

WELCOME TO HOPE LUTHERAN SCHOOL!

The purpose of the Family Handbook is to outline policies and procedures that all families need to be aware of throughout the school year. It is impossible to state every possible circumstance that may arise. We recognize that we may need to address issues not listed in this handbook. Because of that, we reserve the right to enforce rules on a case-by-case basis as they occur.

We thank you for your strong commitment to your child's education at Hope Lutheran School. Your choice of a Christian education for your child is worthy of praise.

Hope Lutheran School has high expectations of both its faculty and students. We ask for your continued support at home as we work together to train these children up in the way that they should go. (Proverbs 22:6)

We invite anyone who has no church home to come and worship at Hope Lutheran Church. Our service is at 10:00 a.m. Bible class/Sunday school hour is at 8:45 a.m. All are welcome.

If you have any questions or concerns, please feel free to contact us. We are always willing to talk with you about anything. If you need to get in touch with your child's teacher, please send a note with your child or call the school office (529-8080), and the teacher will contact you as soon as possible.

God's Blessings,

Staff of Hope Lutheran School

Vision Statement

Through a foundation of faith in Jesus Christ, Hope Lutheran School will be a place that nurtures strong relationships within a community and demonstrates a love for learning with high academic expectations.

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FOR YOUR INFORMATION

HOURS

School hours are:

Toddlers (Age 2)	8:00 a.m. – 11:00 a.m.
Preschool (Age 3)	8:00 a.m. – 11:00 a.m.
Pre-Kindergarten (Age 4)	8:00 a.m. – 11:00 a.m.
Preschool/PreK Enrichment	11:00 p.m. – 3:15 p.m.
Kindergarten–6 th Grade	8:00 a.m. – 3:15 p.m.
Extended Care	7:00 a.m. – 7:50 a.m.
	3:25 p.m. – 6:00 p.m.
Office hours.....	8:00 a.m. – 4:00 p.m.

The school doors open at 7:50 a.m. and close at 8:00. Students arriving before 7:50 a.m. will go directly to the Extended Care classroom to be signed into Extended Care. Likewise, students who are not in class by 8:00 are considered tardy and must sign in at the office.

Students not picked up after school by 3:25 p.m. will be signed into Extended Care. **The minimum daily charge for Extended Care is 15 minutes.**

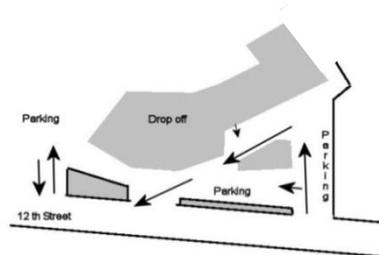
DROP-OFF

Most mornings you will drop off your child at the main entrance (the big red doors). On Wednesdays, however, you should drop off your children at the church doors (see chapel section).

Toddler, Preschool and Pre-K families are required to escort their children to their classrooms. Parents of toddlers, preschool and Pre-K children must sign a check-in sheet before leaving.

The map below shows the parking areas and the direction of traffic flow. The traffic within the parking lot is designated as one way—please follow the signs!

Upon arrival, you may briefly stop and drop off children. During this time please do not hold up traffic by stopping too long. If you need to wait and watch as your child enters the school or to assist your child out of the car, please park so that you do not hold up traffic.



Please watch for pedestrian traffic!

PICK-UP

After school, parents must go to the classroom to pick up their children. This gives both parents and teachers the opportunity to speak in person. Please feel free to use this opportunity to express concerns, ask questions and receive updates about your child's progress.

Students who are not picked up by 3:25 will be escorted to Extended Care and charged accordingly.

EXTENDED CARE

The Extended Care Program is built around the school day and enables parents to leave their children in an attended program between the hours of 7:00 a.m. and 6:00 p.m. This program is available for children who are toilet trained through 6th grade at a rate of \$4.00 an hour. (The program is regulated as a day care by the City of Idaho Falls.) A variety of activities are available in which children may participate. The program is available on school days, but is closed on no-school days and whenever Hope Lutheran School is closed due to weather conditions.

Extended Care Basic Information	
Open: <ul style="list-style-type: none">• 7:00 a.m. (earlier upon request) until 8:00 a.m.• 3:15 p.m. until 6:00 p.m.• Early Release Days Closed: <p>All no-school days</p>	Cost: <ul style="list-style-type: none">• \$4.00 per hour, per child.• Services are billed by the quarter hour.• Late fee for staying past 6:00 p.m. is \$6.00 for every 10 minutes or portion thereof.• Pre-paid cards are sold in blocks of 20 hours.

Activities

The program for 3 to 5-year olds offers an appropriate mix of hands-on structured activities and free time, both indoor and outdoor. For the K through 6th grade students, the before and after school program offers time for relaxing fun with supervision both indoors and out for physical exercise, time for homework, and a time for play.

Attendance

Children must be signed IN and OUT by a parent or adult guardian by entering the times on the clipboard. The adults allowed to pick up a

child must be listed in your school enrollment documents. Please keep this information current. In unusual situations, if someone who is not listed on the records will pick up a child, the parent must send a signed note or phone the office.

Billing Procedures

Billing is done in fifteen-minute increments; the current rate is \$4.00 an hour per child. The late fee for staying past 6:00 p.m. is \$6.00 for every 10 minutes or portion thereof.

A pre-paid Extended Care card costs \$80.00 for 20 hours. You can pay for the pre-paid Extended Care cards in the office or have them charged to your TADS account. Please contact the school office to make arrangements. If arrangements have not been made, the first time your child uses Extended Care, \$80.00 for the pre-paid Extended Care card will be charged to your TADS account.

LUNCH ROOM

Our hot lunch program has been discontinued. Children need to bring cold lunch. Individual milks may be purchased for 25¢. A prepaid milk card costs \$2.50 for 10 milks.

If you wish to include something warm in your child's lunch, please plan on using a thermos. A microwave oven is not available to heat student lunches.

You are invited to join your child at lunch at any time.

Lunch Room Behavior

Students are expected to behave properly while having lunch. Proper table manners will be encouraged and quiet conversation expected. Students shall:

- Stay seated until dismissed by the teacher.
- Dispose of trash appropriately.
- Walk, not run.
- Wait in line patiently.

Milk Payments

You may pay for the pre-paid milk cards in the office or have the card charged to your TADS account. Please contact the school office to make arrangements. If arrangements have not been made, the first time your child has a milk, \$2.50 for the pre-paid milk card will be charged to your TADS account.

CHAPEL

Chapel services are held first thing each Wednesday morning at 8:05 a.m. We begin with Praise & Worship, then transition into our chapel service. Services include pledges to both the American and Christian flags, a short liturgy, a message, prayers, offering, and closing song.

At least once during the year, each class will be in charge of presenting the chapel message. On these days, especially, parents are encouraged to attend. Parents are asked to attend chapel as much as possible.

LIBRARY

Students in K – 6th grades have the opportunity to check out books from the school library. The maximum number of books that may be checked out at the same time is two for Grades K–1 and three for Grades 2–6. In the event a book is not returned by its due date, students will not be allowed to check out additional books until the book is returned. In the event that a book cannot be found, the student is responsible for the cost of replacing it plus a \$5 processing fee.

COMMUNICATION

Communication between teachers and parents is extremely important in the development and education of a child. In order to establish open lines of communication, parents may expect frequent updates from their child’s teacher regarding academics, activities, fieldtrips, and other reminders. Regular emails may be used to keep parents up-to-date with grades, discipline issues, or special class announcements. Impromptu meetings between parents and teachers are also encouraged.

Classroom/School Visits

Parents and family members are encouraged to visit the classrooms. As a courtesy, please contact the teacher or the school office prior to your visit so we know when to expect you. For the safety of the children, we require all visitors to sign-in at the office and wear a “Visitor’s Badge” before continuing on to the classrooms, playground, chapel, etc. and to sign-out upon departure.

Parents are also encouraged to visit one-on-one with their child’s teacher any day after school at pick-up time. However, if your

concerns are more serious or personal, please schedule a time to speak privately with the teacher.

Report Cards and Conferences

Report cards are issued every trimester. The 1st and 2nd trimester report cards are given during parent/teacher conferences. The 3rd trimester report card is sent home with the student.

Mid-term reports also are sent home every trimester. Mid-term dates are always on Wednesday with reports sent home the following Friday. There may be exceptions to those dates depending on holidays, school closures, or class fieldtrips.

Mandatory parent/teacher conferences are held after the 1st and 2nd trimester to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents and teachers are encouraged to schedule additional conferences throughout the year as needed.

Hope Family Bulletin

One of the best ways to keep informed is through the Hope Family Bulletin. This newsletter is published by the office every Friday and contains information on events, news, and other important announcements. Bulletins will be distributed in Friday Folders, online, and through e-mail.

Friday Folders

Every Friday your child will come home with a clear, plastic folder known as the Friday Folder. It is VERY important that you check the folder every week. Inside the folder you will find important papers such as class newsletters, school newsletters, permission slips, Scrip order forms, mid-term reports, and many other pertinent documents. *Please return the empty folder to school on the following school day.*

Expressing Concerns

It is extremely important to us that a parent's issues and concerns be properly addressed so that the students receive the best education we can provide. School policy is that parents should first address areas of concern directly with the student's teacher. Our teaching staff is composed of competent professionals who are eager to hear your comments—both positive and negative. If a parent does not feel comfortable addressing specific issues with the teacher, and/or the

teacher has not responded satisfactorily to issues already discussed, then please contact the School Manager directly. In the event that the concerns have still not been satisfactorily dealt with, the Day School Committee may then be contacted.

When a concern is brought to the staff, we are committed to addressing concerns promptly and adequately. To do so, we try an approach known as 24/2/7. That means 24 hours (or one business day) to respond to an issue, 2 days to investigate, and 7 days to resolve. If a concern is brought up on a Friday or before a holiday, we ask that you are patient and wait until school resumes for a staff member to respond.

Proper Etiquette for Electronic Communication

Although we encourage open and frequent communication with your child's teacher, we ask that you please respect their time at home. Because of that, we ask that you do not call or text a teacher after 8:00 p.m. With e-mails, we ask that you wait one business day to hear back from someone. This means e-mails sent on a Friday afternoon may not be returned until the following Monday.

REQUIRED SERVICE HOURS

Outreach and involvement are essential parts to any school or ministry. In order to provide a more well-rounded experience, families are required to perform ten hours of volunteer service. There are many opportunities to serve here at Hope. Volunteer sign-up forms are sent to families prior to the beginning of the school year and should be turned in to the office or teacher. You may contact your child's teacher or the Booster Club for more information.

A volunteer log is maintained in the school office. Upon completion of a volunteer activity, please complete and submit a Record of Volunteer Hours form to the office.

SCHOOL CLOSURE

Cancellation of Classes Due to Severe Weather

If severe weather conditions will prevent a large fraction of the student body from attending classes, Hope Lutheran School may be closed. Usually we follow District 91 and 93 when announcing closures.

If the school is closed due to weather, local television stations will be notified.

Cancellation of Classes Due to Illness

If absenteeism due to illness reaches 20% of the student body, the school may be closed. In cases where absenteeism is less than 20% but the potential for the spread of serious epidemic disease exists, advice will be sought from the District Seven Health Department and the school may be closed. In case of school closure due to illness, notification will normally be made by telephone or by posting signs at the school.

SCHOOL POLICIES

ATTENDANCE

We believe that regular attendance is essential for a student to make full use of the educational opportunities offered by the school. Regular attendance develops dependability and responsibility and plays a major role in the student's academic achievement. Chronic or excessive absenteeism can seriously hamper that achievement. Each student's parents are ultimately responsible for ensuring that the student attends school on a regular and timely basis.

We will work with parents to attempt to identify, document, and resolve the underlying causes for excessive absence. Students may not exceed five absences per trimester. In working to avoid absenteeism, the student's parent will be contacted after the third absence.

Notice of Absences

A parent should notify the school office between 8:00 a.m. and 9:00 a.m. on the day a student will be absent. During an extended absence, the school office need only be notified on the first day of the absence. If a student needs to leave school early, parents should notify the office directly either through phone call or e-mail. The student must be signed out in the Early Dismissal book in the school office.

Tardiness

In the morning, school doors open at 7:50 a.m. and close at 8:00. If a child is not in the school building by 8:00 sharp, he or she will receive a tardy slip. The child should give that slip to his or her teacher upon entering the classroom. Students arriving at school after

the doors have closed must go to the school office. A parent or other adult must sign-in the student.

When a child is late to school, valuable learning time is lost to him/her. Plus upon his/her arrival at class, there is a disruption in the teaching/learning situation which is unfair to the teacher and the other students. Therefore, it is imperative that all students arrive at school on time. Tardiness is considered to be any time after official start time of school as designated in the Family Handbook. Every 5th tardy will count as an absence

Vacations

Parents are strongly discouraged from scheduling family vacations on school days. Such absences adversely affect the quality of a student's classroom education. If a student will be absent for a vacation, the parent is responsible for making arrangements with the student's teacher at least 2 days before the vacation. Teachers may, but are not required to, prepare assignments in advance of a student's prearranged absence. Such a decision will be left to the teacher.

Making up Missed Work

A student is expected to make up any classroom work missed due to absences or tardiness. Decisions related to specific tasks or projects that a student is required to make up due to absences or tardiness will be made by the teacher. The teacher will work with the parent to agree upon a reasonable schedule for the completion of make-up work. It is the responsibility of the parent and the student to ensure that make-up work is completed in accordance with the agreed upon schedule.

Sick Policy

Do NOT bring your child to school if:

- They have a fever. Make sure your child is fever free for at least 36 hours.
- They have a severe runny nose. Cold weather and allergies can bring upon runny noses, but if nasal discharge is darker in color, then it most likely is a cold.
- They have a sore throat and a headache.
- They have a severe hacking cough.
- They have been throwing up or have diarrhea.

DRESS CODE

It is expected that students will, at all times, present a well-groomed and neat appearance. All clothing should be clean and in good condition. Shirts that have spaghetti straps or high midriiffs, show skin when the arm is raised, or carry slogans or graphics not in keeping with a Christian life style will not be allowed. Tank tops and sleeveless shirts will not be allowed. Shorts and skirts must be no shorter than fingertip length when arms are down at sides. For safety, no open-toed sandals, shoes, or “flip-flops” will be allowed. Make-up is not allowed.

Hair must be kept clean, neat, and of natural color. No unusual hair styles will be allowed. Hair accessories may be worn as long as they are not distracting. Hats are allowed but not to be worn indoors.

Any style of appearance that draws undue attention to a student will not be allowed. However, periodically there will be special dress days where students are not required to comply with the full policy.

A student who violates the dress code will be allowed to call home to get a change of clothes. If a new outfit from home is not available, the student will wear something over the inappropriate clothing.

All students must wear athletic shoes for Physical Education classes. The shoe must fasten on the foot and stay on the student’s feet during PE class. Appropriate socks are also required when wearing shoes.

Each child should have appropriate winter wear during cold weather. It is a good idea to write your child’s name or initials on the inside tags in case and item is lost.

No dress code is perfect and additional policies may need to be developed as situations arise. Therefore, interpretation and enforcement of dress code is up to the discretion of the teachers.

PERSONAL ELECTRONICS

CD players, video game systems, MP3 players, and similar devices will not be allowed. Cell phones are allowed, but must be turned off and left in the student’s locker or back-pack during the school day. Phones (including smart watches) can be used after school *only* – a parent needing to contact their child during the day must call the office. Any student caught using or accessing his or her cell phone during the day without permission will have their phone confiscated. All confiscated items will only be returned directly to the parent.

DISCIPLINE

To provide a safe and welcoming learning environment for everyone, we strive to ensure that discipline is individualized and age appropriate. We stress Christian values, respect for others, and the rights of others. Foremost among these rights is the right to attend a school and classroom that facilitates learning. Treatment of students will be without regard to race, color, creed, religion, sex, ancestry, national origin, or socioeconomic status.

Each child at Hope Lutheran School will be loved and cared for by his or her teacher. Children will not be publically disciplined unless the situation is unavoidable. Teachers will discipline children privately whenever possible.

School Rules

Each classroom teacher is responsible for discipline in his or her own classroom and individual classroom rules may vary slightly. However, there are a few, simple school-wide rules that will be enforced by all staff members.

- We treat everyone with respect.
- We use our words to build up, not tear down.
- We take care of all property.
- We follow instructions from the teachers and staff.

Consequences

Most discipline issues will be handled between the teacher and student. Parents will be kept apprised of a situation if it goes beyond the normal range of behaviors. Some examples would be, but not limited to, severe dress code violations, bullying, fighting, bad language, or vandalism.

If a child exhibits consistent disruptive behavior, the parents will be contacted to discuss further action.

Suspension and Expulsion

Major disciplinary issues may result in suspension or expulsion. Such behaviors may include but are not limited to continued disobedience of school rules and policies, language or actions which present an attitude of defiance of those in authority, stealing, inappropriate non-Christian language/gestures, fighting, weapons, harassment or bullying.

When destruction of school property, equipment, or educational aids is a result of inappropriate behavior, the student's family will be responsible for the cost of replacement or repairs.

A student who is in violation of school rules may temporarily be denied privileges (no more than three days) of attending Hope Lutheran School. This student may not attend classes or participate in any school activities during the suspension period. However, the student is responsible for completing all work missed during the suspension. Notification in writing with terms of suspension will be provided by the school manager. A personal meeting is required with the parent/guardian and the school manager prior to the student returning to school.

The school manager may recommend to the Day School Committee that a student be expelled when discipline procedures do not result in improvement of behavior or in the case of severe behavior. Expulsions will be decided at Day School Committee meetings with advance notice given to the parent/guardian that such an action is possible. An expelled student may not return to class or participate in school functions.

PAYMENT OF FEES

Payment of fees is managed by TADS, a billing service. Since your enrollment was done through TADS, you already have an account. Through TADS you will be able to make payments, view balances due and payments made, and find answers to commonly asked questions. Fee payments are made through direct debit from your bank account or by monthly billing.

As part of managing Hope Lutheran School's finances, the Day School Committee established fee payment policies:

- A \$29 late fee will be imposed when a tuition payment is past due.
- Checks or automatic withdrawals that cannot be processed due to insufficient funds incur a \$25 fee.
- We reserve the right to terminate services for failure to pay.
- In case of delinquent accounts, collection efforts will be pursued.

If you expect to have difficulties paying your fees, call the school office as soon as possible.

ORGANIZATIONS

BOOSTER CLUB

As a parent of a child in Hope Lutheran School, you are automatically a member of the school's Booster Club (formerly called the PTO). The Booster Club exists to support the school with fund-raising efforts, maintain open lines of communication between parents and school staff, and help parents stay closely involved with their child's schooling. Please make every effort to be involved in the Club activities.

DAY SCHOOL COMMITTEE

Hope Lutheran School is governed by the Day School Committee, which consists of members from Hope Lutheran Church, St. John Lutheran Church, and school families.

AFFILIATION

Hope Lutheran School is a vital part of the ministry of Hope Lutheran Church and is one of over 1,800 Lutheran Church–Missouri Synod (LCMS) schools, which serve more than 200,000 students nationwide.

CONTACT INFORMATION

Website

www.allabouthope.org

[Facebook.com/HopeLutheranIdaho](https://www.facebook.com/HopeLutheranIdaho) (Note: a Facebook account is *NOT* required to view our Facebook page.)

E-Mail Addresses

Staff Member		Email
Rev. Jerry Powers	Pastor	revjerr43@cox.net
DiAnn Brown	School Manager	dbrown@allabouthope.org
	Secretary	hlcs@allabouthope.org
Irene Miklos	Toddler Teacher	
Stephanie Strawn	Preschool/PreK Teacher	SStrawn@allabouthope.org
Theresa Bush	Kindergarten Teacher	TBush@allabouthope.org
Melanie Deede	Red Team Teacher	MDeede@allabouthope.org
Jim Oloff	Blue Team Teacher	JOloff@allabouthope.org