

# Contact Information

## HOPE LUTHERAN SCHOOL

4456 42nd Avenue SW  
Seattle, Washington 98116  
<https://hls.hopeseattle.org>

(206) 935-8500  
(206) 937-9332 FAX

## SCHOOL FACULTY AND STAFF

Principal – Kristen Okabayashi  
Office Manager – Tammy Shelver  
Admissions Director – Sally Heit  
Tuition & Billing - Shari Wallace  
Preschool/ESC Director - Christina Figgins  
Sea Stars Teacher - Christina Figgins  
Sea Stars Assistant – Carol Christian  
Sea Stars Assistant - Taylor Kuhn  
Orcas Teacher – Mairi Seraile  
Orcas Assistant – Emma London  
Sea Turtles Teacher – Lauren Zemke  
Sea Turtles Assistant – Isabella Cabada  
Kindergarten Teacher – Jennifer Neafcy  
Kindergarten Assistant – Katie Yang  
Grade 1 Teacher – Sabrina Chau  
Grade 2 Teacher – Elonna Visser  
Grade 3 Teacher – Mary Norton  
Grade 4 Teacher – Erika Alba  
Grade 5 Teacher – Stacy Robertson  
Grade 6-8 Teacher – Tim Allen  
Grade 6-8 Teacher – Tim Caudle  
Grade 6-8 Teacher - Sara Kunkel  
Middle school Teacher & Support – David Sleighter  
Resource Program – Leah Evjen-Bryan  
K-8 Music Teacher – Jill Brown  
K-8 P.E. Teacher /Athletic Director – Mark Goodspeed  
Art Teacher – Michele Guiao  
Elective Teacher – Sandra Scragg  
Technology Director – Roger Davenport  
K-5 Extended Care – Rodrigo Elizondo  
K-5 Extended Care – Kriselle Bantay

*Note: Faculty and staff may be contacted by emailing  
their first initial and last name @hopeseattle.org*

*Example: Kristen Okabayashi's email is: [kokabayashi@hopeseattle.org](mailto:kokabayashi@hopeseattle.org)*

## CHURCH STAFF

Pastor - Peter Mueller  
Director of Finance – Jon Johnson  
Deacon – Dan Jackson  
Youth Minister – Jonathan Kopecky  
Family Life Minister - Patra Mueller  
Church Administrator – Jennifer Rice  
Office Assistant/Nursery –Open  
Facilities Manager – Tjaden Pals  
Director of Contemporary Music – Amy Kopecky

## PTH BOARD – General Email – [pth@hopeseattle.org](mailto:pth@hopeseattle.org)

President – Melanie Fukumoto  
Vice President –Heather Leaman  
Treasurer – Drew Devry  
Secretary – Lebryna Ishii  
Member At Large – Amy Loftis  
Member At Large – Marc Papineau  
Member At Large – Lisa Averiett  
  
Member At Large - Meaghan Kaul  
  
Faculty Liaison – Mary Norton

# Table of Contents

<b>Contact Information .....</b>	<b>1</b>
<b>Table of Contents .....</b>	<b>2</b>
<b>Purpose of Hope Lutheran School .....</b>	<b>5</b>
<b>School-wide Expectations &amp; Goals .....</b>	<b>6</b>
PROCEDURAL PRINCIPLES.....	7
VALUES WE ESPOUSE.....	7
<b>General Information.....</b>	<b>8</b>
OWNERSHIP AND AFFILIATION .....	8
GOVERNANCE .....	8
BRIEF HISTORY OF HOPE LUTHERAN SCHOOL .....	8
ACCREDITATION.....	8
SCHOOL HOURS .....	8
EXTENDED SCHOOL CARE (ESC) .....	9
LUNCHES AND RECESSES.....	9
DROP OFF AND PICK UP PROCEDURES .....	10
WEATHER CLOSURES.....	10
PARENTS AND TEACHERS OF HOPE (PTH).....	11
THE PURPOSE OF PTH.....	11
PTH OVERVIEW.....	11
<b>Admissions.....</b>	<b>12</b>
NON-DISCRIMINATION STATEMENT.....	12
CLASSROOM SIZE POLICY .....	12
ENTRANCE REQUIREMENTS.....	12
RE-ENROLLMENT OF EXISTING STUDENTS.....	12
ENROLLMENT PRIORITIES.....	13
ACCEPTANCES.....	13
TUITION AND FEES POLICY .....	13
DELINQUENT ACCOUNTS .....	13
RETURNED CHECK FEE .....	13
OUTSTANDING TUITION & FEES .....	13
WITHDRAWALS .....	14
<b>Communication .....</b>	<b>15</b>
SCHOOL TO PARENT COMMUNICATION .....	15
PARENT TO SCHOOL COMMUNICATION .....	15
TELEPHONE MESSAGES AND CALLS.....	16
CHANGE OF INFORMATION .....	16
EFFECTIVE COMMUNICATION.....	16
EFFECTIVE COMMUNICATION PROCEDURE .....	16
<b>Worship.....</b>	<b>18</b>

SCHOOL CHAPEL SERVICES.....	18
CHURCH AND SUNDAY SCHOOL ATTENDANCE .....	18
BAPTISM.....	18
CONFIRMATION .....	18
<b>Academics.....</b>	<b>19</b>
CURRICULUM.....	19
ELECTIVES PROGRAM.....	19
AREAS OF INSTRUCTION BY GRADE.....	20
ADVANCED MATH PROGRAM.....	21
PRESCHOOL .....	21
CO-CURRICULAR EVENTS .....	21
FALL OLYMPICS.....	21
TALENT SHOW .....	21
LUTHERAN ELEMENTARY SCHOOLS TOURNAMENT (L.E.S.T.).....	21
MUSICAL PERFORMANCES .....	22
ACADEMIC FAIR.....	22
EAST COAST TRIP .....	22
EIGHTH GRADE GRADUATION RECEPTION .....	22
ATTENDANCE .....	22
SCHOOL ATTENDANCE.....	22
DOCTOR AND DENTIST APPOINTMENTS.....	22
EXTRA-CURRICULAR ACTIVITY ATTENDANCE.....	23
TARDY POLICY .....	23
STUDENT ASSESSMENT .....	23
MIDDLE SCHOOL GRADING SCALE.....	23
INCOMPLETE ASSIGNMENTS.....	24
REPORT CARDS .....	24
PARENT/TEACHER CONFERENCES.....	24
STANDARDIZED TESTING.....	24
HONOR ROLL.....	24
HOMEWORK .....	24
GENERAL GUIDELINES .....	24
HOMEWORK DURING ABSENCES.....	25
RESOURCE PROGRAM / DISCOVERY.....	25
RESOURCE ROOM.....	25
SEARCH AND TEACH.....	25
DISCOVERY PROGRAM/NILD .....	Error! Bookmark not defined.
<b>Extra-Curricular Activities .....</b>	<b>26</b>
ATHLETIC PROGRAM & POLICY .....	26
ENRICHMENT PROGRAMS .....	28
MATH CLUB .....	28
STUDENT COUNCIL .....	28
<b>Uniform &amp; Personal Appearance Policy: K-8 .....</b>	<b>29</b>

HOPE DRESS CODE.....	29
PERSONAL GROOMING.....	29
GENERAL UNIFORM GUIDELINES.....	29
UNIFORM TOPS.....	29
UNIFORM BOTTOMS.....	30
SHOES, ACCESSORIES, AND OUTERWEAR.....	30
FREE DRESS DAYS/SCHOOL SPIRIT DAYS.....	31
POLICY ENFORCEMENT.....	31
<b>Health &amp; Safety .....</b>	<b>32</b>
CHILD SAFETY.....	32
CHILD ABUSE REPORTING .....	32
IMMUNIZATIONS.....	32
HEALTH AND SICKNESS POLICY.....	32
MEDICATION POLICY .....	33
FIRST AID .....	33
SAFETY DRILLS.....	33
EMERGENCY PROCEDURES.....	34
<b>Discipline Policy .....</b>	<b>34</b>
CONSEQUENCE RUBRIC (BY GRADES: K-2, 3-5, 6-8).....	35
VOLUNTEERS & DISCIPLINE .....	37
<b>General School Policies .....</b>	<b>38</b>
BIRTHDAY CELEBRATIONS.....	38
CELL PHONES AND ELECTRONIC DEVICES.....	38
COMPUTER AND NETWORK SYSTEM USE.....	38
FIELD TRIPS.....	40
FOOD AND BEVERAGES .....	40
ITEMS FROM HOME .....	41
LOST & FOUND.....	41
SECOND STEP PROGRAM.....	41
PARENT INVOLVEMENT PROGRAM (PIP).....	41
PET POLICY .....	42
PUBLIC DISPLAY OF AFFECTION .....	42
SCHOOL YEARBOOK .....	42
SEARCH OF STUDENTS.....	42
TEXTBOOKS.....	43
VISITORS .....	43
<b>Handbook Signature Page .....</b>	<b>44</b>

# Purpose of Hope Lutheran School

## **MISSION STATEMENT**

Hope Lutheran School is committed to providing quality academic instruction, equipping students for life-long learning, recognizing each child's unique abilities, and nurturing each child in body, mind, and spirit in a community that shares and lives the Christian faith.

## **FAITH AND PURPOSE STATEMENT**

The Christian teachings and practices of Hope Lutheran School are based upon our belief in the Triune God: Father, Son, and Holy Spirit as revealed in Scripture. We accept the sixty-six books of the Old and New Testament as the inspired Word of God and accept the Book of Concord to be a true and genuine exposition of the teachings of the Bible.

Hope Lutheran School's board, administration, and staff recognize that our school is uniquely Lutheran. Our mission is to serve families of Hope Lutheran Church in the Christian training of their children and to be an outreach ministry to the community. Christian beliefs, as understood and taught in the Lutheran Church pervade every subject. We immerse students in a Christian environment, and provide them with teachers, administrators and staff whose very presence is a testimony to the Christian faith and life.

Our student body is drawn from our surrounding community and reflects the socioeconomic and ethnic composition of our geographic area. Students are selected and retained on the basis of our ability to meet their spiritual, intellectual, emotional, social and physical needs. While we seek to serve all students who apply to our school, we realize that some students have special needs, which we are not equipped to meet.

Hope Lutheran School's faculty and staff strive to create a supportive community of faith. It is our goal, through instruction and discipline, to communicate our desire for students to succeed. We also work to establish and maintain a partnership with parents, involving them in activities and decisions related to their child's education.

# School-wide Expectations & Goals

Hope Lutheran School will challenge and prepare students to be -

LIFE-LONG LEARNERS who -

- Accept responsibility for words, actions, and learning.
- Formulate, implement and evaluate reasonable goals.
- Are organized and can identify and use a variety of resources to solve problems and answer questions.
- Understand and accept their unique learning styles and needs.
- Strive for their personal best.

ACADEMIC ACHIEVERS who -

- Communicate effectively using speaking, listening, reading, and writing skills.
- Think critically, and can identify, analyze and solve problems.
- Adapt to emerging technology.
- Develop skills necessary for success in high school.
- Can do research; organize and synthesize information in a coherent manner.

PHYSICALLY AND EMOTIONALLY SOUND INDIVIDUALS who -

- Develop a healthful lifestyle through proper nutrition, hygiene, exercise, and rest.
- Continue to develop these skills for life-long fitness.

APPRECIATIVE STUDENTS who -

- Recognize and give thanks for the beauty of God's world.
- Identify their unique abilities in visual and performing arts, through participation and appreciation.
- Identify other's unique abilities in visual and performing arts and encourage them.

COMMUNITY CONTRIBUTORS who -

- Exhibit common sense demonstrated in age-appropriate behavior.
- Work cooperatively and demonstrate good sportsmanship.
- Solve interpersonal problems appropriately and peacefully.
- Respect the differences of others in the community.

CONFIDENT PEOPLE who -

- Understand and accept emotions.
- Deal with emotions in ways that are healthful and productive for themselves and others.

CHRISTIANS who -

- Practice a personal relationship with Jesus Christ through the power of the Holy Spirit.
- Recognize the Biblical concepts of sin and grace as expounded in the Lutheran Confessions.
- Acknowledge God's Forgiveness and live in forgiveness.
- Practice Christian morals and ethics.
- Demonstrate care and concern for themselves and others in the Christian Community and beyond.
- See all of life as worship and gather as part of the worshipping community on a regular basis in order to gain strength for their daily life of worship.

## **PROCEDURAL PRINCIPLES**

- Our school environment is built on the markers of a faith community as described in the Bible.
- We use a variety of instructional practices based on reliable, consensus research.
- We use a curriculum that meets or exceeds state requirements.
- We continually monitor student progress through a variety of assessment processes.
- We offer an extra-curricular program that extends classroom learning.
- We nurture a strong and cooperative partnership between the home, church and school, whose sole purpose is to expose each child to positive, constructive activities and instill values and skills that will guide them from the inside. We do not intend to take the place of parents but instead, to support them as they perform their responsibility in making literate, Christian citizens.
- While we sincerely care for our students, and will do whatever we can to help them be successful both inside and outside the classroom, we are not trained or prepared to solve all of the many social, emotional, spiritual, physical or learning problems they may encounter. We will, however, do our best to help parents find resources to help their children.
- We recognize that everyone will make mistakes and that occasional problems will occur. However, in a respectful and trusting environment, with solutions as the goal, we will resolve problems.

## **VALUES WE ESPOUSE**

Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment and the second is like it: Love your neighbor as yourself.” Matthew 22:37-39. Everyone at Hope Lutheran is committed to the following values. We encourage families, the congregation and the community at-large to promote and model them as well.

- We will worship God daily and devote ourselves to Him and His Word.
- We will live in the Light, daily practicing confession, forgiveness and absolution.
- We will pray for each other and devote ourselves in service to others.
- We will honor others above ourselves.
- We will promote harmony and peace.
- We will not judge but accept and encourage others.
- We will be patient, gentle, kind, compassionate and forgiving.
- We will be cordial and generous.
- We will practice self-control.
- We will tell the truth and will promote an environment of trust.
- We will confess when we have offended.
- We will respect ourselves and each other.
- We will obey and show deference to all adults in authority.
- We will not hurt or intimidate each other with our bodies, words, signs or gestures.
- We will practice good stewardship by wisely using our time, talents, money and resources.
- We will protect the reputation, honor and character of all.
- We will protect other's property and respect their ownership.
- We will admit and grow from our mistakes.

# General Information

## OWNERSHIP AND AFFILIATION

Hope Lutheran School is owned and operated by Hope Lutheran Church of Seattle, a member of the Lutheran Church - Missouri Synod, which operates over 1,700 preschool, elementary and secondary schools in the United States. The Lutheran school system generally dates back to the decade between 1830 and 1840. The Lutheran schools are not in competition with public schools, but rather seek to work closely with them in fulfilling the responsibilities of education in the community while ministering to the spiritual needs of students by providing a Christ-centered education.

## GOVERNANCE

The policy-making and governing body of Hope Lutheran School is the Hope Lutheran Board of Directors. Members of Hope Lutheran Church elect board members in the annual congregational assembly. Board members serve a three-year term.

The administration of Hope Lutheran School is given the responsibility of carrying out Board Policy and overseeing the day-to-day operation of the school. The administration is sensitive to changes of school policies during the course of the year and strives not to make midyear changes. Should situations arise where there is sufficient cause and apparent need, the administration reserves the right to modify policies for the betterment of the school and the needs of the students.

## BRIEF HISTORY OF HOPE LUTHERAN SCHOOL

In 1959, Hope Lutheran Church realized a long-standing dream of opening a Lutheran day school. Hope Lutheran School began holding classes with 88 students in grades kindergarten to five, adding one grade per year during each of the following three years. The school currently has enrollment of over 180 students in kindergarten through grade eight.

Our preschool, which was started in 1975, currently nurtures over 50 students and their families. In 2000, we began offering state licensed before and after school care to our students through our Extended School Care Program and, in 2011, expanded this program to our preschool students as well.

## ACCREDITATION

Hope Lutheran School is registered as an “approved” school with the Washington State Superintendent of Public Instruction. The school is also accredited through National Lutheran School Accreditation (NLSA) and COGNIA.

## SCHOOL HOURS

### PRESCHOOL

Daily Schedule:

7:30 to 8:15AM	Morning Extended Care for full-day students
8:15AM	Half-day preschool program begins
11:45 AM	Half-day preschool program ends
11:45 to 5:30PM	Afternoon Extended Care for full-day students



Preschool day options are 4 days per week (Monday-Thursday) or 5 days per week.

## KINDERGARTEN\* THROUGH GRADE EIGHT

7:30 -8:15AM	Morning Extended School Care (ESC)
8:15AM	Dismissal from ESC
8:15AM	Students enter classrooms
8:30AM	Classes begin
3:00PM	Classes are dismissed
3:15PM	Automatic placement in ESC
3:15 to 5:30PM	Afternoon ESC

\*Kindergarten begins the year with dismissal at noon the first week to give students time to adjust to a full day of school.

*Please note that students arriving before 8:00AM and/or remaining after 3:15PM will be automatically checked into our extended school care program and applicable fees will be charged. Students arriving after 8:30AM must report to the school office to receive a late admittance slip (please refer to the Tardy Policy in this handbook for more information).*

At the beginning of the school year, teachers will provide students and parents with a daily class schedule.

## PRESCHOOL EXTENDED CARE

The school offers a state licensed extended school care program to Hope preschool students. The morning program operates from 7:30AM to 8:15AM in the preschool classrooms, and the afternoon program operates from 11:45AM to 5:30PM, in the preschool classrooms. Care is also offered during some non-school days. Registration is required before a student can use the program.

## EXTENDED SCHOOL CARE (ESC)

The school offers a state-licensed extended school care program to Hope students in grades K through age 12. The morning program operates from 7:30AM to 8:15AM, and the afternoon program operates from 3:00PM to 5:30PM. Care is also offered during some non-school days. The program operates in the Fellowship Hall. Registration is required before a student can use the program. Registration forms and fees are available from the school office or from our website.

## LUNCHES AND RECESSES

Hope Lutheran utilizes the services of a third party hot lunch provider. If desired, families may order lunches online to be delivered at school. Students may also bring their own lunch to school each day. Parents bringing lunches to school are requested to drop them off in the school office with the child's name clearly indicated. Students will be allowed to pick up their lunch at the beginning of their lunch hour. Milk is available and must be purchased in advance on an annual basis. **Please do not send nuts, peanuts or seeds in lunches due to allergies.**

All students typically have daily recesses outside. If the weather is extremely cold or rainy, indoor activities will be planned.

## DROP OFF AND PICK UP PROCEDURES

Your child's safety and the safety of all children are of paramount importance. When dropping off or picking up your child, please observe the following procedures:

### Drop Off:

- Full-day and half-day preschool students are to be dropped off in the north end parking lot. Enter through the alley from Oregon Street, and then exit by turning right onto 42<sup>nd</sup> Avenue SW. Families may also park in the lowers parking lot, on street parking, or in the junction lot to the south on 42<sup>nd</sup> Ave SW. Students arriving after 9:30 AM should check in at the main school office on 42<sup>nd</sup> Ave SW.
- Students in K through 8 may be dropped off in front of the school on 42<sup>nd</sup> Avenue SW.

### Pick Up:

- Preschool half-day students are to be picked up from the north end parking lot at 11:45 AM. Parents may ring the doorbell if needed. Preschool full-day students should be picked up at the main school entrance if picked up before 3:00 PM; students picked up between 3:00 PM and 5:30 PM should pick up at the north end parking lot.
- Students in K through 8 may be picked up in front of the school on 42<sup>nd</sup> Avenue SW.
- Students and parents/guardians walking to and from school must cross at intersections only.

### Using the Front of the School:

- Please pull forward as far as possible heading north when picking up. Keep moving forward so cars behind you can pull in to pick up students.
- **Please do not park and leave your car in front of the school.** If you need to come into the school to take care of office matters, speak to a teacher, volunteer at school, leave a message, etc., you must park your car in a location other than the loading zone in front of the school.
- **Never drop off or pick up a student on the west side of 42<sup>nd</sup> Avenue or ask your child to walk between cars waiting at the curb to get to your car.**

### Using the Lower Parking Lot:

- Please enter the alley from SW Oregon Street and exit to 41<sup>st</sup> Avenue SW only.

## WEATHER CLOSURES

There are times during the winter when school will be delayed or canceled due to inclement weather. Safety is always our main concern. If you feel conditions are not safe in your area, do not transport your child(ren) to school until it is safe to do so. If we feel conditions are dangerous enough to warrant a delay, or a complete school closure, we will notify families by providing school closure/late start information by **6:30AM through:**

- A Gradelink message sent to all families (non-emergency)
- Our website ([www.HLS.HopeSeattle.org](http://www.HLS.HopeSeattle.org))
- Social Media – Facebook and Instagram



## **PARENTS AND TEACHERS OF HOPE (PTH)**

### *THE PURPOSE OF PTH*

Parents and Teachers of Hope (PTH) is a Christian organization of parents and teachers working together for the betterment of the school and its students.

PTH is here to:

- Provide support to the teachers, staff, and school board, both financially and through volunteerism.
- Provide support for parents as well as a forum for parents to ask questions and be provided with information from the school, the staff and the school board.
- Assist in providing educational opportunities for teachers, parents, and students.
- Serve as the primary fundraising entity of Hope Lutheran School by which an annual budget is created and adhered to.
- Help organize and facilitate opportunities for Hope School and the surrounding community to socialize and bond.

### *PTH OVERVIEW*

All parents and teachers of Hope are members of PTH. The PTH holds three general assembly meetings during each school year. The purpose of these meetings is for members to:

- Join in fellowship with other parents and teachers.
- Find out about upcoming school activities.
- Learn about the many programs the PTH funds in support of the school.
- Learn how to get involved in fundraisers. Be a part of your school, make a difference, and easily fulfill your PIP hours.

The PTH has an executive board of officers, who are elected by the PTH general assembly. The executive board meets monthly and works with the Board of Directors, the school administration, faculty and various sub-committees to oversee and direct the activities of the PTH.

To view programs, events, regularly sponsored fundraisers and ways YOU can get involved, visit our website at <http://hls.hopeseattle.org/home/parents/> for our full PTH handbook.

# Admissions

## NON-DISCRIMINATION STATEMENT

Hope Lutheran School admits students of any gender, race, color, creed, national and ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies and other school-administered programs.

## CLASSROOM SIZE POLICY

Hope Lutheran School maintains a teacher-to-student ratio that we believe is beneficial to all students. The maximum number of students per class is as follows:

Preschool 3 & 4:	16	Grades 1 – 5:	24
Kindergarten:	24	Grades 6 – 8:	28

## ENTRANCE REQUIREMENTS

<u>Grade Level</u>	<u>Age Requirement</u>
Preschool	3 years old by August 31; diaper changing facilities not available
Kindergarten	5 years old by August 31
First Grade	6 years old by August 31

Cut-off dates for age requirements are followed closely. Admission to Preschool, Kindergarten, or First Grade requires a birth certificate or other proof of age. All new students entering grades K through 8 are assessed with a standardized test to determine their proper placement. Transfer students should present a report card and standardized achievement scores if available. Transfer students usually remain in the same grade unless it is determined that their needs might be better met at a different grade level.

## ACADEMIC AND BEHAVIORAL CONSIDERATIONS

Because Hope strives for every child to experience success in its programs, some students with special needs may be accepted on a trial basis. Final acceptance will be determined on the basis of parent-teacher conferences, classroom observation, testing, and analysis of records from the previous school. Because of the limitations of staff and programs, Hope is not equipped to handle complex student needs.

The school reserves the right to deny enrollment to students who require a special program beyond the capacity of the school, to students with behavioral problems, or to parents who owe tuition from a previous year. Students may be dropped from enrollment if they disrupt the education of other students or show continued detrimental behavior. Students may also be dropped from enrollment if parents' behavior is detrimental to the school.

## RE-ENROLLMENT OF EXISTING STUDENTS

Students are accepted for enrollment for one school year. Students must be re-enrolled each year for placement to be maintained for the following year. Re-enrollment materials are distributed each year in January. Registration fees and re-enrollment forms must be submitted to reserve a place for your child for the following year; in addition, the family must maintain an account in good standing (no delinquent tuition or fees of any kind).

## **ENROLLMENT PRIORITIES**

Hope Lutheran School will admit new students according to the following priority system:

1. Returning students in good standing.
2. Siblings of any currently enrolled students on a “first come-first served” basis. Admissions will be granted in the order of the date that the registration and registration fee are completed online or received in the school office.
3. All other applicants.

## **ACCEPTANCES**

After the re-enrollment period for existing students has ended, the open enrollment period will begin. Students who are accepted for enrollment will be notified of their acceptance by mail.

## **TUITION AND FEES POLICY**

Tuition covers the cost of instruction, textbooks, most classroom supplies, yearbooks, and the 6<sup>th</sup> Grade Outdoor Education Trip. It does not cover the cost of extracurricular athletics, PE uniforms, field trips, or after school enrichment programs. Tuition rates are published in January at the start of re-enrollment for the following year. A schedule of tuition and fees is available from the school office or website.

The school uses a third-party tuition service, Blackbaud, which performs the billing and collection of tuition payments for the school. All families wishing to pay their tuition in installments (rather than paying in full by the early pay deadline) must set up an account with the tuition service and abide by its policies including methods of payment and payment due dates. The school office does not collect tuition payments, with the exception of new student deposits and pay-in-full payments. There will be no exceptions to this unless approved by the Board of Directors.

Tuition payments may be made in full, in two semi-annual payments, or in monthly payments. Monthly tuition payments are due on either the 10<sup>th</sup> or the 20<sup>th</sup> day of each month depending on each family’s agreement with SMART. A grace period of ten days is allowed, after which time a \$55.00 late fee per payment is assessed by SMART.

### ***DELINQUENT ACCOUNTS***

- It is the responsibility of the school family to be in communication with the school office if tuition payments are more than 30 days in arrears.
- If an account cannot be brought into good standing within 90 days, the family is expected to make a specific written appeal to the Board of Directors to request an alternative payment plan or to request assistance. The Board will communicate appeals decisions to the families in a timely manner.
- **Tuition payments that are more than 90 days in arrears will result in discontinuation of enrollment unless alternative arrangements have been made and followed via the appeals process with the Board of Directors.**

### ***RETURNED CHECK FEE***

A fee of \$25.00 will be charged for all returned checks.

### ***OUTSTANDING TUITION & FEES***

Student transcripts, report cards and diplomas will be withheld at the end of the school year until all outstanding tuition and fees are paid in full. If necessary, the school has the right to pursue delinquent tuition and fees using appropriate legal means. Unless payment arrangements have been made with the Board of Directors, re-enrollment will be contingent upon payment in full of all outstanding tuition and fees.

### *WITHDRAWALS*

Should a family decide to withdraw a student from school during the school year; the tuition related to that student will be assessed through the end of current school trimester, plus an administrative withdrawal fee of \$100 per family.

# Communication

## **SCHOOL TO PARENT COMMUNICATION**

In general, the school uses the following methods to communicate with school families:

- “Tuesday envelopes” are used to send communications home from the school to parents. Each student should bring home a Tuesday envelope each week. Items sent home can include the school newsletter, classroom newsletters, permission slips, order forms, etc. Communications that only require one copy to be sent home per family are sent home with the oldest child. Notes or other communications from home should not be sent to the school in the Tuesday envelope as teachers do not open these envelopes. Instead, students should place communication for the teacher in the place designated by their homeroom teacher.
- The school newsletter, called “Words of Hope”, is published weekly and is posted on the school website to keep parents and students informed of school events. Hard copies of the newsletter may be requested through the school office. Any policy or procedural changes will be communicated to parents via this newsletter.
- Gradelink is a fast and effective web-based service that allows the school to simultaneously send a recorded telephone message to all parents and staff. This service will be used for regular school announcements (sent to the primary home and cell phone numbers) and in the event of emergency (message also sent to work numbers on the registration forms).
- The “summer mailing” is a packet of information about the following school year, which is sent prior to the next school year, typically in late July.

In addition to reading these communications, parents are encouraged to visit the school website and classroom home pages to maintain communication between home and school.

## **PARENT TO SCHOOL COMMUNICATION**

Whenever it is necessary for parents to make contact with their child’s teacher, they should follow the preferred communication method of that teacher, as indicated at orientation. Email is usually most convenient or messages may be left with the school office. The teacher will respond as soon as possible.

The principal has an “open door” policy for parents and students; however, we ask that whenever possible, parents schedule meetings with the principal in advance through the school office.

There are times when it is necessary for the parent to meet with their child, deliver a forgotten item, or pick him or her up during the school day. This can be accomplished by coming to the school office (not the classroom), where delivery can be arranged or your child signed out. This will allow for the least amount of disruption to the classroom. If a parent sends a representative (relative or friend) to the school to pick up a child, that person must be authorized to pick up that student as specified at the beginning of the year on the enrollment form. If the person is not on the form, the parent must notify the school office or send a note.

## ***TELEPHONE MESSAGES AND CALLS***

In an emergency, telephone messages will be delivered to your child. However, please try to minimize these requests, as delivery of many messages is often difficult to accomplish. Due to limited office space, please limit requests for your child to call you during the day. Students are not to use the school phone to make social arrangements (i.e. going home with a friend, or changing after school plans.)

## ***CHANGE OF INFORMATION***

For the safety of your child, any changes of address, telephone numbers, emergency contacts, authorized persons to pick up students, or other pertinent information should be given to the school office and updated online through the parent portal as soon as possible, so that school records can be kept up-to-date.

## ***EFFECTIVE COMMUNICATION***

At Hope Lutheran School, we believe that an essential element in the education of your child is a strong partnership between the school and home. We all must work closely together for the benefit of the child. Effective communication is at the center of this partnership.

From time to time, problems or concerns may arise from a child's experience at school; this is normal. However, there is a God-pleasing way to deal with concerns. One key to effectively voicing a concern is to have established a line of communication with the teacher. If the only time we talk to a teacher is when we are not satisfied, the relationship will undoubtedly be strained.

Parents are naturally protective of their children and should have an active role in their children's education. However, part of being an effective parent is to practice discernment. When our children come home with their perception of an event that occurred, there is wisdom in not jumping to an immediate conclusion. If you have a question or concern, be sure to get the entire story from your child and take time to think it through. If you feel that it needs to be brought up with the teacher, please do this sooner, rather than later. It can alleviate a lot of ill feelings and provide a format for discussion.

Speaking the truth in love is the best approach to bringing up a concern. Remember, the purpose of sharing your concern is to bring about change or to arrive at a better understanding of the situation or person. Along with this, it is important to also respect confidentiality and not bring up the concern with individuals not involved with the concern (such as other parents).

Here are a few tips to help your response remain constructive:

- Communicate regularly with the teacher.
- Listen to your child with discernment and ask for clarification.
- Think through the situation.
- Pray about the matter and speak the truth.
- Model Christ's patience and love.

There will always be situations that do not seem right or fair. Parents who think the problem through, and pray about it, before approaching the teacher, model a very important lesson for their children.

## ***EFFECTIVE COMMUNICATION PROCEDURE***

The education process at Hope Lutheran School is a cooperative endeavor between the students, parents, faculty and administration. On occasion, grievances, complaints, or concerns will arise between individuals. A grievance is defined as any event or situation that affects the conditions or circumstances of a parent and/or student allegedly



caused by misinterpretation or unfair application of established policies or regulations.

In addressing grievances, parents will follow the following procedure:

- If the grievance is with a teacher, contact the teacher as soon as possible and discuss the problem with the teacher. The teacher and parents should work through the concern, and in the majority of cases, the problem will be resolved.
- For all other grievances, including unresolved teacher grievances, contact a member of the school administration team and set forth in detail, either written or verbally, the action or policy that is the basis for the grievance. The administrator and parents will then work together to solve the problem.
- In the unusual event that the grievance is not settled within a reasonable amount of time, the parent shall contact the Board of Directors chair. The Board of Directors chair may either refer the matter back to the administrator or may set a meeting between him/herself, the administrator, the parent and other appropriate parties.
- If the grievance is still not settled, the parent may file a written statement with the Board of Directors and request a meeting with the Board. Upon receiving the statement, the Board chair may place the issue on the agenda for the next regularly scheduled meeting or may call a special Board meeting.
- Following the Board's meeting with the aggrieved parties, but not later than the next regularly scheduled meeting; the Board will communicate its decision in writing to all parties involved. The Board's decision is the final step in the procedure.

In administering this policy:

- A parent and/or student will never appear before the Board of Directors without the other person in the conflict also being present and given a chance to respond.
- No reprisals by any person involved in the conflict will be tolerated.
- The procedure above is the sole and only course available to any aggrieved person.
- **All parties concerned will treat the grievance as confidential information, showing respect and honor for each other.**

# Worship

All of our families are encouraged to have an active worship life. Families seeking a home church for their worship are encouraged to speak with our principal, office manager, or pastoral staff.

## **SCHOOL CHAPEL SERVICES**

Our school family worships each Wednesday morning. During chapel, students and teachers have an opportunity to celebrate the grace of God that is ours through Jesus Christ. Chapel is also used for making announcements, giving special awards, etc. Parents are welcomed and encouraged to attend chapel at any time. During the last chapel of the month, students' baptisms will be celebrated.

Offerings are collected during chapel from the students using their weekly offering envelopes (which are sent home each week in your communication envelope.). These offerings allow students to develop a pattern of giving as a part of their Christian lives and to share God's love by supporting missions and charities. Therefore, we encourage students to give from their own money (allowances, earnings and the like).

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

We ask that parents support the Christian foundation of Hope Lutheran by attending church and Bible study. Members of Hope Lutheran Church are eligible to receive a discounted rate of tuition. To qualify for this rate, both the student and member parent(s) must attend at least 50% of Sunday worship services during the school year at Hope.

The school office will send out a weekly email to church member families to verify attendance. Please be sure to respond as soon as possible to record attendance.

Families failing to meet the attendance requirements will be notified of their deficiency by letter from the school office twice a year. Letters will typically be sent out with trimester report cards. Parents wishing to discuss errors or discrepancies with attendance records must do so prior to signing and returning the report cards. Any family who has not achieved 50% attendance as of the end of the school year will be informed they have prospectively lost their member rate privileges unless adequate explanation is given in writing to the school office. Once a family has lost membership rate privileges they must meet the attendance requirement for one full school year to regain them for the following school year.

## **BAPTISM**

In Matthew 28:19, our Lord tells us to "go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." At Hope Lutheran, we honor our Lord's command. If your child has not been baptized, we invite you to consider having him or her baptized here. If you would like to know more about the blessings of Baptism, please contact your child's teacher, the principal, or the pastoral staff.

## **CONFIRMATION**

In the Lutheran Church, Confirmation is the rite by which baptized persons, after having received a course of instruction, make a public confession of their faith. They also publicly renew their baptismal vows. Confirmation classes are offered through the church for students in seventh and eighth grade. If you would like to learn more about Confirmation, please contact our Youth Minister, Jonathan Kopecky at [jkopecky@hopeseattle.org](mailto:jkopecky@hopeseattle.org) or (206) 937-9330.

# Academics

## CURRICULUM

In keeping with Hope Lutheran's Christian philosophy of education, the entire curriculum is permeated with the Word of God. The following provides a broad overview of our curriculum for grades K through 8. More detailed information may be found on each classroom page on the school website.

<b><u>Faith:</u></b>	Bible study, Bible history, church history, memory work, Christian music, weekly worship, and classroom devotions
<b><u>Language Arts:</u></b>	Reading, literature, vocabulary building, grammar and composition, spelling and handwriting, and effective written communication
<b><u>Mathematics:</u></b>	Number readiness, basic number concepts and problem solving equations, algebra, geometry, and estimation
<b><u>Science:</u></b>	Plant life, animal life, human life, ecology, the scientific process, natural resources, physical laws, simple chemistry, nutrition, and safety
<b><u>Social Studies:</u></b>	Geography, United States history, world history, citizenship, civics, government, world cultures, and Washington State history
<b><u>Art:</u></b>	Drawing, varied media, pottery, crafts, and art appreciation
<b><u>Music:</u></b>	Choirs, music literacy, music appreciation, hand bells, school musicals, and instrumental music
<b><u>Technology:</u></b>	Basic skill building in lower grades (such as keyboarding, beginning programming, how to use a variety of devices) moving into production of technology and use of technology in middle school (taking apart and rebuilding a computer, creating videos, more advanced programming, for example)
<b><u>Physical Education:</u></b>	Development of motor skills, physical fitness, health, group activities, and team sports
<b><u>Social Emotional Learning:</u></b>	Discussion and activities related to increasing healthy and Godly friendships

## ELECTIVES PROGRAM

Students in grades 6 through 8 select from the following classes each trimester to enrich their academic experience. Each student must take at least one trimester of Art, three trimesters of Foreign Language, and three consecutive trimesters of Music during grades 6 through 8 in order to graduate. Not all electives will be offered every trimester, and additional electives may be added from time to time. Some electives may be offered at times as a regular class.

- **Advanced PE:** Students experience a more rigorous PE program, including designing and teaching a game to their classmates.
- **Advanced Fiction:** Students experience a more rigorous literacy curriculum by exploring different reading and/or writing units including various genres.
- **Advanced Technology:** Students continue to strengthen their computer skills, and will enrich their skills with special projects that could include use of 3D printing, drones and other computer programs. Previous computer skills are not required for new students; students will be taught at their respective skill levels.
- **Art:** Students learn about modern art and will work with varied media including pencil, paint, and ceramics.
- **Chapel Band:** Students practice and perform music for school chapel and Sunday worship.

- **Foreign Language:** Basic conversation, vocabulary, grammar, and culture.
- **Strategic Board Games:** Students learn strategy and methodology of board games such as Settlers of Catan, Risk, and Pandemic.
- **Robotics:** Students learn to create and program a robot, using Lego Mindstorm
- **Yearbook:** Students produce the school yearbook using templates, photos, and creative writing skills. Students will learn to use Adobe Photoshop to enhance photos and create projects using digital cameras (a camera is not required, but students may bring their own).

## AREAS OF INSTRUCTION BY GRADE

	K	1	2	3	4	5	6	7	8
RELIGION & MEMORY WORK	•	•	•	•	•	•	•	•	•
LANGUAGE ARTS	•	•	•	•	•	•	•	•	•
READING/LITERATURE	•	•	•	•	•	•	•	•	•
WRITING	•	•	•	•	•	•	•	•	•
HANDWRITING	•	•	•	•	•				
SPELLING		•	•	•	•	•	•	•	•
MATHEMATICS	•	•	•	•	•	•	•	•	•
PRE-ALGEBRA/ALGEBRA								*	*
SCIENCE	•	•	•	•	•	•	•	•	•
SOCIAL STUDIES	•	•	•	•	•	•	•	•	•
GEOGRAPHY	•	•	•	•	•	•	•	•	•
SOCIAL EMOTIONAL LEARNING	•	•	•	•	•	•	•	•	•
ANCIENT HISTORY							•		
U.S. HISTORY & CONSTITUTION				•		•			•
WASHINGTON STATE HISTORY					•			•	
ART	•	•	•	•	•	•	E	E	E
MUSIC	•	•	•	•	•	•	•	E	E
CHOIR						C	C	C	C
PHYSICAL EDUCATION & HEALTH	•	•	•	•	•	•	•	•	•
TECHNOLOGY							•	•	•
FOREIGN LANGUAGE								•	•
HEALTH					•	•	•	•	•

E = elective

C-club

\* Applies to students participating in the Advanced Math Program only

## ***ADVANCED MATH PROGRAM***

Hope Lutheran School offers the Advanced Math Program as a way to meet the needs of students who demonstrate the need for greater depth, challenge, and understanding in the applications and basics of math. The goal of this program is to prepare students for high school Geometry by completing Algebra I by their eighth grade year.

Students in grades 6 through 8 are eligible to participate in the program. Recommendations for participation in the program are made by the teachers during the spring for the following school year. Recommendations are based on a variety of factors including a student's standardized test scores, previous grades in mathematics, and overall attitude towards math instruction.

Students in grades 6 through 8 will take Advanced Math, which covers higher level sixth grade math, Pre-Algebra (grade 7), and Algebra (grade 8). Students usually do not enter the program mid-year, due to the resultant gaps in the curriculum that would occur. Students in the program must maintain a minimum of a "B" average and demonstrate appropriate classroom behavior and work ethic. Parents who would like their child to participate in the program should feel free to discuss their child's eligibility or future eligibility with their current math teacher.

## ***PRESCHOOL***

Hope Lutheran School offers a top quality preschool serving 3-5 year olds and their families. Our preschool is NLS accredited and in accordance with state and NAEYC standards. Hope Preschool provides a safe, nurturing Christian learning community filled with active, enriching experiences which promote age appropriate cognitive, social, spiritual, creative and motor development in each individual child. Please visit the preschool classroom pages on the school website for more detail on the preschool curriculum and program.

## **CO-CURRICULAR EVENTS**

### ***FALL OLYMPICS***

A portion of a school day is set aside for team events featuring cross-grade teams made up from all students in kindergarten through 8. The goals of this event are recreation, multi-age cooperation and having fun! Parents and other spectators are encouraged to attend.

### ***TALENT SHOW***

Students are invited to participate in this all-school event with performances in areas such as gymnastics, singing, acting, dancing, and musical instruments.

### ***LUTHERAN ELEMENTARY SCHOOLS TOURNAMENT (L.E.S.T.)***

L.E.S.T. is one of the anticipated highlights for the students in grades 5 through 8. It is held annually, during the second week of February (Thursday through Saturday), on the campus of Pacific Lutheran University in Tacoma, WA. Students compete with other Lutheran schools from Idaho, Oregon, Washington, California, Nevada and Montana in events such as basketball, cheerleading, dance/drill, math, spelling, chess, art, drama, Knowledge Bowl, instrumental music, swimming and more. For complete information, visit the school website, where you will find a link to the official L.E.S.T. website.

## *MUSICAL PERFORMANCES*

As part of the music curriculum, students in grades 1 through 5 present a musical or music performance twice yearly. Students may try out for singing and/or acting parts. Students in those grades are required to attend performances. In addition, preschool and kindergarten classes present Christmas programs each year, along with middle school music electives, who present two concerts typically at Christmas time and in the spring.

## *ACADEMIC FAIR*

In the spring of each year, students will display individual projects based on the fair's theme for the year. In the past, themes have been in the areas of language arts, social studies, science and math.

## *EAST COAST TRIP*

The seventh and eighth grade classes take a trip to the East Coast every other year. Dates, costs, and a sample itinerary are given to students at the beginning of their sixth or seventh grade year. More detailed information and plans for fundraising to defray some of the expenses are planned in the spring and fall. Participation in this program is optional.

## *EIGHTH GRADE GRADUATION RECEPTION*

Each year, the 7<sup>th</sup> grade parents plan and host a reception following the eighth grade graduation ceremony (funding is provided by the PTH). Planning begins in the spring and all 7<sup>th</sup> grade families are asked to help in some way.

## **ATTENDANCE**

### *SCHOOL ATTENDANCE*

Regular attendance is critical to success in school. Illness, family emergencies or tragedies are valid reasons for absence. Family vacations during the school year are to be avoided. Promotion to the next grade may be jeopardized if a child is absent more than 20 days during the school year. **If it is necessary for a child to miss school, please contact the school office by 9:00AM**, so that the school may account for every child. If you do not call the school, you can expect the school to call you. A note excusing the student and stating the reason for the absence should be sent with the student upon return to the school.

Attendance is recorded in quarter day increments. Absences are defined as follows:

- Arriving up to 9:45AM = 1/4 day absence
- Arriving between 9:45AM and 12:00PM = 1/2 day absence
- Arriving between 12:00PM and 1:45PM = 3/4 day absence
- Arriving after 1:45PM = a full day absence

### *DOCTOR AND DENTIST APPOINTMENTS*

We know that parents will sometimes find it difficult to schedule medical or dental appointments that do not

conflict with school. However, we ask that parents make an effort to schedule such appointments on Saturdays or after school. When appointments must be made during school hours, please notify the office and teacher in advance.

### ***EXTRA-CURRICULAR ACTIVITY ATTENDANCE***

Students who are absent the day of an extra-curricular activity may not participate in or attend the activity unless parents have sent a written excuse explaining the reasons for the absence.

### ***TARDY POLICY***

Punctuality is part of responsibility and the school endeavors to help students become more responsible. In addition, students who are tardy are disruptive to the class. All students are expected to be in their classrooms and prepared to begin their learning day at **8:30AM**, when the tardy bell rings. Students arriving after 8:30AM must report to the school office before going to their classrooms. They will be given an unexcused tardy slip, unless they bring in a note from home with a valid excuse, such as medical or dental appointments, illness, or other reasons as deemed appropriate by the school office. Each trimester, as students accumulate unexcused tardies, the following consequences will apply (see definition of consequences in the *Discipline* policy):

1 <sup>st</sup> – 5 <sup>th</sup> tardy	Grace period
Upon 6-8 <sup>th</sup> tardy	Contact parents
Upon 9 <sup>th</sup> tardy	Missed recess (grades K-2) or Detention (grades 3-8)
Upon 10 <sup>th</sup> -12 <sup>th</sup> tardy	Parent conference
Upon 13 <sup>th</sup> tardy	In-house Suspension
Continued tardiness	Create a formal plan with parents/guardians

## **STUDENT ASSESSMENT**

To keep parents informed about student progress, we follow these procedures and practices:

### ***MIDDLE SCHOOL GRADING SCALE***

Grades are based on learning objectives. When percentage grades are used, the following grading scale is followed.

98 – 100%	A+	83-86%	B	70-72%	C-
93-97%	A	80-82%	B-	67-69%	D+
90-92%	A-	77-79%	C+	63-66%	D
87-89%	B+	73-76%	C	60-62%	D-
				59% and below	F

## ***INCOMPLETE ASSIGNMENTS***

In grades 6 through 8, parents may check Schoology for current assignment information. Schoology is updated weekly. We ask that parents make sure all assignments are completed in each grade. Late work in grades 6-8 will be have a 10% deduction in point value per day late.

## ***REPORT CARDS***

Report cards are issued in grades K through 8 at the end of each trimester. Third trimester report cards are mailed home within two weeks after the last day of school. Parents owing the school for any tuition, fees, PIP commitment, book fines, etc., as of the date of the summer mailing will have the child's report card held until all balances have been paid in full.

## ***PARENT/TEACHER CONFERENCES***

Parent/teacher conferences are scheduled at the middle of the first trimester and at the beginning of the third trimester. These conferences provide a time to discuss your child's current progress and areas where reinforcement at home would be helpful. Additional parent/teacher conferences are recommended anytime a parent or teacher identifies a need.

## ***STANDARDIZED TESTING***

Hope Lutheran administers the Measures of Academic Program (MAP) testing each year to each student in grades K through 8. These tests are used to determine a student's scholastic progress and areas of strength and/or weakness as well as to provide a comparison of how a child is doing academically compared to other students across the nation. Results are used to help shape teacher instruction. Student progress is measured at three intervals throughout the school year. Individual student test results are sent home after the school reviews the reports.

## ***HONOR ROLL***

All students are recognized for academic achievement, but students in grades 6 through 8 are given special recognition through our honor roll program. Honor Roll students are recognized at the end of each trimester in chapel and in the school newsletter, and at the end-of-year awards chapel ceremony. Standards for recognition are:

3.30 to 3.49 GPA	Scholastic Merit
3.50 to 3.99 GPA	Honor Roll
4.00 GPA	Principal's List

## **HOMework**

### ***GENERAL GUIDELINES***

The purpose of homework at Hope is to extend and to reinforce what has been learned in class, as well as develop study skills, a sense of self-discipline, personal responsibility, and independent thinking. The amount of homework varies according to age level, teacher expectation, the day of the week, and how the students use the time available during the day. Ten minutes multiplied by the grade level will give the approximate time that homework should take the average student. Parents are encouraged to contact the teacher if excessive homework becomes a problem.

The following are helpful homework tips. More organizational tips are also available from your child's teacher.



- Encourage your child to choose the time and place for homework as long as the choices are reasonable and consistent.
- Help your child be consistent in writing down assignments in some type of calendar or planner.
- Make sure your child has one place to put everything that must be brought home and a place to put everything that must be returned to school. Many parents set up a homework area at home, with a writing area and materials that a student might need (pencils, eraser, etc.).

### ***HOMEWORK DURING ABSENCES***

In instances of planned absences for family trips, teachers will not normally give homework in advance. It is difficult for teachers to know in advance exactly what work will be assigned. Families should work with the classroom teacher to complete all necessary make-up work upon return to school. Normally students are allowed one day for each day of absence to make up any homework. Parents may pick up homework in cases of illness or family emergencies by submitting a request to the office in the morning. Make-up work can then be sent home with a sibling or picked up in the classroom or office after school.

## **RESOURCE PROGRAM**

Hope Lutheran offers the Resource Program to assist students who would benefit from one-on-one or small group instruction, due to potential learning differences or a need for greater academic challenge. The goal of the Resource Program is to help these students become independent, thriving learners in the classroom. Students demonstrating a potential learning difficulty in the classroom are referred by their teacher or parents for testing. Depending on the results of the test, the student may be referred to either the Resource Room or the Search and Teach program. More detailed information on these programs will be provided if your child is referred for testing.

### ***RESOURCE ROOM***

Students in need of academic assistance or academic advancement (usually in math, reading or handwriting) are given extra help in a one-on-one or a small group setting. Teacher recommendation and parent permission is needed in order to participate in this program. Currently, there is no additional charge for this highly personalized instruction.

### ***SEARCH AND TEACH***

“Search” is an early intervention screening program, which is designed to assess possible vulnerabilities to learning. Hope is pleased to provide this screening program to all students in Kindergarten and 1st grade. There is no charge for this screening. Students identified as being able to benefit from the accompanying “Teach” component, which features one-on-one instruction, will be recommended to the program. There is an additional fee for this instruction. For more information about this program, please visit [www.searchandteach.com](http://www.searchandteach.com).

# Extra-Curricular Activities

Hope Lutheran School offers many extra-curricular activities as part of the overall educational program of the school. Social skills, introspection, self-esteem building, and broadened life experiences are some of the benefits of these activities. Extra-curricular activities typically include informal clubs such as Lego Club and Chess Club, as well as fee-based classes such as drama class and music lessons.

## ATHLETIC PROGRAM & POLICY

### GENERAL INFORMATION

Hope Lutheran School offers a full extra-curricular athletic program for students in grades 5 through 8, with teams in volleyball, cross-country, co-ed soccer, basketball, cheerleading or dance/drill, and track. Hope's teams compete against other Christian schools in the area. All games or team events are scheduled after school, although teams may occasionally leave school early to travel to an away game or event. All eligible students are encouraged to participate.

Uniforms are issued by the school, with the exception of cheerleading and dance/drill. These teams purchase their uniforms and keep them at the end of the season.

Students involved in extra-curricular athletics pay a participation fee for each sport. This fee helps maintain our high-quality sports programs by providing funding for equipment, uniforms, officials, and facility rental fees.

### HOPE'S ATHLETIC TEAMS

Full Year Sports:	Season:
<ul style="list-style-type: none"><li>7<sup>th</sup>- 8<sup>th</sup> Grade Cheerleading</li><li>5<sup>th</sup> - 8<sup>th</sup> Grade Dance/Drill</li></ul>	<p>Not applicable*</p> <p>Not applicable**</p>
Fall Sports:	
<ul style="list-style-type: none"><li>5<sup>th</sup> - 8<sup>th</sup> Grade Cross-Country</li><li>5<sup>th</sup> - 8<sup>th</sup> Grade Co-Ed Soccer</li><li>7<sup>th</sup> - 8<sup>th</sup> Grade Girls' Volleyball</li></ul>	<p>September to October</p> <p>September to October</p> <p>September to October</p>
Winter Sports:	
<ul style="list-style-type: none"><li>7<sup>th</sup> - 8<sup>th</sup> Grade Girls' Basketball</li><li>7<sup>th</sup> - 8<sup>th</sup> Grade Boys' Basketball</li><li>5<sup>th</sup> - 6<sup>th</sup> Grade Girls' Basketball</li><li>5<sup>th</sup> - 6<sup>th</sup> Grade Boys' Basketball</li></ul>	<p>November to February</p> <p>November to February</p> <p>March to April</p> <p>March to April</p>
Spring Sports:	
<ul style="list-style-type: none"><li>5<sup>th</sup> - 8<sup>th</sup> Grade Track</li></ul>	<p>April to May</p>

*\* Tryouts for cheerleading take place each spring for the following year. Cheerleaders begin practicing over the summer and attend a summer camp. Their role is to promote school spirit and to generate a positive atmosphere at athletic games. Cheerleaders are expected to be at scheduled practices, games and L.E.S.T.*

*\*\* The Dance/Drill team competes at L.E.S.T. and performs at half time during 5<sup>th</sup> - 8<sup>th</sup> grade basketball games. The Dance/Drill team usually begins practices in October.*

## **ELIGIBILITY REQUIREMENTS**

Students are eligible to participate in the athletic program if the following guidelines are met:

- 1) The student must be in the grades shown for each sport listed above.
- 2) The student must maintain a cumulative GPA of 2.0 or better and not have a grade below a "C" in any core subject (reading, writing, spelling, science, history, and math). Failing grades in all other subjects will be evaluated on a case by case basis at the teacher's discretion.
- 3) The student must complete a physical evaluation before competing.
- 4) The student must follow the attendance policies for school, practices and games.
- 5) The student must demonstrate a willingness to commit to the team.

## **ACADEMIC ELIGIBILITY**

Hope Lutheran maintains the philosophy that academics come before athletics. Therefore, students must maintain their grades as defined in 2), above. When a student participates in a sport, that student makes a time commitment for practices and games and must be willing to make other time sacrifices to maintain their grades. If the student fails to maintain their grades as defined in 2), above, he or she will not be allowed to participate in games until a follow-up check is completed at the end of the following week. Grade checks will occur every two weeks on Friday, and any student declared ineligible will sit out from competition for a minimum of one week. Once the student has been reinstated, that student must maintain the required expectations in order to participate with the team for the remainder of the sport's season. If a student is declared ineligible twice in one season, then the student will no longer be permitted to participate in that sport season and should spend the time focusing on improving his or her academic performance. Exceptions may be made to this academic probation policy for students with identified special needs.

## **HOMEWORK**

Homework is a required part of the student's curriculum at Hope. Participating in extracurricular activities is a privilege. Any time a student who is participating in athletics has a missing or late assignment, the classroom teacher will notify the athletic director. If the problem is severe or continues, the student will be placed on academic probation.

## **PHYSICAL EVALUATION**

Students participating in any athletic event in grades 5 through 8 must have a physical evaluation completed by a physician before they are allowed to compete. Physical evaluations are valid for two years.

## **ATTENDANCE AT PRACTICES AND GAMES**

All practices and games are mandatory for all athletes. It is acceptable to miss a practice or game occasionally due to special circumstances, but it is the responsibility of the student or the parent to notify the coach in advance. When a student has an unexcused absence from a practice, he or she will be suspended for one game. When a student has an unexcused absence from a game, he or she will be suspended for two games. During the suspension, the student is expected to attend the game and sit with the team but will not be allowed to play in the game or travel with the team, at the coaches' discretion. If unexcused absences continue, removal from the team may occur.

## **TEAM COMMITMENT**

Teamwork is a very important part of any sport. When one team member is missing, for whatever reason, the entire team is hurt. When joining Hope's athletic teams, students are encouraged to make a full commitment and

avoid splitting time with another team outside of school.

### **STUDENT PRESENCE AT AFTER SCHOOL FUNCTIONS**

While we encourage student presence and support at after school functions, it is important that students and parents demonstrate Christian conduct and good sportsmanship. In addition, students are expected to adhere to the guidelines for behavior found in the *Discipline Policy* in this handbook. Finally, students may not congregate outside of the building during a function, but must remain at the function.

A copy of this Athletic Policy will be distributed to all students participating in the Athletic Program. This policy must be returned to the athletic director with both parent and student signatures.

### **ENRICHMENT PROGRAMS**

The school works to offer enrichment programs each year. These programs are open to all students attending Hope Lutheran School who are in the grades specified by the program provider. Examples may include Chess Club, Drama Club, Art Classes, Robotics, and Coding Instruction. These programs are fee based and are only offered when enrollment supports the class.

### **MATH CLUB**

Students in grades 1 through 4 may participate in the Math Club. This club meets once a month and will work on computation and basic math skills through games and fun activities.

### **STUDENT COUNCIL**

The Student Council is organized to promote student government among students under the guidance and direction of a faculty advisor. The purpose of the Student Council is to teach students about student government, to promote spirit days, and to instill pride in the school. Elected officers from the 8<sup>th</sup> grade include a president, vice-president, secretary, and treasurer. Representatives are elected from each class in grades 3 through 7. Elections are held in the fall.

# Uniform & Personal Appearance Policy: K-8

## *HOPE DRESS CODE*

The purpose of the Uniform and Personal Appearance Policy is to ensure that the students of Hope Lutheran School are neat, clean and well groomed for success at school. Uniform dress promotes school spirit and an improved self-image, while reducing the distraction of competition and emphasis on clothing or financial status. Uniform dress further identifies students as members of the school community and fosters a spirit of cooperation and participation. Students in grades K through 8 are required to be in uniform at all times except on designated free dress days, typically the first and third Fridays of each month. It is the responsibility of students and parents/guardians to ensure that students are dressed in accordance with this policy.

## *PERSONAL GROOMING*

Hair must be of a modest style, a natural color, and groomed. Any piercing must be limited to the ear piercing only. Any other body piercing (nose, tongue, eyebrow, etc. including ear gauges) will require the student to remove the article of jewelry immediately.

## *GENERAL UNIFORM GUIDELINES*

Lands' End apparel provides a listing of required uniform styles for Hope Lutheran School. Uniforms may be purchased from other vendors, but must closely follow the styles designated for Hope Lutheran on the Lands' End website. A link to the Lands' End site can be found on the school website. Our school number is 900147711.

*The following guidelines apply to both uniform and free dress days.*

- Clothing must cover the area from one armpit across to the other armpit, down to the fingertip length when arms are extended. All clothing must be neat, clean, and in good condition.
- Clothing must fit the child appropriately. This means clothing is not too small, nor is it worn several sizes too large. Room for growth is acceptable. Pants/shorts/skirts should be worn at the waist.
- Undergarments may not be visible.
- Undershirts must be plain white and may not be visible (may not extend past the bottom of the uniform shirt or uniform sleeves but may be seen at the neckline).

## *UNIFORM TOPS*

### Shirts:

- Students must wear either a basic polo shirt or turtleneck in white or navy blue, or a simple white button-up shirt.
- Shirts may be short or long sleeved.
- Shirts must be solid colored with no striping or logos with the exception of the Hope Lutheran School logo.

### Sweatshirts and Sweaters:

- Students may wear any sweatshirts with the Hope logo, including L.E.S.T and athletic team sweatshirts.
- A uniform polo shirt must be worn underneath all sweatshirts or sweaters.

- Basic navy blue sweaters, sweater vests and cardigans are acceptable.
- Students in 8<sup>th</sup> grade only may wear the school sweatshirt of their chosen high school upon acceptance to high school, which typically occurs in February and March.

## ***UNIFORM BOTTOMS***

All uniform bottoms must be either navy blue or khaki. Skirts and jumpers may also be classic navy plaid available at Lands' End. Harris Plaid items from Dennis uniform may be worn during the current school year only, as the Harris plaid has been discontinued.

### **Pants:**

- Navy pants fabric must be chino, knit, corduroy, or broadcloth.
- Khaki pants fabric must be chino, knit, corduroy, broadcloth, or denim fabric.
- Back pockets are permitted, with no contrasting stitching and minimal design.
- Basic capri pants are permitted.
- Pants may be pleated or flat front and must be solid colored with no stripes or decorations.
- Pants must have back pockets.
- Cargo-pocketed/pockets on legs-type pants are not permitted.

### **Shorts/skirts/jumpers:**

- Shorts/skirts/jumpers must be made of basic chino fabric, corduroy fabric, or knit fabric.
- Shorts/skirts/jumpers must be no shorter than the student's fingertip length when arms are extended and must not extend below the knee.

## ***SHOES, ACCESSORIES, AND OUTERWEAR***

- Shoes must have a back strap and a low heel to ensure students are able to actively play safely at recess and PE. Athletic shoes are encouraged. The following types of shoes are not permitted: open toe, slip-on shoes (i.e. clogs, mules, flip-flops, Crocs, slippers/moccasins), shoes with a wheel inserted in the sole, and combat and steel toe boots.
- All tights, leggings, or shorts worn under skirts must be solid black, navy, or white in color, with no visible logos, images, or words.
- All accessories including jewelry, headbands, and socks should be simple and should not cause a distraction to self or others. No extreme jewelry is permitted.
- Outerwear (jackets, sweatshirts without a Hope logo, vests, mittens/gloves, hats) are to be removed upon arrival at school and are for outside use only.

### *FREE DRESS DAYS/SCHOOL SPIRIT DAYS*

The first and third Friday of every month have been designated as free dress days. In addition to the general uniform guidelines listed above, the following policy guidelines apply to all free dress days, as well as school spirit dress-up days:

- Clothing must meet all length requirements of the Uniform Policy.
- No skintight or revealing items such as yoga pants or leggings unless a skirt or shorts are covering them.
- No pajamas unless it is a pajama spirit day.
- No costumes unless it is a costume spirit day.
- No tank tops of any kind should be worn without a sleeved shirt underneath (shoulders must be covered). Cap sleeves are acceptable; “cold-shoulder” sleeves are not acceptable. No mesh or see-through clothing is allowed.
- Shorts and skirts should be no shorter than the student’s fingertip length when arms are extended, including athletic shorts.
- Small rips or tears in pants are allowed but must be located below the fingertip length requirement. Students may seek out a teacher or principal for guidance on defining “small” if needed.
- Shoes, accessories and outerwear guidelines for uniform days apply, except for tights color.
- Hats are allowed to be worn on free dress days although hats are to be removed during chapel services.

### *POLICY ENFORCEMENT*

Students are encouraged to ask a teacher or staff person for guidance prior to wearing a clothing item they are uncertain about. Students who arrive at school not in dress code for either regular uniform day or free dress day will need to change clothing. If the student does not have a change of clothing on hand, a gently-used clean school uniform will be provided and parents will be notified. A second occurrence of arriving not in dress code will additionally result in loss of the following free dress opportunity. A third occurrence will additionally result in a missed recess for grades K-2, and a detention for grades 3-8. Any further occurrences will result in an individualized action plan which could include a loss of free dress privileges for the remainder of the year.

# Health & Safety

## CHILD SAFETY

As a partner in your child's success, Hope is committed to providing a safe environment for all students, parents and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time you are concerned about the physical or emotional health of your child, please do not hesitate to speak to your child's teacher or the Principal.

## CHILD ABUSE REPORTING

State and federal law mandates Hope Lutheran School to report all suspected cases of child abuse involving any student in our school to the proper authorities. As it is our Christian and civil duty to be aware of and promote the general welfare of our student body, students are also encouraged to report to a staff member any information regarding child abuse.

## IMMUNIZATIONS

In keeping with the laws of State of Washington, every child enrolling in a school must present on or before their first day of attendance, proof of full immunization, or initiation of a schedule for immunization, or a certificate of exemption.

## HEALTH AND SICKNESS POLICY

**\*COVID-19 Note: Health and sickness protocols have changed with the community's efforts to mitigate the spread of COVID-19. Please follow the current guidelines for more information.**

Hope Lutheran School strives to maintain a healthy school environment. Please help to reduce or prevent the spread of infectious illnesses by keeping sick children at home until they are well. Signs of illness such as fever, stomachache, severe runny-nose, coughing, tiredness, and irritability should be watched. When these signs or others occur, please use the following information. If you are keeping your child home because of illness, please notify the school office by **9:00AM**.

- **Fever:** If your child has a temperature over 100.4 degrees, keep the child at home. Your child's temperature should be normal (98.6 degrees) for a twenty-four (24) hour period before returning to school.
- **Green or yellow discharge:** When this occurs, colds and respiratory infections are most easily spread to others. Please keep your child home until the discharge clears and the child feels better. This may take three (3) to seven (7) days.
- **Vomiting or diarrhea** that occurs during the night or in the morning before school requires recuperation before the child may attend school. Please keep your child at home until free of symptoms for twenty-four (24) hours.
- **Pink eye (conjunctivitis):** Your child cannot return to school until after being on medication for more than twenty-four (24) hours.
- **Chickenpox:** If your child has not had chickenpox and is exposed, he or she should be watched for symptoms for thirteen (13) to seventeen (17) days from exposure. Symptoms include slight fever, crops of red



raised eruptions that change to vesicles and then form scabs. Your child should be kept out of school and away from other children if these symptoms develop. Your child may return to school five (5) to seven (7) days following the onset. Scabs need not all be gone, but they must be very dry.

- Skin rash: Your child may not attend school. You will need a release from the doctor stating that the child is able to return to school. If the child has a contagious rash, please notify the school as soon as possible.
- Head lice: Parents are to report to the school if their child has head lice. The affected child's classmates will be notified. Treatment for head lice should begin immediately at home and checked daily for 2 weeks after treatment. Students will be allowed to attend school as long as treatment has been started.
- Any other communicable illness: Please notify the school office and keep your child home from school until fully recovered.

If your child becomes sick at school, we will call you and ask that you pick up your child. If your child is injured at school and the injury cannot be attended to in the school office, we will call you to ask that you pick up your child. An injury report will be filled out and a copy sent home for all injuries that are more than minor. Please make sure the school has your correct emergency telephone numbers.

When the child returns to school, he or she should be well enough to participate in all normal school day activities. If a child cannot, for medical reasons, rejoin any activities, parents should bring a note from a licensed physician or other qualified medical professional explaining the circumstances. If your child is returning from an illness that requires medication to be given at school, please check the *Medication* policy included in this handbook. Also, please refer to the *Homework During Absences* policy for information on making up work that is missed during an illness.

## **MEDICATION POLICY**

### **PRESCRIPTION MEDICATION**

The office must be notified when a student is required to take prescription medicine during school hours. All prescription medications must be brought to the office and a medication consent form must be filled out and signed by a parent or guardian. The medication bottle must have the pharmacy's original label on it. It is the student's responsibility to come to the office to take the medication.

### **NON-PRESCRIPTION MEDICATION**

Hope is not responsible for student use of non-prescription drugs. Due to liability, the school office will not provide students with any non-prescription medication. Exceptions made only when verbal or written consent is given. If a parent wishes to allow their child to take over the counter medications, the medication must be stored in the school office, in the original container with the child's name on it. A medication consent form (available at the school office) must be on file in the school office. Stimulants are not permitted.

## **FIRST AID**

Teachers and staff members have been trained in First Aid, CPR and AED. In emergency situations, every effort will be made to contact parents. It is important that each family complete the online Emergency Form prior to the beginning of the school year identifying potential health concerns (allergies, chronic illnesses, and the like).

## **SAFETY DRILLS**

Hope Lutheran practices safety drills monthly to ensure the safety of students, including the following drills:

## **FIRE DRILLS**

Fire drills are conducted several times per year. Students are given instructions about procedures and behavior expected during these drills. Fire exit procedures are posted in each classroom. Students are to follow the instructions of their teacher and exit the building in a quiet and orderly manner.

## **EARTHQUAKE DRILLS**

Earthquake drills are conducted twice a year. Students are asked to follow the response procedures posted in each classroom and as explained by the teacher. The school has an earthquake disaster preparedness plan in the school office.

## **EMERGENCY LOCK-DOWNS**

Emergency lock-down drills are practiced several times a year. In case of an intruder or potential danger from outside the school, the office will signal teachers using an office alarm and/or phone system. The front door and all interior doors will be locked. Blinds will be lowered on the first floor and students will be instructed to go to a part of the room where they are not visible from interior hallways. Students also practice lock-down drills and shelter-in-place drills in case of a potential danger from the community.

## **EMERGENCY PROCEDURES**

We are prepared to care for your child in times of a critical situation. In the event of an emergency, we ask parents to follow these procedures:

- Please do not call the school. We must keep lines open for emergency service if needed. A Gradelink message will be sent to phone numbers on the registration phone list. It is very important that you maintain updated phone numbers with the school office so that you can be contacted in the event of an emergency.
- An emergency center will be set up and will be the pick-up point for you to take custody of your child. Only persons designated on the child's registration form will be able to pick up your child. This will allow us to keep track of all children. There will be signs directing you to this emergency center. It will typically be the school lowers parking lot/playground but if necessary, students could be evacuated to alternate locations.
- The school maintains emergency supplies in several locations throughout the school. Adequate food, water and necessary supplies are kept for all students.
- No student will be dismissed unless a parent (or individual designated on the registration form) comes for him or her.

# **Discipline Policy**

Our goal at Hope Lutheran is to establish a wholesome and respectful Christian school setting, allowing us to develop a caring community of learners. Teachers at Hope regard their students as precious gifts of God. In turn, students at Hope Lutheran are expected to demonstrate honor and respect. Disrespect in any form towards teachers, property or peers are not consistent with the values of Hope Lutheran School.

We have worked hard to create a student discipline plan that is consistent across all classrooms. At Hope Lutheran School, we have high behavioral expectations for our students. When those expectations are not met, we have developed the following rubric to address behaviors that can result in disciplinary action. These are examples and are not an exhaustive list. Please review this information and discuss it with your child so you are aware of the

expectations and the corresponding consequences. Behaviors and consequences are defined after the rubric. As part of the discipline plan, a Discipline Team has been created to provide a single teacher contact for the primary grades (K-2), the intermediate grades (3-5) and the middle school grades (6-8). When necessary, Discipline Team members will work with individual students to mentor, guide, and nurture them. Team members will also work on social skills for the student.

### **CONSEQUENCE RUBRIC (BY GRADES: K-2, 3-5, 6-8)**

<i>BEHAVIOR</i>	<i>1ST OCCURRENCE</i>	<i>2ND OCCURRENCE</i>	<i>3RD OCCURRENCE</i>	
<b>LEVEL 1</b> Rough Play Teasing or Exclusion Disrupting Learning Environment	K-2: 5 minutes missed recess  3-5: 10 minutes missed recess and parent contacted  6-8: One missed recess and parent contacted	K-2: 10 minutes missed recess and parent contacted  3-5: One missed recess  6-8: Detention	K-2: One missed recess & principal referral  3-5: Detention  6-8: Detention and one day of Classes Only	Develop Individual Plan with 3 <sup>rd</sup> occurrence of any behavior
<b>LEVEL 2</b> Inappropriate Language/Conduct Physical Harm Disrespect for Teacher or other in Authority Cheating and Plagiarism	K-2: 10 minutes missed recess and parent contacted  3-5: One missed recess, parent and principal contacted  6-8: Detention and parent contacted	K-2: One missed recess  3-5: One missed recess and one Quiet Lunch  6-8: Detention and one day of Classes Only	K-2: One missed recess and one Quiet Lunch  3-5: ½ Day In-House Suspension  6-8: ½ Day In-House Suspension, remainder of day is Classes Only	Develop Individual Plan with 3 <sup>rd</sup> occurrence of any behavior
<b>LEVEL 3</b> Severe Physical or Emotional Harm Threats of Violence Harassment Destruction or Theft of Property	K-2: One missed recess, parent conference, principal contacted  3-5: Detention, parent and principal contacted  6-8: Detention and one day of Classes Only, parent contacted	K-2: One missed recess and one Quiet Lunch  3-5: ½ Day In-House Suspension  6-8: ½ Day In-House Suspension, remainder of day is Classes Only	K-2: ½ Day In-House Suspension  3-5: Full Day In-House Suspension  6-8: Full Day In-House Suspension	Develop Individual Plan with 3 <sup>rd</sup> occurrence of any behavior

### **BEHAVIOR DEFINITIONS**

#### **LEVEL 1:**

- “Rough Play” is defined as physical play that may result in injury or damage.

- “Teasing or Exclusion” is defined as intentionally and repeatedly saying/doing something to hurt another student’s feelings or socially excluding other student(s).
- “Disrupting Learning Environment” is defined as any action that significantly impacts any student (including self) from learning, listening, or staying on task. This includes worship activities sponsored by the school and any school sponsored activities (during school hours or otherwise).

## LEVEL 2:

- “Inappropriate Language/Conduct” is defined as use of foul, crude, obscene, or otherwise un-Christian language or gestures.
- “Physical Harm” is defined as intentional hitting, kicking, etc. toward another student.
- “Disrespect for Teachers or Others in Authority” is defined as defiance or failure to comply with reasonable requests by adult.
- “Cheating” is defined as acquiring answers dishonestly.
- “Plagiarism” is stated in the handbook as “Plagiarism and Copyright Infringement”.

## LEVEL 3:

- “Severe Physical or Emotional Harm” is defined as physical or emotional harm against any person at any school authorized event; or any other conduct that threatens or endangers the health, safety, spiritual welfare or physical well-being of any such person, including recording sound or video or taking a photo of anyone else without consent from that person.
- “Threats of Violence” is defined as communication leading to a student’s fear for safety.
- “Harassment” is defined as repeatedly troubling, worrying, or tormenting of another student or adult based on age, race, gender, disabilities, or individual differences. This includes the use of electronic media (websites, cell phones, etc.) to harass, intimidate, humiliate, bully or threaten another student or adult. Harassment includes, but is not limited to references made to a person or groups based upon a person’s age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or group are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Any incident of harassment should be reported to an adult. Retaliation against any individual who makes charges of harassment against any individual is likewise prohibited.
- “Destruction or Theft of Property” is defined as damage or theft of school property or the property of anyone in attendance at an authorized school function.

## CONSEQUENCE DEFINITIONS

- “Parent Contact” means that the school will contact the parent to discuss the behavior on the day the behavior occurs. “Inside Recess” means the student stays in at one 15-minutes recess (or minutes of one recess), completes a “Think About It” form during that time, and goes outside at other recesses.
- “Quiet Lunch” means that the student eats lunch away from peers with no social interaction. Students may complete a “Think About It” form during that time.
- “Detention” is a 40-minute after school time where no work or studying is allowed. Student may complete a “Think About It” form during that time.
- “Classes Only” means the student stays alone at lunch and at all other unstructured times under supervision and participates in no sports or other extracurricular activities for that day. Student will complete a “Think

About It" form.

- "½ Day In-House Suspension" requires the student to be at school, but will not allow for any social interaction. Student's work will be sent to them to complete during this time. Student's remainder of day will be "Classes Only". Student will complete a "Think About It" form. Student participates in no sports or other extracurricular activities for that day.
- "Full Day Suspension" requires student to be at school, but will not allow for any social interaction. Student's work will be sent to them to complete during this time. Student will complete a "Think About It" form. Student participates in no sports or other extracurricular activities for that day.
- An "Individual Plan" will be developed by the teacher, the Discipline Team, and the principal to outline further consequences should this behavior occur again.
- If necessary, the student will be immediately removed from classroom.

Behavior, date, time, class, teacher involved/reporting, and consequence will be recorded and placed in student's permanent school file.

### ***NO TOLERANCE POLICY***

In addition to the behaviors listed above, certain behaviors will result in immediate disciplinary and/or legal action due to the severity of the offenses. Use or possession on school property of firearms, ammunition, knives, fireworks, or other dangerous weapons or substances will result in immediate suspension and/or expulsion. If brought to school, parents and, if required, police will be notified. Possession of and/or being under the influence of alcohol, illegal drugs, look alike drugs, the misuse of prescription drugs, or possessing of drug paraphernalia on schools grounds or at school activities will result in immediate disciplinary action.

### ***REVIEW OF CONTINUED ENROLLMENT***

In certain cases, the discipline process may include suspension and expulsion. Yet with repentance, forgiveness and new life, discussion for return (from suspension) or re-enrollment (from expulsion) may occur, usually for the next academic year in the case of expulsion. The following are some circumstances that would result in a review of continued enrollment:

- Lack of academic progress due to insufficient effort or interest.
- Consistent refusal to comply with school policies.
- Behavior which demonstrates a lack of concern or insensitivity to the rights, needs, and feelings of others.
- A display of attitude, speech, and behavior that is inconsistent with the objectives of the school.
- Lying during the admission process or counseling, falsifying documents of past schools and legal issues.

### **VOLUNTEERS & DISCIPLINE**

We are thankful for our volunteer parents assisting in classrooms, providing lunch coverage, and covering recess duty. During these volunteer times, we ask that if discipline situations arise, parents fill out an incident report (provided in the office or in the playground Parent Packet) and return that report to the child's homeroom teacher. Behavior consequences will then be handled by that child's teacher. Volunteer parents should never be involved in personally disciplining a student. In all cases, volunteer parents are expected to respect the privacy of the child and keep discipline situations confidential.

# General School Policies

## **BIRTHDAY CELEBRATIONS**

If your child is going to have a party, we ask that you give consideration to the feelings of all the children in the class. If your child cannot invite all of children of the same gender in their class, please mail the invitations. Students may bring a treat for the class on their birthday; please contact the homeroom teacher in advance to arrange for an appropriate time.

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones and other electronic devices not issued by the school including smartwatches may not be used on campus during the school day or after school unless explicitly approved by a teacher or other school staff member. The school understands that families equip their children with cell phones as a matter of safety. Therefore, students may keep a cell phone in their backpack or locker under the following conditions:

- The cell phone/electronic devices are to be turned off and remain in the backpack or locker throughout the day.
- The cell phone/electronic devices are not to be used within the school building, including Extended School Care and extra-curricular events.

Under no circumstances should a phone or other device be used to record sound or video or take a photo of anyone else without consent from that person. Students who violate any of these rules will have their phone confiscated.

**Confiscated phones will be returned only when a parent or guardian comes to the office to claim them. Additional violations will receive further consequences as deemed appropriate by the Principal, including the phone not being allowed at school.**

## **COMPUTER AND NETWORK SYSTEM USE**

Our students are blessed with access to an ever-increasing world of electronic information. As good stewards of our time and talents, individuals using electronic resources must be aware that not all materials are beneficial to a student or consistent with the mission and philosophy of Hope Lutheran School. Students who access technology through the school are governed by the policies in this handbook.

Students are responsible for appropriate behavior on the school's computers and network system, hereafter referred to as the "System." Users of the System must comply with the standards outlined below. The use of the System is a privilege, not a right, and will be revoked if abused. The information in the standards below is not intended to preclude the supervised use of the System while under the direction of a school staff member.

The System has been established for a limited educational purpose to include curricular activities. It has not been established as a public access or public forum: therefore, restrictions are placed on the material accessed or posted. Students must have training before they are allowed to use the System. The school has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action for any activity characterized as illegal, unethical, inappropriate or unacceptable.

### 1) PERSONAL SAFETY

- a) Students may not post personal contact information (for example, address, and phone number or social security number) about themselves or any other person.
  - b) Students may not agree to meet with someone they have met online through the System.
  - c) Students may not enter chat rooms through the System.
- 2) ILLEGAL ACTIVITIES
- a) Students may not attempt to gain unauthorized access to this or any other computer system or go beyond their authorized access by entering the account number of another person or entity or accessing the account number or files of another person or entity.
  - b) Students may not deliberately attempt to disrupt the System or destroy data by spreading computer viruses or by any other means.
  - c) Students may not disrupt the operation of the System. The System, including hardware or software, may not be destroyed, modified or abused in any way.
  - d) Students may not use the System to engage in any illegal act, such as the sale or purchase of a controlled substance, engaging in gang activities, threatening the safety of a person or the like.
- 3) SYSTEM SECURITY
- a) Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no circumstances should students give their password to another person.
  - b) Students must immediately notify a teacher or the System administrator if they have identified a possible security problem. They should not look for security problems; this may be construed as an illegal attempt to gain access.
  - c) Anything that is downloaded must be downloaded to disk or flash drive only.
  - d) Students may not compromise System security by leaving files open or sessions unattended or unsupervised. No one shall access, view or use private information, obtain copies of data or modify files or data belonging to other users. Users may not misrepresent others in the System or attempt to gain unauthorized access.
  - e) Students must assume responsibility for data security and must backup important documents and files on their personal disk or flash drive.
- 4) INAPPROPRIATE LANGUAGE
- a) On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, blaspheming or disrespectful language.
  - b) Students may not post information that could cause danger or disruption or engage in personal attacks. Students may not harass another person by a persistent action that distresses or annoys another person and they must stop if instructed to do so; failure to do so will result in immediate disciplinary action.
- 5) RESPECT FOR PRIVACY
- a) Students may not re-post a message that was sent to them privately without the permission of the person who sent the message.
- 6) RESPECT FOR SYSTEM RESOURCE LIMITS
- a) Students may not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a number of people)
  - b) Students may not access e-mail accounts without express permission of a school faculty or staff member.
- 7) PLAGIARISM AND COPYRIGHT INFRINGEMENT
- a) Students may not plagiarize words found on the Internet. Plagiarism is taking the ideas or writings of others

and presenting them as if they were your own, including the use of artificial intelligence.

- b) Student must respect the rights of copyright owners. Copyright infringement occurs when works, such as pictures and text that are copyright protected are inappropriately reproduced. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not a work may be used, they must request permission from the copyright owner. Material used from other sources should be given appropriate credit in a student's document.
- c) The unauthorized installation, use, storage or distribution of copyrighted software or materials on school computers is prohibited.

#### 8) INAPPROPRIATE ACCESS TO MATERIALS

- a) Students may not use the System to access materials that are profane or obscene or that advocate illegal acts of violence or discrimination toward other people (hate literature).
- b) If a student mistakenly accesses inappropriate information they must immediately inform the teacher. This will protect them against a claim of intentional violation of this policy.

#### 9) COMMERCIAL USE OF THE SYSTEM

- a) Students may not use this System for commercial purposes to offer, provide, or purchase products or services through the System.

#### 10) SCHOOL REPORTING

- a) The school reserves the right to produce reports on all individual users including sites accessed, time online, network access history and to discipline students not in compliance with this policy.
- b) The school reserves the right to use information from user reports for operational reporting purposes.

#### 11) INTENTIONAL DAMAGE OR DESTRUCTION

- a) Students may not intentionally damage or destroy System equipment. If intentional damage or destruction occurs, the student will be liable for the costs of repair or replacement of such equipment.

#### 12) GUARANTEES AND DAMAGES

- a) The school makes no guarantee that the functions or the services provided by or through the System will be error-free or without defect.
- b) The school will not be responsible for any damages suffered including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored in the System. The school will not be responsible for financial obligations arising from unauthorized use of the System.

## FIELD TRIPS

**\*COVID-19 Note: Field trips may be postponed or cancelled due to efforts to mitigate the spread of COVID-19.**

Teachers will schedule field trips coinciding with topics of study. Permission slips including information about the trip will be sent home. Students may not go on field trips without a signed permission slip from the parent or guardian. When private cars are used, there must be a seatbelt and/or booster seat as required by age or weight for each rider.

## FOOD AND BEVERAGES

For safety, for the encouragement of healthy food choices, and for maintaining a school environment that is conducive to learning, we have adopted the following student policies:

- Nuts are not allowed at all in the School Lunchroom.



- Food (including candy) is to be eaten only during lunch and snack time and may not be taken to the playground.
- Food and beverages in glass containers are not permitted on campus.
- Soda is not allowed in student lunches or snacks.
- Energy or high caffeine drinks (i.e. Red Bull, Monster, lattes, etc.) are not allowed in student lunches or snacks.

## **ITEMS FROM HOME**

To avoid distractions from learning, students are asked to leave the following items at home: matches, squirt guns, radios, CD players, MP3 players/iPods, gum, pagers, hairspray, nail polish and remover, body spray, and any other electronic games. Bicycles ridden to school should be locked outside. Skateboards or scooters used for transportation should be kept in the school office during the day. Confiscated items will be returned to parents only.

## **LOST & FOUND**

Students routinely misplace items throughout the school year. Hope Lutheran School provides a “Lost and Found” bin located in the main school lobby to collect items that have been misplaced during the school year. Parents and students are encouraged to check there for missing items.

## **SOCIAL EMOTIONAL LEARNING**

Hope Lutheran School utilizes a new (fall 2023) social and emotional skills curriculum called *Friendzy*. *Friendzy* is a classroom-based curriculum for the entire student body, with a distinct curriculum for each grade band. It is created to help students develop important social skills including self-awareness and empathy; it is designed to help students create healthy and Godly friendships.

## **PROGRAM (PIP)**

“PIP,” or “Parent Involvement Program” is a program of parent volunteer hours. The school office staff administers this program, which has been a blessing to our school. The purpose of the program is:

- To foster closer identification of all families with the school through parent involvement.
- To capitalize on the values of working together and getting to know each other.
- To tap community, parent, and family resources in order to enrich the school program.
- To support and encourage teachers.
- To provide real assistance to the school coupled with monetary savings.

Program guidelines are as follows:

- Each family with children in grades K through 8 is required to contribute (30) thirty volunteer hours per year (per family, not per child). Single parent families are required to contribute (15) fifteen hours.
- The program year runs from June 1st through May 31st of each year to allow time for any shortfall of hours to be billed and paid before the end of the school year. Hours must be worked before May 31<sup>st</sup> to be credited toward the current school year; hours worked after June 1<sup>st</sup> will be credited to the following school year.
- Unfulfilled hours at the end of the program year will be billed at \$30 each, based on ¼ hour increments.
- Statements showing hours volunteered and the remaining balance of unfulfilled hours will be sent home at the end of each school trimester.
- Parents have the option of paying off their PIP balance at any time during the year. Once paid, amounts will

not be refunded.

- Volunteer or “PIP” hours:
  - May be worked in many ways, including working on fundraisers, helping teachers in the classroom, chaperoning field trips, working in the school office and maintaining the school grounds.
  - Are to be recorded on the PIP forms found inside the school office or electronically via Gradelink. Hours should be submitted by the 10<sup>th</sup> of the following month to receive credit and should be rounded to the nearest ¼ hour.
  - May be worked by parents, grandparents or other extended family. Volunteer hours worked by students of Hope may not be counted as PIP hours.
  - May not be fulfilled by working on fundraisers that benefit a limited group of students (for example the East Coast Trip, Cheerleading and Dance/Drill fundraisers).
  - Will be credited by (1) one hour for each month that a family purchases \$200 or more of Scrip (refer to the PTH Handbook for more information on the Scrip program). There is a twelve (12) hour maximum per family per school year for these credits.
  - Are automatically fulfilled in full each year for any person serving on the PTH Board for a complete two-year term in the positions of President, Vice President, Treasurer and Secretary.
  - May not be exchanged for tangible goods or donations to the school (as this would negate the purpose of the program).

A listing of the many ways in which families can fulfill their volunteer hours can be found in the PTH Handbook on the website. Additionally, PIP opportunities are regularly advertised in the school newsletter and website.

## **PET POLICY**

For the safety and health of our students, dogs and pets are not allowed in the school or on school grounds during school hours or activities, including drop-off or pick-up periods. Exceptions to this policy are service animals or animals present for a pre-approved educational purpose. The school reserves the right to remove any animal from its grounds. Owners are responsible for maintaining control of their pets at all times and for removing any waste materials from school grounds.

## **PUBLIC DISPLAY OF AFFECTION**

The public display of affection is a practice that makes some people uncomfortable and, as a matter of mutual respect, couples will refrain from such activity.

## **SCHOOL YEARBOOK**

Each year, a book of photographs and memories of students from preschool to 8<sup>th</sup> grade is produced courtesy of the yearbook staff. The staff is made up of students taking the Yearbook elective class. Each student will receive a school yearbook near the end of the school year.

## **SEARCH OF STUDENTS**

The school takes the responsibility of your child’s safety very seriously. The school reserves the right to search, at any time for any reason. This right includes, but is not limited to: backpacks, purses, wallets, schoolbags, pockets, lockers and desks on Hope Lutheran’s property. The school may search whether or not the child or parents are physically present. All searches will be directed solely by the principal or the principal’s designated staff.

## **TEXTBOOKS**

All textbooks are to be covered throughout the school year. Fines will be assessed at the end of the year for damaged or missing books.

## **VISITORS**

All visitors, including parents and guardians, are asked to sign in and out at the office upon entering and leaving the school when classes are in session. This includes those volunteering in the classroom during lunch and recess hours.

# Handbook Signature Page

As a condition of your child’s enrollment at Hope Lutheran School, the parent and child are committed to adhere to the rules, policies, and procedures of the school, as stated in the School Handbook. Please read and familiarize yourself with the contents of this handbook so that you have an understanding of the information provided. Please also familiarize your child with the sections that pertain to students. The school reserves the right to modify or amend this handbook at any time.

I hereby acknowledge that I have read the School Handbook and agree to the commitment set forth above for the 2023 - 2024 school year.

---

Print Parent/Guardian Name

Student Name

---

Parent/Guardian Signature

Date