

New Hope Tutorials  
Parent and Student Handbook  
2009-2010

# 1. Mission and Statement of Faith

## 1.1 Mission Statement

New Hope Tutorials, Inc. provides families with a Christian, home-based educational option for grades 6-12 by offering academic support through highly-qualified tutors in a small-group setting.

## 1.2 Statement of Faith

Recognizing the diversity of Christian expression and traditions, New Hope Tutorials, Inc. is intentionally interdenominational and strives to recognize and promote areas of agreement for all Christians. To ensure that the Christ revealed in Scripture is the foundation of our educational philosophy, that His Kingdom remains the ground of our proclamation and our faith, and to affirm the common heritage of all denominations, New Hope has chosen to adopt as its statement of faith the Nicene Creed.

Distinctive doctrines beyond the scope of this creed fall within the realm of parental and pastoral guidance and will not be promoted by New Hope or its tutors. New Hope requires that all its tutors, administrators and board members affirm their belief in this statement of biblical faith and see Christ as the foundation for all teaching and the single criterion for Truth. New Hope does *not* require registering families to adhere to the statements of faith embodied in this Creed; however, such families should be aware that tutors will teach from a decidedly Christian perspective and are encouraged to share their faith with their students.

## 1.3 The Nicene Creed

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the Son of God, the only-begotten, begotten of the Father before all ages. Light of Light; true God of true God; begotten, not made; of one essence with the Father, by whom all things were made; who for us men and our salvation came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary, and became man. And He was crucified for us under Pontius Pilate, suffered, died, and was buried. And on the third day He rose again, according to the Scriptures, and ascended into heaven, and sits at the right hand of the Father; and He shall come again with glory to judge the living and the dead; whose Kingdom shall have no end.

And in the Holy Spirit, the Lord, the Giver of Life, who proceeds from the Father; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets. And in one Holy, Catholic, and Apostolic Church. I acknowledge one baptism for the remission of sins. I look for the resurrection of the dead, and the life of the world to come. Amen.

## 2. Personnel

### 2.1 Officers

Executive Director	Joan Smith	978.578-0218
Board of Directors	David Adams	781.646.6260
	Dave Horn	978.468.1992
	Chuck Olson	781.861.0543
Associate Director of Administration and Special Projects	Martha Geraghty	978.281.0155
Associate Director of Personnel and Student Life	Ian Drummond	978.290.2233
Parent Advisory Board	Peter & Sandy Fisher	978.468.3702
	Phil Frank	978-768.6899
	Barbara Jacoby	978.688.2544
	Brenan McCarragher	978.738.9539
Tutor Advisory Board	Ian Drummond, chair	978.290.2233
	Christina Wassell	978.927.6210
	Christopher Westrate	978.388.4831

### 2.2 Board of Directors

The primary role of the Board of Directors, as individuals and as a body, is to preserve the vision of New Hope Tutorials, Inc. as articulated in its Mission Statement. Secondly, the Board's role is to create and maintain an administrative and financial infrastructure that will enable New Hope to continue to fulfill its mission. Board meetings are generally held quarterly.

### 2.3 Parent Advisory Board

The Parent Advisory Board (PAB) has three related purposes

1. to enhance communication within New Hope by serving as a communication link between parents and both the ED and the Board of Directors
2. to advise and actively assist the Executive Director in her responsibilities
3. to make recommendations to the Executive Director and Board of Directors regarding issues that directly affect New Hope parents.

Parents are encouraged to contact PAB members with any concerns. The PAB consists of parents appointed by the Board of Directors who commit to a two-year term of service.

Meetings generally take place four times a year, with additional meetings scheduled as needed. At times, the PAB will commission subcommittees to investigate certain issues or perform specific tasks.

Since its creation in January, 2002, the PAB has discussed, made recommendations on, or assisted in creating policies on the following: grading, tuition, parent orientation, course content, tutor pay structure, parent volunteerism, student workload, the parent handbook, scheduling, and the evolution/creation component of biology curriculum.

## 2.4 Tutor Advisory Board

The Tutor Advisory Board (TAB) is modeled after the PAB as an additional group that will advise the Director regarding issues of import to New Hope. The TAB has two primary purposes:

1. to provide the ED with input from a small group of tutors regarding New Hope's philosophy and vision, as well as to discuss matters of concern to the ED; and
2. to provide input for the tutors from each other about classroom teaching methodology and about issues that arise from New Hope's philosophy.

## 3. Contact Information

Mail: New Hope Tutorials, Inc.  
P.O. Box 1133  
Middleton, MA 01949

Phone: 978.750.3633

Email: [newhope@newhopetutorials.org](mailto:newhope@newhopetutorials.org)

Website: [www.newhopetutorials.org](http://www.newhopetutorials.org)

## 3.1 Directions to New Hope

### From the North

From Route 1S

1. Follow Route 1S until you pass the Route 62 exits. Watch for the signs to Dayton Street.
2. Exit onto Dayton Street and proceed one mile to Danvers Church of the Nazarene on right.

OR

1. Follow Route 1S to Route 62E.
2. Take Route 62E toward Middleton.
3. Follow 2 miles to a set of lights (Dunkin' Donuts on your left at lights) lights
4. Turn left at these lights (this is Gregory Street, becoming Dayton Street as you continue).
5. One mile from the lights, you will see the Danvers Church of the Nazarene on your left.

From Route 95S

1. Follow Route 95S to exit 51 (Endicott Street).
2. Turn right at the end of the ramp.
3. Follow about two miles to a set of lights and continue straight through the lights onto Gregory Street (which becomes Dayton Street).
4. One mile from the lights you will see the Danvers Church of the Nazarene on your left.

### From the south:

1. Follow 128N to Route 1N.
2. Take the Centre Street exit (just after the exits to Route 114).
3. Bear right off the ramp and proceed under the highway to a stop sign. Comfort Inn will be directly in front of you.
4. Turn right and proceed to another stop sign.
5. Turn left onto Dayton Street and proceed one mile to Danvers Church of the Nazarene on your right.

From Routes 495 or 114E:

1. Follow 114E to Middleton Center (8 miles from Route 495).
2. Turn left on Route 62, follow one mile to a set of lights, and turn right onto Gregory Street. Gregory Street becomes Dayton Street as you proceed into Danvers.
3. Follow one mile to Danvers Church of the Nazarene on your left.

## 4. Payment

Payment is due the first of each month. You may deliver your tuition check to the gray “tuition box” in the office; otherwise it must be mailed to New Hope’s mailing address. Please do not hand-deliver checks to the ED, and never to a tutor! Please do not leave your tuition checks “loose” on the ED’s desk.

Payments not received by the tenth of the month will automatically incur a late fee of \$20. If payment is not received by the end of the month, we reserve the right to suspend a student from attending tutorials until the tuition is up to date or an alternative payment plan is created. Parents are encouraged to contact New Hope’s ED, and to communicate clearly and in a timely fashion about any extenuating circumstances or unexpected financial difficulties during the course of the year. An alternative payment plan must be agreed to and set in writing for the benefit of both parties. New Hope is willing to work with parents to help resolve these situations.

Monthly payments are determined by calculating the total tutorial costs plus course fees for the year and dividing that amount evenly over ten months (September through June). Parents are also welcome to pay by the semester or by the year. Since payments are the same every month, New Hope does not send out monthly statements; parents will receive just one statement at the beginning of the year. This saves New Hope the time and cost of mailing monthly statements.

There are no credits for student absences. Regarding tutor absences please see section on the make-up policy.

## 5. Cancellations and Make-up Policy

### 5.1 Tutor Sickness

All tutors are responsible for setting up phone chains as a means of alerting families when they are sick. Parents are responsible for proper use of the phone chain to ensure that all families receive notice of cancellations.

### 5.2 Inclement Weather

In the event of inclement weather, check two sources to determine whether New Hope is closed or has a delay:

1. WBZ (local channel 7 and Radio AM 1030) will list us in their weather closings. Check the website for any additional make-up schedules and delay information.
2. Check the New Hope website. We will post information for that day if New Hope is closed. Always check the Current Families page.

### 5.3 Monday Holidays

Monday holidays will be handled as follows:

Columbus Day observed <i>(makeup on Friday immediately following the holiday)</i>	no tutorials
Veterans Day, if it falls on a tutorial day	tutorials will meet
Martin Luther King, Jr. Day	tutorials will meet
Memorial Day observed <i>(makeup on Friday immediately following the holiday)</i>	no tutorials

## 5.4 Scheduling Make-Up Days

While New Hope Tutorials seeks to combine the best of home-based education and classroom learning, our model presents us with unique challenges when it comes to making up canceled tutorials. In the past during the fourth quarter and at the very end of the year, families (and tutors’) schedules have often been significantly disrupted by the complexity of scheduling numerous make-ups. In an effort to simplify the process and the lives of families and tutors during this academic year, we will do the following:

1. Schedule one mandatory Friday meeting per tutorial (i.e. one for M/W tutorials, one for T/Th tutorials) per quarter. These meetings will serve as make-ups for cancellations or tutor absences and will appear on the New Hope Calendar, published at the beginning of the academic year. The fourth-quarter Friday meeting may be canceled if not needed as a makeup.
2. Reserve the right to not make up a maximum of two meetings of a particular tutorial. This decision will be made on a case-by-case basis, at the recommendation of the tutor and in consultation with the ED, and will not be made lightly; the tutor must demonstrate and the ED must agree that the missed meetings will not significantly diminish the quality of the tutorial and that the service provided the parent is not compromised. This policy is in keeping with our respect for the home-based nature of the students’ education and our desire to protect families’ time and scheduling needs.

## 6. Student Evaluations, Grades and Attendance Policy

### 6.1 Grading Policy

Middle school level students do not receive letter grades. High school level students do receive letter grades. New Hope has adopted the policy of giving grades to high school level students for two reasons:

1. to provide students with grades for their college application transcript
2. to prepare students for the experience of receiving grades at the college level

While we believe grading is legitimate for these reasons, we do not want to be “grade-driven” and so we make efforts to minimize the importance of grades. Homeschooled students by and large have cultivated a love of learning for its own sake and have personal standards of excellence that supersede any grading system imposed from the outside. We want to continue to nurture these positive attributes and have adopted quarterly student evaluations as a means of assessment which incorporates a letter grade as well as personal comments from the tutor. These forms assess student performance in areas related to the subject, and are created by each tutor.

Evaluations are mailed or emailed to the parents rather than distributed to the students.

## 6.2 Student Absences

### Excused and Unexcused Absences

In general, an absence is considered excused if the tutor or New Hope has been notified in advance; an absence is considered unexcused if the tutor or New Hope has not been notified in advance. An unexcused absence will be noted on the Student Evaluation.

If a student misses more than four tutorials in one quarter, that student may receive an “Incomplete” for that quarter’s grade. Extenuating circumstances (such as serious illness or disruption of family situation) may be taken into consideration, at the discretion of the tutor and the ED.

### Notifying New Hope/Student Follow-Up

Please call New Hope, *not your tutor*, no later than 7:30 a.m. the morning of the absence. Failure to notify New Hope will result in an unexcused absence. Tutors may ask for personal notification as well, e.g. through email notification.

As stated in the Student Contract, it is the student’s responsibility to call or e-mail the tutor following an absence in order to discuss the missed tutorial and to receive the necessary assignments.

Tutors are not required to make up class time missed for any student- or family-initiated absences or for absences due to student sickness.

### Family Vacations/Other Absences

New Hope wants to be supportive of parent decisions regarding family vacations and student opportunities apart from New Hope. At the same time, New Hope asks parents to be sensitive to the fact that such absences do impact both the tutors and the other students. Since tutors see students just once or twice a week, even one missed tutorial means a significant amount of missed instruction. In addition, with our small tutorial sizes, the absence of even one student can significantly affect the dynamics of the tutorial.

It is the responsibility of the parent to contact the tutor at least two weeks in advance of a planned absence. The student should expect to meet with his or her tutor and determine how the missed tutorials will be compensated for. Students may need to work on a class assignment during their absence, depending on the length of the absence and the material that will be missed.

New Hope reserves the right to consider “unexcused” any extended absences that significantly affect the amount of time a student will be spending in tutorials over the course of a quarter or a year. In general, as noted above, we consider four missed tutorials in one quarter to be an unexcused, extended absence. Such cases may result in an “incomplete” on the student’s final evaluation. Vacations or other activities planned when New Hope is in session will be considered excused absences only if the above guidelines are followed.

## 7. Academic Policies

### 7.1 Academic Integrity

New Hope takes academic integrity very seriously because it is directly related to who we are as a community of Christian scholars. Such a community must necessarily be characterized by openness and honesty about the work we do and share. Violations of academic integrity, e.g. cheating on a test or handing in a plagiarized paper, are diametrically opposed to this vision of community.

Therefore, with respect to academic integrity, our community of Christian scholars will:

- be open to free inquiry by students
- foster openness about the processes of intellectual discovery and research
- be clear about the guidelines for maintaining academic integrity

To maintain integrity in what we do and say as a learning community, students must not:

- resort to cheating in a testing situation, whether at home or at New Hope
- hand in anyone else's work as their own

The first item (cheating in a testing situation) should be self-explanatory and includes students looking at others' tests during the test-taking session as well as showing their own work to another for the purpose of giving aid. It also includes "fudging" their work during or after completing a take-home test, as well as not following directions about what they may consult (e.g. using their notes on a closed-notes test).

The second item on the above list, handing in another's work as one's own, is a less clear-cut part of maintaining academic integrity. We urge students and parents together to visit the following web sites to help them gain clarity on plagiarism:

- Penn State: <http://tlt.its.psu.edu/suggestions/cyberplag/cyberplagexamples.html>
- Duke University Libraries: <http://library.duke.edu/research/plagiarism/>

New Hope's tutors are committed to instructing their students in the complexities of plagiarism, but it is ultimately the responsibility of the student and the parents to be sure the student has a clear understanding of this academic infraction. A student who is in doubt about a particular writing assignment is encouraged to show it to his or her tutor for review prior to handing it in.

Plagiarism may be committed either accidentally or willfully. Though technically there is little to distinguish them, our desire is to help students grow as discerning learners here at New Hope; consequently, we will view first time accidental missteps as learning opportunities and, at the tutor's discretion, the consequences will most likely be minimal.

When plagiarism is committed willfully as a straightforward and unambiguous case of deception, New Hope views this as equal in seriousness to lying directly to a tutor. The consequences of this act will be much more severe than for accidental cases and will result in failing the assignment outright, at minimum. In severe cases, e.g. handing in an entire paper

copied off the Internet, the consequences may be more significant, up to and including temporary or permanent dismissal from the tutorial. Repeated incidents will result in dismissal from New Hope. In any case of plagiarism, a spirit of repentance on the part of the student at any point is always the best option and may result in lesser punishment.

## 7.2 Exam policy

In order to avoid using large portions of tutorial time for test-taking, tutors will generally have students take their exams at home under the supervision of a parent. New Hope therefore depends on the parent to ensure the integrity of the exam by providing a proper test-taking environment and by proctoring the exam itself. This is in keeping with our commitment to academic integrity and protects our reputation with the private schools, colleges and universities to which our students apply.

Parents are expected to comply with the following guidelines as well as any specific instructions from the tutor:

- Exams will be sent home in a sealed envelope, must be signed by a parent following the completion of the exam, and must be returned to the tutor in a sealed envelope at the designated time.
- The testing must take place on the day and for the duration of time specified by the tutor.
- The testing must take place in a quiet area of the home that is free of noise and distractions, i.e. telephones, cell phones, iPods, television, and similar electronic diversions as well as human distractions in the form of siblings or friends.
- Unless instructed otherwise by the tutor—e.g. in the case of an open-book exam--the student must not have access to any materials that could aid in test-taking, i.e. computers, textbooks, classroom notes, etc.
- While the parent does not have to be with the student every minute, we expect that the parent will be conscientious about their responsibility to actively oversee the test-taking.

If the parent is unable to provide their child with a proper test-taking environment, they should make arrangements to have their child take exams at New Hope under our supervision.

## 7.3 Communicating With Tutors

As a parent-based organization, New Hope values parental input and encourages parents to contact New Hope with any concerns or questions. The following guidelines will expedite communication:

- Questions about specific assignments may be directed to the individual tutor by phone or email. Parents are asked not to engage tutors in conversation during breaks between tutorials or during lunchtime, as this deprives tutors of valuable break time and can prevent a prompt start to the next tutorial.
- Questions or concerns on broader issues (workload, class methodology, class dynamics, etc.) should first be directed to either the ED or a member of the PAB.

## 7.4 Late/Incomplete Assignments And Lack Of Preparation

While we are certainly committed to excellence in the realm of academics, we also want to nurture such things as self-discipline, responsibility, timeliness, and accountability. Thus, students will be expected to arrive ten minutes prior to the beginning of their tutorial to ensure that tutorials start on time, to come prepared for the tutorial, and to submit assignments when due. Failure in any of these areas will be brought to the attention of the student and the parents, and may impact the student's evaluation and grade.

## 7.5 Late or Incomplete Assignments

Late or incomplete assignments will incur a penalty, determined by each individual tutor and clearly communicated to the students. Student responsibility in this area is clearly laid out in the Student Contract, i.e., the student should contact the tutor *ahead of time* if he/she is having difficulty with an assignment. Tutors are more than willing to work with students to help them complete the assignment in a satisfactory manner. If a student fails to notify the tutor ahead of time, the assignment will be considered late or incomplete and will incur an appropriate penalty.

## 7.6 Lack of Preparation

Students are expected to come to their tutorial prepared to be an informed and active participant. Failure to do so will result in a lower grade at the tutor's discretion.

## 7.7 Completion of Final Work at Year's End

Students must complete and submit all work for the final quarter no later than the final day of tutorials with the following exceptions:

- The tutor has determined that an extension is justified and has set an alternate completion date of no later than June 30.
- Unexpected extenuating circumstances make timely completion impossible. This situation should be communicated as soon as possible to the tutor so an alternate completion date may be worked out between tutor, student and parents.

Apart from these exceptions, work not submitted by the final day of tutorials will receive a zero, which will be factored into the student's final grade for the year.

## 8. General Student Policies

New Hope is parent-based in that we support parents as the ones primarily responsible for the education and nurture of their children, and we are committed to assisting them as much as possible in these challenging roles. Obviously, there is great diversity in the parameters and guidelines parents set for their children regarding certain cultural and personal issues (e.g., what their children listen to and watch), and our goal is to honor that diversity while remaining reasonable in the expectations we have of the students. The following policies have all been adopted in response to situations we have faced over the years and reflect our attempt to create an environment at New Hope that encourages the healthy moral and spiritual development of the students.

New Hope has two primary goals for our students. Academically, we impress upon students that they are scholars, i.e. serious learners who show respect for the learning process by consistently giving their best effort, conducting themselves with academic integrity and pursuing excellence both within the tutorial setting and at home. Our student orientation also stresses our second goal: that of building a community of scholars which is founded on mutual respect. To that end we hope to nurture personal relationships grounded on the inherent dignity of the individual as an image-bearer of Christ. These two goals come together in our theme for the year: “Building Our Community of Christian Scholars.”

## 8.1 Student Presence

Students are expected to stay on New Hope property from the time they arrive for their first tutorial until the end of their last tutorial. This includes students who may drive themselves to New Hope and those students who have a “free block.” Exceptions will be made only with a parent’s permission and direct communication with the Executive Director.

## 8.2 Student Attire

New Hope has intentionally chosen not to have a dress code (or, for that matter, any long lists of rules and regulations for students). As we tell new students in the family interview, New Hope has few rules but high expectations of our students. We place the responsibility for student behavior and appearance on the student and the parent, in the spirit of homeschool philosophy. The Student Contract clearly expresses New Hope’s expectations for all students in a variety of areas:

- “I will show respect for the tutor and my peers and will not in any way use my attitude, behavior, speech, or dress to offend them or to infringe on either the tutor’s responsibility to teach or another student’s right to learn.”

New Hope therefore asks both parents and students to be conscious of the impact of students’ appearance on those around them and for parents to be aware of their child’s attire. Current fashions for young women can pose a particular challenge. In general, if a tutor or the ED feels a student’s attire is inappropriate, the ED will call the parents rather than address the student directly. This policy is in keeping with our belief that this issue is most appropriately addressed with the students, not by New Hope, but by the parents within the context of the family.

## 8.3 Student Use of Technology

While students are at New Hope, their priorities are academics and building relationships (see introductory remarks in this section).

All forms of mobile entertainment technology do not have a place in the sort of environment we desire to foster at New Hope, and as such we ask that students keep all such devices (including iPods) out of sight and turned off.

Cell phones must remain out of sight and turned off. If students need to contact parents while at New Hope, they may use the office phone. Parents wishing to contact students may

call New Hope's office phone or the ED's cell phone (that number will be made available to parents at Parent Orientation.)

Laptops may be used in the classroom only with the tutor's approval.

## **8.4 Nudity on Screen and in Art**

Respecting different standards in families regarding attitudes towards nudity, New Hope tutors will edit out any scenes of nudity in videos or DVDs shown within the tutorial setting and will not make use of art that includes the nude human form. The exception to this will be upper-level art tutorials that may occasionally view nudes within the context of art history and style.

## **8.5 Technology in the Tutorial**

Videos, DVDs, Power Point presentations and other multimedia will occasionally be used in the classroom to enhance subject material or as an aid to discourse. All are seen as valuable tools that can be extremely helpful for different learning styles. However, it is the position of New Hope that technology must never replace or seek to drive the learning, which is best accomplished through discourse.

Any viewing of videos or DVDs within the tutorial will be noted in the course syllabus, or parents will receive advance notice of the viewing. Parents may then choose to preview the material and are encouraged to communicate with New Hope if they have any concerns.

## **8.6 Mature Themes in Literature**

New Hope's literature program has been designed such that the most mature literature is taught in the upper levels (grades 11 & 12). This said, New Hope realizes that the study of literature at any age entails treating those aspects of human life the authors think worthy of storytelling (e.g., war, prejudice, interpersonal conflict, romance, the presence of evil in our world, etc.). It is New Hope's philosophy that as Christian parents, tutors and students, we should not be afraid to confront and discuss such issues; with Christ as the criterion for Truth, no issue or question presents an irresolvable challenge to our biblical worldview. Therefore, tutors will discuss such issues with sensitivity to the maturity of the students and always within the context of our Christian faith; the students themselves will be encouraged to deal with these themes in an appropriate and respectful manner.

## **9. Safety and supervision of students**

While we are genuinely concerned about the safety of every student, the uniqueness of each student's schedule makes it impossible for us to be aware of the location of a given student at every moment. Unlike students in a traditional school setting who arrive and leave at a set time five days a week, New Hope students are generally on site just one or two days a week, and their arrival and departure times vary from student to student. The following information is provided to ensure that parents understand the limits of our ability to supervise students while they are at New Hope.

General policies for both middle school and high school students include the following:

The office has visual contact with the front door and the foyer.

Parents are given the phone number of New Hope as well as the cell phone numbers of the Executive Director and Associate Directors.

The front parking lot is reserved for students during breaks and lunch and is blocked off with orange cones to prevent cars from passing through.

## **9.1 Middle School students (generally ages 11-13)**

Students must remain on site, i.e. on the property of Danvers Church of the Nazarene, from the time they arrive at New Hope to the time they leave at the end of their schedule. New Hope is not responsible for students who leave the property at any time.

New Hope is not responsible for supervision of these students when they are not in tutorials. In the case of younger middle school students (11- and 12-year-olds, 6th- and 7th-graders), parents will act as supervisors during breaks and lunch. Parents will be responsible for setting up and overseeing a schedule of “parent monitors” to ensure supervision both inside and outside the building. In the case of older middle school students (13-year-olds, 8th-graders), students will self-monitor during breaks and lunch unless parents decide they want their children supervised and provide parent monitors.

Students who have an empty block in their schedule or who are waiting for a sibling are free to be in designated areas or the foyer. Parents are responsible for arranging pick-up transportation for their children. When a parent is unable to pick up, he/she is responsible for making sure the child knows what other family member or friend will be filling that role.

## **9.2 High School Students (generally ages 14 to 18)**

New Hope is not responsible for supervision of this age group, whether inside the building or outside on church property. Parents should expect that breaks and lunch will be self-monitored by the students. At least one room and the foyer will be available for students with free blocks in their schedule who wish to socialize; in addition, one room will be available for quiet study.

New Hope is not responsible for any student who chooses to leave church property, whether on foot or in a car. New Hope assumes that parents and students have discussed the question of leaving New Hope property during a free block and have agreed on the parameters for doing so. Students who wish to leave the property during a free block are expected to sign out in the New Hope office by providing us with the time of their departure, their destination, and—if they are leaving the property in a car—the name of the driver of the vehicle. They are expected to sign in when they return. However, New Hope is not responsible for students who fail to sign in or out or for the accuracy of the information given by the student.

### **Cars and Student Drivers**

Students who drive cars to New Hope are expected to act responsibly. A student who fails to do so may be prohibited from bringing their car on church property.

## 10. Thoughts On Our Educational Model From the Executive Director

“So tell me--is New Hope going to be a school when it grows up?” Over the years, I have heard this question, or versions of it, numerous times. My answer is always the same: an emphatic “NO.” Why? While school has taken many forms throughout history, in our culture and time the word “school” has come to denote something very specific with its own equally specific nomenclature. When we hear the word “school,” we can’t help but picture a building where students are taught by “teachers” for five to six hours a day, five days a week, in age-segregated “grades” and, for older students, “classes” for different subjects. Other, and possibly more important, realities of “school” include educators and administrators who determine what a child will learn over the course of twelve years of schooling, how and when they will learn it, and the methodology that will be used to assess how well they have learned it.

New Hope does not fit this traditional model of American education. Our goal—indeed, the very reason we exist—is to support homeschooling, a very different model of education. Consequently, we have created an “educational hybrid,” a model that seeks to preserve the very best of homeschooling while recognizing the advantages of corporate learning under the guidance and direction of a person knowledgeable in their field.

What is this “very best of homeschooling” that we seek to preserve? We believe the best of homeschooling is found in its emphasis on the importance of parent, home and family. As homeschooling parents, we would all agree that it is our responsibility, not the responsibility of professional educators and administrators, to choose the content and progression of our child’s education, and that it is home and family, not the school, that should play the dominant role in the intellectual, moral and spiritual development of our young people. By offering a menu of small-group tutorials that meet just two days a week, New Hope preserves these key roles of parent, home and family while providing a valuable corporate learning experience in which the student is accountable to an instructor.

You may ask, “But, really, is nomenclature that important? Why not call New Hope a ‘school’ where students take ‘classes?’ Have you ever tried to find that one word to describe New Hope?!? ‘School’ is so convenient! What’s the big deal?” Our Board of Directors and I would say that it is a big deal, that words influence the way we think about New Hope and how we envision the future. If we want to remain a distinctive educational model with a very unique purpose, then we must define ourselves with words that support that uniqueness rather than words that would lead us in a very different direction. Judging from your enthusiastic response to New Hope over the years, we’re confident that we are meeting a very real need among homeschoolers.

We want to continue meeting that need, and that means being vigilant about preserving the very distinct nature of our educational model, and that means choosing carefully the words we use to describe New Hope. We must also remember that we have a public presence, and the words we use to describe New Hope to outsiders must present a clear and distinctive picture of who we are. We are proud of who we are and believe that New Hope has become a valuable educational alternative for parents in our area. Hence, our zeal for protecting and preserving what we are.

So if you happen to use the word “school” in the presence of our tutors or myself, don’t be surprised if you receive a gentle correction. Of course, we don’t always get it right, either, so feel free to correct us if we slip! And if you’re asked, “what is New Hope?” try this: “New Hope is a unique educational model that supports homeschooling,” and then go on to describe how we do that. It’s not a simple, one-word answer like “school,” but I guess that’s the price we pay for being “unique.”

## 11. Parent Contract

I have made every reasonable effort to fully understand the goals, expectations and requirements of my child's tutorials—including reading course descriptions and meeting and/or talking with the tutor(s) and administration—and take full responsibility for the choice of this tutorial for my child.

I understand that students are expected to attend every tutorial unless they are sick or there is a family emergency. New Hope will make every reasonable effort to make up tutorials missed due to inclement weather, funerals at the church, or tutor sickness as outlined in the Makeup Policy in the Parent and Student Handbook (on New Hope's website) but is not responsible for making up student absences.

I fully understand the extent of my financial commitment to New Hope, i.e. that unless I drop a tutorial before the publicized deadline of August 1, I will remain financially responsible for the entire year's tuition for that tutorial.

I realize that, by registering my child, I am delegating to the tutor(s) and the administration of New Hope a portion of my parental responsibility for my child's education. Thus, I acknowledge the right of each tutor and/or the administration to establish guidelines or parameters for the following:

- assignments;
- discipline during tutorials and while on New Hope property;
- methodology;
- evaluation of student's work as well as of their attitude and behavior within the tutorial.

I have read the Parent and Student Handbook (available on our website) and agree to abide by all of its policies.

I realize that the success of New Hope Tutorials depends upon a partnership between parents, tutors and administrators, and I will support New Hope and the tutors by:

- attending Parent Orientation, Parent-Tutor Night, and other opportunities for instruction or dialogue with New Hope's director, tutors or Board of Directors;
- donating two to three hours of my time to New Hope over the course of the year;
- holding my child accountable for his/her compliance with the Student Contract with the understanding that repeated or blatant failure of a student to abide by the spirit or letter of the Student Contract may result in temporary or permanent dismissal from New Hope;
- assuring that my child arrives at New Hope no later than 15 minutes prior to the tutorial;
- recognizing the tutors' and director's responsibility to contact me if they have concerns about my child's academic performance, behavior, attitude, etc., and my responsibility to work with New Hope to address those concerns.

I understand that New Hope is a parent-based organization, i.e. one that partners with parents in achieving the academic goals they have for their children, and as such assumes that students will be under the care and authority of their parents throughout the academic year. If at any time my child removes him/herself from under my care and authority, New Hope reserves the right to reevaluate my child's status as a student and may ultimately terminate that status.

I understand that New Hope is an interdenominational Christian organization that “strives to recognize and promote areas of agreement for all Christians” (taken from New Hope’s Statement of Faith) and that, therefore, all at New Hope are expected to treat with kindness and dignity everyone in our community regardless of their faith or worship tradition. In addition, I understand that New Hope tutors are committed to interpreting and evaluating all subjects in light of Scripture and that the tutors, all of whom are committed Christians, are encouraged to share their faith in the classroom.

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Parent signature(s)-- both parents must sign if this is a two-parent household.

Date

## 12. Tutor Contract

I acknowledge that parents have the final authority over and responsibility for the education of their children, and that my role is to support, and not to replace, the parents in the work of training and educating their children.

I have committed myself to teaching a full year of tutorials for New Hope for the 2007-2008 academic year.

I will prepare written course descriptions and syllabi, including a list of texts and other materials, which will be distributed to parents and students in order to inform them of the content and requirements of each tutorial.

I recognize the impact of my personal life on the students and will seek to reflect Christ in my attitudes, speech and actions. I will seek to model the importance of Bible study, prayer, witness, and Christian unity. I will also model a genuine reverence for the Word of God.

I will uphold the Bible as the inspired Word of God, interpreting and evaluating subjects of study in light of Scripture, and I will encourage students to develop and apply a God-centered perspective to what they study and how they live.

I will treat students as persons made in the image of God and thus deserving of respect.

I will encourage my students to approach me with questions or concerns regarding course content or assignments and will work with the student to deal constructively with the same.

I will do my best to train students how to engage in independent study and research.

I will prepare a written evaluation of each student at the end of each quarter based on the following criteria:

- Timely completion of assignments
- Quality of written assignments or projects
- Participation in discussion
- Scores from examinations or quizzes, if applicable

Students will receive their final evaluation for the year within two weeks of the last day of tutorials.

I will keep students, parents, and the administration informed of students' progress and also of any concerns regarding students' academic performance, attitude, or behavior.

### 13. Student Contract

I recognize that it is my responsibility to be informed about the tutorials for which I am registering which includes reading the relevant course descriptions (available on New Hope's website) and understanding the course content and requirements.

I am making a commitment to attend tutorials for the entire year. In the event that I face difficulties, academic or otherwise, I will make them known to my tutor or the director of New Hope with the understanding that we will work together to resolve any concerns. If I am unable to attend a tutorial due to sickness or other situation beyond my control, I will inform my tutor as soon as possible that I will be absent. Immediately following an absence, I will contact my tutor to hear what I missed and to get assignments for the next tutorial.

I understand that as a student at New Hope, I am a scholar, a status that brings with it both rights and responsibilities.

- I will show respect for the tutor and my peers and will not in any way use my attitude, behavior, speech, or dress to offend them or to infringe on either the tutor's responsibility to teach or another student's right to learn. I have the right to expect others to return this level of respect.
- I will afford respect to my tutor(s) by taking it upon myself to be a proactive student. To that end, I will come to the tutorial prepared to be an active participant, will submit all assigned work on time, ask questions during and after tutorials, etc. In short, I will take personal ownership of my learning experience.
- I will respect the learning process, consistently giving my best effort and pursuing excellence both within the tutorial and when I am working on my own.
- I will conduct myself with the highest academic integrity and will encourage others to do the same. I will not cheat or misrepresent another person's work as my own (plagiarism). I understand that intentional disregard for this standard of academic integrity can result in temporary or permanent dismissal from New Hope.

I have taken it upon myself to be informed of the policies of New Hope Tutorials. I have read the Parent and Student Handbook (available on New Hope's website) and agree to abide by any and all of its guidelines, including but not limited to "Student Presence," "Late/incomplete assignments and lack of preparation," "Student absences," "Student attire," and "Student use of iPods and other entertainment technology."

I will show respect for New Hope as an organization and will comply with its zero tolerance policy for illegal drugs or alcohol. I understand that either possession of said drugs or attending tutorials while under their influence will result in my immediate and permanent dismissal from New Hope.

I understand that New Hope is a parent-based organization, i.e. one that partners with parents in achieving the academic goals they have for their children. As such, New Hope assumes that students will be under the care and authority of their parents throughout the academic year. If at any time I remove myself from under the care and authority of my parents, New Hope reserves the right to reevaluate my status as a student and may ultimately terminate that status.

I will show respect for New Hope as an interdenominational Christian organization that “strives to recognize and promote areas of agreement for all Christians” (taken from New Hope’s Statement of Faith) by treating with kindness and dignity any students or tutors whose faith or traditions differ from my own. In addition, I understand that New Hope tutors are committed to interpreting and evaluating all subjects in light of Scripture and are encouraged to share their faith in the classroom. If I personally do not hold to a Biblical or Christian worldview, I understand that I may express my opinions and ask questions in a respectful and thoughtful manner with the expectation of receiving a respectful and thoughtful response.

Finally, I understand that by signing this contract, I am agreeing to abide by all of the statements within this contract as well as all of the policies outlined in the Parent and Student Handbook, to the best of my ability; and that repeated or blatant failure to abide by the spirit or letter of either the Student Contract or the Handbook may result in temporary or permanent dismissal from New Hope.

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Student signature

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Date