

2023- 2024

PARENT - STUDENT HANDBOOK

Kindergarten - Grade Eight



School Year Theme: "Rooted in God's Love"
Ephesians 3:17

HOPE LUTHERAN SCHOOL

1041 E. Foothill Boulevard
Glendora, California 91741
www.hopelutheranschool.net
(626) 335-5315

Accredited by

Western Association of Schools and Colleges (WASC) National
Lutheran Schools Association (NLSA)

Students at Hope...

Know Christ,

- Verbalize the person and work of Christ
- Demonstrate knowledge of Scripture
- Demonstrate knowledge of Lutheran-Christian doctrine
- Demonstrate forgiveness in their interactions with others
- Participate in worship
- Be good stewards of God's creation

are Effective Communicators

- Express themselves through various modalities
- Reason soundly and critically
- Listen critically, with understanding, and empathy
- Articulate ideas clearly, both orally and in writing using rich language, media, and technology
- Ask questions and engage in discussion to create, inform, defend, or expand knowledge.

and Developing Learners

- Assess, strategize, and create solutions to various challenges
- Persevere in learning
- Demonstrate proficiency in research methodologies
- Achieve at, or above, assessed level
- Acquire study skills for independent learning

SCHOOL PERSONNEL

A. **Administrative Staff:**

| | |
|------------------------------|---------------|
| Vacancy Pastor | Steven Parks |
| Chairman, Board of Education | Ryan Sosa |
| Principal | Brenda Nguyen |
| Preschool Director | Ellen Head |
| Office Staff | Julie Hale |

B. **Day School Staff:**

| | |
|-----------------------------------|-------------------|
| Middle School ELA | Rebecca Armstrong |
| Middle School Math/Science | Renee Wishek |
| Middle School Math/Social Studies | |
| 5th Grade Homeroom | Pamela Moore |
| 4th Grade Homeroom | Elisa Sanchez |
| 3rd Grade Homeroom | Darlene Sandmark |
| 2nd Grade Homeroom | Tammarra Garcia |
| 1st Grade Homerooms | Karen Johnson |
| Kindergarten | Jennifer Marshall |
| Extra/Co-Curricular Groups | |
| Athletic Director | Tammy Garcia |
| Student Council | Rebecca Armstrong |

C. **Parent Teacher League (PTL)**

| | |
|----------------|--------------|
| President | Kendra Smith |
| Vice-President | Olga Alfaro |

D. **Board of Education**

Ryan Sosa
 Brian Brophy
 Bill Martinez
 Rebecca Simjian
 Jay Brakensiek

TABLE OF CONTENTS

Philosophy

- Introduction 6
- Lutheran School System 6
- Mission Statement 6
- Statement of Belief 6

General Information

- Board of Education
- Pastor 7
- Principal 7
- Christian Teacher 7
- Parent Participation
- Accreditation 8
- Curriculum 8
- School Hours 9
- Absences, Tardies, and Dismissal for Medical and Dental Appointments 10
- Tardiness 11
- Student Information and Likeness 11
- Bicycles 11
- School Dress and Personal Appearance 12-13
- Personal Belongings 13
- Technology Use 13
- Drop-Off/Pick-Up 14
- Standardized Testing 14
- Communication 14
- Grievances 15
- Kindergarten Readiness/Placement Testing 15
- Grading 15-16
- Lunch Service 16
- Worship Life 17
- Physical Education 17-18
- School Library 18
- Field Trips 18
- Extended Class Trips 18

Extra-Curricular Activities

- Student Council 18
- Sports 18
- Extra-Curricular 19
- Eligibility 19

School Age Care

- Purpose 19
- Qualifications 19
- Operation 19
- Dress Code 20
- Cost 20

Safety Programs/Procedures

- Behavioral Expectation 20-21
- Emergencies 22
- Pets 22
- Immunizations/Medical Records 22
- Medications 23
- Allergies 23
- Smog/Smoke Alert 23
- Child Abuse Reporting 24

Schools Costs/Payments

- Registration 24
- Accident Insurance 24
- Tuition 24
- PTL Fees 25
- Other Fees 25

- Appendix I: Liability Release 26
- Appendix 2: Media Release Form 27
- Appendix 3: Parking Lot/Drop-Off/Pick-Up 28
- Appendix 4: Harassment and Policy 29-30
- Appendix 5: Responsible Use Agreement 31

PHILOSOPHY

Introduction

Hope Lutheran School is a Christ-centered community that includes the church members, pastor, parents, school staff, and students. Every effort has been made to make this document representative of all who comprise this community. Hope Lutheran Church began its ministry to school age children in 1960 through Hope Lutheran School and to pre-school age children through Hope Lutheran Preschool in 1991.

Lutheran School System

Lutheran schools have more than a 150-year history of excellence in the United States. The Lutheran Church - Missouri Synod operates the second largest Christian school system in the United States (The Roman Catholic Church is first) with approximately 2,000 schools nationwide that serve over 190,000 students.

Hope Lutheran Church sponsors a pre-school, elementary, and junior high school. We also have sister schools where students can continue their education after leaving Hope. The nearest college/university is Concordia University located at 1530 Concordia Drive, in Irvine (949-854-8002, www.cui.edu).

Mission Statement

In obedience to Christ's command to make disciples, at Hope Lutheran School we endeavor to help children know Jesus as their Savior, to serve God and one another in their daily living, and to fully develop and use the abilities God has given them.

The words of Jesus: *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."* Matthew 28:19-20 speaks to us today as clearly as when Jesus spoke it to His first disciples. Our congregation at Hope, as part of the world wide Christian Church today, still seek to fulfill the "Great Commission" in Matthew 28, by reaching out to share God's love with all: young and old, believers and nonbelievers. Such a love must start with God Himself, since the Bible tells us God is love.

Thus, in seeking to share love with others, we at Hope Lutheran School are really seeking to share God and His love. This love saves all from sin, death, and the power of the devil. Besides saving us, His love also empowers us to live as His own children and He will bring us home to heaven one day. The purpose of our congregation then is very important; God's Spirit works in each member, and as each is filled with the Spirit's power, he reaches out to bring others into God's Kingdom for time and for eternity. Since Hope Lutheran School is an integral part of the congregation, it helps fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.

Religious Connection, Doctrine, and Practice (Statement of Belief)

Hope Lutheran is a part of the Lutheran Church-Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit; a faith built on... , "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the Universal Christian Church, the LCMS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. We believe, without reservation, scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and practice.

GENERAL INFORMATION

Board of Education

The Board of Education of Hope Lutheran Church is made up of members of Hope Lutheran Church who have a special interest and expertise in Christian education. Members of the Board are elected annually and serve a two year term. The Board is responsible for developing school policies, protocols, and general strategic direction. They then oversee the implementation of these policies through the work of the principal.

Pastor

The pastor is the spiritual leader of Hope Lutheran Church. He frequently conducts weekly chapel services and is a special resource person to teachers and students. He works with the principal to ensure that teachers are proclaiming and students are hearing the Gospel message of Jesus Christ.

Principal

The principal is responsible for implementing the policies and protocols created by the Board of Education. He/she is entrusted with overseeing the day-to-day operations of the K-8 school and facility while providing both fiscal and instructional leadership.

The Christian Teacher

The Christian teacher is your most important partner in the Christian education of your child. She/he interacts daily with students and has your child's academic, spiritual, emotional, and physical well-being as their primary concern. She/he will proactively communicate with you about these areas throughout the school year. If you have any question or concerns about your child's progress, or any other area of your child's school life, please speak to your child's teacher.

As mentioned earlier, the LCMS maintains a nationwide system of colleges and universities. Many of the teachers at Hope have done work at one of these institutions and are especially equipped to provide your child with a completely Christ-centered education. Teachers are models of life-long learners as they continue to grow in their ability as teachers and their walk with Christ.

We believe that God, through the Board of Education, has "called" each teacher to serve at Hope at this present time and in his or her various positions. Our Board of Education seeks the Lord's direction and blessing as they study resumes and interview prospective teachers when God calls a current staff member to a new ministry.

Parent-Teacher League (PTL)

The PTL is a support group for our school, composed of parents. Each school parent is automatically a member and eligible to serve in its various ministries. Through our PTL, parents provide many hours of volunteer time assisting teachers and helping school programs function smoothly. PTL provides financial support to several programs through fund-raising events throughout the year, seeks to promote a positive school community through social events, and provides social and emotional support for families to help parents in their important task of Christian parenting

Family Engagement

Hope has an expectation that families will volunteer at least twenty (20) hours per family per academic year. Because opportunities are spaced throughout the school year we ask that ten hours be completed by December 17, and the remaining ten be completed by last day of school.

Educational research shows that students who have family members who are involved in their schooling achieve at higher levels than those that do not. We also know that as families serve with each other, they build bonds of connection and friendship that last long after their students leave Hope. We encourage all parents to become actively involved in the PTL and support PTL activities and projects. In addition, there are numerous opportunities for parents to serve regularly. We strongly encourage parents to help at our campus workdays called "Keep Hope Beautiful" which are scheduled throughout the school year.

Extra hours from the first half of the school year may carry over to the second half of the school year. It is Hope's wish that all twenty hours be used in volunteer service but hours can also be redeemed through a \$10 per hour donation. Click on the "Service Hours" tab on the main page of Gradelink to submit hours. Forms are also available in the Main Office to record volunteer hours or to turn in receipts for credit. Hours cannot be credited until forms are completed. Children are not allowed to serve hours in lieu of parents.

Accreditation

Hope Lutheran School is fully accredited by the Western Association of Schools and Colleges (WASC) and the National Lutheran Schools Association (NLSA). Each organization has a demanding set of standards that must be met to receive, and keep, its accreditation. In addition, Hope is required to annually report progress on its plan for continuous improvement to each organization. Both WASC and NLSA conduct regular on-site audits of the entire school program according to their established timelines.

Curriculum and CCSS

Above all, anything taught at Hope Lutheran School will be consistent with Biblical truth and the doctrine of the LCMS. As a private, Christ-centered school, Hope has a challenging, engaging, and relevant curriculum informed by best practices and innovations from BOTH public and private schools.

As the discussion around the Common Core State Standards (CCSS) continues, it is important to clarify the role that standards have in a school. Standards articulate what students should know and be able to do upon completion of a course of study, for example, 3rd Grade English Language Arts. However, standards do not dictate how to teach, or what specific materials to include in a course of study. The CCSS is a set of *standards*, not a curriculum.

Here at Hope, when the CCSS aligns with what we want our students to know and be able to do, we may use the same language. Where they do not, we will exercise our ability to create our own standards. We also draw upon relevant recommendations from content area experts such as the National Council for the Social Studies and the International Society for Technology in Education. Regardless of the language used, whether CCSS or not, the standards developed and promoted at Hope will never run contrary to God's Word.

We use God's Word, emerging research, established best practices, and our expertise, among other things to guide the development of our *curriculum*. It is at the curriculum level that decisions are made about learning materials (textbooks and novels) and learning activities (projects and assignments). The curriculum at Hope is taught by adults who love Jesus and who are the frontline in helping students develop their relationship with their Savior. Hope has an established process for reviewing its curriculum to ensure it continues to be engaging and relevant.

School Hours Monday-Friday (except Wednesday)

| | | |
|-----------------|-----------------------|---|
| | 7:00 A.M. - 8:00 A.M. | Daycare Opens |
| | 8:00 A.M. | Classrooms Open |
| | 8:10 A.M. | Classes Begin/All students to be seated in classrooms |
| | 9:45 A.M. | Recess Grades K - 4 |
| | 10:00 A.M. | Recess Grades 5 - 8 |
| | 11:20 A.M. | Lunch/Recess Grades K - 4 |
| | 12:00 P.M. | Lunch/Recess Grades 5 - 8 |
| | 1:45 P.M. | Recess/P.E. Grades K - 3 |
| | 2:15 P.M. | P. E. Grades 4 -5, Electives Grades 6- 8 (T, Th) |
| | 3:10 P.M. | Dismissal |
| (M, T, Th, & F) | 3:20 P.M. | 6:00 P.M. |
| | | Daycare Open |

Wednesday Schedule

| | |
|-----------------------|---|
| 7:00 A.M. - 8:00 A.M. | Daycare Care |
| 8:00 A.M. | Classrooms Open |
| 8:10 A.M. | Classes Begin/All students to be seated in classrooms |
| 8:30 A.M. - 9:00 A.M. | Chapel |
| 9:45 A.M. | Recess Grades K - 4 |
| 10:00 A.M. | Recess Grades 5-8 |
| 11:20 A.M. | Lunch/Recess K-4 |
| 12:00 P.M. | 5 - 8 Lunch/Recess |
| 1:15 P.M. | P.E. Grades K-3 |
| 2:10 P.M. | K-8 Dismissal |
| 2:20 P.M. - 6:00 P.M. | Teacher Professional Learning Time Daycare Care Open |

Noon Dismissal**Schedule**

| | |
|-----------------------|---|
| 7:00 A.M. - 8:00 A.M. | Daycare Open |
| 8:00 A.M. | Classrooms open |
| 8:10 A.M. | Classes Begin/All students to be seated in classrooms |
| 9:45 A.M. | Recess Grades K - 4 |
| 10:00 A.M. | Recess Grades 5 - 8 |
| 12:00 P.M. | Dismissal |
| 12:10 P.M. -6:00 P.M. | Daycare Open |

We ask that no students arrive at school before 7:00 A.M. and the school will accept no liability for students on school or church grounds before that time. Students who arrive prior to 7:50 A.M. are to report directly to School-Age Care (SAC). Students are not to loiter on campus in the morning and should be in either a classroom or in SAC. Parent cooperation regarding this matter of supervision is mandatory and in the best interest of student safety. Supervision is provided in SAC from 7:00 A.M. - 8:00 A.M. and a fee is charged for this time. Parents not wishing to be charged must make alternate arrangements for their children's supervision before 7:50 A.M., or simply ensure that they arrive at school no earlier than 7:50 A.M.

Students are supervised in the pick-up area from 3:10 P.M. - 3:20 P.M. For the safety of all students, at 3:20 P.M. those students who have not been picked up or who are not in an after-school activity such as sports will automatically be taken to SAC (daycare).

Absences, Tardies, and Dismissal for Medical & Dental Appointments

Educational research consistently shows a positive correlation between time spent at school and student achievement. Excessive absences or tardies negatively impact both a student's academic and social growth and parents are to make every conceivable effort to have students at school on time.

Any student who is absent from school without a valid excuse for three full days or who is tardy in excess of thirty minutes without a valid excuse on three occasions in one school year is considered truant and may be reported to the County Attendance Officer by the principal. The principal may further inform the Department of Public and Social Services if grounds exist for "neglect" by the parent.

If a child is going to be absent from school, parents must notify the office by 8:30 A.M. The school accepts no liability for a student absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day. If a child has been diagnosed as having a contagious disease, (e.g. Chicken Pox, Head Lice, COVID-19) notify the office so that precautions can be taken and notifications sent home to other families if necessary. We want to honor your commitment to have your student at school but if your child is not well prior to the beginning of the school day, you are requested to keep the child home. When children become ill during the school day, it is essential that parents arrange to have the child taken home as soon as possible. If your child has a fever, please wait 24 hours after the fever breaks before sending your child back to school. Medications, both prescribed and over-the-counter, are discussed in a separate section.

If the child is home sick, you may request that work be set aside for the child, though if they are home sick they likely should be resting and healing. Please make your request for sick work to your child's individual teacher.

At no time during the school day are pupils allowed to leave the school grounds, even during recess or lunch period. If the child is to be picked up during the school day, the parent/guardian or their designee must present himself/herself to the office (not the classroom) before the child is released from class. The child will then be signed out and released. If someone other than the parent/guardian is to pick-up a child, that person should be listed in the drop-off/pick-up section of the emergency information card. To protect student safety, if the person is not clearly recognized by the office staff they will be asked to provide a government issued picture ID such as a driver's license. Parents/guardians are encouraged to drop by or call the main office to add or remove contacts, as necessary, to ensure the list is up to date.

A child who re-enters school the same day must be signed back in at the main office and will receive an admittance slip to go back to class. An absence of two or more hours in a day will be considered a half-day absence.

In the case of a pre-planned absence, such as going out of town for a family funeral, please inform the principal, the main office, and your child's teachers so arrangements can be made for the work that will be missed.

If for any reason your child is absent during the last week of the trimester an incomplete (I) may be given in any affected subject area. Teachers will communicate all work necessary to clear the incomplete from the transcript and this work must be completed in order for grades to be entered for the trimester. If the work is not completed and returned by the designated date (approved in advance by the principal) the grade of O (zero) will be entered for each incomplete assignment.

Tardiness

It is the parents' responsibility to see to it that the student arrives at 8:00 A.M. each school day. A child is considered tardy if he/she is not in the classroom at 8:10 A.M. Please do not treat every day as a best-case scenario, (i.e., one random Tuesday you hit all the lights, there was no traffic, and it only took ten minutes to get to school). Students in Kindergarten - 3rd grade who are tardy for school must be signed in by a parent/guardian at the main office, will receive a tardy slip, and be escorted to class by a member of the office staff. Students in 4th - 8th grade must be signed in by a parent/guardian at the main office. They will receive a tardy slip and should make their way to class immediately.

Tardiness is disruptive to the student and the class and can result in lost instructional time for all of the students. Hope takes the issue of tardiness seriously and consequences will be given for chronic tardiness.

Each trimester, students are given a maximum of five (5) tardies without monetary penalty. This is to allow for traffic incidents or the occasional missed alarm clock. Parents are able, and should, keep track of their student's attendance through Gradelink. On the 6th tardy, and all tardies thereafter in that trimester, a fee of ten dollars (\$10) will be assessed. After the 8th tardy during a trimester, a meeting between the parent/guardian and the principal will be scheduled to take place within forty-eight (48) hours of the tardy. The principal may amend this policy for individual students and/or families should it become necessary.

Completing assignments at home is not an adequate substitute for school attendance, thus students are expected to be at school when school is in session. Hope understands that there will be times when students are absent and may differentiate between excused and unexcused absences. Excusable absences are those related to illness or family emergencies while unexcused absences typically relate to early weekends and/or extra vacation days. Hope will make contact when a student is absent more than three days in a trimester. At this time a plan may be created to help ensure students are at school. Students who are chronically absent may not meet standards for their grade level and risk becoming a candidate for retention.

Student Information and Likeness

Each summer, Hope will notify you of the contact and emergency information we have on file and give you the opportunity to make any revisions. We ask that if the information changes during the school year, you inform the main office as soon as possible so that our records are as up to date as possible. We use this information in creating our emergency cards and our list of acceptable "Drop-off/Pick-up" people for each student.

Hope publishes information about its students' academic and athletic achievements to the rest of the Hope community, and to those outside the Hope community, through the Internet and our social media accounts. It also may use pictures of students in its promotional materials. If you do not wish for Hope to use your student's likeness for these purposes, fill out the "Media Release Form." The form will remain in effect for one school year.

Bicycles

Bicycles, skateboards, scooters, or any other similar vehicles are to be walked, or carried, on and off the school grounds. It is necessary that bikes have a lock and children wear a helmet. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost, or stolen.

School Dress & Personal Appearance

The students of Hope give witness of their Christian faith and training in matters of dress and conduct. As an aid to parents and their children in maintaining a positive image to each other and the community, and at the same time creating a noncompetitive atmosphere, our Board of Education established a campus wear policy. We allow purchase of selected campus wear at Wal-Mart, Target, Kohl's and J.C. Penny, or other major retailers. The following additional guidelines will round out the expected standards of appearance; while at the same time preserve health and safety:

- Pants, shorts, skorts, and skirts should be solid khaki, navy, black or burgundy.
- Polo shirts can be long sleeve or short sleeve and should be solid black, navy, burgundy, gray, light blue or white. The only exceptions are field trip t-shirts worn on the day of a field trip and Hope spirit wear shirts worn on Fridays.
- Sweatshirts can be hooded or crew neck, zipper or pullover and should be solid burgundy, black, navy, gray, light blue or white. The only exceptions are sweatshirts purchased at Outdoor Ed.
- **Logos that are not HOPE logos should be smaller than the child's fist. Clothing should be solid/plain or Hope wear.**
- **On Fridays, Hope t-shirts may be worn, but polos are the rule for every other day of the week.**

Students will be in appropriate campus wear clothing when they are on campus during the school day. **It is strongly encouraged that parents write the name of their student on the tag of the item so if the item is left around the campus, it can be returned.** The exception to campus wear would be special designated spirit day clothing, or days on which students are given "modified dress". P.E. uniforms will be worn while students are in P.E. Students may also be allowed to change into athletic uniforms during the end of the school day if given approval from the athletic director.

Pants, shorts, skorts, and skirts must be proper length and free from rips and tears. Pants should be flat front or pleated uniform style, not cargo pants, sweatpants, knit pants, bell bottoms or leggings.

Socks must be worn by all students and can be cotton anklets, knee socks, or slouch socks. Solid color tights and leggings are acceptable when **worn under shorts, skorts, or skirts.**

While understanding that students undergo growth spurts, all clothing must fit students appropriately. Clothing should be clean and in good repair; without holes or tears.

Shoes must be worn while students are on campus. Shoes should be secured to feet, not oversized, and appropriately tied. Rain boots are acceptable on rainy days. Slippers, flip-flops, open-toed sandals, and shoes with wheels are not campus wear acceptable.

Hats may only be worn outdoors and must be appropriate for Hope Lutheran School.

Hair should be neat, clean, well-groomed, and of a natural color. Hair should not hang in a child's eyes. Extreme hairstyles, coloring, or bleaching are not permitted. Hope reserves the right to ask students to get a haircut or change hairstyles.

Girls in middle school (6-8) may use light, discreet make-up in natural colors. Body piercing jewelry may not be worn, with the exception of stud earrings for **girls.**

Casual/Modified Dress Standards

Standards of safety, modesty, and neatness will be upheld at every Hope Lutheran sponsored school function/event. Shorts, dresses, and skirts must have an appropriate hem length. Shirts, tops, and dresses must have sleeves or a jacket/wrap worn over them. Appropriate footwear should be worn, given the theme of the event. When appropriate, belts should be worn to keep pants at the natural waistline. Logos on clothing must be decent and in good taste. "Distressed" jeans, or jeans with holes are not to be worn on modified/casual dress days. In addition, on modified dress days, leggings may be worn as an accessory and only underneath a dress or skirt.

It is difficult to establish rigid guidelines and much will depend upon the judgment of a teacher supervising the event. If in their judgment, a child's appearance is inappropriate, the child will be gently taken aside and asked to change or alter his/her dress or personal appearance, and parents notified. Teachers are responsible for all students in the school, not just their own homeroom.

Personal Belongings

All students are encouraged to use a durable, protective bag so that wear and tear on school materials may be lessened. Athletic or any personal equipment not specifically requested or approved by the teacher should be left at home. This includes electronic devices, toys and games. Students do not have lockers at school and Hope takes no responsibility for any item that may be lost or stolen.

Cell phones should be turned off and stored in the homeroom teacher's "cell phone storage pocket" during school hours, school sponsored activities, and daycare. During the school day, teachers may allow students to use electronic devices in the classroom for specific educational purposes. Students are not allowed to use their electronic devices to text, voice-call, or video-call during the school day or during daycare unless a staff member has given specific permission. This includes before, and after school up until the time the student is picked up. Any unauthorized use of cell phones (text messaging, photos, phone calls, etc.) may result in:

1. First time - phone will be taken away; parent MUST come to get the phone from the teacher or office.
2. Second time - phone will be taken away; parent MUST come to get the phone from the teacher or office and the student will receive a detention. Additional infractions will result in additional consequences such as detention or suspension.

Technology Use

Hope has classroom sets of Chromebooks and several iPads for use in center-based learning in the lower grades. At no time are these devices to be taken home by students. Students are not allowed access to the Hope Wi-Fi network and we use a filtering device to prevent students from accessing inappropriate information on the Internet. Staff members routinely teach students appropriate digital citizenship skills. However, no filter is perfect or a substitute for students abiding by good computer/internet practices. Each year, students and families are required to sign a "Responsible Use Agreement".

Hope encourages parents to assist in teaching students how to be good "netizens" by appropriately monitoring student use of technology while at home and being aware of content students are interacting with while surfing the internet. Hope Lutheran does not permit, nor endorse, the posting of photos of students or staff on the internet without specific prior approval. Students who post or share images electronically or in print that were taken at school or a Hope-sponsored event without authorization may be subject to immediate suspension or expulsion.

Comments and/or pictures posted electronically by students that may be hurtful to others may also result in immediate suspension and/or expulsion.

Drop-Off/Pick-Up

Between 7:50 A.M. -8:10 A.M. and again between 2:50 P.M. -3:10 P.M. (1:50 P.M. -2:10 P.M. on Wednesdays) all cars should enter on Foothill Blvd., drive north around the school building and exit on Loraine Ave. Please observe the traffic flow diagram and guidelines at the end of the Family Handbook. Drop-off/Pick-up for grades K - 8 is in the north parking lot only.

Standardized Testing

Each year, during a two-week period in the fall, Hope, with many of the Lutheran Schools in the Pacific Southwest District, administers the Iowa Tests of Basic Skills in grades 2-8 and the Cognitive Abilities Test to students in grades 1, 3, 5, and 7. These tests provide us with basic information about the progress and ability of students. Because Hope does this in the fall we can use the results in conjunction with other formal and informal assessments to help teachers personalize instruction.

Occasionally, more extensive or specific information is needed in order to most effectively meet the educational needs of a child. In such cases, we assist the parents in arranging for testing by their local public school district or by a private practitioner.

Communication

Communication between home and school is essential, if we are both to work effectively in our Christian educational partnership. Hope uses many methods with varying frequencies, to ensure that parents stay informed about school related events. Because communication is so essential, we ask that parents regularly access the information Hope provides.

The easiest, and quickest, way for parents to receive information is by logging in to Gradelink. In Gradelink, you will be able to see your student's progress and communicate with teachers. It is the responsibility of the parent(s) to keep up to date with their child's progress.

Newsletters are sent home weekly by both the school and individual teachers. Report cards are printed and sent home at the end of each trimester.

During Back to School Night your child's teacher will explain other forms of communication that he/she plans to use during the school year to keep you informed on class activities and your child's progress.

You can call or email your child's teacher regarding any classroom concerns or questions. Teachers are unable to take phone calls between 7:40 A.M. and 3:25 P.M., since their obligation between those times is to their students. Voice mail or email messages will be returned in a timely manner. You may also send a text to teachers through Remind.

Parent-teacher conferences are formally scheduled approximately midway through the first trimester. For families with two households, parent conferences should be together when possible. At any point during the year a teacher or parent may request a conference when the need arises. Impromptu conferences in the parking lot, after church on Sunday morning, etc. are usually non-productive and are discouraged. The teacher is in charge of the class and

is the main contact for all information pertaining to your child. All questions regarding anything that happens in your child's classroom should be directed to the teacher and not to a classroom aide or another parent since the classroom teacher is the one most likely to initiate positive change. To protect the privacy of all students, teachers are only able to discuss your child and their achievement with you.

We encourage you to visit your child's classroom while classes are in session, to see firsthand what's happening in the room. We also encourage you to volunteer in your child's classroom. Please speak to the teacher to find a day that works best for your schedule and the schedule of what is happening in the classroom. Please do not bring brothers and sisters. Upon arriving at school, check-in at the main office to obtain a visitor's badge before proceeding to the classroom. In Kindergarten and 1st grade, parent observation/visitation during the first trimester of the year is potentially difficult on your child as he/she is developing important routines that are essential to his/her schooling. Please discuss this situation with the teacher prior to attempting to observe/visit the classroom.

If you have any messages for your child, do not go directly to your child's classroom. Call, or bring your messages (including forgotten lunches, P.E. clothes, etc.) directly to the office. The office will see that your child receives the message in a timely manner.

Grievances

Matthew 18 shall be our guide for grievances involving parents and staff members. As a general rule of thumb, when there is a grievance, one should speak to someone who can effect positive change in the situation rather than gossip to others. This means that if you have a grievance with a staff member, parent, or administrator you should:

- 1) Go to the staff member or parent individually and in private to discuss with him/her your grievance.
- 2) If resolution is not achieved, the complaint should be discussed with the principal. The principal will bring the pastor into the situation as appropriate given the nature of the complaint.
- 3) After reviewing the facts, and facilitating discussion of the problem, the principal will respond to the person bringing the complaint.
- 4) If resolution is still not achieved, then you may contact, in writing, the Board of Education Chairperson listed in this handbook.

Grievances should not be discussed with the general public. Please follow the steps outlined above.

Kindergarten Readiness/Placement Testing

All students entering Kindergarten are recommended to be five years old by September 1st of the year they enroll. Because children mature at different rates, all students entering Kindergarten may be tested to show their developmental readiness for Kindergarten. Acceptance in Kindergarten is based upon a review of these test results and consultation with the family and the preschool director/teacher if possible. Students entering grades 1- 8 may be given a placement test in reading comprehension, writing, and math to help teachers personalize instruction. Testing fees are the responsibility of the parent and current fees are published annually with tuition rates.

Grading

Hope uses "Gradelink" which is a cloud based grading program that makes grades, progress reports and parent email notices available via the Internet through a parent interface. In addition to the normal email communication from the school, parents are able to turn on and off various settings to personalize the type and frequency of communication received from Gradelink. Teachers will regularly update Gradelink so that parents/guardians can be well informed about student progress. It is the responsibility of the parent(s) to be up to date on their child's progress.

Children in Kindergarten will receive the following grades: 3=

Meets or exceeds standards

2=Progress toward meeting standards

1=Insufficient progress to meeting standards

NA=Not yet introduced or assessed

Children in 1st grade will receive the following grades:

O=Outstanding

S=Progress satisfactory for ability and grade level

N=Needs improvement

Children in grades 2 - 8 receive a letter grade in all subject areas. The following percentage scale and grade point values are used in determining letter grades and academic awards:

| Letter Grade | Percentage Gr. | Pt Value | |
|--------------|----------------|----------|---------------|
| A+ | (98-100%) | 4.33 | |
| A | (93-97%) | 4.0 | |
| A- | (90-92%) | 3.67 | Excellent |
| B+ | (87-89%) | 3.33 | |
| B | (83-86%) | 3.0 | |
| B- | (80-82%) | 2.67 | Proficient |
| C+ | (77-79%) | 2.33 | |
| C | (73-76%) | 2.0 | |
| C- | (70-72%) | 1.67 | Average |
| D+ | (67-69%) | 1.33 | |
| D | (63- 66%) | 1.0 | |
| D- | (60-62%) | .67 | Below Average |
| F | (0 - 59%) | 0 | |

Each trimester students in grades 5-8 with a combined average grade point value of 3.8 or higher in the major subject areas of Religion, English-Language Arts, Math, Science, and Social Studies will be placed on the Principal's Honor Roll. Students with an average grade point value of 3.5 - 3.79 will be placed on the Honor Roll.

Teachers will inform parents of their formula for how report card grades are determined. In addition, a grade in effort is included in most subject areas. An established Retention/Promotion Policy is on file in the main office

Violating academic integrity is a serious offense and is defined as the unauthorized use of assistance with a test or assignment, or a dishonest academic practice (such as taking credit for work not your own) whether done in person or online. If a student is academically dishonest the teacher will inform the parent and appropriate consequences will be given.

Students in eighth grade who receive lower than a 60% in any class for the third trimester risk not being allowed to participate in the graduation ceremony.

Lunch Service

Through a partnership with a company called CaterTots, all students have access to lunch service. Meals are served every full day, Monday through Friday, unless otherwise noted in the school newsletter or a note home. Parents can place orders on-line at www.catertots.com up to a month in advance but no later than 9:00 A.M. of the preceding day.

Menus and current prices are available on-line at www.catertots.com and are published by the first of the month. CaterTots offers a junior and a regular sized meal.

It is important that children eat during the day. If forgotten in the morning, parents can drop off a lunch at the main office for their child to pick-up. Items dropped off that need to remain warm or cold should be brought in the appropriate containers. In the event a child comes to the main office at lunch-time without a lunch and a parent cannot be reached, a lunch will be provided at a cost of \$10.

The kitchen, kitchen utensils, microwave, and refrigerator are not for student use. Children are not to be in the kitchen, unless under the direct supervision of a staff member.

Worship Life

The worship life of your child and your family is vital. Here at Hope Lutheran School, your child will have many opportunities for meaningful worship, ranging from simple classroom prayers and devotions, to midweek chapel services.

It is our belief that the entire family needs regular Sunday worship. We encourage you to worship each Sunday in your own church. If you have no regular church home, we warmly invite you to join us on Sunday morning here at Hope. We have worship services at 7:45 A.M. and at 10:15 A.M. We offer Sunday School for children at 10:15 A.M.

We require that all children be present for any scheduled Christmas concert or special program. Please note dates on the school calendar and reserve those dates on your family calendar. We hope participation in these services will also be a top priority for all parents. We invite all parents to join us at our midweek chapel services at 8:30 A.M. on Wednesdays, especially when classrooms present the Gospel message.

Because Hope Lutheran School is a ministry of Hope Lutheran Church there will be occasions during the school year where students are asked to participate in Sunday worship services. We want you to worship together as a family and your attendance is necessary to ensure your children are properly cared for and supported in their worship and service. We also ask that you stay for the entirety of the worship service.

During the school year, your child will receive religious instruction based on the teachings of the Lutheran Church-Missouri Synod. You, as a parent, should be informed of what your child is learning.

Physical Education

Grades 4-8

Students are expected to wear their P.E. uniform during P.E. class. Uniforms can be purchased at any time from the main office. The most convenient time to purchase them is at Roundup. In order to avoid injury, students must wear athletic shoes for P.E. They must fit snugly on the foot and be appropriately tied.

It is strongly suggested that parents purchase two sets of uniforms for their child, so clothes can be washed frequently and the student will always have one clean set available. All P.E. clothes should have your child's name clearly marked with a permanent marker. Students will be assigned P.E. lockers and locks at the beginning of the year. A fee of \$5.00 will be charged if the lock is not returned at the end of the school year.

Grades K-3

Physical education for students in kindergarten-third grade is integrated into the regular curriculum and consists of daily small/large motor development.

School Library

Our school library is offered once a week and is staffed by parent volunteers. Our library has many exciting books for our students to read and enjoy. Books may be checked out of the library two at a time and kept for a period of one week. Students who have overdue books may not check out books. The price of the book will be charged for lost or unreturned books.

Field Trips

Each class may take several educational field trips during the school year. Participation is required except in cases of illness. On some field trips there will be a charge to cover the cost of transportation and/or admissions. Speak to your child's teacher regarding any costs associated with the field trip. Students are required to purchase and wear the school designated field trip shirt, unless the destination has a specific dress code. Teachers also rely on parent volunteers to drive to these field trips. In order to do this, Hope must have a copy of a valid driver's license and current proof of automobile insurance. Sometimes all parents are welcome on field trips, other times parent volunteers are limited due to circumstances. *Field trips are class trips, not family trips.* Volunteers are needed as teacher assistants for the day and are expected to watch out for the group. It is usually asked that only one parent attend and siblings are not allowed on class trips due to field trip organization and safety concerns.

Extended Class Trips

Each year, the junior high staff plans a weeklong outdoor education trip for students in 6th, 7th, and 8th grades. This experience is a vital part of the curriculum in numerous subject areas and students are required to participate. Additional information, cost, and orientation meetings are provided several months in advance of the planned experience.

EXTRA CURRICULAR ACTIVITIES

Note: Students MUST be in school the day of any extra curricular activity in order to participate in the activity.

Student Council

The purposes of Hope's Student Council are to promote a positive climate and culture on campus and to provide leadership experiences for participating members. Students in grades 5 - 8 are eligible to run for a position on the student council. The principal appoints a staff member or parent volunteer to act as an advisor and staff liaison for the group.

Sports

Interscholastic sports are generally open to all eligible students in grades 5 - 8. There is a \$25 fee per athlete per sport season. Parents can pay the fee at any time after the season begins but the fee will be assessed once a student has participated in an official game or meet and will be billed to the parent. Tryouts will determine the placement level on available teams. When only a varsity team exists, it will be filled first with 7th and 8th graders, and then filled with 6th, then 5th graders as necessary. Hope is a member of the Lutheran Athletic League (L.A.L.) and the San Gabriel Valley Christian League (SGVCL). Hope normally offers the following interscholastic sports for boys and girls: Flag Football, Volleyball, Cross Country, Basketball, Track and Field, and Soccer.

If it is a student's first sport of the year, a Physical Health Assessment will need to be on file in the main office in order for a student to participate in a practice. Physicals are valid for one school year. Each family will also need to fill out an Athletic Trip Authorization Form and Player/Parent Agreement Form.

Students will be expected to attend all scheduled practice sessions and games unless ill or absent from school. Practices will end on time as scheduled. Parents or students should arrange transportation home ahead of time so athletes spend a minimum amount of time waiting. If a game ends after 6 P.M., a Hope staff member is required to wait with students until they are picked up. If the team returns prior to 6 P.M., the student will be signed into SAC with the normal fees applied.

Parents can help our athletic program by inquiring with the Athletic Director as to any areas where assistance may be needed. Such areas may include; providing transportation or snacks, officiating, scorekeeping, timing, field maintenance/setup, or any other way that will help the coach or the team.

Extracurricular Eligibility

Eligibility for any extracurricular activity (athletics, student council, etc.) is based on a student's Christian behavior, God-pleasing attitude, diligence in schoolwork, and a 2.0 GPA overall average in major subjects with no failing grades in any subject. During an eligibility check if a student does not meet these criteria he or she may be suspended from all extracurricular activities until the next eligibility check. This policy is more clearly defined in the Athletic Handbook that students and parents receive prior to the school year. Parents and coaches will be notified if a student is on probation or ineligible. Eligibility checks will occur every two weeks. The administrator will review any variations from this policy.

DAYCARE- SCHOOL AGE CARE (SAC)

Purpose

Hope Lutheran Church operates School Age Care as part of our ministry to families. This care is intended to meet the special childcare needs and interests of families and students outside of the traditional 8:00 A.M. - 3:10 P.M. school schedule.

Qualifications

Any child enrolled in Hope Lutheran School may use School Age Care.

Operation

SAC will be available on regular school days from 7:00 A.M. - 8:00 A.M. and from 3:20 P.M. - 6:00 P.M. (Wednesdays from 2:20 P.M. - 6:00 P.M.). Charges for SAC will begin ten minutes after dismissal. SAC is not available on legal holidays. Parents must come to the SAC Room when dropping off or picking up a child. The only exception is students in grades seven and eight may sign in themselves in the morning. Once a student leaves SAC, he/she may not return that same day with the exception of returning from a school-sponsored event (no dropping in and out). Noncompliance with this policy will result in disciplinary action.

At the beginning of SAC in the afternoon, students are given quiet time to work on completing homework. SAC staff can provide clarification on instructions but are not generally able to provide one-to-one academic support.

All general school behavioral expectations will also apply during SAC. SAC workers have the authority to give developmentally appropriate consequences to students who are not meeting expectations.

Siblings of those participating in any after school activity must report to SAC if they are not picked up after school. Students may stay after school to watch a game only if they are under the direct supervision of a parent.

General expectations regarding the use of electronic devices, as listed in other areas of this handbook, also apply to SAC. SAC workers are allowed to restrict student "screen-time" on either school or personal devices as necessary.

SAC Dress Code

Students may change out of their Campus Wear at 3:20 P.M.. Clothing must be appropriate for wear on campus and if staff determines clothing to be inappropriate, the student shall change back into Campus Wear.

Cost

SAC rates are published annually along with tuition and other fees. Discounted rates are given to parents who pay for estimated hours in advance. If funds are not used, they will be applied to the next invoice. SAC time is calculated and billed twice a month and fees are charged by the quarter hour.

Students dropped off after 7:50 A.M. must go to SAC, but will not be charged. Students not picked up by 3:20 P.M. (Wednesdays at 2:20 P.M.) will be automatically taken to SAC but will not be charged if they are picked up by 3:30 P.M. (Wednesdays at 2:30 P.M.).

After 6:00 P.M. and before 6:30 P.M., an additional \$5.00 charge is assessed for each ten-minute period (or part thereof). After 6:30 P.M., an additional charge of \$1 per minute will be assessed. Late charges will be added to the next invoice.

SAFETY PROGRAMS / PROCEDURES

Behavioral Expectations

At the beginning of the school year each teacher will explain their classroom expectations, school expectations, and playground expectations to their class along with the associated rewards for following these rules and the consequences for not meeting the expectations. These expectations cannot cover every single circumstance.

General School Expectations:

- Respect the environment (including things), others, and myself
- Follow directions quickly and quietly

Outside (Playground) General Expectations:

- Walk in the hallways, on the sidewalks, and in the patio area
- Stop playing when the bell rings or when you hear the whistle
- Use bathrooms properly
- Use all equipment safely
- Eat on sidewalk area only

In order for our school to function in an orderly, God-pleasing manner it is vital that teachers, parents and students form a partnership that strives to achieve similar goals and objectives in the development of young Christian boys and girls. During school hours and at all school sponsored functions the following guidelines will be used as a framework for discipline. Hope Lutheran does not use corporal punishment as part of its disciplinary system.

Disruptive Behaviors: Include behaviors that violate the smooth functioning of the classroom or school environment. Possible corrective actions may include restricting privileges or being assigned a detention.

Severe Offenses: Include any disruptive behaviors which continue or behaviors that lead to an unsafe environment for students or teachers. Possible consequences may include detention or suspension.

Detentions: All students receiving a detention will receive a detention slip summarizing the incident and the expected date for the detention to be served. The slip must be signed and returned the next school day and the detention served on the assigned date. Failure to meet either or both of these expectations may result in further consequences.

Detention begins promptly at 3:20 P.M. with the assigned staff member. Detention time will vary in length from ten minutes to one hour, depending on the age of the student and the infraction.

If a student receives three detentions in a given trimester, the student will also be suspended for one day at the time of the third detention.

Suspensions: The principal will suspend any student when, in his/her opinion, the best interests of the school and/or student would be served by such action. It will be used when other corrective measures have failed, or a serious offense is committed. A suspension may be on-campus or off-campus, and may be from one to five days. In all cases, parents or guardians will be notified as to the conditions of the suspension.

The following actions may result in suspension and/or expulsion. These actions are unacceptable on campus or at off-campus school events. It is impossible to create a listing of every single activity that may result in suspension/expulsion but the following are listed below to give an indication. The student is expected to make up all missed work from a suspension, but may or may not receive full credit for the work:

- Defiance or willful disobedience in language or actions towards school authorities
- Using profanity or vulgarities
- Smoking or having possession of tobacco products
- Possession, use, or being under the influence of narcotics or alcoholic beverages
- Willfully defacing or damaging any real or personal property
- Possession of any weapons or any instruments that could cause bodily harm
- Possession of imitation firearms/weapons
- Stealing
- Gambling
- Using forged notes
- Truancy
- Fighting; causing, attempting to cause, or threatening to cause physical injury
- Harassment
- Leaving campus without proper clearance
- Intentionally or unintentionally injuring another student

Expulsion is used as a last resort when other discipline measures have failed, or the seriousness of the offense is such that it is called for. All guidelines used in the suspension procedures will be used also in expulsions. The final decision to expel a student rests with the Board of Education.

Emergencies

In any kind of natural disaster (earthquake, flooding, fire, etc.), as long as our facilities are safely usable, all children will remain on the campus until picked up by parents or authorized persons. No child will be allowed to walk, ride a bike, or take public transportation home. Hope is well prepared for such disasters. We have food, water, and provisions for up to three days. We have space blankets for each student, and adequate first aid supplies, sanitation materials, and equipment for search and rescue. These materials are checked annually to ensure equipment is in good working order and supplies are not expired. Our staff is trained in first aid and CPR. Every staff member has an assigned job in the event of a disaster.

If there is need of a campus lockdown, students and staff will follow the established procedure and parents will be updated using emergency communication channels such as Remind.

After seventy-two hours, or sooner if our facilities are damaged or unusable, the children and staff will be evacuated to the nearest emergency shelter. Students will be kept under the supervision of the Hope staff as long as necessary to ensure their safety.

Emergency drills are held regularly with specific guidelines clearly explained to all students in accordance with their grade level.

Pets

Pets should remain in the vehicle when dropping off or picking up students. Pets for classroom display or use may be brought on campus with prior administrator and teacher authorization and should be on leashes or in carriers as appropriate. Hope may hold families liable for any injuries caused by pets when these guidelines are violated.

Immunizations / Medical Records

State regulations require students to be up to date on all their immunizations before starting school. Forms with the specific immunizations required are available in the main office. Students starting at Hope must provide appropriate documentation of immunizations before students are allowed to attend classes. Students are required to receive immunizations before Kindergarten and boosters before entering 7th grade.

The parent/guardian of a student entering first grade shall provide appropriate documentation certifying that the student has completed a comprehensive health screening within the twelve months prior to entering first grade.

Prior to entering the first grade, a parent/guardian shall provide appropriate documentation that the student has received an oral health assessment. The assessment shall have been performed by a licensed dentist, or other authorized dental health professional, no earlier than twelve months prior to the student's initial enrollment at Hope.

If a student received an immunization during the summer, or there is any additional information that should be listed on the health card, please bring dates and/or information to the main office.

Each summer families should review their emergency information form to ensure their accuracy. Things that should be consistently updated are; family address, phone numbers, email address, those authorized to drop off and pick up, any known allergies, and any other important medical information.

Medications

School office staff may assist students who must take doctor-prescribed medicines during the regular school day, however the school does not employ a nurse or a nurse practitioner.

The school must receive a written statement from the physician detailing the amount and time schedules by which such medication is to be taken. The school must also receive a written statement from the parent or guardian of the student indicating the desire to have the school assist the student in the matter set forth in the physician's statement. Completion of the "Authorization to Administer Physician Prescribed Medicines" form will meet these requirements. All prescribed student medicine will be kept in the main office. Only specifically designated school staff will dispense prescribed student medicine.

Over the counter medications - As a parent or guardian, you must supply the school with all medications your child must take during the school day. You, or another adult, must deliver the medications in the original packaging to the main office. Office staff is not allowed to administer over the counter medications unless a form is on file. Before over the counter medication is administered, staff will validate when the meds were last given to determine that the time interval complies with the authorized frequency of administration. Staff will call a parent/guardian to validate when the meds were last taken at home if a student has been in attendance less than the length of time of the authorized frequency. Any unused medications left at the end of the school year should be picked up by a parent/guardian.

In the absence of a valid, signed authorization form, medication may not be administered. All authorization forms are available from the main office and are valid for one school year.

If your child is regularly taking medicine for an ongoing health issue, even if he/she only takes the medicine at home, give a written notice to the main office at the beginning of each school year. Detail the medicine being taken, the current amount taken, and the name of the doctor that prescribed the medicine.

Allergies - If your child has a severe allergy or the potential for a severe allergic reaction, please indicate as appropriate on your child's emergency form. Be sure to also bring your child's allergy to the attention of his/her classroom teacher. If a student requires it, we ask that you provide two inhalers or EpiPens for your child as prescribed by your physician. One will be kept in the main office and one will be kept in the child's classroom.

Smog/Smoke Alert Program

In the event of a Smog/Smoke Alert, it is the intention of Hope to modify planned activities by changing the time of the activity, changing the type of activity or event, or canceling/rescheduling the activity. This is to protect your child's health and welfare.

In the event of a Stage 1 Smog Alert or excessive smoke, students will be asked to go inside or change their activity level so that it will not accelerate their breathing pattern (i.e. walking and talking only at recess/break). No after school activities will be allowed.

In the event of a Stage 2 Smog Alert students will not be allowed outside for any type of activities. Hope receives daily alerts from the Southern California Air Quality Management Board.

Child Abuse Reporting Obligations

In accordance with California State law, all school staff are classified as "mandated reporters" and obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. School staff is trained annually on current protocols and best practices. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School Payments

Registration Fee

The registration fee covers the cost of books, supplies, athletic equipment, pupil insurance, and audiovisual materials. This fee is adjusted yearly as these costs change on an annual basis. It is to be paid at the time the registration application is accepted. Registration for the next school year should be paid prior to the completion of the current school year. This greatly assists administration in having the appropriate amount of materials for students at the beginning of the school year.

Accident Insurance

Your child's accident insurance fee is included in the registration fee (see above). In the event of an injury, our school insurance will coordinate benefits with your own accident or health insurance, as our plan is supplementary.

Tuition

Tuition covers many, but not all, school costs. The largest portion of tuition is used for salaries and benefits for our staff. Tuition should be paid in ten equal payments due on the 15th of each month and a late fee will be assessed if payment is not received by the 20th of the month. The first payment is due by August 15th and the final payment due by May 15th. Families can also make arrangements to pay off tuition earlier than May 15th.

We strongly encourage families to sign up for Electronic Funds Transfer (Debit) and offer a discount to families that take advantage of this service. Forms and information are available in the office. One time or recurring payments for tuition or fees can be made online at www.hopeglendora.org.

Students with accounts 30 days in arrears are subject to suspension until the account is current. If there are extenuating circumstances that will cause your tuition to be late, please speak to the principal. Tuition is adjusted annually as school costs change. Under IRS regulations, tuition is not tax deductible.

Checks drawn on insufficient funds will be treated as nonpayment of tuition until they are made good. A fee will be charged for returned checks. All returned checks must be redeemed by cash, money order, or cashier's check. A personal check will not be accepted to redeem a previously returned check. No post-dated checks will be accepted. Once a check has been returned, Hope may require all future payments to be made in cash, money order, or cashier's check. Delinquent accounts will, at the discretion of the principal and Board of Education, be forwarded to a collection agency or pursued through court.

When a family leaves Hope Lutheran School with a balance owing, it is understood as a matter of contract that families, by their attendance at Hope Lutheran School, waive their right to the forwarding of transcripts to their next school which may have been granted by the Family Education Rights & Privacy Act, the California Education Code and any/or all other legislative codifications bearing on the transfer of such records upon request of the school to whom the student is intending to transfer until the account balance is cleared. As this handbook represents the understanding of both parents and school, attendance at school is viewed as assent to the terms and conditions stated in this document.

School Enhancement

Every year both the school and PTL schedule events that raise funds for the physical and social enhancement of the school. The largest events are the Move-A-Thon and the Student Support Dinner/Auction in the spring. The most regularly scheduled are the Family Fellowship Nights once a month at local restaurants. The easiest way to support the school on a regular basis is through our SCRIP program. Details on how SCRIP works can be obtained from any PTL member or the principal.

PTL Fees

The Parent-Teacher League assesses various fees to carry out its programs. These fees should be paid directly to PTL at Round Up.

Other Fees

Hope Lutheran charges various program specific fees, such as the fee for technology. All fees are published annually along with tuition rates. Fees, except for the sports fee, should be paid in full by, or at, Round Up.

Hope Lutheran School - Liability Release

Permission to Participate in School Activities and to Receive Emergency Medical Care As Granted by the Parent Enrollment of the child/ children at Hope Lutheran School:

- I hereby grant permission for my child to use all of the play equipment and participate in all of the activities sponsored by the school.
- I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.
- I hereby grant permission for my child to be included in evaluations connected with the school program.
- I hereby grant permission to the School and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:
 1. Attempt to contact a parent or guardian.
 2. Attempt to contact the child's physician.
 3. Attempt to contact parents through any of the persons listed on the emergency information form you completed for us.
 4. If we cannot contact parents or your child's physician we will do any or all of the following: (a) Call another physician or paramedics, (b) call an ambulance, (c) have the child taken to an emergency hospital, in the company of a staff member.
 5. Any expenses incurred under number four above will be borne by the child's family.
 6. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
 7. It is understood that every parent who assists as a driver must have a valid California Driver's License and possess evidence of the legal minimum for insurance and that applicable seat belt regulations will apply.

Parent Signature: _____ **Date:** _____

Printed Name: _____

MEDIA RELEASE FORM

BY NOT SIGNING AND SUBMITTING THIS DOCUMENT TO THE MAIN OFFICE, I HAVE INDICATED MY AGREEMENT WITH THE PARAGRAPHS BELOW.

Dear Parent/Guardian:

I, as parent or guardian, do hereby consent and agree that Hope Lutheran School and its authorized representatives have the right to take photographs and/or record video of my child(ren) and to use these for educational and promotional materials.

I do hereby release to Hope Lutheran School and its authorized representatives, all right to exhibit this work in print and electronic form publicly and privately and to market and sell copies. I waive any rights, claims, or interests I may have to control the use of my likeness in the photographs and agree that any uses described herein may be made without compensation or additional consideration of me.

I do hereby release and hold harmless Hope Lutheran School and its authorized representatives from any and all actions, claims, damages, costs, or expenses, brought by the student and/or parent/guardian which relate to or arise out of any use of these works as specified above.

*

_____ **I DO NOT** allow Hope Lutheran School or its authorized agents to use my likeness or the likeness of my child(ren) in educational and promotional materials.

I realize that this agreement will remain in effect, unless otherwise changed in written form, until the end of the 2022-2023 School Year.

Student Name: _____ Age: _____
Student Name: _____ Age: _____
Student Name: _____ Age: _____

Parent/Guardian Name (Printed)

Date

Parent Guardian Name (Signature)

Parking Lot Drop Off/Pick-Up

Be mindful of your speed (posted speed is 5 MPH)

Do not leave your vehicle vacant at the drop-off/pick-up area for any reason.

Between 7:50 A.M. -8:10 P.M. and 2:50 P.M. -3:20 P.M. (1:50 P.M. -2:20 P.M. on Wednesdays), enter the west parking lot from Foothill Blvd., proceed north around the school, and exit onto Loraine Ave. *During these times, please do not drop-off in the west parking lot and then try to exit back to Foothill, or enter the north parking lot from Loraine Ave.*

Do not drop off students in the west lot and allow them to walk unattended across the parking lot.

Please pull forward as far as possible so others can pull in behind you and not block through traffic.

For safety reasons, if you park in the spaces in the north parking lot, adults and children must use the crosswalk.

Volunteer Dress Code

All Hope volunteers, whether parents, grandparents, students, or former students, must wear plain clothing free from slogans, large logos, and advertisements. Hope logo t-shirts while volunteering on campus are highly encouraged. We do not allow slogans or words on clothing other than HOPE's "spirit wear". Please keep your clothing neutral so as to not detract from Hope's mission. We thank you for your service to Hope and its community.

Harassment Policy

Hope Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other students or staff member is prohibited. The school will treat allegations of harassment very seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Hope Lutheran prohibits harassment, hazing, or any other victimization of students or staff, based on any of the following actual or perceived traits or characteristics, including but not limited to; age, color, national origin, race, creed, religion, sex, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing; however, substantiated acts of harassment will result in disciplinary action, up to, and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including dismissal.

Harassment is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or students as listed under severe disruptions, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student(s) in fear of harm to that student's or those students' person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his/her physical or mental health.
- Causing a reasonable student to experience substantial interference with his/her academic performance
- Causing a reasonable student to experience substantial interference with his/her ability to participate in, or benefit from, activities or privileges provided by the school.

"Electronic act" is defined as the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, or a computer, including, but not limited to, any of the following:

- A message, text, sound, video, or image.

A post on a social network Internet website, including, but not limited to:

- Posting to or creating a bum page.
- Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed under harassment.
- Creating a false profile for the purpose of having one or more of the effects listed under bullying.
- An act of cyber sexual harassment.

Harassment can occur at any time during school or during school activities and may include, but are not limited to, the following behaviors and circumstances:

- Verbal, non-verbal, physical or written harassment, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning a student's grades, achievements, property, etc. with the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, or activities directed at the student(s) that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Unreasonable interference with a student's performance, or the creation of an intimidating, offensive, or hostile learning environment.
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

When any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term of condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic status or progress.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive learning environment.

Hope Lutheran Responsible Use Agreement

Hope has determined that the following policy be put in place due to the potential for electronic devices to be damaged, lost, stolen, or misused. It has also been determined that we make it clear that Hope Lutheran Church and School is **not responsible** for lost, stolen, or damaged electronic devices and that as a condition of use on campus, the student and the parent must sign this policy stating they understand and will abide by the policy listed below and in other areas of the Student-Parent Handbook.

Students are not allowed access to the Hope Wi-Fi network on personal devices. We use a filtering device to prevent students from accessing inappropriate information on the Internet when using school devices. Hope Lutheran can and will monitor students' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of Hope Lutheran equipment, network, and/or internet access or files, including email. No filter is perfect or a substitute for students abiding by good computer/internet practices. Misuse of Hope Lutheran devices and networks may result in restricted access. Such misuse may also lead to disciplinary actions against students, which may include suspension or disenrollment.

Parents are also to be cognizant of their own responsible use. Before posting claims of wrongdoing, communicate with the person, teacher, or school to seek understanding and a resolution. Wait until emotions have subsided instead of immediately posting negative information or allegations. Social media outlets are not the appropriate forums in which to "vent".

When signing this policy both students and parents acknowledge that the following are understood:

I am responsible for practicing positive digital citizenship:

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for my passwords and my actions on Hope accounts:

- I will not share my passwords with other students.
- I will not access the account information of other students.
- I will not post personal contact information about myself or other students. This includes, but is not limited to, last names, addresses and phone numbers.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I will log out of my accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression:

- I will use school appropriate language in all electronic communications, including email, social media posts, and audio/video recordings.

Parent Signature: _____ **Student Signature:** _____ **Date:** _____

