

HOPE EVANGELICAL LUTHERAN SCHOOL

EXCELLENCE IN CHRIST-CENTERED
EDUCATION



Parent/Student Handbook 2009-2010

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

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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

As 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 Lutheran) 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, kindergarten through 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. This does not meet the standard for church attendance for the family as stated in the subsidized tuition policy.

Hope Lutheran Staff

Rev. Randy Asburry: Pastor

Mrs. Carol Spyers: Church Secretary

Mrs. Kay Shoemaker: Interim Principal

Kindergarten: Mrs. Cheryl O'Neill

Mrs. Kathleen Collet: Administrative

First Grade: Mrs. Kay Shoemaker

Assistant

Second Grade: Mrs. Myra Richardt

Third Grade: Mrs. Anela Zickler

Fourth Grade: Mrs. Jeanine Consolino

Fifth & Sixth Grade: Mr. Cody Farrell

Seventh & Eighth Grade: Mr. Warren Hunt

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 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. Julie Boulch

Mrs. Julie Jones

Ms. Jay ne Harper

Ms. Grace Rao

Mrs. Carol Spyers

Mrs. Jennifer Hunt

Mrs. Pam Nielsen – Ex. Efficio

Mr. Brandon Booth

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 1st to attend Hope Lutheran Kindergarten.

Absence Report Policy

In order for a student to succeed at Hope Evangelical Lutheran School regular attendance is a must. Each of the 178 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 back . If not turned in on the first day back from vacation no credit will be given. A written note needs to be given to the teacher three to

five school days before leaving for teachers 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)

Blue Slip Policy

In order to keep you informed of your child's homework habits, we use the "Blue Slip" or Incomplete Assignment 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 may not be used by students in school during school hours. Phones used during the school day will be taken to the school office and must be picked up by parents.

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.

Confirmation Policy

All students who are currently in 5th, 6th, 7th, or 8th 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; when needed, an alternative class is often offered on a week night to accommodate schedule conflicts. Confirmation occurs annually at Hope Evangelical Lutheran Church at the Easter Vigil at 8:00 p.m. (April 3, 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.

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 assertive 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 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 lunch or after school 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 the next day after school. Detention is dismissed at 4:00 p.m.

4. If a student receives three detentions in a semester for behavior, 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 a student's permanent file and will be reported to the Board of Christian Education. All work that is missed due to suspension must be done, 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 for appeal, a parent will be permitted a half-hour, results of the appeal will be given within 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.

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 standards 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.

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 School is viewed as an essential element in the total educational program. Homework often involves the completion of learning activities or special learning projects that are begun 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. Praise your child for his or her efforts. Provide as much positive encouragement as possible.
3. 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.
4. If your child is unable to complete an assignment, contact your child's teacher with your observations.
5. Encourage your child to do his or her work early in the evening.

6. Assignment books are helpful for students to record what is due and when. They are also a good way for you to tell what the assignments are. Please check the assignment book nightly.
7. 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 needing medication to be 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 given. 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 1st or paying on a monthly basis thru the FACT program. What is FACT? This program allows you to choose either the 5th or 20th 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 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 the Before School Program. No students, with exception of safety patrol, should be left unattended on the front sidewalk. After school, students not picked up by 3:20 will be sent to the After School Program 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. Students in kindergarten will only be released to authorized pick up persons. You must notify the office or teacher if someone else has permission to pick up your child.
4. During the school day, please enter via the FRONT DOOR. This door is monitored electronically for your child's safety.
5. Please be sure the emergency phone numbers on your child's record are kept current.
6. When dropping off your child, please let him or her out, and continue moving on. If you need to park, please pull ahead to another parking space or park on the school lot. Those parking in front of school will be asked to move their vehicle.
7. 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.
8. If you need to pick your child up before the close of school, please sign your child out at the office.

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 child(ren). 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 **at least** 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.

Students who accumulate 5 or more tardies in a quarter will be referred to the principal. The number of tardies accumulated will be turned back to zero at the beginning of each quarter. The appropriate consequences will be:

- 5 tardies will require a lunch detention.
- 10 tardies will require a before school detention. The student must be at school at 7:00 a.m.
- 15 or more tardies will require an in-school suspension.

School Rules

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. Fighting and/or hitting are not tolerated. Students in grades 4 and below who fight will be given one warning; if fighting occurs again, they will be suspended from school for one day. School authorities will administer other discipline as deemed necessary. Parents will be contacted each time fighting occurs. Students in grade 5-8 involved in fighting will be suspended from school for at least one day. School authorities as deemed appropriate will administer discipline procedures.
2. Running and/or shouting in the building is forbidden.
3. Damage of school property is forbidden.
4. Disruption is forbidden. Students are expected to obey direction in the classroom.

5. Gum chewing is not permitted in the school building or on the school grounds.
6. Radios, cell phones, tape players, video games, cameras, toys, and other items are not permitted at school unless directed by a teacher (this includes the Before and After School Programs).
7. Students may not sell items for outside organizations at school.
8. 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.
9. 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.
10. 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

Dear Families,

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 case, 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, possibly even 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 by 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 and eighth grade educational tour. 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. If you are asked to drive, you will only be asked to transport the number of children your automobile can accommodate with seat belts. Parent drivers are required to have a minimum of \$150,000/\$300,000 bodily injury liability insurance coverage.

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.

Before/After School 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 by 3:20 p.m. will be sent to the After School Program. This is done for the safety of your child. Once your child enters the "school area", they may not leave without permission.

If your child participates in either the Before or After School 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. Children will participate in organized and free playtime, have a snack, do arts and crafts, play games, and do homework.

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

Drop off between 6:30 and 7:45 a.m.	\$2.00
Pick up before 4:00 p.m.	\$2.50
Pick up before 5:00 p.m.	\$5.00
Pick up before 6:00 p.m.	\$7.50

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 the After School Program. No students will be permitted to call home.

Students need to remember that regular school rules apply to the Before and After School Programs. 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 Before and After School Program. We ask that students do not bring toys, balls, games, etc.

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/ 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.

Summer Enrichment Program

Our summer enrichment program is held during the month of June each year for students of Hope Evangelical Lutheran School and our South-Hampton community. Each April a booklet is distributed giving information about enrichment classes offered, individual class cost, and instructor. Classes offered change each year. Some of the things we have done in the past are: cake decorating, historic tours, puppetry, clowning, cooking, children's literature, science projects, candy making, and tie-dying.

Communication at Hope Evangelical Lutheran School

Our Communication Policy

Communication between administration, faculty and parents is of utmost importance in order to provide a positive learning environment for your child. 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 newsletter is included in the Sunday bulletin and is also posted on the Hope Lutheran website. (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 school's After School 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 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 ESCRIP 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 most field trips, buses are rented. Sometimes we are in need of parent drivers or chaperones. If your child needs help, 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, 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. Your child's teacher will automatically put your child's homework on this table at 3:15 p.m. for you to pick up. Please understand your child's teacher is busy the entire day devoting his or her time to the students in attendance. Therefore, it is not possible for him or her to prepare the work for the homework table before 3:15 p.m.

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. We do request that you sign your child out so we have a record of the time they left school.

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 \$2.25 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. At that point, you will be contacted so that you can provide a lunch for your child.

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 Hope 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?

As discussed previously in the School Safety section, students in kindergarten will only be released to authorized pick up persons. 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 drop in at any time. If your child tells you something about school that sounds unreasonable, please send us a note or call.

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 regarding 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. The Board of Christian Education Chair

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.

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