



# Elementary Family Handbook 2021-2022

## **School Contact Information**

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Cross of Hope School

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Albuquerque, NM 87120

Website: [www.crossofhope.org/schools/elementary-school/](http://www.crossofhope.org/schools/elementary-school/)

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## Message from Pastor



August 2021

Dear Cross of Hope Lutheran Church School Families,

Welcome in the name of Christ!

As we continue to faithfully navigate this time of global pandemic, I am reminded of the truth that life and faith is a journey. The blessing is that God has given us one another with whom to share this journey. Whether new or returning children and parents, teachers and staff, we join together in caring for one another as we learn and grow in life and faith.

On behalf of the community of faith of Cross of Hope Lutheran Church, we are honored and blessed to join you on this journey. As we begin this new academic year, we are excited to share in the nurture, love, and education of your child during these unprecedented days. Our School Ministry is grounded in God's love made known in Jesus and dedicated to the mission of educating our children from this place of love and care. We'd love for this pandemic to be over and our routines return to a more typical pattern free of masks and distancing (we'll keep the steadfast handwashing thank you!), and until this time, we will continue faithfully and diligently with our COVID safety plan. Thank you for joining us in this care for the community.

Be invited and encouraged to participate in the life of the church community! We welcome all to worship and faith formation opportunities and hope you'll join us. During the pandemic, we are constantly evaluating and updating our opportunities to gather faithfully and safely so please see our website for the current opportunities: [www.crossofhope.org](http://www.crossofhope.org).

Along with Mrs. Alba and our staff, I am eager to get to know you and your child, to provide pastoral care and support along the journey, and to show God's unfailing love as best as I am able as we grow in life and faith together. During times of illness, joy, death, and celebration, please be encouraged and invited to contact me so we may join in prayer and response as a community of faith. It is a blessing to be in ministry together.

God bless you as we share this journey!

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*

August 2021

Dear Cross of Hope Families,

WELCOME to our 2021-2022 academic year at Cross of Hope School! New beginnings always excite me. I moved quite a bit growing up and was always the 'new girl' at school. Those first day jitters always got to me and, if I'm honest, they still do! I am looking forward to this new school year; seeing all of our students on campus and hearing their voices in the hallways. We are embarking upon an incredible journey with Jesus that will take us to new destinations and discoveries. This year, "The Sky is the Limit!"

I had hoped we would begin this new school year with COVID in our rearview mirror after such a difficult and frightening 18 months. Unfortunately, that is not the case, so we will continue to work diligently to provide the safest environment possible for our entire staff and student body. We are reminded by our church's founding verse that our God is a God of Hope and that we are not alone on this journey, in fact, the Spirit empowers us to abound in hope! We will do just that!

The path ahead of this year is a bit more chartered, as we successfully completed the entire 2020-2021 academic year without a single active COVID case on campus. Please take time to thoroughly read our Elementary Handbook and COVID 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, again, 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, M.Ed.  
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



## Staff Roster

NAME	POSITION	EMAIL
ADAM BERNDT	CHURCH PASTOR	cohpastor@crossofhope.org
DEBRA ALBA	DIRECTOR of School Ministry	esdirector@crossofhope.org
SUSAN RIVERA	KINDERGARTEN	kteach@crossofhope.org
HELEN CHAVEZ	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
JOY THORNHILL	4 <sup>TH</sup> /5 <sup>TH</sup> GRADE	4th-5thteach@crossofhope.org
LORI BRAUNHARDT	EDUCATIONAL ASSISTANT	eakinder@crossofhope.org
MARISA LENT-KOOP	EDUCATIONAL ASSISTANT	easchool@crossofhope.org
SARAH MONARSKI	COMPUTER SCIENCE	csteach@crossofhope.org
ERIKA MILLER	SCHOOL SUPPORT SPECIALIST	isspecialist@crossofhope.org
EMILY MASON	PHYSICAL EDUCATION	peteach@crossofhope.org
MARTIN VASQUEZ	PHYSICAL EDUCATION	peteach@crossofhope.org
ASHLEE BRUCH	AFTER SCHOOL CARE	ascteach@crossofhope.org
GLORIA HUBBARD	LUNCH PROGRAM	lunch@crossofhope.org
CARMEN VARGAS	PRESCHOOL SUPPORT SPECIALIST	pssupport@crossofhope.org
ANN MARTIN	PRE-SCHOOL TEACHER - 3'S	pk3s@crossofhope.org
COURTNEY KNUTILA	PRE-SCHOOL TEACHER - 4'S	pk4s@crossofhope.org
RHONDA CANTU	PS EDUCATIONAL ASSISTANT	pkea@crossofhope.org
FLORENCE BEGAY	PRESCHOOL HELPER	NA
BRIANNE MARES	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 Online 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 Instructional Materials Fee 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.
- **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 Elementary 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. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 8:00 a.m. to 3:00 p.m. 1<sup>st</sup> and 2<sup>nd</sup>
- 8:10 a.m. to 3:10 p.m. Kindergarten

Fridays:

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

### Arrival Procedures:

- Each student and one adult will line up outside the main entrance, at their assigned time and physically distanced 3 feet from each other.
- Health related questions will be asked to each adult.
- If the student registers a temperature of 100.4° 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 ring the front doorbell 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 ring the front door bell for assistance.**
- 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 FACTS 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 dis-enroll 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 kept in their backpacks. They are to be used only to communicate with parents for drop off or pick up information.
- Teachers are encouraged to use email, the Remind App, or school phones to communicate with parents rather than personal numbers.

## 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 ring the front doorbell or 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 FACTS. 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.

## 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 FACTS to receive all communications from Cross of Hope School.

## Computer Science

- As of 2018, all Cross of Hope students receive 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.

## **Custody/Visitation/Legal Status**

It is the policy of our school that the parent/guardian who enrolls a child must provide documentation concerning any legal status issues: guardianship, visitation, restraining order, powers of attorney, court orders, CPS orders, etc. The school will enforce any legal document but will not prohibit a parent access to a child without proper authority. The enrollment form must accurately represent the correct names and status of the parent/guardian. During the course of enrollment at our school, it is the obligation of the parent to notify the school of any change in legal status of the child/parent relationship and provide legal documentation which verifies the change in status.

## **Disaster and Lockdown Drills**

These are practiced on a monthly basis with all students and staff at Cross of Hope Lutheran Church and School. 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 FACTS.

## **Emergencies/Accidents Policy**

A completed registration form with medical and emergency information is required.

In case of accidental injury, we will try to contact a family member immediately. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent, the physician, an ambulance or paramedics, the director, teacher, or assistant will be in charge and make decisions about the care of your child. You will be expected to assume responsibility for any resultant expense not covered by insurance. The school will maintain a parent's signed consent agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on the telephone numbers and other pertinent information. Please notify the school IMMEDIATELY if changes occur. All Cross of Hope staff are trained annually in CPR and First Aid.

## **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
- 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 of Students

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, or an undiagnosed rash.
- Temperature of 100.4° or the need to control fever with medication.

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 grade level emergency backpacks that travel with the class.

## 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.*

## Immunization Policy

All children attending Cross of Hope School must be current in all immunizations required by the Department of Health. Required shots should be scheduled by the date the shots are due. A copy of your child's current immunization record must be on file at the school at the time of Online Registration. Children will not be admitted to the school without proof of current immunizations. Immunization records must be kept current with the school office at all times. A copy of the New Mexico School Entry Immunization Requirements can be obtained from the NM Department of Health.

Parents who choose to not have their child immunized **must** obtain a state approved Certificate of Exemption. The Certificate of Exemption **must** be on file at the school **NO LATER** than the first day of school. There are no exceptions. The Certificate of Exemption can be obtained from the New Mexico Department of Health.

It is the responsibility of the parents to keep the school informed of immunizations. If parents do not comply with the required immunization documentation, the child will no longer be able to attend the school.

## 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 (FACTS) Cross of Hope families that a school delay or cancellation has been set in place.

## **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.)

## **Nut Free Policy**

Cross of Hope School strives to be a nut-free school. For the safety of our students who have severe nut allergies, we ask that you do not bring any nut-based products to school, including peanut butter or Nutella. Sunflower seed butter is a safe alternative to other nut butters.

We understand that it is nearly impossible for children with allergies to peanuts to avoid a reaction if peanut product remnants are in the environment. While Cross of Hope School is unable to guarantee a peanut-free or allergen-free program setting, we have procedures in place to assist our students with severe allergies to peanuts and will make every attempt not to expose them during school hours.



## **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**

- All outside food that comes from home for sharing among the children must be commercially prepared packaged foods in factory-sealed containers. This means that any homemade food should not be brought in to share with other children. Muffins, cupcakes, cookies, and other desserts to share must be store bought. Teachers will send home any homemade items that are brought to school. As always, children can bring in homemade foods in their lunch boxes, as long as they do not contain nuts.
- If you are planning a party after school at your home or elsewhere, you are asked to mail the invitations rather than handing them out at school, so that no child feels left out.

## **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 2021-2022 School Year tuition is \$6,800.

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 2021-2022 School Year** there are two fees associated with enrollment;

- **Registration Fee** - \$150
- **Instructional Materials Fee** - \$250
  - 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 Church Council. 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. Notification will be sent out and payment is required within **20 days**. Payments not received within 20 days will trigger **Financial Dis-Enrollment**.

- **Financial Dis-Enrollment**

Families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

**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 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 dis-enroll 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.

- **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 2021 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 2021-2022 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