appropriate level on a placement test to be considered for Advanced Math.

For students going into 7th or 8th grade to be considered for placement in advanced math, it is preferred that students have a minimum of three “A’s” and one “B” for the previous

year’s math grades. Students in advanced math must maintain a “B” average to stay in the advanced math program.

6<sup>th</sup> Grade – Saxon Math Course 2

7<sup>th</sup> Grade – Saxon Math Course 3

8<sup>th</sup> Grade – Saxon Algebra I

### Spiritual Retreats

Each year 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students go on a spiritual retreat. These retreats are conducted during the school week and include an overnight stay for 7<sup>th</sup> graders and two overnights for 8<sup>th</sup> graders. Attendance is required for every Hope student.

### 6<sup>th</sup> Grade

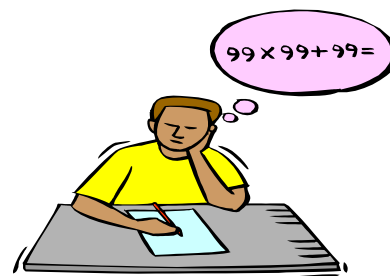
The following is a brief description of the core courses taught at the this grade level. **English:** grammar and usage, reading character-building novels, reading and comprehension, book reports, along with spelling and vocabulary. **History:** an overview of Ancient Civilizations that include history, geography, economics and culture. **Science:** physical science. **Math:** Saxon Course 1 or Course 2. **Bible:** Redemption and God’s grand design.

### 7<sup>th</sup> Grade

The following is a brief description of the core courses taught at the 7<sup>th</sup> grade level. **English:** grammar and usage, creative writing, library research project, reading character-building stories, comprehension, book reports, along with spelling and vocabulary. **History:** World History from 1100 AD to the present. **Science:** life science. **Math:** Saxon Course 2 or Course 3. **Bible:** Bible truths - learning from the life of Christ.

### 8<sup>th</sup> Grade

The following is a brief description of the core courses taught at the 8<sup>th</sup> grade level. **English:** review of grammar, punctuation and research skills; writing short essays, and reading short stories, nonfiction, poetry and drama to improve in conjunction with teaching composition skills. A novel is required for summer reading with testing, and selected novels will be read during the year. **History:** American History - starts from early exploration to the present. **Science:** Space and Earth Science. **Math:** Saxon Course 3 or Algebra I, **Bible:** Creation Science along with a study of important people of the Old Testament.



# High School Graduation Requirements

In addition to one year of Religious Studies for each year of attendance at Hope, all students beginning with the graduating class of 2005 are required to earn 24 credits as follows:

English.....	4
Foreign Language.....	2
Mathematics.....	4
Social Studies.....	3½
(U.S. History & Geography.....)	1
(World History & Geography.....)	1
(U.S. Civics/Economics.....)	1
(NM History.....)	½
Science (one must be a lab).....	3
P.E.....	1
Fine Arts.....	1
Practical Arts.....	1
Communication Skills .....	½
Electives.....	4

Students transferring to Hope Christian School are required to graduate with 24 credits. Students entering without required courses will be required to attend night school or summer school to make up credits. All students must take English each year of attendance and no student may take more than one regular English class at a time.

Courses must be completed by graduation unless an exception has been granted. All courses must be completed prior to the beginning of the following school year.

A typical four-year course of study at Hope is as follows:

## Freshman

- English I
- Math Course\*
- Biology
- Computer Applications
- Fine Art
- World History/Geography
- Bible: Character of Christ

## Sophomore

- English II
- Math Course\*
- Physical Science
- P.E./Weight Training
- Elective
- Bible Doctrine
- Communication Skills/  
NM History

## Junior

- English III
- Math Course\*
- Chemistry
- U.S. History
- Spanish I
- Elective
- Old Testament/  
New Testament Survey

## Senior

- English IV
- Math Course\*
- U.S. Civics/Economics
- Spanish II
- Elective
- World Views
- Senior Internship

\*See Math Sequence on page

## Credits (9-12)

The successful completion of one semester of work in a given subject earns the student ½ credit. All students must earn 24 credits plus a passing grade in Religious Studies for each year of attendance at Hope. Grade Point scale is shown on page 25.



## Course Descriptions for Grades 9-12 (R = Required Course, E = Elective Course)

### Language Arts

#### **English I (R)**

This course is primarily concerned with grammar, literature, research skills and composition. Parts of speech, sentence types, punctuation and capitalization are emphasized. In literature, short stories, novels, plays, poems and nonfiction are read. Composition study stresses writing proper sentences, paragraphs and short essays. Creative writing is always encouraged. Students are guided in reading with discernment by comparing and contrasting the literary truth with God's truth. Summer reading is required with testing.

#### **Honors English I**

This course, while still emphasizing the importance of a foundation in grammar, research skills, and composition, will also prepare students to read literature more critically and will stress literary analysis skills that prepare students for AP courses in English III and English IV. Students are guided in determining tone and theme by analyzing diction, imagery, details, language, and syntax. Students will also read approximately eight books outside of class and will employ various methods to report on what has been read. All skills -- grammar, vocabulary enrichment, literary analysis -- are closely tied to learning to write effectively, clearly, and concisely. Using MLA format is emphasized whether writing a short essay, a book report, or a research paper.

#### **English II (R)**

This course includes a study of grammar, literature, vocabulary, composition, and research skills. A greater emphasis is given to analysis of various types of literature: short stories, novels, plays, and poems. A general review of grammar is taught as needed and students are required to correct grammar as an integral part of their assignments. Compositional skills will focus on writing complex sentences, strong paragraph formation, and organization of ideas within an essay or paper. Instruction and completion of a research paper is included in the curriculum. Summer reading, along with testing, is required and additional selected reading will be assigned during the year.

### **English II (Honors) (E)**

It is assumed upon entrance to this course that students are already proficient in basic grammar and compositional skills. Only a cursory review of specifically identified grammatical skills will be covered. Emphasis will be given to analyzing and writing responses to various types of literature: short stories, novels, plays, and poems. The students will strengthen their compositional skills in the areas of developing a thesis statement, organizing paragraphs and essays, using transitional devices, and writing a research paper. Peer review and self-evaluation will be utilized. An advanced level of vocabulary will also be covered. Summer reading along with testing is required and additional selected reading will be assigned during the year.

### **English III (R)**

This course is required of all juniors and will stress a chronological study of American literature. Grammar will be taught on a review basis only, for the student is expected to enter the course with a strong foundation in grammar and composition skills which will be graded through the extensive literature-related writing assignments. The literature study will loosely correspond with the chronological study of American history which is taken concurrently. Summer reading is required with testing. A major paper will be required.

### **English III Honors/AP Language and Composition (E)**

In Junior AP English Language and Composition, students learn to understand and analyze complex styles of writing by reading works from a variety of authors. They'll explore the richness of language, including syntax, imitation, word choice, and tone. They'll also learn about their own composition style and process, starting with exploration, planning, and writing, and continuing through editing, peer review, rewriting, polishing, and applying what they learn to a breadth of academic, personal, and professional contexts. The equivalent of an introductory college-level survey class, this course prepares students for the AP Exam and for further study in communications, creative writing, journalism, literature, and composition.

### **English IV (R)**

This course is the final preparatory class for the college-bound or vocational-oriented student, for all elements of grammar and composition are reviewed and used. Emphasis is placed on composition and correct formal writing, including literature-related essays and themes, the development of British literature from Beowulf to modern writings. The chronological study is taught in conjunction with British and world history. Summer reading is required with testing.



### **English IV Honors/AP Literature & Composition (E)**

This course is designed to help the student read more and become proficient in writing about and analyzing what he reads. British literature is still the foundation; however, other selections will be used. The student will be reading approximately eight books a year, doing analysis of short selections, learning literary analysis tools to use, and reviewing Advanced Placement tests questions the last semester. It is not necessary to take the Advanced Placement examination if the student does not so choose. The course will be an invaluable aid in College English.

### **Communications (R)**

A state requirement at the 10<sup>th</sup> grade level, this class develops the speaking and personal writing skills expected of an educated adult. This course includes speaking and research skills, study skills, personal and business writing, and an analysis of media and propaganda. Students will also learn to communicate the Gospel message to others. *This course is not a substitute for the regular 10<sup>th</sup> grade English course.*

$$E=MC^2$$

## **Mathematics**

### **Math Sequence**

The recommended sequence for math placement is as follows

#### Track 1

8 <sup>th</sup> Grade	Algebra I (Honors)
9 <sup>th</sup> Grade	Algebra II (Honors)
10 <sup>th</sup> Grade	Advanced Math (Geometry, Trigonometry, Algebra III) (Honors)
11 <sup>th</sup> Grade	Pre-Calculus (Honors)
12 <sup>th</sup> Grade	AP Calculus (Honors)

#### Track 2

8 <sup>th</sup> Grade	Saxon Course 3 (Pre-Algebra)
9 <sup>th</sup> Grade	Algebra I
10 <sup>th</sup> Grade	Algebra II
11 <sup>th</sup> Grade	Geometry
12 <sup>th</sup> Grade	Advanced Math (Geometry, Trigonometry, Algebra III) <b>OR</b> Statistics

### **Algebra I (R)**

This course covers topics typically treated in a first-year algebra course. Specific topics covered include the following: arithmetic of and evaluation of expressions involving signed numbers, exponents and roots, properties of the real numbers absolute value and equations and inequalities involving absolute value, scientific notation, unit conversions, solution of equations in one unknown and solution of simultaneous equations, the algebra of polynomials and rational expressions, word problems requiring algebra for their solution (such as uniform motions and coin problems), graphical solution of simultaneous equations, Pythagorean theorem, algebraic proofs, functions and functional notation, solution of quadratic equations via factoring and inverse variation, and exponential growth, computation of the perimeter and areas of two-dimensional regions,

computation of the surface area and volume of a wide variety of geometric solids, and statistics and probability. Students must have a “C” average the last quarter to go to the next level. Eighth graders in Algebra I must have a “B” average or better to be recommended for Honors Algebra II.

### ***Algebra II (R)***

This course not only treats topics that are traditionally covered in second-year algebra, it covers a considerable amount of geometry. Specific algebra topics covered include the following: graphical solution to simultaneous equations, scientific notation, radicals, roots of quadratic equations including complex roots, properties of the real numbers, inequalities and systems of inequalities, logarithms and antilogarithms, exponential equations, basic trigonometric functions, algebra of polynomials, vectors, polar and rectangular coordinate systems, and a wide spectrum of word problems requiring algebra to solve. Considerable time is spent developing geometric concepts and writing proof outlines. Students completing Algebra II will have studied the equivalent of one semester of informal geometry. Applications to other subjects such as physics and chemistry as well as “real-world” problems are covered including gas law, force vector, chemical mixture, percent markups, etc. Set theory, probability and statistics, and other topics are also treated.

### ***Geometry (R for Track 2)***

This course emphasizes abstract and logical thinking through inductive and deductive reasoning as they apply to lines, planes, congruent and right triangles, proportion and similarity, circles, polygons and area, solids and volume. Methods of teaching geometric concepts include real-world applications, modeling activities, constructions; and integration of Algebra, Trigonometry, Spherical geometry and graph theory.

### ***Advanced Math (Geometry, Trigonometry, Algebra III)***

In *Advanced Mathematics*, topics from algebra, geometry, trigonometry, discrete mathematics, and mathematical analysis are interwoven to form a fully integrated text. Specific topics covered in this text include permutations and combinations, trigonometric identities, inverse trigonometric functions, conic sections, graphs of sinusoids, rectangular and polar representations of complex numbers, DeMoivre’s theorem, matrices and determinants, the binomial theorem, and the rational roots theorem. Additionally, a rigorous treatment of Euclidean geometry is presented. Word problems are developed through the problem sets and become progressively more elaborate and difficult. By the end of the text, students will be able to solve competition-level problems with ease. The graphing calculator is studied and used to graph functions and perform data analysis. Also, conceptually-oriented problems that prepare students for college entrance exams (such as the ACT and SAT) are included in the problem sets.

### ***Statistics***

Statistics is a class designed to introduce students to basic statistical terminology and equations which will help prepare them for a college level statistics course. Statistics is available to 12th grade students who have completed Advanced Math. The content of this course includes statistical terminology, how to organize data, averages and variations, correlation and regression, elementary probability theory, probability distribution, normal curves and sampling distributions, estimation, hypothesis testing, inferences about differences, and additional topics using inference. Students will learn how to gather and organize data, graph results in a variety of ways, and predict outcomes from their results.

### ***Pre-Calculus (Honors) (R for Track 1)***

Pre-Calculus is the second year in the Saxon’s Advanced Math book. This class will finish the book mid-year, and then proceed into calculus concepts, using the Saxon calculus book.

### ***Advanced Placement Calculus (Honors) (Required for Track I)***

Calculus is made up of four instructional components: Introduction of the New Increment, Examples with Complete solutions, Daily Problem Set, and Cumulative Tests. Calculus covers all topics in the Advanced Placement Calculus AB and Calculus BC syllabi. The instruction takes full advantage of graphing calculators, using them for visual demonstrations of concepts and confirming calculations. Calculus includes such topics as: review of functions, review of trigonometry, limits, graphing calculators, derivatives, integrals, optimization problems, techniques of integration, polar functions, area between two curves, inverse functions, motion analysis, applications of integrals, solids of revolution, continuity, L’Hopital’s rule, logarithmic differentiation, parametric functions, Mean Value Theorem, Newton’s method, trapezoidal rule, series, tests of convergence, slope fields, Euler’s method, logistic growth, arc length.

## **Science**

### ***Science Fair***

Participation for grades 9-12 is optional but is strongly recommended for students interested in pursuing a career in any science-related field. The purpose of the science fair is to help students develop a project with long- and short-term goals, to improve their powers of observation and interpretation, to explore the complexity and order of God’s creation and to discover the character of God through the investigation of that creation. Participation in the science fair process gives students practice in organizing their thoughts and ideas into words and visual projects.



Additional information about the science fair process can be obtained from your child’s science teacher and Hope’s Science Fair Coordinator.

### ***Biology I (R)***

This 9th grade course is a broad overview of the science of life and organisms, the study of human life, environmental biology and disease-causing agents such as viruses and bacteria. A mini-unit will be presented which will include a study of sex education, abortion, drug and alcohol abuse, and current biology-related topics.

### ***Honors Biology (E)***

This 9th grade course offers a more in-depth view of organic molecules, cellular biology, microbiology, protein synthesis and human genetics. Additionally, students will have a better understanding of how biological concepts apply to human life and human anatomy. Each student will be required to perform the labs and course work required, in its entirety, to receive the additional honors credit. This course is open to students through referral.

### ***Physical Science (R)***

The 10th grade creation-oriented Physical Science course includes the study of science philosophy, matter, atomic theory, chemical applications, physics, and wave and particle motion. This curriculum includes introduction to problem solving, as well as questions relating to understanding the concepts presented. Laboratory experiments supplement the physical concepts explored. The introduction to chemistry is presented as a preparation for the future chemistry course. Kinematics covers energy, power, mechanics, simple machines, and fluids. Wave and particle motion covers heat, electricity, magnetism, sound, and the electromagnetic spectrum. Exercises and projects in developing technology applications (on computers) in the classroom have been integrated. The “weathernetclassroom” web site acquaints students with many aspects of the weather. Each student uses a lab workbook, and labs are done as demonstrations by the teacher or students. Field trips enhance the learning process. Each student may choose to do a science fair project or research paper. Excellence and accuracy in work are stressed, and each student must demonstrate a degree of efficiency in the areas studied before progressing to the next area.

### ***Chemistry (R)***

This course is a study of the following areas: problem solving, classification of matter, atomic structure, the periodic table, symbols, formulas, nomenclature, the mole, chemical reactions, bonding, acids, bases and salts, electrochemistry and organic chemistry. There are regular labs which allow the student to put into practice the concepts learned in the lecture.

### ***Advanced Placement Chemistry (E)***

AP Chemistry is designed to be the equivalent of the general chemistry course usually taken during the first college year. Class content will include: atomic theory and atomic structure; chemical bonding; nuclear chemistry: nuclear equations, half-lives, and radioactivity; chemical applications; laws of ideal gases; kinetic-molecular theory; liquids and solids; solutions; reaction types; stoichiometry; equilibrium; kinetics; thermodynamics; chemical reactivity and products of chemical reactions; relationships in the periodic table: horizontal, vertical, and diagonal with examples from alkali metals, alkaline earth metals, halogens, and the first series of the transition nomenclature, chemical properties. Laboratories will include (as a minimum): making observations of chemical reactions and substances; recording data; calculating and interpreting results based on the quantitative data obtained; and communicating effectively the results of the experimental work.

Students will spend at least 290 minutes per week on this course, at least 90 minutes of which will be spent in the lab. In addition, students will need to spend at least three to five hours a week studying outside of class.

### ***Anatomy and Physiology (E)***

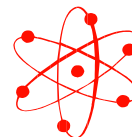
This is a college-preparatory course involving an in-depth study of cellular physiology, pathology, bacteriology and human anatomy. This course is offered on the basis of demand.

### ***Advanced Placement Physics (Honors) (E)***

This course is an analytical, investigative approach to physics for the science-oriented, college-bound student. The curriculum will include a study of vector analysis, linear, curvilinear and rotary motion, work, various types and forms of energy, optics, electricity, magnetism and some special relativity. Derivations of all pertinent formulas and their applications will be required and emphasized by application to real-world problems. *Advanced Math with a “B” average is a prerequisite.* This course may not be offered every year.

### ***Advanced Placement Physics B (E)***

AP Physics B is a non-calculus survey course covering five general areas: Newtonian mechanics, thermal physics, electricity and magnetism, waves and optics, and



atomic and nuclear physics. Students will gain an understanding of physics’ core principles and then apply them to problem-solving exercises. They will learn how to measure the mass of a planet without weighing it, find

out how electricity makes a motor turn, and learn how opticians know how to shape the lenses for glasses. The equivalent of an introductory college-level course, AP Physics B prepares students for the AP Exam and for further study in science and engineering. The content aligns to the scope and sequence specified by the College Board and to widely used textbooks. This course may not be offered every year.

### **Robotics I and II (E)**

This applied course uses a variety of robotic challenges to teach science, math, and engineering skills. The students are engaged in a project-based team learning environment to gain knowledge of team work, problem solving, presentation skills, and real-world engineering concepts. The teams design, build, program, and test autonomous robots for a given task or challenge. The course also includes project planning, data collection, data analysis, and technical writing. Robotics I students work with LEGO education kits using Mindstorm software.

Robotics II students build robots using various parts such as; controllers, chassis, servos, sensors, wiring, motors, etc. The students have an option of software (C++, .NET, Java, etc.) to use based on the task or challenge. For their culminating project, students participate in the NM RoboRAVE International competition. The competition requires the teams to prepare and submit a professional portfolio which includes a full engineering report and executive summary. The students also maintain a blog on the RoboRAVE website. The final step of the project is to compete the autonomous designed robot at NM RoboRAVE International. The students gain a foundation in computer programming and real-world engineering that is important in the highly technical 21<sup>st</sup> Century. *There are lab fees associated with these classes.*

### **Approach to Science**

- I. Concerning the Bible
  - A. Timothy 3:16 - All Scripture is reliable and God breathed.
  - B. Proverbs 1:7 - The fear of the Lord is the beginning of knowledge (science) and must be the foundation for all true science.
  - C. Scripture is scientifically accurate.
- II. Concerning the Genesis Account (Genesis 1-11)
  - A. Origin of all things:
    1. Matter-solid, liquid, gas, plasma
    2. Light-energy
    3. Space
    4. Time
    5. Life- man, animal and plant
    6. Natural laws- physical, chemical, biological, etc.
    7. Spiritual laws- sin and corruption, redemption
    8. Relationships- man to God, to man and to animals
    9. Civilization- cities, nations, languages, technology, etc.



### **B. Genesis 1**

1. God created heaven and earth
2. The days of creation were literal 24-hour periods
  - a. Specifically numbered
  - b. Evening and morning cycle
3. The events occurring on creation days were a logical and specific progression:
  - a. Matter and space
  - b. Energy
  - c. Dry land and seas: places of habitation
  - d. Plants
  - e. Direct sources of light, heavenly bodies
  - f. Sea life and birds
  - g. Animals: insects, reptiles, beasts of the field
  - h. Man
4. Both man and reptiles (including dinosaurs) were created on the same day and therefore co-existed with each other.
5. Adam and Eve were real people:
  - a. Created perfect in all aspects; they did not evolve; they were not cave men.
  - b. Age span was as recorded in Genesis
  - c. Given responsibility to govern what God had created on earth.
6. Everything God created was very good. This included angelic beings.

### **C. Genesis 6-8**

1. Noah was a real person.
  2. The flood in his day was worldwide in scope.
  3. The flood was a divine judgment upon all flesh because of sin.
  4. The flood totally restructured the surface of the earth, leaving the geologic features observed today, i.e., volcanoes, sedimentation, major mountain ranges, fossil beds, geologic layers, canyons, polar ice caps, ocean basin, etc.
  5. The flood and events associated with the flood brought about the mass burial and extinction of animals (including dinosaurs) and man, except for those on the Ark. Therefore, the vast majority of fossils are the result of the flood.
  6. The division of the land masses (earth) can be inferred from Genesis 10:25 (plate tectonics).
- III. Concerning Additional Biblical Principles
    - A. All things were created through Jesus Christ and are upheld by His power. (Colossians 1:16,17; Hebrews 1:2-3).
    - B. The physical universe and all its inhabitants show the design of a masterful planner and not that of a random process.
    - C. God created life with the ability to vary within the bounds of its own kind.

- D. God is the author of the Bible and His creation, and the two are in agreement. Therefore, we should expect that there will be no conflict between these two when the truth is known.
- E. The age of the earth can be approximated from the Scriptures as thousands of years and is verifiable by scientific evidence:
1. Amount of meteoric dust on the moon
  2. Decay of the earth's magnetic field
  3. 70-80% of the galaxies are spirals
  4. Amount of salt in the oceans
  5. Human population growth
  6. Degree of land erosion
- F. At the end of the creation week, God and man lived in complete harmony. When man sinned, part of the judgment on man was the institution of death. Therefore, the fossils which we find on the earth were formed after the sin of man and not before the sin. Romans 8:20-22 shows that the entire creation was subject to decay and death as a result of Adam's sin; therefore, animals would not have been able to die before the sin of Adam.
- G. At the consummation of the ages the existing imperfect universe will once again be made perfect.

## Social Studies

### *Honors World History and Geography (R)*

This course is a basic examination of the history of the world from creation to the present with a heavy emphasis on western civilization. God's plan for the world is the continuum by which man's progress is followed from ancient time to the present. (Honors credit is given for a grade of an "A" or a "B")



### *U.S. History and Geography (R)*

This course is a two-fold class of geography and U.S. History, with the history elements being emphasized. The focus of study is on key developments in national history which have affected the current world status, including political parties, policies, influential people and accomplishments which reflect our own life-style.

### *Honors U.S. History and Geography (E)*

The topics covered within Honors U.S. History and Geography are the same as the standard U.S. History and Geography course offering; however, texts will be covered in greater depth and more rigorous standards of grading will be used on tests and projects.

### *New Mexico History (R)*

This semester course is a basic examination of the history of New Mexico, describing the land, the people, and contributions made by New Mexico to the United States and the World. Included are looks at the Native American cultures, Spanish exploration and rule, rule by Mexico, and rule by the United States. (State Requirement)

### *Civics/Economics (R)*

Civics is a 12<sup>th</sup> grade study of the political structure and history of the United States and the impact of the United States on the world. The growth and development of the nation's political infrastructure and its past, present and future relationships are presented to students in an effort to prepare them to take their future positions as citizens of the nation and the world. Good citizenship and patriotism are emphasized, with an understanding of the Bible's teachings on the same.

Economics is a semester course with the unifying theme that the "free market economy" is the key to America's prosperity for the future. The free market system is contrasted with other systems, with an emphasis on the weaknesses and failures of these systems. The course will prepare the students to become informed citizens well able to direct their economic destinies.

### *Honors Civics/Economics (E)*

The topics covered within Honors Civics/Economics are the same as the standard Civics/Economics course offering; however, texts will be covered in greater depth and more rigorous standards of grading will be used on tests and projects.

## Media

### *Publications I and II (E)*

This study of journalism and yearbook will teach students the basic skills of accurately relaying information and of self-expression through print communication. Students will learn and practice the journalistic skills used in reporting, writing, designing and producing a publication using desktop publishing. Publications I will publish the lower school and mid school yearbooks. Publication II will publish the high school yearbook. Selection of staffers is made by the yearbook advisor and the editors. *Teacher recommendation and parental consent are required.*

### *Filmmaking (E)*

Students in this course will learn the fundamentals of filmmaking, including pre-production, production and post-production. Students will learn both technical and artistic aspects of making movies and will write and film four short movies over the course of the year. The class will also collaborate to work on one feature film for the year, to be shown at a film festival in the spring. Application required due to limited class space.

### *Broadcasting I and II (E)*

These courses teach students how to film, edit, and air daily news broadcasts. Students will learn to anchor broadcasts, as well as supervise the technical production of the daily news. Students will also film commercials and special interest stories related to student body life.

Broadcasting I will produce the mid-school news and Broadcasting II will produce the high school news. Application required due to limited class space.

### **Journalism (E)**

Introduction to Journalism will equip the student with the basic understanding and skills needed to focus in a print media environment. During the first semester of class, students will focus on the rise and responsibility of American media. “How to” chapters that follow will allow the student to begin refining their writing techniques. “Gathering News, What is News, Staff Organization, Conducting Interviews, Ethical Responsibilities and Associated Press (AP) news style format” are just a few of the topics that will be covered. During the second semester of the course, students will cover the “beat” of their choice and will focus solely on writing news stories in AP format and posting them to an online website. This course may not be offered every year.

### **Photography (E)**

This course covers the history of photography, photographic techniques, digital and film photography, color and black & white processes, basic Photoshop skills, alternative photographic processes, composition, presentation and critiquing. We will look at the work of various photographers throughout history as well as present-day artists. Students will be expected to produce photographic images and should have a functional digital camera. There will be reading and writing assignments, but the majority of the work will be projects and shooting assignments. Students will be required throughout the course to have prints made of their work.

## **Religious Studies**

This program will be required of all students. Each year 9<sup>th</sup> through 12<sup>th</sup> grade students go on a spiritual retreat. These retreats are conducted during the school week and include an overnight stay. Attendance is required for every Hope student.

### **9<sup>th</sup> Grade Bible (R)**

The Freshmen Bible Class emphasizes basic Christian living. It focuses on practical ways to be a disciple or follower of Christ—ways to be a doer of the Word and not a hearer only. The first quarter is spent developing background knowledge concerning the formation of the Bible, and the history of Christianity with the objective of providing a foundation on which to build an understanding of what Christianity is, and what the Christian life entails. The remaining quarters are used discussing and developing the basic elements of Christian living and discipleship. The textbook for this section of the class is *Renovation of the Heart: An Interactive Student Edition* by Dallas Willard and Randy Frazee. Topics covered in both the book and in class include prayer, devotional Scripture reading, giving, fasting, service, and benevolence, as well as the transforming effect of the Gospel,

the need for self-sacrifice instead of self-worship, and the life-style of a person who has made Christ the King of his or her life.

### **10<sup>th</sup> Grade Bible (R)**

Sophomore Bible is an in depth study in doctrine. The first semester is spent establishing a trustworthy methodology for biblical interpretation. This method is established through a process of textual observation, historical-cultural background studies, theological interpretation, and application. The intent for such study is to sharpen the student’s ability to follow Scripture’s admonition to present themselves as workers that are approved by God through their proper handling of the Word (2 Tim. 2:15). The second semester is an extensive study in Christian doctrine. Students will review the major doctrines and issues surrounding the formative years of the Church. Emphasis will be placed on correctly implementing an interpretational methodology in establishing a personal statement of faith. This kind of application of Scriptural understanding helps the student to not only know what they believe but also to know why they believe it.

### **11<sup>th</sup> Grade Bible (R)**

Junior Bible is a year of surveying the books of the Old Testament and the New Testament. The purpose of the class is to briefly study the contents of each of the 66 books in the Bible. Students will be able to understand and apply the overall message of the Bible, and to understand the sections and individual books in the canon of Scripture. Focus is on the “big picture” of the Bible, which includes God, Man, Salvation, and the history of the nation of Israel, and the early church.

### **12<sup>th</sup> Grade Bible (R)**

“Understanding the Times” is the title of the Senior Bible course which deals with the ideas and world views that dominate man’s thinking today. This curriculum, developed by Summit Ministries, will help students to understand the ideas and philosophies behind Marxism, Humanism, the New Age, AIDS, evolution, America’s Christian history, abortion, drug use and rock music. Students are challenged to have a Christian world view and discover a sense of direction and purpose in life. Projects and practical application are included in this course.

## **Modern Language**

Modern languages taught at Hope are designed to teach the four basic language skills: listening, speaking, reading, and writing. At each level, the difficulty of the material presented and the expectations of the students’ skills increase. All of our language education has as one of its goals to prepare our students for cross-cultural evangelism.

### ***Spanish I (R)***

This beginning level course is designed to teach the students pronunciation, a basic vocabulary, verb conjugation along with other grammar points, and a beginning appreciation of the Hispanic culture. This course will also begin to present language important for cross-cultural evangelism.

### ***Spanish II (R)***

This course is an intermediate language course. It continues to teach the four basic language skills, while presenting more advanced grammar. There is an increasingly difficult vocabulary that builds on the words learned in the first year. Students are encouraged to communicate as much as possible in Spanish. Additional cultural information is presented as well as more information necessary for evangelism in Spanish.

### ***Spanish III and IV (E)***

These courses will continue to advance the students' ability to communicate effectively in Spanish. The courses are conducted in Spanish and the students are expected to have a solid grasp of the language. Vocabulary will continue to expand as students continue to develop their reading and writing skills. A cultural emphasis will continue through the presentation of Spanish literature and art. These courses are designed for students who have completed Spanish I and II, or who are able to test out of the first two years. They are offered primarily for juniors or seniors, and entrance is by permission of the teacher, or recommendation by the teacher of the previous year. These courses are offered only on the basis of demand.

## **Fine Arts/Performing Arts**

### ***Drama I, II and III (E)***

The course is designed to provide students with background and experience in theater. The emphasis will be on voice, movement, theater games and improvisation, acting techniques, stage terminology, and the history of theater. We will also be exploring production and the technical side of theatre. Students will learn through performance, presentations, discussions, activities, written work, and self-reflections. Advanced classes (Drama II) will emphasize writing and public performance. Advanced drama classes will be made available to students with previous drama experience and at the discretion of the teacher.

### ***High School Pep Band (E)***

This course is designed for more advanced students. Students will be encouraged to perform solo or ensemble music as well as audition for competitive musical groups. *This course is offered for high school credit.* This course is offered only on the basis of demand.



### ***Mixed Chorus (E)***

This class is designed to develop an appreciation of music using classical, popular and Christian styles. The atmosphere and demands of the course will be much less intense than the Advanced Vocal Ensemble; however, participation and contribution on the part of each individual is imperative.

### ***Praise and Worship Ensemble (E)***

This course provides instruction and experience in leading praise and worship services. Students learn various aspects such as song writing, song selection, arrangement, instrumentation, and thematic elements. Students will also receive a rudimentary musical education using piano, guitar, bass, drums and percussion. Students will participate in weekly chapel services, off-campus worship services, and special events. Audition required.

### ***Guitar I and II (E)***

Guitar I is a beginner-level course designed to introduce students to the fundamentals of folk guitar. Students will learn notes, scales, chords, and basic music theory. Guitar required (preferably steel-string acoustic). Guitar II is a continuation and expansion of the fundamentals learned in Guitar I.

### ***Art I (E)***

This general art course is basic to the sequential development of the secondary fine arts program. Some of the students will find it to be an introduction to more advanced studies. The emphasis is on design and the development of knowledge of the six art elements. There is a lab fee plus supplies.

### ***Art II (E)***

This is an accelerated course which offers the student an overview of most of the major areas in arts and crafts. Emphasis is placed on design and development of a knowledge of the six art elements. There is a lab fee plus supplies.

### ***Art III and IV***

Taught as a studio art course, this class is designed to allow for more individual study. The curriculum will follow, in general, the Art II curriculum, but the student will be allowed to choose the media he/she wishes to peruse in depth. The emphasis will be on the larger and more difficult composition problems. There is a lab fee plus supplies.

## **Practical Arts and Business**

### ***Computer Applications (R)***

A high school level course emphasizing Word Processing, Spreadsheets, research and reports (MLA formats), Presentations, and general business publications. (Using MicroSoft Office 2007) HTML programming and Visual Basic programming are also taught in the second semester. Students are also expected to learn proper keyboarding/typing techniques and are graded throughout the class year on accuracy and speed.

### ***Advanced Computer I and II (C++/Java) (E)***

C++ is an object-oriented computer programming language used by technically oriented people. In this course, students are introduced to the fundamentals of computers, computer programming and a brief history of the development of programming languages from machine languages to assembly languages and higher level languages. Some of the topics covered in the course include: C++ terminology, programming structure, classes, objects, control statements such as: if, if-else, functions, arrays, and vectors. It is an interactive course with every student using a laptop. The students write, compile, and test the programs. The programs are used to solve complex programs that would be impossible to solve without the use of the computer. C++ programming is introduced the first semester.

Java is an object-oriented computer language similar to C++, but simplified to eliminate language features that cause common programming errors. Java is designed for use in the distributed environment of the Internet. It was designed to have the look and feel of the C++ language. The programs the students create are portable in a network. The students are introduced to topics such as bytecode, applets, servlet, World Wide Web, multimedia and applications. The students will write, compile and test the programs. The source program is compiled into what Java calls bytecode. Small Java applications are called Java applets and can be downloaded from a Web server and run on the computer by a Java-compatible Web browser, such as Netscape Navigator or Microsoft Internet Explorer. Java is introduced second semester. *There are lab fees associated with these classes.*

### ***Solid Works (E) I and II***

SolidWorks is a 3D (dimensional) mechanical CAD (computer-aided design) program that runs on Microsoft Windows. It is used by product designers and mechanical engineers worldwide. The software makes it possible for designers to quickly sketch out ideas, experiment with features, dimensions, produce models, and detailed drawings. In this course, students learn the concepts of design, 3D modeling, drawings, parts, assembly, bill of materials, and time-to-market. Students apply their mathematical and problem-solving skills when designing parts and assemblies. The students will apply their Solid Works skills by participating in AFRL (Air Force Research Lab) La Luz Academy SPACE (Student Planning and Conducting Engineering) Flight program. SPACE Flight provides students with an opportunity to apply Systems Engineering principles while completing some type of hands-on STEM (Science, Technology, Engineering, and Mathematics) project. Students work in teams. They define the initial project concept, project goals, scope, and proposed timeline. AFRL assigns a mentor who comes to the school and helps the students to accomplish their project. Some possible design fields are laser communication, satellite systems, robotics, hovercraft, etc. At the end of the year, the students present the results of their project at the SPACE Symposium. *There are lab fees associated with these classes.*

### ***Office Practice (E)***

This elective class is a hands-on vocational course with emphasis on office skills and public relations. Students learn office procedure by working with the office staff in performing manual skills for one or two hours a week.

### ***Library Science (E)***

This is a junior- or senior-level class intended for students who are looking toward library science as a career. Dewey Decimal System, shelf arrangement of books and answering patron questions are some of the items covered. This class is available as a semester course for ½ credit or for an entire year for one credit. This is a vocationally oriented course.

## **Social Sciences**

### ***Elementary Practicum (E)***

This course is offered to Juniors and Seniors who are interested in being a teacher or working with children in another field. They will be assigned to an elementary or mid-school teacher.

### ***Psychology (E)***

This course is an overview of the principles and applications of psychology, concentrating on juvenile growth and development within the educational framework of our society. These principles and their applications are contrasted and compared with the Biblical view of man's interrelationships and the impact each has on the other.

## **Physical Education**

Hope requires all students to take P.E. from the elementary level through the 8th grade. Physical activity and sports are emphasized at all levels to promote the physical and mental health of our students.

Students in grades 6th - 8th who are enrolled in P.E. are given a mini-session on health fitness each year by their teacher.

We have many cases of students with asthma or other chronic ailments. Teachers will do their very best to insure that students are not required to exercise to a point of hurting the student. If a student has a physical ailment which will prevent him/her from doing strenuous exercise (at any grade level), it is the parent's responsibility to inform the school of such an ailment.



***P.E. (Grade 10) (R)***

This class is a general, coeducational course in the development of motor skills. Ideally, eight sports will be incorporated. These sports will be as follows: volleyball, football, soccer, recreational games, basketball, track-and-field, softball and team handball. Physical fitness will be stressed, and students will be required to do strenuous exercises. Safety and proper warm-up will be part of the class activities.

***Sports Conditioning/Weight Training (E)***

This Course is for general fitness and conditioning. It will improve their cardiovascular system, coordination, flexibility, and overall motor skills. Weight Training is an elective for Juniors and Seniors and mandatory for HCS Sophomore athletes.

## **RenWeb School Management Software**

Hope Christian School utilizes the RenWeb™ School Management Software System. This system allows parents and students secure internet access to information associated with the student’s classroom activities, as well as attendance, daily schedule, grade book details, homework, discipline, assignments, school directory, report cards, teacher announcements, calendar events and much more. For example, the system is designed such that should a zero be entered in a grade book for an assignment, the student’s parent is automatically sent an email. Also, parents are automatically sent a weekly progress report, and report cards are available on line.

Please note: If the parent’s account is outstanding for any reason, access to RenWeb™ is disabled until the account is brought current.



## **Homework and Testing**

### **Homework and Testing K-5<sup>th</sup>**

Homework is assigned to students in first through fifth grade. It is intended to be practice of concepts, which have already been presented by the classroom teacher. Parents may expect homework Monday through Thursday. A homework log or homework assignment book is used to develop the habit of recording the homework assignments. If there are any questions about homework assignments, please contact the appropriate teacher.

Tests are given at the conclusion of a unit, while quizzes are given throughout the study. Tests are designed to evaluate what the student has mastered. In order to give students adequate time to prepare for tests, teachers are sensitive to the number of tests given in one day.

### **Homework and Testing 6<sup>th</sup> – 8<sup>th</sup>**

Students in grades 6-8 can reasonably expect more homework than students in lower grades. Teachers endeavor to communicate with each other concerning homework and testing.

Suggested testing days are as follows:

Tuesday/Wednesday	English
Tuesday/Thursday	History
Wednesday/Thursday	Science and PE
Friday	Bible and Math

Vocabulary quiz along with the weekly memory verse

### **Homework and Testing 9<sup>th</sup> – 12<sup>th</sup>**

Students in grades 9-12 can reasonably expect more homework than students in lower grades. Teachers endeavor to communicate with each other concerning homework. We strive to give homework which is meaningful. Parents concerned about homework should contact the teacher involved.

In order for students in grades 9-12 not to have all weekly tests on the same day, our teachers will strive to give weekly and unit tests on the following assigned days:

Monday:	No unit or weekly tests, if possible
Tuesday:	Math and Fine Arts
Wednesday:	Social Studies
Thursday:	Science and Foreign Languages
Friday:	English, Practical Arts, Bible

Please note: there will be times when teachers cannot adhere to this schedule. This is simply an effort to help our students. Of course, quizzes may be given any day or every day. Unit tests, quizzes, weekly tests, etc., are weighted as the teacher sees fit.

## Final Exams

Each student in grades 9-12 will take a final exam at the end of each semester. The weight of the final for semester grades will be 1/5. In other words, each nine-week grade is worth 40 percent and the final is worth 20 percent. This is mandatory at the 9<sup>th</sup> through 12<sup>th</sup> grade levels. (Grades 6<sup>th</sup> through 8<sup>th</sup> will take final exams. The weight of the exam will be two test grades.)

A final exam schedule will be available two weeks prior to the end of the semester. Students must take finals at the designated times. Only in extreme emergency situations will exceptions be made and must be cleared well in advance. Kindergarten through 5<sup>th</sup> grade end-of-the-year experiences will be under the guidance of the appropriate supervising teacher.

## Grading Scale/Credits (6<sup>th</sup> -12<sup>th</sup>)

### Grading Scale

<i>Letter Grade</i>	<i>%</i>	<i>Grade Points</i>	<i>Honors Points</i>
A+	98-100	4.33	5.33
A	93-97	4.00	5.00
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.00	4.00
B-	80-82	2.67	3.67
C+	77-79	2.33	
C	73-76	2.00	
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	
D-	60-62	0.67	
F	0-59	0.00	

### Class Ranking/GPA

High School Grade Point Averages (GPA's) will be based on the average of seven classes per semester. In a limited number of circumstances, a student may transfer to Hope with more than seven classes per semester or students may take additional classes before or after school or during summer sessions. For class ranking purposes, the GPA will be based on no more than 28 credits which must include those that Hope Christian School requires for graduation.

### Academic Probation

A student will be placed on academic probation if the Administrative Committee deems it necessary. Students must maintain a 2.0 GPA or may be asked to leave Hope Christian School.

## Transfer Students

Students are accepted from other schools if they meet the regular requirements for admission. *Credit is given for courses taken at accredited high schools. If students from non-accredited schools are accepted, their transcripts will be considered individually for credit purposes.* Hope Christian School reserves the right to accept or refuse courses which do not meet the New Mexico standards for academic courses.

## Honor Roll

Hope has an Honor Roll for grades 6-12. The Honor Roll is a quarterly distinction, and is separated into three different divisions.

4.0 and above	Dean's Honor Roll
3.5-3.99	Gold Honor Roll
3.0-3.49	Green Honor Roll

## Honor Society

The National Honor Society of Hope Christian School bases its membership on scholarship, leadership and character. Its objective is to encourage all of these qualities to be developed and stimulated in all students. To be eligible for election to the Hope Christian Chapter, the following criteria must be met:

- A. Be a member of the sophomore, junior or senior class.
- B. Maintain an average grade of 3.5 minimum.
- C. Attend Hope Christian for one semester.

Transfer students will be accepted into the chapter when a letter of acknowledgment has been provided by the student's previous chapter. An induction ceremony for new members will be held annually. The Board of Advisors (consisting of the Principal and faculty members) will carefully select, from the list of eligible students, those most worthy of the honor. There is no Honor Society for the lower-level students.

## Honors Program

The Honors Program is designed to give high school students a greater challenge. Admission to the program is based on past academic records and teacher recommendations. A cumulative GPA requirement is a 3.0 minimum. Students must formally apply each year for each honors class they wish to attend. Forms are available in the office. In order to maintain honors placement in High School honors courses, students must have a minimum grade of a "B" for the previous year's course. Students must maintain a "B" to stay in the honors track. To be placed into an honors course after

having taken a non-honors course, a student must have an “A” average for the previous course, be recommended by the previous instructor, and have shown an outstanding work ethic.

Honors classes are:

**Freshmen:**

English, Algebra 2, Biology, World History, Geography

**Sophomores:**

English, Math, Biology, Physical Science

**Juniors:**

English, Math, Chemistry, US History

**Seniors:**

English, Calculus, Civics, Physics

Advanced Placement Classes are:

Calculus, and English IV (Literature and Composition), English III (Language and Composition), Chemistry, and Physics.

Classes taken for honors credit are calculated on a weighted 5.33 point scale rather than the usual 4.0 scale. Any grade below a “B” receives no honors value. Therefore, any student who earns below a “B” for the quarter will be placed on academic probation. If the grade is not raised to a “B” or better at the semester, the student will be dropped from the program. If he/she is in a full-time honors class, he/she will be rescheduled to a regular class. If honors credit is earned for first semester, but the second semester grades drops below a “B,” honors credit will be given for the first semester only.

## Library/Media Center

The Library/Media Center is an important asset to Hope. Books may be checked out for two weeks at a time and renewed as often as necessary. When a book is lost, a replacement fee is charged or the exact price if known. If the book is not returned or paid for, the Librarian will place the student’s name on the “Hold Report Card” list. The Library is available for individual research and study from 7:30 a.m. to 3:25 p.m. every school day. Since some research may require larger facilities than are available on campus, students will be required to make use of public libraries. In addition, individual teachers may arrange for field trips to the public library or UNM or CNM libraries as needed.



There are reference computers that can be used with educational programs and CD-ROMs through which the student can access the public library online catalog.

## Notice to Parents and Students

Hope Christian School (HCS) hereby gives public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

- A. HCS maintains the following education records directly related to students:
  - 1. Academic records
  - 2. Personal information records
  - 3. Disciplinary records
  - 4. Attendance records
  - 5. Health records
  - 6. Standardized testing records
  
- B. Access to educational records is limited to the following:
  - 1. Parents of students under 18
  - 2. Parents of students over 18, if such student is a dependent as defined in the Internal Revenue Code
  - 3. Students age 18 or over
  - 4. Officials of this school who have a legitimate educational interest
  - 5. State and local officials to whom information is required to be reported.
  - 6. Certain testing organizations
  - 7. Accrediting organizations
  - 8. Appropriate persons in connection with an emergency
  - 9. Pursuant to subpoena or court order
  - 10. Any person with the written consent of the parent of students under 18 or the student over 18
  - 11. School to which a student seeks or intends enrollment
  
- C. HCS policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and nonessential or irrelevant material is deleted.
  
- D. HCS policy limits the right of access to education records to the persons and under the circumstances indicated in paragraph B above. HCS requires that copies be made available to persons entitled to copies at the cost of 25 cents per page. HCS policy provides that explanations and interpretations of records are available upon reasonable advance notice. Some records, such as

standardized test scores and other material of a technical nature, may only be reviewed with a person qualified to interpret and explain such materials and records. HCS policy provides the right to challenge the contents of records. If records contain information on more than one student, the right to inspect relates only to that portion of the records concerning the particular student in question.

- E. Student information may be released without prior consent unless the parent or student informs the Principal within a reasonable period of time that any or all of the information should not be released without prior consent.

Student information includes:

1. Student's name and address
2. Telephone listing
3. Date and place of birth
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational agency or institution attended by the student

Questions regarding education records shall be directed to the Principal.

## Health Services Program

### Physicals

All students are strongly encouraged to have a physical examination before school starts each year.

*All students in grades 6th through 12th are required to have an annual physical exam between April 1 and August 1 each school year.* A Physical form is available at the school or on our website, [www.hopechristianschool.org](http://www.hopechristianschool.org). It must be filled out and signed by a physician AND a parent. Return signed form to the Athletic Trainer at the High School office with required catastrophic insurance fee.

Upon initial admittance to Hope, all physical limitations (if any) are noted and if continuous medical care or medication is required for the student, arrangements are made in accordance with the need and/or doctor's (parent's) wishes. This notation then becomes a part of the student's record.

## Medical

Immunization records are on file for each student and teacher. Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed so that proper medical attention may be rendered if needed. Hope Christian School does not have licensed medical personnel on campus. If a student needs to take medication during the day, the parent must sign a medication instruction form and leave the medication with the appropriate office. When a student has a serious medical condition that may require emergency treatment, parents will be required to sign a release of liability agreement.

Accidents are attended to by the teacher on duty or one of the coaches. First aid is applied if needed. Parents are then notified immediately and an accident report form is filled out. A copy is given to the parent for the doctor (if necessary), and a copy is filed.

## Insurance

Students of Hope are required to have accident insurance before being admitted to our school. For students who are not covered, the school has a plan available. No student is allowed to stay in school unless he/she is covered by accident insurance.



# Daily Time Schedules

\*AM Supervision (Grades K-5 only) ..... 7:00 a.m. - 7:30 a.m.  
 Pre-School ..... 8:15 a.m. - 2:40 p.m.  
 Kindergarten ..... 8:10 a.m. - 2:40 p.m.  
 Grades 1-5 ..... 8:10 a.m. - 2:50 p.m.  
 Grades 6-8 ..... 7:45 a.m. - 2:55 p.m.  
 Grades 9-12 ..... 8:05 a.m. - 3:15 p.m.

\*PM Supervision (Grades K-5 only) ..... 2:50 p.m. - 6:00 p.m.  
 \*Supervised Study Hall (Grades 6<sup>th</sup> - 12<sup>th</sup>) . 3:15 p.m. - 6:00 p.m.

\*A fee is charged for this service. On in-service days, holidays and other deviations from our regular schedule, this service may not be provided. Please call in advance of deviated-schedule days to ensure proper supervision for your child.



## Elementary Lunch Schedules

10:45 - 11:30.....Grades K-1  
 11:15 - 12:00.....Pre-School and Pre-K  
 11:20 - 12:05.....Grades 2-3  
 11:50 - 12:35.....Grades 4-5

# Mid-School Daily Time Schedules

## Regular Daily Class Schedule for 6th-8th

7:37 ..... 1<sup>st</sup> Bell  
 7:45 - 8:55 ..... 1<sup>st</sup> Hour  
 9:00 - 9:50 ..... 2<sup>nd</sup> Hour  
 9:55 - 10:40 ..... 3<sup>rd</sup> Hour  
 10:45 - 11:30 ..... 4th hour or A Lunch  
 11:35 - 12:20 ..... 4th hour or B Lunch  
 12:25 - 1:10 ..... 5<sup>th</sup> Hour  
 1:15 - 2:05 ..... 6<sup>th</sup> Hour  
 2:10 - 2:55 ..... 7<sup>th</sup> Hour  
 3:15 - 6:00 ..... Supervised Study Hall

## Alternative Schedule for Chapel/Activities 6th-8th

7:37 ..... 1<sup>st</sup> Bell  
 7:45 - 8:45 ..... 1<sup>st</sup> Hour  
 8:50-9:35 ..... 2nd Hour  
 9:40 - 10:20 ..... Chapel  
 10:25 - 11:10 ..... 3<sup>rd</sup> Hour  
 11:15 - 11:55 ..... 4th Hour or A Lunch  
 12:00 - 12:40 ..... 4th Hour or B Lunch  
 12:45 - 1:25 ..... 5<sup>th</sup> Hour  
 1:30 - 2:10 ..... 6<sup>th</sup> Hour  
 2:15 - 2:55 ..... 7th Hour  
 3:15 - 6:00 ..... Supervised Study Hall

# High - School Daily Time Schedules

## Regular Daily Class Schedule for 9th-12th



7:40 - 8:00 ..... Teacher Prep/Duty  
 8:00 ..... 1<sup>st</sup> Bell  
 8:05 - 8:55 ..... 1<sup>st</sup> Hour  
 9:00 - 9:50 ..... 2<sup>nd</sup> Hour  
 9:55 - 10:40 ..... 3<sup>rd</sup> Hour  
 10:45 - 11:30 ..... 4<sup>th</sup> Hour  
 11:35 - 12:20 ..... A Lunch  
 12:25 - 1:10 ..... 5<sup>th</sup> Hour  
 11:35 - 12:20 ..... 5<sup>th</sup> Hour  
 12:25 - 1:10 ..... B Lunch  
 1:15 - 2:05 ..... 6<sup>th</sup> Hour  
 2:10 - 3:15 ..... 7<sup>th</sup> Hour  
 3:15 - 3:30 ..... Teacher Prep/Duty

## Alternative Class Schedule for Chapel/Activities

7:40 - 8:00 ..... Teacher Prep/Duty  
 8:00 ..... 1<sup>st</sup> Bell  
 8:05 - 8:45 ..... 1<sup>st</sup> Hour  
 8:50-9:30 ..... 2nd Hour  
 9:35 - 10:20 ..... Chapel  
 10:25 - 11:10 ..... 3<sup>rd</sup> Hour  
 11:15 - 11:55 ..... 4th Hour  
 12:00 - 12:40 ..... A Lunch  
 12:45 - 1:25 ..... 5<sup>th</sup> hour  
 12:00 - 12:40 ..... 5<sup>th</sup>Hour  
 12:45 - 1:25 ..... B Lunch  
 1:30 - 2:10 ..... 6<sup>th</sup> Hour  
 2:15 - 3:15 ..... 7th Hour  
 3:15 - 3:30 ..... Teacher Prep/Duty  
 3:30 - 6:00 ..... Supervised Study Hall  
 3:15 - 3:30 ..... Teacher Prep/Duty

# HOPE CHRISTIAN SCHOOL BOARD AND ADMINISTRATION



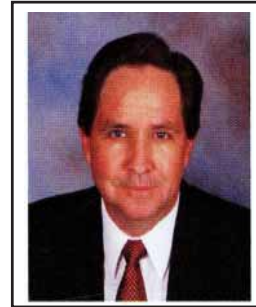
Don Swaim,  
Chairman of the  
Board



Jim Tate,  
Vice Chairman of  
the Board



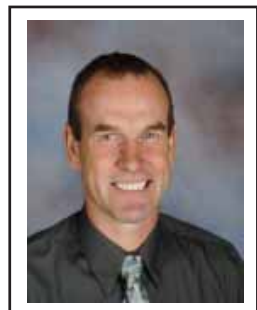
Sandi Black,  
Board Secretary &  
School Superintendent



Dan Hedges,  
Board Member



Tom Crow,  
Board Member



Jim Murphy,  
K-12 Chaplain,  
High School Athletic  
Director



Pam Lober,  
Business Manager



Terry Heisey,  
High School  
Principal



John Kubica,  
Middle School  
Principal



Rhonda Jones,  
Elementary Principal &  
Pre-School/Pre-  
Kindergarten Director



Marilyn Gibson,  
Assistant  
High School  
Principal,  
Dean of Academics



Connie Higgs,  
Assistant  
Mid-School  
Principal



Robyn Taylor,  
Assistant  
Elementary Principal

## **Other Administrative Support**

Travis Dutton, Mid-School Athletic Director  
Geri Cantrell, College & Career Guidance Counselor  
Pam Dodson, Registrar

## **Admissions Office**

Gwen Hughes, Admissions Director

The many faces of Hope.....

