

# *School Handbook*

*2024-2025*



# LIVING HOPE

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*"Train a child in the way he should go, and when he is old he  
will not turn from it." Proverbs 22:6*

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## Introduction

This handbook has been prepared to guide you and your children in matters relating to your school. We urge you to read it carefully and to keep it as a handy reference. Should any problems arise during the course of the school year, please come to us at once to discuss it so that we as Christians can arrive at a God pleasing solution. We ask that you give us your full cooperation, and that you remember us in your daily prayers.

May the Lord bless our mutual efforts as we attempt to instruct His lambs for their life here on earth and for their eternal life in heaven.

## School Information

Living Hope Lutheran School is a private, parochial school supported and maintained by Living Hope Lutheran Church and is a member of the Wisconsin Evangelical Lutheran Synod (WELS).

## Mission, Vision and Objectives

### Mission

Compelled by Christ's love, guided by the Great Commission, and rooted in God's Word; Living Hope Lutheran School exists to educate and prepare students as **lifelong ambassadors of Christ**.

### Vision

We will seek to accomplish our mission by:

- Glorifying God through excellence in the spiritual and academic growth of our students through a Christ-centered curriculum.
- Encouraging our students to appreciate their gift of faith by using their different talents and abilities to glorify God both in the church and out in the world.
- Serving as an arm of outreach and service to our community.
- Assimilating new families into our congregational life and then encouraging them to become active and engaged.
- Assisting families in nurturing and developing children's spiritual and educational needs.
- Maintaining our loving Christian school climate among students, parents, and teachers.
- Expanding our curriculum in an effort to meet the comprehensive needs of our community and congregation.
- Increasing our offerings of student academic support.
- Encouraging those with gifts and abilities to enter the full-time ministry and/or become future church leaders.
- Providing and maintaining a facility that meets or exceeds the needs of our school.
- Utilizing technology in order to enhance the educational programs of the school.
- Being a preferred choice for those seeking a comprehensive Christian educational experience.
- Increasing our overall student enrollment so that more students can learn to know their Savior on a daily basis.
- Being a strong feeder school for Wisconsin Lutheran High School.

- Maintaining a culture of professional development among teachers and administrators.

## Objectives

With this in mind, the objectives of our school are:

- To proclaim the Triune God as the Bible teaches, especially as it reveals his work as Creator and Preserver of humankind, his work as the Redeemer of a lost and fallen world, and his work as the Giver of faith and eternal life in heaven.
- To partner with parents, encouraging and equipping them in their God-given role as spiritual leaders in their home.
- To establish a well-known presence in our community as a Christian school of excellence both in academics and extracurriculars.
- To develop students who are certain of their salvation won for them by their Savior's life, death, and resurrection.
- To develop in our students the wisdom and courage that consistently integrates God's Word with human learning in decision making.
- To produce students who recognize, appreciate, and desire to use their unique God-given talents and spiritual gifts for service to God and their neighbors.
- To provide the knowledge, skills, and attitudes necessary to become self-initiating and self-directing learners.
- To utilize technology and various teaching methods in order to provide the knowledge and skills necessary to be competent in math, science, reading, communication, creative problem solving, and critical thinking.
- To promote our school to the members of Living Hope Lutheran Church and the surrounding community.
- To take advantage of the many opportunities to have Wisconsin Lutheran High School representatives in our building and to have our students on the WISCO campus.
- To do all things to the glory of our God which can only be accomplished with the help of the Holy Spirit.

## Philosophy Concerning the Bible

We believe the Bible to be the inspired Word of God – the sole authority on faith and conduct. We further believe that the Bible does not contain any errors or contradictions. It is true in all parts including those that refer to history, geography, education, science, or other secular matters.

## Statement of Beliefs

The mission of Living Hope Lutheran School is spiritual in nature. In addition to offering our 4K to 8th grade school education, we want every one of our students to learn more about God's Word and Jesus Christ. At Living Hope, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we at Living Hope Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

## **We believe...**

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Rom. 10:17)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six regular days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God’s special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God’s command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone’s sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.

(I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God’s Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus’ true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God, out of love and thanks to God for salvation and all blessings, and to witness their faith to others. (I Thessalonians. 4:7, Gal. 5:16, I Corinthians. 10:31, I Peter 2: 9-10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have the opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the

life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Col 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and Living Hope Lutheran Church.

God created human sexuality and gender at creation when he tells us that “male and female he created them” (Gen 1:27). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5).

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God (1 Cor 6:9-10; Heb 13:4).

God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-20; 1 John 1:9).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at [www.wels.net](http://www.wels.net).

By enrolling your son/daughter in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together daily for chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him!

It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in this parent handbook.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you—we are here to provide an exceptional education, preserve a Christ-focused school culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our partnership!

### School Hours

doors open	7:45 a.m.
4K-2	8:00 a.m. – 3:00 p.m
3-8th	8:00 a.m. - 3:15 p.m..
School office	7:30 a.m. – 3:30 p.m.

School doors are open to admit students at 7:45 a.m. There is no school supervision before 7:45 a.m. If you must drop your student off before this time please make arrangements with childcare. Students who have not left school by 3:30 p.m. are sent to childcare and will be charged the drop in rate.

## Wisconsin Lutheran High School

Living Hope Lutheran Church and School is a member of the Wisconsin Lutheran High School Conference. Other association congregations in and around the Milwaukee area jointly help to fund, operate, and support "Wisco." Wisconsin Lutheran High School is a logical extension of the Christ-centered education that Living Hope Lutheran School provides, and we consider them our partner in Christian Education.

## Curriculum

### Curricular and Academic Information

Our curriculum meets the standards and requirements of our Wisconsin Evangelical Lutheran Synod and the Wisconsin Department of Public Instruction. A copy is available in the school office for any parent wishing to view it. It includes instruction in the following areas:

**Religion:** devotions & chapel, Catechism, Bible History, hymnology, memory work, worship & liturgy

**Language Arts:** reading, phonics, literature, English, spelling, handwriting

**Social Studies:** citizenship, world history, geography, U.S. history

**Mathematics, Science, & Computer Skills**

**Fine Arts:** Speech, music, arts, crafts

**Social Emotional Learning:** 5 to thrive

### Course Philosophies

**Early Childhood** - The growth of believers begins with a firm foundation. Living Hope is committed to reaching out to our youngest children with the Word of God. Through teacher instruction, play-based curriculum, free choice activities, and focusing on the whole child, each child is able to grow physically, emotionally, and spiritually.

**Religion** - As a family of believers, we are committed to grow in faith, reach out to others, worship, and serve the Triune God. It is our goal to proclaim, teach, and apply faithfully the Word of God in all courses of instruction in keeping with the Holy Scriptures. The Word of God is taught to bring our students into a closer relationship with their Savior. It provides the means whereby the child is assured of his or her eternal salvation and motivates the child to live a Christian life while here on earth.

**English Language Arts** - The Lord expects His people to study and learn His Word and to spread that Word to all people. This requires language skills. We live in this world and are to serve our fellow man using the abilities God gave us. Language skills such as speaking and writing are important in serving others and sharing God's Word with them. Finally, language skills will assist pupils in learning history, science, geography, and the wonders of God.

**Mathematics** - In order to make every thought captive to the Word of Christ, mathematics at Living Hope is taught in the light of God's Word. Due to the ever-increasing scientific and technological developments of our age, it is necessary that our students be well-grounded in basic mathematics skills. Students will develop an understanding of mathematics through experiences that enable them to become active flexible thinkers and problem solvers who are adept at the use of mathematics.

**Science** - The Lord reveals Himself in nature and works through His creation (Psalm 19:1); we teach science so our students gain an understanding of the world God created and the wisdom and skill of our Creator. God's creation has been affected by sin. Therefore, through science we learn how we can improve our stewardship of God's creation as well as marvel at God's design (Nehemiah 9:6). We believe there is a base of scientific fundamentals and principles that our students need to learn. All areas of learning in the many science fields reveal the all-powerful hand of a loving God (Romans 1:20). Unit



lessons are taught in light of God's Word at all grade levels. Through hands-on learning the students will be actively engaged in experiments, projects and presentations. These opportunities will allow them to develop skills such as observing, comparing, hypothesizing, predicting, measuring, testing and interpreting for a better understanding of the world our Lord created.

**Social Studies** - At Living Hope Lutheran School, the study of history is the study of "His Story," the Lord's creation. Students will gain a broad perspective of our world through the study of world, United States, and Wisconsin state history. Other components include instruction in government, civics, economics and geography. Our Christian point of view is based upon the Word of God. Our Lord and Savior Jesus Christ holds the destiny of all people in His hands, and He so directs their course that even the doings of the ungodly, unconscious to themselves, must contribute to His glory and the welfare of His kingdom.

**Physical Education** - The Lord has blessed His people with a variety of talents and abilities. He expects His people to develop, maintain, and use their bodies in a manner that reflects their love for Him and honors the Giver of these gifts. The students will need to be equipped with a variety of basic motor skills, complex movement and balance skills, cooperative group dynamics, and a desire to seek personal goals. By maintaining a high level of personal health and fitness, each student will be better prepared to serve God while participating in sports or activities with others who can take notice of their witness. Each student will also grow in other skills, attitudes, and knowledge related to physical education, sports, health, and the wondrous body God has provided.

**Art** - Art in its various forms is an integral part of each person's existence. Each student has been given some artistic ability and needs to develop their God-given talent to its fullest extent. This will aid the student in appreciating the beauty which God has created. Artistic talents should also be developed which can serve to glorify God and enrich our lives. (Matthew 25:14-30; Exodus 36:1-2; Job 12:7-9)

**Music** - Our school identifies music and the ability to produce music as precious gifts of God to be used for His glory and in His service. God in His Word repeatedly urges Christians to use music to worship and praise His name (Psalm 96:1; Psalm 147:7; Ephesians 5:19-20). In our music program, we will provide both the experiences and the training necessary for communicating and responding to the Gospel with music through a variety of music types and styles.

**Technology** - God is the Creator of all things, including technology. Our school is committed to providing students with a quality education in technology so they can function as Christians in their church, community, and country (I Peter 4:10). Guided by the Holy Spirit, students use technology to effectively carry out the mission of our school and our Lord's command to "go and make disciples of all nations" (Matthew 28:19). Technology is a tool that facilitates and enhances instruction in the other content areas while exposing students to real-world skills that will be used in higher education and the workplace. We offer technology education in order to give our students an excellent, applicable, and thorough education.

### Physical Education

Children should have a pair of tennis shoes for physical education classes and should dress appropriately for class. Children who are unable to participate in these classes for medical reasons must have a written excuse from a doctor stating the reason and the length of time that the student should be excused.

### Late Work Policy

Living Hope Lutheran School has a late work policy in place for the 5th-8th grades. All class work assigned by the teacher is given a due date. Failure to hand in an assignment by the due date will result in a late sheet. Copies of this policy will be explained and handed out at the beginning of each school year.

## Standardized Testing

The Wisconsin Forward Exam for English language arts and mathematics is used for students in grades 3-8. The Wisconsin Forward Exam for Science and Social Studies is used for students in grades 4 and 8.

All Living Hope students in 5K-8th grades will be using the MAP (Measure of Academic Progress) standardized testing program. In this program we test in the fall and winter. This testing schedule helps to accurately chart the student's academic progress throughout the school year.

## Communications

### Calendars

A calendar of yearly events is sent home with each family prior to the start of school. A current Google calendar is available on our website [www.livinghopelutheran.org](http://www.livinghopelutheran.org) and also posted on the school information system, Gradelink. Please make use of these calendars when planning vacations as they include upcoming events, days off, field trips, athletics, singing schedules, etc.

### School Newsletter

A school newsletter will be published every week. Newsletters will be posted. They are also located on the school website [www.livinghopelutheran.org](http://www.livinghopelutheran.org) and school information system, Gradelink. Parents may request a paper copy from the school secretary.

### Teacher Availability

Living Hope's teachers are willing to speak with you concerning your child or other related issues. Your child's teacher is normally available each day from 3:15-3:45 p.m. to meet with you. Since teachers are busy watching students being picked up after school, avoid having a discussion with them before 3:30 p.m. so as not to distract them from their safety responsibilities. Recognizing that many of the teachers have after school responsibilities (detention monitor, coaching, etc.), you are encouraged to schedule a meeting to avoid any time conflicts. Teachers may be greeting students, listening to memory work, and/or making final preparations for the school day so before school consultations are not recommended.

### Partners in Education(PIE)

The purpose of the Partners in Education (PIE) is to promote positive relationships. This organization helps give parents, teachers, and school and church members an opportunity to discuss topics and issues that are relevant to raising children in the 21st century. PIE is also highly involved in planning different family activities throughout the school year. All families are invited and encouraged to attend and participate in any or all of our meetings and activities.

## Extracurriculars

### Athletic Program

Living Hope's athletic programs are designed to aid Christian students in learning the necessary skills and to promote Christian fellowship with other schools. Students are expected to do everything to the glory of God.

Some sports offer different age-level teams. A-teams are intended for 7-8, B-teams for 5-6, and C-teams for 3-4. Living Hope will attempt to field a team of its own or join with another school in order to

participate. The following sports may be offered if there is enough student interest and adequate coaching:

*Fall: Girls' Volleyball, Boys' Soccer, Girls' and Boys' Cross-Country (gr. 3-8)*

*Winter: Girls' Basketball, Boys' Basketball, Girls' Cheerleading*

*Spring: Boys' & Girls' Softball, Boys' & Girls' Track (Phy. Ed. gr 7-8)*

Athletic physicals are recommended for students. All students, parents, and coaches are required to sign and adhere to the State of Wisconsin guidelines concerning concussions.

Participation in this program is a privilege and should be held and considered an honor. Only those willing to sacrifice their time will get the privilege to represent their school. Attendance is expected at all practices and games. Participation in nonschool activities should not take priority over the student's commitment to Living Hope's team.

It is the intention of Living Hope to get every participant into every athletic contest. Exceptions to this include medical reasons, discipline, and attitude.

An honest use of God-given talents must be shown in order to participate, or students may be disciplined accordingly, using the teachers' and coaches' best discretion. Absences from games or practices may be disciplined. Discipline may include partial game suspensions, full game suspensions, or even removal from the team. The coach will contact the athletic director concerning all disciplinary actions.

On the day of a scheduled activity, participants are to be in attendance at school at least the second half of the school day and have a valid excuse for the absence. Students who leave school early because of illness will not be allowed to practice or compete on that day.

It is the responsibility of each parent to arrange for transportation to and from games and practices for his or her own child.

### **Athletic Code for Parents**

Living Hope's athletic programs are designed to aid Christian students in learning the necessary skills and to promote Christian fellowship with other schools. Students and parents are encouraged to do everything to the glory of God.

Parents are responsible for the behavior of their children before, during, and after all home and away games. Children should not be running around. If the child's own parent is not able to attend the athletic contest, the parent will be responsible for finding a "care-giver" when the child is not under the direct control of the coach.

Parents are responsible for transportation of the athlete to and from all games and practices.

Parents should provide appropriate clothing and equipment for their children.

Uniform care and possession is up to the parent and athlete. Parents will be required to replace the uniforms that are lost or damaged at the replacement cost. Uniforms are not to be worn to school or for personal occasions. At the end of each athletic season, uniforms are to be washed and returned promptly to the coach or athletic director. Be careful to wash uniforms according to the tag.

If a problem should arise, it should be handled in a God-pleasing way. Parents are asked to resolve conflicts using the following order:

1. Discuss the matter in private with the coach (Matthew 18:15), but not immediately before or after a game.
2. Contact/Meet with the athletic director along with the coach.
3. The athletic director along with the coach will involve the school administrator.
4. Meet with the School Committee.

**Parents are expected to:**

1. Conform to accepted standards of good sportsmanship and behavior.
2. Cheer **for** the team; not against the opponent.

3. Respect officials, coaches, and players and extend all courtesies to them.
4. Be quiet when players need total concentration. Also to refrain from feet stomping, disrespectful remarks, and the use of noisemakers.
5. Refrain from shouting disapproval of calls made by officials. Disagreements with officials should be brought to the Athletic Director. Fans **never** have the right to approach an official.
6. Refrain from shouting instructions to the players. (It may differ from what the coach has planned.)
7. Instruct their children to respect the officials and not to argue, demonstrate or be abusive.
8. Understand that schools are responsible for the conduct of their respective players and spectators, whether at home or away. Failure to adhere to proper conduct may require removal from the game. Continued misconduct may require the removal of the student from the team.

### Eligibility

It is a privilege to participate on an athletic team at Living Hope Lutheran School. Our students are expected to use their God-given talents to their fullest in any extracurricular activity, but their first responsibility is academics. Therefore the following standards have been established by the school in order for students to participate in athletics:

1. A student will be declared ineligible to participate in any games if he/she meets any one of the following criteria 1) Lower than 2.0 grade point average at midterm or quarter grading periods 2) Any F or an incomplete in any class at the quarter grading period.
2. A student declared ineligible may practice with the team; however, he/she will not be able to participate or sit with the team in games.
3. If a student is declared ineligible due to an incomplete class, he or she may be reinstated to eligibility after two (2) weeks if the incomplete is removed, providing that none of the other areas of ineligibility apply.
4. A student's ineligibility status will be reviewed at each midterm and end of the quarter by the Athletic Director, Teacher, and Principal.
5. If a student's eligibility status continues to remain unacceptable by the next midterm or grading period, the student will be removed from the team.
6. A student declared ineligible after the 4th quarter report card would be ineligible for the 1st quarter of the next school year.
7. Any student who has special educational needs and is not able to meet the above requirements may be granted probationary eligibility by the athletic director or principal or may appeal his/her eligibility to the Living Hope Lutheran School Committee.

### Fine Arts & Music

Living Hope offers students the opportunity to utilize their God-given abilities in many areas. The children may participate in academic activities such as spelling bees, geography bees, and math contests. Fine arts opportunities include hand bells and the school musical. Children participating in such activities will model proper Christian behavior and respect.

### Band Program

Students in grades 5-8 may enroll in the Wisconsin Lutheran High School Grade School Band Program. Individual lessons are given weekly at Living Hope. Group instruction is provided at the high school on Monday evening. The students are able to rent or buy their instruments. There is an additional fee, payable directly to WLHS, for this instruction.

## Piano Lessons

Piano lessons are available at school for a fee. Teachers come to our school for lessons during the school day. Information is distributed at the beginning of each school year.

## Violin Lessons

Violin lessons are available at school for a fee. A teacher comes to our school each week for lessons during the school day. Information is distributed at the beginning of each school year.

## Parents

### Age Requirements and Grade Placement

All students must be 4 on or before September 1<sup>st</sup> of the year they enter 4K, 5 for 5K, and 6 for first grade. Parents must present to the school office an official birth certificate for the child's initial enrollment. The school reserves the right to determine the grade placement of a child through testing. Generally, children will be admitted to other grades upon presentation of records showing satisfactory completion of previous grades.

### Enrollment

Living Hope Lutheran School exists to assist parents as they provide Christian education for their children. All children whose parents are members of Living Hope Lutheran Church are eligible for enrollment.

Children whose parents are not members of the church are accepted under guidelines established by Living Hope Lutheran School.

Class sizes are set by the Living Hope School Committee. All students are expected to participate in all classroom activities, classroom singing in church, and all religion classes.

### Enrollment Process and Procedure

Enrollment applications will be accepted beginning at 7:30 a.m. on the below listed days and will only be accepted by the school secretary or school principal.

1. Members of Living Hope Lutheran Church, or transfers who have turned in completed applications for membership (first school day in January)
2. Existing families with children already in school or childcare (first school Day in January)
3. New prospect families that have met with the school principal (first school day in March)
4. New sister congregation families (first school day in March)

Any discretions or appeals will be voted on by the Living Hope School Committee. This does not apply to waiting list considerations. This does not apply to families enrolled in MPCP or WPCP.

### Enrollment Application Process

1. Receive requested information (i.e. tuition, enrollment process, etc.) along with a link to the school handbook.
2. Schedule a meeting with Living Hope Lutheran School's principal . A tour of Living Hope Lutheran School may be included if so desired. The original birth certificate must be brought to this meeting.
3. The administrator will schedule a time for testing the enrolling child either by the administrator or teacher.
4. Schedule a meeting with a pastor from Living HopeLutheran Church.

5. Submit registration form to the school office
6. For mid-year registrations set up education tuition payments, fill out and return all forms in registration packet with payment for milk
7. For new school year registration, receive school summer mailing in July.
8. Complete all forms in school summer mailing and bring them with the child's original birth certificate(new preschool enrollments) to Orientation/Registration in August.

Pay milk fees; set up education tuition payments at Orientation in August. This applies to families not enrolled in MPCP or WPCP.

### **Notice of Nondiscriminatory Policy**

Living Hope Lutheran School admits students of any sex, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance policies, athletic, and other school administered programs.

### **Guidelines for Acceptance**

The school does, however, limit the enrollment on the basis of our Christian doctrine and practice. In so doing, children shall be accepted into the school according to the following priority basis:

1. baptized children of members of Living Hope Lutheran Church,
2. baptized children of members of congregations which are in doctrinal fellowship with the Wisconsin Evangelical Lutheran Synod,
3. children of unchurched families,
4. children of members of other Christian denominations.

All enrollment applications are discussed by the pastors and principal. The principal may contact the school from which the child is transferring to obtain information. The Living Hope School Committee then considers their recommendations. All children will be admitted on a yearly basis with readmittance subject to review by the Living Hope School Committee. This applies to families not enrolled in MPCP or WPCP.

### **Requirements for Enrolling**

All children enrolled in preschool must be fully toilet-trained and able to speak and understand English.

Since parents are the guiding influence in the lives of their children, they should understand exactly what their children will be taught in our school. To accomplish this, at least one parent is required to enroll and complete our Bible Information Class. Members of Living Hope or our sister WELS and ELS churches are excluded from this requirement.

Parents and children are expected to adhere to all standards of the Word of God as they apply in our school situation. They are further expected to observe all rules and regulations of the school. We expect full cooperation and support of the parents and children.

### **Immunization Requirements**

State law requires all school students to be immunized and to present written evidence of immunizations against certain diseases. Each year the current age/grade specific requirements will be included in the summer registration packets. We will not be able to accept a print out from your healthcare provider. You must fill in the information on the designated form. A new form must be updated

and submitted each school year. The completed forms are due back in the school office by the 30th day after admission or your child could be dismissed from school.

### **School Building Procedures** **Drop off and pick up**

School children should enter through the gym doors. The school doors will be locked for security reasons at 8:00 a.m. Students arriving after that should use the childcare entry in the west wing. The school secretary will answer the door bell.

After school, children should be picked up in the gym. Prior permission must be given in order to release your child to an unauthorized person.

All children are expected to remain on the school premises during the day. If a child must leave the school grounds, written permission from the parents is needed. Children who stay after school for sports or other activities are not to leave school grounds before their scheduled events without permission.

### **Driving/Parking**

When dropping off, please utilize a circular route to drop off at the door so that children do not cross traffic. When picking up, please park and come to the gym to meet your child. Always avoid parking in front of the garbage receptacles. Drive slowly before, during, and after school for the safety of our children. Remember to use the lines and correct driving directions.

### **Visitor/Parent Access to School**

In order to ensure the safety of our students and to limit disruption of instruction, Living Hope Lutheran School implements the following visitor's policy:

- All expected visitors to the building must enter via the childcare entrance and check in with the school secretary.
- Students are asked not to open doors for any person at a doorway.
- All unknown persons will be escorted to their destination.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
- Advanced arrangements can include an email, a mailed letter, or a phone call which notifies the school employee of the exact day and time of the visit.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- School employees who are expecting a visitor must notify the main office staff ahead of the visit.
- Any unauthorized person on school property will be reported to the Principal or his designee. Unauthorized or disorderly persons will be asked to leave. The police may be called if the situation warrants.

### **Animals on School Premises**

No animals may be brought into the Living Hope Lutheran School building or permitted onto the school property, except on sidewalks used for normal pedestrian traffic. When picking up children, pets must remain inside the vehicle.

## Tuition Policy Fees

Fees are charged for each student. The registration packet will include a notification of the amount of fees. Arrangements will be made at Orientation/Registration in August as to the payment of these fees. The fees do not include milk. Members of Living Hope Lutheran Church should note that the amount charged does not cover the cost of educating your child. Parents support the school also with your weekly offerings to the church.

Families with delinquent accounts will be contacted by the Living Hope School Committee. The School Committee of Living Hope Lutheran School has the right to hear and act on any request from families who are in need of financial assistance.

Students whose accounts are not paid in full prior to the end of the school year and who do not have special arrangements approved by the Living Hope School Committee will not be issued a report card. In the case of an eighth grade student, the diploma will be withheld until all financial obligations have been fulfilled.

No student will be allowed to begin a new school year unless all past tuition and fees have been paid. Any exceptions require the approval of the Living Hope School Committee.

## Financial Aid

The cost of Christian education can be a difficult problem, especially for those with limited incomes. Living Hope Lutheran Church understands the importance of a Christian education far outweighs the expense. Because of this, financial assistance is available. Please contact the principal or a member of the school committee for more information.

Parents are also urged to make use of the Scrip program. A percentage of the cards purchased is applied to the family's school account.

## Parental Choice Appeals Policy

All schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "A copy of the appeals process used if the private school rejects the applicant." The following is Living Hope Lutheran School's policy to satisfy the requirements of 119.23 (6m)(a)(4):

Under 119.23 (2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements as established by the Department of Public Instruction to qualify for the Milwaukee Parental Choice Program.

119.23(3)(a) states that a school must, "within 60 days after receiving the application . . . notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include reason." A school may only reject an applicant for not meeting income and residency requirements, not properly completing the enrollment procedures, or for losing a random selection lottery.

Under Living Hope Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The school principal shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

For the Wisconsin Parental Choice Program (WPCP) Living Hope Lutheran School may accept appeals and corrections until May 1.



## Payment

Please make all payments online through Gradelink or by check payable to Living Hope Lutheran School. A fee may be added to an account in the event that a check is returned to us for insufficient funds. Fees may apply for payments made online.

## Emergency School Closing

Living Hope Lutheran School will **NOT** automatically close whenever the Milwaukee Public Schools, West Allis Public Schools, or Wisconsin Lutheran High School are closed. Our school closing will be reported by 5:30 a.m. Families will be notified by school information system messaging.

## Insurance for Students

Living Hope Lutheran School carries appropriate insurance to protect itself should an injured party bring suit against Living Hope because of the school's involvement. Living Hope Lutheran School does not supply accident insurance for students.

## Health

### Sick Children - Allergies

Do not send your child to school if they have a fever over 100.3°F, vomits, or has diarrhea. A student should be kept home for 24 hours after the last episode of vomiting or diarrhea. If your child has something contagious (strep, chicken pox, head lice, pink eye, etc.), please notify the school office as a courtesy to other parents and to minimize the spread of illness throughout the school. Children who are given antibiotics for a contagious illness must be on the antibiotics for 24 hours before returning to school.

If your child becomes ill during the school day, you will be notified to pick up your child from the school secretary. Make sure your Emergency Contacts are current and available. This is our only way to reach you when your child needs you. Please be sure to update your child's medical file each year so that teachers are aware of any potentially hazardous situations due to allergies.

## Medication

The administering of medication is not a function of our school faculty or staff. However, in some instances, a child may be prescribed medication for use during the school day. In these rare cases, it is necessary to have a safe and proper procedure to ensure that the child receives the prescribed medication at designated times during school hours. If medication must be given at school:

- Parents must assume responsibility for the administering of the medication.
- If the parents are unable to dispense the medication during school hours, school personnel may store the medication. The parents must file with the school a document entitled "Prescription Medication Form." This document includes consent and written instructions for the distribution of medication. No medications (prescription or non-prescription) may be distributed without this document on file.
- If the parents authorize someone else to administer medication during the school day, a note must be sent to the school office. A prescription medication should have written directions from the physician, and should be in the original package from the pharmacy.

Living Hope Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have parental approval and bring the item from home. Please note that this does not include cough drops and throat lozenges. All drugs or medications (prescription & non-prescription) must be turned in to the teacher. The medication will be kept in a designated locked location.

Wisconsin statutes require that if prescription or non-prescription drugs or medications are to be taken or administered at school, Living Hope must have written authorization from the parent or guardian. The written authorization must include:

- The name of the medication
- Dosage
- The time of day the medication is to be administered
- The duration of time the medication is to be administered
- Signature of the physician or parent.

All medications should be recorded on the Prescription Medication Form which is available from the school office or may be downloaded from the school website.

Wisconsin statutes also require prescription and non-prescription drugs to come to school in their original pharmacy-labeled container or original manufacturer's packaging. Please make sure these containers are also labeled with your family name and contact information.

Inhalers are not required to be turned in to the teacher. EpiPens should be turned in to the teacher. All allergies should be clearly recorded on each student's emergency contact form. A Prescription Medication Form is also required for inhalers and EpiPens.

### Student Records

Cumulative records are kept for each child. The records are to be kept up to date for each child. These records should include all report cards, intelligence or achievement tests, and any special reports or information necessary for helping this child. This record is available to parents/guardians for their perusal. The Family Educational Rights and Privacy Act (FERPA) (Access <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for FERPA) is followed as those records are given out.

### Worship Activity

God has clearly stated in His Word that He expects regular attendance at divine worship services. We pray that parents will encourage regular attendance at church services by example.

Mission offerings are also received from our students to teach the importance of proper stewardship. The proceeds from this offering are donated to various mission projects within the Wisconsin Evangelical Lutheran Synod.

Our students are expected to participate in worship services throughout the year. A schedule of the services at which the students sing is provided to each family at the beginning of the school year. This schedule provides opportunities for members of other congregations to rearrange their schedules so that the children are present to sing with their class. **Attendance on these dates is expected. Children are also expected to participate at the Children's Christmas Service.**

### Conflict Resolution

Living Hope Lutheran School is committed to a God-pleasing partnership between home and school. Disagreements should be resolved in God-pleasing ways.

*Ephesians 4:3-4 "Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called."*

*1 Peter 3:8 "Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble."*

In Matthew 18:15, our Savior requires, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make their disagreements public. Courtesy and Christian love should dictate how each party will deal with each other. Christian people must be careful about not making disagreements public by any means (email or social media, etc.). The Eighth Commandment protects the reputation of both the individual and school whether an accusation is true or not.

By His spirit, God empowers His people to approach each other humbly, peacefully, and harmoniously. In that spirit, Living Hope Lutheran School urges following these steps toward a God-pleasing resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher or whoever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the principal along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the principal, then another faculty member or the Living Hope School Committee chairman may be contacted. If it is an issue of a spiritual nature, then one of the churches' pastors may be contacted.
3. If the issue still has not been resolved, the matter can then be brought before Living Hope's School Committee.

In matters dealing with school policy and/or procedures:

1. Discuss the issue with the principal.
2. If the issue still has not been resolved, then bring the issue to the Living Hope School Committee.
3. Living Hope's School Committee is the governing body of the school, and their decision is the final word. Feel free to contact them at [schoolcommittee@livinghopelutheran.org](mailto:schoolcommittee@livinghopelutheran.org)

In all matters of conflict between fellow Christians, ultimately we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins he won for us.

### Child Abuse Prevention Policy

The Lord tells us in 1 Peter 4:10 *"Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in its various forms."*

Living Hope Lutheran School may require the use of parent volunteers for certain events. People who volunteer at Living Hope and have consistent contact with the students are subject to a background check as administered by a third party. Background checks will also be conducted for parent drivers on field trips.

### Field Trips

Students do participate in school-related field trips and/or activities during the school year. In most cases, a local bus contractor will provide transportation to and from field trip activities.

### Transportation - Insurance

During the school year, occasions may arise when parents are asked to transport children for various school related activities. Parents who volunteer to drive for such activities, as well as those whose children are transported in private cars of others, should have an understanding of the insurance coverage applicable under the circumstances. Because those who volunteer to transport children could be considered liable, it is important that they have automobile coverage with limits of no less than \$100,000/\$300,000.

## Parent Participation Policy

The Lord tells us in 1 Peter 4:10 that "Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace in its various forms." Parent involvement is one of the keys to a successful ministry; because of this fact Living Hope has adopted the following Participation Policy.

Each family is expected to participate in 2 different activities during each school year. If a family does not sign up to participate in 2 different activities during a school year activities will be assigned to them by the school. Each participant will be contacted by a faculty advisor when their activity is approaching.

It is our hope that this policy will inspire a culture of participation that brings Glory to our Lord and Savior.

Opportunities are available in the Time and Talents Report. The church bulletin, church newsletter, or the school newsletter may also publish opportunities periodically. If you would like to offer your time and talents, please contact the school secretary or activity coordinator.

## Students

### Attendance and Truancy

Faithful attendance is required of all students enrolled at Living Hope Lutheran School. State law also requires that children attend school regularly, unless illness prevents them from doing so. As parents, you are responsible for their attendance.

Under Wisconsin's "Missing Child Law", parents or guardians must notify the school office any morning their child is not attending. Living Hope requires parents to contact the teacher (email, text, etc.) or the school office before 8:00 a.m. to notify that their child is absent, to state the reason for the absence, and to make arrangements for picking up schoolwork. It is the parents' responsibility that their child makes up all the homework.

An excuse for absence from school may be approved for one or more of the following reasons or conditions:

#### Excused Absences

- Personal Illness - Parents or guardians must contact the school each morning their child is home ill. The school will require a doctor's excuse if the child is absent 3 or more consecutive days.
- Death of a relative - Parents or guardians must contact the school to explain the situation and estimated time of absence from school.
- Professional Appointment - We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, the parent/guardian must notify the school a day in advance stating clearly the time the student is to be dismissed.

#### Planned Absence

- Those days missed because of family vacations count against the minimum attendance requirements. The administration and faculty strongly suggest that every effort be made to not take students out of class. These vacations create more work for you, your child, and the teacher. If a parent decides that the student must miss school, a written excuse must be given to the classroom teacher in advance of the absence. If a student will miss more than 1 school day, homework may not be given in advance. This is in accordance with Wis. Stat. sec. 118.15(3).(c).

### Unexcused Absences

An unexcused absence does become part of a student's school record. Students will be marked for an unexcused absence if they:

- Fail to bring a doctor's excuse for three or more consecutive days of absence
- Leave school without prior arrangement
- Are absent from school for any reason other than those listed as an excusable reason
- Arrive at school after 10:00 a.m. (unless prior arrangement for excused tardy)

Students who miss 25 or more days of school during a school year may be retained for the next school year. The school staff will evaluate the student and make a recommendation to the Living Hope School Committee for grade placement the following year. Excessive absences (25 or more) may also be grounds for expulsion.

### State Statutes Referenced in this policy:

The school board must establish a written policy specifying the reasons for which pupils may be permitted to be absent from school, Wis. Stat. sec. 118.16(4)(a).

However, parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision, Wis. Stat. sec. 118.15(3)(c).

If a student misses part or all of (5) more days without an acceptable excuse in a semester, the student is "habitually truant" and a truancy referral may be made by the school against the student to the juvenile intake worker or municipal court. Wis. Stat. sec. 118.15(5)

## Tardiness

Faithful attendance is a prerequisite for satisfactory academic performance. Students need to learn the value of punctuality. Parents help set this expectation for their children by correctly modeling timely attendance. Additionally, students arriving late:

- Miss morning devotions, the cornerstone of our Christian elementary school.
- Are disruptive to classroom teaching and the educational process for students who arrive on time.
- Are unprepared for class and school responsibilities.
- Develop behavioral patterns that are undesirable in school and later in life as employees.

For all of these reasons, the school day and devotion begin promptly at 8:00 a.m. All students who are not in their seats ready to begin by 8:00 a.m. will be considered tardy. To keep classroom disruption to a minimum, parents may not enter the classroom after 8:00 a.m.

To teach the importance of prompt attendance, all tardies will have a tardy notification slip sent home to be signed by the parent/guardian and returned the next day. The disciplinary action for tardiness besides a tardy slip is as follows:

- **1-2 tardy in the calendar month - no penalty**
- **3-4 tardy in the calendar month - Letter/call from the principal**
- **5+ tardies in the calendar month- Letter/call from the school committee.**

Since our goal is to maintain the best teaching and learning atmosphere for all of our teachers and students, chronic tardiness may be considered sufficient grounds for suspension, non-promotion, or expulsion at the discretion of the Living Hope School Committee.

## Sexual Harassment

Living Hope Lutheran School is committed to maintaining a learning environment that is safe where students and staff can work and study productively. God's Word prohibits any form of sexual

harassment or violence. Examples of prohibited unwelcome and unsolicited behaviors include but are not limited to:

- Physical - intentional, unwelcomed touch against another's body, assault, or blocking free movement in the school.
- Verbal - sexual suggestive or obscene comments, threats, jokes, as well as comments about another student's body which are negative or embarrassing.
- Written - display or sharing sexually suggestive pictures and cartoons, messages through social media, text messaging, instant messaging, mobile-phone generated messages and images, internet postings, obscene letters, notes, and invitations.
- Non-verbal - suggestive sexual or obscene looks, leering, or gestures.

All complaints of harassment are to be brought to the attention of the principal. The reported complaint will be investigated and action taken as necessary in accordance with our Discipline Policy.

### Bullying

Bullying is *repeated* behavior intended to intimidate or humiliate another. Bullying may be physical such as assaults, shoving, punching, tripping, kicking, and/or taking or damaging personal property. Bullying may be non-physical such as verbal assaults, verbal threats or intimidation, social exclusion and isolation, extortion, teasing, spreading rumors, making insults, name calling, glaring, and the use of social media to send embarrassing, slanderous, threatening and/or intimidating messages or images.

All complaints of bullying are to be brought to the attention of the teacher or principal. The reported complaint will be investigated and action taken as necessary in accordance with our Discipline Policy.

### Discipline

Jesus Christ is the Lord of all. His Word is the guide and rule in all matters of our faith and life, including at school. The love of Christ motivates his children to:

- Show reverence for God and His Word
- Show respect for those in positions of authority, for they are God's representatives
- Show respect for one's own property and the property of others
- Keep school grounds, building, equipment and books free of litter, graffiti and damage
- Show cooperation in establishing an orderly and safe environment conducive to learning
- Take personal responsibility for one's own learning and conduct

The love that God has shown to us guides our relationships of teachers and students. Christians admonish those who sin in order to lead them to repentance and a life which glorifies their Lord. Our disciplinary program has the same purpose. The law and the gospel are the means through which we carry out our discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and repentance of that sin. When that is achieved, the student is once again assured of God's love and forgiveness. The student will, however, still bear appropriate consequences as a result of his/her behavior. Varying degrees of disciplinary actions may be taken depending upon the nature and severity of the misconduct. Living Hope Lutheran School reserves the right to contact parents and civil authorities and to discontinue the student's attendance depending upon the nature and severity of the offense.

Inappropriate Behavior - Behavior which is inappropriate for Christians is often also forbidden by state and municipal laws. Causes for disciplinary action will include, but not be limited to the following:

- alcohol or other illegal substances-possession of or use of;
- damage or destruction of school or private property;

- disobedience, defiance, or obstruction of a teacher's authority;
- disruption of school;
- fighting;
- theft; cheating or plagiarizing
- harassment; physical or verbal threats;
- profane or obscene language or gestures;
- truancy or tardiness;
- possession of weapons or dangerous instruments including replica weapons.

The classroom teacher may use redirection, reflective listening, adult role modeling, or positive reinforcement. The teacher will communicate behavioral issues with the family of the student when necessary. When a classroom teacher feels that they have done all they can to discipline a student in the classroom or in situations where a child continues to demonstrate an unwillingness to comply with classroom rules and expectations, the disciplinary steps below may be followed in an effort to change a pattern of behavior. Corporal punishment will not be used. Disciplinary action may include but not be limited to the following:

- Parent contact: Living Hope Lutheran School seeks to teach students they are responsible for their own behavior. Parents, however, are ultimately responsible for the conduct of their children and will be contacted by the classroom teacher whenever deemed necessary.
- In School Detention (i.e. loss of recess): In school detentions will be served during the school day as issued by the classroom teacher.
- After School Detention: After school detentions will be served from 3:15-3:45 on a day that is mutually agreed upon between the parent and the teacher. Students should not expect to be excused from detention because of extracurricular practices or games. The length and day of the detention will be at the discretion of the classroom teacher.
- Disciplinary probation: Students may be placed on probation for a determined period of time by the school administration. Failure to comply with the probationary terms will result in removal from school.
  - Loss of Privileges: A student who is academically ineligible or is on disciplinary probation may not be allowed certain privileges or be allowed to participate in any type of athletic program or other extracurricular activity during regular school hours.
- Referral to civil authorities: Violators of state and municipal laws—including disorderly conduct (violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct that tends to cause or provoke a disturbance Wis.Stat. sec. 947.01(1)) may be referred to law enforcement officers by the school administration.
- Suspension: The purpose of a suspension is to remove the student from the school environment and to provide time for the professional staff, parents/guardian, and student to discuss the matter and bring about an agreement on future conduct. The school administration may suspend a student from attending classes for a period of 1-5 days in most situations. The Principal or Assistant Principal will notify the parents by phone and in writing as to when the suspension will take place. For an immediate suspension, parents will be required to pick up their children from school. Absences from class due to suspension are recorded as excused absences. Students who are suspended will be expected to complete all work missed because of the suspension. All suspensions will be served at home.
- Expulsion: The Living Hope School Committee reserves the right to dismiss a student who disrupts the learning environment, threatens the safety of students or staff, or has shown a frequent disregard for classroom and/or school policies. Immediately following its meeting,

the Living Hope School Committee will notify the parents by phone of its decision to expel. A written expulsion letter will also be mailed. Expulsion may be the recommended course of action, even from a single act of gross misconduct.

If a family feels that their student is being unfairly treated through this disciplinary process they should follow the procedure diagrammed in the “**Conflict Resolution**” section found in this Parent Handbook. The Living Hope School Committee will make the final determination on expulsions from school.

#### 1. Expulsion

After an expulsion, re-admittance to Living Hope the following year may be considered if sufficient evidence is presented to the Living Hope School Committee that the student’s issues which resulted in expulsion have been adequately overcome upon receipt of a new enrollment form.

#### 2. Due Process

Students who are expelled may appeal their disciplinary action. Appeals are directed toward the Chairman of Living Hope Lutheran Church as the oversight committee. They must be in writing within 5 days of the decision. The church council will then hold a parent appeal meeting within 3 working days of the written appeal being received.

### Dress Code

As children of God, students should reflect Christian love and respect in all that they say and do. Since this lifestyle includes how we dress, we have an opportunity to honor God as we wear clothing, jewelry, and hairstyles that truly glorify Him. Modesty, good taste, cleanliness, and neatness must be important factors to consider when preparing for school or any school function.

- The primary responsibility for good grooming and the appearance of each student rests with the parents and the student.
- Clothing must be neat and clean in appearance, modest, not distracting, or revealing.
- Clothing must be appropriate for school type activities. Avoid clothes that are too tight, too loose, or too short for free movement, sitting, reaching, or bending positions.

1. **Tops:** All tops must have sleeves. Clothing shall not advertise drugs, alcohol, or other non-Christian ideals. Shirts shall not demonstrate inappropriate exposure (waistline or neckline).
2. **Pants:** In grades 5-8, baggy cotton sweatpants are not permitted and leggings/jeggings should only be worn under skirts or dresses. Pajama pants should not be worn in any grade. Pants should be worn at the waist. Pants shall not be torn, cut-off, or suggestively patched (functional patches will be judged by the teachers).
3. **Shorts:** Shorts may be worn to school during August, September, October, April, or May. However, short shorts, cut offs, biking shorts, and excessively tight shorts are not permitted. Parental guideline: The length of the shorts should be as long as the student’s second finger when the arm and hand are held by the side.
4. **Dresses:** Dresses and skirts are allowed with the proper length as listed for shorts. Dresses should also have sleeves. Shorts or leggings should be worn underneath skirts in grades 4K & 5K.



5. **Footwear:** Athletic shoes are required for the gymnasium. Shoes with laces shall be properly tied. For safety reasons, high heels, “heelys” (roller skate shoes), flip flops, sandals, or crocks are not allowed. Socks must be worn to school.
6. **Make-Up, Hair Care, and Jewelry:** Excessive make-up or unnatural hair color is not allowed. Hair care products, perfume, cologne, etc. are not to be brought to school. Jewelry may be worn provided it is not distracting or promotes non-Christian ideals. However, no jewelry is to be worn while participating in physical education classes or athletic events. Earrings that dangle are deemed unsafe and may not be worn. Only ear piercings are allowed.
7. **Winter:** Winter apparel should include boots (or a change of shoes) and snow pants when playing in the snow. Proper head and hand gear, as well as a coat, needs to be worn outside. Please use common sense when sending your child to school in the winter.

**Consequences:** Possible dress code violations will be discussed by two faculty members. A warning will be given for a first time offense. Parents will be notified of the offense so that it is not repeated. After the first offense, parents may be required to bring a change of clothes to school.

\*The principal will make the final decision on all dress code issues. If you have any questions concerning dress, please contact the principal.

### **Tobacco, Alcohol, and other Drug Use**

Students who have in their possession or use tobacco, alcohol, or other drugs and/or paraphernalia at school or school activities will at minimum be suspended from school. This includes coming to school “under the influence.” Parents will be notified immediately. The school will contact civil authorities as required. Violation of this policy may result in expulsion from school.

### **Toys**

Toys are not allowed at school. Examples of toys are, but not limited to: stuffed animals, trading cards, stickers, cars and trucks, blankets, eraser toys, etc. electronic game devices such as ‘Gameboy’ are considered toys and should not be brought to school. Exceptions include classroom Show and Tell, special theme days, and early childhood naptime.

### **Weapons**

Students may not at any time bring or possess a weapon on school property or at any school activity. Weapons are not limited to firearms; look-alike weapons, pocket knives are some examples of weapons. The school will contact civil authorities as required. Students may be suspended or face expulsion for violation of this policy.

### **Cell phones**

We discourage children from bringing cellphones to school. However, if a parent feels it is necessary for their child to have one at school, the phone must be turned off during the day, and the student must receive permission from a teacher before they can use it. Inappropriate use of a cell phone will be subject to disciplinary action. All families who plan to bring cellphones to school must sign the cell phone policy prior to the beginning of the school year.

## Electronics

Distracting items such as electronic devices or video games should not be brought to school. Items easily broken should be left at home.

## Searches and Seizure

Authorized school personnel may conduct a reasonable search of a student or his/her locker(s), and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of the state of Wisconsin, or other items prohibited by school rules. The Administration of L HLS and/or other law enforcement authorities reserve the exclusive right to do routine and random checks for alcohol, tobacco or vaping products, illegal substances and paraphernalia, and weapons anywhere on campus.

## Bicycles

Bicycles must be walked onto the grounds and parked in the designated area. Skateboards, roller-skates, roller blades, and bicycles may not be used on the playground before, during, or immediately after school hours.

## Grading/Report Cards

All children will have some homework to do. As they get older, the amount of homework will increase. Homework requirements suggest a regular period of study at home. Parents should check their children's work regularly for the child's benefit to see that it has been completed. Parents are encouraged to check Gradelink often to be kept aware of missing work, late work, and student progress. Should it appear that the child is burdened with homework, be sure to contact the teacher at once.

Report cards will be issued at the end of each quarter. Parent-teacher consultations will be scheduled with all parents at the end of the first marking period. Parents may request additional conferences at any time. Report card grades will indicate the pupil's work using one of the following grade scales:

**Percentage to Gradebook Score**

- 95-100 = 4 Advanced
- 90-94 = 3.5 High Proficient
- 83-89 = 3 Proficient
- 78-82 = 2.5 High Developing
- 71-77 = 2 Developing
- 66-70 = 1.5 High Basic
- 60-65 = 1 Basic
- 50-59 = 0.5 Below Basic
- 0-50 = No credit

**Conversion to Letter Grade**

- Average Score Grade
- 3.75 - 4.00 = A+ (or A)
- 3.50 - 3.74 = A
- 3.25 - 3.49 = A
- 3.00 - 3.24 = B+
- 2.75 - 2.99 = B
- 2.50 - 2.74 = B
- 2.25 - 2.49 = C+
- 2.00 - 2.24 = C
- 1.75 - 1.99 = C
- 1.50 - 1.74 = D+
- 1.25 - 1.49 = D
- 1.00 - 1.24 = D
- 0.00 - 0.99 = F

**Co-curricular Eligibility:**

- Minimum **2.0 GPA**
- May not have any F's

**% Description Score Grade GPA Points % Range Score Definition**

100	<b>Advanced:</b> Advanced understanding and application of the content.	<b>4</b>	4.00	<b>4.000</b>
99			A+	
98			3.75	
97			3.74	
96	<b>High Proficient:</b> In addition to score 3.0 partial success at score 4.0 content.	<b>3.5</b>	3.50	<b>3.667</b>
94			A	
93			3.49	
92			3.25	
91	<b>Proficient:</b> Demonstrates consistent understanding and applies knowledge and skills successfully.	<b>3</b>	3.24	<b>3.334</b>
89			B+	
88			3.00	
87			2.99	
86	<b>High Developing</b> No major errors or omissions regarding 2.0 content, and partial success at score 3.0 content.	<b>2.5</b>	2.75	<b>3.000</b>
85			B	
84			2.74	
83			2.74	
82	<b>High Developing</b> No major errors or omissions regarding 2.0 content, and partial success at score 3.0 content.	<b>2.5</b>	2.50	<b>2.667</b>
81			B-	
80			2.49	
79			2.25	
78	<b>Developing:</b> Inconsistent understanding and application of content.	<b>2</b>	2.24	<b>2.334</b>
77			C+	
76			2.00	
75			2.00	
74	<b>Developing:</b> Inconsistent understanding and application of content.	<b>2</b>	1.99	<b>2.000</b>
73			C	
72			1.75	
71			1.75	
70	<b>High Basic:</b> Partial success at 2.0 content, and major errors or omissions regarding score 3.0 content.	<b>1.5</b>	1.74	<b>1.667</b>
69			C-	
68			1.50	
67			1.49	
66	<b>High Basic:</b> Partial success at 2.0 content, and major errors or omissions regarding score 3.0 content.	<b>1.5</b>	1.25	<b>1.334</b>
65			D+	
64			1.24	
63			1.00	
62	<b>Basic:</b> Limited understanding and application of content.	<b>1</b>	1.00	<b>1.000</b>
61			D	
60			0.667	
59			D-	
0-59	<b>No Credit</b>	<b>0</b>	F 0 - 0.99	<b>0.000</b>

Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his report and work with others. From those students to whom He has given much, He expects much. To those whom He has given average or below average abilities He expects work according to their God-given abilities.

If you have any questions concerning your child's progress in school, feel free to discuss them with your child's teacher. It is an injustice to the child as well as the teacher if complaints are made of either to a third party. Your faculty welcomes questions concerning pupil progress in school. Please contact your child's teacher about any concerns so that an appointment can be made.

**Honor Roll**

Any student in grades 5-8 who achieves a grade point average of 3.0 will be given Honor Roll

recognition, students with 3.5 or better in a given quarter will be given High Honor Roll.

### Library

All pupils of Living Hope Lutheran School are permitted to check out books and other items from the school library. Books may be kept for 3 weeks. Books may be renewed for an additional 3 weeks.

Damaged books should be called to the attention of the librarian.

Library Rules:

- Fines (late returns): \$0.25 cents per book per week after the first notification
- Lost books: \$5.00 per paperback book and \$10.00 per hardcover book
- Renewals: Books may be renewed, but must be brought in for renewal.
- Each student is allowed to have two books checked out. You may not check out additional books if you have overdue/lost books.

### Lunch/Milk

Living Hope Lutheran School does not have a daily hot lunch program. Special hot lunch opportunities occur where fast food or homemade lunches will be available for purchase. Packed lunches should be sent with the students all other days. Sodas and energy drinks are not allowed before, during, or after school. The proper care of food that is brought from home to school is the responsibility of the parents and their children. Students will not be given access to a refrigerator during the school day. Microwaves are available for heating lunch items on days when special hot lunch is not offered.

Children will be able to order milk for the whole year under the Government Milk Program. Those who purchase milk are expected to drink it.

USDA nondiscrimination statement: In accordance with Federal Law and W.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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*This Parent-Student Handbook has been adopted by the Living Hope School Committee to provide a guide for parents, students, staff, and others for carrying out Living Hope Lutheran School's Christ-centered mission, vision, objectives, and philosophies. The Living Hope School Committee may update, modify, interpret, delete or replace policy and procedure, school and family expectations, and other Living Hope Lutheran School related items presented in this handbook at any time as it deems necessary, without prior notice.*

## School Directory

**Living Hope Lutheran School**  
**2217 S. 99<sup>th</sup> Street**  
**West Allis, WI 53227**

**School Office** 414-321-8780

Office Hours on school days 7:30 a.m.-3:30 p.m.

<b>School Office Manager</b>	Mrs. Anna Chirgotis	Ext	<a href="mailto:school@livinghopelutheran.org">school@livinghopelutheran.org</a>
<b>Principal, Tech</b>	Mr. Dan Johnson	Ext	<a href="mailto:djohnson@livinghopelutheran.org">djohnson@livinghopelutheran.org</a>
<b>Grade 8</b>	Mrs. Erin Martin	Ext	<a href="mailto:emartin@livinghopelutheran.org">emartin@livinghopelutheran.org</a>
<b>Grade 7</b>	Ms. Brianna Heikkinen	Ext	<a href="mailto:bheikkinen@livinghopelutheran.org">bheikkinen@livinghopelutheran.org</a>
<b>Grade 6</b>	Mr. Timothy MacKain	Ext	<a href="mailto:tmackain@livinghopelutheran.org">tmackain@livinghopelutheran.org</a>
<b>Grade 5, Ath. Dir.</b>	Mr. Timothy Hochmuth	Ext	<a href="mailto:thochmuth@livinghopelutheran.org">thochmuth@livinghopelutheran.org</a>
<b>Grades 4, Music</b>	Mrs. Mary Mengel	Ext	<a href="mailto:mmengels@livinghopelutheran.org">mmengels@livinghopelutheran.org</a>
<b>Grades 3</b>	Mrs. Annie Hintze	Ext	<a href="mailto:ahintze@livinghopelutheran.org">ahintze@livinghopelutheran.org</a>
<b>Grades 2, Music</b>	Mrs. Jennifer Wolfgramm	Ext	<a href="mailto:jwolfgramm@livinghopelutheran.org">jwolfgramm@livinghopelutheran.org</a>
<b>Grades 1, Tech</b>	Mrs. Rebecca Iles	Ext	<a href="mailto:riles@livinghopelutheran.org">riles@livinghopelutheran.org</a>
<b>5K</b>	Mrs. Nicole Wickland	Ext	<a href="mailto:nwickland@livinghopelutheran.org">nwickland@livinghopelutheran.org</a>
<b>4K</b>	Miss Lauren Mantz	Ext	<a href="mailto:lmantz@livinghopelutheran.org">lmantz@livinghopelutheran.org</a>
<b>Childcare Director</b>	Mrs. Shelly Nardi	Ext	<a href="mailto:childcare@livinghopelutheran.org">childcare@livinghopelutheran.org</a>
<b>3K</b>	Mrs. Jamie Wendorf	Ext	<a href="mailto:jwendorf@livinghopelutheran.org">jwendorf@livinghopelutheran.org</a>

### Living Hope Lutheran Church

**Church Office** 414-321-2126

<b>Secretary</b>		Ext	<a href="mailto:church@livinghopelutheran.org">church@livinghopelutheran.org</a>
<b>Pastor</b>	Mark Aufdemberge	Ext	<a href="mailto:maufdemberge@livinghopelutheran.org">maufdemberge@livinghopelutheran.org</a>
<b>Pastor</b>	Thomas Kneser (retired)	Ext	<a href="mailto:tkneser@livinghopelutheran.org">tkneser@livinghopelutheran.org</a>
<b>Pastor</b>	Timothy Wempner	Ext	<a href="mailto:twempner@livinghopelutheran.org">twempner@livinghopelutheran.org</a>
<b>Pastor</b>	Joshua Zarling	Ext	<a href="mailto:jzarling@livinghopelutheran.org">jzarling@livinghopelutheran.org</a>

## Living Hope School Committee

Feel free to contact them at [schoolcommittee@livinghopelutheran.org](mailto:schoolcommittee@livinghopelutheran.org)

Joe Becker- Chairman

Karin Bogenschneider

Chris Hein

David Wieting

Andrew Mielke

Marilyn Bond

Debbie Heiman

Diann Balke

Rebecca Schwall

## Cell Phone Policy

Due to serious problems that can arise with cell phones, students **should not** bring cellphones/smartwatches to school. Living Hope understands some of our scholars pick up/drop off and after school plans necessitating the need to have communication with their parents / guardians. The following rules apply to cell phone use at Living Hope Lutheran School:

- Cell phones must be turned off during the school day and turned into teachers upon arrival. Phones will be returned to students at dismissal.
- Students should not have cell phones on their person or in their backpack during the school day
- Teachers or staff may give students permission to use cell phones if they deem it necessary
- Any use of a cell phone/smartwatch without specific permission will result in the consequences outlined below.

Any phone at school being used without permission will be confiscated by administration. The cell phone/smartwatch will be returned to the parent / guardian as follows:

- First Offense: The phone is kept till the end of the day and can be picked up by parent / guardian after that time.
- Second Offense: The phone is kept till the end of the day and can be picked up by parent / guardian after that time, student will serve 3 days of after school detention.
- Third Offense: The phone is kept till the end of the day and can be picked up by parent / guardian after that time, student will serve 10 days of after school detention.

Students who reach a third offense will be prohibited from bringing a cell phone to school for the remainder of the school year.

Please be advised that Living Hope is not responsible for lost or damaged cell phones and other electronic devices.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

(approved by School Committee 7/1/24)

## **Living Hope Lutheran School's Commitment to Excellence 2024-2025**

### **Teacher and Administrator Commitment:**

#### **As a teacher of Living Hope Lutheran School, with God's help I WILL:**

- Regularly attend church and Bible study at Living Hope Lutheran Church
- Unconditionally love each child as a redeemed child of God just as Christ loves us unconditionally
- Nurture, direct, protect and guide my students in ways that are pleasing to our Lord
- Cooperate with and respect all students, parents, fellow teachers, and the school committee to accomplish the goals of Living Hope Lutheran School
- Demonstrate a strong personal faith in Jesus Christ, a commitment to the teachings of the Bible, and a dedication to the Lutheran teaching ministry
- Dedicate myself to pray for the well-being of my students and the school family at large
- Have a classroom management plan that spells out expectations of students and teacher using God's Word to address problems and find solutions
- Make every reasonable effort to identify students' unique spiritual, academic, physical, and emotional needs and help them grow in each area
- Keep nightly homework to a grade appropriate level
- Communicate with each child's parent as part of the home/school relationship
- Follow all policies from the school and faculty handbooks
- Do everything possible to ensure the academic success of the students in my care

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Student's Commitment:**

#### **As a student of Living Hope Lutheran School, with God's help I WILL:**

- Regularly attend church and Sunday School
- Continually work to demonstrate my love for Christ in all that I think, say, and do
- Seek to identify my God-given talents, abilities, and interests and try to use those gifts to glorify the Lord
- Cooperate with and respect all students, parents, and teachers to accomplish the goals of Living Hope Lutheran School
- Do everything in my power to ensure my academic success and the success of my fellow students by supporting and encouraging them
- Be seated and ready to begin by 8:00 a.m. every school day
- Complete all homework assignments to the best of my God-given ability
- Seek out and find God pleasing solutions to problems without resorting to any excuse
- Follow the school dress code and maintain appropriate appearance
- Come to school well rested and prepared for the day's activities
- Follow all policies of the school handbook



Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardian Commitment:**

**As a parent/guardian at Living Hope Lutheran School, with God's help I WILL:**

- Regularly attend church and Bible Study
- Support and encourage the Christian principles of Living Hope
- Cooperate with, respect, and pray for all students, parents, teachers, and the school committee to accomplish the goals of Living Hope Lutheran School
- Do everything in my power to ensure the academic success of my child including reviewing and signing homework assignments and notes as necessary, providing a quiet place at home for my child to work, making certain that my child is completing assignments on time, and enforcing reasonable bedtimes to ensure adequate sleep for my child
- Stay informed by making use of all available sources of information
- Ensure that my child is in his or her seat ready to begin school by 8:00 a.m.
- Ensure that my child is dressed in accordance with school policy with appropriate attire
- Bring questions or concerns regarding my child's education to the attention of the teacher immediately
- Refrain from being critical of the school procedures or teachers and from posting negative grievances about the school, teachers, other families, or children on social media.
- Attend parent/teacher conferences and actively participate in school activities
- **Read and follow all policies from the school handbook including conflict resolutions.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***So whether you eat or drink or whatever you do, do it all for the glory of God.  
1 Corinthians 10:31***