

STUDENT/PARENT HANDBOOK

KINDERGARTEN-GRADE 7

HOPE LUTHERAN SCHOOL

2600 Haines Rd. Levittown PA 19055

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Mission Statement of Hope Lutheran School

To provide the students and families of Hope Lutheran School with a quality Christian education in a Christ-centered atmosphere by teaching God's Word, sharing His love, serving His people.

We are pleased to provide this Student/Parent Handbook so that you will be familiar with the policies of our school. We do require that you sign and return the bottom half of this cover page to indicate you have read the Handbook and agree to abide by the procedures as stated. If there are items that you do not understand, please be sure to speak to the Principal for clarification. Please return the bottom half of this signature page to the school office within a week of receiving it. Thank you!

I, _____ have read and understand the information contained in this Student/Parent Handbook, and I agree to the conditions set forth in it. I will make every effort to follow these instructions.

Child's Name: _____

Child's Name: _____

Child's Name: _____

Parent Signature: _____ Date: _____

Contents

A BRIEF HISTORY OF HOPE LUTHERAN SCHOOL	5
THE PURPOSE OF HOPE LUTHERAN SCHOOL	5
THE PHILOSOPHY OF HOPE LUTHERAN SCHOOL	5
THE ADMINISTRATION OF HOPE LUTHERAN SCHOOL	6
STATEMENT OF NON-DISCRIMINATION.....	6
ABSENCES/TARDY	6
ACCIDENTS	6
AGE REQUIREMENTS FOR ADMISSION.....	6
ALUMNI VISITATION	7
APPOINTMENTS FOR STUDENTS DURING THE SCHOOL DAY	7
ASSIGNMENT BOOK POLICY	7
ATTENDANCE.....	7
BEFORE/AFTER SCHOOL PROGRAM.....	7
BULLYING/HARASSMENT	7
BUSING – A.M. & P.M.	8
BUSING GUIDELINES	8
CELLPHONES	9
CERTIFICATES.....	9
CHAPEL SERVICES	9
CHEATING	9
CHURCH AND SUNDAY SCHOOL ATTENDANCE.....	9
CLASSROOM PARTIES	10
CLEARANCES FOR VOLUNTEERS	10
CO-CURRICULAR ACTIVITIES	10
COMMUNICATION FROM HOPE.....	10
DRESS CODE	11
DROP-OFF	12
EMERGENCY DRILLS.....	12
EMERGENCY MEDICAL SITUATIONS	12
END-OF-DAY DISMISSAL POLICY	12
FIELD TRIPS	13
FUNDRAISERS	13
GRADING	13
HEAD INJURY / CONCUSSION POLICY	14
HOMEWORK POLICY	14
HONOR ROLL.....	14
HOURS OF SCHOOL DAY	15
ILLNESS.....	15
IMMUNIZATION REQUIREMENTS	15

INTERNET USE POLICY	15
LOCKERS	16
LOST AND FOUND	16
LOST BOOKS AND BROKEN EQUIPMENT	16
LUNCH.....	17
MEDICATIONS	17
PRESCRIPTION MEDICATIONS TO BE GIVEN AT SCHOOL	17
OVER THE COUNTER (OTC) ORAL MEDICATIONS TO BE GIVEN AT SCHOOL	17
MEMBERSHIP OF HOPE LUTHERAN CHURCH	17
NEW STUDENT TESTING / PROBATIONARY STATUS	18
NIT FREE POLICY.....	18
OFFICE HOURS	18
PARENT CODE OF CONDUCT.....	18
PARENT-TEACHER CONFERENCES	19
PARENT TEACHER LEAGUE (PTL).....	20
PERSONAL ITEMS IN SCHOOL.....	20
PHYSICAL/DENTAL EXAMINATIONS	20
PLAGIARISM	20
RE-REGISTRATION	20
RESOLVING PARENTAL/STUDENT DIFFERENCES WITH TEACHERS	211
SAFE2SAY SOMETHING	211
SERIOUS DISEASES	21
SNACKS.....	22
SPECIAL SCHOOL CLOSINGS	22
SPECIAL SERVICES FOR STUDENTS	22
STUDENT BEHAVIOR AND DISCIPLINE	22
STUDENT REFERRAL INCENTIVE.....	233
TAKE OUR SONS AND DAUGHTERS TO WORK DAY	24
TELEPHONE CALLS.....	24
TUITION & TUITION PAYMENTS.....	24
VACATION SCHEDULING	244
VISITORS TO THE SCHOOL.....	244
VOLUNTEER.....	25

Welcome!

“Let the children come to me; do not hinder them, for to such belongs the kingdom of God.” Mark 10:14b (ESV)

Welcome and thank you for choosing Hope Lutheran School!

This Handbook outlines many of the policies and procedures followed at Hope, and we ask you to read through each of these items carefully. This is to be used as a guide and is not inclusive of all policies and practices. Please keep this Handbook for reference throughout your child's years at Hope.

If you have any questions or concerns, we encourage you to speak directly to the Principal. Our Principal and all of our teachers appreciate parent communication. The staff may be contacted in person or via email, notes, or phone calls. We welcome your comments and suggestions as we strive for excellence.

A BRIEF HISTORY OF HOPE LUTHERAN SCHOOL

The history of our school began in 1953 when members of Hope Lutheran Church decided they wanted to provide Christian education for their children. A kindergarten was started that year in the church's parsonage located on Dogwood Drive, while members strongly believed that the religious training of their children was their responsibility, they felt that opening their own school would be a strong supplement to that.

God has richly blessed their efforts through the years as the school quickly moved from the parsonage to the church basement, then to the back of the sanctuary, and then in 1960 into a separate four-classroom building adjacent to the church. By that time, the school included Kindergarten through grade six.

For a brief time, as the number of students outgrew the available space, we utilized rooms at St. Luke Lutheran Church in Croydon and then at Emilie United Methodist Church in Levittown. Subsequently, all classes were reunited in our current building in 1978.

In 2001 the congregation embarked on a building campaign that provided for a virtual doubling of the physical plant with the addition of a primary wing, an activity center, meeting rooms, and a commercial-grade kitchen. The enlargement of our facility has enabled us to expand our educational offerings so that now we are able to meet the needs of children from age six weeks through grade eight.

THE PURPOSE OF HOPE LUTHERAN SCHOOL

The purpose of our school, which is an integral part of the ministry of Hope Lutheran Church, is to provide, in partnership with parents, a Christian education for children. It is our goal to offer a comprehensive program of education so that the children in our care will:

- Be nurtured in the Word and Will of God in accordance with the Lutheran Confessions.
- Learn, by faith, to know and accept Jesus Christ as their personal Savior.
- Recognize themselves as persons of worth, made by God in His image.
- Understand and appreciate their talents as gifts from God.
- Grow in their relationship to Jesus and in their service to Him.
- Develop their talents and skills for responsible Christian living.
- Experience, by God's Grace, a full Christian life on earth and be assured of eternal life.

THE PHILOSOPHY OF HOPE LUTHERAN SCHOOL

We endeavor to emphasize Christian truth and behavior in all aspects of school life. We believe and teach that:

- Belief in Jesus Christ as personal Savior is the one and only way to salvation.
- A child is a spiritual being as well as a physical and social being.
- The Bible gives us direction and purpose in our every act of living.
- God is never divorced from our everyday lives but is the Ruler of that life.
- The Bible has a primary place in our curriculum, and all subjects must be taught in the light of God's Word.
- All students should be challenged to use their God-given abilities as they strive for academic excellence.

THE ADMINISTRATION OF HOPE LUTHERAN SCHOOL

Hope Lutheran School is a ministry of Hope Lutheran Church. As such, it is under the authority of its preschool director, the Principal, the pastor, the Board of Christian Day School, and the Church Council.

STATEMENT OF NON-DISCRIMINATION

Hope Lutheran School does not discriminate against qualified individuals on the basis of race, color, gender, religion, or ethnic/national origin. This policy of non-discrimination is exercised at all times during the hiring of faculty, admission of students, and all school-administered programs.

ABSENCES/TARDY

Since many subjects taught are cumulative in nature, regular attendance is essential. Irregular attendance is costly and interferes with a student's academic progress because the student has missed class instruction and the opportunity to learn.

When a child is going to be **absent/tardy** from school, parents are required to inform the school of that fact between 8:30 and 9:30 am. This must be done **each day** that a student is absent/tardy. When returning to school following an absence/tardy, parents are required by **State Law** to submit a note stating the reason for the student's absence/tardy. If a student is absent for three or more consecutive days due to illness, a doctor's note is required.

Parents wishing to pick up an ill child's homework must give the teacher adequate notice. We will be happy to make arrangements so the work may be picked up after school, or it can be sent home with a sibling or another student who lives nearby. We request that parents do not ask teachers for homework assignments at the beginning of the day since they use that time to welcome students and make preparations for teaching. **For each missed school day, one day will be given to make up the missed classwork and homework.**

Absences/tardies shall be treated as unlawful until Hope Lutheran receives a written excuse explaining the absence/tardy, to be submitted within three (3) days of the absence/tardy. The first ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner. Likewise, the first six (6) tardies verified by parental notification may be permitted during a school year. A student attendance improvement conference will be required when these limits are exceeded. Hope Lutheran may notify the Bristol Township Home and School Visitor when a student has been absent for ten cumulative days or tardy six times.

Please refer to the "Take Our Sons and Daughters to Work Day" section on page 24 of this Handbook for more information regarding this national program.

ACCIDENTS

Minor injuries or illnesses (scraped knees, etc.) are dealt with by the teacher, recess aide, preschool director, or Principal. The school staff is required to give immediate *emergency* care only. **The school is not equipped to care for ill or injured children for any length of time.** Parents will be notified if their child is sick or has been seriously injured.

The school has access to a school nurse for questions when needed and takes advantage of local emergency services when appropriate.

AGE REQUIREMENTS FOR ADMISSION

To enroll in Kindergarten, the student must have reached the age of five on or before September 1. Special permission may be granted by the Principal to allow a child to enroll if his/her birthday is after September 1.

ALUMNI VISITATION

We are proud of our alumni and all they have accomplished. Occasionally alums enjoy returning here to visit, and it's always a joy to see them. However, we do request that former students who wish to visit first call the school to make such arrangements. Upon arrival, we ask that, like all visitors, they sign in at the office to receive a visitor badge to be worn while in the building. Visitors may come during lunch or lunch recess only.

APPOINTMENTS FOR STUDENTS DURING THE SCHOOL DAY

Parents must notify the classroom teacher in advance if a student will be leaving school early or for an appointment during school hours. Whenever possible, this should be done by means of a note. The note should state the reason, date, and time of the dismissal. When picking up children for appointments, parents should remember that they must come to the school office and sign out for the child's release.

ASSIGNMENT BOOK POLICY

Students in Kindergarten through 7th grade receive a student assignment book. When used properly, these books help students and parents keep track of daily homework assignments in each class.

ATTENDANCE

To receive perfect attendance for a marking period, a student **must be present every school day from 9:00 am - 3:25 pm.**

Students arriving after 9:00 am will be marked "Late to school." **Students must walk to their classrooms independently.**

Students leaving before 3:25 pm will be marked "Early dismissal."

Students not in school from 9:00 am - 3:25 pm will be marked "Absent."

Students who arrive late to school or who are picked up early must be signed out from the office by a parent or guardian.

BEFORE/AFTER SCHOOL PROGRAM

Hope offers before-school care from 6:45–8:45 am and after-school care from 3:30–5:45 pm. The program is available for all Hope students in Kindergarten through Grade 7 and depends on the staffing availability at that time.

Students enrolled in the K-7 Before Care Program may arrive at Hope beginning at 6:45 am. **Parents must walk their children to the designated area and sign them in.** The children in the extended care area will be escorted to their classrooms at 8:45 am by a supervising adult.

Students enrolled in the K-7 After Care Program are escorted to the correct room by an adult provider.

For further information regarding Before/After Care, including fees, please inquire at the school office.

BULLYING/HARASSMENT

Hope Lutheran School is committed to maintaining an environment that is free from harassment, violence, and bullying (including cyber-bullying) and where all employees and students can work and study together comfortably and productively. This environment includes the actual school building, school grounds, school vehicles, bus stops, or any activity sponsored, supervised, or sanctioned by the school. Please refer to Student Behavior and Discipline on page 22.

The term "harassment" includes but is not limited to repeated, unwelcome, and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability which creates an intimidating, hostile, or offensive educational environment as well as retaliation for having reported the harassment or discrimination.

Hope recognizes that sexual harassment can originate from a person of either sex or against a person of the same or opposite sex and from classmates as well as adults. Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical contacts of a sexual nature. This includes unwelcome touching when made by any

member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student or a staff member.

What Is Bullying? “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group, and sending nasty messages on a cell phone or over the internet.” Source Hazelden Foundation

Bullying includes the intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: substantially interfering with a student’s education; creating a threatening environment; and any disrupting of the orderly operation of the school.

When a student believes he/she is being harassed or bullied by another student, the individual being harassed or bullied should tell the person doing the harassing or bullying to stop. If the behavior does not stop, the student should inform his/her parents and a teacher.

BUSING – A.M. & P.M.

A.M. - It is recommended that students arrive at their bus stops about 5-10 minutes early, just in case the bus is running ahead of schedule. Because we desire to be good witnesses of our Christianity, and we want our students to be as safe as possible while waiting for the bus, Hope students should wait for their buses in an orderly fashion, without running around, pushing, shouting, or littering the area.

Students arriving by bus to Hope before 8:45 am will not be dismissed from that bus until 8:45 am, at which time an adult from Hope will escort them off the bus.

P.M. – Students leaving by bus will be escorted to the bus by an adult from Hope. Parents will receive a courtesy phone call from Hope if their child’s afternoon bus leaves Hope after 3:50 pm.

BUSING GUIDELINES

Most of the public school districts in which our students live provide school bus transportation. Busing is available through the following school districts: Bristol Township, Pennsbury, Neshaminy, Bensalem, and Council Rock. Each district creates its own schedule, routes, and stops. The district transportation directors are sensitive to student safety and needs, but they do not provide door-to-door service. Hope Lutheran School has no control over these details of bus transportation.

Bus transportation is a **privilege**, not a right. Besides being a poor witness to others on the bus, improper behavior is dangerous. The following rules must be adhered to:

- Be courteous, respectful, and speak quietly. Pay attention to and obey the bus/van driver at all times!
- Remain seated while your bus is in motion.
- Eating, drinking, throwing objects, and foul language are not permitted.
- Keep all parts of your body and all objects inside the bus.
- Follow directions the first time they are given.
- Cellphone use is not permitted.

Any student not following these rules will be disciplined and may have his/her bus privileges suspended. The bus driver has primary responsibility for reporting violations. Students may also report problems to the classroom teacher. If the problem is not resolved, either the student or the parents should bring the situation to the Principal’s attention.

Serious and/or chronic offenders will **not** be permitted to ride the bus.

According to the policies of our local school districts, students may only ride the buses operated by the district in which they live. A student cannot ride a friend’s bus home unless he or she lives in the same school district. If a student desires to go home with another student living in the same school district but on a different bus route, a note written, dated, and signed by the student’s parent must accompany the student to school and be presented to the student’s teacher and the Principal for their signatures.

CELLPHONES

- Cell phones will not be used during the school day, including during before and after care.
- Students are required to TURN OFF their cellphones each day. Their homeroom teacher will tell them where they must be at the start of each day.
- If a teacher or supervising adult sees a student using their cell phone, they will take it and give it to the principal.
- Parents must exercise discretion in allowing these items to be brought to school. Hope Lutheran School is not responsible for lost or damaged/broken cell phones.
- Confiscated cell phones will only be returned to parents by contacting the principal.
- Inappropriate texts are determined the same way we treat words that come out of our mouths.
 - At Hope Lutheran, we use three simple questions:
 - i. Is it TRUE? ii. Is it NECESSARY? iii. Is it KIND?

If you cannot say yes to all three, you've done something wrong.
 - Texts referring to a teacher, parent or student in our Hop Lutheran School family that are deemed inappropriate need to be shared with the principal.
 - The principal will only address instances where there is documented proof of the text. It is simple:
 - i. Save it. ii. Show the principal.
 - No matter when an inappropriate text is written about someone in our Hope Lutheran School family, the principal has the right to get involved.

CERTIFICATES

Certificates for Distinguished, Meritorious, and Commended Honor Roll will be awarded for grades 5-7 at the conclusion of chapel after each marking period ends.

Church & Sunday School Perfect Attendance and School Perfect Attendance will be awarded for grades K-7.

Perfect School Attendance certificates will be awarded to students who are present from 9:00 am – 3:25 pm each day of the quarter (9:00 am – 12:15 pm on early dismissal days).

CHAPEL SERVICES

Chapel services are held once a week on Wednesday mornings. Called workers of the Lutheran Church Missouri Synod (LC-MS) will lead these services. All students and teachers must attend and participate in the worship service. Parents and family members are invited to attend these worship services.

Offerings are taken during the chapel service and are used to support a variety of ministries at home and abroad.

CHEATING

As defined by The American Heritage Dictionary, cheating is to “deceive, trick or mislead.” Cheating in any form is wrong, whether we cheat on a written test, tell a lie, or withhold information when asked a question. The Fourth Commandment instructs us this way: ***“Honor your father and your mother. What does this mean? We should fear and love God so that we do not despise or anger our parents and other authorities, but honor them, serve and obey them, love and cherish them.”*** If we cheat in school, we deceive, trick, and mislead our teachers and others who help us throughout our day, and we do not show them the respect they deserve. Also, we are breaking the 4th Commandment, thus disobeying God our Heavenly Father. We do not tolerate cheating at Hope Lutheran School.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Hope encourages each child to regularly attend Sunday School and church with his or her family, whether this is at Hope Lutheran Church or a church of Christian faith. Other religious instruction held during the week can also count as church and Sunday school attendance. Examples of this are Confirmation Class, CCD Class, Etc.

CLASSROOM PARTIES

School-wide classroom parties are held for Halloween, Christmas, Easter, and End of the Year.

For Halloween, classrooms may be decorated with pumpkins, scarecrows, and other typical harvest decorations. Decorations with witches, skeletons, ghosts, mummies, and vampires are not permitted. Student costumes should focus on storybook characters, Bible characters, and animals. Witches, demonic, gory, scary, bloody, and risqué costumes are not permitted. Also, costumes that include weapons are not permitted.

Christmas gifting practice is determined by the classroom teacher.

Students are permitted to bring birthday treats (cupcakes, etc.) for their class when the child's teacher has been notified in advance. In fairness to all the students in a class, **students may not hand out birthday party invitations at school if each member of the class is not going to receive an invitation.** In the case of all-girl/all-boy parties, all the girls or all the boys in the class must receive an invitation if the invitations are distributed in the classroom.

CLEARANCES FOR VOLUNTEERS

Volunteers who assist throughout the year with duties such as, but not limited to planning and executing class parties, and Parent Teacher League, **are required to have a background check.**

All volunteers must supply copies of the following current, satisfactory background checks and clearances:

- Pennsylvania Access to Criminal History <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>
- PA Child Abuse Background Check www.compass.state.pa.us/cwis/public/home
- Federal Criminal History Background Check – Fingerprinting (www.identogo.com)1KG6ZJ – volunteer code
OR sign the waiver stating you have been a PA resident for 10+ years

The Commonwealth of Pennsylvania waives the fee for VOLUNTEERS applying for the Criminal History Background Check and Child Abuse Background Check. Volunteer clearances are valid for five years from the date of issue.

CO-CURRICULAR ACTIVITIES

Students in Kindergarten – 7th grade are permitted to participate in co-curricular and extracurricular activities as they are offered throughout the year. All students must be in good academic and behavioral standing to participate. **All activities are not offered to all grade levels.** All of the after-school activities may include a fee to be paid at the beginning of each activity/sport.

COMMUNICATION FROM HOPE

Monthly calendars, emails and Principal's newsletter are sent via MailChimp as reminders of important upcoming dates, such as days off or events. Please check our teacher webpages regularly for information from your child's teacher(s). **Weekly packets will be sent home on Thursdays with ALL information for the week. This packet will include your child's school work, test grades, etc.** Parents are asked to check all information sent home in the weekly packet, empty the packet, sign the outside, and send it back to their child's teacher on Friday. **Students who lose their packet will be required to buy another Thursday packet from the office for a fee of \$5.00.**

DRESS CODE

Students attending Hope are expected to live and conduct themselves in a manner pleasing to God. Our words, actions, and appearance all send a message about who we are. Our dress code is used as a teaching opportunity to guide the students as to what's appropriate in a school setting.

The following guidelines have been established:

- I. **Clothing** should be neat, clean, and in good repair without **being frayed, torn*, or tight-fitting.** ***This includes jeans that are purchased with “designer tearing.”**
 - a. Clothing with Hope logos and positive Christian messages are encouraged. Shirts with skeletons, skulls, advertisements for drugs, alcohol, or tobacco are not permitted. Clothing may not depict or allude to concepts that run counter to the Christian values espoused by Hope Lutheran School.
 - b. All shirts and tops must be long enough to be tucked into slacks or skirts. Tank tops, muscle shirts, bare midriff tops, halter tops, tube tops, or tops with spaghetti straps are not permitted. **Straps need to be 3 inches in width.**
 - c. Shirts that are too large, too tight, too see-through, or too revealing are not permitted.
 - d. Mid-thigh (or longer) shorts are the only shorts to be worn. Shorts and skirts are measured at fingertip length *with shoulders relaxed*. Short-shorts, short mini-skirts, and sports shorts with indented or slit sides are not acceptable. Girls are encouraged to wear shorts under skirts to make playing outside on the playground more comfortable.
 - e. Hats and hoods are not to be worn in the building.
 - f. Pants are to be worn at the waist. Pants that are too tight, too revealing, or have writing across the buttocks are not acceptable.
 - g. Clothes must be worn so that undergarments are not visible.
 - h. Sneakers are suggested for school and required for gym class. All shoes must be safe and **secure on the child's feet and not leave marks on the floors.** Flip-flops, clogs, sandals, slippers/bedroom slippers, and shoes without back straps, are not permitted.
 - i. Students should not wear chains that hang from their pockets, belt or waistband.
- II. **Hair** should be kept neat and clean. **Hairstyles that distract students during their classwork are discouraged,** (Example – long bangs that require constant touching to keep them out of a student's face.) **Extreme hairstyles are prohibited.**
The administration will determine the definition of extreme.
- III. **Writing or visible temporary/permanent tattoos** on skin are not allowed.
 - a. Light **make-up** may be worn in moderation by girls **in grades 7 and 8.** Excessive piercing is not acceptable. Large, distracting earrings are not appropriate at school. Fingernails are to be kept clipped and clean. If false nails are used, they are to be an appropriate length. The individual teacher will determine if a student's fingernails have become a distraction and will ask them to adjust if necessary. Perfume and scented hand sanitizers should not be worn or used due to a number of students and staff with breathing complications.
 - b. Appropriate **winter attire** is required. Students must be dressed properly for the prevailing weather conditions. As weather conditions (wind, temperature, etc.) dictate, students going outside for recess must wear hat or head covering, gloves or mittens and a suitable coat/jacket.

If necessary, a call will be made to have the parent bring a change of clothing to school. Students will receive an “inappropriate dress” notice with a copy of the dress code section highlighted to have their parents sign and return to school the next day.

The principal reserves the right to determine appropriate dress based on these guidelines.

After 3 “Inappropriate Dress” notices, the student will receive a silent lunch.

DROP-OFF**PRIOR TO 8:45 a.m.**

Except for those already enrolled in the Extended Care program, students are **not** to arrive to school unattended prior to 8:45 a.m.

Students arriving before 8:45 a.m. by school bus will not be dismissed from that bus until 8:45 a.m.

8:45 a.m. – 9:00 a.m. *sharp*

Parents may drop their children off using the **entrance closest to Farmbrook**. Pull your car up to the curbside area for drop-off. Please **have your child exit your vehicle on the side closest to the curb**. Children must **not** be crossing between vehicles. Children will be directed to follow the sidewalk taking them to the red doors by the preschool playground where they may enter the school and walk directly to their classrooms.

9:01 a.m. – Parents must park and walk the student in to sign in at the office. The student will be given a tardy slip to take to their teacher.

EMERGENCY DRILLS

Hope conducts ten emergency drills during the school year to help our students respond in a disciplined and orderly manner in case of emergency. All students will receive instruction in how to exit the building safely in such situations. In case of an off-site evacuation, our reunification site is Brookwood Elementary School, 2200 Haines Road, Levittown, PA 19055.

EMERGENCY MEDICAL SITUATIONS

In emergencies, a school nurse from Bristol Township School District is available for questions. You are required to complete an emergency card for each of your children so that you or the people you have identified as emergency contacts can be reached if your child is ill or injured. ***It is your responsibility to keep the school informed immediately of any changes in your phone number or address and the emergency phone number.*** This information must be on file for each student attending school.

END-OF-DAY DISMISSAL POLICY

- I. Bus Students
 - a. Students are dismissed from the narthex to board buses at 3:25 p.m.
 - b. Students who usually ride a bus will be expected to ride the bus home unless the student brings in a written, signed, and dated note/email from his/her parent stating that he/she will not ride the bus that day and telling what procedure is to be followed, or the parent calls the school office before 3:00 p.m. and makes the necessary arrangements.
- II. Parent Pick Up
 - a. Students are not permitted to go to the parking lot to wait for their rides. Students who are being picked up after school must be met at the parent pickup line in the gym at 3:25 p.m.
 - b. The gym doors open at 3:25 p.m.
 - c. Students who are not picked up after 3:30 p.m. and are not registered for the extended care program will be supervised by a school employee. A fee of \$5.00 for every fifteen minutes will be paid by the parent.
- III. Walkers/Bikers
 - a. Students who walk/bike home must be dismissed from the teacher monitoring the parent pickup line.

FIELD TRIPS

Planned trips away from the school building during school hours may be arranged to supplement the academic curriculum.

All field trips must be approved by the Principal.

Parents will pay for their own trip costs in addition to the cost for their child.

A permission slip will be sent home for parent signature. This slip must be signed by a parent and returned to the teacher. Students **will not** be allowed to participate in the field trip unless a permission slip has been signed and all costs have been paid.

Students who do not attend the trip may be given an assignment to complete at home, and the student will be marked absent.

For all field trips, parents are responsible for transporting or arranging transportation for their children to attend the field trip.

All accompanying parents must supply copies of the following current, satisfactory background checks and clearances:

- Pennsylvania Access to Criminal History <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>
- PA Child Abuse Background Check www.compass.state.pa.us/cwis/public/home
- Federal Criminal History Background Check – Fingerprinting (www.identogo.com)1KG6ZJ – volunteer code
OR sign the waiver stating you have been a PA resident for 10+ years

The Commonwealth of Pennsylvania waives the fee for VOLUNTEERS applying for the Criminal History Background Check and Child Abuse Background Check. Volunteer clearances are valid for five years from the date of issue.

FUNDRAISERS

A variety of fundraisers are held each year. Proceeds from these activities are used to finance projects that go beyond what is possible with tuition fees alone. For example, through the years, various fundraisers have helped pay for our playground equipment, gaga court, soccer goals, computer equipment in the classrooms, Accelerated Reader materials, numerous pieces of teaching equipment, and contributed monies to the Student Council's fund.

Participation in fundraisers at our school is voluntary. They are not another form of tuition, and you are not required to participate or given a "quota" to meet. However, knowing that we have kept tuition as low as possible, it is our hope that you will support our efforts when our fundraiser meets a need you are experiencing. One way to support these efforts might be to simply make a donation even if you do not want/need the product being sold.

GRADING

Student achievement in **Kindergarten-7th Grade** is reported according to the following scales:

ACADEMIC				EFFORT
99-100% = A+	90-91% = B+	81-82% = C+	72-73% = D+	O = Outstanding
94-98% = A	85-89% = B	76-80% = C	67-71% = D	S+ = Above Average
92-93% = A-	83-84% = B-	74-75% = C-	65-66% = D-	S = Satisfactory
			0-64% = F	S- = Below Average
				U = Unsatisfactory

If a 5th-7th grade student fails a major subject for the year, promotion to the next grade is conditional on completion of an assigned summer work program. If a student has failing grades in two or more subjects for the year, the child is not promoted to the next grade level or eligible for graduation.

HEAD INJURY / CONCUSSION POLICY

If a student hits his/her head, the parent will be called IMMEDIATELY by a member of the school staff. The teacher who is in charge at the time of the incident will fill out an incident report before the parent picks the child up from school. A conference with the teacher about the incident is always allowed.

HOMEWORK POLICY

The children are given the opportunity to complete many of their assignments in class. However, incomplete work must be completed at home prior to the next school session.

The parents' role in their children's homework should be to provide a place for study, a definite time for study, elimination of disturbing factors, and a regular check to see that assignments are actually being completed. Here are several suggestions for helping your children experience success in completing their homework:

- Examine the work your child is going to turn in the next day. Check that it is neat and clean.
- Check that it has no misspelled words.
- Question what is not clear to you and have your child explain it to you until you are sure he/she understands it.
- Listen to your child's memory work each day. Discuss its meaning.
- Check your child's assignment book to see that all assignments have been completed.
- **Do NOT do the work for your child.** If your child doesn't understand the work, you may try to re-teach it. If you do not feel capable of teaching the material, or if you reach your frustration level, write a note/email to the teacher briefly explaining the situation.
- If, due to an emergency situation, your child was not able to complete the homework that was assigned, write a note/email to the teacher and have your child deliver the note as soon as he/she arrives in the classroom.
- Encourage your child. Support them in their efforts. Recognize the work they are doing and do not belittle them for not understanding everything the first time.

HONOR ROLL

Hope Lutheran School uses students' report card grades to evaluate eligibility for the *Distinguished, Meritorious, and Commended Honor Rolls* for our students in Grades 5-7. Our Honor Rolls are maintained for several reasons:

- To help motivate individual students to excellence.
- To recognize our students' consistent efforts.
- To reinforce the importance and value of the education our students receive.
- To maintain balance as we recognize academics and other activities (sports, Accelerated Reader, perfect attendance, etc.)
- To help prepare our students for their transition to their next school.
- To direct our students toward higher achievement

The criteria for earning Honor Roll status are as follows:

Distinguished Honor Roll

- Overall average of 4.0 (A) in all major subjects
- At least an "S" in all other subjects

Meritorious Honor Roll

- Overall average of 3.5-3.99 in all major subjects
- No grade less than a "B" or 83%
- At least an "S" in all other subjects

Commended Honor Roll

- Overall average of 3.0 in all major subjects
- No grade less than a "B" or 83%
- At least an "S" in all other subjects

For purposes of the Honor Roll, major subjects are considered to be religion, math, reading, spelling, vocabulary, social studies, science and English. Other subjects include: physical education, handwriting, art, computer, music, and any other subject not listed as a major subject. In calculating eligibility for the honor rolls, all "A" grades for the marking period are valued at 4 points, all "B" grades are valued at 3 points, etc.

HOURS OF SCHOOL DAY

Kindergarten through Grade 7

Monday – Friday

9:00 a.m. - 3:25 p.m.

ILLNESS

If your child is ill before leaving for school, he/she should remain at home that day. *Too often children are sent home shortly after they arrive at school, but not before they spread a disease to the other children.*

****Keep your child home if he/she has any of the following symptoms:**

- temperature of 100.1 degrees+(temperature must be normal for 24 hrs., **without taking medication**, before returning to school.)
- vomiting or diarrhea (may return to school when there has been no recurrence in a full 24-hour period.)
- persistent cough or thick or green nasal discharge
- eyes that are red, runny, or itchy
- earache resulting in an elevated temperature or inability to participate in activities at school
- any rash, or the persistent itching of the scalp.
- chickenpox scabs that are still seeping liquid.

Under no condition should a child be sent to school for diagnosis or treatment.

IMMUNIZATION REQUIREMENTS

Pennsylvania state law and Bristol Township School District policy require that children have the following immunizations **before they enter school** in Pennsylvania:

- 4 or more doses of Diphtheria, Tetanus, and Pertussis
- 4 or more doses of Polio vaccine
- 1 dose of Measles/Rubella/Mumps vaccine after 12 months of age
- A full course of Hepatitis B vaccine
- A full course of Varicella (chickenpox) vaccine
- **Please check this website for any updated information: health.pa.gov**

Written proof of the above immunizations is required. If there is any medical reason why your child should not be fully immunized, or if you object for religious or ethical reasons, an exemption can be made.

INTERNET USE POLICY

Students' Responsibility of Care: Students are prohibited from performing acts that waste computer resources or unfairly monopolize resources. Students are specifically prohibited from sending mass mailings or chain letters, spending excessive amounts of time on the internet unnecessarily, printing multiple copies of documents not relating directly to educational tasks, or otherwise creating unnecessary traffic. Students may not download any files unless they are needed for educational purposes and are instructed to do so by the teacher.

Monitoring: Hope Lutheran School has the right and will make diligent effort to monitor any and all aspects of its computer system including, but not limited to the following: monitoring sites visited by students on the internet, monitoring news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing email sent and received by users.

Firewall: A firewall has been installed on all of Hope's computers for the safety of all who use them.

Privacy: The computers, computer accounts, and electronic communications provided for students, are for the purpose of assisting and enhancing the students' education. Students should have no expectation of privacy in any materials that are created, stored, sent, or received on electronic communications or computer systems. The electronic communications and computer systems belong

to Hope and may only be used for activities approved by Hope. Students are not to add passwords or access codes to an application or system. Therefore, students should never consider electronic communications (including, but not limited to email) to be either private or secure.

Social Media: Social media sites are not to be accessed by students at any time using Chromebooks/computers owned by Hope Lutheran School. Always keep in mind that you are representing yourself, your family, your school and, most importantly, your Lord when you are posting messages online. No pictures, videos, or audio recordings may be posted without the absolute and clear consent of the person included in the picture, video or audio recording. No inappropriate posts/comments should be made about teachers, parents, or other students of Hope Lutheran School.

- Inappropriate posts/comments are determined the same way we treat words that come out of our mouths.
 - At Hope Lutheran, we use three simple questions:
 - i. Is it TRUE? ii. Is it NECESSARY? iii. Is it KIND?

If you cannot say yes to all three, you've done something wrong.
 - Posts/comments referring to a teacher, parent or student in our Hope Lutheran School family that are deemed inappropriate need to be shared with the principal.
 - The principal will only address instances where there is documented proof of the post/comment. It is simple:
 - i. Save it. ii. Show the principal.
 - No matter when an inappropriate post/comment is written about someone in our Hope Lutheran School family, the principal has the right to get involved.

Hope Lutheran School will make every effort to educate your child on appropriate use of the computer and internet. The students will receive the following instructions to properly find and utilize the information:

- Only login using your user name and password.
- Take care of all computer equipment. Treat it with respect.
- Listen to your teacher's directions and do or go where he/she requests when you log in.
- Follow all safety rules that were taught to you. If you happen to get on an objectionable site, get off the website and immediately tell your teacher.
- Do not download anything via a school's computer without permission from your teacher. Be aware of copyright laws and what you may or may not download.
- **If a student is found to be responsible for damage to school hardware, whether intentional or accidental, parents will be responsible to remedy the situation and may be assessed a charge to rectify this.**

LOCKERS

All lockers are the property of Hope Lutheran School. At any time, lockers are subject to inspection by teacher or administration.

Locks are not necessary, but if your child chooses to use one it must be a combination lock (not a key) and the combination must be given to the homeroom teacher.

LOST AND FOUND

Any lost items found by students should be turned in to the Lost and Found Bin at Hope. Students should check this Lost and Found when personal property is missing. These lost items will occasionally be put on display before the staff disposes the unclaimed items. **Property will be more easily returned to students if it is plainly marked and easily identifiable.**

LOST BOOKS AND BROKEN EQUIPMENT

Hope Lutheran School expects students to be good stewards of the books and equipment loaned to them.

Hard cover textbooks are to be covered at all times.

If a book is lost, defaced, damaged, or destroyed, parents will be expected to reimburse the school for the cost of the item in question.

LUNCH

Students are required to bring lunch from home. Parents should follow these guidelines when packing lunches:

- No candy or soda. (This applies to mid-morning snack as well)
- Do not pack more than the child can eat.
- Do not pack food that needs to be micro-waved or refrigerated.

Students who are being disciplined for classroom misbehavior may be required to eat their lunch away from their classmates.

MEDICATIONS

All medications brought to school without proper authorization will be confiscated. No student will be permitted to dispense medication (**including cough drops, aspirin, etc.**) to another student.

Ideally, parents should administer medications when the child is at home. There may be times, however, when medication must be administered during school hours. If this is the case, it is highly preferable that a parent of the student involved come to school to administer the medication.

If medication needs to be given at school, the medication should be given immediately to the office staff for storage and administration.

Because we are concerned about each child's well-being, the following rules must be followed in order for the school office staff to give a child required medication:

PRESCRIPTION MEDICATIONS TO BE GIVEN AT SCHOOL

If the school is to administer a prescription medication that has been supplied by a child's parent/legal guardian, these guidelines must be followed:

1. A written order from the physician (forms are available in the office)
2. Parent/legal guardian's signed permission
3. Must come in the original container with the prescription label on it stating the name of the drug and the dose, with the student's full name on the container
4. Time to be given and any other instructions, side effects, etc.

OVER THE COUNTER (OTC) ORAL MEDICATIONS TO BE GIVEN AT SCHOOL

The school will **NOT** have a supply of over the counter medications. If the school is to administer an over the counter medication that has been supplied by a child's parent/legal guardian, these guidelines must be followed:

1. Parent/legal guardian signed permission slip (forms are available in the office)
2. Must come in the original container with student's name written on the container
3. Directions on dose/time must be clearly stated on the permission form along with any other instructions, side effects, etc.
4. Please note that if a medication states "Consult a Physician under ____ Age" and the child is in the stated age range, medication will **not** be given without **WRITTEN** doctor's permission.

TOPICAL MEDICATIONS

If the medication is to be administered topically or by injection or inhalation, the school personnel will only be responsible for storing the medication. They will not administer this medication. The child must be capable of administering this medication to himself/herself. Exception to this would be injection of insulin or use of an Epi Pen.

MEMBERSHIP OF HOPE LUTHERAN CHURCH

In order to qualify for the Hope member tuition discount, the following requirements must be met:

1. You must complete adult confirmation or new member classes and be received as a new member of Hope Lutheran Church.
2. You and your child must regularly attend church/Sunday School at Hope.
3. Your support or donation to Hope must be given in a manner that is recordable.

NEW STUDENT TESTING / PROBATIONARY STATUS

Students entering grades K-7 at Hope Lutheran School for the first time will be required to take a placement test or other examination(s) to help determine proper grade placement. There is a fee charged for this testing. In addition, transfer students must present a satisfactory report card from the last school they attended. These materials will help in determining proper grade placement.

New students are automatically placed on probationary status for 30 days in order to determine if Hope can meet the student's spiritual, intellectual, academic, and emotional needs.

At the end of this period, the student's performance will be reviewed and a recommendation will be made to either:

- 1) remove the student from probationary status,
- 2) extend the probationary period, or
- 3) recommend the student be withdrawn from Hope.

If circumstances arise, parents may be asked to withdraw their child from the school prior to the end of the probationary period.

NIT FREE POLICY

Hope has a "nit free" policy. Once students have been identified as having contracted head lice, they are **not** permitted to return to school until they are free from adult lice and nits (eggs) as determined by the Principal or preschool director.

OFFICE HOURS

The school office is open for business and phone calls from 8:00 a.m. to 4:00 p.m., Monday through Friday.

PARENT CODE OF CONDUCT

"Do all that you can to live in peace with everyone." Romans 12:18 NLT

The relationship between school representatives (teachers, administrators, school organization leader, coaches, etc.) and parents at Hope Lutheran School is one of the strongest and the most important elements in the effective nurturing and successful education of our youth.

The expectations for parent/teacher relationships are divided into three areas: **academic, behavioral, and spiritual.**

ACADEMIC:

Parents are entitled to high realistic expectations for their children at Hope Lutheran School. Those expectations include academic standards and classroom practices. Oftentimes those expectations elicit questions from parents. These "must ask" questions are suggested in the document by Cindy Bond entitled "The Parent-Teacher Conference: Five Must-Ask Questions." These expectations will clarify the direction for both the child and the teacher in the area of goals and expectations for your child(ren) at Hope Lutheran School.

1. What skills and knowledge will my child be expected to master this year?
2. How will my child be evaluated?
3. What can I do to stay more involved in my child's academic progress?
4. How do you accommodate differences in learning?
5. How are older students prepared for further learning after elementary school?

BEHAVIOR:

Please refer to "Resolving parent/student differences with teachers" and the "Circle of Concern" on page 21 of this handbook.

DISCIPLINARY POLICY FOR SCHOOL PARENTS:

Hope Lutheran School has a disciplinary policy for students. It is necessary for this disciplinary policy to be extended to parents whose behavior is intrusive, inflammatory, or overbearing – even after verbal and/or written instructions to cease such behaviors

have been given by the Principal. A decision to apply this policy to a particular parent behavior would be made by the Principal, in consultation with the pastor, only after careful forethought and for significant behavioral issues. This disciplinary policy also extends beyond the school to activities where you are representing Hope Lutheran School in any capacity (i.e. Spirit Nights for Hope, Sweetheart Dance, field trips, etc.).

Examples of such disruptive behavior on the part of the parents include, but are not limited to:

- Negative gossip spread in person, by phone, by letters, by the internet or by any other form of media.
- Defamatory comments made about students or other parents, the faculty or staff, or the school/church as a whole.
- Defamatory comments made about the school, church, faculty, staff, students, or other parents.
- Verbal communication or written threats made against the physical or emotional wellbeing of others.
- Harassment by means of multiple messages or repeated complaints about matters that were already settled by the Principal.
- Disrespect toward faculty or staff members that would not be tolerated from any school student.

When parents engage in disruptive behavior, the Principal, in consultation with the pastor, shall follow these steps:

Step 1: warning to the parent that this disciplinary policy is being engaged in regard to his/her behavior, with a mediation meeting with parents, Principal, and other staff as needed.

Step 2: removal of parent from opportunities to volunteer in school activities and organizations.

Step 3: restriction of parental access to the school building and grounds without prior authorization by the Principal.

Step 4: final meeting, removing the parents and their child(ren) from enrollment in the Hope Lutheran community.

The Principal, in consultation with the pastor, has the discretion, in his/her sole judgment, to skip steps in this policy due to the nature or severity of the parental behavior.

When any disciplinary action of this nature is being administered to a school parent, it is always within the discretion of the Principal to notify other involved parents of the fact that such disciplinary action is being taken. However, the Principal may choose not to disclose the exact nature of the parental infractions for privacy reasons. At the discretion of the Principal, a more complete report concerning the disciplinary actions and the factors that gave rise to them may be shared with the school board in executive session.

If any school board member is aware of any situation where other school parents are engaged in behaviors that are disruptive of the harmony within the school community, they are asked to bring these issues to the attention of the Principal. Their concerns will be taken into consideration, and appropriate action, as determined by the Principal, in consultation with the pastor, may be taken.

It is the sincere hope of both the pastor and the Principal that disciplinary action under this policy would seldom be necessary. It is also hoped that the mere enactment of such a policy would be a formidable deterrent to any disruptive parental behaviors. However, the greater good of the school community requires that such a disciplinary policy for disruptive school parents be enacted and enforced.

RECONCILIATION OF SCHOOL PARENTS:

Finally, any restoration of parents to full participation in school volunteer activities is predicated on two key matters that are certified by the Principal:

- The parent understands and accepts the reasons why this process had to be applied to his/her behavior.
- The parent is committed to reconciliation among those who were adversely affected by his/her behavior.

“Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind.” I Peter 3:8

PARENT-TEACHER CONFERENCES

Conferences with the teacher are scheduled for all students following the first quarter. Conferences throughout the year, including fourth quarter, will be scheduled as needed.

Your child's well-being at Hope and his/her academic progress and personal growth are very important to us. We are happy to discuss your child's progress and status with you and make ourselves available to you. It will be necessary for you to make an appointment when you desire a conference. Please do not use social settings, PTL meetings, or other chance meetings to discuss your child's progress.

PARENT TEACHER LEAGUE (PTL)

PTL plans and organizes parent education events, family-friendly events, and fundraisers which provide and add new funds for enhancing the students' education.

PERSONAL ITEMS IN SCHOOL

STUDENTS ARE NOT PERMITTED TO BRING PERSONAL ITEMS FROM HOME AS THEY MAY DISRUPT THE EDUCATIONAL ENVIRONMENT. Hope Lutheran School is not responsible for lost or broken items.

Items not permitted include, but are not limited to...

- a) Toys, Dolls, Stuffed Animals, etc.
- b) Trading Cards, Playing Cards
- c) Skateboards, skates, roller blades, etc.
- d) Expensive jewelry, excessive amounts of jewelry
- e) Technology, gaming devices of any kind
- f) Weapons of any type including anything capable of inflicting bodily injury

If your student is going to an address after school other than the home address and they need certain items from home **THOSE ITEMS ARE TO BE KEPT IN THEIR BACKPACKS THROUGHOUT THE SCHOOL DAY.** If those items are taken from the backpack during the day, they will be confiscated and the parent will need to come to the school to retrieve them the following day.

Cell phones are not permitted for use during school hours. Each homeroom teacher will tell their students where they must put their cellphones at the start of each day. Failure to do so will result in the phone being taken away for the day. Parents must exercise discretion in allowing these items to be brought to school. Hope Lutheran School is not responsible for lost or damaged/broken cell phones.

The teacher may confiscate toys, games, cell phones, and other items if such items are disruptive to classroom order and/or the instructional process. Confiscated items will be returned at the discretion of the teacher. *For confiscated cellphones, please refer to the "Cellphone" section on page 9.

PHYSICAL/DENTAL EXAMINATIONS

Pennsylvania School Health Law (health.pa.gov) requires medical and dental examinations for all students upon their entry to school. The Commonwealth of Pennsylvania mandates additional physical exams for students in 6th grade, and additional dental exams for students in 3rd & 7th grades. Please provide written proof of your provider's exam. The examinations are given at these grades and age levels because they mark important periods of growth and development in a child's life.

Your child's examination may be administered by your family physician using the form supplied by the School District of Bristol Township and available in our office. A report of this examination must be handed in to the school office by September 1.

Additionally, height, weight, vision, and hearing are screened in grades Kindergarten, 1, 2, and 3, and height, weight, and vision are screened each year in grades 4 and above.

PLAGIARISM

Plagiarism, by definition, is the act of taking someone else's work or ideas and passing them off as one's own (Webster's dictionary). A student who submits work that is found to be plagiarized will redo the assignment with the necessary changes and will receive a 0% for the assignment.

RE-REGISTRATION

The school maintains the right to decline to re-register a student and to determine the placement for returning students. Judgment shall be based on academic progress and social conduct. Hope also reserves the right to delay and/or prohibit re-registration if tuition and fees are owed at the end of the year until such time as the tuition and fees are paid in full.

At any given time during the school year, it may become necessary to assign probationary status to students with questionable academic progress and/or social conduct. Students who fail to comply with the terms of their probation will **not** be invited to return.

Parents must comply with the announced deadline for advanced re-registration for all students currently enrolled in the school, Kindergarten through Grade 7, to qualify for the discounted registration fee. Students will not be permitted to re-enroll in Hope Lutheran School until all previous fees have been paid in full.

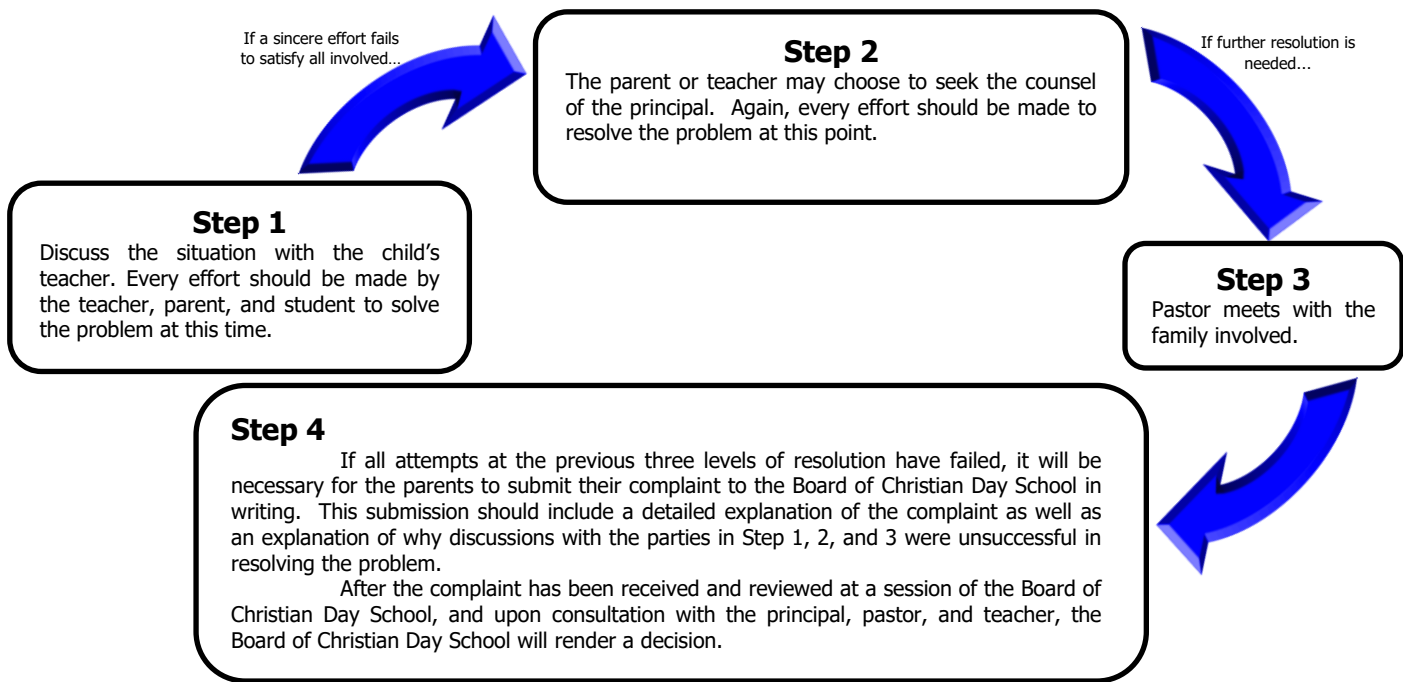
RESOLVING PARENTAL/STUDENT DIFFERENCES WITH TEACHERS

If a situation arises in which a student or parent disagrees with a teacher’s actions or behavior, the following procedure is to be followed in accordance with God’s directive found in **Matthew 18:15-17**:

If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

Therefore, these are the steps to be taken:

Circle of Concern:



SAFE2SAY SOMETHING

At Hope Lutheran, middle school students receive yearly training in the Safe2Say Something program. Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

SERIOUS DISEASES

Hope Lutheran School requires the parent/guardian to notify a member of the administration of any known or suspected communicable disease.

SNACKS

All students in grades K-7 may bring one healthy snack (no candy, cakes, soda or sugary drinks) daily for their own consumption. Snacks may NOT be shared among students. Suggested snacks include fruit, veggies, chips, crackers without fillings, pretzels, etc.

SPECIAL SCHOOL CLOSINGS

Information regarding school closings due to inclement weather or other emergency conditions is available from the following sources: school office voicemail, email via MailChimp, Hope Lutheran Website and Facebook.

Closings/delays will be emailed to parents by our Administrative Assistant at the earliest possible time via MailChimp.

Closings/delays will be posted on Hope's Facebook page – Hope Lutheran School @hopelevittownschool

Closings/delays will be posted on Hope's website – www.hopeLCS.org

Call the school office @ 215-946-3467. A recorded message will tell you whether the school is delayed or closed.

Our general procedure for inclement weather is that:

- If Bristol Township School District is closed or has a delayed opening, so will Hope Lutheran.
- If Bristol Township School District has school, so will Hope Lutheran.
- In the case of a delayed opening, Extended Care WILL operate, but it will open at 7:45 a.m. (NOT 6:45 a.m.)
- In the case of an early closing, Extended Care will NOT operate.

SPECIAL SERVICES FOR STUDENTS

Students needing help in reading, math, and basic psychological services receive such assistance through a state-funded organization called Catapult. Catapult is the company that the Intermediate Unit (IU) uses to provide Hope with certain services such as a remedial support teacher, counselor, and psychologist. The Commonwealth of Pennsylvania offers these programs to Hope's students through the Bucks County Intermediate Unit #22. Speech and Language services are also provided to Hope by the Intermediate Unit.

STUDENT BEHAVIOR AND DISCIPLINE

“Teach your children right from wrong, and when they are grown they will still do right.” Proverbs 22:6 CEV

Hope Lutheran School strives to maintain consistent discipline standards. The goal of our school is to develop self-discipline in all students. Because we are concerned about the overall well-being, education, and safety of the students, teachers have a right and an obligation to correct student behavior when necessary.

Each teacher will use his or her own system of classroom management. When a student is sent to the Principal's office for disciplinary action, the following hierarchy of consequences will take place.

LEVEL ONE / FIRST VISIT to the Principal's office:

Conference with the student and send discipline report home.

LEVEL TWO / SECOND VISIT to the Principal's office:

All of step 1 and a parent will be called. Applicable consequences may include eating lunch away from classmates, loss of recess, notes of apology written, and finishing schoolwork in the Principal's office.

LEVEL THREE / THIRD VISIT to the Principal's office:

All of steps 1 and 2. Applicable consequences may include after-school detention from **3:25-4:00 p.m.**
A parent must pick up the student after speaking with the Principal.

LEVEL FOUR / FOURTH VISIT to the Principal's office:

All of steps 1 and 2. Applicable consequences may include **out-of-school** suspension.

LEVEL FIVE / FIFTH VISIT to the Principal's office:

All of steps 1 and 2. Applicable consequences may include **out-of-school** suspension. A parent is required to meet with the Principal both before and after the suspension is served.

SEVERE CASES, such as students engaged in physical contact, will be automatically sent to the Principal's office and have after-school detention or out-of-school suspension for 1-3 days. Parents will be notified immediately about their child's behavior. In severe cases, the student may be subject to expulsion from the school pending the approval of the Principal and the Board of Christian Day School.

Examples of Rules/Infractions

- Inappropriate behavior toward staff members
- Fighting/Aggressive Act (spitting is considered an aggressive act)
- Inappropriate language
- Insubordination to staff member/refusal to comply to reasonable request
- Incessant teasing, taunting, bullying, or threatening words or actions
- Leaving School grounds
- Alcohol, tobacco (including smokeless)
- Illegal drugs brought to school
- Firearms and other weapons
- Forging parent/guardian signatures
- Cheating
- Destruction of School Property

Consequences

LEVEL 2
LEVEL 3
LEVEL 1
LEVEL 1
LEVEL 3
LEVEL 3
LEVEL 5
LEVEL 5
LEVEL 5
LEVEL 3
LEVEL 3
LEVEL 2

If an in-school suspension is given, the student will be removed from his/her classroom for the remainder of the day. The child will be monitored during the in-school suspension and will not be permitted to participate in lunch or recess with his or her classmates.

If a child stays home on his/her suspension day, the suspension will be served on the day the child returns to school. Parents will be required to pay for the substitute hired to supervise the student during in-school suspension.

If an out-of-school suspension is given, the parent will be called immediately and required to pick up the student immediately. The student will not be allowed to participate in any after school activities. A written report will be given to the parent when the student is picked up. Upon completing the out-of-school suspension, both the student and the parent must meet with the Principal to re-enter Hope Lutheran School.

STUDENT REFERRAL INCENTIVE

Our best form of advertising and public relations is through our school families. Since parents are our best advertising resource, we extend to currently enrolled school families a **\$500 tuition credit** for each student who enrolls upon your referral of Hope.

Conditions applicable to this incentive are as follows:

1. The new* family must be enrolled at least throughout one full semester for the referring family to receive tuition credit.
2. It is the responsibility of the new family to declare in writing upon applying who referred them to Hope. This information must be included on the new student's application form and cannot be altered after it has been submitted.
3. Faculty and staff are included in the above incentive.

**excludes current Hope Lutheran preschool families*

TAKE OUR SONS AND DAUGHTERS TO WORK DAY

Take Our Sons and Daughters to Work Day is a national initiative intending to give young people a unique opportunity to explore career options and connect with potential mentors. Companies that host these experiences will provide official certificates for students to submit to their teachers. Students who participate in this program are required to turn in a copy of this certificate or a letter on company letterhead the following school day in order to be given credit for participating. Please inform your teacher in advance of the expected absence.

TELEPHONE CALLS

Teachers and pupils cannot be called to the telephone between 8:55 a.m. and 3:25 p.m. Parents may leave a voicemail for their child's teacher, which will be returned when the teacher has sufficient time available. If a reason arises for contact with the parents (forgotten lunch, ripped pants, etc.), the office staff will contact the parent.

TUITION & TUITION PAYMENTS

Prompt payment of all tuition and fees is necessary and expected, based on the Tuition Payment Option you have chosen at the time of registration. If a student's tuition is not kept current, we may be forced to suspend the student's **and** parents' participation in supplementary class events and activities including but not limited to: PTL officer, room parent/guardian, field trips, Field Day, after school sports and clubs. If you find that you cannot meet your tuition obligation, please do not let your account become delinquent. Call the Finance Department at 215-946-3467, extension 104 or send an email to finance@hopelcs.org to ask about making different arrangements. Remember, there is a \$30 per incident charge for insufficient funds or returned checks.

At Hope's discretion, students for whom tuition payments have not been kept current or for whom alternative payment schedules have not been made, may be asked to leave the school until all delinquent tuition payments have been brought current. If the final tuition payment is not successfully made by May 20th, students will not receive their Report Card or awards. 8th grade students may not be allowed to participate in graduation events and may not receive Report Cards, transcripts and diplomas.

Any outstanding tuition amounts from a previous school year must be made current in order for a student to be re-admitted to Hope Lutheran School on the 1st day of the new school year.

VACATION SCHEDULING

Optimally, vacations should be taken during the summer months while school is not in session. If a family must take a vacation during the school year, the parents are requested to:

- Request a Holiday/Leave of Absence form from their child's teacher;
- Submit this form to the teacher(s) and Principal at least two weeks in advance of the trip.
- Make arrangements, before the trip, with the child's teacher(s) to do the necessary homework before, during, or after the vacation.
- Understand that if the child returns and is missing work and/or has fallen behind, extra homework and/or recess work will be given until the child is caught up. For each school day a student is away, an extra day will be given to make up homework upon return from being absent.
- We request that parents avoid vacations during MAP testing times (October and April).

VISITORS TO THE SCHOOL

For the safety of the students and the school staff, all visitors must report to the school office where they will be provided with a visitor or professional badge which they are requested to wear. **Visitors may also be asked to provide picture ID.** Visitors touring the facility will be accompanied by office personnel or a staff member. No visitors will be permitted to confer with a student without the approval of the Principal or preschool director.

VOLUNTEER

Hope Lutheran School is a mission of Hope Lutheran Church, started as an outreach to the community in 1953. It is our belief that, from the beginning, each of us is called to use our God-given talents to participate in the ongoing ministry of Jesus Christ. "but through love serve one another. For you shall love your neighbor as yourself." Galatians 5:13-14

We ask that each family participate in at least 5 hours of volunteer activities during the school year. Many hands make light work!

All volunteers must have clearances on file in the school office. See the "Clearances" section on page 10 for which clearances and where to obtain them.

Volunteer Opportunities include but are not limited to:

- Lead after-school activities
- Installation of school or church equipment
- Coaching of After-school Sports
- Set up/Clean-up of school/church events
- Sunday School Teacher - Sunday 10:30 a.m. -11:30a.m. (must be a member of Hope)
- Scholastic Book Fair
- Christmas Shoppe Week
- School Picnic/Field Day
- Lunch aide (11:45 a.m. – 1:00 p.m.)
- Recess aide (11:45 a.m. – 1:00 p.m.)
- Assist with Vacation Bible School (VBS)
- Lawn & Garden Maintenance (at your own convenience)
- Playground Maintenance (at your own convenience)
- Assist with Thanksgiving Luncheon
- Assist with Trunk or Treat
- Preparation for new school year (August – moving furniture, cleaning, etc.)

