



# Elementary Family Handbook 2023-2024

## School Contact Information

---

Cross of Hope School

Phone: 505-897-1832

Fax: 505-897-9455

6104 Taylor Ranch Road NW

Albuquerque, NM 87120

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

Facebook: <https://www.facebook.com/COHSchool>

\*It is the policy of Cross of Hope Lutheran Church and School that we will promote the equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older)

# Table of Contents

Message from Pastor	4
Message from Director of School Ministry	5
Church Compass Statement	6
Mission Statements	7
Church Mission Statement	7
School Mission Statement	7
School Mascot	8
Community Covenant	9
Staff Roster	10
Policies & Procedures	11
Admissions	11
After School Care - Friday Enrichment Program	12
Arrival & Dismissal	12
Art	14
Attendance	14
Background Checks	15
Types of Bullying	15
Cell Phones	16
Check In /Check Out of Students	16
Child Abuse	16
Classroom Observation	17
Communication	17
Computer Science	18
Conferences	18
Conflict Resolution	18
Custody/Visitation/Legal Status	19
Disaster and Lockdown Drills	19
Discipline Process	19
Dress Code	21
Emergencies/Accidents Policy	21

Enrollment Contract	22
Field Trips	22
Financial Aid and Discounts	22
Health of Students	23
Homework Policy	23
Immunization Policy	23
Inclement Weather	24
Instructional Materials	24
Library	25
Lost & Found	25
Lunch	25
Medication	25
Movies in the Classroom	26
Nut Free Policy	26
Parent Teacher Association (PTA)	26
Parties	26
Photographing Students	27
Physical Education (PE)	27
Recess	27
Respect of Property	27
Retention Process	27
Safety	28
Special Deliveries	28
Telephone and Messages	29
Toys	29
Tuition and Fees	29
Withdrawals	31
Worship	31
DISCLAIMER AND NOTIFICATION OF RIGHTS	31
Calendar Dates	32
ACCEPTANCE OF ALL SCHOOL POLICIES	33

## Message from Pastor



August 2023

*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 School Families,

Welcome in the name of Christ!

We are grateful for YOU! Whether new or returning children and parents, teachers, and staff, we join in learning and growing in life and faith. It is a tremendous blessing to abound in hope together.

On behalf of the community of faith of Cross of Hope Lutheran Church, we are honored and blessed to share this journey with you. As we begin this new academic year, we are excited to share in the nurture, love, and education of your child during. 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.

I invite and encourage you to participate in the life of the church community! We welcome all to worship on Sunday at 9 a.m. for a traditional Lutheran worship and at 10:45 a.m. for a more contemporary worship with our Praise + Team. We look forward to renewed opportunities to gather in faith formation this year and hope you'll join us. Keep up to date with what's going on at: [www.crossofhope.org](http://www.crossofhope.org).

Along with Ms. Rivera 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 of School Ministry



*“Let us run with perseverance the race marked out for us. Fixing our eyes on Jesus, the pioneer and perfecter of faith.” Hebrews 12:1 (NIV)*

Dear Cross of Hope Families,

Welcome to Cross of Hope School! I hope you had many wonderful adventures with your family over the summer, creating special, lasting memories. Summer can be a time of relaxing and it can also be a time of busyness, which is why I always love this season of beginning a new school year-creating a new rhythm!

With the return of school, we can shift our focus from entertaining the family with activities, events, and get-aways, to establishing routines. Before school, after school, and bedtime are especially important routines to have in place as these really set the stage for student success at school. I encourage you to set a daily routine of reading together and talking about the ideas discovered in those pages.

I'm excited to see how God will establish the new routines here at Cross of Hope. I'm looking forward to that predictable, daily rhythm of seeking Him, and anchoring in His grace and mercy.

May you find solace and rest in the routines of our school. Let the adventures begin!

Blessings,

Susan F. Rivera

Director of School Ministry

Cross of Hope Church & School

[esdirector@crossofhope.org](mailto:esdirector@crossofhope.org)/505-897-1832

## Church 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.

## 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.

School Mascot

# Roadrunner





## 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
SUSAN RIVERA	DIRECTOR of School Ministry	esdirector@crossofhope.org

NANCY LACHER	INSTRUCTIONAL SUPPORT	nlacher@crossofhope.org
--------------	-----------------------	-------------------------

JENNIFER ABEYTA	KINDERGARTEN	jabeyta@crossofhope.org
LEA VERA	1 <sup>ST</sup> -2ND 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	4 <sup>th</sup> -5 <sup>th</sup> teach@crossofhope.org
DEBRA GONZALES	INTERVENTIONIST	dgonzales@crossofhope.org
SARAH MONARSKI	COMPUTER SCIENCE	csteach@crossofhope.org

LYNNE BAGBY	SPANISH	lbagby@crossofhope.org
ALEX KURTZMAN	PHYSICAL EDUCATION	peteach@crossofhope.org
JULIE MARTIN	LUNCH PROGRAM	lunch@crossofhope.org
CARLY HAYNES	LIBRARIAN/ART	library@crossofhope.org
CARLY HAYNES	FRIDAY ENRICHMENT PROGRAM	NA
COURTNEY KNUTILA	PRESCHOOL DIRECTOR	psdirector@crossofhope.org
ANN MARTIN	PRESCHOOL TEACHER - 3'S	pk3s@crossofhope.org
LORI BRAUNHARDT	PRESCHOOL TEACHER - 4'S	eakinder@crossofhope.org
RHONDA CANTU	PS EDUCATIONAL ASSISTANT	pkea@crossofhope.org
FLORENCE BEGAY	PRESCHOOL HELPER	NA
BRIANNA MARES	BOOKKEEPER	finance@crossofhope.org

## Policies & Procedures

### Admissions

#### Enrollment Process

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

*It is the policy of Cross of Hope Lutheran Church and School that we will promote the equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older)*

*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.*

Admission to kindergarten as required by New Mexico State Statute, shall be made solely on the basis of chronological age. A child who is 5 years of age prior to 12:01 am MDT on September 1 of the school year can enter kindergarten at the beginning of that school year.  
N.M. State. Ann. § 22-13-3

## After School Care - Friday Enrichment Program

Students may participate in weekly Friday Enrichment activities for an extra fee. There will be three different activities to choose from for each 12-week trimester session.

Each Session: Friday Afternoons from 12:30-3:30 p.m.

Cost: Will vary depending on the activity chosen.

**To Enroll:** Please complete a registration form and indicate which activity your child would like to participate in.

**Payment:** Your Friday Enrichment Program 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 Friday Enrichment program.

## Arrival & Dismissal

We have staggered arrival and dismissal times.

### Classes will begin and end PROMPTLY at these times:

\*Doors will open at 7:40 a.m.

Monday – Thursday:

- 7:50 a.m. – 3:20 p.m. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 8:00 a.m. – 3:30 p.m. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades

Fridays:

- 7:50 a.m. – 12:20 p.m. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 8:00 a.m. - 12:30 p.m. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades

## **Morning Arrival**

- PLEASE plan to arrive at least 5 minutes prior to the start of your child's class. Students must be in the classroom at their designated start time or will be counted as tardy.
- All children must be accompanied by an adult to the school's front entrance at their designated arrival time.

## **Late Arrival**

- **If a parent arrives outside the designated pick-up times, they will need to ring the front doorbell 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.

## **Afternoon Dismissal**

- Students will be dismissed at designated staggered times. Families will remain in their vehicle until their child's class is dismissed and then drive through along the curb, for student pick up. All families must place a placard with the child's full name and grade in the vehicle's dashboard for COH staff to easily identify them.
- 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.

## **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).

## **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 School Ministry Team to consider, at the Director's advisement, possible dis-enrollment of the student(s).

## Art

Students in grades K-2 will attend a class on the basics of Art twice a week to enhance their extra-curricular experience at our school. Students in grades 3-5th grade will continue to participate in art instruction in their classrooms as in previous years.

## Attendance

Regular and timely attendance is a principal 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 [esdirector@crossofhope.org](mailto:esdirector@crossofhope.org) to inform us that your child will be absent **before 8:00 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.)
  - If sick for three or more days a doctor's note will be required to return to school.
- Limited family emergencies.
- Death in the family
- Medical, health or legal appointments.
- Suspensions.
- Deployment of a military parent.

**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 8:00 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, 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.

### **Missed Assignments while Absent:**

#### **If a student has an absence due to a family vacation:**

- Teachers are NOT expected to gather school materials for parents to pick up prior to their trip. Students may catch up with the assignments when they return to school.

#### **If a student is absent 1-2 days due to a regular cold or stomach flu:**

- Teachers are NOT expected to gather school materials for parents to pick up. Students may catch up with the assignments when they return to school.
- Virtual Instruction will not be provided.

#### **If a student has an extended absence due to illness:**

- Teachers will provide a packet of homework for the parents to pick up.
- Virtual Instruction will not be provided.

## **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. This includes ALL staff and volunteers. Background checks cost \$25, last for two years and can be filed for in the school office.

## 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 of Students

- For the security of Cross of Hope School ONLY teachers, administrators, students and invited guests 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. 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 School follows 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 this abuse. We encourage reporters to provide information about who they are, as it assists CYFD in their 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 events text messaging via Remind 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

- Students in grades K-5th 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.

## Conferences

Parents will be required to attend 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 meeting with your child's teacher, the administration or other school staff, please contact them 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 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 monthly with all students and staff at Cross of Hope 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 focused on:

- 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 as documented through our referral systems,

<b>Bullying May Look Like:</b>	
<b>Threatening Behavior</b>	Includes verbal, nonverbal, or written threats against a person, the person's friends or family or property. It 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 ____")

The school director will assess each situation and communicate with parents about a resolution.

Parents can expect to be contacted the same day for minor issues. 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 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.

Cross of Hope Dress expectations are:

- Children's wear should be loose, comfortable, and modest.
- Shirts and tops need to cover the child below the waistline. Crop tops, halter tops, tube tops, spaghetti straps are inappropriate.
- All attire should be free of any signs, symbols or logos that are inappropriate for our Christian environment.
- Clothing should fit in a manner according to the child's size.
- Flip-flops, high-heeled shoes, boots, and heel-less slip-ons are not allowed as they inhibit safe daily physical activity. (Recess, PE).
- Hats may be worn outside only.
- Baseball caps must always be worn with the visor facing forward.
- Headbands with adornments (ears, unicorn horns, etc.) are allowed to be worn outside the building.
- Sunglasses are allowed to be worn outside the building.
- Students are encouraged to wear make-up and have fun hair during school sponsored activities.

Be aware of the weather and assure that your child comes to school prepared for current conditions.

## **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 necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent, 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).

## Field Trips

To enhance learning opportunities teachers will occasionally plan field trips for their students to participate in. All field trip proposals must align with the grade level curriculum and be submitted for approval by the Director of School Ministry.

## 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) - \$300
- Active Military & First Responders - \$200

- Referral Refund - \$100
- 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 operation budget.

## 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 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. 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 the New Mexico Department of Health. <https://www.nmhealth.org/>

## 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 graded.*

## 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 always be kept current with the school office. 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 email 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 state standards as our



guidelines and NextGen Science standards to address science standards. Some of our curriculum includes Into Math, Concordia Publishing for Christian Studies, Engaging Readers & Foundations for primary, and Simplify Writing.

## Library

K-5<sup>th</sup> grade students will participate in a weekly library program which provides instruction in the use of the library and promotes the enjoyment of reading. Students may check out books on a weekly basis. Lost or damaged books will be paid for by families.

## 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

We WILL be offering a hot lunch program through Rhubarb & Elliot catering services. Students may also bring their own healthy nut-free lunch to school in their backpack with their name on the lunch box/bag. (Microwaving is not available for student lunches.)

## Medication

- o Cross of Hope Lutheran Church and School 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))
- o **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. Students may NOT carry these in their personal backpacks.

## Movies in the Classroom

On occasion teachers may plan for their students to watch an age-appropriate movie. All movie proposals must align with the student's grade level curriculum and be submitted for prior approval by the Director of School Ministry.

## 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 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, teacher, congregational or community member who desires to support the mission of Cross of Hope School.

## Parties

- Birthdays may be celebrated in the classroom with teacher approval. Parents may send in a simple (nut-free) treat to be shared with the children in the classroom. Teachers will decide the appropriate time for the treat to be shared.
- 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.

## **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 supervised, safe, and unstructured free-play recess each week for students in K-5<sup>th</sup> grades.

## **Respect of Property**

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

## **Retention Process**

Teachers recognizing students with significant educational progress deficiencies shall notify the director no later than the end of the second trimester if retention is anticipated.

The teacher will work closely with the director, intervention specialist and other support personnel to develop a special support program. The parent or guardian shall be

notified no later than the end of the second trimester of the possibility of retention. Parent or guardian help should be elicited when initial concerns arise.

No student shall be retained without documented remediation/intervention strategies, which are focused on the student's unique needs and are provided based on the school remediation plan program and recommendations from school support staff members and to the extent possible with the student's family.

## **Decision to Retain**

A conference consisting of principal, teacher, counselor, and parent or guardian must be scheduled, and the parent(s)/guardian(s) notified of the conference. All factors concerning possible retention will be taken into consideration. A review of relevant records will be conducted, and interested parties encouraged to share their points of view.

As per NM statutes chapter. 22, public schools 22-2c-6. A parent who refuses to allow their child to be retained shall sign a waiver indicating that the child's promotion is against the specific advice and recommendation of the certified school instructor and the school director.

## **Safety**

Cross of Hope Lutheran Church and School takes student safety very seriously. 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 if any one of these events were to occur. 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. 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.

## Toys

No toys at school unless sharing in the classroom.

## Tuition and Fees

Enrollment costs at Cross of Hope Elementary consists of:

**Tuition, Registration Fee, and an Instructional Materials Fee.**

- **Tuition:**  
**For the 2023-2024 School Year tuition is \$7,075.**

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 **2023-2024 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 by the **first day of school in August**. Students will be **Financially Dis-Enrolled** if payment is not received.

- **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.

## 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 School 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. 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.

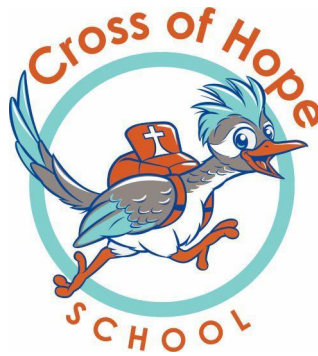
## DISCLAIMER AND NOTIFICATION OF RIGHTS

Cross of Hope School deems this policy and programs guide, created in 2023 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.

## 2023-2024 Calendar Dates

August 10	Open House/ Parent Orientation 6:00-7:30 pm
August 14	Elementary Student Start Date- FULL day
August 14 & 15	Preschool Open House
August 16	Preschool Student Start Date
August 31	Preschool Spirit Day
September TBD	Scholastic Book Fair
September TBD	Walk-A-Thon
September 1	Preschool/Elementary Spirit Day
September 4	Labor Day – no school
September 13	Community Gathering 5:30 p.m.
September 25	Teacher Professional Development - no school
October 6	Balloons Aloft
October 9 & 10	Fall Break - no school
October 17 & 18	School Pictures
November TBD	Spelling Bee
November 2	Preschool Spirit Day
November 3	Preschool/Elementary Spirit Day
November 10	Veteran's Day - no school
November 15	Community Gathering 5:30 p.m.
November 20 & 21	Parent Teacher Conferences - no school
November 22-24	Thanksgiving Break - no school
December 2	Preschool Christmas Play
December 13	Community Gathering 5:30 p.m.
December 18-Jan.1	Christmas Break - no school
January 2	Teacher Professional Development - no school
January 4	Preschool Spirit Day
January 5	Preschool/Elementary Spirit Day
January 15	Martin Luther King Jr. Day - no school
February 2	100th Day of School
February 14	Community Gathering 5:30 p.m.
February 19	President's Day - no school
February 20	Teacher Professional Development - no school
February 29	Preschool Spirit Day
March 1	Preschool/Elementary Spirit Day
March 11 & 12	Parent Teacher Conferences - no school
March 29	Good Friday - no school
April 1-5	Spring Break – no school
April 17	Community Gathering 5:30 p.m.
April 22	Teacher Professional Development - no school
May TBD	Field Day
May 2	Preschool Spirit Day
May 3	Preschool/Elementary Spirit Day
May 21	Preschool Ladybug Picnic T/TH
May 22	Preschool Students Last Day
May 21 & 22	Preschool Moving Up Ceremony
May 24	Elementary Last Day & End of Year Celebration/ 5th Grade Celebration
May 24	Family Fun Day





## 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 2023-2024 Cross of Hope School 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