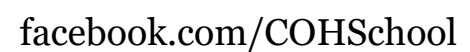
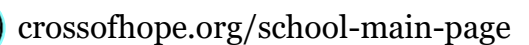


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6104 TAYLOR RANCH ROAD NW, 87120

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

## We Value:

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

We want everyone to feel love and acceptance.

We experience God's presence through prayer and worship.

We embrace opportunities to learn and grow in faith.

We share God's love with others.



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.

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



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## **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.

Sessions: Friday Afternoons from 12:30-3:00 p.m.

Cost: Will vary depending on the activity chosen.

## **Arrival & Dismissal**

We have staggered arrival and dismissal times.

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

\*Doors will open at 7:45 a.m.

Monday – Thursday:

- 7:55 a.m. – 3:15 p.m. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 8:05 a.m. – 3:10 p.m. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades

Fridays:

- 7:55 a.m. – 12:15 p.m. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades
- 8:05 a.m. – 12:25 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 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).

## 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



## **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 \$40, last for two years and can be filed for in the school office.

## **Behavior Support**

Supporting student behavioral choices is a collaborative effort by the parents, guardians, students and staff.

The primary goal 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. We believe in instilling self-worth, taking social responsibility, and emphasizing both self-advocacy and the repairing of any harm that takes place within relationships.

This plan is focused on:

- Providing clear expectations for students, parents, and staff
- Communicating promptly with parents and students
- Teaching and addressing student's social emotional wellness
- Consistently reinforcing the high expectations found in our Community Covenant

Parents can expect to be contacted on 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).





## **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.
- Students will be taught at a grade appropriate level the concepts of computational thinking, creative problem solving, persistence, block coding and much more.
- Students will acquire research, publishing, & keyboarding skills.

## **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, the agreement still cannot be reached, the Director will make 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.



### **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/cust, financially, financial, and so on. 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.

















- 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.
- **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.

**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.



# 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 2025-2026 Cross of Hope School Handbook.

Furthermore, I have read and discussed the section about our community covenant (page 8) with my child so that they understand how we are to relate to one another at school in faith.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

