



# Cross of Hope School

## Elementary Handbook 2020-2021

### **School Contact Information**

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Cross of Hope School

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## Message from Pastor



*May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit. Romans 15:13*

Dear Faithful Families,

Thank you!

Your faith and hope in us during this time is received with humility and gratitude. We join the world in being marked by COVID-19 and have worked tirelessly to provide a place to continue our journey through life and faith together in as low a risk setting as possible. As the pandemic continues, our ability to adjust, understand, support one another and give grace will allow us to abound together in hope. Our hope is in God, and God is faithful!

Like all other things, this year will be different. Laura and I have already talked with our 1<sup>st</sup> grader and Preschooler about how things at school will look and feel different. From staggered drop off/pick up, to lunch in the class room; from smaller groups at recess, to digital chapel through updated technology; from daily health screening, to a separate *get well room* for anyone who may present COVID symptoms, we will work together to care for each other. We also share our kids' excitement and anticipation for what will feel familiar from loving and caring teachers, to excellence in learning; from sharing the day with old and new friends, to being wholly the kid God made and loves.

The faith community of Cross of Hope of which you are now a part of constantly holds our School Ministry in prayer. We are grateful for your presence with us along the journey, and we continue to care for one another as we navigate this time together. You are invited to worship with us online Sundays at 9am on our Facebook Page, YouTube Channel and at [crossofhope.org](http://crossofhope.org) or at 9am outside on our lawn or 11am inside our worship space. We continue to follow all COVID-safe practices including keeping physical distancing, wearing masks, and frequent hand sanitizing. We also have small groups that are ready to welcome you and I am confident that as this year unfolds there will be other opportunities to be in community together.

I have been inspired by the work of so many faithful people in preparing to thrive in this unprecedented year. I am humbled and excited to share this journey with you and your children, and I look forward to experiencing God's love, life and grace together as we abound in hope by the power of the Holy Spirit.

Peace,



R. Adam Berndt  
Pastor

## Message from Director



*"May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit." Romans 15:13*

Dear Cross of Hope Families,

Welcome to the 2020-2021 Academic Year at Cross of Hope School! I am so grateful we are on this journey together! ! I hope you have had a restful summer, enjoyed time together with your family and friends and are now ready for this new school year to begin. The classrooms might not look like they used to and we may only see each other's eyes and noses for a while but we are so fortunate to continue our walk together as we learn and grow into who Jesus is calling us to be.

Our church's founding verse reminds us that our God is a God of Hope. I am so grateful we are not alone on this very unfamiliar journey we now find ourselves on. The COVID-19 pandemic has brought with it so many new changes and I imagine, if you're like me, you often feel quite weary and overwhelmed by all of it. And, yet this Bible verse tells us that the Spirit empowers us to abound in hope!

It has been an incredibly busy summer at Cross of Hope School as we have been hard at work getting everything ready for both onsite and virtual instruction opportunities during this COVID-19 pandemic. As I've previously shared with you this will be a year of transition for Cross of Hope School. We are blending our PreK – 5<sup>th</sup> grades into ONE school. This is both exciting and daunting! Fortunately we have an incredible team of educators that is up for the task ahead of us!

The path ahead of us this year is uncharted. Please take time to thoroughly read our Elementary Handbook and Safety Plan. Allow yourself to become familiar with new school procedures and expectations. We recognize how fortunate we are to provide onsite instruction this year. It is my hope that we will be able to do so without interruption. It will be the responsibility of our entire school community to make certain all safety measures are understood and adhered to. Be sure to share them with your children and help them understand how important they are.

Abounding in Hope,

Debra Alba  
Director of School Ministry

## Compass Statement

# Compass Statement

We are set free into HOPE-filled ministry to  
Love God, Transform Relationships and Serve Others.

Cross of Hope Lutheran Church and Schools is a  
multi-generational Christian community  
that joyfully follows Jesus.

## We Value:

### A Warm Welcome

We embrace you wherever you are on your journey of  
faith.

### A Diverse and Inviting Community

We want everyone to feel love and acceptance.

### Dynamic Worship

We experience God's presence through prayer and  
worship.

### Learning about God

We embrace opportunities to learn and grow in faith.

### Community Outreach

We share God's love with others.

## Mission Statements

### Church Mission Statement

Cross of Hope is a Spirit-centered community that shares Christ's love through worship, education and outreach to develop and strengthen relationships with God.

### School Mission Statement

Cross of Hope School is a welcoming Christ centered community providing high quality education in a nurturing environment that respects each child's development.

## 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



## Code of Honor

**We strive to 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.
- ☐ Take responsibility for words, actions, school property while treating others as you would like to be treated.
- ☐ Conduct themselves with honesty and integrity.

### **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 and thank you.
- ☐ Play only in designated areas.
- ☐ Stay away from prohibited 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 a question if you are not sure of the rule or policy.
- ☐ Admit mistakes and apologize if accidents happen.
- ☐ Show respect for other adults and children.

## Staff Roster

NAME	POSITION	EMAIL
DEBRA ALBA	DIRECTOR of School Ministry	esdirector@crossofhope.org
TRISHA McCLAIN	KINDERGARTEN -1	kteach@crossofhope.org
JESSICA POOL	KINDERGARTEN -2	K2teach@crossofhope.org
LORI BRAUNHARDT	EDUCATIONAL ASSISTANT	eakinder@crossofhope.org
SHARON HALSTEAD	1 <sup>ST</sup> GRADE	1teach@crossofhope.org
LEA VERA	2 <sup>ND</sup> GRADE	2teach@crossofhope.org
ELAINE PRATT	3 <sup>RD</sup> GRADE	3teach@crossofhope.org
LISA JONES/LAURA BENCHIK	4 <sup>TH</sup> /5 <sup>TH</sup> GRADE	4 <sup>th</sup> -5 <sup>th</sup> teach@crossofhope.org
SARAH MONARSKI	COMPUTER SCIENCE	csteach@crossofhope.org
ERIKA MILLER	INSTRUCTIONAL SUPPORT SPECIALIST	isspecialist@crossofhope.org
LUIS SANCHEZ	PHYSICAL EDUCATION	peteach@crossofhope.org
ASHLEE BRUCH	AFTER SCHOOL CARE	ascteach@crossofhope.org
GLORIA HUBBARD	LUNCH PROGRAM	lunch@crossofhope.org
CLAUDIA BECK	SCHOOL SUPPORT SPECIALIST	psassist@crossofhope.org
ANN MARTIN	3 YEAR OLD'S TEACHER	pk3s@crossofhope.org
COURTNEY KNUTILA	4 YEAR OLD'S TEACHER	pk4s@crossofhope.org
RHONDA CANTU	EDUCATIONAL ASSISTANT	pkea@crossofhope.org
ERIN SACHS	BOOKKEEPER	finance@crossofhope.org

## Policies & Procedures

### Admissions

#### Enrollment process

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

- **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 Fees are completely paid.

#### 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** – Enrollment for those who wish to transition from Cross of Hope Preschool to Kindergarten at Cross of Hope also takes place during the 'closed' re-enrollment period to provide guaranteed enrollment.
- **New Students** - Enrollment starts after returning students. At this time all available spots are open to a 'first come, first serve' basis. Enrollment is open until classrooms are at maximum capacity.

*Cross of Hope 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 based on race, color, or national and ethnic origin in and administration of its education policies, admissions policies and other school- administered programs.*

*Cross of Hope 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.*

## After School Care

After School Care (ASC) is available for all enrolled COHES students. In ASC we have fun together. We play outdoors and indoors, we work on homework, we create art and we bake. We enjoy learning about new things! We want ASC to help take a load off of you so that when you pick up your child to go home you can enjoy your evening together.

Session 1: Monday - Friday, 2:50 pm to 5:30 pm (\$15/day)

Session 2: Friday 11:50 am to 2:50 pm (\$15/session)

**To Enroll:** Please complete a Registration form and indicate which days of the week your child will be attending.

**Payment:** Your ASC charges will be billed monthly and will be added to your FACTS incidental account. Unpaid balances will result in the discontinuation of your child's participation in our ASC program.

**Please Note:** There is a \$25 Registration fee to participate in the ASC program. This fee will be added to your FACTS account upon your child's enrollment in the program.

## Arrival & Dismissal

**Due to COVID-19 we will have staggered arrivals and dismissals.**

Monday - Thursday

- 7:50 a.m. - 2:50 p.m. 4th and 5th grades
- 8:00 a.m. to 3:00 p.m. 2nd and 3rd grades
- 8:10 a.m. to 3:10 p.m. Kindergarten and 1st grades

Fridays:

- 7:50 a.m. - 11:50 a.m. 4th and 5th grades
- 8:00 a.m. - 12:00 p.m. 2nd and 3rd grades
- 8:10 a.m. - 12:10 p.m. Kindergarten and 1st grades

### Arrival Procedures:

- Each student and one adult will line up outside the main entrance, at their assigned time and physically distanced 6 feet from each other.
- The student's temperature will be taken each morning and prescribed health related questions will be asked to each adult.
- If the student registers a temperature of 99° or higher, they will be sent home per our COVID-19 Safety Plan.

- If a parent arrives outside of the designated drop-off times, they will need to remain in their vehicle and call 505 897-1832 for assistance.
- All children must be picked up utilizing the process outlined in the COVID-19 Safety Plan.

### **Early Sign Out**

- The early release of students causes disruption to the academic performance of all children. No students will be released within the final thirty (30) minutes of the school day unless authorized by the Director or Director's designee (i.e. emergency, sickness).

### **Late Arrival**

- **If a parent arrives outside the designated pick-up times, they will need to remain in their vehicle and call 505-897-1832 for assistance so as not to disrupt the drop-off schedule.**
- The school will give grace to students arriving late if the school office and administration deem there are conditions that 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.
- Three (3) tardies = 1 unexcused absence
- Ten (10) or more unexcused tardies will result in a parent/guardian meeting with the school Director to determine a 'Tardy Action Plan' to mitigate chronic tardiness.
- If the 'Tardy Action Plan' fails to address the issue the matter will be brought before the COHS Advisory Board to consider, at the Director's advisement, possible disenrollment of the student(s).

## **Attendance**

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

Parents/Guardians must notify the school 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 child will be absent **before 7:50 a.m.** on the day of the absence.

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

- Illness (including chronic illness documented in a student's 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

### **Recording and Monitoring Attendance Process:**

- Parents/Guardians shall notify the school to report the absence of their student(s) by 7:50 a.m. 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.
- 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 regard 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 disenroll the student.

An extended absence due to COVID-19 is exempt from this "academic hold".

Future enrollment will be at the discretion of the Director of School Ministry and the COHS Advisory board.

### **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 during the school day. Background checks cost \$15, last for 2 years and can be filed for in the school office.

NOTE: Due to COVID-19 we will not have parent volunteers in the building this academic year.

## 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 (hitting, punching)
    - Verbal (name-calling teasing)
    - Psychological/Relational (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. (i.e. "you can't be my friend because_or if you don't like_____")

## Cell Phones

Cross of Hope encourages the appropriate use of cell phones during school. This includes:

- Phones on silent mode or vibrate during times volunteering or working with students.
- No photos of students allowed without parent permission.

- Students may have cell phones at school if they are off during the school day and used only to communicate with parents for drop off or pick up information.
- Teachers are encouraged to use email or school phones to communicate with parents rather than personal numbers.

## Change in Contact Information

- Cross of Hope wants to have the most current information so we can contact you in case of an emergency. Please provide us with any changes in contact information so that in the event of sickness or emergency we can contact you.
- If there is a change in the persons living in your household, please come into the office to make those changes so our information includes the most current situation.

## Check In /Check Out

- For the security of Cross of Hope School ONLY teachers, administrators and students are allowed in the educational wings during school hours.
- If a parent arrives outside the designated drop-off or pick-up times, they will need to remain in their vehicle and call 505-897-1832 for assistance so as not to disrupt the drop-off schedule.
- Volunteers and visitors MUST check in at the Welcome Desk prior to entering the building. See the COVID-19 Safety Plan for more information.
- ALL persons checking out students early must have a valid picture ID and be registered as a pickup contact on ParentsWeb. We will not allow students to leave with adults who do not have advance permission to take the student.

## Child Abuse

Cross of Hope Church and Schools follow NM State Law about reporting child abuse as stated below:

- **Mandated Reporting**

Every person who knows or has reasonable suspicion that a child is being abused or neglected in New Mexico must report the matter immediately to CYFD's Statewide Central Intake child abuse hotline (1-855-333-SAFE [7233] or #SAFE from a cell phone), or to law enforcement or the appropriate tribal identity. Specific professionals mentioned under the law as mandated reporters are: licensed physicians, residents or interns, law enforcement officers, judges presiding during a proceeding, nurses, schoolteachers, school officials, social workers, and members of the clergy who have information not privileged as a matter of law.



- **Reporting Abuse or Neglect**

It is important for every person to take child abuse and neglect seriously, to be able to recognize when it happens, and to know what to do when you see it. Call CYFD's Statewide Central Intake (SCI) at 1-855-333-SAFE [7233] or #SAFE from a cell phone if you suspect child maltreatment is occurring.

When making a report of abuse or neglect, you may choose to remain anonymous as the reporter, and will be immune from liability, civil or criminal, if you have acted in good faith by reporting. We encourage reporters to provide information about who they are, as it assists us in the investigative process. The reporter's name remains confidential unless ordered to be released by a court of law. In rare cases, a reporter could be required to testify in court if such testimony is necessary to protect the child.

- **Child Custody**

Cross of Hope staff are obligated to follow court orders and laws regarding child custody arrangements. It is imperative that parents provide documentation to the school if there is a situation where custody is being disputed or a child is in jeopardy from a non-custodial parent or guardian.

It is also important that staff is aware of custodial arrangements regarding pick-up and drop-off for your child's safety and well-being.

## **Classroom Observation**

Cross of Hope staff are observed by the director and provided feedback on teaching strategies twice a year as part of their evaluation. In addition, the director may observe the class to assist with other situations.

## **Communication**

- Cross of Hope School 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 via Parent Alert 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 School.

## **Computer Science**

- As of 2018, all Cross of Hope students have instruction in our Computer Science program. Students are taught the basics of computer use and create computer programs through curriculum provided by [CODE.org](https://code.org).

- 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.
- For the safety of the students, Computer Science will be held in the classrooms this year instead of meeting in the computer lab classroom.

## **Conferences**

- Parents will be required to attend COVID safe, scheduled conferences with their child's teacher during the first and second trimesters of the school year. Please see the school calendar for dates.
- To schedule a COVID safe meeting with your child's teacher, the administration or other school staff, please contact everyone directly via their email (found in this handbook).

## **Conflict Resolution**

In seeking solutions to conflicts at COHS, 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 conflict with someone at COHS, 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.

## **Disaster and Lockdown Drills**

These are practiced on a monthly basis with all students and staff at Cross of Hope Lutheran Church and Schools. The purpose of these drills is to acclimate students and adults to a procedure that they will be able to follow quickly, effectively, and safely.

## Discipline Process

**School discipline** is a collaborative effort by the parents, guardians, students, and staff.

The primary goal of discipline at Cross of Hope School is 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

### 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 School will closely follow the APS student behavior handbook as a guide for disciplinary actions. (<https://www.aps.edu/service-center/documents/aps-student-handbook.pdf>)

### Unacceptable behaviors 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, etc.

### 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
- Overt Defiance.
- Stealing.
- Weapons possession (Knives, guns, multi-tools, sharp objects)
- Drugs and/or alcohol possession.
- Abusive language
- Disruption

Students will be sent immediately to the director's office with a 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. The school director will assess each situation and communicate with

parents on a resolution.

Parents can expect to 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.

**Please 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).

## 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 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.
- Headbands with adornments (ears, unicorn horns, etc.) are not allowed to be worn inside the building.
- Sunglasses are not to be worn in the building.
- Students are not allowed to wear make-up or wildly 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.

## Drop Off/Pick Up

A check-in area will be available in the exterior courtyard under the covered pavilion out the entrance of the school.

- **Morning Drop-Off**

- All children must be dropped off utilizing the process outlined in the COVID-19 Safety Plan. Families should plan to allow themselves extra time for drop-off in order to account for the additional safety measures. Students will arrive at staggered times determined by class to minimize contact. Places outside will be marked for social distancing while parents wait to check in. See the COVID-19 Safety Plan for more information.

- **Afternoon Pick-up**

- All children must be picked up utilizing the process outlined in the COVID-19 Safety Plan. Families should plan to allow themselves extra time for pick-up in order to account for the additional safety measures. Students will be picked up at staggered times determined by class to minimize contact. See the COVID-19 Safety Plan for more information.
- If you have someone else coming to pick-up your child, please notify the school that morning so we know whom 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 a 'Pick-up Contact' in the family information section of ParentsWeb.

## Enrollment Contract

This is a legally binding contract required to be signed by all parents/custodians/financially responsible person(s) as a condition of enrollment at Cross of Hope School. The contract outlines the annual tuition and fees and the financial obligations required of each parent/guardian/financially responsible person(s).

## Financial Aid and Discounts

### Financial Aid

- Cross of Hope School offers limited financial assistance, out of a fixed pool of funds based on current enrollment numbers to families who qualify by **demonstrating financial need.**
- We contract with FACTS Grant & Aid to process and review all submitted Financial Aid applications. The application period begins the **first week of February. All Applications are submitted online through FACTS.** Financial aid awards will be notified by **May 1st** or the first full day of school in May.

### Tuition Discounts:

- Payment in Full by June 1st - \$200
- Siblings (for each sibling after the first concurrently enrolled student) - \$200
- Cross of Hope Preschool Crossover – 1<sup>st</sup> year - \$200
- Military - \$200
- Church Member – 10%

### Please Note:

- Only **ONE** Discount may apply per child/per family. Discounts are **NOT** stackable.
- Financial Aid will only be awarded **ONLY** when there are funds available in the school's Scholarship Fund.

### Health Policy/Immunizations

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 100.4° or above.

Students who become ill at school during the day will be separated from other children. They will be directed to our Get Well room where a staff member will assess their symptoms. The student's temperature will be checked, and their parents/guardians will be called to inform them of the situation. If symptoms or fever are present, the school will ask that the child be picked up.

**Please note:** In the event of a positive COVID case, please refer to our COVID-19 Safety Plan.

### • Medication

- Cross of Hope Lutheran Church and Schools does not have a licensed nurse on staff, and **we are therefore unable to administer any type of medication to our students**. This follows The National Association of Nurses position statement. ([www.nasn.org/advocacy/professional-practice-documents/position/statements/ps-medication](http://www.nasn.org/advocacy/professional-practice-documents/position/statements/ps-medication))
- **Please note:** The use of prescribed Inhalers and EpiPens are the only exception to this policy. They will always be stored in a locked office cabinet.

## **Homework Policy**

All homework at Cross of Hope School is optional. It is intended to provide additional practice and enrichment for the student to complete at home. It is never issued for a grade.

## **Inclement Weather**

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.

## **Injuries**

All COHS staff are trained in CPR and First Aid 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.

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, parents/guardians will be called.

## **Instructional Materials**

Cross of Hope staff are guided by Common Core Standards when making curricular decisions. The staff attend training and professional development sessions on a regular basis to assist with teaching strategies, implementation of curriculum, and best teaching practices.

For more information on Common Core State Standards please visit:

[www.corestandards.org/what-parents-should-know](http://www.corestandards.org/what-parents-should-know)

Cross of Hope School will continue to utilize a variety of resources including textbooks, online resources, subscriptions, and publications to provide students with the most current and research-based learning opportunities available. Teachers attend professional development sessions and study different methodologies to implement classroom practices for student improvement utilizing these resources. Some of the resources include Lucy Calkins "Units of Study" to teach writing, NextGen Science

components to address science standards, Singapore Math in Focus, and Concordia Publishing for Christian Studies.

## **Lost & Found**

Is in a large wooden box located in the church's 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.

## **Lunch**

- Due to COVID we will not offer a hot or catered lunch program this year. Students should bring their own healthy lunch to school in their backpack with their name on the lunch box/bag. (Microwaving is not available for student lunches.)

## **Parent Teacher Association (PTA)**

Cross of Hope School has a nationally chartered PTA (Parent Teacher Association). If you would like to join be sure to keep an eye out for meeting dates and activities. Membership is open to any parent/guardian, congregational or community member who desires to support the mission of Cross of Hope School.

## **Parties**

- Due to COVID we will not be able to celebrate student's birthdays with any type of food in the school building.

## **Photographing Students**

Cross of Hope does not allow photos of students without parent permission.

## **Physical Education (PE)**

- Physical Education (PE) is held twice a week for each grade level. The class focuses on teaching children coordination and physical ability through a variety of sports and activities.
- All PE Classes will be held on-site.

## **Playground Safety**

We will be following COVID safe policies, limiting the number of students on the playground at one time.



## **Recess**

- Recess is supervised, unstructured playtime where children have choices, develop rules for play and release energy and stress.
- Recess will be conducted outdoors when weather permits. In case of inclement weather, appropriate recess activities will be conducted indoors.
- Cross of Hope will provide 140 minutes of supervised, safe, and unstructured free-play recess each week for students in 2<sup>nd</sup>-5<sup>th</sup> grades (three 10-minute recesses M-TH, and one on Fridays).

## **Respect of Property**

Cross of Hope students, staff, and parents are expected to treat other's property with respect. This includes school, church, and personal property of others. This also includes stealing, damaging, defacing, or otherwise intentionally disrespecting the property of others and may be enforceable by law.

## **Safety Team**

Cross of Hope Lutheran Church and School 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 the Open House, 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.

## **Special Deliveries**

Special deliveries to students are not permitted during school hours. This includes, but is not limited to, special lunches, flowers, balloons, gifts, letters, candy, cookies, cakes, etc.

## **Telephone and Messages**

All Cross of Hope School personnel will respond to phone calls and emails within a 24-hour period, excluding weekends and holidays.

## Tuition, Fees and Program Costs

Enrollment costs at Cross of Hope Elementary consists of:  
**Tuition, Registration Fee and an Instructional Materials Fee.**

- **Tuition:**  
**For the 2020-2021 School Year tuition is \$6,400.**

Payment can be made in two ways:

1. **Payment in Full** can be made by the first full day of school in August without penalty.
2. **Monthly installments** can be made through our partnership with the FACTs tuition management company.

### **Please Note:**

- 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.
- All families are required to sign an annual **Tuition Contract**, a legally binding agreement made with the school that outlines the family's financial obligations to Cross of Hope School.

- **Fees:**  
**For the 2020-2021 School Year** there are two fees associated with enrollment;

- **Registration Fee** - \$150
- **Instructional Materials Fee** - \$200
  - The **Registration Fee** holds a student's place at Cross of Hope School while administration and staff review applications for admittance. (It does not guarantee acceptance to Cross of Hope School.)
  - The **Instructional Materials Fee** covers the expense of all textbooks and curriculum related materials used in the classroom. It is due by **May 1st** of the preceding school year.

### **Please note:**

- Both the **Registration Fee** and the **Instructional Materials Fee** are **NON-REFUNDABLE**.

- Tuition and fee rates are subject to annual review and change at the discretion of the Cross of Hope Advisory Board. Tuition for the school year is set in the fall of the preceding year and will be communicated via enrollment literature.

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

Cross of Hope Elementary adheres to the following schedule for 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.)*

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

- **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 a payment arrangement has been made with the school's bookkeeper.

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

## Visitors/Volunteers and Parents on Campus

Due to COVID-19 all visitors will use hand sanitizer prior to entering the building. All visitors will be required to sign-in at the reception desk for contact tracing purposes. All visitors will always be required to wear a mask or face covering while in the building. The number of visitors allowed into the building will be limited, including church members, school families and other personnel.

## Withdrawals

Thirty (30) days written notice is required to withdraw or disenroll your child.

**Please Note:** *According to the terms of your Enrollment Contract you will be responsible to pay the entire remaining balance of your child's tuition.*

## 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 and/or Wednesday evenings. All are welcome!

- **Chapel**

One of the most important and unique aspects of Cross of Hope School is its emphasis on Christian Studies, Christian Character and Community Worship. Each classroom has dedicated a portion of their weekly curriculum to Christian Education where the students learn about Jesus, sing worship songs, learn Bible Stories and prepare to lead chapel in the Sanctuary. This year, due to COVID-19, we will stream our daily chapel service into the classrooms on their large screen TV's.

- **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.

## **DISCLAIMER AND NOTIFICATION OF RIGHTS**

Cross of Hope School deems this policy and programs guide, created in 2020, 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 School of any changes that are made by the administration 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.



## Cross of Hope School

### ACCEPTANCE OF ALL SCHOOL POLICIES

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_  
(Printed Name) (Student Name)  
have read and understood the policies outlined by Cross of Hope School.

My signature below constitutes my understanding and my agreement to adhere to the school policies as explained in the 2020-2021 Cross of Hope School Elementary Handbook.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date