

**2023/2024**

**Grades K-5 School Handbook**

**hope lutheran**  
**CHRISTIAN SCHOOL**



***Be the Light***

*(\*Logo to come after student contest)*

*You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house.”*  
*Matthew 5:14-15*

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## ***Introduction***

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This handbook has been prepared to assist the parents of Hope Lutheran Christian School become more familiar with the day-to-day operations of the school and its program of Christian education. Its purpose is to provide students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophies of Hope Lutheran Christian School. Although the handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequently asked questions about the policies and procedures of our school. Our policies and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient and consistent approach to problems.

Commitment to these policies and procedures by students, parents and staff enable the school to operate in a smooth and orderly manner. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. They are a tool to assist parents and teachers to be “of one mind” in the great privilege we have of training children to honour God with their whole lives.

Hope Lutheran Christian School currently offers Christian education from kindergarten to grade eight. Our school is maintained autonomously by a single congregation, Hope Lutheran Church, a member of Lutheran Church - Canada. In addition, we are in partnership with other Christian schools within British Columbia through our membership in the Society of Christian Schools of British Columbia (SCSBC). This partnership allows for the sharing of resources, professional development and collegial fellowship with fellow educators devoted to this calling of excellent Christian education. At Hope Lutheran Christian School, we strive to follow this tradition of high standards, guided by Christian faith and a realistic view of what works in the classroom. We look forward to having your family be part of our family, the Family of Christ. We invite you to participate in any programs or special events that take place in our church, including our Sunday morning worship, Christian education for children and adults, celebrations and dinners. Please share in Christian fellowship with us at any time.

## ***Staff – Administration and Faculty***

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The staff of Hope Lutheran Christian School consists of the pastor of the congregation, the principal, vice-principal, administrative staff and the teachers. All teaching staff have been approved by Hope Lutheran's Board of Governance and have graduated with degrees in education from either an accredited Lutheran university or a secular university that is recognized by the Province of British Columbia.

### ***FACULTY***

Mrs. Tamra Stiles	Kindergarten/Grade 1 A
Ms. Laila Singh	Kindergarten/Grade 1 B
Miss Rhonda Kelman	Kindergarten/Grade 1 C
Mrs. Evelyn Kang	Grade 2A
Mr. Chris Anderson	Grade 2B
Ms. Christine Thian	Grade 3A
Ms. Suzette South	Grade 3B
Mrs. Miloshini Frank	Grade 4A
Ms. Nadia Lotriet	Grade 4/5 B
Mrs. Heather Ashley	Grade 5A
Miss Sara Zacharia	Grade 6A
Mrs. Sharon Zuniga	Grade 6/7 B
Ms. Magda De Lange	Grade 7A
Mr. Mike Yee	Grade 8
Miss Elena Nast	Resource Teacher (ES Campus)
Mrs. Ana Chu	EAL Teacher (ES Campus)
Ms. Krista Francescini	Librarian (ES Campus)
Miss Jasmine Allen	Music Teacher
Mr. Thomas Ndedi	French Teacher (Gr. 3 - 8)/ HCE (Gr. 6-8)
Mr. Jordan Mayer	Physical Education (ES Campus)
Mr. Andrew Shutsa	Physical Education (MS Campus)

### ***ADMINISTRATION***

Mr. Danny Nagtegaal	Principal
Mrs. Jennifer Watson	Elementary Vice-Principal
Mr. Andrew Shutsa	Middle School Vice-Principal
Mrs. Taura Berg	Director of Student Services
Mr. John Lok	Development Director
Mrs. Lisa Klym	Community Relations Officer
Mrs. Clare Wood	Registrar
Mrs. Janice Klassen	Secretary (ES Campus)
Mrs. Alicja Kuhn Kuhn	Administrative Assistant (MS Campus)
Mr. Neil Johanson	Accountant
Mrs. Emily Reilly	Bookkeeper

### ***CHURCH & AUXILIARY STAFF***

Rev. Lucas Albrecht	Pastor
Mrs. Michele Malmberg	Playground Supervisor (ES Campus)
Mr. Ken Youck	Maintenance
Ms. Lisa Ruggieri	Bus Driver

## *Elementary School Campus Daily Schedule*

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<i>8:30 am</i>	<i>Students Arrive and Line Up</i>
<i>8:40 am</i>	<i>Students Enter Classes</i>
<i>8:50 am</i>	<i>Classes Begin</i>
<i>10:15 am</i>	<i>Primary Recess</i>
<i>10:30 am</i>	<i>Intermediate Recess</i>
<i>12:00 pm</i>	<i>Noon Break Begins</i>
<i>12:45 pm</i>	<i>Classes Resume</i>
<i>3:00 pm</i>	<i>Dismissal</i>



## *School Calendar 2023-2024*

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*\*Please arrange your appointments and holidays around the school calendar*

*\*\*K-5 Chapel takes place every Wednesday at 9:00 am while school is in session*

The following calendar is also available with this link:

[2023-2024 HLCS SCHOOL CALENDAR LIST FORMAT](#)



**2023/2024 K-Gr. 8****Elementary School (ES) & Middle School (MS) Calendar**

<b>Designation</b>	<b>Date</b>
Start-up Visits	August 24 & 25
First Day of School 1/2 Day - NOON DISMISSAL	September 5
New Family Orientation - 9:00 am	September 5
Curriculum Evening	September 19 (ES) & September 21 (MS)
Individual Student Photo Day	September 20
Pro D Day - NO SCHOOL IN SESSION	September 22
IEP Meetings	September 26, 27 (ES) & September 28, 29 (MS)
National Day for Truth and Reconciliation (Observed) - NO SCHOOL IN SESSION	October 2
FSA Testing (Grade 4 & 7)	One week of testing between October 2 - November 10
Thanksgiving Day - NO SCHOOL IN SESSION	October 9
Photo Retake Day	October 19
Parent/Teacher Conferences (No Classes in Session)	October 26 & 27
1/2 Day Pro D Day	October 27
Teachers Conference - NO SCHOOL IN SESSION	November 9 & 10
Remembrance Day (Observed) - NO SCHOOL IN SESSION	November 13
End of Term One	November 23
Admin Day - NO SCHOOL IN SESSION	November 24
Reports Issued - Term One	December 6
Bethlehem Walk/Christmas Concert	December 19 & 20
LATE START - 12:45 pm	December 20
NOON DISMISSAL	December 21
Christmas Break Start - NO SCHOOL IN SESSION	December 22
Christmas Break - NO SCHOOL IN SESSION	December 22 - January 7
First Day of School after Christmas Break	January 8

IEP Meetings	January 22, 23 (ES) & January 24, 25 (MS)
School Open House 6:30 - 8:00 pm	January 23
Pro D Day - NO SCHOOL IN SESSION	January 26
Family Day - NO SCHOOL IN SESSION	February 19
End of Term Two	February 28
Student Led Conferences (No Classes in Session)	February 29
Admin Day - NO SCHOOL IN SESSION	March 1
Reports Issued - Term Two	March 13
First Day of Spring Break - NO SCHOOL IN SESSION	March 15
Spring Break (Good Friday & Easter Monday included) - NO SCHOOL IN SESSION	March 15 - April 1
First Day of School after Spring Break	April 2
Pro D Day - NO SCHOOL IN SESSION	April 26
Victoria Day - NO SCHOOL IN SESSION	May 20
IEP Meetings	May 27, 28 (ES) & May 29, May 30 (MS)
Admin Day - NO SCHOOL IN SESSION	May 31
Grade 5 Celebration Chapel	June 12
Grade 8 Grad	tbd
End of Year Celebration Chapel	June 19
End of Term Three; Reports Issued - Term Three	June 19
Last Day of School - NOON DISMISSAL	June 19

## *Messages*

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### *Hope Lutheran Christian Board of Governance*

As the governing board at Hope Lutheran Christian School, we extend a hand of greeting to you and pray that you and your family will be enriched spiritually, academically and socially as we work together with Christ as our guide.

### *Message from the Principal*

***“You are the light of the world. A city set on a hill cannot be hidden. Nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house.”***

#### ***Matthew 5:14-15***



*Welcome to a new school year at Hope Lutheran Christian School! Thank you for partnering with us in the education of your child, and in our goal of equipping your child to impact the world for Christ's glory.*

*We are so excited to begin another school year, and look forward to seeing how God works through our students, families, and staff for His glory this year. This year, our school theme is “Be the Light.” In Matthew 5, Matthew encourages his fellow believers by telling them that they are the light of the world, and that lights are not meant to be hidden. We know that light is used to help us see. Light also helps things to grow. As we go through this year, we want to invite our students to embrace being a light; to embrace helping others see Truth; to embrace helping those around them grow and flourish. We look forward to seeing our students “be the light” in how they treat people around them, how they engage in their learning, and*

*how they deepen their relationships with those around them, and with the Lord.*

*We look forward to all God will do in and through us in our 2023-2024 school year.*

*At Hope we are committed to providing the highest standard of Christ-centered education for each child. We recognize that teachers, parents, and students all play significant roles in the learning process. Teachers strive to unravel the mysteries of God's creation, parents show unconditional love and support for their children, and students use their God given abilities to absorb the wonders of the world to impact the world for Christ's glory.*

*Educating children requires the commitment of the entire learning community to be effective. Therefore, we look forward to working with you to provide a wonderful, Christ-centered experience as part of our Hope family.*

*It is for this reason that each year we provide this Parent Handbook. It is our hope that by creating an effective partnership with you, your children will receive the best education to prepare them for their adult lives and to prepare them for the life that is yet to come-eternal life with Jesus.*

*In Christ,  
Danny Nagtegaal  
Principal*

## ***Guiding Principles and Philosophy***

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### **HLCS Mission Statement**

**Equipping each child to impact the world for Christ's glory.**

### **Core Values**

#### **Equipping:**

*In an environment sustained by curiosity and built on a foundational understanding of God's Word and academic excellence, HLCS equips students with the knowledge and skills for a life of learning.*

And these things which I command you...teach them diligently to your children. Deut. 6: 6-7

#### **Belonging (each child):**

*With the support of parents, teachers, the congregation and the community, HLCS strives to create a safe, educational atmosphere that honours each individual child as a child of God, by demonstrating acceptance and respect of their unique strengths and needs.*

May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ. Accept one another, then, just as Christ accepted you, in order to bring praise to God. Romans 15: 5-7

#### **Discipling (impact the world to the glory of Christ):**

*By exposing students to Christian love and offering Christian service opportunities, HLCS inspires students to continue their spiritual journey outside of the school setting in order that they, like Christ, may become the servant-leaders of the world.*

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. Matthew 28: 19-20

### **About our Logo**

Christ is at the heart of education at Hope. Our logo depicts the Christ-centered, quality academic education that is offered at Hope. The apple is the traditional symbol of education. What is stemming from the core is the heart of our gospel message – the cross of Christ.



## Basis of Authority-Governance

Authority in Hope Lutheran Christian School is based on the Holy Scriptures as understood in the Law and Gospel. The Law will show the Christian his/her shortcomings, give him/her a goal toward which to strive, and show him/her direction. The Gospel is the forgiving power of God in Christ and is the motivating force by which we live.

Hope Lutheran Christian School is a mission of Hope Lutheran Church which operates the school to assist parents in raising their children *in the nurture and admonition of the Lord*. The Voters Assembly of Hope Lutheran Church determines the policies of the church and elects members of the congregation to sit on the Board of Governance. The Board of Governance determines the governing policies of the school and operates under the auspices of the Voters Assembly. The school Principal is responsible for ensuring the school policies are carried out and assisting teachers in fulfilling their responsibilities. The calling and hiring of teachers, the establishment of the curriculum and all major changes are carried out only with the approval of the Board of Governance upon the recommendation of the Principal. Hope Lutheran Christian School is the church at work.

## Statement of Purpose

**The purpose of Hope Lutheran Christian School is to:**

- A. Preserve and extend the kingdom of God.
- B. Proclaim the life and teachings, death and resurrection of Jesus Christ.
- C. Apply God's Law and Gospel to all aspects of life and learning.
- D. Assist Hope Lutheran Church in fulfilling its five congregational functions: education, worship, evangelism, fellowship, and service.
- E. Provide an academically sound Christian education for the children of Hope Lutheran Church and the community.
- F. Provide support for families in developing positive, healthy Christian relationships.

**We believe that the purpose of Christian education is to teach the word of God diligently. God's word commands:**

*Let the children come to Me, do not hinder them, for to such belongs the Kingdom of God. Mark 10: 14*

*And these things which I command you...teach them diligently to your children. Deut. 6: 6-7*

*Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. Matthew 28: 19-20.*

We believe this command is carried out most effectively through instruction in the Word of God and daily training in Christian living. We have equipped Hope Lutheran Christian School to carry out these purposes in that:

- we teach the way of salvation and provide instruction in God's word, through which the Holy Spirit works,
- we provide sound guidance in daily Christian living,
- we foster Christian fellowship and relationships,
- we offer the influence of professional Christian teachers,
- the word of God permeates the entire curriculum,
- we teach moral and spiritual values which are rightly motivated by spiritual truth,
- we seek to fulfill the spiritual, physical, emotional, intellectual and social needs of the child.

We believe that Hope Lutheran Christian School provides an effective setting in which the Holy Spirit works to create and preserve saving faith within the child.

## Educational Philosophy

*In Christ. . . are hidden all the treasures of wisdom and knowledge. Colossians 2:3*

In setting forth our philosophy of Christian education, we shall examine the individual child:

1. *As a whole person* - Our philosophy views each child as God's most complex creation. As the child grows, their mental, physical and spiritual qualities develop. It is the task of the Christian educator to guide this development by an application of God's Law and Gospel.
2. *In a changing world* - Our philosophy realizes that man is in search of truth in this day of changing values, and that this absolute truth is found only in God's Word, the Holy Bible. Our philosophy recognizes the urgency of placing Christ and His teaching squarely in the center of all learning.
3. *As a responsible child* - Our philosophy views the child as having a God-given responsibility to serve God and their fellow man. The program of Christian education in our Lutheran school seeks to develop the child's personality and aid growth toward Christian maturity.

The school is vitally concerned with developing the whole personality and shaping the child's response and sensitivity to God and the world.

## Objectives

In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16

The objective of Hope Lutheran Christian School is to provide a meaningful and challenging education that integrates faith into every facet of curricular courses and activities.

The goals for every student at Hope Lutheran Christian School are two-fold. We desire to see students become active members of society, and heirs of eternal life.

### **Hope Lutheran Christian School seeks to make worship a routine part of a child's life through:**

- leading and participating in weekly chapel service
- regular prayer and devotions in the classroom

### **Hope Lutheran Christian School presents the Word of God through:**

- regular Bible readings and study,
- other studies in the curriculum
- informal discussions, and
- the demonstration of God's reconciling grace in the application of discipline and conflict resolution

### **Hope Lutheran Christian School presents the curriculum of the Province of British Columbia through:**

- the core subjects, and
- areas of health, career planning, physical education, fine arts, and other subjects

### **In relation to God – the children may:**

- develop a thorough understanding of God's plan of salvation,
- experience the joy of the forgiveness of sin through faith in Jesus Christ as their Savior,

- learn to use God’s Word as the daily source and guide for Christian faith and life,
- reflect the example of Christ through their word and actions,
- respect God’s commandments and be comforted by the saving grace of Jesus Christ,
- serve Christ using their unique gifts and talents,
- grow in their prayer lives lifting both their own needs and those of the community,
- have opportunities to lead and participate in worship.

**In relation to society – the children will be encouraged to:**

- develop an attitude of respect towards parents, teachers, and peers as demonstrated by their words and actions,
- take responsibility for their attitudes and actions,
- cheerfully serve others following Jesus’ example,
- share God’s love with their peers, families, and greater community,
- represent Christ through their words and actions in all aspects of their lives,
- openly and naturally share their faith in Christ,
- recognize that all people are loved and valued by God,
- value and accept that all people have different gifts and abilities,
- develop a heart for the lost,
- acknowledge their position in a sinful world as a light to shine in the darkness,
- view society and the world through the lens of the gospel,
- care for the less fortunate,
- think of others,
- share with one another,
- engage with one another in a spirit of cooperation,
- see beyond themselves, recognizing the needs of others.

**In relation to themselves the children may:**

- understand that they are loved by God and demonstrate that love to others through their actions,
- develop logical, scientific and creative thinking habits to solve problems and acquire knowledge,
- understand that our bodies are made in God’s image and that we are to honor God through healthy responsible living,
- understand that they are part of a diverse community and learn how to function respectfully and peacefully as a member,
- learn to demonstrate an understanding and regulation of their own emotions which will result in showing empathy towards others.

## ***History***

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Hope Lutheran Christian School had its beginning in 1995 as members of Hope Lutheran Church recognized a challenge to offer citizens of the community a quality educational program where children could receive a high-caliber comprehensive Christian education. A half-day Kindergarten was established first, with eight students, and then in 1996 grades one and two were added.

The following year, 1997, grades three and four were added. In 1998 continuing to focus on quality and desiring to expand further, seven classrooms and a library were added which then opened our registration to grade six and added computer and French to our program of study. In the summer of 2000, the balcony of the church sanctuary

was converted to a school library and in 2001 two grade eight students were added to our enrollment giving us a total enrollment of 111 students. With registration increasing to 136 students in 2002-2003 a space was rented from the Coquitlam Chinese Evangelical Church for two classes, grade five and grade six. In October of 2002 building began on a four-classroom complex and on May 27, 2003 the students from grades 5–8 moved into the new wing. In September 2016, grades 7-12 moved to a leased school building in Pitt Meadows. In the 2017-2018 school year, the Pitt Meadows campus celebrated its last year of operation of its high school grades from 9-12 and was restructured to become a middle school for Grade 6-8 only. Most recently, in the spring of 2022 our middle school moved into its present home, back to Port Coquitlam. The middle school is now located a few blocks from our elementary campus and across the street from Aggie Park.

Presently, Hope Lutheran Christian School offers the following programs: kindergarten, elementary school (grades 1–5), and middle school (grades 6-8). All programs are available to members of Hope Lutheran Church and families in the community.

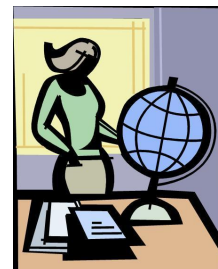
In addition to continuing to emphasize a Christian, quality, comprehensive, and age-appropriate academic education, Hope offers a fine arts program including band, handbells, guitar, recorders, choir and interscholastic competition in athletics.

## ***Enrollment***

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### ***Enrollment Policy***

Our school seeks to offer a Christian education to as many pupils as possible. We admit students of any race, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate because of race, nationality or ethnic origin in administration of our educational policies, admissions policies, and other school administered programs.



### ***Enrollment Procedures***

Hope Lutheran Christian School accepts applications up to two school years in advance for Kindergarten, and one school year in advance for grades 1 – 8. Applicants are placed in a waiting pool for the year of requested enrollment until a space is available and a placement offer is made, or the school year of requested enrollment has concluded (*see Waiting Pool below*).

Each year, in February, current school families are given a two weeks period to submit their re-registrations for the next school year. At that time, siblings of current students also register for Kindergarten. Once this has been completed, new applications will be considered for any available spaces. In situations where there are more new applicants than openings available, the Principal will review the applications and make a decision based on the composition of each class. These decisions are at the sole discretion of the Principal. Priority will be considered for returning former students, siblings of current returning students, and members of Hope Lutheran Church. Consideration will also be given to the date of application and length of time in a waiting pool, if applicable.

Parents and students of all new applications must complete an admission interview with the Principal prior to being considered for acceptance. When a student has been accepted a placement offer will be sent to the family. The placement offer will have a deadline for the family to submit the non-refundable administration fee, the non-refundable tuition deposit (credited towards the first month's tuition), and select the tuition payment option, in order to secure the student's space. Once this process is complete, and the student's space has been secured, their registration will not be rescinded unless pertinent information has been withheld or falsified.



Each year Hope Lutheran Christian School makes important decisions around staffing levels, course availability, and extracurricular programs based on enrollment. As a result, we expect a commitment from our families who have completed the admission or re-registration process, that their students will attend the School.

The registration fee, administration fee, and pre-paid tuition deposit are non-refundable, non-transferable, and non-negotiable.

A student's acceptance for a given school year does not guarantee re-enrollment for the subsequent year. Students and/or parents who do not demonstrate any interest in the school program, or cooperation with the school staff, could forfeit the opportunity to re-register. Any decision regarding a re-enrollment forfeiture will be made by the Principal.

### Enrollment Requirements

To apply for admission to Hope Lutheran Christian School as a domestic student, the following requirements must be met, and documents submitted:

- student must be 5 years for kindergarten, and 6 years for grade 1, on or before December 31<sup>st</sup> of the year of enrollment
- all medical/health conditions must be disclosed,
- students whose first or primary language is other than English must complete an EAL assessment administered by the school,
- parents and students of new applications must complete an admission interview with the Principal prior to acceptance,
- students must be re-registered each year to secure their space.

#### **The following documents and fee must accompany all registration applications:**

- copy of student's Canadian citizenship/proof of lawful entry (birth certificate, proof of permanent resident status, or passport),
- copy of parents' Canadian citizenship/proof of lawful entry (birth certificate, proof of permanent resident status, or passport),
- proof of parents' BC residency (property tax notice, residential lease agreement, or utility bill)
- report cards from the previous school year,
- current EAL/ELL report card (if applicable),
- professional assessments (i.e. psycho-ed, OT, physio), IEP, and/or resource or learning assistance reports (if applicable),
- non-refundable, non-transferable application fee.

#### **The following forms must accompany all new registration applications:**

- Application Form
- Student Profile Form
- Status of Parent/Guardian Form

### Waiting Pools

When a class is at full capacity, new applicants will be placed in the waiting pool. A complete application package, along with the application fee, must be received in order for a student to be placed in the waiting pool. Placement offers to students in the waiting pool are at the sole discretion of the Principal, and are considered only when spaces are available. Registration in the waiting pool is valid for one academic school year. To continue in the waiting pool, payment of the annual registration fee is required, and updated documentation may be necessary.

## *Academics/Curriculum*

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### Curriculum Policy

Curriculum used at Hope Lutheran Christian School will be in accordance with the core curriculum requirements of the Province of B.C. and approved by the Board of Governance. The Principal along with the teachers will choose resources to be used in the classroom. These include textbooks and materials that are approved and reviewed annually by the Board of Governance, and are purchased through the budget of Hope Lutheran Christian School. Our program of education is Christ-centered and enriched by our Christian teachers.

All core subjects (Mathematics, Language Arts, Science, Social Studies, etc) follow the provincially prescribed curriculum. British Columbia's Curriculum is interdisciplinary (clustering of subject areas) and emphasizes literacy and numeracy foundations as well as essential learning and Core Competencies. Based on these guidelines, Hope Lutheran Christian School teachers prepare course overviews that are evaluated regularly by the Independent School Branch of the Province of British Columbia. For an overview of the BC Curriculum please refer to the following link. [B.C. Curriculum](#)

### Kindergarten Course of Study

The purpose of Kindergarten is to stimulate the student so that he or she progresses to the highest level of performance spiritually, socially, emotionally, physically and intellectually.

**Spiritually:** Bible Time provides the opportunity for students to hear of God's love for them, and teaches Jesus Christ as Friend and Savior through stories, songs, weekly chapel, drama, flannel board, chalk talks, and other methods. The students will participate in worship activities and begin to witness their love of Jesus to others in their words and actions.

**Socially:** The kindergarten program includes awareness and appreciation of the family, the community and others. The students will begin to develop the social skills needed for participating in a group and learn to respect the opinions and property of others.

**Emotionally:** The students will develop a healthy self-concept by recognizing their own uniqueness as a special child of God. Various activities and lessons are used to help them develop self-discipline and learn to express their emotions in an acceptable manner. Opportunities to help and care for each other will nurture empathy and acceptance for others.

**Physically:** Young students need opportunities to explore, enhance, and challenge their capabilities. Our physical education program helps the students develop large and small motor (muscle) skills, confidence in themselves, as well as giving them the opportunity to play cooperatively in large group activities. Activities are provided for students to enhance their understanding of a healthy life.

**Intellectually:** Through the use of the Companion Reading Program and a 'whole language approach' students develop their 'reading', 'writing', speaking and listening skills. The students are exposed to the beauty and intrigue of God's creation through nature and science-related lessons, which are designed to teach the students to be curious about their new discoveries. Students acquire math concepts through activities with manipulatives, games and both small and large group experiences. Creating and listening to music, rhythm, and interpretive movement are incorporated in the program.

The students will have the opportunity to experiment and express themselves artistically as they grow from the scribbling stages to the more refined forms of art. Individuality and creativity will be encouraged.

### General Kindergarten Information

Hope is pleased to offer a Full-time Kindergarten program. Students attending this program will follow the same schedule as the rest of the school.

### Kindergarten Orientation

As a means to acquaint parents with Hope's kindergarten program, an orientation meeting is held each June for the parents of children who are enrolled to begin kindergarten the following September. Philosophies, objectives, policies, program, finances and curriculum are topics that are covered that evening.



### Kindergarten Experience

An hour of special time is scheduled in June where incoming kindergarten students will meet their teacher and classmates.

### Grades One – Five

#### Areas of Learning

- **Christian Studies:** Bible study, doctrine, church history, chapel, prayer, and memory work.
- **French (Gr. 3-5):** Oral and written language skills in preparation for high school
- **English Language Arts:** Reading, grammar, writing, spelling, handwriting, speaking, listening and creative dramatics through a variety of methods.
- **Mathematics (Numeracy and Problem Solving):** Arithmetic including the fundamental operations, general mathematics, problem solving and pre-algebra and Algebra.
- **Investigate and Explore (Social Studies/Science):**
  - **Socials Studies:** Geography, citizenship, Canadian history, map skills, life in the community and the home.
  - **Science:** Life, physical and earth sciences.
- **Design and Create (Music, Visual Arts, Drama, and Applied Design and Technology):**
  - **Music:** Appreciation, theory, participation, singing, musical instruments (grades 1-5).
  - **Art:** Appreciation and practice with various media.
  - **Drama:**
  - **Applied Design, Skills and Technology:** Foundational mindsets and skills in design and making.
- **Health and Well-being:**
  - **Physical Education and Health:** Physical fitness, team and individual game skills, and lifetime sports, substance abuse prevention, sexuality, hygiene, nutrition and safety.
- **Career Education:** Goal setting, self-concept, problem solving and strategizing, community jobs, cultural awareness, roles and responsibilities, and safety

#### Thus our curriculum:

- A. Meets the requirements of the Church and Province.
- B. Seeks to develop good work, study, and play habits.
- C. Provides Christian life experiences.
- D. Implements varied teaching techniques and learning aids.

*For information on Grades 6-8, please consult the Grades 6-8 School Handbook,*

## Homework Policy

The Hope Lutheran Christian Board of Governance has determined that homework will be a part of the educational program at the school. Homework is the completion or extension of work begun at school. It is assigned on a regular basis and may include study of spelling words, handwriting practice, memory verses, reading, studying for tests, and completing work from class (projects etc.).

Homework will:

- be given regularly,
- serve a valid educational purpose,
- be reasonable and consistent with a child's needs and abilities,
- extend a student's knowledge without fostering discouragement,
- be used as a tool to evaluate progress, and
- be the work of the student.

Homework is not only necessary for accomplishing immediate goals, but also helpful to develop habits for future education. It is difficult to adopt a standard rule for time spent on schoolwork at home. Generally speaking, when children in grades 1-3 are spending considerably more than 30 minutes on schoolwork night after night, there may be reason for concern. A parent-teacher discussion may be in order. Accordingly, when children in grades 4 & 5 are consistently spending more than one concentrated hour per night on homework, it may be a time for evaluation of study habits, use of study time in school, a discussion with the teacher, etc. Conversely, when children never have homework, this may also be a time to ask questions.

Students have more or less homework depending on working speed and appropriate use of class time. Long term assignments or projects and makeup work may require extra work on weekends. Band students should practice at least 20 minutes nightly in addition to homework.

Parents can help by providing encouragement, a quiet place to study, and a regular homework time. **Students are encouraged to do their own work with little or no assistance from the parent.** If your child is unable to complete his/her assignments for any reason, kindly write an explanatory note to the teacher in the student planner or on a separate paper. Students who regularly miss assignments or turn them in late may be required to serve detention.

(See Detention Policy)

## Missing Work and Making up Assignments

When possible, parents are encouraged to pick up assignments if their child is absent more than one day. The teacher should compile a list of assignments with clear directions and the materials needed to complete them. Students have one day for each day absent to turn in an assignment. If students miss a test the day they are absent, they are to make up the test the day they return or at the discretion of the teacher. If a student has missed a significant lesson because of an extended absence, the teacher is to reschedule the test for that student. It may be necessary to rewrite a test depending on the circumstances. Hope Lutheran strongly discourages families from taking students out of school for extended absences (i.e. vacations, holidays, etc.).

## Academic Probation

Students who exhibit serious academic problems will be subject to a nine-week probationary period. If the student exhibits no effort to improve during this period, the parents, teacher, student and Principal, will together determine the next step, always considering what is best for the student on probation. Students may be placed on academic probation at any time during the school year.

## Student Record Policy

It is the policy of Hope Lutheran Christian School to keep the records of each student private and confidential. With that in mind, student progress reports will be discussed with parents and legal guardians only, unless written permission is otherwise granted by parents or legal guardians. Parents may request to see their child's permanent record at any time.

## Student Evaluation/Grading Policy/Report Cards

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The basis for all evaluation at Hope Lutheran is the Scriptural admonition: *Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. 1 Peter 4:10*

At Hope Lutheran Christian School, we strongly believe that effective communication between the home and school is central to student success.

We will continue to ensure that:

- parents are well informed about their child's progress
- parents are involved as partners in a dialogue about their child's progress to support and improve learning
- students are provided with meaningful feedback to help them take ownership of their education

As the curriculum has changed in BC, so must the assessment and reporting of student progress. The Ministry of Education has revised its [Reporting Policy Guidelines](#) to allow for variations and flexibility in how individual schools and districts improve communication with parents/guardians

At Hope Lutheran Christian School, we will be communicating your child's learning through:

- Ongoing digital platform - Seesaw - for continual documentation of in-class progress and growth
- Fall Parent-Teacher Conferences-discuss child's progress to date-leading to goal setting and next steps for your child for the remainder of the term ahead
- December-First Term "Communicating Student Learning" written progress report card
- Late winter-Student Led Conferences
- March- Term Two "Communicating Student Learning" written progress report card
- June- Term Three "Communicating Student Learning" summative final written progress report

### Reporting on Core Competencies:

Students will be given opportunities for self-assessment in relation to growth shown in Communication, Thinking, and Personal and Social Awareness.

### Proficiency Levels of Performance:

#### Grades K-8

Performance Scale definitions:

**Emerging (E)** - requires teacher direction and support to acquire skills

**Developing (D)** - is learning to apply skills with some support

**Proficient (P)** - is applying skills with increasing confidence, consistency and independence

**Extending (Ex)** - consistently demonstrates competence and sophistication in applying skills

Letter grades will not be assigned and are not congruent with our school's philosophy. Our school has worked hard at creating a strengths based approach to learning with a focus on growth mindset. The Lord does not expect all

children to be “A” students because He has given them all different abilities. He expects work to be the best according to the individual’s talents. Our focus has been to minimize letter grades because of research as highlighted by Alfie Kohn’s work:

- Grades tend to reduce students’ interest in the learning itself
- Grades tend to reduce students’ preference for challenging tasks
- Grades tend to reduce the quality of students’ thinking and may encourage cheating

By removing letter grades, the goal is to provide a greater emphasis on communicating individual student learning relative to specific curricular skills. Students will have personalized opportunities to demonstrate improvements in their learning. It moves the focus away from what the student has produced (product), to how a student is learning (the process).

Teachers are proud to see the learning that is happening in their classrooms. Students are motivated to learn by using effective feedback to improve their learning. Students are not afraid to make mistakes because they know that they will have more opportunities to demonstrate growth and improvements in their learning related to the curricular competencies. Research indicates that this method of communicating student learning is more meaningful and informative for teachers, parents, and students. This approach places learning at the center for the student and ultimately improves student achievement.

Parents are asked to review the report card, sign it, make comments and return the necessary sections within one week.

### Testing Policy

The Hope Lutheran Christian Board of Governance has determined that as a part of the evaluation process for each student, tests and testing are a necessary part of the teacher’s plan.

The testing program will serve as an aid in understanding each student’s mental abilities, skill level, and developmental progress. This fundamental information will be effectively used by the teacher to determine a student’s strengths and weaknesses.



In addition to the testing of regular subject matter, pupils of the elementary grades (K-1 and 3) are annually given a Canadian Achievement Test; whereas pupils in grades 2 and 5 are annually given the Canadian Cognitive Abilities Test . Pupils in grade 4 are given the Foundations Skills Assessment (FSA), the annual province-wide assessment tests of British Columbia. Results from these tests help to show individual growth in the major subject areas, and compare our students to those nationwide. These results enable us to pinpoint weaknesses in our program and curriculum, and to locate areas requiring more attention for individuals or groups. These tests are graded and scored, and the results are entered into the student’s permanent record.

Teachers will notify students at least three days prior to a unit or chapter test. To help students prepare for unit tests, encourage them to regularly review what they have learned. Teachers will notify parents and students of the dates in the spring when the standardized tests will be administered. Parents are asked to prepare their children for all tests by making sure they have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best.

### Promotion Policy

Promotion to the next grade is dependent upon satisfactory completion of Provincial requirements and teacher recommendation.

## ***Daily School Procedures & Attendance***

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### ***School Hours***

School doors open at 8:40 am. Classes begin for ***Kindergarten through Grade 5 at 8:50 am.***

### ***Daily School Procedures***

The following are basic operational routines that enable students and parents to understand the expectations here at Hope Lutheran Christian School, so that together we will continue to maintain an orderly environment:

#### ***Student Arrival***

Students who arrive between **8:30 am - 8:40 am** are to line up at their respective grade cone in the parking lot. Their teacher will meet them and take them inside at the 8:40 am bell.

#### ***Doors open at 8:40am (First bell rings)***

**8:40 am.** Students are expected to walk quietly to their classrooms and prepare for class that begins at **8:50 am.**

#### ***Recess***

**10:15-10:30 am (K-2), and 10:30-10:45 am (3-5).**

Students are encouraged to bring a healthy snack and **to dress appropriately for going outside for fresh air and exercise** (example boots and coats when it snows).

#### ***Washroom Use***

Students are encouraged to use the **washrooms** on their way in or out at recess. Students are expected to walk quietly and safely at all times.

#### ***Wet days***

On very wet days, teachers may make individual class arrangements for students to stay indoors. However, students should dress appropriately for whatever weather comes our way. Indoor days will be called for extremely inclement weather.

#### ***Noon Break***

**12:00 pm - 12:45 pm.** Students will go outside for recreation until 12:25 pm. Students then eat their lunch in their classroom until 12:45 pm. Students may not leave the school premises at noon, or at any other time, unless they notify their teacher and sign out/in at the office. **Please note:** Students are expected to eat their lunches quietly and follow the basic school Code of Conduct. Students unable to follow these guidelines may lose the privilege of eating lunch in their classroom, and alternate arrangements will be worked out with the office or their parents.

#### ***Dismissal***

**3:00 pm.** Parents, please wait outside as students will be dismissed out in the parking lot. **Students are to be picked up no later than 3:15 pm.** unless they are participating in an extracurricular activity. The school cannot be responsible for students who remain on the school grounds after dismissal. Parents must phone the school office if there are any delays. At 3:15 pm, students remaining at school will enter the After School Care Program. More information about this program and pricing is available from the office.

#### ***Parents and visitors report to the office***

In order to ensure the safety of our students, we are asking that all parents and visitors report to the office **upon entering the building** (parent exception: before & after school). It is essential for parents to sign in or out students if they are arriving late or taking them from school during the day, even if they have provided a note to the classroom teacher.

### Attendance Policy

**Absence:** Attendance is a factor in determining the proficiency of a student to be promoted. Poor attendance has an adverse effect on the student's performance due to missed work and a lack of classroom participation. Therefore, any student who has been absent for 5 or more consecutive school days in a trimester with an extended illness is required to bring in a doctor's excuse. (Chicken pox is an exception)

**Long Term Absence:** In the event of a student's necessary absence from school for reasons other than illness, arrangements must be made with the Principal/classroom teacher. Hope Lutheran Christian Board of Governance does not encourage parents to take their children out of school for extended vacations.

### Travel and Homework Guidelines for Parents

Implemented: September 2015

Purpose: To provide guidelines for teachers and parents regarding the educational program for children who are gone for extended vacations.

Preamble: Occasionally parents take children away for extended trips during school time. As much as possible, we encourage families to take holidays during school breaks. In the event that families choose to take such vacations, the **teacher should be notified two weeks in advance**

**A voluntary absence requires parents to take responsibility for the student's missed work. Staff is under no obligation to provide school assignments ahead of time.**

Due to more families choosing to take extended vacations during school time, teachers cannot always provide individual attention. For trips longer than a week, teachers may provide work in advance, at their discretion, and may require students to catch up on missed work upon their return.

The teachers will not be able to:

- Supply extra lessons on missed material
- Conference before and after vacations with parents to explain missed work and concepts
- Follow up on missed work

Parents may decide whether or not they want their children to complete work on vacation.

In terms of assessment, report cards will clearly state if students have missed substantial learning time and teachers will assess on what students have done in class. In the middle school grades, teachers may require that some work is completed in order to provide year end marks.

If an extended voluntary absence affects the student's government funding, the family could be held financially responsible for that portion of the student's educational cost.

All students in independent schools who attend a minimum of 600 hours up to May 15<sup>th</sup> are counted as fully qualifying students for the school's provincial grant. Students attending independent schools fewer than 600 hours by May 15<sup>th</sup> are counted as partially qualifying students in proportion to the number of days they attend school.



## Notification in Case of Illness or Other Absences

Every student is to be prompt and regular in attendance. Notification must be provided for each student's absence in order to ensure proper documentation.

The school should be notified of a student's absence through the on-line absence form on the school website, on the day of the absence. If this is not possible, the school should be notified of the absence by phone (*please call between 7:45 am and 9 am*), or email, and the on-line absence form submitted the following day. When a student is absent and the school has not been notified, the school will call home to verify the absence.

Absences for reasons other than illness should be cleared with the school before the time of absence. Parents should make every effort to plan vacation times during the regularly scheduled school vacations, and to schedule appointments outside of the normal school hours. For attendance marking, absences due to bereavement or bereavement travel will be permitted locally up to 3 days, within Canada up to 7 days, and internationally up to 2 weeks. Following the student's absence, it is the responsibility of the student (or parent) to see that make-up work is completed.

## Late Arrivals

A student is expected to be prepared and on time for school every day. In the morning, a student is considered to be late when they are not fully prepared and in class by 8:50 a.m. It is not good for a student to be consistently late; however, it is understandable that a student may arrive late on rare occasions. Since devotions and Bible lessons typically begin the day, the late student misses out on one of the most important aspects of the school day. In cases where a student shows a continued pattern of lateness, or is exceptionally late for school, the teacher and parents will meet to discuss the matter and attempt to resolve the problem.

A student who arrives after 10:00 am is required to stop in the office and to have a parent sign them in. Individual teachers will determine how and when a late student is to enter the classroom.

*Excused lateness includes:*

- request of a parent for a child's doctor or dental appointment,
- delay due to weather conditions or emergencies.

## Early Dismissals

If a student is to be dismissed early from school, a written request must be sent to the teacher. Parents are urged to arrange medical, dental, and other appointments after school hours. Parents must sign out their child in the office before taking them off the school grounds, even if the teacher has an excuse note. The teacher will then be notified and the student will be sent to the office for dismissal.

## Excused From P.E. or Outside Play

If a parent or doctor desires a student to be excused from an outdoor activity, recess, or from physical education classes, a note of explanation will be expected. Otherwise, all students will participate in our normal daily activities.

## Church Attendance

*I was glad when they said to me, let us go into the house of the Lord. Psalm 122:1*

In keeping with the program of Christian training in our school, all parents and children are encouraged to regularly attend worship services at a church of their choice. Regular attendance in church is in keeping with the Lord's expectations for Christian parents.

## Weekly School Chapel Service

Our worship takes place in the chapel on Wednesday at **9:00 am**. Speakers for these chapel services may be teachers of Hope Lutheran Christian School, our own Pastor or invited guests. Parents and friends are always welcome to join us. It is expected that students come in and sit quietly in consideration to those who wish to meditate and pray before our worship begins.

To help children learn God-pleasing stewardship a thank offering will be collected at each service. The offerings are designated for various home and foreign missions to provide help and relief to those in need. Encourage your children to express their thankfulness for all God has provided for them and to share their blessings with those less fortunate than they.



## Library

Our library at Hope welcomes you. Please stop by and take a look. The primary function of the school library is to support the curriculum of the school and provide for improving the intellectual capabilities and abilities of the students. The library is also a place where children can enter into different worlds and thoughts of various authors and illustrators. It's a place where learning, imagination and fun can happen at the same time.

When students use the library, whether individually or in a class group, the following procedures apply:

- Enter quietly without disturbing others who are working.
- Use time wisely – do not hesitate to ask for help.
- Keep the library neat and in order by returning books to their proper places.
- Each class at Hope has a scheduled library time during the week.
- The students can take out two books at a time. Every student has their own library account number which allows us to keep track of the books.
- Books are on loan for two weeks (some of the teachers prefer a one week loan as it is easier for the younger students to remember to bring them back on their “library day”).
- If the student has misplaced or damaged a book the student must pay for the book or replace it with a new one.



## Medical

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### Special Services (Public Health)

The students at Hope Lutheran Christian School receive similar services as those provided to students of local public schools. The Fraser Health Authority offers its services to Hope Lutheran Christian School students. These services include screening for hearing and vision, immunization, review of immunization records at Kindergarten level, immunization and/or consultation with a Public Health nurse. Hepatitis B vaccine will be offered to all grade 6 students, HPV vaccine will be offered to all grade 6 girls.

### Vision and Hearing

All students will be screened in Kindergarten. Other students may be tested on the same day if requested by the parent.

### Notice to Parents about Lice

Head lice are small insects that live in the hair and scalp. They do not carry disease, but they are very unpleasant. Head lice are a common problem in childhood. They spread quickly because children play closely together. All parents should check their children's heads once a week, every week. Itching and a rash on the scalp are the most common signs. Look for redness of the scalp and look for the nits (lice eggs). They are tiny and pale and stick to the hair. They do not rub off. If your child has these signs, you must:

- tell your child's teachers and the parents of your child's friends,
- treat your child – buy a treatment at the drugstore and follow the directions carefully (Rid, Nix, etc.),
- treat all members of your family and wash all bedding,
- check hair daily for live nits as they hatch and then begin the process all over again, and
- treat everyone again in 7 days.

At our school, for added precaution, we provide parents with information on how to conduct their own lice check and what to look for at home. This information is provided through our Monday Note after each of our break times (September, January, and April). Parents will then sign a form and return to the school to indicate they have done the check.

### Medications

Medication is not permitted to be kept in a student's desk, locker, backpack, lunch box, or on their person. Any medications to be left on site are to be kept in the school office. On certain occasions, medication can be kept with the classroom teacher, with the appropriate forms on file in the school office.



Staff members are not permitted to administer medication of any kind to a student without written parental authorization. If a student is prescribed medication that needs to be taken during school hours, parents must submit a 'Request for Administration of Medication at School' form to the school office. The medication must be in its original container and clearly state the student's name, the type of medication, and the proper dosage procedures.

Commonly used medications such as cough syrup; Tylenol, etc. also require a 'Request for Administration of Medication at School' form. The teacher will then distribute the medication provided to the student when needed.

### Medical Alert

If a student has an allergy or ongoing medical condition that requires special attention and/or awareness from the school staff, it is the parent's responsibility to submit a 'Medical Alert' form. If administration of medication could be necessary, a 'Request for Administration of Medication at School' form must be submitted with the medication. All medications are sent home at the end of the school year, and new forms and medications are required at the start of each school year.

### Anaphylaxis Policy

**Anaphylaxis** is a severe allergic reaction that can lead to rapid death if untreated. At Hope Lutheran Christian School, parents have the responsibility of informing the school regarding their child's severe allergy. When an allergy has been determined to be life threatening, parents are required to check the applicable box on the 'Medical Alert' form, and have the child's medical practitioner complete the 'Anaphylaxis Emergency Plan' form confirming the allergen, the anaphylaxis diagnosis, and the prescribed specific treatment protocol.

Safety measures at Hope Lutheran include:

- 'Medical Alert' and 'Request for Administration of Medication at School' must be kept on file at the school, and parents are required to re-submit each school year.
- 'Life threatening' alert must be recorded on the student's electronic and paper student record.



- A meeting with the teacher at the beginning of each year is required to establish individual care plans.
- Medical Alert posters provided by the parents should be posted in the office and the classroom.
- All staff (teaching and non – teaching) must be made aware of and be able to visually identify students who have potentially life threatening allergies. This may include supervisors, substitute teachers, parent volunteers and coaches.
- An annual training session for all staff re: administration of medication and EpiPen must be held and reviewed mid-year.
- The school will strive to build support for the child with his/her peers.
- All concerned must recognize the increased danger when changes to the routine occur, especially field trips, sports days, extracurricular outings, treat days and festive occasions.
- All concerned must recognize the increased danger when serving food. (hot lunch, potlucks, parties etc)
- The student’s teacher should receive additional information about the child from the parent, as needed.

The parent and student have the primary responsibility for avoiding the allergen. It is not possible to achieve a completely allergen-free school; however the school will attempt to reduce the child’s exposure to allergic foods within the school setting. Trading and sharing of foods, food utensils and food containers, especially in the allergic child’s classroom is discouraged. All food allergic children should only eat lunches and snacks that have been prepared at home. Please label all food brought to celebrations (potlucks etc.) that may contain nuts, and especially peanuts.

### Accident or Sickness Procedure

When there is a serious case of sickness or injury, the teacher or secretary will call the following, until someone in authority is reached:

- 9-1-1,
- the family residence,
- the emergency number given on the Registration Form,
- the family doctor,
- the Emergency Unit of Eagle Ridge Hospital.

It is important that all emergency information at school be kept up to date. If there are any changes during the year, parents are expected to notify the office personally or in writing.

To minimize the danger of infection to other children, parents are urged to keep their child/children at home when they are suffering from severe colds and other infectious and communicable diseases. When children attend school, they should be well enough to participate in all class activities, indoors and outdoors.

### First Aid

All serious accidents must be reported immediately to the Principal, who will determine the appropriate course of action. If medical assistance is needed, the parents will be notified and/or the child will be taken to the family doctor or hospital for treatment. If the school is unable to reach the family, or emergency contacts on file, the school will make a determination regarding the best course of action, based on the information at hand.



### Communicable Disease Control

Students with communicable diseases/conditions should not be attending school for the following specified intervals to avoid the spread of these diseases/conditions:

## Fraser Health

Chicken Pox	When spots first appear until 5 days after onset
Hand / Foot / Mouth	While sick and sometimes longer
Impetigo	24 hours after antibiotic treatment
Measles “red measles”	4 days after rash appears
Meningococcal Meningitis	24 hours after start of appropriate antibiotic treatment
Mumps	9 days after onset of swelling
Pertussis “Whooping Cough”	5 days after antibiotic treatment
Pink Eye	During active infection
Rubella “German Measles”	7 days after onset of rash
Streptococcal (bacteria) Scarlet Fever	As long as physician directs
Strep Throat	24 hours after antibiotic treatment
Head Lice	Inform school and treat - check daily
Rabies	Until day after treatment
Ringworm	Is contagious while infection is active

### *Discipline Policy*

*You have made known to me the path of life. You will fill me with joy in your presence with eternal pleasures at your right hand.*  
Psalm 16:11

*“Put off the old man and be renewed in the spirit of your mind, and put on the new man.... which is created in righteousness and true holiness”. Ephesians 4:22-24*

Hope Lutheran Christian School is a Christian setting in which God seeks to accomplish His good and gracious will in the life of each student. The school recognizes that children need structure and limitations in which to learn and grow. Our staff has the sincere desire to build and maintain a loving and positive teaching/learning environment. The two ingredients for such an environment are respect for the well being of each other and concern for setting a positive example. Giving witness to the Christian faith in our daily living is an integral part of Hope Lutheran Christian School’s educational environment. Our goal is that students and staff follow the loving example of Jesus Christ. This means loving and serving God as we are willing to help and serve others.

Students and staff are to exhibit a positive spirit of Christianity in their daily living, both in and out of school. The Christian spirit will be evident in the way they go about their work, interact with others and respond in a respectful manner.

Discipline shall be directed toward teaching the child acceptable behaviour in a loving, Christian manner. Positive reinforcement, encouragement, and redirection are some of the methods to be employed by the pastor, Principal, teachers, assistants and supervisors to help alleviate problem behaviour and teach the child to respect the rights of others and to respect proper and appropriate authority.

A student whose behaviour shows disrespect for others, including interference with their access to an education and/or safe environment will be subject to disciplinary action. Any actions contrary to an orderly learning environment will be considered for disciplinary action.

Our teachers rely on the support of parents, who are the prime educators of their children. Parents and teachers form a partnership in the education of a child. This partnership is enhanced through regular communication, mutual respect and cooperation. The following discipline guidelines are shared with you to maximize quality Christian education and provide a God-pleasing environment in all areas of the child's education.

### Discipline Authority

As a Christian educational institution, the principles of Christian living set forth in God's Word will guide the staff and children. Parents are expected to teach their children to show proper respect and obedience to the Pastor, Principal, teachers, assistants, volunteers, and other school personnel who are over them in the Lord (1 Peter 2:13).

Hope has disciplinary authority over a student:

- while the student is in attendance at any school-related activity, regardless of time or location,
- for any school-related misconduct, regardless of time or location,
- when retaliation or harmful speech against a school employee or student is involved, either on or off school property, including on-line communications and social media

In general, discipline will be designed to correct the misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be related to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and requirements of law. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### Desirable Behaviour

**We try to promote desirable behaviour by:**

- Catching students doing what is expected.
- Praising significant and specific desired behaviours.
- Modeling and teaching desired behaviours.
- Being consistent in applying rules.
- Encouraging courtesy, cooperation, and consideration.

### Student Code of Conduct

The Hope REAL matrix was implemented in the 2014-15 school year, and is currently used. The matrix is organized with the key concepts of expected actions: **R**espect, **E**ncouragement, **A**doration for the Lord, and **L**ove. The intent of the Hope Code of Conduct is to provide guidance, direction, and information to staff, students, and parents regarding some of the policies and procedures at Hope Lutheran Christian School.

The staff of Hope Lutheran Christian School is committed to creating a loving and caring atmosphere. The pastor, principal, teachers, assistants, and other staff members are to provide routine procedures to assist in developing discipline, community and mutual respect. Expectations are established by the teachers for maintaining order, and are for the safety and welfare of the entire class. The children attending Hope Lutheran Christian School are expected to conduct themselves in a manner that will give glory to God and create an atmosphere of harmony with others.

## **Expectations:**

1. Students are honest, both in their words and actions.

Examples of this expectation include (but are not limited to):

- Telling the truth;
- Admitting to others when you are wrong;
- Being trustworthy
- Doing the right thing even when no one is looking.
- Violations of this expectation include (but are not limited to):
- Cheating, misrepresenting any assignment s one's own work, receiving unfair help or allowing one's work to be copied by another;
- Lying to or misleading others;
- Theft or deception.

2. Students show respect to school and church staff, invited guests, and volunteers. Examples of this expectation include (but are not limited to):

- Following instructor's directions;
- Asking permission to leave an assigned place or task;
- Be respectful in the chapel,
- Accepting consequences;
- Being courteous to others;
- Greeting guests;
- Saying "please", thank you", and "you're welcome."
- Violations of this expectation include (but not limited to):
- Disobeying any reasonable written or oral request of any staff member;
- Profane or obscene comments, gestures or threats;
- Discourteous disruptions or interruptions of others.

3. Students treat school and personal property with care and respect. Examples of this expectation include (but are not limited to):

- Taking care of school property;
- Picking up after one's self and others;
- Respecting the property of others;
- Being a good steward of our school grounds and environment.
- Violations of this expectation include (but are not limited to):
- Taking, or attempting to take, school or personal property without permission;
- Using others' property without permission;
- Damaging school or personal property;
- Misuse of property (i.e. abusing or breaking something by using it for an unintended purpose);
- Trading and/or selling personal property.

4. Students use appropriate language at all times. Examples of this expectation include (but are not limited to):

- Addressing others by the proper names;
- Saying "Please" and "Thank you."
- Violations of this expectation include (but are not limited to):
- Using profanity, swearing, vulgar and offensive language and language which is degrading and/or disrespectful to other people;
- Telling insensitive jokes about other people or classes of people;
- Putting others down, or otherwise using words that hurt.

5. Students follow rules and expectations assigned to different areas of the school. This includes classroom, lunchtime, hallway, playground, gym, locker, and Chapel rules (see pages 51-54). Students are expected to be at their appropriate locations at the proper times. Students are to remain on school grounds unless written permission by the parent has been given. All students leaving the campus must be signed out by an authorized adult,
6. Students treat each other with kindness and respect. Examples of this expectation include (but are not limited to):
- Attempting first to understand, then be understood;
  - Thinking of others' feelings;
  - Thinking about the safety of others, in your words and actions;
  - Caring for each other and helping others in need;
  - Cooperate with or assist the school staff in maintaining safety, order and discipline.
  - Violations of this expectation include (but are not limited to):
  - Being mean or unkind to others;
  - Any physical harm, physical force or other physically aggressive acts towards others;
  - Teasing, name-calling, or other hurtful actions;
  - Harassment including sexual, racial or cyber harassment;
  - Bullying
  - Endangering the safety of others.
7. Students use appropriate displays of affection. Examples of this expectation include (but are not limited to):
- Friendly hand-holding, high fiving, friendly hugs.
  - Violations of this expectation include (but are not limited to):
  - Kissing, unwanted physical contact and romantic displays of affection.
8. Students will be well groomed and cheerfully abide by the uniform policy and school dress code (see page 38 ).
9. Students use media and technology appropriately. Examples of this expectation include (but are not limited to):
- Using computers or the internet, appropriately, as directed by staff;
  - Students will obtain permission from a teacher in order to use the phone.
  - Violations of this expectation during school hours and school sponsored events include (but are not limited to):
  - Cell phone use, texting and multi-media messaging or surfing inappropriate websites.
  - Violations of this expectation outside of school events include:
  - Inappropriate use of social networks or web sites to haze, insult, or demean a student at HLCS;
  - Cyber harassment.
10. Students refrain from bringing weapons or controlled substances to school. Violations of this expectation include:
- Possessing or distributing any tobacco products, any alcoholic beverage, illegal drugs, or any mood altering substances (such as inhalants, steroids, prescription medications) on campus or at school sponsored events.
  - Possessing or carrying weapons (including pocket knives) or other potentially dangerous items or materials (matches, lighters, sharp objects on campus or at school sponsored events (see Weapon's Policy on page 31).
11. Students will refrain from chewing gum on campus.
12. Students will refrain from gambling on campus. Violations of this expectation include (but are not limited to):
- Betting money or property on the outcome of an activity.
13. Students will exhibit pride in their school, their learning and accomplishments, and the accomplishments of their classmates. Examples of this expectation include (but are not limited to):



- Prepare for each class and take appropriate materials and assignments to class;
- Attend all classes regularly and on time.

14. Students will leave all electronic equipment (unless authorized by the teacher for learning in the classroom), unauthorized sports equipment, and collections, etc. at home- unless requested by the teacher. Such items will be confiscated.

## Consequences

The Hope Lutheran Christian School administration, faculty, and staff are committed to maintaining clear and consistent policies related to student discipline. This document provides the consequences that will be applied as a result of misconduct. Steps can be omitted or occur simultaneously as the situation dictates.

**Consequences** for misconduct are applied to correct, teach, or motivate students to follow behavioural expectations. HLCS distinguishes between the student, and student behaviour. Our aim is to correct unacceptable behaviour while extending our love and God's grace to the student. We forgive, but maintain expectations. This requires a measured approach to misconduct, applying different levels of consequences for Level One, Two, and Three Incidents of Misconduct, as illustrated below.

**Misconduct** is the failure of a student to abide by the school's behavioural expectations. Misconduct and consequences will be documented by adult staff and maintained by the student's teacher (level 1 and 2) or by the principal (level 3).

### **Level One and Two Incidents include but are not limited to:**

- Hurtful language (name calling, taunting, foul language);
- Mild defiance;
- Mild or unnecessary physical contact;
- Breaking playground or class rules;
- Littering;
- Lying or cheating;
- Severe defiance;
- Inappropriate or unnecessary invasion of personal space;
- Mild or physical aggression.

**Repeated Misconduct** is misconduct that continues over time and that is not corrected by the student after Level 1 or Level 2 Consequences. Repeated misconduct requires consequences at the next level.

**Severe Misconduct (Level 3 Incident or Repeated Level 2 Incidences)** consists of dangerous behaviour or misconduct of a more serious nature. It includes but is not limited to:

- Fighting/physical aggression;
- Bullying, intimidation or harassment (see Anti-Bullying Policy);
- Repeated theft;
- Use/possession of controlled substances;
- Property destruction or inappropriate use;
- Extreme defiance;
- Inappropriate or unacceptable use of Internet (email, messaging, social media, etc.)
- Weapons (possession or use);

Students exhibiting Severe Misconduct will skip Level One and Two Consequences. Consequences may begin at any step in Level Three, including suspension and expulsion, as determined by the Principal.

**Level One Consequences** (imposed at the classroom level) may include:

- Verbal correction;
- Seating change in the classroom;
- Make amends;
- Confiscation of inappropriate material;
- Time out, or temporary removal from the classroom;
- Confiscation of items that disrupt the educational process;
- Specific duty relating to misconduct as determined by the teacher; and/or
- Communication with Parent.

**Level Two Consequences** (imposed by classroom teacher or principal) may include:

- Loss of privilege (recess, free time, field trip, etc.);
- Written apology;
- Written reflection of behaviour and ways to correct;
- Behavioral contracts;
- Assigned school duties, other than class tasks;
- Communication with Parent;
- Discipline form to be signed and returned to office;
- Agreed upon home/school consequence;
- Removal from classroom to another teacher's classroom;
- Missing a preferred activity;
- Detention- Upper elementary have detentions after school the following day, after parents have been notified. See Detention Policy;
- Reconciliation meeting with offended person.

**Level Three Consequences** (for Severe Misconduct) may include:

- Parent Contact- Staff member involved contacts the parents of the student(s) to inform of the misconduct. Communication is documented in the student's file;
- Principal/Student Conference-Student will conference with the principal regarding misconduct and appropriate further consequences. Conference may include a phone call or letter to parents by the student;
- Parent/Teacher/Principal/Student Conference- Conference with students, parents, teacher, and principal;
- Withdrawal of privileges, such as participation in extracurricular activities and use of technology;
- Referral to School Liaison Officer if applicable;
- Referral- Referral for counseling and/or testing as determined by the principal and teacher is recommended if applicable (failure to comply will result in suspension);
- School-assessed and school-administered probation;
- In-School Suspension- (see In-School Suspension Policy)
- Suspension- After this point, the situation will be reviewed by the Principal and the Board of Governance. A conference with the parents and Principal, (and Board of Governance Chair, if necessary) will follow, outlining the suspension (see Suspension Policy).
- Dismissal (Expulsion)- The Board of Governance has the authority to expel students from the school who endanger themselves or others, are openly defiant to authority, persist in conduct which threatens the welfare of the school or a student whose fees are delinquent. If a problem is unresolved through the above steps, the student is dismissed and may be referred to a class or program better suited to meet his/her needs (see Expulsion Policy).

**Guidelines for Maintaining a Bully Free Environment:**

1. Hope Lutheran Christian School does not tolerate bullying, harassment or intimidation by students, parents, teachers, or staff. Teachers will actively and consistently teach and model positive behaviour(s), and do not tolerate aggressive and harassing behaviour(s).

2. Bullying is when one or more people repeatedly harm, put down, harass, intimidate or exclude others. Bullying involves an imbalance of power or strength (including but not limited to social status, popularity with peers, age, education, physical strength or size, or a combination of these). It can take place face to face or behind the back. Bullying can take many forms, including but not limited to:
  - Physical (such as hitting or punching, or taking property from others);
  - Verbal (such as teasing, name calling, putting others down, or spreading rumors);
  - Nonverbal or emotional (such as intimidation using gestures or social exclusion);
  - Cyber bullying or bullying through note writing (such as sending insulting messages by email, texting, social networks, or sending insulting notes in the classroom).
3. Consequences: Bullying is considered a “Severe Misconduct,” and requires notification of parents, and Level Three consequences, up to and including expulsion. Teachers will transmit all reports or documentation of bullying behaviour to the principal, who will initiate Level Three consequences to correct the behaviour or otherwise maintain a bully free environment for all students.
4. Reporting: Students and/or bystanders should report bullying behaviour to any trusted staff member. Parents report to the teacher or principal. Reports may be oral or in writing and will be documented.

### Detention Policy

Hope Lutheran Christian School reserves the right to detain a child after school for reasons of discipline or assistance in completing school work etc. Since a detention will require a change in transportation plans for the student, the teacher will notify the parents by a phone call before a detention is to be served to allow parents to make alternative transportation plans.

### In-School Suspension Policy

All suspensions will be issued by the Principal and served the day(s) immediately following the offence under the supervision of an adult supervisor, **at the expense of the parents.**

The substitute will cover all assignments for the day as planned by the teacher. Students will receive credit for work completed as judged by the teacher, but will get a “0” participation grade for the day. At the end of the day the student will report to the Principal and wait for the parent to arrive. The following privileges will be forfeited during a suspension:

- classroom activities including: field trips, recess, assemblies, class trips, and lunch with the class,
- all fellowship and conversation with classmates and teachers.

### School Suspension Policy

Hope Lutheran Christian School has determined the following reasons for “suspension” from school. The length of the school suspension will be determined by the Principal, in consultation with the Board of Governance, depending on the severity and circumstances of the incident.

- unacceptable teasing or harassment,
- the showing of public disrespect for God, a teacher or other staff member, student, or school/personal property,
- the striking (by hand or with an object) of another student or staff member,
- fighting,
- continued disobedience,
- a rebellious spirit that is unchanged after counseling and prayer,
- a continued negative attitude and bad influence upon the students,
- committing a serious breach of conduct inside or outside of the school that has an adverse effect upon the testimony of the school,
- failure of the parents to comply with the disciplinary philosophy of the school,
- academic misconduct.

### *Weapons Policy*

Students are prohibited from having a weapon and/or “look-alike” in their possession:

- in any Hope Lutheran Christian School building,
- on any grounds of the Hope Lutheran Christian School,
- in any conveyance (including private) providing transportation to or from Hope Lutheran Christian School,
- at any school function, activity or event whether or not held on Hope Lutheran Christian School grounds,
- while on his/her way to or from school.

A student in possession of a weapon or “look-alike” shall be subject to severe disciplinary action. As well, carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable to imprisonment.

### *Expulsion Policy*

The Board of Governance has the authority to expel students from school who endanger themselves or others, are openly defiant to authority, persist in conduct which threatens the welfare of the school, or students whose school fees are delinquent.

The Principal must bring to the Board of Governance a recommendation for expulsion in writing, with documentation of the situation. The parents of a student who has been recommended for expulsion shall be notified immediately, followed within 24 hours by a letter from the Principal indicating the reasons for the recommendation, with a copy of all documentation provided to the Board of Governance.

The Board of Governance will set the duration and conditions of any expulsion, in writing. Parents have the right to appeal the expulsion of their student. Such appeals should follow the school’s appeal policy.

### ***Student Violence Threat Risk Assessment (VTRA) - Fair Notice***

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Hope Lutheran Christian School is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers, and others feel safe. Schools cannot ignore any threat of violence.

#### ***What behaviours warrant a Student Violence Threat Assessment to be initiated?***

A Student Violence Threat Risk Assessment will be initiated for behaviours including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault and gang related intimidation and violence.

#### ***Duty to report***

To keep school communities safe and caring, staff, parents/guardians, students and community members must report all threat-related behaviours.

#### ***What is a threat?***

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

#### ***What is a Site-Specific Threat Assessment Team?***

Each school has a Site-Specific Threat Assessment Team. The team may include the principal, teachers, counsellor(s) and a member of the local police agency.

***What is the purpose of a student threat assessment?***

The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents and others
- To ensure a full understanding of the context of the threat
- To understand factors contributing to the person of concern’s behaviour
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern
- To promote the emotional and physical safety of all

***What behaviours warrant a Student Violence Threat Risk Assessment to be initiated?***

A student threat assessment will be initiated for behaviours including, but not limited to:

- Verbal/written threats to harm/kill others (“clear, direct, and plausible”)
- Threats made via social media to harm, kill, or cause serious property damage
- Serious violence or violence with intent to harm or kill
- Indicators of suicidal ideation as it relates to fluidity (homicidal/suicidal)
- Weapon possession (including replicas)
- Bomb threats (or possession/detonation of devices)
- Hate incidents motivated by factors including, but not limited to: race, culture, religion, and/or sexual orientation
- Domestic, interpersonal, relational violence
- Gang-related intimidation and violence
- Fire setting (contextual)

***What happens in a student threat assessment?***

All threat-making behaviour by a student shall be reported to the Principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

***Can I refuse to participate in a threat assessment process?***

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent/caregiver, the threat assessment process will continue in order to promote a safe and caring learning environment.

***Collection Notice***

The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources is only obtained from open source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

***What Do Parents and Students Need to Know?***

- Any threat must be reported to the school principal.
- Investigation may involve the students services counsellor, the police, or other community agencies.
- Investigation may involve locker or property searches.

- Interviews will be held with the person of concern and other students or adults who may have information about the threat.
- Parents of students who are directly involved will be notified.
- Threatening behaviour may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan developed for individuals targeted by threats.

## *Family Commitment*

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### *Home and School Together*

The task God has given us to provide a full-time Christian education is a challenging one, demanding the ongoing effort of parents and teachers. Our work is only effective when children and parents are willing to work with the staff in “Unity of Spirit and Purpose”.

Parents, you have chosen to send your child to a Christian school. Here your son or daughter will be in daily contact with the Lord Jesus Christ and His Word through regular Bible study and through formal and informal worship experiences. Your child will be living in a close community with other students who claim Jesus Christ as their Lord and Saviour. Christian teachers at Hope Lutheran Christian School are concerned that your child grows to his or her full potential under the Lordship of Jesus Christ.

The family is, and always will be, the chief agency for the Christian training of the child. A Christian day school, such as Hope, does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training. If the home and school are both Christ-centered, the child is receiving the best education he or she can receive anywhere.

Parents and teachers have responsibilities which, if neglected, could keep a child from reaching this potential. Without the cooperation of the school and home, the child could be caught in the middle of competing purposes which could leave him or her confused and perplexed. The child could, ultimately, reject the training and instruction of either or both.

Here are some of the responsibilities and pledges which parents and teachers should make to each other for the welfare of the child.

### *As Teachers*

We are committed to the welfare and development of your child, especially his or her spiritual development. It is therefore our pledge to you that we will, as God gives us the ability-

- encourage your child to develop special talents-academic, artistic, social or athletic,
- pray for your child and family,
- help your child to gain those academic competencies that are needed now and in the future,
- assist your child to a deeper relationship with Jesus Christ and a greater understanding and acceptance of God’s will for His people,
- keep you informed of the progress, or lack of it, which we observe as we work with your child in the achievement of these goals.

### *As Parents*

No other human can match your love and concern for your child. He or she is, uniquely, God’s gift to you. The Lord has delivered to you the task of training your child in the way he or she should go. In order to help us help you in this task, we ask that you will, as God gives you the ability-

- Share with us your goals and aspirations for your child,
- Help us evaluate your child's needs and establish a program to meet them,
- Speak to us when you feel that some aspect of the program is in need of reevaluation,
- To help ensure a teacher's full attention, request an appointment to meet,
- Support us when we endeavor to redirect your child's behaviour patterns,
- Give positive support to the spiritual development of your son or daughter,
- Pray for your child and your child's teacher,
- Be responsible for Christian moral developments by monitoring and supervising internet use, television, movies, books, magazines, etc. in accordance with the directions given in God's Word,
- Assume responsibility for the child's prompt and regular school attendance,
- Instill in the child respect for the law, for authority, for the rights of others and for private and public property,
- Support your child by checking daily to see if there are any homework assignments or communications from school,
- Read all school communication carefully. Be prompt in returning those requiring a response,
- Encourage your child to work independently and to take responsibility for his/her own work,
- Provide an adequate study center for your child. A well-lit desk away from T.V. and radio is best,
- Establish early, relaxed bedtimes (before school opens in September),
- Exhibit and encourage students to follow good role models in manners and etiquette,
- Everyone makes mistakes. As you show kind understanding over occasional staff errors and oversights, you can be assured that you will receive the same. We are on the same team, with the same focus - a great Christian educational experience for the children.

### *As Co-workers*

We must work together closely to enable your child to have the kind of environment needed for fulfillment as a child of God.

We, as teachers, receive our responsibilities from two sources. One is from the Lord through the church, and the other is from YOU, the parents, as you receive your responsibilities first of all, from God, and secondly, by the very nature of parenthood.

With this as the basis, here are some specific ways in which this cooperation can be practiced. This list is not intended to be all-inclusive, nor is it prioritized. Ideally the list will grow as home and school practice principles in cooperation.

- Set an example for proper spiritual growth by attending church together and by participating in Bible class, family devotions, family prayer etc.,
- Talk with the child about school activities and show an active interest in report cards and school progress,
- Be certain your child/ren arrives at school shortly after 8:30 am. (in time for class to begin at 8:50 am.), promptly pick up the child from school at 3:00 pm – please inform the school if, due to an emergency, this is not possible,
- Take an active part in school affairs, participate in the school sponsored programs and parent meetings and volunteer to assist with school activities,
- Get the teacher's (or the other child's) side of the story before you accept your child's version,
- Talk over problems with the teacher before consulting the principal or other parents,
- Let the teacher know if there are some serious situations in your child's life which may influence his or her behaviour at school.
- Everyone makes mistakes. As you show kind understanding over occasional staff errors and oversights, you can be assured that you will receive the same. We are on the same team, with the same focus-a great Christian educational experience for the children

## Mutual Respect

- **Respect For Teachers** - As a direct authority, teachers are to be shown respect. This is both a biblical mandate and a common courtesy.
- **Substitute Teachers, School Staff, and Volunteers** - Students must show respect for all those in authority, regardless of title or position.
- **Faculty Respect for Students** - As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, the student is encouraged to speak to the teacher first. If this is unsuccessful, the student should then appeal to the Principal.
- **Student Respect for Fellow Students** - Verbal abuse or harassment of another student is totally unacceptable to our Christian ethics, and is in direct opposition to the purpose of Hope Lutheran Christian School and the laws of Canada.

## **Procedure for Student or Parent Concern**

God has given parents the responsibility for the discipline of their children. Hope Lutheran Christian School parents have conferred this authority on teachers and administrators during the school day and in school activities. Occasionally, during the course of a year, misunderstandings or problems arise between the teacher and a student, teacher and parent, parent and office staff, or any one of several other possibilities. School personnel at every level are committed to resolving problems one-on-one in a spirit of Christian love and respect. The Board of Governance encourages students and/or their parents to discuss any questions or concerns regarding the education at Hope Lutheran Christian School with the school personnel as early and as directly as possible. It is expected that all concerned will seek resolution as quickly as possible in a loving and caring manner .... *reflecting the love of God in all our actions. Matthew 18:15-20 and Matthew 5:21-24*

Students or parents who have complaints or problems with teachers or other school personnel are expected to seek resolution by pursuing the following steps:

### **Teacher or Classroom Level Problem**

- First, all questions, problems, or complaints regarding a teacher or other school personnel should be discussed in private with the person involved before anyone else is consulted.
- If the situation cannot be resolved at this level, through direct contact, it should then be brought to the Principal.
- If still not solved at this level, it should then be presented to the Board of Governance chairperson in writing, through the Principal.
- If it remains unresolved, the case will be referred to an external party for further and final resolution. This third party could be the Society of Christian Schools of British Columbia (SCSBC).
- Finally, but only when all of the above steps have been taken in order and without satisfactory resolution, would the problem be directed to the Superintendent of the Independent Schools of British Columbia.

### **Principal or School Level Problem**

- Discuss directly with the Principal the action, policy, procedure or practice being questioned.
- If still not solved at this level it should then be presented to the Board of Governance chairperson in writing, through the Principal.
- If not resolved at this level, the case will be referred to an external party for further and final resolution. This third party could be the Society of Christian Schools of British Columbia (SCSBC).
- Finally, but only when all of the above steps have been taken in order and without satisfactory resolution, would the problem be directed to the Superintendent of the Independent Schools of British Columbia.

Hope Lutheran Christian Board of Governance and personnel will ensure that the policies of procedural fairness and natural justice are followed when decisions affecting the rights of a student are made. This applies whether the



decision relates to a matter of discipline (i.e. suspension or expulsion from school) or to a facet of the student's educational program (i.e.: admission into a class or a mark assigned by the teacher).

## *Uniforms*

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*“Don't be concerned about the outward beauty that depends on jewelry, or beautiful clothes, or hair arrangement. Be beautiful inside, in your hearts, with the lasting charm of a gentle spirit which is so precious to God.” 1 Peter 3:3-4(LB)*

*I delight greatly in the Lord, my soul rejoices in my God. For He has clothed me with garments of salvation and arrayed me in a robe of righteousness. Isaiah 61:10*

As Christians, we expect our children to adhere to the principle that their bodies are the temples of the Holy Spirit and, as such, should be kept clean and healthy. Our school uniform is the required dress at all times, unless the student has been informed otherwise. While attending Hope Lutheran Christian School, it is important to be a good representative.

### *Parent Responsibility*

Parents are asked to cooperate in ensuring that their children come to school in clean, neat and proper fitting uniforms. Daily review and support before a student leaves for school are important aspects of meeting uniform code standards. **Uniforms must be clean, neat, tidy and in good condition.** Watch for pants, tunics, skirts or kilts that are faded, too short, tight, have buttons missing, or cardigans that are frayed. Please label all clothing.

Please consult the [2023-2024 K-5 Uniform Policy](#) for the complete outline of uniform requirements, expectations, and disciplinary procedures.

## *Communication*

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At Hope Lutheran Christian School, we feel that a successful educational experience for children is revealed in the partnership of parents and teachers as they work together. Effective two-way communication is vital to that partnership.

### *Parents in Prayer*

We offer a time for parents to pray for each child in our school, persons or families in need of prayer, and for our school events and activities in general. If you wish to request prayer, please inform the Principal or the office.

### *Teachers in Prayer*

Each morning our teachers are also in prayer for you, your children, the staff, the congregation, and Hope Lutheran Christian School. Please share your concerns with us, so we too can go to God on your behalf.

### *Parent Communication*

We ask that parents:

- call the office before 8:50 am in the event of your child's absence or tardiness on that day,
- send a note or an e-mail (even when you called) with the student if they are tardy, and if they are absent submit an on-line absence notification form,

- complete all forms and return promptly,
- inform the teacher of any special problems that may affect your child's day at school,
- inform the office of any contact information changes,
- check your child's agenda daily and initial as required,
- personal messages should be written and brought to the teacher through the student,
- only call to speak with your child in the case of an emergency,
- make an appointment to speak to the teacher if you have more than a quick message.
- respect our teachers' work-life balance and understand that teachers may not respond to email or other messages after work hours (after 3:30pm and weekends)



### School Weekly Blog Post: "Monday Note"

This weekly publication provides calendar information, updates on school activities and helpful hints for parents. This is the school's primary means of written communication. It is updated on our school website on the first school day of each week. All notices for the Monday Note must be approved by the Principal and should be in the office by the Friday before the blog post is to be published.

### Seesaw

This year we are piloting a new digital platform to replace our previous Edmodo platform. Each classroom teacher will create a class account using Seesaw. Each child will have their own folder with the class account. Parents will be invited, by the teacher, to have access to their own child's folder and will then be able to receive updates, pictures and videos of their child's work and progress. Through this platform parents can receive teacher announcements (much like our previous Edmodo posts), comment, like, and provide feedback on their child's work, as well as privately message the teacher.

### Daily Planner/Agenda

Each student in grades 1-5 will also keep a Daily Planner. This planner is an integral part of our communication program and students are required to maintain it daily and carry it between home and school. Parents can write a note to their child's teacher in the planner if needed. Teachers can use the planner to make comments regarding student behaviour and performance during a given day. Each teacher will establish a routine regarding the use of the agendas, and may require daily parental signatures.

### Classroom Newsletters

Some teachers may send home periodic email updates. These are a supplement to the 'Monday Note.'

### Parent/Teacher Conferences

Parent/Teacher Conferences are held once a year for all students. This conference is held in the fall, and a time is scheduled that is convenient for the parent and teacher. Parents are encouraged to attend this conference to meet with the teacher to discuss their child's progress and achievement. Additional conferences may be set up on the initiative of either the parent or the teacher.

### Student-Led Conferences

Student-Led Conferences are held in the spring. Parents will be invited to attend this conference, which is held between the parent and the child. This is a student-directed conference.

### Parent/Teacher League (PTL)

The PTL is an active organization that performs a vital role in our school community. Its main purpose is to sponsor and/or assist in various school events throughout the year. In addition, it works together with the school

administration to provide quality Christian Education, safety and well-being for the students of Hope Lutheran Christian School.

The PTL runs programs such as parent education, parent social events, sports day, staff appreciation, hot food days and special social events for students. It also acts as a fund raising body to assist with purchasing items necessary for the education and physical needs of our students.

All parents or guardians of students in attendance at Hope Lutheran are considered members and will be charged a \$55.00 membership fee at the beginning of the school year. PTL meetings typically take place every other month and are posted in the school calendar and the “Monday Note.” We encourage parents to make it their goal to be an active part of this organization by attending meetings and helping out with events that have been planned for the year. We thank you in advance for supporting the PTL, which is an important part of our school community.

Additionally, parents are encouraged to give of their time to assist in the betterment of our school community. This is overseen by way of the Parent Participation Program where a minimum of 30 volunteer hours per year is requested. To encourage volunteering, a \$300 fee is required for Term 1 in September and for Term 2 in February. If a minimum of 15 hours per term is recorded, the fee is reimbursed or a portion based on the number of recorded participation hours. Parents also have the option to be a non-participating/financial donor of the school, where a total fee of \$600 is due by August 31st, prior to the start of school.

Our PTL executive for the 2023-24 school year is overseen by Executive Directors, Sharon Chong, Judie Tang and Diana Kurniawan, and assisted by Treasurer, Vivian Chen; Secretary, Sue Corrigan; Member-at-Large, Tina Goetz; and the Class Liaisons of all grades.

PTL email : [hopelutheranptl@hopelcs.ca](mailto:hopelutheranptl@hopelcs.ca)

### ***Emergency & Weather Related Closing***

In the event of an emergency or weather related closing, Hope Lutheran will make timely announcements posted on the school Facebook page, school website – [school.hopelcs.ca](http://school.hopelcs.ca), and the school’s email system.

## ***Finances***

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### ***Re-Registration & School Tuition Fee Information***

The members of the Board of Governance and the Principal will annually review re-registration fees and tuition costs as related to cost per pupil.

In order to assist larger families in sending all of their children to Hope Lutheran Christian School, reductions will be made in tuition costs. The Board of Governance will review the percentage of the reduction annually.

School families will re-register for the following school year each February. At that time, the annual non-refundable re-registration fee and tuition deposit per student and non-refundable administration fee per family will be paid, and families will select and submit their tuition options. Families who choose to pay the full year’s tuition by June 30 will receive a 1% tuition discount. Post-dated cheques for these options will be submitted at the time of re-registration. Those families who wish to pay monthly will submit a completed Pre-Authorized Debit Form at the time of re-registration.

**Families who withdraw at any time during the calendar year must notify the school in writing one full calendar month in advance.** Parents are responsible for the full tuition payment for the month of notice, unless previous arrangements have been made with the Principal in writing. Any applicable pre-paid tuition, less tuition discount benefit will be reimbursed upon official withdrawal of the student. Families who withdraw without advanced written notice during the third term will forfeit a minimum of two months tuition.

### Delinquent Payments

**All tuition payments are due by the Re-Registration deadline, or upon notice of acceptance for new enrollments. Payment is accepted by, either a single full year payment or monthly pre-authorized debit only.**

- If tuition payments are not received by the Re-Registration deadline or upon notice of acceptance for new enrollments, the child will not be considered registered and will forfeit their space and their non-refundable registration and administration fees.
- Should a family be unable to cover the amount of a pre-authorized tuition payment, they are required to contact the school office no less than 2 weeks **before** it is withdrawn at the beginning of the month.
- In situations where a pre-authorized debit is rejected for “insufficient funds,” the parents will be contacted immediately, and will be obliged to pay all service costs incurred.
- Should a family be unable to make restitution for a missed tuition payment before the end of the month, they must contact the school office. At this time, the situation will be discussed with possible solutions. If contact has not been made, a registered letter will be sent requesting payment.
- Should there be no response from a family who is in arrears for 3 months of tuition payments, the student(s) will not be able to attend school until the problem is addressed. After a review of the situation, the Principal and School Finance Committee shall make a recommendation to the Board of Governance with regards to financial assistance or termination of enrollment.
- Should a family not wish to cooperate with the School Finance Committee in resolving the problem, the situation will be dealt with accordingly by the Board of Governance.
- Accounts must be settled by the last day of school in June. Re-Registrations will not be accepted for families whose accounts are delinquent.

## **School Safety**

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### Security Volunteers

Each morning, we have volunteers whose job it is to keep the students safe within the school, and outside, as parents drop off their children. Please remind your child/ren to respect these volunteers as they provide direction, prior to the beginning of the school day.

### Parent Awareness

It is important that parents **always** stop in the office if coming to drop off lunch etc. or to pick up their child for an appointment during school hours. The office will contact the teacher and the child will be sent down to the office. Visitors must also report to the office to sign in and to receive permission to visit the school. Please do not go to the park to pick up your child as the supervisors may consider you a stranger. Come to the office and we will page your child.

For our student's safety we request that parents also watch for strangers and realize that it is okay to ask someone they think is a stranger if they can be of assistance. It is important that the entrance not become a congested area, especially after school, so strangers are not able to walk in unnoticed.

Please pick up your child from after-school sports activities at the time the coach has determined, and insist that your child remain inside while waiting for your arrival.

During school hours, all doors of our school will remain locked with the exception of the main door. The main door will be locked at 4:00 p.m. to ensure safety for those still in the building. Please use the buzzer to obtain entrance after that time.

Students are to remain on school property unless accompanied by a parent or guardian. Any exception to this policy (ie: walking home after school) requires a letter of permission from the parent, and the school (teacher or Principal) must be informed. Once the student has left the school property, the school can no longer be held responsible.

### Emergency Procedures

At times it may be necessary to evacuate or secure the building. It is vital that this be done quickly and efficiently. Safety procedures and drills have been put in place for:

- fires,
- hazardous spills,
- earthquakes,
- lockdowns,
- weather.

To ensure the safety of students and staff, precautions such as fire and earthquake drills are practiced at our school. However this is only part of the preparations needed. Please read the information that accompanies your registration package regarding directions for parents and guardians to support the school's efforts in ensuring your child's safety.

Students will be under the direction and supervision of their teachers at all times during the drills. The students are to act only on definite instructions from the teacher when the emergency bell rings. Under no circumstances will there be running, crowding, shouting or other boisterous conduct during the drill. Exit routes are posted in each learning area or classroom. Classes will meet in a designated area of the playground for attendance purposes and return to the classrooms only as they have been given direction to do so. Fire drills and earthquake drills are held monthly if possible. Each family is required to provide a comfort kit for their children. These kits include a letter, toy, and family photograph.

Staff members and parents should listen to the local media for announcements concerning school closure or late opening of schools. These announcements will be made on local radio, TV and posted on the website.

### Child Abuse Policy

*In your anger do not sin: Do not let the sun go down while you are still angry. Ephesians 4:26*

*Speak up for those that cannot speak for themselves, for the rights of all who are destitute. Proverbs 31: 8*

Appointed School Official (ASO)- Danny Nagtegaal- Principal

Alternate Appointed School Official (AASO)- Jennifer Watson- Vice Principal

By law, every teacher and assistant is required to have a Criminal Records Check. Hope Lutheran also requires certain volunteer positions to receive clearance from the Ministry of Attorney General – Security Division. As

required by God, and the Province of B.C., Hope Lutheran Christian School will not tolerate the abuse of children. A school staff member that has reasonable cause to suspect a student is a victim of serious physical or mental abuse is required to report the abuse and the school will follow the guidelines from the Ministry, “*Supporting Our Students*”.

**Privacy Policy Regarding Personal Information Parents & Students**

The School’s Commitment to You: Safeguarding personal information of parents and students is a fundamental concern of Hope Lutheran Christian School. The school is committed to meeting or exceeding the privacy standards established by British Columbia’s Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Hope Lutheran Christian School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Hope Lutheran Christian School may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between Hope Lutheran Christian School and an individual from time to time.

**Ten Privacy Principles**

As part of Hope Lutheran Christian School’s commitment, the Ten Privacy Principles govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the Ten Privacy Principles and provides further details regarding Hope Lutheran Christian School’s compliance with the principles.

Definitions: In this Personal Information Privacy Policy, the following terms have the meanings set out below: “*personal information*” means any information about an identifiable individual, as further defined under British Columbia’s Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

“*Parent*” means the parent, guardian, or other legal representative of a student.

“*Student*” means a prospective, current, or past student of Hope Lutheran Christian School.

**Principle 1 – Accountability**

Hope Lutheran Christian School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is(are) accountable for the school’s compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school.

You may contact our Privacy Officer as follows:

Hope Lutheran Christian School	
Attention:	Jennifer Watson- Assistant Principal Mike Goetz, Board of Governance
Address:	3151 York Street, Pt. Coquitlam, B.C. V3B 4A7
Phone:	604-942-5322
Fax:	604-942-5311
Email:	<a href="mailto:jwatson@hopeclcs.ca">jwatson@hopeclcs.ca</a> , <a href="mailto:mgoetz@hopeclcs.ca">mgoetz@hopeclcs.ca</a>

## **Principle 2 – Identifying Purposes**

Hope Lutheran Christian School will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

*What Information is Collected?* Hope Lutheran Christian School collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. Hope Lutheran Christian School also collects information in connection with the use of its computer systems. [Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.]

## **Principle 3 – Consent**

Hope Lutheran Christian School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, Hope Lutheran Christian School will take into account both the sensitivity of the personal information and the purposes for which Hope Lutheran Christian School will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate), or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to Hope Lutheran Christian School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Hope Lutheran Christian School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Hope Lutheran Christian School will stop collecting, using or disclosing the personal information as requested.

If a person provides Hope Lutheran Christian School or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable Hope Lutheran Christian School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

## **Principle 4 – Limiting Collection**

Hope Lutheran Christian School will limit the personal information collected to that information necessary for the purposes identified by the school.

## **Principle 5 – Use, Disclosure and Retention**

Hope Lutheran Christian School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

Hope Lutheran Christian School uses personal information as follows:

- to communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs you expect.

- to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
- emergency preparedness to enable the school to contact family members in case of a disaster.
- to enable teachers to contact parents in case of illness or an emergency while the child is on a field trip with the class.
- to the PTL to be used to contact parents with school related information.
- to enable families to be contacted in case of a school closure or emergency.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds. Hope Lutheran Christian School may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

*When May Information be Disclosed?* Hope Lutheran Christian School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how Hope Lutheran Christian School may disclose personal information.

- *When Authorized by You*

Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, emergency phoning list, P.T.L., etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

- *When Required by Law*

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

- *When Permitted by Law*

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed. The school does not sell, lease or trade information about you to other parties.

- *Outside Service Suppliers*



At Hope Lutheran Christian School, the school sometimes contacts outside organizations to perform specialized services such as printing, or student assessments. Suppliers of specialized services are given only the information necessary to perform those services, and Hope Lutheran Christian School takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

**Restricting Sharing Information:** If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

***How Long Is Personal Information Retained?*** Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### **Principle 6 – Accuracy**

Hope Lutheran Christian School will take appropriate steps to ensure that personal information collected by Hope Lutheran Christian School is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

***How May I Update Outdated or Incorrect Information?*** An individual may, upon written request to Hope Lutheran Christian School, request that Hope Lutheran Christian School correct an error or omission in any personal information that is under Hope Lutheran Christian School's control and Hope Lutheran Christian School will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.

### **Principle 7 – Safeguarding Personal Information**

Hope Lutheran Christian School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information. The School's Employees: In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counsellors, secretaries, etc.) who, by nature of their work, are required to see them.

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

### **Principle 8 – Openness**

Hope Lutheran Christian School will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Hope Lutheran Christian School.

### **Principle 9 – Individual Access**

Hope Lutheran Christian School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

*How May I Access My Personal Information?* Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

*Parent Access to Student Personal Information:* A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

*Student Access to Student Personal Information:* A student may access and verify his/her school records with written and signed permission from his/her parents. In situations of family breakdown, the school will grant the student access to his/her records with written and signed permission of the parent who has legal custody in accordance with the law.

### **Principle 10 – Complaint Process**

Individuals may question compliance with the above principles. Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.

## ***Procedure for Arrival & Departure***

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Please remember that the following guidelines are in place for the safety of our children. If someone else is involved with picking up or dropping off your children, it is important that you share this information with them. The doors open at 8:30 am, and the first bell rings at 8:40 am. Students are to arrive at the school in time and enter the main building in an orderly fashion. Students in Grades 3-5 may wait outside the South Wing doors. When the bell rings at 8:40 am, students are to proceed to their classroom and be ready for school to begin promptly at 8:50 am.



***Drop-Off:*** A courtesy drop-off area is available behind the South Wing of the school until the opening bell rings at 8:30 am. When using the drop-off area, please ensure your child/ren are ready to immediately exit the vehicle on the passenger side in the drop-off zone only. When exiting the lot, please turn left onto the lane and proceed to Oxford Street, not exceeding 10 km/hr. To have your child walk to the building, please park at McLean Park or other designated parking zones on the street. Do not block driveways and take care not to park too close to the corner or in no stopping areas. There is no parking for our school families on Frey Place. At 8:30 am the parking lot will be closed to all vehicles. Please note, the first bell rings at 8:40 am, which will be when the teacher directs students to enter the classrooms. Once the second bell rings at 8:50 am, students' lessons begin. Prior to the 8:40am bell, students wait in the parking lot (by their grade level cone) until their teacher directs them inside.

***Pick-Up:*** Designated spaces are available in the parking lot for individuals with handicap permits and/or certified guide dogs. All students will be picked up at the main door at 3:00 p.m. Drivers enter the lot by the main entrance. Do not drive under the covered entry area. This is the waiting section for the students. For safety reasons we ask parents to come to the waiting area to pick up your child/ren. Please encourage and remind students that they must stay within the waiting area. Plan to be responsible for your child/ren and leave the school grounds as soon as possible. If you wish to speak to a teacher or have other reason to be in the building, please park in the lot a good distance away from the main traffic area. If you plan to be inside, please be responsible for your children. This means that your children are always with you. Please do not allow younger siblings to play on the lot, in the playground, or in the gym during drop-off or pick-up times. The gym and the playground are off limits for any students after school with the exception of those who are participating in an organized school sport activity.

In the interest of safety and for proper traffic flow, all drivers who enter the lot must exit around the back of the buildings and use the alley. Please consider safety first. Always proceed with care and low speed even as you drive down the back lane. There may be times where we will not be able to follow the above procedures (funerals etc.). Parents will be informed of these times. Please be patient and considerate with everyone involved. If a student is not picked up by 3:15 pm. and they are not involved in a sporting activity they will be sent into the After School Care program. Pricing and information about this program are available in the school office.



### Parking

If you are visiting the church or the school during school hours, please park on the street or in the back of the building. We use the parking lot as a playground area.

### Crisis Management Plan

This plan requires that everyone stop at the office window to announce their presence in the building. Parents, parent volunteers, visitors, service people and salespeople are expected to report at the secretary-receptionist window. You may be required to wear a name tag to let others know who you are. This will serve as an indication to Hope Lutheran staff that the person has checked in at the office and our children are not at risk.

## ***General Guidelines for Hope Lutheran Church & Christian School***

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God wants us to take care of the property and facilities that he has graciously provided to us. Out of love for Him, we need to develop proper behaviour and attitude in our children towards these gifts. We as adults also need to demonstrate these same attitudes and behaviour, and take an active role with our children in supporting them when we are present at Hope Lutheran and at home.

### Playground Guidelines

The use of the playground during the school day is important in the program of any school. Hope Lutheran Christian School has established the following rules in order to enable safe play by and among students on the playground equipment, blacktop areas, gym, and fields. During periods of time that follow inclement weather, restrictions may have to be placed on areas that students may use, and on activities students may engage in during recess times. The expectation is that all classes and playground supervision follow the same rules.

### Wood Chip Playground

Students are not permitted to:

- play in the plant areas,
- jump off high platforms,
- play in this area after school,
- climb the fences or gate,
- intentionally shake the bridge, ladders, fire pole, etc.,
- run or chase on the equipment or wood chip area,
- play ball on the equipment or wood chip area,
- play on the outside of the chains on the equipment,
- climb up the slide,
- go down the slide until the area below is clear,
- play in this area if it is raining and the equipment is wet. This is a safety issue.



### **Park Play Area**

Students are to:

- Follow directions the first time given.
- Cross the road only when a supervisor is present and confirms it is safe to do so.
- Walk in an orderly manner when crossing at the crosswalk.
- Respect the natural surroundings of the playground.
- Stay inside designated areas as instructed by the supervisors.
- Swing in such a way that you do not cause intentional bumps to others.
- One person on a swing at a time.
- Stay on the ground (students should not be climbing fences, trees, etc.).
- Show good sportsmanship at all times.
- Respect the personal space of others (no aggressive physicality).
- Notify a supervisor if they discover any unknown garbage/items on the field/play areas.
- Ignore neighbouring pets and inform an adult of stray animals.
- Leave sticks/sand/snow/rocks/dirt on the ground.
- Demonstrate REAL while interacting with others.
- Respond promptly when the whistle blows to stop play and return to the classroom.
- Be responsible for equipment that was taken over to the park and return it to the school building.

Teachers or supervisors may restrict students from using certain portions of the playground or specific playground equipment. Privileges for play may be removed if students do not follow the rules of safe play or respect the teacher(s) or supervisors.

### **Blacktop Play Area**

This area will be used for play at recess and on days of inclement weather. Teachers or supervisors may designate certain areas of the blacktop area for certain grades or activities. Teachers may restrict kicking games such as kickball, soccer, football etc. if student safety and safe play are a concern.

Students are to:

- Follow directions the first time given.
- Respect the natural surroundings of the playground.
- Play in front of and not behind the buildings.
- Throw or kick objects away from the buildings.
- Ask an adult to retrieve a ball if it goes into the bushes or over the fence onto the street. With special permission from the teacher or supervisor, an older responsible student may also get the ball.
- Only use sports equipment on the playground that is approved by the teacher. They may not bring items or toys from home.
- Use the bathroom before going outside. Children may enter the building only when absolutely necessary (e.g. bathroom use, injury).
- Upper grades only (Grade 2+) are allowed to eat food outside at recess. Respect the area and take litter home.
- Stop play immediately and line up quickly and quietly when the bell rings or the whistle is blown.
- Respect the supervisors.
- Use all equipment in the manner it was meant to be used and return it to its proper spot.



### **Gym**

This area is for supervised play only.

Students are to:

- Follow directions the first time given.

- Wait for teachers to get items from the storage room (students should not be in the storage room).
- Use proper shoes for all gym activities (exception for gymnastics).
- Use basketball nets for shooting practice (not hanging on or dunking).
- Use all equipment only for its intended use and treated with care.
- Keep food and drinks out of the gym, unless specifically instructed otherwise by a staff member.
- Return all equipment to its proper location when finished.

### Chapel

This is a worship area and should be treated with respect at all times, regardless of the activity for which it is being used.

Students are to:

- Follow the directions the first time given.
- Enter and exit the chapel quietly.
- Give their undivided attention to the person speaking.
- Participate in the worship services.
- Show proper respect for all property in the chapel.
- Use the equipment (e.g. sound, instruments, furnishings) only with adult supervision.

### Lockers

Students are expected to:

- Keep the lockers clean, by avoiding stickers and tape.
- Clean out lockers monthly and not store items on the top.

### Hallways

Students are to:

- Follow the directions the first time given.
- Walk at all times.
- Speak in a very quiet voice.
- Take turns at the water fountain.
- Use lockers appropriately.
- Go straight to where they are expected to be (next class/outside).
- Respect the property of others, including materials on the walls etc.
- Hold sports equipment when in the hallways or entrance of the school.
- Keep hands or bodies away from the walls, especially in the hallways.

### Classroom

Students are to:

- Respect other people's space and property.
- Always ask for permission to use any telephone.
- Treat books with care (this includes books in the chapel, classroom, and the library).
- Use computers with teacher permission.
- Keep desks and chairs neat and tidy.
- Leave the bathroom tidy and inform staff if anything is out of supply.
- Have after school items in the lockers, desks or classroom shelves and not on the floors.

## General Recess Rules

- All students must go out for recess unless they have been asked to stay in by their teacher, or have a written note from their parents. If this is the case, the student must go to the room set aside for indoor supervision, unless their teacher is in the classroom.
- Students are expected to stop play at the sound of the bell and are to line up quickly and quietly.
- Wasted time in line up may result in making up time during another recess.

## Indoor Recess Rules

If classes must be inside for recess, quiet games will be the norm. If the gym is available for use, the supervisor will determine which grade /grades will have the privilege to play there. Teachers on outside duty that day will supervise inside where needed.

## Lunchtime Rules

- Students should be ready to go outside when the bell rings at 12:00 p.m.
- Students are encouraged to use the bathroom before going outside.
- Play continues until 12:25 pm.
- Students eat lunch in their classroom. Food is not to be eaten in the hallways.
- All students are expected to eat their lunch quietly in their seats and respect the supervisor.
- Due to allergies, students should not share lunches.
- The 12:45 bell indicates that lunchtime is over and classes begin.
- All of the students are responsible for keeping the school litterless by using the garbage containers placed throughout the halls. Wrappers, etc. should never be thrown away carelessly on the playground or outside areas.

## Healthy Lunches

Students require healthy lunches to build healthy minds. Please do not send carbonated drinks of any kind. ***There is to be no eating or drinking during class time. Water bottles may be allowed in certain classrooms at the teacher's discretion.***



## Litterless Lunches

It is expected that all students and staff bring home food scraps and juice box or yogurt recycling containers to be disposed of. The purpose is to reduce the amount of compost, recycling, and garbage that the school manages on a daily basis. This will help maintain a cleaner learning environment and help shift families to using reusable food and drink containers.

### What goes home:

- Food scraps or leftovers
- Wrappers
- Empty juice box and disposable containers (ie. yogurt containers)
- uneaten Hot Lunch (Please send lunch bag these days to bring waste home)

### The Process at School:

- After eating, children will place any uneaten food, or food scraps back into their reusable container or resealable sandwich bag. If no bag or container is available, the food scraps will be wrapped in a paper towel.
- Contents of juice boxes or yogurt containers will be fully consumed or emptied out. The emptied juice box or containers will also be placed into the reusable container or resealable sandwich bag, or lunch bag.

### The Process at Home:

- Children will dispose of food scraps into the compost pail in the kitchen
- Juice boxes will also be disposed of at home
- Parents are able to monitor the amount of food their child eats at school

Students are encouraged to use reusable food containers and drink bottles.

## *Field Trips*

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*General Statement* - Many times, a good educational experience can be achieved by leaving the classroom and going on a field trip. Students must understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behaviour also apply to students when on a field trip. Students are expected to wear their school uniform on all field trips (formal or P.E. uniform depending on the type of field trip). The administration and the classroom teacher will make the uniform decision based on the activity. Parents are encouraged to join our field trips as your schedule allows. The teachers do their best to make sure the trips are educational and age-appropriate.



*Special Event Off-Campus Permission Form* – In advance of field trips, teachers will issue permission forms, requiring parental signature for any school-sponsored trip. Please ensure these forms are signed promptly to enable your child to attend any school field trips. **If your child needs a car seat or booster seat, please bring it to the school the morning of the trip.**

### *Chaperone Guidelines:*

Our main source of transportation for these outings is parent volunteers. If you have the time and resources, please consider assisting us. The number of chaperones required will be determined by the teacher/teachers leading the field trip.

- It is important for volunteers to realize that they are acting as Christian role models for our students. Therefore they should set an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only students enrolled in the class or activity may go. Guests or siblings should not attend a field trip unless the trip is designated as a family event, and other siblings are specifically invited. The first responsibility of each volunteer is to the students being supervised.
- Chaperones are responsible for supervising the students assigned to them.
- Chaperones should remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
- Chaperones should know exactly how many students are in their group and count them several times during the trip. Be sure that they are all present before moving from one place to another.
- Students are to return with the same person and vehicle that transported them for this event, unless special permission has been granted by the teacher.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising.

### *Driver Chaperone Guidelines:*

- have a valid driver’s license from British Columbia (Learner and Novice designations not permitted),
- provide necessary documentation:
  - copy of current vehicle registration & insurance
  - driver’s abstract/personal driving record
  - completed Volunteer Driver Agreement and Vehicle Specifications Form
  - a Criminal Record Clearance (CRC) letter on file with the school
- if insurance expires during the course of the school year, please update information that is already on file,

- ensure that students have the proper child seat or booster seat for the trip. As of July 1, 2008, car booster seats will be mandatory for all children that weigh 40 lbs. and over until they are 4'9" tall or age nine. Children over one year old and between 20-40 lbs. must be secured in a child seat,
- ensure passengers wear a seat belt including the driver. Note: **Children may not ride in seats with airbags,**
- ensure that the car is in good working order,
- follow field trip procedures as outlined by the teacher and adhere to school rules. *Smoking is not permitted on field trips,*
- go directly to and return from designated location,
- arrive at the school fifteen minutes before departure,
- use the map and the directions that the teacher has provided,
- obey all traffic laws, including maintaining speed limits,
- call the school immediately for instructions if you experience car problems, or an emergency arises.

Students Not Attending An Off-Campus Trip/Activity:

Parents may choose not to have their child not participate in a particular field trip or activity. If this should be the case, the parents should make alternate arrangements ahead of time with the teacher. Other considerations are:

- if you have a specific concern for your child's trip, please notify the teacher ahead of time,
- once the car arrangements have been made, please, out of consideration, accept the list that the teacher provides.

## ***Miscellaneous***

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### Parties & Party Invitations

Families may elect to bring a birthday treat for the class. However, such plans should be discussed with the child's teacher in advance of that day.

We ask also that students not distribute invitations at school to "private" parties unless:

- the whole class is invited to attend,
- all boys in the class are invited,
- all girls in the class are invited.

Otherwise, please consider the feelings of others and distribute your invitations in another way.

### Birthday Book Club

Our library wishes to celebrate the birthdays of our students by inviting the students to donate a new book to our library on their birthday. We have special book stickers to place in the front of the book saying who donated the book and their birthday is also recorded on the sticker. The students really enjoy participating in the "Birthday Club" as they share their book with the class and see their names in the front of the book.

### Lost & Found

The Lost and Found is located underneath the coat racks in the main entrance. Please expect your child to be accountable for all supplies and materials. We are concerned about the large number of items turned into the office as 'lost' items. Our bigger concern is that many of these items are never claimed. Let's practice good stewardship by emphasizing care for personal belongings. Parents should **label** all school clothing. All 'Lost and Found' articles will be taken to the Salvation Army Thrift Store at the end of each term. Keep a close eye on your belongings.



## Computer & Internet Use

We are privileged at Hope Lutheran Christian School to have excellent computer facilities due mostly to the dedicated effort of our Parent Teacher League. All students and faculty will have access to computers and the Internet through the Hope Lutheran Christian School account. A special form for each user (grades 4 & 5) must be signed by both the student and the parent and returned to the school. Reading and signing this form indicates that the user understands that they will use computer technology and the Internet in a responsible manner and according to the guidelines listed on the form. The privilege of using all technology may be removed from the student(s) who do not follow these guidelines.

## Computer Use Guidelines

- Currently enrolled students may use the computers for completing class assignments, projects and research.
- School computers may only be used during school hours.
- Students should not do anything while using our computers or internet to dishonour the name of Christ.
- Should a student accidentally open a questionable Website, they will immediately turn off the computer monitor and report the site to their supervising teacher.
- Students should not reveal personal addresses, phone numbers or personal information about themselves or other students, teachers or staff.
- Computers should not be used for emailing, chatting, game playing, or other recreational purposes (exceptions are for activities in the classroom setting with teacher supervision and permission).
- Students are not permitted to download files or programs.
- Tampering, pranks, vandalism, adding software, attempting to break into unauthorized files, or attempting to use the network in a way that would disrupt network use by others is not permitted.

Infractions of the above will result in disciplinary action, including parental notification, loss of computing privileges, detention etc.

## Classroom Visitation

School parents and other interested visitors are welcome to attend and observe any class during the school year. Arrangements for such visits are always made through the Principal in advance.

## Books and Supplies

Textbooks are provided to the students at the beginning of the school year. The students will be responsible for maintaining the textbooks during the course of the year. A fee will be assessed for excessive wear and tear on the textbooks, or for lost books.



## Start Up Visits

Start Up Visits are made in late summer. Families will receive an email from their child(ren)'s teacher(s) to schedule a time to come to the school to meet. The teachers, parents, and students discuss classroom procedures, homework, and any questions the parents or student may have. They also spend the time getting to know one another (strengths, struggles, interests, etc). Students are expected to be present at the start up visit. An email around the same time will direct parents to fill in the necessary registration forms to submit before the first day of school. It is very important that all forms (online or on paper) are completed and returned to the school before the first day of classes.

## In Closing

The primary objective of Hope Lutheran Christian School is to help each student grow in the knowledge of Jesus Christ as their personal Saviour. The faculty, with the help of our gracious God, will do their best to see that this is carried out.

It is our prayer that God will continue to give our school His bountiful blessings, and direct us in the way that He would have us go. May the Christian training that students at Hope receive in their home, church and school prove to be a lasting blessing to them here on earth, and an example of Jesus to others. May the Lord continue to increase the faith of our children so that, at life's end, they may enter into their eternal home with Him in glory.

