

# **SCHOOL HANDBOOK**

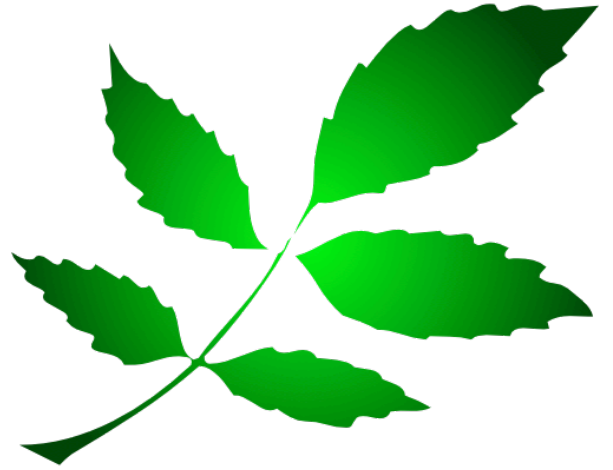
**2018-2019**

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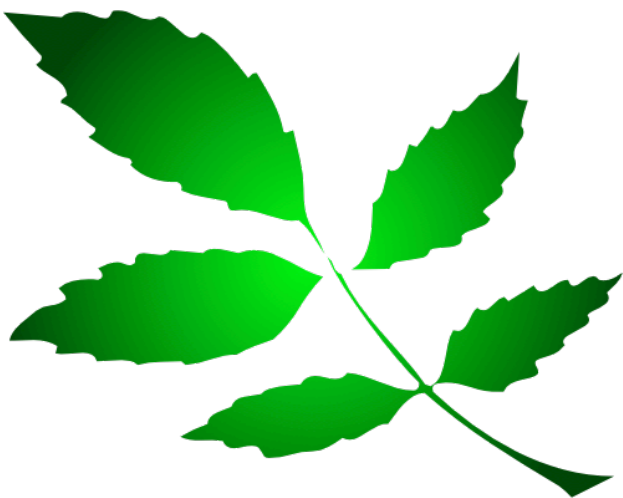
**6104 TAYLOR RANCH RD NW  
ALBUQUERQUE, NM 87120  
[WWW.CROSSOFHOPE.ORG/SCHOOLS](http://WWW.CROSSOFHOPE.ORG/SCHOOLS)  
(505) 897-1832**

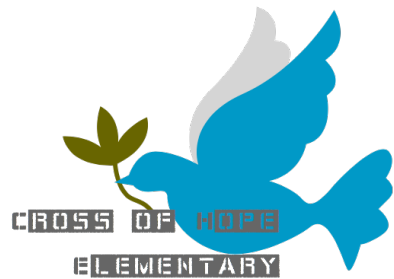
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OUR MISSION IS TO REACH OUT AND  
GROW HOPE-FILLED FOLLOWERS OF JESUS  
CHRIST THROUGH PROVIDING AN  
EXCELLENT, CHRIST-CENTERED  
EDUCATION





## I. GENERAL INFORMATION

### **NORMAL HOURS OF OPERATION**

Monday - Thursday 8:00 a.m. to 3:15 p.m.  
Friday - 8:00 a.m. to 12:00 noon.

### **SCHOOL CALENDAR**

Located online in ParentsWeb.  
Please check the calendar for holidays and other school closures.

### **PARENTSWEB**

Cross of Hope Elementary's online portal for parents/guardians to get information about the school. Only parents/guardians of currently registered students have access to this portal. On it you will find a personalized information hub that is used for; School Calendar, Announcements, Financial Account information, contact information for your family and more. Families are given access to ParentsWeb after their student(s) have been accepted through the enrollment process to the school. We ask that all families update their personal information in ParentsWeb as this is our school's link to being able to communicate with you. Please keep phone numbers, email addresses, physical addresses, emergency contacts and pick-up contacts up to date.

### **SCHOOL CLOSURES**

Abbreviated days and inclement weather days will follow the Albuquerque Public Schools (APS) schedule. An alert from our school administration will be sent via text message to inform all registered (ParentsWeb) Cross of Hope families that a school delay or cancellation has been set in place.

Abbreviated Day (including Fridays) - 10:00 a.m. - 3:15 p.m.  
NO SCHOOL LUNCH will be served on an abbreviated day. (Please pack your student a lunch on Abbreviated days)

### **STUDENT PICK-UP/DROP-OFF PROCEDURES**

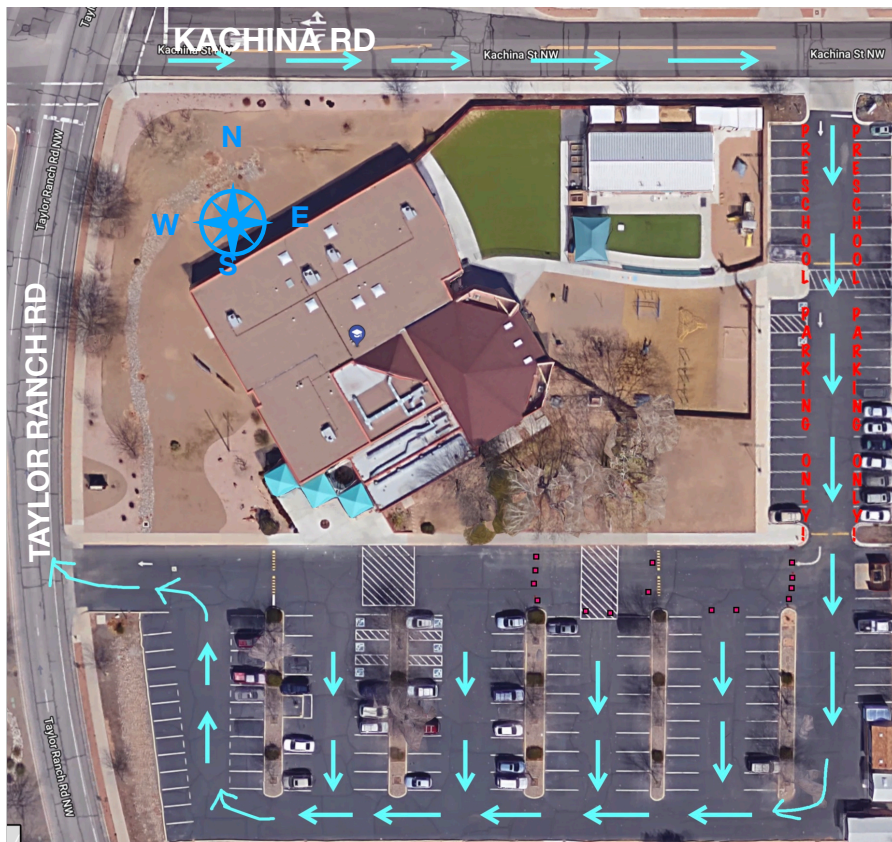
Entrance to Cross of Hope Elementary is located on the east-side of the building, accessed through the playground. (entrance on the west-side of the building is for church purposes only).

#### **Morning Drop-off**

Walk your child to the playground for morning drop-off no earlier than 7:45 when staff will be on duty. Do not leave children unattended! Please visually verify that staff is on duty before you leave your child on campus. All staff members have an ID card that identifies them as part of Cross of Hope.

#### **Afternoon Pick-up**

Students will be brought out the main school doors to the playground by their teacher. Children will not be released to leave teachers supervision until a parent/guardian is present. If you have someone else coming to pick-up your child, please notify the school office that morning so we know who to expect. (They will be asked for ID and we will verify with the child that they are comfortable leaving with that adult. For a friend or family member that will regularly pick-up, please add them as an 'Pick-up Contact' in the family information section of ParentsWeb.



Parking is available in the south parking lot for elementary families. (See 'Parking lot Flow Map')  
**(Do not park in the east parking lot as this lot is reserved for Preschool parking only!)**

### **CHECK IN / CHECK OUT**

**For the security of Cross of Hope Elementary only teachers, administrators and students are allowed in the educational wings during school hours. Volunteers and visitors must check in with the school office prior to going to classrooms.**

All students arriving after 8:00 a.m. or leaving before 3:00 p.m. must be checked in/out at the school office. All persons checking out students early must have a valid picture ID and be registered as a pick up contact on ParentsWeb. We will not allow students to leave with adults who do not have advance permission to take the student.

### **COMMUNICATIONS**

Cross of Hope Elementary uses email regularly to communicate with families about school-wide information. **Please make sure that you check your email regularly** for information from teachers and administration. For some event/school information, text messaging is also used. (School Closures, quick reminders, emergency information, etc.) Please keep your contact information updated in ParentsWeb to receive all communications from Cross of Hope Elementary.

**LOST AND FOUND** is a large wooden box located in the Great Hall. Items that are left behind will be placed in it. Periodically the contents of lost and found are put out on display for their owners to find. Families will be notified of display times and all items not collected during that time will be donated.

## **SCHEDULING MEETINGS WITH TEACHERS, ADMINISTRATION OR SCHOOL STAFF**

We are always willing and eager to meet with families to discuss any issue that may arise during the course of the school year! As a school is a very busy place, to respect the time and preparations of teachers and administrative staff, we ask that parents/guardians not ask for 'impromptu' meetings at the beginning and end of the school day.

To schedule a meeting with your child's teacher, the administration or other school staff please contact the office at (505) 897-1832 or email us at [esoffice@crossofhope.org](mailto:esoffice@crossofhope.org) to make an appointment.

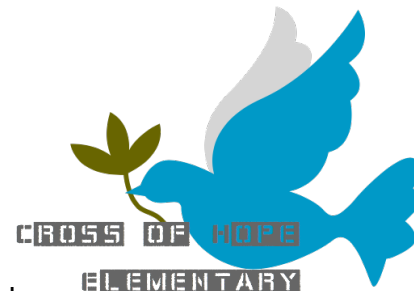
## **CONFERENCES**

Parents will be required to attend a scheduled conferences with their child's teacher during the first and second trimesters of the school year. Please see the school calendar for dates. Scheduling times and during conferences will take place through your child's teacher. (Should any parent require an additional meeting or conference with a teacher it must be scheduled ahead of time through the school office).

## **CURRICULUM GUIDE**

For those who wish to dive deeper into our curriculum at each grade level, a copy of our curriculum guide is available in the resource documents section of ParentsWeb.

## II. SCHOOL PROGRAMS



### **LUNCH PROGRAM**

Cross of Hope offers a hot lunch program Monday through Thursday provided by NAMA Catering. Lunch menu can be found in ParentsWeb monthly. Lunches are \$4 per meal and are ordered by students with their teacher during morning attendance in class. Parents track their students lunch account balance through ParentsWeb. We ask that parents purchase at least ten meals at a time so students do not run out of lunch credit. When lunch accounts reach 3 available lunches or less, our school lunch manager will email parents a notice. Students who do not purchase a hot lunch should bring their own healthy lunch to school in their back pack with their name on the lunch box/bag. (Microwaving is not available for student lunches.)

### **AFTER SCHOOL CARE (ASC)**

After School Care is available for all enrolled COHES students. ASC is not just babysitting! In ASC we have fun playing and snacking together, work on art projects and learn about new things but our main focus is helping students complete weekly homework packets or help tutor students who may need extra work as seen by their grade level teacher. For the working parent, we want ASC to help take a load off you so that when you pick up your child to go home you can concentrate on dinner and spending time together.

Session 1: Monday - Thursday, 3:15pm to 5:30 pm (\$12)  
Friday's 12 pm to 3:15 pm (\$18)

Session 2: Friday's 3:15pm to 5:30 pm (\$12)

A monthly schedule of available care dates will be given to registered families the last week of each month. Forms and payment are due by the first of the month to receive care.

\*\*Registration to use the program for the school year is \$25 and can be signed up for in the school office.\*\*

### **LIBRARY**

Cross of Hope students attend library classes once a week. Our librarian works with all grades at different levels, teaching them how to use a library. (A skill that transfers into research and effective internet use as a resource later in a student's education) Younger grades will enjoy reading time and finding new stories to love while older classes start to use the library as a handy tool. Our goal as a school is to raise up a generation that loves to read! Students are able to check out 2 books each week provided they have no overdue books. Lost books are charged a \$20 fee, but that fee is waived/refunded if the book is found again.

## **MUSIC**

Every classroom at Cross of Hope has weekly music lessons. Early grades work on the rudiments of music, melody and rhythm, using their voices and simple drums in a variety of songs. Middle grades continue that work and begin working in harmony with other students. Upper grades learn the recorder and reading sheet music to create and harmonize with one another. At the end of the year a concert is held to show off the musical skills students have worked on. Cross of Hope is proud to be one of the few elementary schools in Albuquerque that offer a full music program to its students.

## **BAND PROGRAM**

Children in the 4th and 5th grades are eligible for our after-school band program.

Beginning Band, 4th grade, meets on Tuesdays and Thursdays after school.

Advanced Band, 5th grade, meets on Mondays and Thursdays after school.

Students can choose to play a variety of band instruments; Saxophone, Trombone, Clarinet, Trumpet, Tuba, Drums, Flute and Bass Guitar. Students must have their own instrument to participate.

\*\*The Cross of Hope Band program is at an extra cost for the year.\*\*

## **PHYSICAL EDUCATION (P.E.)**

PE is held on Fridays during the school year and focuses on teaching kids coordination and physical ability through a variety of sports and activities.

Classes will be held on-site and across the street at the Don Newton Community Center gym. 'Coach' is always looking for help on Fridays to run sports and games with the classes. Volunteers must be background checked to participate. Please see the school office for further information.

## **COMPUTER SCIENCE PROGRAM**

New to 2018, all Cross of Hope students will have instruction in our Computer Science program. Students will be taught the basics of computer use and expand that into being able to create computer programs through curriculum provided by [CODE.org](http://CODE.org). Learning how computers/apps/software/games are created and the concepts behind the creation, students will be taught at a grade appropriate level the concepts of computational thinking, creative problem solving, persistence, block coding and much more. 'Unplugged' lessons will help students take ideas that occur in the physical world and then transfer them into computer code to make a computer do what the student's imagination tells it to. While not every student today will seek out a career specifically in computer programming or Information Technology (IT), every career path in the near future will require some level of computer science understanding.



### III. CHRISTIAN EXPECTATIONS

Cross of Hope is an active community of followers of Jesus Christ. We strive to lead lives that emulate the principals taught by Jesus' ministry. In accordance with this, Cross of Hope Elementary lives by three main tenets; a **Community Covenant, Worship and Christian Service.**

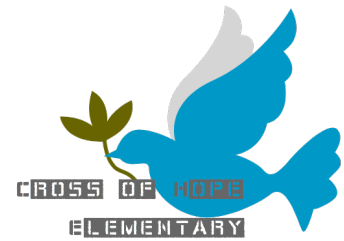


#### Community Covenant

*As members of the Christian community of Cross of Hope Lutheran Church and Schools, we commit, with the help of God, to relate to each other through Christ, and thus hold ourselves and each other to:*

- 1. Listen to each other** *"Let everyone be quick to listen slow to speak.." James 1:19*
- 2. Respect the privacy of those who confide** *"A gossip goes about telling secrets, but one who is trustworthy in spirit keeps a confidence." Proverbs 11:13*
- 3. Challenge each other with the truth** *"Rather speaking the truth in love, we are to grow up in every way into Him who is the head, into Christ, from whom the whole body, joined and knit together by every ligament with which it is equipped, as each part is working properly, promotes the body's growth in building itself up in love." Ephesians 4:15-16*
- 4. Deal with people directly. Don't complain to others.** *"If another member of the church sins against you, go and point out the fault when the two of you are alone". Matthew 18:5*
- 5. Strengthen each other** *"Speak only what is useful for building up...so that your words may give grace to those who hear" Ephesians 4:29*
- 6. Be gentle with one another** *"My friends, if anyone is detected in a transgression, you who have received the Spirit should restore such a one in a spirit of gentleness." Galatians 6:1*
- 7. Do not speak ill of others in the fellowship** *"Beloved, do not grumble against one another so that you may not be judged. See, the Judge is standing at the doors!" James 5:9*
- 8. Do not judge each other** *"Therefore you have no excuse, whoever you are, when you judge others; for in passing judgment on another you condemn yourself, because you, the judge, are doing the very same things." Romans 2:1*
- 9. Pray for and with one another** *James 5:16*
- 10. Confess your sins to one another** *James 5:16*
- 11. Forgive one another** *"Forgive, and you will be forgiven; give and it will be given to you." Luke 6:37b-38a*
- 12. Freely participate in the Body of Christ according to your gifts and talents** *"As you go, proclaim the good news, "The kingdom of heaven has come near!" Matthew 10:7*

## GRIEVANCE RESOLUTION

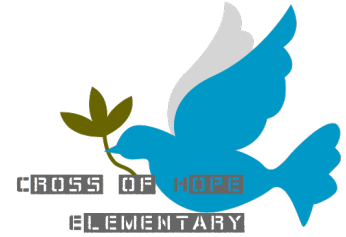


In seeking solutions to conflicts at COHES we follow Matthew 18:15-17. Our intent is to find a peaceful, God-pleasing solution to our differences. This is how we will proceed:

- 1. If you have a grievance with someone at COHES, arrange a meeting between that person and yourself. Explain your grievance and seek mutual agreement. If an agreement is reached, the conflict is resolved.**
- 2. If upon meeting, an agreement is not reached, request another meeting together with one or two independent witnesses so that everything can be brought out in the open. Remember that the goal is to seek agreement and resolution to the conflict. If an agreement is reached at this meeting, then the conflict has been resolved.**
- 3. If after these two meetings, a resolution or an agreement still cannot be reached, request a meeting with the school Director and the other party. At this meeting, the Director will advise and guide both parties to seek agreement and resolve the issue amicably. If agreement, is reached all parties benefit. If, however, agreement still cannot be reached, the Director will render a decision. The decision of the Director is binding on all parties.**

When these procedures are followed and either party is not satisfied with the decision of the Director of Elementary Ministry, the matter may now be brought to the Cross of Hope Elementary School Board. The Director will arrange a meeting with the Board to address the issue at hand. (This will normally occur at the next scheduled board meeting unless the School Board President calls a special session)

When asked to resolve such a conflict, the Board will listen to the grievance, hearing both sides of the issue. After hearing the issue, the Board will adjourn to Executive Session to seek a decision. The Board may, under its own discretion, choose to extend a period of time before making a decision. The Board's decisions are final on issues except in matters requiring congregational voting assembly approval.



## **WORSHIP**

Cross of Hope Lutheran Church and Schools is grounded in and formed by God's Word and Sacrament through our worship life. If you are in search of a church home, please join us for worship on Sundays at 8:30am or 10:45am. All are welcome!

### **Chapel**

One of the most important and unique aspects of Cross of Hope Elementary School is its emphasis on Christian Studies, Christian Character and time of Worship. Each classroom has dedicated a portion of their weekly curriculum in directing students as they learn about Christ, rehearse worship songs and reciting scripture and lead chapel service in the Sanctuary at Cross of Hope. Chapel is held on Wednesdays at 2:40 pm. All families are invited and encouraged to attend as this is a full worship service. Additional information about chapel dates and performances by each classroom will be sent out by your child's teacher.

### **W3 - Walking in the Way Wednesdays**

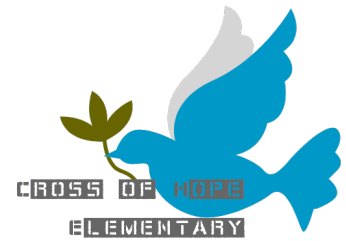
Cross of Hope's weekly inter-generational fellowship time throughout the school year. Held on Wednesdays, it is comprised of fellowship time, meal, bible study and worship. This is a great opportunity for students and families to connect outside of class time with fellow believers and grow in their walk with Christ. Meals are potluck and a weekly sign-up is sent out along with information about topic of study and biblical focus for the week.

### **Christian Holidays**

We follow a liturgical calendar that is shared by many Catholic and Protestant churches. Our year takes shape around the Birth, Life in Ministry and passion of Jesus Christ. During the year we will engage in education and observational experiences of Las Posadas, Christmas, Ash Wednesday, Lent, Holy Week and Easter and Pentecost. Students may not be familiar with these observations in the history of the church and are invited to participate along with their families.

## **CHRISTIAN SERVICE**

As members of the Cross of Hope community, it is part of our mission to devote our gifts to the glory of God and in service to others. Modeling this service to our students is a critical part of raising the next generation of Christian leaders. There are many ways you can serve according to your interests, time constraints and talents. We look forward to working alongside you and thank you in advance for your service!



*“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms. “*  
*1 Peter 4:10*

## **SERVANT OPPORTUNITIES**

**As a condition of enrollment, we ask all families to serve in the school at least 2 hours per month:**

### **Parents of Hope (Parent Organization)**

POH puts together the social activities that make our school a fun community! Membership is open to any parent/guardian of a Cross of Hope Elementary student that is currently enrolled. Our general membership meets monthly on the 4th Tuesday of each month during the school year.

### **Special Events**

**Library**

**PE Program**

**Lunch Program**

**Computer Science Program**

**Parking Lot Greeters (Security)**

**Classrooms**

**Playground upkeep**

**After School Program**

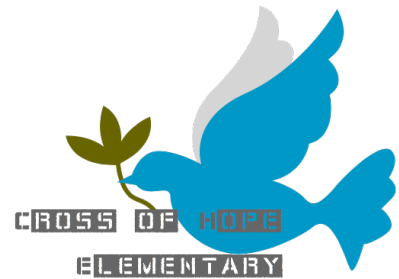
(Note: all volunteers MUST be background checked to work in direct contact with students. Background checks can be obtained in the school office, cost \$15 and last for 2 years before renewal)

If there are areas that you are gifted to serve with that are not listed here, please talk with the Director of Elementary Ministry to see how you can use your gifting to support our school.

*“Now you are the body of Christ, and each one of you is a part of it.”*  
*1 Corinthians 12:27*

## IV. Admissions

*Cross of Hope Elementary School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in and administration of its education policies, admissions policies and other school-administered programs.*



*Cross of Hope Elementary School reserves the right to admit only those students whom the administration feels can benefit by the school and its program(s). Furthermore, the school is unable to provide for students requiring special education classes or students with diagnosed learning disabilities. We also reserve the right to only enroll students whose families support all of Cross of Hope and its efforts in education and ministry and may, at our discretion, dis-enroll students/families who are found to, in word and/or in deed, break the 'Community Covenant' outlined in this Parent-Student Handbook.*

### Enrollment process

The enrollment process is comprised of three (3) parts; **'In-Admissions'**, **'Enrolled'** and **'Financially Enrolled'**. Completion of the Enrollment Process occurs once a family has met the requirements of each of these 3 parts;

**'In- Admissions'** - an application submitted to the school with payment for the registration fee is required. While 'in Admissions', an application is reviewed by administration and staff to assure that Cross of Hope will be a 'good fit' for each student and that the student will benefit from the Christian education at our school.

**'Enrolled'** - all requested documentation along with the student application must have been reviewed by administration and staff. Any observations or interviews must be completed and accepted. Families will receive an official email from the school, welcoming them once their student has been accepted.

**'Financially Enrolled'** - a tuition agreement with FACTs or payment in full must be made as well as both the Registration Fee and Book and Supply Fee's are completely paid.

(See **Tuition and Fees** section for further details)

### Enrollment Timeline

**Returning students-** re-enrollment begins the first week of February and is 'closed' to ensure that returning students are guaranteed enrollment. This period lasts for two weeks.

**Transitioning students** - who wish to transition from Cross of Hope Preschool to Kindergarten at Cross of Hope Elementary also takes place during the 'closed' re-enrollment period to give guaranteed enrollment.

**New Students** - enrollment starts after returning students. At this time all available spots are open to a 'first come, first served' basis. Enrollment is open until classrooms are at max capacity.

## Tuition and Fees

Tuition and fee rates are subject to annual review and change at the discretion of the Cross of Hope School Board. Tuition for the school year is set in the fall of the preceding year and will be communicated via enrollment literature. (Brochures, Marketing Media, Enrollment Application, email to student body, etc.) Enrollment costs at Cross of Hope Elementary consists of; **Tuition, Registration Fee and a Book and Supply Fee.**

### Tuition

**For the 2018-19 School Year tuition is \$5500.00.** Payment can be made in one of two ways:

1) Payment in full can be made by the first full day of school in August without penalty

OR

2) Monthly installments can be made through our partnership with the FACTs tuition management company. Families must enroll for monthly installments by the **LAST DAY OF MAY** of the preceding school year. Payment schedule is set for 10 monthly installments with first payment auto-drafting through FACTs in July. (More information about FACTs can be found on their website)

Once tuition is either Paid in Full or registered for payments with FACTs, a binding agreement is made with the school that makes the parents/guardians liable for the entire balance for the school year.

### Fees

**For the 2018-19 School Year** there are two fees associated with enrollment;

1) **A Registration Fee** of \$150

AND

2) **A Book and Supply Fee** of \$350

The **Registration Fee** holds a students place at Cross of Hope Elementary while administration and staff review applications for admittance. (It does not guarantee acceptance to Cross of Hope Elementary.)

The **Book and Supply Fee** covers all supplies that a single student will use during the course of the school year. Cross of Hope Elementary uses this fee to purchase everything that a students teacher requires including, but not limited to; paper, pencils, crayons, glue sticks, notebooks, folders, markers, etc. The only item that we ask families to purchase is a backpack to transport school work to and from home. This fee also covers all textbooks and curriculum related materials used in the classroom

**\*\*\*Both the Registration Fee and the Book and Supply fee are NON-REFUNDABLE\*\*\***

## **Due Dates, Late Payments, Past Balances**

While we will make every reasonable effort to work with families, it is important for the health of the school that financial accounts stay up to date. Cross of Hope Elementary follows the following schedule with payments of school tuition and fees;

### **Tuition**

Families must either sign up for **FACTs** payments (July through April) or declare intent to '**Pay in Full**' when submitting a student application or re-enrollment packet;

**FACTs** agreements for 10 monthly payments must be completed by **May 31st**. Late signup will roll-over the missed starting payment(s) to the remaining payment schedule.

*(Example: late agreement received in June will forward the July payment to be spread out over the remaining 9 months of the payment schedule resulting in a 2018-19 monthly payment of \$611.12 instead of \$550 a month over 10 months)*

**Payment in Full**- must be received in the School Office by the **first day of school in August**. Students will be **Financially Dis-Enrolled** if payment is not received.

### **Fees and program costs**

**Registration Fee**- is due with the submission of a student application or re-enrollment packet. A student application or re-enrollment packet is considered 'incomplete' until the Registration Fee is paid and will NOT hold a student's place in a classroom for the following year.

**Book and Supply Fee**- is due by **May 1st** of the preceding school year. Late payment will incur a 15% per month late fee until paid. Book and Supply fees that are unpaid by the first day of school will trigger **Financial Dis-Enrollment**

### **Lunch Tickets and After School Care**

All balances must be paid monthly. Accounts will be audited each trimester and any unpaid balances will be assessed a 15% delinquency fee. Notification will be sent out after a delinquency fee is applied and payment is required within **20 days**. Payments not received within 20 days will trigger **Financial Dis-Enrollment**

**Returned payments**- will be assessed a \$30 fee to recover bank charges incurred by Cross of Hope.

### **Financial Dis-Enrollment**

Occurs when a family has failed to meet the above described payment and/or due date schedules or has accrued a balance from the previous school year that has been left unpaid. When these conditions are met, students will be considered 'Financially Dis-Enrolled' and will NOT be allowed to attend class until payment or payment arrangement has been made with the school office.

**\*\*Student records and report cards will be held until account balances have been paid.\*\***

## **Tuition Discounts and Financial Aid**

To help families afford a great education at Cross of Hope Elementary we offer the following;

### **Tuition Discounts (off total tuition amount)**

- Uniformed Service/First Responder- \$200
- Payment in Full by June 1st - \$200
- Siblings (for each sibling after the first concurrently enrolled student) -\$200
- Cross of Hope Church Member- 10% off tuition for 'member in good standing'

**\*\*Discounts may be combined as applicable\*\***

### **Financial Aid**

Cross of Hope Elementary offers financial assistance, out of a fixed pool of funds based on current enrollment numbers and determined by the School Board, to families who qualify by **demonstrating financial need**. (Divorce or Separation is not considered grounds for establishing 'financial need')

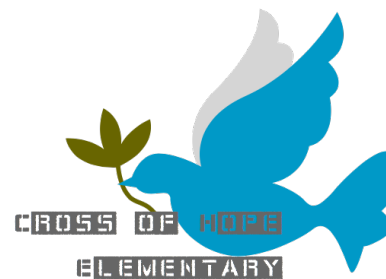
Application forms are available at the school office starting the **first week of February** and are due back to the school office by **March 31st**. They will be reviewed in a 'first come, first served' order. Financial aid awards will be notified by **May 1st** or the first full day of school in May.

### **Withdrawal / Dis-Enrollment from the school**

**Thirty (30) day's written notice is required from you if you choose to withdraw or dis-enroll your child.** For FACTs families, tuition will stop being drafted at the end of the 30 days, for those who have paid in full a refund of the unused portion of tuition will be issued. If withdrawal/dis-enrollment occurs in the middle of a month, payment stoppage and refund will be issued from the next full month past the 30 day period.



## V. SCHOOL POLICIES



### ABSENCES and TARDIES

Regular and timely attendance is an important factor in student achievement. Per New Mexico's Compulsory Education Law, **COHES students are allowed no more than 10 unexcused absences per school year.**

Parents/Guardians must notify the school office each day that the student will be absent. Please call 505-897-1832 or email [esoffice@crossofhope.org](mailto:esoffice@crossofhope.org) to inform us that your student(s) will be absent **before 8:00 am** on the day of the absence.

**Excused Absences** are allowed for the following reasons with appropriate documentation:

- Illness (including chronic illness documented in students school file)
- Limited family emergencies
- Family deaths
- Medical, health or legal appointments
- Suspensions
- Deployment of a military parent
- Limited extenuating circumstances as approved in advance by the school director of ministry

**Unexcused Absences** are absences for reasons not included under 'Excused Absences'. Examples include but are not limited to:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school breaks

**Tardies** interfere with a child's opportunity to receive critical instruction as the school day begins and interrupts the learning of others. **All students must be in class at 8:00 am.** The school will give grace to students arriving late if the school office and administration deem there are conditions in which could not be overcome or foreseen such as traffic accidents or car problems.

### Cross of Hope Tardy policy per trimester is:

- After the third unexcused tardy you will receive a call from your child's teacher. 3 tardies = 1 unexcused absence
- 4 or more tardies, student will report to the school office to participate in cleanup service instead of recess at 10:00 am
- Ten or more unexcused tardies will result in a parent/guardian meeting with school Director of Elementary Ministry to determine an 'Tardy Action Plan' to mitigate chronic tardiness.
- If the 'Tardy Action Plan' fails to address the issue the matter will be brought before the COHES School Board to consider, at the Director's advisement, possible dis-enrollment of the student(s)

### Recording and Monitoring Attendance Process:

- Parents/Guardians shall notify the school to report the absence of their student(s) by 8:00 am the day of the absence
- If the school has not been notified in advance of the absence, parents/guardians will provide the school with a written explanation concerning all absences upon the student's return to school.
- The school will record absences daily and keep record of absences and tardies
- Parents/guardians will be informed of absences and tardies at conferences, through ParentsWeb and by one-on-one communication (when necessary)
- Teachers will be informed of all absences as parents/guardians report to the school office

- Parents/Guardians will notify the school in advance of anticipated absences because of trips, family emergencies and medical or agency appointments
- The school will take an 'early intervention' approach to working with families before absences and tardies become problematic

## **Extended Absences**

In the case that a student will be absent for more than fourteen (14) school days in a row, the school will place them on 'Academic Hold'. This means that the student's teacher and the school director will meet to determine how the family will best be served in regards to enrollment. A plan will be devised to see that the student does not fall behind the classroom work schedule. If circumstances appear to be too much, the director of the school may dis-enroll the student. Future enrollment will be at the discretion of the Director of Elementary Ministry and the COHES school board.

## **ILLNESS AND EMERGENCIES**

Please keep your child home from school when he/she is exhibiting any of the following symptoms:

- Diarrhea, Vomiting, Headache, Sore Throat, Rash, Persistent Cough, Persistent Runny Nose
- Chicken Pox, Measles, Mumps, Pink Eye, Hand-Foot-Mouth, Impetigo
- Temperature of 99° or above

**Children must be SYMPTOM FREE for twenty-four (24) hours before they can return to school.**

Students who become ill at school during the day will be separated from other children and sent to the school infirmary. The school office will check the student's temperature and call parents/guardians to inform them of the situation. If symptoms or fever are present, the school will ask that the child be picked up.

## **MEDICATION**

Parent/guardians must complete an authorization form that permits the school to administer medication to students. The medication must be brought to the school infirmary with the completed form. **Medication must be in its original container with physicians instructions. DO NOT LEAVE MEDICATION IN YOUR CHILD'S BACKPACK OR LUNCH BOX.** Students will NEVER be given any kind of medication without Parent/Guardian permission.

## **ACCIDENTS AND INJURIES**

All COHES staff are trained in CPR and undergo accident/injury response training.

If your child has a minor accident/injury during the day, a note will be put in the child's backpack or folder. (Bumps and scrapes happen when you're having fun on the playground!)

For more serious injuries like possible concussion or possible broken bones, parents/guardians will be called immediately. If the situation dictates, emergency services will be called first then, once first responders are on site, parent/guardian will be called.

## **SCHOOL DRESS CODE**

Appropriate dress in school is important because it can be a source of disruption in the classroom and on the playground. Children quickly notice anyone's dress that is extremely outlandish, suggestive or a challenge to Christian values. (Teasing and other disruptive behavior frequently follow)

Cross of Hope Dress Code is as follows:

- Children's wear should not be too tight, suggestive or revealing
- Shirts and tops need to cover the child below the waistline. Crop tops, halter tops, tube tops, spaghetti straps are not acceptable
- All attire should be free of any signs, symbols or logos that are inappropriate for our Christian environment
- Shorts should stop no more than 3" above the knee and should not be excessively tight
- Clothing should fit in a manner according to the child's size
- Flip-flops, high-heeled shoes and heel-less slip-ons are not allowed as they inhibit safe daily physical activity. (Recess, PE)
- Hats may **not** be worn inside the building. Baseball caps must always be worn with the visor facing forward
- Students are not allowed to wear make-up or outlandishly colored hair except for school sponsored fun activities

Be aware of the weather and assure that your child does not come to school unprepared for current conditions.

## **PLAYGROUND SAFETY- BEFORE AND AFTER SCHOOL**

We want our students to be able to enjoy our facilities before and after school! Our playground is a safe place and has rules and guidelines. The goal of these policies is to ensure that all who come may enjoy fellowship together while outside.

### **Before School**

Due to the design of our playground and the nature of its layout in connection with our building as a multi-use facility, we will be a "**BALL FREE ZONE**" before and after school. This includes soccer, football, 4 square or other activities which include throwing or kicking a ball.

These times of day have the most amount of foot traffic with various destinations on campus. To ensure the safety of our students, guests and staff these activities are not permitted. During recess and PE times, students will have the opportunity to engage in their favorite activities.

### **After School**

Teachers will release students to parents once the school day has concluded. It is then the parents responsibility to monitor their own children on the playground. Teachers will not be "on duty" after their class has been fully dismissed. This is also a "**BALL FREE ZONE**" time, until 3:35pm, due to the amount of foot traffic in the playground.

Only students who are registered and attending our After School Program will be monitored by ASC staff. The ASC director is not responsible for the playground during that time and is engaged with the students of ASC.

# CROSS OF HOPE ELEMENTARY DISCIPLINE PLAN

The primary goal of discipline at Cross of Hope Elementary School is to develop Godly self-discipline, and to provide and maintain a safe, just, affirming, and appropriately challenging environment that promotes learning and positive personal growth. Instilling self-worth, social responsibility, and the acceptance of appropriate consequences for one's own actions are important.

This plan is aimed at:

- Providing clear expectations for students, parents, and staff
- Communicating promptly with parents and students
- Consistently applying rules, consequences and reinforcement for behaviors

## Our Code of Honor:

**WE DEMONSTRATE THE FRUITS OF THE SPIRIT: LOVE, JOY, PEACE, PATIENCE, KINDNESS, FAITHFULNESS, GENTLENESS AND SELF CONTROL. (GALATIANS 5:22)**

### ALL STUDENTS WILL:

- Show a caring attitude toward self, others and school with humility and grace
- Be a person of your word and deed as a humble servant of the Lord
- Take responsibility for words, actions, school property while treating others as you would like to be treated
- Conduct themselves with honesty and integrity knowing that they are ambassadors in the Kingdom of Jesus Christ

### To Follow the Code of Honor students will:

- Be quiet while passing classes in hallways
- Walk only in the school building
- Stop playing when the whistle blows at recess
- Follow general safety rules for all play equipment
- Show respect for all adults and students
- Practice good manners
- Listen and follow directions the first time
- Ask questions if not sure of a rule
- Admit mistakes and apologize if accidents happen
- Model courtesy using please, thank you and addressing adults with ma'am and sir
- Play in designated areas only
- Stay away from dangerous areas

### To Help Everyone Follow the Code of Honor, Adults Will:

- Walk behind class when escorting them across campus to monitor behavior
- Wear badges and visitor stickers to identify themselves as a safe person
- Model good manners and respect
- Ask question if not sure of rule or policy
- Admit mistakes and apologize if accidents happen
- Show respect for other adults and children

## **Consequences**

Consequences for inappropriate behavior will be determined by the seriousness of the actions, the willingness of the child to accept responsibility for his/her actions and previous incidents. Cross of Hope Elementary will closely follow the APS student behavior handbook as a guide for disciplinary actions. (<http://www.aps.edu/service-center/documents/APSStudentHandbookWEBENGLISH20172018.pdf>)

**These are unacceptable behaviors and may result in:**

### **Taking 5: (Time Out)**

Running in the building  
Jumping off Swings  
Throwing sand, rocks, sticks or other harmful objects  
Using monkey bars without hands  
Climbing Fences  
Littering  
Playing in the bathroom

### **Referral to Office- (all incidents will be documented):**

Bullying behavior (Including cyber bullying)  
Physical aggression including self-defense  
Threats of physical aggression  
Verbal aggression  
Fighting  
Sexual harassment  
Racial slurs  
Vandalism  
Stealing  
Weapons possession (Knives, guns, multi-tools, sharp objects)  
Drugs and/or alcohol possession  
Spitting on person

Students will be sent immediately to office with referral slip for further disciplinary action determined by the director or designee. Disciplines may include, but are not limited to; in-school suspension, 1, 2 or 3 day home suspensions or expulsion. Director of Elementary Ministry will assess each situation and communicate with parents on a resolution. Parents can expect that they will be contacted the same day for minor issues either by the student's teacher or administration in the form of a phone call, in person at pick up or even a note sent home with the student. For more serious infractions parents will be contacted as soon as possible after staff has mediated the issue at hand.

**NOTE:** FERPA (Family Educational Rights and Privacy Act) gives parents certain rights with respect to their children's educational records. As infractions in the Cross of Hope Discipline plan will be recorded in each student's file, information about any infraction falls under FERPA protection. The details of how a student is disciplined or the events and circumstances around an infraction are considered 'private' and will not be made known to anyone outside of the student's parent/guardian relationship and the appropriate staff member(s) who have an educational need to know. When two or more students are involved in the same incident, every effort will be made to ensure the privacy of each student and information about one or the other will NOT be shared with the other student, parent/guardian(s).

## Bully Proofing

The goal of the Cross of Hope Elementary Bully-Proofing Program is to serve as an early preventative measure against bullying behaviors. It is designed to stop bullying behaviors starting at the elementary level to ensure a safer school environment- one that does not tolerate acts of physical or emotional aggression. The program has four components: **staff training, classroom instruction, school-wide policies and a parent component.**

The classroom curriculum is designed to teach children to recognize bullying behaviors. They also learn why children bully each other and the emotional consequences for victims of bullying. The concept of the “Caring Community” is stressed. Members of the caring community are not the bullies or the victims, but the other 80% of the students who are bystanders. These students can make a tremendous difference in maintaining a safe school environment by taking on the role of an Up-stander. They learn to use the power of the Caring Community to diffuse the power of students who are choosing bullying behaviors.

Students begin by learning four strategies:

1. Be a Problem Solver
2. Use Your Words
3. Walk Away
4. Get Help

Our bully-proofing program is not designed to be punitive in nature. We do, however, believe in giving consistent consequences for bullying behaviors. The focus is not on punishment, but on a consequence that is appropriate, depending on the type and severity of the bullying. We do not believe in labeling any student as a “bully.” Instead, we focus on bullying behaviors, which many people, even adults, sometimes display. If a student is given a consequence for a bullying behavior, we ask that parents calmly discuss their behavior with them and talk about other more appropriate choices they could make. We encourage adults to model and reinforce with their children how they can be a positive leader and a member of the Caring Community.

It is important to note that this is NOT a “Zero Tolerance Policy” as recent studies in the elementary and middle school levels show significant deficits:

- One in five students admit to occasionally bullying their peers (Melton et al., 1998). Even if policies address only physical bullying, the number of children affected by zero tolerance policies is significant.
- The threat of suspension or expulsion may discourage children and adults from reporting bullying
- Bullying can be an early indicator of other problem behaviors. Children who regularly bully their peers are at risk of unexcused absences, fighting, theft and vandalism. These children need positive role models, including the adults and students in their school

The Bully Proofing program is designed to be a long-term intervention that is directed at the systemic issues that create ‘bullying’. We believe that no child wants to be a bully.

# Types of Bullying

Bullying typically includes:

- Attack of intimidation with the intention to cause fear, distress, or harm that is one or more of:
  - Physical (eg, hitting, punching)
  - Verbal (eg, name-calling teasing)
  - Psychological/Relational (eg, rumors, social exclusion)
- A real or perceived imbalance of power between the bully and victim
- Repeated attacks or intimidation between the same children over time (Farrington & Ttofi, 2010)

Bullying May Look Like:	
<b>Threatening Behavior</b>	Includes verbal, nonverbal or written threats against a person, the person’s friends or family or property. It generally consists of threats to hurt or destroy.
<b>Verbal Bullying</b>	Name-calling, making offensive remarks or joking about a person’s religion, gender, ethnicity, socioeconomic status or the way they look. Excessive teasing meant to hurt someone’s feelings is also verbal bullying
<b>Physical Bullying</b>	Any physical contact that would hurt or injure a person like hitting, kicking punching, pinching, scratching, spitting, etc. Taking something that belongs to someone else and destroying it would all be considered physical bullying
<b>Cyberbullying</b>	Sending messages, pictures or information using electronic mediums that are intended to hurt, disparage or intimidate another.
<b>Written</b>	Bullying that is only displayed through written materials like notes, letters or graffiti
<b>Indirect</b>	Spreading rumors or stories about someone, telling others about something that was told to you in confidence.
<b>Intimidation</b>	When a bully threatens someone else and frightens that person enough to make him or her do what the bully wants.
<b>Emotional/Relational</b>	This type of bullying is the most difficult type to demonstrate and protect against. It not only focuses on the victim, but can target the victim’s family and home. Emotional or relational bullying happens when there is harm to someone’s self-esteem or feeling of safety. It is common among girls, although boys sometimes use it. This can include social alienation and exclusionary behavior. (ie. “you can’t be my friend because _____ or if you don’t like _____”)

The “Bully Proofing Your School” by Garrity, Paris and Porter is Cross of Hope Elementary’s curriculum to deal with bullying behavior in our school.

## **BACKGROUND CHECKS**

To help ensure that our students are safe, background checks are required of anyone who has school related involvement with students at Cross of Hope Elementary during the school day. Background checks cost \$15, last for 2 years and can be filed for in the school office.

### **You need a background check completed if you:**

- Are a parent/guardian that will be GOING ON A FIELD TRIP with one of our classes  
*(If you will be driving a student during a field trip you will be asked for driver license, proof of insurance and safe vehicle affidavit)*
- Serve in a classroom helping a teacher
- Serve in any school sponsored or held activity were students are present
- Serve with any of the 'specials' programs; PE, Library, Computer Science, Music, Band, etc.

A background check must be complete, not in-processing, at time of service/activity.

## **SCHOOL SAFETY COMMITTEE**

Cross of Hope Elementary takes student safety very seriously. As challenges to the safety of educational systems across the country continue to escalate, Cross of Hope has developed a comprehensive Safety Plan to address the specific needs and details of our students and facility. This document covers a wide range of procedures from fire drills, lock-down drills, active shooter drills, natural disasters, etc. and the expectations and communication that is practiced by Cross of Hope staff and students in any one of these events occurring. Parents will be instructed in their role in the occurrence of these events at 'Parent Orientation', held before the first day of school in August. Families will be notified of the time and date of the meeting. The school Safety Plan is a supplemental document to this handbook and can be obtained in the school office. For security reasons it will NOT be posted online.

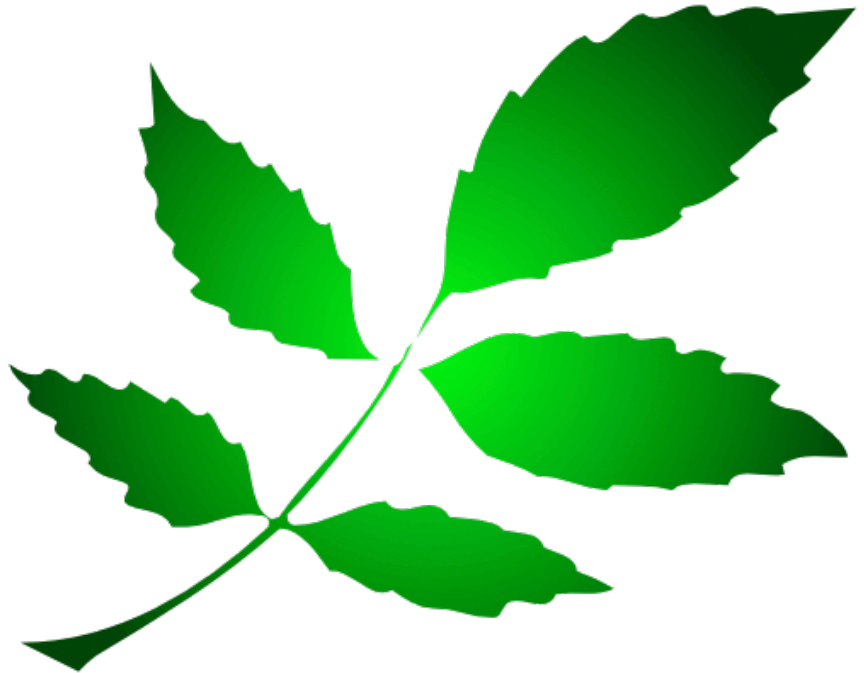


## **DISCLAIMER AND NOTIFICATION OF RIGHTS**

Cross of Hope Elementary deems this policy and programs guide, created in 2018, as a 'living' document. At our discretion, policies, procedures, programs and all information contained within is subject to change with or without any prior notification. We will make a good faith effort to notify families of currently enrolled students at Cross of Hope Elementary of any changes that are made by administration and school board of management in a timely fashion.

While we have worked hard to try and encompass all necessary information, we recognize that information may be incomplete or missing and reserve the right to fill in any gaps in information at our discretion. We also acknowledge that 'industry standards' exist and best practices may occur, or already be in place, without being in written form and/or included in this document.

As a parent/guardian of a currently enrolled Cross of Hope Elementary student you have the right to inform the administration of any issue that you and/or your family have with the policies within. We welcome the opportunity and agree to listen to and try and understand the issue at hand to take seriously concerns that are brought forth. All concerns heard will be treated with respect and consideration as we welcome your partnership to help make our school better in every instance.



### III. ACCEPTANCE OF CHRISTIAN EXPECTATIONS

I, \_\_\_\_\_ have read and understood the Christian Expectations and Community Covenant outlined by Cross of Hope Elementary School and agree to the expectations set within them. My signature below constitutes my understanding and my personal responsibilities for me and my family to adhere to them at all times as a condition of enrollment at Cross of Hope Elementary.

I also agree that I will read the 'Christian Expectations' and 'Community Covenant' with my student and talk about what it means and how to live by them at Cross of Hope.

**As a condition of enrollment, we ask all families to serve in the school at least 2 hours per month**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **IV. ACCEPTANCE OF FINANCIAL RESPONSIBILITY AND ADMISSIONS POLICIES**

I / We, \_\_\_\_\_ have read and understood the  
( Parents/Guardians of )

Admissions section of this guidebook as outlined by Cross of Hope Elementary School and agree to the Financial Responsibility set within them. My signature below constitutes my understanding and my personal responsibilities for me and my family to adhere to them at all times as a condition of enrollment at Cross of Hope Elementary.

\_\_\_\_\_  
Parent / Guardian Signature #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature #2

\_\_\_\_\_  
Date

## V. ACCEPTANCE OF SCHOOL POLICIES

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_  
( Printed Name ) ( Student Name )

have read and understood the policies outlined by Cross of Hope Elementary School and agree to the expectations set within them. My signature below constitutes my understanding and my personal responsibilities for me and my family to adhere to them at all times as a condition of enrollment at Cross of Hope Elementary.

Furthermore, I have discussed the section about bullying and bullying behavior with my student so that they understand what a bully is and that this type of behavior is unacceptable at all times.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date