

# Hope Lutheran School

## Parent & Student Handbook

Missouri Synod

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*"Show me your ways, O LORD, teach me your paths;  
guide me in your truth and teach me, for you are God my Savior,  
and my hope is in you all day long." (Psalm 25:4-5)*

Revised Summer, 2018

**Building** lives of **excellence** upon the foundation of **Christ**.

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***COUNCIL = CHURCH COUNCIL  
BOARD = BOARD OF CHRISTIAN EDUCATION***

## **HOPE LUTHERAN CHURCH & DAYSCHOOL PARENT & STUDENT HANDBOOK**

### **INTRODUCTION**

Hope Lutheran School is one of over **2,410** schools operated by congregations of the Lutheran Church – Missouri Synod. Our program includes Preschool, Junior Kindergarten, Kindergarten, and Grades 1-8. Hope teaches all required subjects and is accredited by AdvancEd, National Lutheran School Association, and the State of Kansas. Hope has these additional distinctive characteristics:

- Lutheran teachers professionally trained in Synodical schools
- Christian children from Christian homes
- Control by a Lutheran congregation through a Division of Education
- A curriculum permeated by a Christian philosophy of education including daily instruction in religion and continuous training in Christian living
- It is an accredited school by AdvancEd, National Lutheran School Accreditation and the State of Kansas

The building facilities include offices, 18 classrooms, gymnasiums, locker rooms, a commons area, and a kitchen. The church proper is also used by the school.

NOTE: The information contained in this handbook is subject to change at the discretion of the Hope Lutheran School Board of Christian Education. The most current copy of the handbook can be found on the Hope Lutheran School website.

### **MISSION STATEMENT**

Building lives of excellence upon the foundation of Christ.

### **VISION STATEMENT**

Hope Lutheran School strives to develop and foster spiritual, academic, physical, and social growth in children and to assist them and their families in becoming productive members of God's Kingdom.

### **VALUE STATEMENT**

Building upon the foundation of Christ we value;

- Christ-centered learning
- Equipping God's children/students to be witnesses of Christ throughout the world
- Educators called by Christ
- Partnering with church and family to be a community of believers in Christ.

### **OBJECTIVES**

THE CHILD SHOULD HAVE:

A correct understanding of Law and Gospel and their relationship to one another in the child's life.

A realization of his personal salvation through the grace of God.

A realization of his responsibilities to God in his worship and his daily life as a Christian.

An appreciative knowledge of the Sacraments of Baptism and the Lord's Supper.

**THAT THE CHILD:**

Develops knowledge, attitudes, and conduct needed to function effectively as God's child.

Understands his body and accepts responsibility for its health, safety, and recreation.

Develops logical, scientific and creative thinking habits, gains knowledge and communication tools, and acquires significant elements of his cultural heritage.

Understands and controls his emotions, finds security, and a true picture of himself through the firm reliance on God and trust in Christ, and practices Christian love toward all men.

Develops social skills needed to live competently and creatively.

Appreciates the beauties of nature and the fine arts and expresses himself in different fine arts media.

**THAT THE HOMES:**

Feel the impact of the child's Christian education in their worship and daily life.

**THAT THE SCHOOL:**

Supplies the congregation and the church at large with future leaders and congregational workers.

Makes the local congregation aware of the value and need of daily Christian education.

Maintains adequate public relations with the community through news media, Vacation Bible School, athletics, conferences, and the like.

**THAT THE CHILDREN AND FACULTY OF OUR SCHOOL:**

Be favorable witnesses for Christ to the community.

# **1 Curriculum, Instruction & Day School Activities**

## **1.1 Principles of Christian Teaching and Learning**

- 1.1.1 Hope Lutheran Congregation recognizes that the prime responsibility for bringing up children "in the nurture and admonition of the Lord" rests with the parents. It also realizes that the church has been commanded by Christ to "teach all nations . . . whatsoever I have commanded you." To help parents fulfill their responsibilities, Hope Lutheran Church maintains a Christian Day School.
- 1.1.2 We believe that, in keeping with the above, the home must provide the foundation for God-pleasing Christian education. The parents, therefore, must mold a pattern of regularity in worship and Bible study and they must be diligent in fulfilling their responsibility of using Christian discipline in love.
- 1.1.3 The parents' role is not an easy one. It rightfully may call for assistance. This is the purpose of our school. We believe that we are able to help parents give their children a sound Christian education in an environment conducive to such an education. The religion lessons, devotions, and worship experiences provide for fundamental spiritual needs through Christian Education. However, it is the all-day Christian setting that gives us opportunity to practice this Christianity with the children.
- 1.1.4 Hope Lutheran School does not exist in opposition to the public school system, but rather to supply a fundamental need which the latter, by its very nature, cannot supply.
- 1.1.5 Control of the School - The policies and activities of the school are controlled and guided by the Voters' Assembly and the Church Council of Hope Lutheran Church. Teaching staff and the Board of Day School Education consisting of the School Principal, and an elected board (seven members) are entrusted with the management and administration of the school and held accountable to the congregation.

## **1.2 Accreditation**

Hope Lutheran School is accredited by the and by AdvancEd, National Lutheran School Accreditation Agency and the State of Kansas.

## **1.3 Class Size**

Kindergarten through eighth grade will have a maximum class size of 25. The Board of Day School Education reserves the right to increase a class size if the need arises. Aides may also be hired at the discretion of the Board of Day School Education.

The Board of Day School Education reserves the right to combine grades if a minimum class size is not met.

## **1.4 Testing**

- 1.4.1 Testing is an essential part of an overall learning environment. Testing required by the state of Kansas (KITE) is administered during the school year for grades 3<sup>rd</sup> – 8<sup>th</sup>. MAP (Measurement of Academic Progress) testing is administered to students from Kindergarten – 8<sup>th</sup> grade to provide parents and teachers an overall view on the academic progress of a student.
- 1.4.2 If a student displays academic, behavioral, sensory, or speech difficulties, a general education intervention process and diagnostic evaluation can be requested from the special service department

of the public school district in which the student resides. Screening is done in the areas of hearing and vision by the school nurse at Hope Lutheran School.

1.4.3 Any research and/or added evaluation done for research purposes must follow the guidelines outlined by the Shawnee Mission School District:

1.4.3.1 There shall be no polling of students or teachers through questionnaires or other such media by a non-District agency or person except those persons using questionnaires sponsored by an approved graduate school or university. The questionnaire must be of purely academic nature and directly related to the course of study being undertaken by the person requesting the information.

1.4.3.2 All questionnaires shall be approved in advance by the School Principal. Other research must meet the following guidelines:

- (a) Protect the rights of the school, its staff, its patrons, and its students.
- (b) Ensure research conducted does not unduly interfere with the educational endeavors of the school.
- (c) Systematically provide the school access to the results of research which may improve the education afforded our students.

## **1.5 Accountability**

The School Principal gives the Board of Day School Education monthly reports plus a review of testing results in Fall and Spring. A Fall conference is held with each parent with additional conferences available upon request.

## **1.6 School Calendar**

Hope follows the approved State guidelines regarding length of the school year. The annual school calendar is subject to approval by the Board of Day School Education and will generally be presented for approval no later than February of the preceding school year

## **1.7 Library and Media Center**

1.7.1 Each classroom has its own library consisting primarily of paperback books and some resource material. A central library has been established for hardcover books and resource materials.

1.7.2 The Hope Lutheran School library has been established to provide a ready educational resource for Hope students and staff. The library has been professionally cataloged according to the Dewey Decimal System. Library usage rules have been formulated to maintain the integrity of the library collection. **NO BOOK IS TO LEAVE THE LIBRARY WITHOUT FIRST BEING PROPERLY CHECKED OUT BY A LIBRARY VOLUNTEER OR STAFF MEMBER. REFERENCE BOOKS ARE TO BE USED ONLY IN THE LIBRARY UNLESS CHECKED OUT TO A STAFF MEMBER FOR USE WITHIN THE CLASSROOM.**

1.7.3 Students who fail to return a book on its due date are ineligible for further checkouts until the overdue book is returned. Overdue notices will be sent home with students in an envelope addressed to their parents on any book that is one week overdue. Three overdue notices will be sent on each overdue

book. If the book has not been returned after three notices, it will be listed as missing. The book's title and replacement cost will then be turned in to the School Principal for further action at his/her discretion.

- 1.7.4 Students who do not return a book (or return it in a damaged condition) will be expected to pay the book's replacement cost in full of \$20. The purpose of this policy is to foster the responsible use of library materials (many of which have been donated at considerable expense) and because of the high replacement cost of durable library bound books that can withstand library use.

## **1.8 Student Trips**

### **1.8.1 Field Trips**

The children take frequent field trips. Each child's participation is approved by the parent's signing of a permission slip. The children are transported by private cars and/or rented buses. Children must wear seat belts or appropriate child safety restraints as required by law.

- 1.8.1.1 Kansas child passenger restraint law requires children between the ages of 4, 5, 6, and 7 must be restrained by a booster seat while in a vehicle, unless they meet certain exemptions. If the child weighs more than 80 pounds, or is taller than 4 feet 9 inches, they are required to wear a seat belt. KSA 8-1344, as amended May 14, 2015.
- 1.8.1.2 Children ages 8 though 13 must be protected by a seat belt. For a seat belt to fit properly the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face.
- 1.8.1.3 Drivers must provide copy of driver's license and proof of insurance. All drivers **MUST** have a Background Check filed in the school office.
- 1.8.1.4 Volunteers who serve in the classroom and/or help supervise students in school functions (small groups, classroom parties, field trips, etc.,) may not bring younger children. All volunteers **MUST** have a Background Check in the school office.
- 1.8.1.5 All students are required to have a signed PERMISSION SLIP FORM before they are allowed to join in the field trip.

### **1.8.2 Overnight Class Trips**

- 1.8.2.1 The trip will be taken during certain grade year for class members and adult chaperons.
- 1.8.2.2 The length of the trip shall be approved by the School Principal.
- 1.8.2.3 The reason for class grade trip is to visit and experience what has been taught in the classroom.



## **1.9 Curriculum Evaluation and Textbook Adoption**

- 1.9.1 The School Principal is responsible to the Board of Day School Education for curriculum evaluations and recommendations (teacher input is to be considered). The school staff is to annually evaluate the curriculum and its effectiveness. This includes textbook evaluations and/or replacements.
- 1.9.2 The curriculum should comply with the standards of the State of Kansas, National Standards, and the local school districts.
- 1.9.3 Curriculum Revisions - The curriculum and textbooks are reviewed on a rotating basis.
- 1.9.3.1 The areas considered are: Science PE / Health (“Sex Ed”) / Technology / Social Studies, ELA (Reading, Spelling, Grammar, Writing), Math., Religion / Foreign Language,, Science / Fine Arts
- 1.9.4 The areas of learning shall include: Religion, Language Arts, Social Studies, Natural Sciences, Mathematics, Fine Arts, Physical Education/Athletics, Foreign Language, and Computer Science. Organized in broad fields are the following areas of learning:

RELIGION - Worship, Bible stories, doctrine, memory work, church history, and Christian living activities.

LANGUAGE ARTS - Reading, phonics, English, spelling, literature, linguistics, dramatics, handwriting, and creative writing.

SOCIAL STUDIES – Basic concepts economics, history, civics, government, geography and Kansas History.

NATURAL SCIENCES - Concepts of Science, conservation practices, procedures of investigations, and health education.

MATHEMATICS - Basic concepts of mathematics. Math placements are available throughout the grades.

FINE ARTS – Music instruction and singing, school choir, drama, and art instruction. Band for grades 4-8 is available before school for an additional fee.

PHYSICAL EDUCATION/ATHLETICS - Sequenced physical education, health, and safety.

TECHNOLOGY EDUCATION - Instruction includes technology assisted/integrated instruction across the curriculum, technology literacy, keyboarding, word processing, and appropriate usage of the Internet.

FOREIGN LANGUAGE - Exploratory Spanish will be offered in preschool – 8<sup>th</sup> grade.

## **1.10 Worship**

Weekly chapel services are held for the children and those parents wanting to attend. The dispensation of the offering money is determined by the School Principal and teaching staff.

### **1.11 Use of Movies in the Classroom**

All educational movies will require no prior approval other than from the School Principal. Entertainment movies will require prior approval from the School Principal. Use of entertainment movies in the classroom will be discouraged.

### **1.12 Internet Permission (See Addendum A)**

As part of our curriculum, students have controlled access to the Internet and learn to use libraries, databases and information sources on a wide variety of topics. Students **must agree to follow the *Code of Conduct for Internet Facilities and Electronic Devices*** stated in Addendum A. This form must be signed by each parent/student each school year.

### **1.13 Music Programs**

The children have special annual presentations of seasonal programs. Each class may participate musically in Sunday Worship services on a periodic basis. The school choirs meets within the class schedules and participate in Sunday Worship on a periodic basis.

### **1.14 Athletics**

Hope Lutheran School participates in the Kansas City Lutheran Athletic League.

1.14.1 The athletic program of Hope Lutheran School exists to give children, regardless of sex, creed, or race, another opportunity to honor their Lord and Savior as they learn and practice important values and principles of life, such as cooperation, discipline, fairness, and hard work. The athletic program also exists to develop the overall athleticism of children as they learn the basic fundamentals of their given sports.

1.14.2 Mandatory Physicals - A yearly physical examination must be up to date and completed prior to an athlete's first practice for students in grades third through eighth. The physical form must be signed by a physician and submitted to the school office. Physical forms can be found online or you can pick one up from the school office.

1.14.3 School Attendance - If a student is present for a HALF DAY of school, that student will be eligible to play in the sporting event scheduled for that day. A student will NOT be permitted to attend practices or games if the student is absent. Exceptions to this policy include, but are not limited to, those students who have sought prior approval via written excuses and/or personal conversations with the athletic director and/or principal to participate as legislative pages, attend doctor's appointments, or attend funerals.

1.14.4 Only school teams shall use the name Hope Lutheran Church or School, its athletic uniforms, and/or its athletic equipment for Hope Lutheran Church or School sanctioned events.

1.14.5 There is an additional participation fee for athletics.

### **1.15 Reporting Student Progress**

1.15.1 Grade cards are issued quarterly. There is a required parent-teacher conference after the first grading period. Conferences are held on an "as needed" basis for the remainder of the school year. Student grades will be posted weekly on Ren Web systems in which students and parents can monitor grades.

- 1.15.2 Students are evaluated according to the following grading scale: (put in scale – delete effort grades except modified)

<u>Achievement Grades</u>	<u>(Grades 3-8)</u>
A = Excellent	94 - 100%
B = Good	85 - 93%
C = Average	75 - 84%
D = Poor	70 - 74%
F = Failure	00 - 69%
I = Incomplete	
E = Excellent	
S = Satisfactory	
U = Unsatisfactory	
* = Modified	

A non-letter system will be used for Kindergarten.

- 1.15.3 Semester finals are given in most core subjects at the 7th and 8th grade levels. The semester grade for the 7th and 8th grade students is determined using the following formula:

Semester Grades (2 quarter grades) = 80%

Semester Final = 20%

- 1.15.4 Honor Roll and Principal's Honor Roll

The teaching of the Christian faith is recognized as the major emphasis of our school's curriculum. Christ is integrated into all subjects as our students grow daily in their faith. They develop specific virtues that equip them to become responsible, effective Christians for life. Our excellent academics are also used as a foundation for building not only strong, confident scholars, but also contributing members of the community. Students are encouraged to apply the conceptual information they learn in the classroom to "real-world" problems in both individual and collaborative settings. Independence, responsibility, and self-discipline are fostered at all levels, as are organizational and study skills.

### **Honor Roll**

Hope Lutheran School Honor Roll lists are released at the end of each quarter. Hope Lutheran School has two honor roll categories.

**Principal's Honor Roll** - A student must have an A average (9.0), no U's or F's, no more than one C in a grading period, no U's or F's

**Honor Roll** – A student must have a B average (8.0), no U's or F's

\*Numbers are not rounded off when determining Honor Roll.

Averaging Scales Used for the Quarterly Principal's Honor Roll & Honor Roll - Each letter grade is given a point value as noted below. The total points are then averaged, and the calculated average point value is equated to a letter grade.

Letter Grade	Point Value
A	10
A-	9
B+	8
B	7
B-	6
C+	5
C	4
C-	3
D+	2
D	1
D-	0
F	(-1)

#### 1.15.5 8th Grade Valedictorian and Salutatorian Criteria

The Valedictorian and Salutatorian are selected each year from the 8th grade graduating class. The Valedictorian ranks first in Point Value and is considered the top student of his/her class; the salutatorian ranks second in Point Value and is considered the second highest student in his/her class. Criteria are based primarily on grade point value of 6th - 8th grade years in all but not limited to classes that receive a percentage grade. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions.

The Principal/Homeroom teacher will meet with the qualifying students during the middle of the 4th quarter of their 8th grade year to inform them of their honor and to begin preparing for graduation.

### 1.16 Outdoor Recess Policy

1.16.1 On most days, students will be expected to go outside for recess. If the following conditions exist, the students will not be taken out except to get a few minutes of fresh air:

- It is 15 degrees F. or below
- The wind chill is 0 degrees F. or below

- Precipitation

### **1.17 Special Student Events**

- 1.17.1 The students engage in numerous benevolent activities in or for the community as determined by the school staff.
- 1.17.2 School parties may be held at Christmas, Valentine, and others with principal approval.
- 1.17.3 Volunteers who serve in the classroom and/or help supervise students in school functions (small groups, classroom parties, field trips, etc.,) may not bring younger children. All volunteers MUST have a background check.

### **1.18 Student Scholarship Aid**

- 1.18.1 Donations are solicited and accepted into a Day School Scholarship Aid Fund to help families who need assistance with tuition.
- 1.18.2 Student Scholarship Aid - The school Principal will be responsible for distribution of grants from the Day School Scholarship Aid Fund. The school Principal is also responsible for following tuition assistance guidelines. With the approval of the Board of Christian Education and the pastors.
- 1.18.3 Student Scholarship Aid Guidelines – Hope Lutheran School will use a tuition management company (FACTS) to assist the Principal in granting financial aid. Families desiring financial aid must apply on-line through the tuition management company up to 75% of the FACTS recommended tuition assistance. There is an application fee to apply for financial assistance. The Day School Scholarship Aid Fund is entirely funded through donations and the amount available varies from year to year.

### **1.19 Tuition**

- 1.19.1 Tuition is paid in one of three ways. Parents may pay the tuition amount in full at registration; by semester, with the first semester payment due at registration and the second semester payment due December 1; or parents may enroll in the tuition management company's program for monthly withdrawal. Standard school fees will be added to the tuition payments, for example, technology, art, activity, graduation.
- 1.19.2 If tuition remains unpaid for a period of 30 days, the parents must immediately arrange to meet with the School Principal to resolve the delinquency and agree upon a payment plan or such other course of action as may be acceptable.

If parents or guardians fail to meet as provided in 1.19.2 above or if there has not been any progress made toward payment, the student's enrollment will be terminated until tuition is brought current. Termination of enrollment will be made by certified letter.

- 1.19.3 No child will be allowed to start school if the registration fee or any outstanding tuition balance has not been paid.
- 1.19.4 Any family with tuition or other balance due at the end of the school year must meet with the School Principal at that time to make satisfactory payment arrangements. Hope Lutheran School can use whatever legal means it deems necessary to collect delinquent funds.

- 1.19.4.1 If payment of all tuition and fees is not made by August 1, the student may not re-enroll.
- 1.19.5 Termination of a student's enrollment does not relieve the parent of their obligation of indebtedness to Hope Lutheran Church and School.
- 1.19.6 In order for a member to receive member tuition status, the family must maintain regular worship attendance and support the church programs through regular offerings according to each person's ability to contribute financially.
- 1.19.6.1 The School Principal, in consultation with the pastor(s) will monitor this and reserve the right to change the student's tuition classification to non-member rates.
- 1.19.6.2 Parents of any church member student(s) will be required to sign an agreement annually to these terms before the beginning of the school year. This agreement is sent to families in the summer mailing.
- 1.19.7 Tuition will be waived for full-time called professional staff. Tuition for part-time called staff will be prorated.
- 1.19.8 Tuition reimbursements from the tuition management company will be handled as follows:
- Full tuition payments will be reimbursed if a family or student withdraws before the first day of school (up to what has already been paid)
  - No tuition payments will be reimbursed if a family or student withdraws after the first day of school (up to what has already been paid)
  - Special circumstances may apply.
- 1.19.9 Tuition reimbursements for semester payments will be handled as follows:
- Ninety percent of the tuition payment will be reimbursed if a family or student withdraws within 15 calendar days of beginning of semester.
  - Half tuition payment will be reimbursed if family or student withdraws prior to beginning of 2<sup>nd</sup> quarter or 4<sup>th</sup> quarter.
  - Special circumstances may apply.
- 1.19.10 Tuition reimbursements for annual payments will be handled as follows:
- 90% percent of the tuition payment will be reimbursed if a family or student withdraws within 15 calendar days of the beginning of school year.
  - 75% tuition payment will be reimbursed if a family or student withdraws prior to the beginning of 2<sup>nd</sup> quarter.
  - Half tuition payment will be reimbursed if family or student withdraws prior to the beginning of 2<sup>nd</sup> semester.
  - 25% tuition payment will be reimbursed if family or student withdraws prior to the beginning of 4<sup>th</sup> quarter.
  - Special circumstances may apply.

## 2      Students & Student Services

### 2.1      Lifestyle of the Christian Student

We expect each child to treat staff members, parents, and other children with respect and courtesy. Our guide for relationships with one another is the example set by Christ. Unchristian-like behavior, e.g. bullying, is unacceptable at Hope Lutheran School. This may include, but is not limited to, being unfriendly, excluding, any use of violence, racial taunts, unwanted physical contact, sexually abusive comments, name-calling, rumors, teasing, all areas of internet, such as e-mail, text messaging, and associated technology. Anyone who knows that bullying is happening is expected to tell the staff. Violation should be reported to the School Principal or teacher. Love, forgiveness and respect for one another are essential ingredients in the lifestyle of a Christian student.

### 2.2      Enrollment and Admission

2.2.1      In the event of classroom overcrowding due to shortage of classroom space and/or teachers, the order of admission is, except as otherwise set forth below and defined as:

- 2.2.1.1      Re-enrollment from previous years from the day school
- 2.2.1.2      Children of Hope Lutheran Congregation
- 2.2.1.3      Brothers and sisters of present students
- 2.2.1.4      Present Hope Lutheran Preschool students
- 2.2.1.5      Members of sister LC-MS congregations
- 2.2.1.6      All Others

2.2.2      Priority Enrollment from Kindergarten to First Grade is set forth below and defined as:

- 2.2.2.1      Children of Hope Lutheran Congregation
- 2.2.2.2      Hope K-8 school members
- 2.2.2.3      Transfer from LCMS church/school
- 2.2.2.4      Community member joining Hope

2.2.3      In each of the above categories, it would be the order of enrollment form and registration. There may be special circumstances that will make an exception to the above lists.

2.2.4      In order for a child to make application in Kindergarten he/she must be 5 years old **ON OR BEFORE AUGUST 31st** of that school year. Kindergarten students may be required to undergo an evaluation procedure prior to acceptance. They must also provide a valid birth certificate (copies are acceptable) and a completed Kansas Certificate of Immunization form.

2.2.5      Students to be enrolled in first grade who have not previously graduated from kindergarten must be 6 years old **ON OR BEFORE AUGUST 31st** of that school year. A copy of the child's birth certificate

must be submitted to the school office for each first grade student who has not completed Kindergarten.

- 2.2.6 Parents of new students must make available to Hope Lutheran School appropriate medical records, immunization records, and prior school records regarding the child. Students who transfer from another school must present a transfer report card prior to the start of school. All new students will take an admission test prior to being accepted as a student of Hope Lutheran School.
- 2.2.7 Parents and students must agree that the child will take the prescribed course of study, comply with all rules and regulations of the school, and participate in regular school activities and programs. Home schooled children can participate in the following approved classes: choir, art, physical education, foreign language, band, and computer technology with designated fees applied.
- 2.2.8 The Board of Day School Education reserves the right to restrict enrollment.
- 2.2.9 At the end of summer, teachers visit each student's home. Teachers personally remind parents of the school's mission, give information about the upcoming year, share classroom schedules, and other pertinent information. The visit provides the parents an opportunity to ask questions about the school, their child's classroom and to get to know the teacher personally. Teacher will call to schedule home visits in July and August.

### **2.3 Attendance**

- 2.3.1 Regular and punctual attendance is important. If excessive absences or tardies occur, the School Principal will contact the family to investigate the problem.
- 2.3.2 Parents should call or email the school office when a child is absent. A written excuse will be submitted for an extended absence. If your child is ill or gives the general indication of being ill, it is best to keep him or her home rather than sending him/her to school. If in doubt about keeping him or her home, check with your physician. The school will send children who are ill home. If your child has a fever or has vomited in the morning, please do not send him or her to school. See Health Policy 3.5.
- 2.3.3 The school day begins at 8:30 a.m. and dismisses at 3:35 p.m. The front doors will open at 8:15 a.m. Students are asked not to arrive before 8:15 a.m. and should be picked up after school by 3:50 p.m. Students arriving before 8:15 must go to our Extended Care program. Students not picked up by 3:50 will be sent to our Extended Care program.
- 2.3.4 It is very important that students are in the classroom and ready to begin the school day by 8:30 a.m. Students who are not in the classroom by 8:30 a.m. will be counted as tardy. A student may also be counted tardy if he or she is late getting to a class during the school day. Doctor appointments or medical excuses (signed by a physician) will not be counted as a tardy if the student arrives by 10:30 a.m. If a student arrives after 10:00 a.m., he/she will be counted as ½ day absent. If a student leaves in the middle of the day for an appointment and is back within 2 hours, he/she will not be marked a ½ day absent.
- 2.3.5 Kansas Law 72-1113 states that if a child is unexcused or unverified day from school for 3 consecutive days, 5 days in a semester or 7 days in a year then they are considered truant. All cases of truancy are required by Kansas Law to be reported to the appropriate authorities.



2.3.6 After a student has received 5 unexcused tardies per semester, they will be marked with 1 day absent. Five unexcused tardies = 1 day absent.

2.3.7 The failure of a student to attend at least 85% of all days per semester may result in a failing grade and/or retention in the student's current grade at year's end. Excessive absences, whether excused or unexcused, prevent the student from receiving beneficial instruction from the teacher. (20 days absent will result in retention or summer school if applicable.) Exceptions may be made for a prolonged physician diagnosed illness with completion of academic requirements at home.

## 2.4 **Promotion and Retention**

The classroom teachers, with consultation of the School Principal, make recommendations regarding promotion or retention of the child. Parents will be consulted, but the final decision concerning promotion or retention of the child will be made by the child's teacher and School Principal. Appeals to these decisions should be addressed to the Board of Day School Education.

## 2.5 **Nondiscrimination**

Hope Lutheran School offers enrollment to students of any race, color, sex, national and ethnic origin. All the rights, privileges, programs, and activities generally accorded are made available to all students at the school. Hope Lutheran School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

**Statement of Faith:** We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God created marriage to be exclusively the union of one man and one woman and that intimate sexual activity is to occur exclusively within that union.

## 2.6 **Transportation**

The parents of the student(s) must arrange for the transportation of their children both to and from school. Students are to enter and leave the building at the school entrance. The drive in front of this entrance will be one way (going from east to west) so the children will not have to walk between the cars. During the day, the west half of the parking lot will be closed from 9:15 a.m. – 3:00 p.m. so that the students may use the area for recess and physical education activities.

## 2.7 **Telephones and Electronic Devices**

Students should be called only in an emergency through the school office. Teachers should not be asked to answer the phone during school hours. The best time to call a teacher is before or after school. Phone use by students before and after school should only be for emergency or transportation purposes with the permission from the school office or after school care.

Students may bring cell phones to be used after 3:50 p.m. if students are going home. Students staying for after school activities such as sports practice and afterschool care students may not use their cell phones until the end of that activity. During the day, cell phones must be turned off and kept in their locker. During after school activities, the cell phone must be kept in their backpacks.

Violations may result in loss of cell phone privileges and custody of the cell phone to the school office until released to the parent or guardian.

With parents' permission, we are giving our 4<sup>th</sup> – 8<sup>th</sup> graders the opportunity to bring their electronic devices to school. There will be some guidelines on the proper classroom use of the electronic device by the classroom teachers. Students will be responsible for the care and the security of their electronic devices.

Students in 1<sup>th</sup>-8<sup>th</sup> grade will be receiving a Chromebook device to use during school hours per teacher discretion. Students are responsible for caring for the device.

Students in 6<sup>th</sup>-8<sup>th</sup> grade will be receiving a Chromebook device to take home. Permission slip signed by parents must be handed in before students is allowed to bring the device home. See Technology Agreement.

## **2.8 Make-Up Work**

Students absent one week or less are allowed two days for every day absent to complete missed work (for example, if absent for 3 days, all work should be completed in the 6 school days following the return of the student). For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

## **2.9 Classroom Visitation**

Parents may visit and observe in classrooms provided the permission of the School Principal has been obtained and the teacher has been notified the day before the visit. No siblings will be permitted in the classroom during observation visits.

## **2.10 Safety**

The policy regarding safety procedures for fires, tornadoes, or severe storms are followed according to State guidelines. The guidelines indicate designated places for children and staff during emergencies. Maps are posted in each classroom indicating exit routes and designated safety locations. Fire drills are held monthly. Three tornado drills are conducted randomly during the school year. One evacuation drill will be conducted annually. In addition, lock down drills will be conducted twice a year.

## **2.11 Student Records**

2.11.1 A cumulative record is kept for each student. The records are filed in the office. Each teacher is responsible for completing a cumulative record for each child. The records should include semester academic information, attendance, results from competence testing, intelligence tests, enrollment information, and health records.

2.11.2 Confidentiality is maintained only allowing access to records by a principal-approved staff. If parents desire transfer of information to another school, they must give a written request.

## **2.12 Discipline Policy**

2.12.1 Hope Lutheran School emphasizes discipline as a means of teaching self-control, Christian attitudes, orderliness, and efficiency. Teachers are to be guided by God's Word in enforcing discipline. Disciplinary measures must be motivated by Christian love and concern for each child. The aim of your Christian teacher is to approach any pupil problem with an evangelical spirit and to take into account the total welfare of the child – spiritual, mental, moral, emotional, and social.

- 2.12.2 This Policy is intended to regulate conduct of a student when the student is (1) on school grounds or at a school sponsored event; (2) traveling to or from school or a school sponsored event; (3) engaged in misconduct that is in any other manner school related or adversely affects the operation of any school; and (4) behavior that brings disrespect to the school.
- 2.12.3 Teachers are to work closely with parents in handling discipline problems. A variety of disciplinary techniques may be used by a teacher in an effort to most effectively work with each child. Examples of such techniques include: time out, loss of recess time, written work, after school detention, and verbal reprimands. Other appropriate techniques may be used. The Principal will be made aware of students that continually break the rules. If a child remains unresponsive to disciplinary efforts, the child may be removed from our school program (suspension or expulsion). Our goals in the area of discipline can only be accomplished through the combined efforts of the teachers, pupils, and parents. We must understand and agree that no child has the right to destroy the educational opportunity for any other child or any class. Therefore, a procedure developed by the Board of Day School Education based on Matthew 18 will serve as a guide in enforcing discipline.
- 2.12.4 Plagiarism - Plagiarism is “the taking of ideas and passing them off as one’s own” (dictionary.com). For example, copying reports from the encyclopedia and other sources, but failing to include notation to indicate such. The act of plagiarism will not be tolerated and will result in the student receiving a grade of “zero” on the assignment and an appropriate disciplinary action such as detention, suspension, or expulsion.
- 2.12.5 Weapons and Drugs - Hope Lutheran School shall maintain a safe and nurturing educational environment where students can learn, teachers can teach, and where parents and patrons can meet and recreate without fear. Therefore the following will not be tolerated on any church or school property or at any function sponsored by the school regardless of location:
- (a) The possession, transportation, display, sale, trade, distribution, use or threatening to use weapons of any kind including guns, knives, bombs, ammunition, or any instrument or device that can be reasonably perceived to be a weapon or firearm including replicas or look-alikes such as cap guns or water pistols.
  - (b) The possession, transportation, display, sale, trade, distribution or use of any illegal or controlled substances (drugs). Prescription or over the counter medicines distributed by the school administration per Section 3.7 of the Parent & Student Handbook are not included.

Items brought at the request or with the permission of a staff member are excluded from this policy.

In either instance the police may be called, and in the case of (b) above the substance in question will be confiscated and submitted for testing. Any criminal misconduct will be reported to the proper authorities, and school staff will cooperate with any subsequent investigation and/or prosecution.

The student will be immediately sent home if not in the custody of authorities. The School Principal, or his or her designee, is authorized to suspend a student or recommend expulsion to the Board of Day School Education (refer to Section 2.11.7 ‘Penalties’). The student and parent(s)/guardian will be notified in writing of the penalty.

### 2.12.6 Sexual Harassment

It is a violation of school policy for a student, faculty member, staff member, administrator or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature.

Definition – Sexual harassment is a form of sex discrimination, prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Kansas state laws. Sexual harassment can occur between persons without regard to gender, age, appearance, sexual orientation or professional status and may arise from either supervisory actions or co-worker interactions. Sexual harassment may also occur between persons of the same status, e.g., student to student, faculty member to faculty member, staff member to staff member, or between persons of the same sex. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (a) Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
- (b) Submission to or rejection of such conduct or activity is used as the basis for employment or evaluation;
- (c) Such conduct or activity interferes with an individual's employment or educational advancement; or
- (d) Such conduct or activity creates an intimidating, hostile or offensive environment.

### 2.12.7 Anti-Bullying Policy

The Anti-Bullying Policy specifically prohibits bullying of or by any student or employee with consequences for those acts that meet the definition of bullying as defined in the handbook. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees.

“Cyber bullying” is bullying that takes place using electronic technology. Electronic technology includes devices, equipment, and communication tools: such as cell phones, computers, tablets social media sites, text messages, chat, and websites. Examples of cyber bullying include: mean text messages or emails, rumors sent by email, posts on social networking sites, embarrassing pictures, videos, websites, or fake profiles.

### 2.12.8 Penalties

A student who engages in conduct prohibited by school policy may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand, parent/guardian conference, confiscation of personal property, restitution, temporary exclusion from the classroom, loss of privileges, detention; home-assignment, withdrawal from class, lunch detention, after school detention, in-school suspension, out of school suspension, or expulsion.

The penalty for violation of this section will be determined by the School Principal in consultation with the Board of Christian Education. The School Principal shall have the authority to suspend such student from school. Expulsion shall be the responsibility of the Board of Christian Education.

Corporal punishment is not permitted.

### 2.12.9 **Hearings**

A hearing may be granted at the written request of the parent(s)/guardian of the student to the Board of Day School Education of Hope Lutheran Church. If a hearing is approved, the Board of Day School Education will designate three (3) members to hear the appeal. Student(s) will be given the opportunity to give his or her version of the incident and will be allowed to present witnesses to the event. The hearing board may also present witnesses as it deems appropriate. The Board will present its decision to the parent(s)/guardian in writing.

### 2.13 **Lunch Program**

2.13.1 Students have the option of bringing their own lunches or buying lunch at school. Hope participates in the Federal School Lunch Program which provides Free and Reduced meals to eligible families. Menus are published in advance. White milk, chocolate milk, and water are available at school at a nominal cost. Student(s) are allowed one snack during the day at a time established by the teacher. (See Addendum D for Unpaid Meal Charge Policy).

2.13.2 Parents may eat lunch with their child provided permission of the teacher has been obtained at least one day prior to the visit. Parents may take their child out of the school for lunch provided the teacher is notified prior to the start of the school day. The student needs to be returned to school before the start of the next class period. The cooperation of parents is much appreciated in order to avoid disruption of the classroom.

### 2.13.3 USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

2.13.4 Meals purchased at fast food outlets to be consumed at school must NOT be brought to school in their original containers.

2.13.5 Caffeinated beverages or candy are not allowed in sack lunches to be consumed in the cafeteria.

## **2.14 Dress Code/Uniform Policy**

2.14.1 Students should wear clean clothing, in good condition, and appropriately sized. All clothing must be hemmed, not frayed, and without holes. Oversized baggy clothing is not permitted.

2.14.2 All shirts, blouses, and turtlenecks must be tucked in. Long sleeves must not be rolled up past the elbows. Short sleeve shirts must not be worn over long sleeve turtlenecks or long sleeve undershirts.

2.14.3 Wear appropriate footwear. Shoes with laces must be securely tied. Shoes must have heels and toes enclosed. Shoes and socks must be worn.

2.14.4 Belts, when worn, must have buckles. No ropes, chains, hooks, suspenders, or items hanging from the student are permitted.

2.14.5 Undergarments: Must not show any color through the shirt or blouse. The sleeves of the blouse or shirt must cover the sleeves of the undergarment. Shirts and blouses must remain buttoned up over the undergarment.

2.14.6 The following **ARE NOT** permitted:

- Sweatshirts (except Hope Sweatshirts), sweat pants, and warm-ups
- Pants that touch the floor
- Cargo or corduroy pants/shorts
- Sleeveless blouses
- No trim, printing or lettering on clothing/tights (except Hope Logo)
- Outdoor clothing such as headgear, sunglasses, gloves, coats, etc. is not to be worn in the building
- Tattoos or other visible markings on the skin
- Excessive makeup
- Fingernails longer than fingertip length
- Extreme haircuts or hair color -
- Earrings for boys
- Body piercing (except earrings for girls)
- Extremes in personal grooming or dress.
- Boots (including UGGs and similar styles) and shoes with wheels
- Shoes with heels exceeding 2" in height
- Ripped jeans

#### 2.14.7 Uniform Shopping Options:

A variety of stores such as School Uniforms by Tommy Hilfiger, J.C.Penney's, Sears, Dillards, Target, Burlington, Kohls, Old Navy, and Lands' End carry school uniform clothing. Students must wear uniform clothing, but are not limited to any one particular store or company, except as follows:

- (NEW PLAID 2018) All Plaid skorts, skirts and jumpers must be purchased from School Uniforms by Tommy Hilfiger as it is the only vendor that carries the "Hope Plaid." Other types of plaid are **WILL BE PERMITTED IN THE SCHOOL YEAR 2018-2019 ONLY**.
- School Uniforms by Tommy Hilfiger also carries all the uniforms that meet our dress code. The Hope Lutheran Logo can be embroidered on a polo shirt for an additional fee. To order from School Uniforms go to [www.globalschoolwear.com](http://www.globalschoolwear.com) and use the **Partner School Code – Hope02**.
- Lands' End also carries all the uniforms that meet our dress code except the "Hope Plaid". The Hope Lutheran Logo can be embroidered on a polo shirt for an additional fee. To order from Lands' End go to [www.landsend.com](http://www.landsend.com) and use **Lands' End School ID # - 9000-5364-6**.

Used Uniforms may be purchased at a cost of \$2.00 per item. Please call the school office for additional information. Donations to the Used Uniform Store are welcome.

2.14.8 Uniforms must be worn every school day, except when otherwise posted. Every Friday, students may wear Spirit Wear, Hope Sweatshirts or Tournament T-Shirts with uniform pants, shorts, skirts, or skorts.

2.14.9 Shirts: Long or Short Sleeve with a collar – solid white, navy, light blue, or red

- Oxford button-down dress shirts
- Polo Shirt – white, navy, light blue, black or red
- Turtlenecks
- Blouses (oxford style or Peter Pan style collar)

2.14.10 Sweaters: (Crew neck, vest, cardigan & V-Neck): Cardinal red, navy blue, or white

2.14.11 Sweatshirts: Hope Sweatshirts (over shirts) may be worn when students are cold in and outside the classrooms

2.14.12 Slacks/Walking Shorts/Capri Pants: Solid Navy, khaki, black (MUST be uniform bottoms)

2.14.13 Shorts, Skorts, Skirts, Jumpers: Solid Navy, khaki, black, or Hope Plaid (School Uniforms by Tommy Hilfiger). Shorts, skorts, skirts, and jumpers will be **four inches above the knee in length or longer**.

2.14.14 Socks: Solid White, Navy, Black, Red, or Tan.

2.14.15 Hosiery: Natural Skin Color Only

2.14.16 Tights or Leggings: Solid White, Navy, Red, or Black. Footless tights require socks. Leggings may be worn under skirts only and must be at least ankle length. Leggings must be black or navy in color. No print leggings allowed.

2.14.17 Non-Uniform Day: Students may not wear ‘short’ shorts, tank tops, spaghetti straps, jeggings, yoga pants, running tights, leggings, shirts without sleeves, no holes/rips/tears, no ripped jeans or with inappropriate words or pictures on them.

2.14.18 Scout Uniforms

Scout uniforms may be worn on scout meeting days. Scout sweatshirts and sweatpants are NOT permitted.

2.14.19 P.E. Clothing

PE uniforms approved by the Board of Day School Education are required for grades 4<sup>th</sup> – 8<sup>th</sup> and must be purchased at the school. The uniforms include a gray logo T-shirt and black logo mesh short.

Shoes: Athletic style tennis shoes, non-marking, must be worn during P.E. because deck type tennis shoes offer no arch support.

**2.15 Letter Award Guidelines**

2.15.1 The Hope Lutheran school letter is the platform for participation rather than achievement or award. The letter will be distributed in a first quarter chapel service to the 5<sup>th</sup> graders and all new students in the 6<sup>th</sup> through 8<sup>th</sup> grade.

2.15.2 There will be a variety of opportunities to allow students to achieve at various levels of talents, skills, and abilities through activities held throughout the school year.

2.15.3 Once the letter is distributed, each student will earn pins (or bars for succeeding years) for the respective activity. Each respective sports banquet, or closing session will be used for distributing pins and/or bars. Example, a basketball pin will be distributed for basketball participation in the first year; a bar will be distributed for each year of participation thereafter.

2.15.4 After the closing chapel service on the last day of school, there will be an opportunity for recognition, building the school family, creating an awareness of what occurs at the middle school level, and honoring the 8<sup>th</sup> grade class for their achievements as they prepare for high school.

2.15.5 The Booster Club will fund the purchase of letters, pins, and bars.

2.15.6 The school Athletic Director and school secretary will track and report those students who have participated, so pins, bars, etc. may be purchased and distributed at the appropriate awards event.

2.15.7 Participation pins/bars will be awarded in the following areas:

- (a) School Principal's Honor Roll – 2 semesters for 7 & 8<sup>th</sup> grade get a small trophy and certificate; 2 semesters for 4<sup>th</sup> - 6<sup>th</sup> grade get a ribbon pin and certificate.
- (b) Honor Roll – Certificate & pin
- (c) Perfect Church Attendance – Certificate only
- (d) Perfect Sunday School Attendance – Certificate only
- (e) Cheerleaders/Yell Leaders



- (f) Soccer
- (g) Volleyball
- (h) Basketball
- (i) Track and Field
- (j) Gathering of Talents – Only choir members get a certificate
- (k) Spring Play – 7<sup>th</sup> - 8<sup>th</sup> grade only (includes cast members, props/sound/lighting support) – Certificate only
- (l) Other Programs sanctioned by Hope Lutheran School may be considered for a participation award; such as contests and activities encouraged by Hope Lutheran School.

**2.16 Before and After School Care**

2.16.1 School Age Child Care (also referred to as Extended Care) is available before school from 7:00 - 8:15 a.m. and after school from 3:35 - 6:00 p.m. for students of Hope Lutheran School. There is an additional charge for this service. A study hall is also provided as part of our Extended Care program. Parents who are volunteering during extended care hours will not be charged for their student’s use of the extended care facilities during that time.

2.16.2 School Age Child Care will be administered by Hope Lutheran School.

**2.17 Tutoring Procedures for Hope Lutheran School**

Hope’s teaching staff and/or aides may use Hope Lutheran Church and School facilities, materials and/or equipment for tutoring for hire when school is not in session during summer months only. This program will be administered through the School Principal.

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**3 Health Policy**

**3.1 Inoculations and Physicals**

KS State Law 72-5209

3.1.1 Each school year, **all students enrolling for the first time and transfer students** must present official documentation that they have received the proper number of immunizations to meet Kansas state immunization laws. A completed Kansas Certificate of Immunization form (KCI) signed by a licensed physician (not a chiropractor) or the Kansas Health Department that shows that students have received the proper number of immunizations must be presented to the school. Currently enrolled students must submit documentation of any new immunizations they receive to keep immunization records current.

- 3.1.2 Students who have not completed the required inoculations may enroll (or remain enrolled) for 90 days following the first day of school while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series.
- 3.1.3 Failure to comply with all required series within 90 days as stated above will cause the pupil to be excluded from school until such time as proof of compliance is provided with the following exception: If the student is deficient in the number of required immunizations to the extent that it is medically impossible to complete all requirements within 90 days, the student will not be excluded as long as there is documentation that the doses will be given as soon as medically possible and there are no reports of a communicable disease active in the school.
- 3.1.4 As an alternative to the certification required a student must present one of the following:
- 3.1.4.1 An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child or another family member.
  - 3.1.4.2 A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. The statement will be kept on file for the duration of the child's enrollment at Hope.
- 3.1.5 On or before May 15 of each school year, the school must notify the parents or guardians of all known pupils who are enrolled, or who will be enrolling, of the above policy.
- 3.1.6 The number of inoculations and immunizations that a student is to have completed is as follows:
- At least 5 doses of DTaP (one dose must have been given after the fourth birthday). Booster dose of DTaP required for grades 7 through 12.
  - At least 4 doses of oral polio (one dose must have been given after the fourth birthday).
  - 2 doses of MMR vaccine
  - 3 HEP B immunizations
  - 2 doses of Varicella for Kindergarten through 12<sup>th</sup> grade unless history of Varicella (chicken pox) disease is documented by a licensed physician. A Varicella titre can be drawn by the doctor to confirm that the student has had the chicken pox.
- 3.1.6.1 The immunization record of each pupil shall indicate that inoculation with the delineated vaccines has been accomplished by a licensed physician. All kindergarten students need the Hepatitis B series and the varicella vaccine (chicken pox) or documents stating the date the disease occurred.
- 3.1.7 If a student transfers to another school, Hope Lutheran School will forward, with the pupil's transcript, the appropriate health records, and the certification or statement showing evidence of compliance with the requirements of this policy to the student's new school.

KS State Law 72-5214

3.1.8 To comply with KS Law 72-5214, we are required to have a Child Health Assessment for all new school entrants (not previously enrolled in any school in Kansas) age nine (9) and under. The health assessment definition includes health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done.

3.1.8.1 The appropriate forms are available in the school office.

3.1.8.2 These physicals must be completed prior to admission, or within 90 days after school entry provided the parent has submitted a written note specifying the date of the appointment with the licensed provider. If non-compliant, the student will be excluded from school until the state requirements are met.

**3.2 Hearing Screening**

3.2.1 Every student shall be provided basic hearing screening without charge during the first year of admission and not less than once every 3 years thereafter.

3.2.1.1 Hope Lutheran School will provide basic hearing screening only to the students enrolled at the time the screening is performed.

3.2.2 All hearing tests must be performed by a person certified by a licensed audiologist in the use of a calibrated audiometer. This person will be designated by the Board of Christian Education.

3.2.3 The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of such pupils.

3.2.4 Hope Lutheran School will furnish such forms, records and other materials approved or prescribed by the State Board of Day School Education as may be necessary to carry out the provisions of this policy.

**3.3 Vision Screening**

3.3.1 Hope Lutheran School will provide basic vision screening without charge to every student in its school no less than once every two years. All such tests shall be performed by a person who has been certified for vision by the Kansas Health Department or equivalent. This person will be designated by the School Principal.

3.3.2 The results of the test and, if necessary, the desirability of examination by a qualified physician or optometrist will be reported to the parents or guardians of such pupils.

3.3.2.1 The information which is reported must not show preference in favor of any professional person.

**3.4 Dental Screening**

3.4.1 Every student shall be provided basic dental screening without charge during the first year of admission and not less than once every 3 years thereafter.

3.4.1.1 Hope Lutheran School will provide basic dental screening only to the students enrolled at the time the screening is performed.

- 3.4.2 All dental screening tests must be performed by dentist. This person will be designated by the Board of Christian Education.
- 3.4.3 The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of such pupils.
- 3.4.4 Hope Lutheran School will furnish such forms, records and other materials approved or prescribed by the State Board of Day School Education as may be necessary to carry out the provisions of this policy.

### **3.5 Emergency Illness and Injury**

- 3.5.1 The school maintains emergency information on each child. In the event of an emergency, a member of the school staff will contact the parent. If the parent is unavailable, the School Principal will acquire whatever assistance is needed.
- 3.5.2 School accident insurance is made available on a voluntary basis for purchase by the student.

### **3.6 Health Rules**

- 3.6.1 In order to prevent the spread of illness through our school, these rules will be followed. A child must not come to school if:
  - 3.6.1.1 He or she has a fever or has had a fever within the last 24 hours. Fever is defined as an oral temperature of 100 degrees F. or above. If a child is documented as having a fever at school, he or she will not be admitted the next day.
  - 3.6.1.2 He or she is vomiting or has vomited in the last 24 hours.
  - 3.6.1.3 He or she has a contagious rash (other than allergic rash).
  - 3.6.1.4 He or she has reddened eyes, swollen eyes, or drainage from the eyes (excluding allergic conditions).
  - 3.6.1.5 He/she has an infection requiring antibiotics and has not yet been on the medication FOR A FULL 24 HOURS. Taking antibiotics for 24 hours reduces communicability. TIME IS THE ISSUE, NOT THE NUMBER OF DOSES.
  - 3.6.1.6 He/she has diarrhea.

### **3.7 Lice**

- 3.7.1 KDHE's Office of Surveillance and Epidemiology (OSE) has made changes to the Kansas Administrative Regulations (K.A.R. 28-1-6) relating to head lice treatment. The regulation states 'Each student infested with lice shall be excluded from school, child care facility, or family day care home until treatment with an antiparasitic drug is initiated.'
- 3.7.2 Kansas regulations no longer require children to be nit free before returning to school.

### **3.8 Medication at School**

- 3.8.1 All prescription and non-prescription medications to be taken at school must be brought to the nurse's office and checked in with the school nurse, School Principal or school secretary. All medications must be sent in the original containers and be checked by the school nurse.
- 3.8.2 Prescription medications, inhalers, nebulizer treatments, epi-pens, and all other injectables require a physician's written prescription. No prescription medication will be given without a physician's written instruction, including dosage requirements. Parent signature giving the school permission to administer the prescribed medication is also required.
- 3.8.3 Non-prescription medications can be given with a signature of the parent.
- 3.8.4 No COUGH DROPS will be given out to students in the office. If a child needs cough drops, they must bring them from home and give them to the school office to administer them.
- 3.8.5 A new note is required for every illness for which prescription drugs are to be given. The note should specify the time a medication is to be given at school and the dosage.
- 3.8.6 Prescription drugs for chronic conditions such as asthma and allergies will require a new note each year, signed by the doctor, parent, School Principal and school nurse.
- 3.8.7 Sixth (6<sup>th</sup>) through eighth (8<sup>th</sup>) grade students may carry an epi-pen/inhaler on his/her person during school hours with physician, parental, and administrator written approval in the school office. (See Addendum B)
- 3.8.8 The prescription label on a bottle of medication does not take the place of written instructions from the physician.

### **3.9 Bloodborne Pathogens**

- 3.9.1 All school office staff and teachers will be trained yearly by the school nurse regarding wound cleansing, surface disinfection, and self-protection techniques. Protective apparel and cleansers will be readily available in the nurse's office. Gloves will also be kept in each classroom.
- 3.9.2 Janitorial staff will be provided with protective apparel and trained yearly by the School Principal in the proper use of disinfectants. Janitors will follow a regular schedule for cleaning and disinfecting the facilities.
- 3.9.3 Three employees will be designated to deal with any major blood or hazardous bodily fluid spills. They will be trained in use of the "Bodily Fluid Kit" kept in the nurse's office for such occurrences. These employees are the School Principal, the assistant School Principal (if applicable), and the school nurse. These people will be offered the hepatitis vaccination at school expense.
- 3.9.4 If an employee has reason to believe that he or she has been exposed to blood or other potentially hazardous bodily fluids in the course of school duties, he or she will report this immediately to the School Principal or school nurse for evaluation and follow-up. Employees whose primary task is not first aid or health care will be offered the hepatitis B vaccine (at no cost to the employee) after such possible exposure. This is in accordance with OSHA's own standard, by which only those employees whose primary function is health care must be offered the vaccine as a precaution before any incident has taken place. With this ruling, only the school nurse must be offered the vaccine regardless of exposure. Any employee is free to refuse the vaccine, and must then sign a waiver to that effect.

Employees may decide at a later time to take the vaccine and may still do so at no personal cost, for up to one year after exposure or until termination of employment, whichever comes first. The school nurse will be responsible for offering the post-hepatitis B vaccine, seeing to it that the employee receives the vaccine promptly (within 24 hours,) or gets the waiver signed.

3.9.5 When an employee incurs an exposure incident, it must be reported to the School Principal or school nurse, and they will document and maintain records.

\*\*\*\*\*

## **4 Volunteer Policy**

### **4.1 Volunteers**

Hope Lutheran School encourages parent and lay volunteers to take part in the school program, as well as Parent Teacher League and Booster Club activities. All volunteers MUST have a background check through the school office.

### **4.2 Principal's Responsibility for Volunteers**

As the supervisory head of the school, the School Principal assumes responsibility for all volunteers of the school for the tasks proposed. **The Principal may exercise his or her prerogative to delegate their selection, training and accountability.**

### **4.3 Volunteer Training**

Training of volunteers will be the responsibility of the designated supervisor of the activity. Those who are using volunteer services must remember at all times that the volunteers are not professionals and are not to be a part of the decision-making responsibility of the person they are assisting.

### **4.4 Volunteer Responsibilities**

4.4.1 At all times, volunteers are to keep confidential any matter concerning a student or his or her family. When deemed necessary, the volunteer shall share information with only the teacher who is responsible for the student.

4.4.2 Volunteers are never to supervise or discipline beyond any measure which is given to her or him by the person they are assisting.

4.4.3 When acting as a volunteer at Hope Lutheran School, matters that occur in the school are to be left at school. They should never be passed on to any person.

## **5 Auxiliary Groups**

### **5.1 Auxiliary Groups of Hope Lutheran School**

5.1.1 Parent-Teacher League (Addendum B)

5.1.2 Booster Club (Addendum C)

5.1.3 Extracurricular Camps

5.1.3.1 Sports camps to be offered must be approved by the Principal and Athletic Director. This includes when the camp is offered as well as a fee to be charged for the camp.

## Addendum A

# TECHNOLOGY PERMISSION

Dear Parent / Guardian,

The Digital Technology and the Internet are exciting and powerful tools for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, Hope Lutheran School (“HOPE”) has implemented a 1-1 student device program. Each pupil will be assigned a Chromebook to use during the school year. They will have **controlled** access to the Internet and digital devices, which are used in the classroom to teach digital citizenship, research skills, technology concepts and more. We recognize that some inappropriate material on these digital tools may be accessed either intentionally or by accident. To guard against this we use a filtered service provided by Securly, which regularly monitors web sites and automatically blocks student access to inappropriate materials. Our goal is to teach students the importance of responsible use of digital tools and the internet as well as to provide basic rules to maintain the privacy of students. At all times, **pupils must agree to follow the *Student Code of Conduct for the Internet and Electronic Device Use*** summarized at the end of this letter.

To ensure the privacy of your child, Hope Lutheran School will make sure:

- A student's last name is never published.
- Permission to publish work will always be gained from the student
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If a class picture is posted, it may mention names but not where individuals are standing in the picture.
- Class pictures will generally include at least a group of students.
- If individual student pictures are posted, they will not include names.
- Personal web pages will not be published from school. When web pages are published, they will be based on the classroom curriculum.

To grant your son/daughter permission to use and to contribute to the Internet please read and discuss the *Student Code of Conduct for Internet and Electronic Device Use* and **return the attached form, which must be signed by both parent & child, to the school office**. The Internet will be available to all Hope Lutheran School students during scheduled teaching activities and during before and after school care. If you have any further questions, please do not hesitate to contact the school office or Doris Stava at [stava@hopelutheran.org](mailto:stava@hopelutheran.org).

## CODE OF CONDUCT FOR USE OF THE HOPE LUTHERAN SCHOOL’S INTERNET FACILITIES AND ELECTRONIC DEVICES

This code of conduct applies at all times, both in and out of school hours, while using school equipment.

If your parent / guardian has signed and returned the permission form, your Google Account and electronic device, as well as Internet access will be provided for you to conduct research and to communicate with others, but only with the understanding that you will follow this code.

## THE DIGITAL CODE OF CONDUCT

### DO:

Student Initials	Parent/Guardian Initials	
		<i>Only use Hope's digital tools (the Internet AND your device) in ways that are appropriate for use in school and meet Hope School's expectations.</i>
		<i>Be aware that others can see your actions on the Internet.</i>
		<i>Use only the device that is assigned to you, unless permission is given from the teacher.</i>
		<i>Be careful of what you say to others and how you say it.</i>
		<i>Treat others as you would expect to be treated.</i>
		<i>Respect copyright and trademarks. You may not use the words or pictures that you see on an Internet site without giving credit to the person who owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.</i>

### NOT:

Student Initials	Parent/Guardian Initials	
		<i>Send, access or display offensive messages, language, or pictures.</i>
		<i>Download files without the prior permission of your teacher. Files could have viruses that damage the computer equipment as well as cause delays for other users of the Internet.</i>
		<i>Complete pop-up questionnaires or subscription forms for yourself or others. These may ask for personal information that will affect your privacy.</i>
		<i>Instant message without permission from your teacher.</i>
		<i>Try to go around the content filter at any time. If you need to use a website that is blocked you will ask permission from your teacher.</i>
		<i>Leave your device unattended.</i>
		<i>Intentionally waste resources such as excessive printing.</i>

## ELECTRONIC DEVICE CARE AND USAGE AGREEMENT

### DO:

Student Initials	Parent/Guardian Initials	
		<i>Take care of the device that is assigned to you.</i>
		<i>Always use your device in a safe place (sitting down).</i>



		<i>Report damage of your device to your teacher immediately or risk losing your device privileges.</i>
		<i>Carry devices carefully, with 2 hands, and the lid closed</i>
		<i>Ensure pencils and other items have been removed from the device keyboard before closing the lid. (So you don't crack the screen)</i>

**NOT:**

<b>Student Initials</b>	<b>Parent/Guardian Initials</b>	
		<i>Disassemble any part of your device or attempt any repairs.</i>
		<i>Bang, slam, or hit your device.</i>
		<i>Place decorations (such as stickers, markers, etc.) on your device.</i>
		<i>Tamper with another student's device.</i>
		<i>Eat food or drink while using an electronic device.</i>

**ONLINE STUDENT ACCOUNTS**

At HOPE, we use G Suite for Education and other online educational tools to enhance our learning environment. Those tools require that accounts be created for our students. For additional information, please refer to the Policies and Procedures page in the Student Life section of HOPE's website.

[\(http://hopelutheran.org/school/resources/policies-procedures-programs/\)](http://hopelutheran.org/school/resources/policies-procedures-programs/)

<b>Parent/Guardian Initials</b>	
	<i>I give HOPE permission to create a G Suite (Google) account for my child.</i>
	<i>I give HOPE permission to create accounts needed for my child in web-based classroom curriculum. (Code.org, Kansas Assessments, Keyboarding Without Tears, Lexia Core 5, NWEA MAP, Scratch, WeVideo and other online educational tools)</i>

**E-READER AGREEMENT (4th - 8th Grade Only)**

With parents' permission, we are giving our 4th – 8th graders the opportunity to bring their e-readers to school.

Examples of Permissible e-readers:

Amazon (Global): Kindle, Kindle Touch, Kindle Paperwhite, Kindle Voyage, Kindle Oasis.

Barnes & Noble (US/UK): Nook, Nook GlowLight, Nook GlowLight Plus.

Bookeen (France): Cybook Opus, Cybook Orizon, Cybook Odyssey, Cybook Odyssey HD FrontLight.

Icarus e-reader (Netherlands): Omnia, Illumina and Excel.

Devices not listed will need special approval from the principal. Students will be responsible for the care and the security of their e-reader. Please sign below giving your child permission to bring their e-reader to school.

<b>Parent/Guardian Initials</b>	Please initial next to indicate that you give permission to bring an e-reader, otherwise, leave it blank.
	I give my child permission to bring her/his e-reader to school. E-reader brand and model being permitted: _____

**NOTICES:**

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access. Students need to be aware that some material on the Internet is protected by copyright laws and where this has been infringed, external agencies may become involved.

I understand that if I don't follow this agreement, I could lose and Internet and electronic device privileges until I have satisfied all of my teacher's requirements to reinstate my privileges.

**TECHNOLOGY PERMISSION FORM – 2018-2019**

**To be completed by the pupil:**

Name _____ Date _____
My parents and I have read the Technology Agreement and I agree to follow it.
Signature _____

**To be completed by the Parent / Guardian:**

As parent or guardian, I have read, discussed and explained the Technology Agreement to my son/daughter. I grant permission for the pupil named above to access the Digital Resources at HOPE. I understand that if he/she fails to follow the Technology Agreement, access will be withdrawn and I shall be informed of this and any further appropriate action, which may be taken.

consent for Hope Lutheran School to publish articles (including photographs) produced by my child on HOPE's website or social media platforms. I understand that no child's work will ever be used without his/her permission. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

Parent / Guardian Signature \_\_\_\_\_

## **Addendum B**

### **Constitution of the Parent-Teacher Organization**

A Parent-Teacher League (PTL) has been established, and performs under the Constitution and By-laws as follows:

#### **1.2 Purpose**

- 1.2.1 The purpose of the Hope Lutheran School Parent-Teacher League shall be to help parents and teachers to achieve greater competence in Christian child training.
- 1.2.2 To achieve this purpose the PTL shall seek to:
  - 1.2.2.1 Help parents increasingly understand and appreciate their children and to assist parents with the skills necessary for Christian child training.
  - 1.2.2.2 Help teachers increasingly understand the needs of the Christian home, and to aid Christian growth in the home.
  - 1.2.2.3 Help develop a closer relationship between the home and the congregation's educational agencies, especially through closer cooperation between parents and teachers.

### **1.3 Policies**

In keeping with its purpose, the League's program shall be developed by the group along lines suggested by the National Lutheran PTL, the congregation's Board of Christian Education, the District Board for Parish Education, and the Board of Parish Education of the Lutheran Church/Missouri Synod.

### **1.4 Membership**

1.4.1 Membership in the league shall be open to:

1.4.1.1 Any communicant member of Hope Lutheran Church.

1.4.1.2 All parents or guardians who have children enrolled in any of the educational agencies of the congregation.

1.4.1.3 All paid staff serving Hope Lutheran Church and School.

1.4.2 All members shall be entitled to participate in all activities of the league and shall have the right to vote as long as dues are paid.

1.4.3 Annual registration for membership shall take place at the regular September meeting. An annual registration fee will be charged of \$5. Potential members may contact the Publicity/Attendance chair at any time during the school year to become a member.

### **1.5 Officers, Committees, Board**

1.5.1 The elected officers of the league shall be: President, Vice-President, Secretary & Treasurer.

1.5.2 The following standing committees shall be appointed by the elected officers, who also shall designate the chair of each: Program, Project & Publicity/Attendance, Auction Committee & Treasurer, and Booster Club & Treasurer.

1.5.3 The executive board shall consist of the elected officers and the chair of all standing committees. The pastor, the administrative heads of the congregation's educational agencies, and a member of the Board of Day School Education shall be exofficio members. In order to carry out the objectives of the league, there shall be a majority on the board who shall be communicant members of Hope Church.

### **1.6 Amendment**

This constitution or any of its by-laws may be amended by a two-thirds majority of the members present and voting at a regular meeting of the league, provided that the proposed amendment has been read in the previous regular meeting. All amendments must be approved by the Hope Lutheran Church Board of Christian Education.

### **1.7 Dissolution**

In the event this league shall be dissolved, all assets shall become the property of Hope Lutheran Church.

## **By-laws of the Parent-Teacher Organization**

## **1.8 Meetings**

- 1.8.1 The monthly executive meeting of the Hope PTL shall be held on the second Monday of the month with the Board members: President, Vice-President, Secretary, Treasurer, Principal, Auction committee representative, parent representative and one teacher representative
- 1.8.2 The PTL meetings will be held three times a year with all PTL members (Fall, Winter, and Spring).
- 1.8.3 In both the league and the executive board meetings, all questions of order shall be decided in accordance with Robert's Rules of Order, Newly Revised, unless such rules are contrary to this constitution or its by-laws.
- 1.8.4 Those members present at any regular business meeting shall constitute a quorum.

## **1.9 Duties of officers, committees, and executive board**

### 1.9.1 Officers:

- 1.9.1.1 President: The president shall preside at all meetings of the league and the executive board, by an exofficio member of all committees, serve as the league representative to the Board of Day School Education when necessary, and shall have general supervision of all league activities. The president shall be a communicant member of Hope Lutheran Church.
- 1.9.1.2 Vice-President: The vice-president shall assist the president, and in the absence of the president, or at the request of the president, shall perform the duties of the president. The vice-president can be a communicant member of Hope Lutheran Church or a non-member.
- 1.9.1.3 Secretary: The secretary shall permanently record the proceedings of all league and executive board meetings and shall attend to all correspondence. The secretary shall be a communicant member of Hope Lutheran Church or a non-member.
- 1.9.1.4 Treasurer: The treasurer shall receive all league money, deposit all funds in a league approved bank, disburse all funds as ordered by the league, submit a current financial report at each meeting and comprehensive report at the end of each fiscal year, preserve vouchers, receipts, bank statements and canceled checks, and annually submit all these to the congregations' auditor. The treasurer shall be a communicant member of Hope Lutheran Church.

### 1.9.2 Executive Board

The executive board shall prepare short and long range plans designed to achieve the purpose of the League. It shall hear the reports of the standing committees and special committees, and shall amend/approve them as necessary. The board shall prepare the agenda for each regular league meeting.

### 1.9.3 Standing Committees

- 1.9.3.1 Program: The program committee shall plan an educational program which helps to achieve the purpose of the league. The committee shall be responsible for compiling the refreshment assignment list for the year.

- 1.9.3.2 Project: The project committee shall organize and carry out projects in due interest of the league and educational agencies at Hope Lutheran School. Use of any funds for major purchases shall be approved by a majority vote of the members present at a regular meeting of the league.
- 1.9.3.3 Publicity/Attendance: The publicity/attendance committee shall conduct the annual membership drive and be responsible for membership registration throughout the school year. The committee shall encourage all eligible parents and guardians to attend and participate in all league functions and shall promote all educational services provided at Hope Lutheran School to the public.
- 1.9.3.4 Auction/Auction Treasurer: The Auction Committee shall consist of an Auction Chair, sub-committees consisting of one or more people, and an Auction Treasurer. The Auction Chair will oversee all aspects of the Auction including assignment of committees. These committees, with guidance from the Chair, will set deadlines and goals to facilitate a smooth transition throughout the calendar year up to and following the Auction. The Auction Treasurer will be accountable for all monies collected before, during, and after the Auction. The treasurer will produce an Auction Treasurer Report accounting for monies obtained and spent. This report will be read at PTL meetings upon request.
- 1.9.3.5 Booster Club/Booster Club Treasurer: The Booster Club shall consist of a Coordinator and Treasurer. The Coordinator is responsible for the organization of volunteers that will operate concessions, collect gate fees, and operate clocks and books during athletic events. The Booster Club is responsible for the collection of athletic fees and the distribution and collection of athletic uniforms. The Booster Club Treasurer shall, upon request, produce a treasurer's report accounting for all monies collected and spent. The Booster Club will be responsible for the purchasing of athletic awards to be given to the deserving teams or individuals. Team coaches are responsible for notifying the Booster Club as to which individuals will receive an athletic award for participation. The Booster Club promotes school spirit by decorating school hallways and lockers for athletic events and providing surprise bags for athletes.

1.9.4 Election of officers

- 1.9.4.1 Election of officers shall be held in the month of April, installed in May, and assume duties on June 15.
- 1.9.4.2 Each elected officer shall serve a one year term. Each shall be eligible to succeed himself/herself in office twice after which he/she becomes ineligible for that office for one year.
- 1.9.4.3 The executive board shall appoint a 3-member nominating committee at the March meeting, one member to be designated as the chair. The nominating committee shall prepare a slate of two candidates for each office, shall contact each candidate as to availability to serve, and shall conduct the election. The list of all candidates shall be made available to all members of the league prior

to the April meeting. League members may make additional nominations from the floor prior to the election.

1.9.4.4 In the event of a vacancy in the office of President, the Vice-President shall succeed to the office of President for the remainder of the term. In the event of a vacancy in the offices of Vice-President, Secretary, or Treasurer, the vacancy shall be filled by election at the next regular meeting of the league. Nominations are to be made from the floor and the person receiving the majority of votes cast shall fill the unexpired term.

#### 1.9.5 Order of Business

1.9.5.1 Opening worship

1.9.5.2 Business meeting:

- (a) Minutes of previous meeting
- (b) Treasurer's report
- (c) Committee reports
- (d) Reports from heads of the congregation's educational agencies
- (e) Old business
- (f) New business
- (g) Adjournment with prayer
- (h) Educational program and refreshments

### **Addendum C**

#### **Hope Lutheran School Booster Club By-Laws**

##### **Article I – Title**

This organization shall be known as the Hope Lutheran School Lions Booster Club (hereinafter referred to as the Booster Club).

##### **Article II - Purpose**

- A. Organize, conduct, and support school-related sport activities and functions which support a Christian educational organization.
- B. Enlist the help of volunteers and help to organize their efforts for the school, and to encourage involvement in the students' activities.

- C. Nurture and develop a sense of Christian community and provide active support for the sports activities of Hope Lutheran School through a variety of activities and events.

## **Article III - Membership**

### **Section I**

Membership in the club shall be open to all persons interested in providing support to the Hope Lions Booster Club.

### **Section II**

Annual membership shall run from July 1 to June 30.

### **Section III**

Full Member dues shall be \$5.00 per family payable at the first regular meeting of the school year or during school registration. Full Members can vote on Booster Club motions, elections, etc. Associate Members pay no dues. Associates Members have all of the privileges of a Full Membership except they cannot vote, hold office or chair a committee.

## **Article IV - Meetings**

### **Section I**

During the school year, regular meetings shall be held each month. Notice of the regular monthly meeting shall be published in the weekly Principal's Notes.

### **Section II**

The President can call special meetings at any time. Members shall be notified by mail, by phone or through the weekly Principal's Notes.

### **Section III**

Each Committee chair will be given an opportunity to update the Booster Club members on activities of the committee during each regular meeting.

### **Section IV**

Meetings shall be conducted with the procedures set forth in these by-laws. If not covered in these by-laws, then "Robert's Rules of Order" - Revised Edition will govern. A quorum consists of those present at the meeting.

### **Section V**

The Board of Directors will meet with the school principal and/or athletic director before each regular meeting to create the agenda for the regular meeting.

## **Article V - Officers**

### **Section I**

The officers of the Booster Club shall consist of President, Vice-President, Secretary and Treasurer. These elected officers shall constitute the Board of Directors. The School Principal and/or athletic director will serve as ex-officio members of the Board of Directors. All officers must be communicant members of Hope Lutheran Church. All officers must hold full membership within the Booster Club.

### **Section II**



The Board of Directors shall be the governing body of the Booster Club and shall have the power to administer the business and affairs of the Booster Club and to make such regulations and to take such action consistent with the By-laws as in its judgment may be necessary for the welfare of the Booster Club.

### **Section III**

Any person elected to an office will serve a one-year term and cannot serve more than three consecutive years in that office. A member can hold only one office per term, upon expiration of term or leaving office; the officer shall turn over any books, software, hardware or any other Booster Club property to the Booster Club.

### **Section IV**

A vacated position on the Board of Directors shall be filled for the remainder of the year by a nomination of the Board.

### **Section V**

Nominations for office for the following year shall be accepted in the month of March. Nominations will be submitted to the general membership by the Membership Committee for a vote. Elections shall take place at the regularly scheduled April meeting. There shall be a transition period during the months of April and May and new officers shall officially assume their responsibilities on July 1.

## **Article VI – Duties of Officers**

### **Section I**

The PRESIDENT shall preside at all meetings of the Board of Directors and at all Booster Club meetings. The President shall have supervision of the affairs of the Booster Club. The President shall serve as the ex-officio member of all committees. The President shall appoint any special position deemed necessary with the approval of the Board.

### **Section II**

The VICE PRESIDENT shall, in the absence of the President or in the event of his/her inability to act, perform the duties of the President and, when so acting, shall have the powers of the President as authorized in these By-Laws. The Vice President shall also serve as executive assistant to the President, performing such duties as delegated by the President in the course of exercising duties of the office. The Vice President will act as the Parliamentarian. The PARLIAMENTARIAN shall be responsible for assuring that Robert's Rules of Order are followed and adhered to during regular and special meetings of the Booster Club, and be responsible for maintaining order during all meetings of the Booster Club. If the Vice President is not present at a meeting, then the President or Treasurer will act as the Parliamentarian.

### **Section III**

The SECRETARY shall keep the Booster Club minutes and issue notices as may be required for all meetings of the Booster Club. The Secretary shall perform such other duties as are incident to the office and are properly required. The Secretary shall maintain a correct list of names, addresses, and terms of the office of all officers. The Secretary shall record attendance at meetings and will keep a membership register of those holding Full Membership at all meetings.

### **Section IV**

The TREASURER shall be the custodian of the Booster Club funds. The Treasurer shall present a financial report consisting of a current balance sheet and profit loss statement at each meeting. The Treasurer will supervise the collection of all monies, and present a full written financial report at the completion of the year for audit. The Treasurer will preside at meetings in the absence of the President and the Vice President. The Treasurer will cooperate with the Audit Committee.

## **Article VII – Finances**

### **Section I**

All funds belonging to the Booster Club shall be deposited in a local account approved by the Board of Education.

### **Section II**

All expenditures that exceed \$200, but not exceeding \$500, will require approval by majority vote of the Booster Club quorum during a regular or special meeting. All expenditures over \$500, excluding concession expenditures, requires a minimum of one week written notification by the Board of Directors to the membership body of the motion to spend the money and purpose. All expenditures less than \$200 will require the approval of the President, School Principal or Athletic Director.

### **Section III**

All donations, capital expenditures, equipment, and purchases of the Booster Club will become property of and under the authority of Hope Lutheran Church.

### **Section IV**

The Booster Club fiscal year is July 1 through June 30.

### **Section V**

The Treasurer or the School principal must sign all checks.

### **Section VI**

The financial records of the Booster Club must be audited annually. The Audit Committee chosen cannot hold a Booster Club office. The auditors must be members of Hope Lutheran Church. It is recommended that the head auditor be an accountant or have auditing experience. The audit Committee Chairperson will be appointed by the President and approved by the School principal. The audit report will be submitted to the Board of Day School Education for review.

### **Section VII**

Hardship waivers will be granted for uniform/sports fees as requested by the School Principal..

### **Section VIII**

A written Treasurer's report shall be provided at each general meeting to the membership. The Income Statement shall include revenue and expenses by event or activity.

## **Article VIII – Committees**

### **Section I**

All committee chairpersons shall be either appointed by the President, Board of Directors, School Principal, or Athletic Director.

The following committees shall be considered standing committees of the Booster Club:

- A) Administration
  - 1. Membership
  - 2. Social/Awards
  - 3. Audit

- B) Functional
  - 1. Concession Stand
  - 2. Gate
  - 3. Uniforms
  - 4. Scorekeeping/Clock
  - 5. Spirit Wear
  
- C) Special Events
  - 1. Hope Holiday Classic Basketball Tournament
  - 2. Hope Track Relays

## **Section II**

No such committee shall have the authority of the Board of Directors in reference to amending the Booster Club Bylaws.

## **Section III**

These standing Committees can be combined or divided as the Board of Directors, School Principal, or Athletic Director may deem necessary.

## **Section IV**

The chairperson of the standing committees must hold a Full Membership within the Booster Club.

## **Section V**

Each committee will create written procedures that the committee members will follow to carry out the purpose of the committee. These procedures will not violate the Booster Club by-laws. These procedures will be passed from chairperson to chairperson. The committee members can change the written procedures by major vote of all committee members. These procedures will become the committee's handbook.

## **Section VI**

The term of a Committee Chairperson shall be one year with no term limit.

## **Article IX – Duties of Committees**

### **Section I**

Administration Committee– This committee is responsible for membership, social/awards and audit.

a. Membership: Responsible for recruiting and maintaining the general membership of the Booster Club. The committee can provide Booster Club brochures during school registration, at sporting events or other school related events. The membership committee is responsible for presenting a slate of officers for nomination (See Article V, Sec V).

b. Social/Awards: Responsible for organizing and scheduling the awards night for each sport. The committee is responsible for the ordering of food and beverages. The committee is responsible for notifying the athletes, coaches, and parents of the scheduled event. The committee is responsible for purchasing and maintaining an inventory of award pins, ribbons, certificates, and other items as directed by the School principal and /or Athletic director.

c. Audit: Responsible for auditing the financial records of the Booster Club annually. The Chairperson is responsible for finding the necessary auditors to conduct the annual audit and reporting the results (see Article VII, Sec VI).

## **Section II**

Functional Committee – This committee is responsible for concession stand, gate, uniforms, scorekeeping/clock, and spirit wear.

- a. Concession Stand: Responsible for operating the concession stand during all Booster Club sponsored events. The committee will purchase all concession items for resale. The committee is responsible for organizing volunteers during the sale of items as well as cleanup of the concession area. All monies collected from concession sales must be properly submitted to the Treasurer. Concession revenues and Gate revenues must be kept separate for accounting purposes. All purchases above the item amount stated in Article VII, Section II must be presented to the Booster Club at its next regular meeting for approval.
- b. Gate: Responsible for collecting gate monies during all Booster Club sponsored events that charge an entry fee. The committee is responsible for organizing volunteers during the collection period of all events. All monies collected from gate sales must be properly submitted to the Treasurer. Concession revenues and Gate revenues must be kept separate for accounting purposes.
- c. Uniform: Responsible for all sports uniform maintenance. The committee will be responsible for checking the uniforms in and out to the athlete. The committee will work with the coaches, school principal and/or athletic director on the selection and purchase of new or replacement uniforms. All uniform purchases above the item amount stated in Article VII, Section II must receive pre-approval from the Booster Club at its next regular meeting.
- d. Score Keeping/Clock Keeping: Responsible for training volunteers to keep the score clock and/or game book during sports games. The chairperson will work with the School principal and/or Athletic director to determine a volunteer schedule of when volunteers are needed and make sure the personnel are in place.
- e. Spirit Wear: Responsible for managing the spirit wear/sports wear for the students, school families, coaches, staff, and church members. The Spirit Wear Committee will also be responsible for promoting the school “Letter” jacket. Spirit Wear will be purchased from specific vendors as determined by design, purchase price, and availability.

## **Section III**

Special Events Committee – This committee is responsible for the Hope Holiday Classic Basketball Tournament and the Hope Track Relays.

- a. Hope Holiday Classic Basketball Tournament: A steering committee that will work with other Booster Club committees or create sub-committees to organize the tournament, including concession stand, gate, hall/room monitoring and hospitality. The tournament must operate from an approved budget by the Booster Club body. All merchandise purchased for resale must be purchased through the appropriate committee, if one exists. The chairperson will work with other committee chairpersons, the School Principal and/or the Athletic Director. The duties of the committee will be outlined in the committee’s procedural handbook.
- b. Hope Track Relays: A steering committee responsible for organizing the annual Hope Track Relays. The chairperson will work with other committee chairpersons, the track coach(es), the School Principal and/or the Athletic Director. The duties of the committee will be outlined in the committee’s procedural handbook.

## **Article X – Events**

### **Section I**

All events must be approved by the Booster Club and must operate from an approved budget by the Booster Club membership. The Booster Club must approve all items for resale at all Booster Club events and all proceeds for the sale of said merchandise will go to the Booster Club, unless approved otherwise by majority vote of the Booster Club.

## **Article XI – Ownership**

### **Section I**

The Booster Club is a non-profit organization, created solely for the objectives stated above, and functions under the guidance and authority of the School Principal and jurisdiction of the Board of Day School Education of Hope Lutheran Church. No officer or member, past or present, shall at any time, have any claim against the Booster Club nor interest in any funds except for non-reimbursed approved purchases made on behalf of the Booster Club.

### **Section II**

Booster Club conflict resolutions will be handled by the Booster Club President, the School Principal and/or Athletic Director.

## **Article XII – Amendments**

### **Section I**

The Board of Day School Education and Hope Lutheran Church Council shall approve amendments to the By-Laws. All proposed amendments must be submitted in writing to the Board of Day School Education for action.

### **Section II**

No amendments shall be inconsistent with the intent of Article II above or be inconsistent with or in violation of the policies of Hope Lutheran Church and School.

### **Section III**

When membership dues are paid, the joining member(s) agree to accept these By-Laws as approved.

## **Addendum D**

### **Hope Lutheran School - Unpaid Meal Charge Policy**

#### **Charge Policy**

#### **A. If the student or family account has insufficient funds or unpaid charges to pay for lunch meals:**

- Students will be allowed to charge up to \$100 at which point the account will be considered overdrawn.
- Students in elementary grades will always be given a meal.
- If the student meal account is overdrawn, a student will be allowed to charge two additional lunches. If payment hasn't been received by this time, the student must bring a lunch from home.
- Students with an overdrawn account are not allowed to charge ala carte items.

#### **B. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts.** When a student eligible for PAID meals has “cash in hand” to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The “cash in hand” will not be applied towards past due balances.

### **C. Notification of Account Status**

- Families can contact the office for account balances.
- Families can check their student's meal account balance via Ren Web.
- The school office will send account balance statements to families every two weeks via email and a paper copy which is sent home with student in Friday envelopes.
- Households will be apprised of student meal account balances every two weeks.

The student/family will be notified via email of statement when the account has a negative balance of \$100.

- The school office will encourage parents to complete the free/reduced-price meal application when applicable.
- A second request for payment is sent if parents have not responded to the first request.
- A letter/invoice is sent via US Post to the household requesting payment.
- NSF checks will follow the Hope "bad check" policy, which can be found in the Parent/Student Handbook.
- Notification methods may be different depending on grade groups, individual circumstances.

### **D. Collection of Unpaid Meal Debt**

When the student meal balance \$100 or more the following collection actions will be taken:

- The school office will contact the household to request payment.
- The school office will contact the building principal if no payment is received. The principal will contact the parent/guardian to determine an appropriate solution.
- The building principal will contact the family and review with them their responsibility to provide meals for their student.

Assistance from the county social services may be requested by the school if parents refuse to provide meals or pay for school prepared meals for their children.

- The expectation is all fees owed to the school will be paid in full on the last day the student will be attending classes. All accounts **MUST** be paid in full to be able to return for the next school year.
- If payment has not been made before the start of the next school year a formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed.
- Donation funds, if available, can be used to pay unpaid meal debt.