

# HOPE EVANGELICAL LUTHERAN SCHOOL

EXCELLENCE IN CHRIST-CENTERED  
EDUCATION



## Parent/Student Handbook 2010-2011

Hope Evangelical Lutheran School  
5320 Brannon Avenue  
Saint Louis, Mo. 63109  
Phone Number 314-832-1850  
<http://www.hopelutheranstl.org/>

# TABLE OF CONTENTS

## Welcome to Hope Evangelical Lutheran School

Our Mission Statement	4
About Hope Evangelical Lutheran School	4
We Believe, Teach & Confess	6
Catechesis-Religious Instruction Philosophy	7
Daily Prayer	8
Hope Evangelical Lutheran Staff	8
The Board of Christian Education	8

## School Policies and Rules

Admittance Policy	9
Absence Report Policy	9
Academic Warning Policy	10
Cell Phone Policy	10
Confirmation Policy	10
Disciplinary Policy	10
Discrimination Policy	12
Dress Code/Policy	12
Harassment Policy	12
Homework Policy	13
Medication Policy	14
Payment Policies	14
Recess Policy	14
Safety Policy	15
Subsidized Tuition Policy	15
Tardiness Policy	16
School Rules & Guidelines	17
Volunteer Policy	18

## Athletics at Hope Evangelical Lutheran School

Athletics	19
A Letter from Mr. Warren Hunt	19
Philosophy and Purpose of the Athletic Program	20
Rules of the Athletic Program	22
Roles and Responsibilities	23
Code of Conduct for Players, Coaches, and Parents	26
Extra-Curricular Eligibility Requirement	26
Athletic Attendance Requirement	27

**School Programs**

<b>Educational Trips and Tours</b>	<b>28</b>
<b>Latchkey Program</b>	<b>28</b>
<b>FASTDIRECT Program</b>	<b>29</b>
<b>Hot Lunch Program</b>	<b>29</b>
<b>NESI Program</b>	<b>29</b>
<b>Oasis Program</b>	<b>30</b>

**Communication at Hope Evangelical Lutheran School**

<b>Our Communication Policy</b>	<b>31</b>
<b>Classroom Communication</b>	<b>31</b>
<b>Parent Teacher Conferences</b>	<b>31</b>
<b>School Newsletter</b>	<b>31</b>
<b>School Phone</b>	<b>31</b>

**Fundraisers and Volunteer Opportunities**

<b>Hope Evangelical Volunteer Policy</b>	<b>33</b>
<b>Campbell Labels, Box Tops for Education</b>	<b>34</b>
<b>Cup Cake Sales</b>	<b>34</b>
<b>Field Trip Drivers</b>	<b>34</b>
<b>Parent Teacher League (PTL)</b>	<b>34</b>
<b>Room Parents</b>	<b>34</b>

**Frequently Asked Questions**

<b>How Do I Become a Member of Hope Evangelical Lutheran Church?</b>	<b>35</b>
<b>How Do I Pick Up My Child's Homework if They are Absent?</b>	<b>36</b>
<b>What Do I Do If I Need To Pick Up My Child Early?</b>	<b>36</b>
<b>When Should I Keep My Child Home?</b>	<b>36</b>
<b>How Do I Purchase Lunches?</b>	<b>36</b>
<b>What If My Child Wants Only Milk?</b>	<b>37</b>
<b>How Do I Know What Is Being Served?</b>	<b>37</b>
<b>What About Birthday Treats?</b>	<b>37</b>
<b>What Do I Do If Someone New is Picking My Child Up?</b>	<b>37</b>
<b>What Do I Do If I have a Question, Concern, or Complaint?</b>	<b>37</b>

**Index**

A-Z Index

**39**

**Attached Documents**

School Dress Code

School Calendar

Athletic Emergency Form

Hope Evangelical Lutheran School Sports Contract

Hope Evangelical Lutheran School Athletic Directions

## **Welcome to Hope Evangelical Lutheran School**

This handbook has been prepared to acquaint parents and friends with the operations and policies of Hope Evangelical Lutheran School. While it is not possible to include information on every phase of operation in this handbook, effort has been made to include information that will be helpful to you as parents and caregivers. As changes or additions become necessary, they will be reported in the Thursday edition of the “Happenings”, the school newsletter, which is also available on the school’s website.

The policies and procedures in this handbook are not meant to be a hindrance to your family, but rather are intended to make Hope Evangelical Lutheran School a special place for your child to grow safely in knowledge and Christian love. For additional information about a particular policy at Hope Evangelical Lutheran School, please contact the school office at 314-832-1850.

### ***Our Mission Statement***

The mission of Hope Evangelical Lutheran Church is this:  
**Hope Evangelical Church and School exist for the express purpose of bringing men, women, and children into a personal relationship with Jesus Christ, to build men, women, and children up in the Gospel, and to send men, women, and children out to be witnesses to that Gospel.**

The mission of Hope Evangelical Lutheran School is this:  
**Hope Evangelical Lutheran School works to support parents in raising their children to grow in the grace of their baptism by grounding the children in the Lutheran faith and teaching the students the skills and knowledge to develop their God-given talents so they can navigate their way in the world.**

### ***About Hope Evangelical Lutheran School***

An integral part of the mission of Hope Evangelical Lutheran Church, Hope Evangelical Lutheran School exists as a ministry of the church. Hope Evangelical Lutheran School professes and supports the doctrines and doctrinal practices of Hope Evangelical Lutheran Church and the Lutheran Church-Missouri Synod.

## *Hope Evangelical Lutheran School*

Hope Evangelical Lutheran School seeks to promote learning and the accumulation of knowledge among children that is consistent with the Holy Bible, which is the inspired and inerrant Word of God. Accordingly, Hope Evangelical Lutheran School strives to utilize content, methods, texts, and materials, which conform to the Word of God, and to assist, but not replace parents in training their children for Christian faith and life. Hope Evangelical Lutheran School, empowered by the Holy Spirit, views the child through the cross of Christ and thus is concerned with the total child. Children's physical, social, emotional, intellectual, and spiritual needs all influence the policies and curriculum of Hope Evangelical Lutheran School.

Using these philosophies, Hope Evangelical Lutheran School seeks to educate, guide, and direct children so that they will learn to:

- 1) Live, believe, and utilize the Word of God in their daily lives;
- 2) Serve God as leaders in their home, church, community, and country;
- 3) Defend the faith against the challenges of the devil, the world, and the flesh;
- 4) Lastly, taken from Psalm 78:7, "that they might set their hope in God, and not forget the works of God, but keep His commandments."

Hope Evangelical Lutheran School strives to accomplish these goals by employing a classical (traditional Christian) approach to education, which strives for

- A) Academic Excellence
- B) Behavioral Discipline
- C) Christian Content
- D) Direct Instruction Methodologies

Hope Evangelical Lutheran School holds classes for students, preschool age thru grade eight. Hope School is part of a nationwide system of Lutheran Schools, which is an integral part of the American educational system. As such, Hope Evangelical Lutheran School seeks to achieve the highest standards of academic excellence. Our school offers a strong traditional curriculum and prepares its students to meet or exceed the educational standards set by the Missouri State Department of Education and the Hope Evangelical Lutheran School Board of Christian Education. Hope Evangelical Lutheran School is dedicated to work cooperatively with our public educational system in fulfilling the responsibility of educating the children of our community. Hope Evangelical Lutheran School continues to receive accreditation through the National Lutheran School Accreditation Association.

## ***We Believe, Teach & Confess***

According to Holy Scripture, and in the unity of the one, holy catholic faith, we believe, teach, and confess that:

- ***The one and only true God*** is the Triune God – Father, Son, and Holy Spirit – as revealed by Jesus Christ and in the Bible. He created and sustains all things in heaven and on earth (Mt. 28:20; Gen. 1-2; Ps. 146:5-6).
- ***Every human being*** is conceived and born dead to God and lacks true fear, love, or trust in God, but rather is innately hostile to God and deserving of damnation (Eph. 2:1-10; Ps. 51:5).
- ***Jesus Christ*** is **true God**, eternally begotten of the Father, and also **true man**, born of the Virgin Mary, and is, by His perfect life, sacrificial death, bodily resurrection, and reign at God’s right hand, the **only Savior** from sin and the only Mediator between God and humanity (Jn. 1:1-3,14; 1 Tim. 2:5; 1 Jn. 5:20; Acts 4:12),
- ***We are justified, or declared not guilty***, in the sight of God and rescued from sin, death, and damnation not by our works but solely by God’s undeserved kindness given through Jesus Christ (Rom. 3:21-28; Eph. 2:8; John 1:29).
- ***The blessings and benefits*** of Jesus’ saving death and resurrection – the forgiveness of sins, eternal life, and salvation – are delivered and applied to us by means of the Gospel in all its forms: the preached and written Word, Baptism, Absolution, Lord’s Supper. Through these means the Holy Spirit works faith in Christ. (Jn. 6:63; 16:12-15; Lk. 24:47; Mt. 28:19; Jn. 20:21-23; 1 Cor. 11:23-26).
- ***Good works, prayer, and holy living*** are the fruit of faith in Christ, not the cause of salvation or faith. Genuine good works, pleasing to God, flow from what God commands in His Word. For faith alone can justify; works serve our neighbor and supply the proof that faith is living (Jn. 15:5; Heb. 11:16; Eph. 2:8-10).
- ***The Holy Church*** is present wherever believers are gathered around Jesus Christ in His Gospel purely preached and taught and the Sacraments of Holy Baptism, Holy Absolution, Holy Communion (Mt. 18:20; Acts 2:42; Mt. 13:47-48).
- ***Holy Baptism*** is water applied in the Name of the Triune God according to Jesus’ mandate and promise, and works rebirth and renewal, delivers and applies the forgiveness of sins and the very life of Jesus (Mt 28:19-20; Jn. 3:5; Titus 3:5; Rom. 6:4; 1 Peter 3:21).
- ***Holy Absolution*** is the forgiveness of sins spoken by the Pastor to a penitent sinner in Jesus’ name and actually delivers and applies the forgiveness of sins

to the repentant person with the full authority of the crucified, risen, and reigning Christ (Mt. 16:19; 18:18; Jn. 20:21-23).

- **Holy Communion**, or the Lord's Supper, is the true body and blood of our Lord Jesus Christ given under bread and wine, instituted by Jesus Christ Himself, for Christians to eat and drink for the forgiveness of their sins (Mt 26:26-29; 1 Cor. 11:23-26).
- **The Christian life** is one of continual repentance and faith, from which flow good works as the fruit of faith. It is lived in faith toward God and in fervent love toward the neighbor in our God-given, daily vocations (Mt. 12:33; Lk. 24:47).
- **Our Lord Jesus Christ will appear visibly on the Last Day** to raise the bodies of all the dead, to condemn those who reject Him in unbelief together with the devil and his demons to hell and eternal punishment, and to give eternal life to all who trust in Him for forgiveness, life, and salvation (Rev. 1:7; Mt. 25:31-46; Jn. 5:28-29).
- **Holy Scripture, or the Holy Bible**, is the written Word of God, the very "breath of God," and is without factual error. It is the only source and final authority and judge of all teaching, practice, and life. Holy Scripture preaches the saving death and resurrection of Jesus Christ for the repentance and faith of the sinner (2 Tim. 3:16; 2 Pet. 1:22; Luke 24:47).
- **The Word of God** is a two-fold word – **the Law**, which reveals our sin and seeks and kills the sinner, and **the Gospel**, which announces, delivers, and applies the forgiveness of sins through the death and resurrection of Jesus Christ, creates faith in Him, and gives new life and identity to the believer in Christ (Rom. 1:16; 3:21-22; Gal. 2:19-20).

### ***Catechesis-Religious Instruction Philosophy***

Hope Lutheran School proudly teaches the Christian faith. To be a Christian is to have faith in Jesus Christ and trust Him for the forgiveness of sins and eternal life. This faith bears fruit in Christian love as we serve our neighbor and live in our earthly callings. Catechesis ("religious instruction") seeks to convert the sinful heart from unbelief to faith in Christ. God shows us our sin so that we may confess it and then He shows us our Savior Jesus Christ so that we may trust Him for forgiveness and life. This is the goal of all catechesis at Hope Lutheran School.

Students learn the Christian Faith and its unique language by doing—that is, by hearing and speaking the truths of God's Word. Each classroom begins the day with daily prayer ("devotions"). In this setting, students will hear and learn to speak Bible verses, Catechism sections, and sing hymns of faith.

### ***Daily Prayer***

School begins each day with daily prayer in the classroom. On Wednesday mornings at 8:15, the school gathers as a community for Morning Prayer or the Divine Service at Hope Church. If weather prohibits this, the liturgy will be held in the school auditorium. All parents, guardians, and friends are welcome to pray with our school community on Wednesday mornings.

### ***Hope Lutheran Staff***

Principal, Mrs. Kay Shoemaker

Music and Math, Rev. Stephen Rosebrock

Kindergarten, Mrs. Cheryl O'Neill

First Grade, Mrs. Kay Shoemaker

Second Grade, Mrs. Myra Richardt

Third & Fourth Grade, Mrs. Anela Zickler

Fifth & Sixth Grade, Mr. Cody Farrell

Seventh & Eighth Grade, Mr. Warren Hunt

Administrative Assistant, Mrs. Kathleen Collet

Church Secretary, Mrs. Carol Spyers

### ***The Board of Christian Education***

Hope Evangelical Lutheran School is governed by the Board of Christian Education of Hope Evangelical Lutheran Church and in turn, receives its authority from the Voters' Assembly of Hope Evangelical Lutheran Church. The appointment of teachers, determination of policies, and supervision of major curricular areas are the function of the Board of Christian Education. The principal of Hope Evangelical Lutheran School serves as the executive officer and reports to the Board of Christian Education. It is her/his responsibility to execute the policies set by the Board. The pastors of Hope Evangelical Lutheran Church provide spiritual guidance.

This year's members are:

Mrs. Kim Haegele

Ms. Jay ne Harper

Mrs. Julie Jones

Mrs. Jennifer Hunt

Mrs. Jerri Atwood

Mrs. Carol Spyers

Mrs. Erin Range

Rev. Stephen Rosebrock – Ex. Officio

Mrs. Kay Shoemaker – Ex. Officio

## **School Policies and Rules**

### ***Admittance Policy***

Hope Evangelical Lutheran School is obligated to provide a Christian Education for the children of Hope Evangelical Lutheran Church. Children from other Lutheran churches, siblings of students already attending, and children from our community will be admitted until a limit of 25 students per class is reached.

#### **AGE REQUIREMENTS:**

Children must reach the age of 5 by September 1<sup>st</sup> to attend Hope Lutheran Kindergarten.

### ***Absence Report Policy***

In order for a student to succeed at Hope Evangelical Lutheran School, regular attendance is necessary. Each of the 180 school days of the year is important. Please keep this in mind when making plans for medical or dental appointments, vacations, or deciding in general whether to let your child stay at home. The Board of Christian Education has a written policy regarding absences as follows:

1. Please call the school office when your child is absent. Families will be contacted if you have not notified us.
2. A written note from the parent to the teacher is required for any absence. This should be sent to your child's teacher either in written form or via e-mail. Absences for illness or death in the family are the only reasons for excused absences. Any other absences need to be checked with the principal.
3. After the third consecutive day of illness, the absence needs to be excused by a written note from your physician.
4. All assignments missed when your child is absent must be completed in full. Excused absences will receive full credit when received in a reasonable timeframe.
5. Students who experience unexcused absences must complete the work in full, but will not receive grade credit for their efforts.
6. Vacations taken during school time are strongly discouraged. If you choose to do this, however, please note that all assignments must be turned in no later than the first day back at school. If all assignments are not turned in the first day the student returns to school, no credit will be awarded. If a planned

absence must occur, a written note needs to be provided for the teacher three to five school days prior to the absence, allowing the teacher ample time to prepare assignments. The teacher will use the Planned Absence Form. This form must be turned in with the completed work.

7. Students missing more than 20 days per school year will be referred to the Board of Education for consideration. This could effect promotion to the following grade or graduation. (June 16, 1997)

### ***Academic Warning Policy (Teacher to Parent Communication Form)***

In order to keep you informed of your child's homework habits, we use the "Teacher to Parent Communication Form". Students with unfinished assignments will receive this form notifying you of unfinished work. Parents must sign the form, and the student must return it the following day along with the completed work. Failure to return this notice the following day will result in detention.

### ***Cell Phone Policy***

Cell phones must be turned off and kept in students backpacks at all times, during school hours or at Latchkey. Phones used during the school day will be taken to the school office and must be picked up by parents.

### ***Confirmation Policy***

All students who are currently in 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade at Hope Evangelical Lutheran School are eligible to enroll in the catechesis and confirmation program at Hope Evangelical Lutheran Church. Classes begin every fall and meet on Sunday mornings at 9:15. Confirmation occurs annually at Hope Evangelical Lutheran Church at the Easter Vigil at 8:00 p.m. (April 23, 2010). Enrollment in the program occurs in August of each year. Questions should be addressed to Rev. Stephen Rosebrock at the church: 314-352-0014 or [srosebrock@hopelutheranstl.org](mailto:srosebrock@hopelutheranstl.org). In order to accomplish this goal, we use the ESV Version of the Holy Bible, *Luther's Small Catechism* (1986 Translation), and our church's hymnal, *Lutheran Service Book*.

### ***Disciplinary Policy***

Hope Evangelical Lutheran School is a distinctive school; it is Christ-centered. The discipline, therefore, will follow Christian principles and is based on the proper balance of Law and Gospel.

Self-discipline is the goal of the modern classroom. Children need to understand the society surrounding them, so they themselves may find a place amongst it. Developing a wholesome sense of self-worth will help children come to terms with their world and further their own unique relationship with God. A child, who has accepted himself as a child of God, has worth and doesn't find it necessary to continually bid for the attention and approval of those about him.

At times children need some special guidance and correction as they develop and grow. For the child who is chronically disobedient at school, continually disturbs the efforts of teachers and students around him or her, inhibits others ability to learn, or who commits acts that indicate an unwillingness to conform to the will of God as set forth in the Ten Commandments, the following methods of discipline determined out of true Christian love for the child will be followed:

1. The teacher will give guidance and counseling according to the discipline schedule designed for the child's classroom.
2. If after the first effort at Christian guidance, there is no change in the behavior or attitude, or if the seriousness of the misbehavior warrants it, the child will be sent to the principal for Christian counseling and for a reprimand, indicating to the child the seriousness of his or her attitude or action. The student will bring home an office referral stating that he/she had been sent to the office. This will indicate the reason why he or she was sent to the office and the action taken. The parent must sign this referral before the child may return to school.
3. A student may be given a detention by a teacher or the principal. This punishment will be determined by the seriousness of the offense and/or the frequency of reminders given to a student. A detention slip will be sent home with the child, signed by the parent, and the detention will be served at the teacher's discretion.
4. If needed, a conference will be scheduled with parent, principal, and teacher. At this conference, special behavior modification techniques will be discussed to help correct the child's behavior.
5. If detentions do not correct the problem, or if the severity of the problem is great, the principal may give a suspension to a student. These suspensions may be held at school (in-school suspension) or your child may be requested to stay at home (out-of-school suspension.) All suspensions will be noted in the student's permanent file and will be reported to the Board of Christian Education. All work missed due to suspension must be completed, but there will be no grade/credit will be awarded to the work.

6. If all previous disciplinary action has failed, the principal may recommend to the Board of Education for Expulsion. Three or more suspensions in a school year are grounds for expulsion.
7. If an issue is brought to the Board of Education for appeal, parents will be awarded a half-hour to address the board and the results of the appeal presented in 48 hours.

### ***Discrimination Policy***

Hope Evangelical Lutheran School does not tolerate any form of discrimination. No student will ever be discriminated against for their race, color, nationality, ethnicity, or socio-economic background.

### ***Dress Code/Policy***

We have established a dress code to help students abandon materialism and focus on educational concerns while at school. Students should dress appropriately for their vocation as students. Their dress should reflect our Christian values. This dress code sets the tone for a God-pleasing, orderly environment. It reduces distractions and disruptions while allowing teachers to concentrate on teaching and students to focus on learning. A copy of the dress code is attached to this handbook.

**PE Dress Codes will be Strictly Enforced**

### ***Harassment Policy***

All individuals and guests at Hope Evangelical Lutheran School are to be treated with respect and dignity. Hope School and Church must be an environment that is free from harassment and violence. It is a violation of Hope's Harassment Policy for a student to harass a person through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, which intimidates, degrades, and/or fails to respect another person's dignity. Harassment includes, but is not limited to a person's age, sex, race, religion, or ethnic origin. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors are also considered harassment. Sexual harassment is defined as unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of sexual nature. Physical threats (ex. "I will kill you") will result in immediate suspension. Before the child can return to school the child must undergo a behavioral evaluation at the parent's expense. Any harassment must be reported to school personnel immediately.

**By law, we are obligated to report threats of violence to the St. Louis Police Juvenile Department for investigation. The consequences for harassing another person may be expulsion from school and/or referral to law enforcement agencies.**

### ***Homework Policy***

Homework at Hope Lutheran is viewed as an essential element in the total educational program. Homework often involves the completion of learning activities or projects that are started at school. At times, it is designed to involve parents as aids in their child's education. We, at Hope Evangelical Lutheran, believe homework aids in teaching children responsibility, time management, and helps prepare them for long-term projects that will be expected from them in higher education.

To help your child complete their homework, please review the following recommendations:

1. Provide your child with a quiet, distraction-free place to study.
2. Limit the length of homework sessions to 15 or 20 minutes and stop for a brief break.
3. Praise your child for his or her efforts. Provide as much positive encouragement as possible.
4. Don't do the work for your child. While you may help with instruction, he or she must do the work to re-enforce the skills being taught.
5. If your child is unable to complete an assignment, contact your child's teacher with your observations.
6. Encourage your child to do his or her work early in the evening. Don't allow the child to begin late in the evening when tired and ready for bed.
7. Assignment books are helpful for students in remembering what is due and when. They are also a good way for you to tell what assignments are due and when. Don't just assume that your child's work is done when he or she tells you that it is. Take the extra few minutes to check on what they have done.
8. Children can be procrastinators. Don't assume that your child's teacher has given a large assignment that is due the next day. Normally large assignments or ones that require trips to the library, the store, etc., are not assigned one day and due the next.

9. Encourage your child to ask his or her teacher questions if he or she is having trouble with an assignment. The teacher will be happy to help if asked.

### ***Medication Policy***

Students who need medication administered during school hours must have a medication authorization form on file in the office. ***This form must be signed by the parent and the physician and returned with the medication to be administered. Medication should be in its original container and properly labeled. This includes all medications, including over-the-counter medications.***

### ***Payment Policies***

The Fiscal Board of Hope Evangelical Lutheran Church has adopted the FACT method for collection of tuition at Hope Evangelical Lutheran School. Each parent is offered the option of paying their tuition in full to the school office prior to August 1<sup>st</sup> or paying on a monthly basis thru the FACT program. What is FACT? This program allows you to choose either the 5<sup>th</sup> or 20<sup>th</sup> of each month when your monthly tuition fee will be automatically be deducted from your checking or savings account. For your convenience, we offer a 10 or 12 month payment option.

You will still be billed directly by the Hope School office for all other fees such as Before/ After School Programs, lunch, registration, book, PE, graduation and field trip fees.

### ***Recess Policy***

Weather permitting; students are given recess each day. Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. Shorter outside recess times are scheduled on very cold days.

**Students should always dress for outside recess. If because of medical reasons it is necessary that your child remain in during recess, a dated, signed note must be sent to your child's teacher. If the condition persists longer than three days, we will need a note from your doctor.**

When there will be no outside recess due to bad weather or for any other reason, classroom teachers will supervise indoor recess in the classroom. Quiet games, talking with friends, etc are usually allowed.

**Recess may be denied to students who are missing assignments, exhibiting unacceptable behaviors, or those needing additional teacher assistance.**

### ***Safety Policy***

The safety of our children is of utmost concern for us. In order to ensure a safe environment for your child, the following rules are in effect:

1. Students arriving before 7:45 a.m. must be in latchkey. No should be left unattended on the front sidewalk. After school, students not picked up will be sent to latchkey at the parent's expense.
2. Parents or visitors to the building during school hours should check in with the school office. Please do not go to your child's classroom unannounced.
3. During the school day, please enter via the FRONT DOOR. This door is monitored electronically for your child's safety.
4. **Please be sure the emergency phone numbers on your child's record are kept current.**
5. When picking up your child, please obey the direction of the safety patrol. Don't put your child in danger by stopping on the other side of the street and asking the child to cross. If your child must cross the street, always instruct them to cross at the corner. Parking is not allowed on the school parking lot before 3 p.m.
6. When dropping off your child on Brannon, please observe that the space in front of the school is a **drop off lane only**. If you need to park, park on the school lot. All cars must be moved from school parking lot by 8:30 a.m. Those parking in front of school will be asked to move their vehicle.

### ***Subsidized Tuition Policy***

The Christian education of children is important to Hope Evangelical Lutheran Church, and thus, Hope Evangelical Lutheran Church assists its members in providing Christian education for their children. In order to do this, families who participate fully in the life of the church, that is, regularly attend the Divine Service and contribute to Hope Evangelical Lutheran Church with their time and offerings, may receive subsidized tuition for their children. The Board of Christian Education has a policy for those families who wish to receive subsidized tuition. Those who wish to learn more about membership at Hope Evangelical Lutheran Church may talk with one of the pastors. The policy for receiving subsidized tuition for members of Hope Evangelical Lutheran Church is:

1. Membership is determined by communicant membership of at least one parent or guardian and baptized or communicant membership of students attending Hope Evangelical Lutheran School.
2. Parent(s) and guardian(s) and all children enrolled in Hope Evangelical Lutheran School must attend two Divine Services each month at Hope Evangelical Lutheran Church. Divine Services are celebrated on Sundays at 8:00 a.m. and 10:30 a.m., Wednesdays at 7:00 p.m. Attendance is recorded in the church office. It is the responsibility of the parent or guardian to list their name and their children's names on the white *Members* card and place it in the offering basket.
3. Subsidized tuition is granted to member families by semester. Those who fulfill the expectations from January through June will pay the subsidized rate for the Fall Semester. Those who fulfill the expectation from July through December will pay the subsidized rate for the Spring Semester.
4. Families who transfer to Hope Evangelical Lutheran Church are expected to pay full tuition for one semester before being eligible for member subsidy. Please see the pastor(s) for information about transferring church membership to Hope.
5. Families who encounter temporary difficulties in meeting these expectations due to extraordinary circumstances should see the pastor(s). You may call the church office to make an appointment.

### ***Tardiness Policy***

In courtesy to your child's classmates and teacher, we ask that students be in their room and ready to begin work at 8:00 a.m. In most classes lunch counts are taken, work is turned in, and devotions are begun immediately after the 8:00 a.m. bell. If your student arrives after 8:00 a.m., your student should go directly to the school office. If your child comes to school later than 9:00 a.m., they must bring their own lunch. After 9:00 a.m. lunch preparation is well underway for a specific number of students. (Board of Education June 2006)

If the student arrives after 9:30 a.m., he/she will be counted ½ day absent unless you bring a note from your health care professional. When arriving late, please ask your child to pause before entering class to make sure they are not interrupting devotions or prayer. Parents may not enter the classroom after 8:00 a.m.

### ***School Rules and Guidelines***

The following rules are strictly enforced. These rules have been created not to be a hindrance to parents or students, but to ensure a happy and healthy environment for all of Hope's students, teachers, and staff. We ask for your cooperation in upholding them.

1. **Show proper respect** for teachers and those in authority.
2. **Interact peacefully with fellow students** without fighting, hitting, threatening, name-calling or bullying.
3. **Treat school property with care** so as not to damage what has been provided to us.
4. **Allow all children the opportunity to learn without disruptions** such as running or shouting in the building.
5. **Use the abilities with which God has blessed us** by completing assignments faithfully and leaving at home distractions such as radios, MP3 players, cameras, portable gaming systems, and other similar items.
6. **Remember that this is a place of learning** and refrain from selling items at school which do not benefit the school and are not school authorized.
7. **Gum chewing is not permitted** in the school building or on the school grounds.
8. **Cell phones and MP3 players** should be stored at all times in the student's backpack and at their own risk. Video games, cameras, toys, and other items are not permitted at school unless directed by a teacher (this includes latchkey).
9. **Drugs, knives, guns, tobacco, matches or lighters**, etc, are never permitted at school. Any of these items found in a student's possession are grounds for immediate suspension and/or expulsion. Authorities may also be called.
10. **All students are expected to use their abilities as God gave them.** These rules apply to all times when students are at school or at a school-sponsored

activity. This includes sporting events, field trips, class trips, before/after school programs, summer programs, and other school sponsored events.

11. Office referral slips will be sent home with ALL students who are sent to the principal for behavior problems. This will be done so that parents may be kept informed of their child's behavior while at school. We ask that you speak with your child when one of these notices is sent home. The slip must be returned to the school office the next morning before the child re-enters the classroom.

### ***Volunteer Policy***

Hope Evangelical Lutheran School has a detailed volunteer policy described in-depth in the Fundraisers and Volunteer Opportunities Section.

## **Athletics at Hope Evangelical Lutheran School**

*“So whether you eat or drink or whatever you do, do it all for the glory of God.”  
(1 Corinthians 10:31)*

### ***Athletics***

Students in grades 5-8 at Hope Evangelical Lutheran School may participate in after-school athletics. Those who choose to participate will pay a \$10.00 fee per sport. At this time, we offer boys’ and girls’ basketball, girls’ volleyball, soccer, track, and cross-country.

Mr. Warren Hunt is our athletic director. Questions regarding these programs should be addressed to him. Sports schedules are available on line. Parents are always welcome to help with sport activities; please contact Mr. Hunt to volunteer.

### ***A Letter from Mr. Warren Hunt***

Sports and athletics are an integral part of the American culture. We realize this so vividly when we look at the amount of time and the large sums of money spent by Americans in the pursuit of sports and physical fitness. Both men and women, young and old, people from different ethnic backgrounds and socio-economic groups, all place a high emphasis on recreational and competitive athletic activities. We idolize professional athletes, glory in the achievements of our favorite teams, and zealously guard our leisure time to allow the pursuit of our own athletic prowess.

This emphasis on sports is not some modern phenomenon. Sports and athletic training were a vital part of the New Testament world of St. Paul, too. As we study the history of ancient Greece and Rome, we discover the importance placed on athletic competition and physical training by emperors and kings, citizens and slaves. St. Paul comments several times in his letters to the early churches about athletics and often refers to athletics when describing the Christian life. St. Paul, however, begins putting things in the proper perspective when he writes to young Timothy, “Train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.” (1 Timothy 4:7-8)

Further making his point, St. Paul reminds us in 1 Corinthians 9:24, “Do you not know that in a race all runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.”

As we become involved in the extra-curricular athletic program at Hope Evangelical Lutheran School, either as a participant or a spectator/supporter, let us heed the words of St. Paul and keep in mind the true goals of our program, namely, that the student athlete will further develop spiritually, mentally, emotionally, physically, and socially, using their God-given talents and abilities to the glory of God.

In the long run, the success of our program of sports and athletics at Hope Evangelical Lutheran School is not measured by the win/loss record of a team, the number of trophies which adorn our trophy cases, the amount of records set, or the number of student athletes which go on to play at higher levels of competition. Our hope is that we will all be able to say along with St. Paul, "I have fought the good fight, I have finished the race, I have kept the faith. Now there is in store for me the crown of righteousness which the Lord, the righteous Judge, will award to me on that day – and not only to me, but also to all who have longed for His appearing." (2 Timothy 4:7)

Let this be our standard of achievement and the measure of our success!  
In Christ's Service,

G. Warren Hunt

Athletic Director

### ***Philosophy and Purpose of the Athletic Program***

The extra-curricular athletic program at Hope Evangelical Lutheran is an extension of the overall program of Christian education offered at Hope Evangelical Lutheran School.

The purpose of the extra-curricular athletic program at Hope Lutheran School is grounded in the overall philosophy of our school, namely, to assist the home in raising the children in the nurture and admonition of the Lord. Furthermore, as a member of the St. Louis Lutheran Athletic League, our program supports the league's objectives of developing spiritual, physical, emotional, mental, and social growth among the student athletes. Specifically, we at Hope Evangelical Lutheran feel athletic completion, in the Christian spirit, is a vital part of the child's total development.

The purpose of the Athletic Program of Hope Evangelical Lutheran School is:

1. To provide an environment for positive growth and development of the whole child; spiritual, physical, emotional, mental, and social.
2. To provide an avenue for the students to use their God-given talents and abilities to the glory of God, not personal glory; and to develop an understanding of how the use of physical skills can be a form of Christian worship.
3. To help student athletes develop these talents and abilities under the guidance of Christian coaches.
4. To serve as a witness to the love of our Savior Jesus Christ and our Christian faith, both on and off the field of competition, in our words, actions, and attitudes.
5. To teach the student athlete the basic fundamentals of the chosen sport and to promote physical fitness and conditioning.
6. To promote Christian fellowship and sportsmanship, not only between ourselves and the teams we play, but also among our team members.
7. To promote and encourage the lifelong enjoyment of sports and recreational activities.
8. To develop positive attitudes towards winning and losing, ways of dealing constructively with victory and defeat, and Christian responses in pressure situations which can carry over into other life situations (our motto shall be: MODEST IN VICTORY, GRACIOUS IN DEFEAT).
9. To encourage the student athlete to be free in experiencing their emotions, but not letting these emotions control them or make them ineffective people.
10. To provide an additional avenue to express and promote school spirit.

Players, when you join the team, you have made a commitment to Hope and to your fellow players. If you give it your best, you will have a great season!

### ***Rules of the Athletic Program***

Here are the guidelines that coaches, parents, and players are all expected to follow. This will help the season run smoother and will let everyone know what is expected of them.

1. Players are to be at the gym or field ½ hour before game-time. This helps the coach put a roster together and it enables the players to stretch and warm-up before the game.
2. Players are to have all equipment necessary for games and practices. Players must be properly dressed for games and practices. Volleyball and basketball players must wear tennis shoes. Volleyball players are strongly encouraged to wear knee pads. Soccer players must have shin guards; they will not be allowed to play without them. Soccer players are strongly encouraged to wear cleated soccer shoes.
3. All coaches, parents, and players must respect officials. We have had many good officials over the years in various sports. Overall, they do an excellent job and it's a difficult job to do! As Christians, we must represent Jesus and our Christian school to all people we encounter at sporting events. No taunting of, back talk to, or yelling at officials is permitted. Coaches and parents breaking this rule may be asked to leave the gym or field. Players will be benched and serious offenses could be grounds for removal from the team.
4. Players must Respect the coaches and follow the rules set forth by the coaches. Disrespect towards the coaches will not be tolerated. Extra laps at practice and reduced playing time in games are examples of punishment for this behavior. Serious offenses could be grounds for removal from the team.
5. Christian behavior will be exhibited by coaches, parents, and players in and out of the gym and on the field. Coaches, parents, and players will promote good sportsmanship and team concepts. Foul language and bad behavior will not be tolerated.
6. Players will make a concentrated effort to attend all practices and games. For a team to achieve its highest potential, all players need to be in attendance. The coaches must be informed a day in advance if a player will be absent from a practice/game. This allows the coaches to make special arrangements to fill the void. Every player is important. Parents will need to find rides for

their children to and from all practices and games. If you are having difficulty finding rides, let Mr. Warren Hunt know and he will see that your child gets a ride.

7. Players may only wear the uniform to games. If your family plans to eat out after the game, make sure your child changes out of their uniform. Please help keep those uniforms nice. Thank you!
8. Players are to have their uniforms washed after every game. Do not dry the uniforms in the dryer; this will ruin them. If you must put the uniform in the dryer, don't turn the heat on. Hang drying is preferred.
9. Players are to keep academics first in their priorities. Students are here to receive the best, Christ-filled education they can. After school athletics is a bonus at Hope, not a focus. For a student to be eligible for extra-curricular activities, he/she will need to have a cumulative average of 70% or higher in the core subjects. The core subjects are religion, history, science, mathematic, and reading/literature. A student earning a 59% or lower in any subject will not be allowed to participate in any sport until that grade has improved. Grades will be monitored by the parents, teachers, and the athletic director. Failure to maintain satisfactory academic standing will result in the student's removal from the athletic activity for a certain period of time or for the remainder of the athletic season.

### ***Roles and Responsibilities***

With the previously stated philosophy and purpose in mind, and recalling that the process of Christian education at Hope Evangelical Lutheran involves the student, the school, and the home, the following roles and responsibilities must be accepted by each of the identified groups:

#### **THE STUDENT ATHLETE:**

1. The student must adhere to all general rules and guidelines established for students participating in athletics at Hope Evangelical Lutheran School and the St. Louis Lutheran Athletic League, as well as those specifically set forth by the coaches of the given sports activity.
2. The student will attend practices regularly, prepare adequately, put forth satisfactory effort, and display proper attitudes.

3. The student will regard the rules of the game as a standard to be kept, not broken.
4. The student will put forth such an effort in their schoolwork as to remain academically eligible for the duration of the sports season.
5. The student will conduct themselves as young Christians at all times when representing the school, practicing the highest level of Christian sportsmanship, in all situations.

### **THE COACHES:**

Coaches of athletic teams (volleyball, soccer, basketball, cross country, track) at Hope Evangelical Lutheran School shall perform their duties in accord with the philosophy of the Hope Evangelical Lutheran School Athletic Program and the St. Louis Lutheran Athletic League. Furthermore, they shall be familiar with and adhere to all the policies, procedures, and recommended guidelines for competition and fellowship established by the Hope Lutheran Athletic Program and the St. Louis Lutheran Athletic League as outlined in the SLLAL and Hope Lutheran Handbook.

Failure to conduct oneself according to these guidelines and philosophy will result in possible sanctions by the League and dismissal from coaching at Hope Evangelical Lutheran School. Coaches at Hope will:

1. Conduct practices aimed at developing the student's skills, responsibility, team membership, leadership, and other desirable qualities.
2. Provide an opportunity during games for students to use their talents and abilities, as both skills and abilities allow.
3. Promote Christian Sportsmanship among players, parents, and fans by serving as a positive example before, during, and after competition and practices.
4. Offer input to the Athletic Director regarding decisions involving practices, games, equipment and uniform needs, etc. when requested.

### **THE PARENTS:**

The parent of a student athlete is usually the determining factor in the child's interest and involvement in school athletics. Because we encourage all our children

to be Christians first, students second and athletes third, the responsibilities of the parent play a vital role in the child becoming a total and complete student athlete at Hope Evangelical Lutheran School. Therefore, an athlete's parent will:

1. Support the efforts of their child, the student athlete and his/her teammates through positive encouragements, not "coaching from the stands" or negative comments.
2. Support the coaches in both word and action among the players and other parents; any disagreements are to be voiced before the proper individuals and at an appropriate time and place.
3. Display an attitude of Christian sportsmanship, conduct themselves in a mature manner, and serve as a good witness to our Lord and representative of our church and school.
4. Support the team at athletic events without being over zealous or critical of coaches, opponents, and officials.
5. Encourage and participate in the development of the student athlete's skills and abilities.
6. Take an active interest in the child's academic standing, as it affects the student's academic eligibility.
7. Instill in the student athlete good health habits towards sleep, food, exercise, and discourage the use of tobacco, alcohol, drugs, and other controlled substances.
8. Make a commitment to help the athletic program by attending sporting events, assisting with scorer's table duties, and volunteering to assist the Athletic Director and coaches as availability allows.
9. Make arrangements for their child's transportation to and from all games and practices; take appropriate actions to see that their child is picked up in a timely manner after all practices and games.
10. Assist their child in the proper care and cleaning of uniforms and equipment; support the acquisition of team uniforms when necessary.

### ***Code of Conduct for Players, Coaches, and Parents***

Players, coaches, parents, and fans of the Hope Lutheran Athletic Program:

1. Do not use abusive language;
2. Treat all officials with respect and refrain from criticizing officials during and after games;
3. Are reminded that their actions reflect the reputation and good name of Hope Evangelical Lutheran School;
4. Promote Christian sportsmanship among everyone present at games through their words and actions.

Technical fouls or other such penalties which result from unsportsmanlike conduct by either coaches or players will not be tolerated. If a technical foul or penalty is assessed, a formal report of the incident will be filed with the Athletic Director by the coach. Upon review, disciplinary action can be taken. Such disciplinary action may include suspension from competition for one (1) game or removal from competition for the remainder of the season.

Any parent or fan disregarding the guidelines of conduct shall be asked to leave the gym or playing field. If the parent or fan disregards the request to vacate the area, the game shall not continue until the person leaves and could result in the forfeiture of the game. Any parent or fan that consistently violates these regulations shall not be allowed to attend games until such time as determined by the principal or athletic director. Any coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the principal or athletic director.

### ***Extra-Curricular Eligibility Requirement***

Extra-curricular activities at Hope Evangelical Lutheran School are defined as programs sponsored by the school in which practices and performances occur outside of the regular school hours. In order to participate in the Athletic Program at Hope Evangelical Lutheran students and parents must be willing to comply with the following:

1. These activities are offered as an opportunity for students to develop special God-given talents and abilities above and beyond what can be accomplished during the academic and learning time at school.

2. These activities involve a time commitment over and above the regular commitment to academic school work.
3. Academic achievement should be a priority for each student and participation in the Athletic Program is a privilege available to those students who have extra time to commit to practices, games, and performances.
4. Both school and home play an important role in developing positive work habits and a sense of responsibility in students. For a student to be eligible for extra-curricular activities, he/she will need to have a cumulative average of 70% or higher in the core subjects. The core subjects are religion, social studies, science, mathematics, and reading/literature. A student earning a 59% or lower in any subject will not be allowed to participate in any sport until that grade has improved. Grades will be monitored by the parents, teachers, and athletic director. Failure to maintain satisfactory academic standing will result in the student's removal from the athletic activity for a certain period of time or for the remainder of the athletic season.

### ***Athletic Attendance Requirement***

In keeping with the school's attendance policy and the spirit of being a student-athlete, a student must be in attendance at school on the day of an athletic contest in order to participate in the event. Furthermore, we discourage sending a sick child to school simply so that they may participate in an athletic activity.

Students should make every effort to attend all practices and games. If a student is going to be absent from a sporting event or practice, the student must furnish a written note from a parent excusing the student from the athletic activity. This note may be brought in any time before the potential missed athletic activity, the day of the athletic activity, or the day after the missed athletic activity. (Exceptions will be made if a student is ill for several days or if there are other extenuating circumstances that require an absence of several days.)

If a student fails to attend an athletic activity without giving the coach a note of excuse, that absence is considered unexcused. Three unexcused absences will result in the student's removal from the athletic team. After every unexcused absence, a note will be sent home with the student explaining that an unexcused absence has occurred and restating the attendance policy. The form will need to be signed by a parent and returned to the athletic director.

## School Programs

### *Educational Trips and Tours*

While most planned instructional activities take place in the classroom, educators have long recognized the importance of firsthand learning experiences. Lessons are not learned by written work only, but are enhanced by hands-on learning experiences. The purpose of field trips is to reinforce concepts taught in the classroom; therefore, all students are expected to attend field trips with their class.

Parents will be notified in advance for field trips and sent a permission slip that must be signed before their child may participate. While some field trips require no admission costs, parents may be asked to help cover the cost of transportation. You will be notified in advance of these costs.

Some examples of trips taken are sixth grade camp, eighth grade educational tour, and seventh grade ecology trip. In the primary and middle grades some field trips consist of trips to the zoo, science center, botanical garden, etc.

Students are primarily transported via rented buses or parent cars. Parent drivers are required to have a minimum of \$150,000/\$300,000 bodily injury liability insurance coverage. If you are asked to drive, you will only be asked to transport the number of children your automobile can accommodate with seat belts.

Students need to remember that when enjoying out of school activities, their behavior represents Hope Evangelical Lutheran School. Therefore, school rules are to be followed when children participate in out of school activities.

### *Latchkey Program*

At Hope we provide a reasonably priced, safe environment for your child before and after school. Students who arrive at school before 7:45 a.m. must attend the Before School Program. No students may be unsupervised outside the school building before or after school. The same is true after school. Students not picked up will be sent to latchkey. This is done for the safety of your child. Once your child enters the latchkey program, they may not leave without permission.

If your child participates in the latchkey program, you must purchase a \$25.00 "credit". This credit will be put into an account for you, and each time your child attends, the fee will be deducted.

## *Hope Evangelical Lutheran School*

Fees for the Before and After School Programs are as follows:

Drop off between 6:30 and 7:29 a.m.	\$2.00
Drop off between 7:30 and 7:45 a.m.	\$1.00
Pick up before 4:00 p.m.	\$2.00
Pick up before 5:00 p.m.	\$4.00
Pick up before 6:00 p.m.	\$6.00

In fairness to our workers, students not picked up by 6:00 p.m. will be charged an additional \$30.00. If you forget an early dismissal day, your child will automatically be sent to latchkey. No students will be permitted to call home.

Students need to remember that regular school rules apply to the latchkey program. Students who find it difficult to obey the rules may be requested to not participate in the program. Students should use the equipment provided by the latchkey. We ask that no toys, balls, games, etc, be brought to either one.

### ***FASTDIRECT Program***

This is an innovative **Internet based** data system that allows you to access on-line important information such as your child's lunch balance or days absent or tardy. Grades and other important information from the teacher will be available. The Internet address for this program is [fastdir.com/hope-stl/](http://fastdir.com/hope-stl/) or, you may link directly to FASTDIRECT from the school's website.

### ***Hot Lunch Program***

Hope Evangelical Lutheran School is proud of its hot lunch program. Each day our students are offered a government monitored nutritional lunch. Milk is included with each lunch at no additional charge. Students may purchase an extra entrée for an additional \$1.00 fee. If your student would like to purchase an additional carton of milk or purchase milk to drink with their own lunch, they may do so at a cost of \$.35 per carton.

### ***NESI Program***

The government provides this program for students who are residents of the City of St. Louis who have a need for remedial help in reading or math. They also provide enrichment services for kindergarten students. Admittance to this program is based on your child's Stanford Achievement tests or by a teacher's recommendation.

***Oasis Program***

The Oasis program is available at Hope Evangelical Lutheran School. This is a volunteer program in which adult individuals volunteer their time to mentor students. Students are recommended by the teacher for this program. At this time, we are very limited on the number of Oasis volunteers that are available. For information on becoming an Oasis Volunteer, contact the school office at 314-832-1850.

## **Communication at Hope Evangelical Lutheran School**

### ***Our Communication Policy***

Hope Evangelical Lutheran School strives to maintain an open line of communication between administrators, faculty, and parents in order to provide a positive learning environment for your child. Communication between administration, faculty, and parents is the first step in helping your child succeed. For your convenience, we have provided several means of communication.

### ***Classroom Communication***

There are many options at Hope for Classroom Communication. The school's website and the FASTDIRECT Program are the primary methods of communication between Hope School and parents. In addition to these, some teachers prefer to send home weekly newsletters. You will be notified at Open House if your child's teacher sends this home. For more information on the FASTDIRECT Program, please see the section titled "FASTDIRECT Program" under "School Programs" in the table of contents.

### ***Parent Teacher Conferences***

Each student and their parent will have a 15-minute conference with his or her teacher explaining their first quarter report card. If you have a concern before or after this time, contact your child's teacher to make an appointment.

### ***School Newsletter***

The Hope Happenings, our school newsletter is produced each Thursday and distributed to all students. Ask your child on Thursday or Friday for your copy. This publication contains important information regarding recent activities and important information parents need to know for upcoming events. Upcoming dates, menus, early dismissals, etc., are contained in this newsletter. A copy of the bulletin is included in the Sunday bulletin and is also posted on the Hope Lutheran website. ([www.hopelutheranstl.org](http://www.hopelutheranstl.org))

### ***School Phone***

The school office is a busy place. We ask your cooperation in keeping messages to students at a minimum. If an emergency arises, we will be happy to give your student a message. Students may not use the phone to set up after school activities such as, going home with a friend, calling for forgotten items, or

homework club. On early dismissal days, ***NO STUDENT*** will be permitted to call home and remind about a ride. Students not picked up at closing time will be sent to the latchkey program at the parent's expense.

## **Fundraisers and Volunteer Opportunities**

### ***Hope Evangelical Lutheran Volunteer Policy***

Hope Evangelical Lutheran School recognizes that parent and community volunteers can be an asset to our school program and ultimately, the children entrusted to our care. The volunteer's role is to ASSIST the teachers, principal and staff. Classroom assistance is under the direction of the teacher and may include assigned tasks, student supervision, and individual student assistance when appropriate. The classroom teacher is responsible for the volunteer's actions, model and manner. Advanced planning, preparation and a high standard of order are essential when volunteer services are welcomed into our school program and operation.

Volunteers will experience and observe classroom instruction, procedure and general school operation. They have been invited and encouraged to assist the teacher, they are not in a judgment role regarding student conduct and the teaching/learning process. They ARE NOT responsible for disciplinary action. The entire faculty at Hope Evangelical Lutheran School expects a high level of confidentiality regarding observations that pertain to student rights, achievement and welfare.

We acknowledge the important contribution that volunteers have made to our school; we are grateful for the gifts of time, talent and the positive, helpful spirit of many. Our students receive direct benefit when the help from volunteers permit the teacher to give more attention to the teaching/learning process. Volunteers serve our school best when conditions permit their concentration and devotion to be focused on the teacher-given responsibility. The following requirements should be considered before parents volunteer to serve the classroom teacher, in the school environment or on an off-campus experience.

1. Parents who come to a school location with a planned purpose to serve a specific teacher need may not bring any other children.
2. Volunteers who have been asked to help supervise students on a field trip or off-campus experience may not bring any other children.
3. All volunteers, in cooperation with the classroom teacher, must have a clear understanding of, and accept, the assigned responsibility, prior to the time of service.
4. All volunteers must accept, under the classroom teacher's leadership and direction, the liability in rendered service.

Any and all exceptions to the above requirements are at the direction of the principal, listed below are a few ways parents and guardians can help.

### ***Campbell Labels, Box Tops for Education Etc.***

Hope Evangelical Lutheran School obtains additional revenue by saving Box Tops for Education, Campbell Labels, etc. These labels need to be bundled and counted. We also participate in the Target Charge Card, Kmart Promotion, Office Depot, Schnuck's ESCRIPT Program, and Internet programs that allow you to designate Hope Evangelical Lutheran School. These programs donate a portion of your sales to the school. In addition, the school earns funds by collecting used inkjet and laser cartridges, as well as old cell phones. Donations can be dropped off at the school office.

### ***Cup Cake Sales***

Each week, cup cakes are baked by our parents and sold to the students for a quarter. The sale of these cupcakes allows us to subsidize the children's tickets to the school picnic. Please volunteer to bake cupcakes when you are called.

### ***Field Trip Drivers***

For some field trips, buses are rented. Sometimes we are in need of parent drivers or chaperones. If your child's class needs drivers, a request will be sent home. Please help out when you can.

### ***Parent Teacher League (PTL)***

Our parent teacher group is called PTL. Watch for additional information on this group and its projects in the Happenings.

### ***Room Parents***

Each classroom needs room parents. These special people assist the classroom teachers in room parties, making phone calls, helping with coffee hours, parades and Fall Festival activities, as well as various other jobs that are determined by the teacher. Please let your child's teacher know if you would like to volunteer.

## Frequently Asked Questions

### *How Do I Become a Member of Hope Evangelical Lutheran Church?*

We gladly welcome any and all who want to join God's family at here Hope! We would love to have you join us as we receive and live in the new life that God gives us in His Son Jesus Christ and the Holy Spirit. We do have to clarify that just because you enroll your child in Hope Evangelical Lutheran School that does *not* automatically make you a member of Hope Evangelical Lutheran Church. You can become a member of Hope Evangelical Lutheran Church in one of these ways:

1. **ADULT CATECHISM CLASS** – This class begins each Fall and runs until Easter each spring, and is the chief means that we receive new members into God's family at Hope (September to March). In 24 lessons you will learn the basic teachings of the Christian faith and begin to live in the life of the Church in the Divine Service. Please contact Pastor Asburry, Kantor Rosebrock, or the Church Office (314-352-0014) for more information or to enroll in the class.

*Or*

2. **TRANSFER OF CHURCH MEMBERSHIP** – If you are already a member of another congregation of the Lutheran Church – Missouri Synod (LCMS), you may transfer your membership from that congregation to Hope. Such a transfer of membership includes contacting the pastor at your current congregation and asking him for a transfer of membership to Hope. If you want to transfer your membership to Hope, or if you have questions about transferring membership, please contact Pastor Asburry or the church office (314-352-0014). The school office does *not* handle church memberships.

*Or*

3. **AFFIRMATION OF FAITH** – If you have been confirmed Lutheran, but have fallen away from the Church or are uncertain about your membership, or if you have been a practicing member of another Christian Church, it is possible to become a member at Hope by "Affirmation of Faith." This means that the Pastor will talk with you about your confession of the Christian faith. Those who can confess the basic teachings of Christ and His Church are "affirmed" in the faith; those who may have difficulty will be encouraged to attend the Adult Catechism Class (see #1 above). Please contact Pastor Asburry (314-352-0014) for more information or to set up an appointment.

### ***How Do I Pick Up My Child's Homework if He or She is Absent?***

A homework table has been placed in the front foyer. Parents are strongly encouraged to pick up their child's homework when their child is absent. The homework will be available after 3:15 p.m., and may be picked up until 6 p.m. when the latchkey personnel leave. Please do not ask your child's teacher to get homework together before 3:15. All textbooks must be brought to school when your child returns, even if some of the work is not yet done.

### ***What Do I Do If I Need To Pick Up My Child Early?***

If your child needs to leave school early, parents may make arrangements by sending a note to their child's teacher, sending an e-mail, or contacting the office. When you come to school, please go directly to the office, we will page your child to the office for you. Do not go directly to the classroom as this disrupts the class.

### ***When Should I Keep My Child Home?***

Children, who exhibit symptoms such as fever, vomiting, diarrhea, infectious diseases, etc., should be kept home. If your child becomes ill during the day, you will be called and asked to come and pick up your child. In cases of serious injury, we will follow the emergency information on your child's record and contact you as soon as possible.

### ***How Do I Purchase Lunches?***

Parents are asked to deposit approximately \$40 into a "lunch account" for their student. (This suggested amount is the approximate cost for a month's worth of lunches at \$2.00 each.) Each day your child purchases a lunch or milk the cost is subtracted from their account, which you may view on your child's personal account on the FASTDIRECT Program. When you have less than \$5.00 in this account, you will automatically be sent an email letting you know that your family is low on lunch money.

It is your responsibility to check your account balance. You may also receive a payment envelope for your convenience. Under this new system, students will only be permitted to owe three lunches.

Some lower income brackets may receive free lunches for their students. We encourage each family to fill out the free and reduced lunch form to see if they qualify. Hope School is not penalized in any way if you receive lunch assistance. You will be notified if you qualify for free or reduced lunches. All income information will be kept confidential.

If you qualify for reduced lunches your cost will be \$.40 per lunch. If you receive free or reduced lunch rates, you must still pay the \$1.00 fee for additional entrees or \$.35 for extra milk.

### ***What If My Child Wants Only Milk?***

At this time, there is no government subsidy for individual cartons of milk. Students may charge milk on their FASTDIRECT account each morning. Your account will be charged \$.35 per carton.

### ***How Do I Know What Is Being Served?***

Parents may view what lunches are being served the following week every week in Happenings, the school newsletter. Parents may also check the Hope website or FASTDIRECT for menu information.

### ***What About Birthday Treats?***

Children enjoy sharing their birthday with their classmates. If you would like to send a treat for your child's birthday, please contact your child's teacher to make arrangements. We ask that you do not send treats that require refrigeration or that need to be cut and served by the teachers. Cup cakes and cookies make good treats.

Please do not send invitations for family celebrations to school unless each student in the class receives one. Being left out of such a fun event is hurtful to children's feelings.

### ***What Do I Do If Someone New is Picking My Child Up?***

You must notify the office or teacher if someone else has permission to pick up your child. For older students, it is in the child's best interest that parents keep the school informed on authorized pick up persons.

### ***What Do I Do If I have a Question, Concern, or Complaint?***

We want to know what you think about what happens at Hope Evangelical Lutheran School. Please call or visit in person before or after school hours. If your child tells you something about school that sounds unreasonable, please contact your child's teacher. This type of communications helps prevent misunderstandings. When you are especially pleased about something a teacher or the school is doing, we'd like to hear from you on that as well. A phone call or a

note about something that pleases you can make a teacher's or an administrator's day!

In the event that you are concerned about a situation at school, please follow the appropriate chain of command (below):

1. Teacher- your first contact
2. Principal
3. Chairman of the Board of Christian Education

Below is the procedure, based on Jesus' directives as found in Matthew 18:15-17 with regards to differences and conflicts between people at Hope Lutheran. As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight.

The pastors of Hope Evangelical Lutheran Church may serve as counselors, mediators, or advisors, if you desire. They may be contacted through the church office, 314-352-0014.

**1) Jesus said to first go the person with whom you have a concern.**

Please contact the person(s) directly involved. Most times a clarification is all that is needed. It is important that we seek factual information by asking questions before forming a conclusion. It does no good to speak with others unrelated to the situation unless we seek their advice. Clarification of school policy and other decisions of the Board of Christian Education may be directed to the principal or Board of Christian Education chairman.

**2) If going directly to the person did not resolve the problem, Jesus said to then get a responsible person to help solve the problem.**

Please contact the principal if step 1 does not solve a problem with a teacher. If the problem is not resolved after speaking with the principal, please feel free to contact the Board of Christian Education chairman.

**3) If steps 1 and 2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people.**

At Hope Evangelical Lutheran School that group would be the Board of Christian Education. Please put your concerns in writing and submit them to the board for consideration for help in resolution. The Board of Christian Education meets on the third Monday evening of each month. Requests for items to be put on the board agenda must be received by the second Monday of the month in order to be on the agenda for that month.

## Index

About Hope Evangelical Lutheran School	4
Absence Policies	
Absence Report Policy	9
When Should I Keep My Child Home?	36
Academic Warning Policy	10
Admittance Policy	9
Athletic Program	
Athletics	19
Code of Conduct for Players, Coaches, and Parents	26
Extra-Curricular Eligibility Requirement	26
Philosophy and Purpose of the Athletic Program	20
Roles and Responsibilities	23
Rules – See Rules in Index	
Birthday Treats	37
Board of Christian Education	8
Campbell Labels, Box Tops for Education	34
Cell Phone Policy	10
Classroom Communication	31
Communication Policy	31
Confirmation – See Religion at Hope Evangelical Lutheran in Index	
Cup Cake Sales	34
Devotions – See Religion at Hope Evangelical Lutheran in Index	
Disciplinary Policy	10
Discrimination Policy	12
Dress Code/Policy	12
Educational Trips and Tours	28
Faculty – See Staff at Hope Lutheran in Index	
FASTDIRECT Program	29
Field Trip Drivers	34
Happenings – See School Newsletter in Index	
Harassment Policy	12
Homework	
Homework Policy	13
How Do I Pick up My Child’s Homework if they are Absent?	36
Latchkey Program	28
Lunch	
Hot Lunch Program	29
How Do I Purchase Lunches?	36
How Do I Know What is Being Served?	37
What If My Child Wants Only Milk?	37
Medication Policy	14

*Hope Evangelical Lutheran School*

Mission Statement	
Church Mission Statement	4
School Mission Statement	4
Oasis Program	30
Parent Teacher Conferences	31
Parent Teacher League (PTL)	34
Payment Policies	14
Picking Up Your Child	
What Do I Do If I Need To Pick Up My Child Early?	36
What Do I Do If Someone New is Picking My Child Up?	37
Prayer – See Religion at Hope Evangelical Lutheran in Index	
Questions, Concerns, and Complaints	37
Religion at Hope Evangelical Lutheran	
Catechesis-Religious Instruction Philosophy	7
Confirmation Policy	10
Daily Prayer/Devotions	8
How Do I Become a Member of Hope Lutheran Church?	35
We Believe, Teach & Confess	7
Room Parents	34
Rules	
Athletic Program Rules	22
School Rules	17
School Newsletter	31
School Phone	31
Staff at Hope Lutheran	8
Subsidized Tuition Policy	15
Tardiness Policy	16
Volunteer Policy	18